

## **Wood County**

### **Request for Proposal**

#### **Transportation Project Plat Project 1 (Hybrid Monumentation Plat)**

Due By: June 2, 2025 at 4:30 p.m.

##### **1) Introduction and Background**

Wood County, Wisconsin is seeking proposals for contracted services of a Professional Land Surveyor licensed in the State of Wisconsin to establish the existing right-of-way and title interest with the existing right-of-way and prepare a Transportation Project Plat (Project ID 2405-28-21), Monumentation Plat per WisDOT FDM Chapter 12 for CTH F within the limits of The South Section Lines of Sections 28 and 29 to the North Section lines of Sections 20 and 21, Town of Sherry, Wood County, Wisconsin. The project scope consists of 36 parcels. Wood County is seeking a lump sum bid for the scope of services detailed in this request for proposal. All proposers are responsible for researching authoritative information that is necessary to respond to this request for proposal.

##### **2) Scope of Services**

The contractor shall be required to perform the following duties:

- Obtain title searches per the WisDOT requirements for all parcels adjacent to the county highway. All title searches shall go back to 1911. Mortgages are exempted from this requirement. See Attachment A for the title search requirements.
  - A qualified title company must be subcontracted by the selected firm. The title searches cannot be prepared by the contracted Professional Land Surveyor.
  - PDF copies of the title reports will be provided to the County at the completion of the project.
- Field survey existing PLSS monuments and survey monuments along the right-of-way to aid in the re-establishment of the existing right-of-way and parcel lines with PLSS section breakdown as needed.
- Field survey existing county road and side road centerline.
- Establish existing right-of-way for the county highway and all side roads. Side road right-of-way shall be established 200 feet outside the county road right-of-way
  - Evidence used to establish the right-of-way Existing field evidence such as monuments, right-of-way posts, fence lines, utility lines and any other evidence available.
  - Right-of-way plats, engineering plans and highway documents available at the County Surveyor's office and/or the County Highway Department
  - Documents found in the WisDOT title searches
  - Survey documents found in the County Surveyor's office.
- Establish an existing alignment for the center of the right-of-way which may or may not coincide with the traveled centerline.
  - All alignments shall run north to south or west to east depending on the overall direction of the county highway.
  - Side Road alignments are not required but may be established if the Professional Land Surveyor deems in necessary.

- Determine from the evidence and documents the ownership of the underlying fee of the county highway and side road within 200 feet of the county highway
- Prepare a hybrid Transportation Project Plat (Monumentation Plat)
  - Prepare a title sheet shall be prepared in accordance with WisDOT FDM 12-10
    - The Title shall include “COUNTY OF WOOD”  
“TRANSPORTATION PROJECT PLAT TITLE SHEET”, “2405-28-21” “South Section Lines of Sections 28 and 29 to the North Sections Lines of Sections 20 and 21”, “CTH F”, WOOD COUNTY
  - Prepare detail sheets in accordance with WisDOT FDM 12-10 with additional information as follows:
    - Each detail sheet shall show no more than one-quarter mile or a forty per sheet.
    - Each detail sheet will show a Schedule of Lands
      - The only area in this schedule is the Existing R/W
        - If the R/W is not owned in FEE simple by the County the area within the R/W shall be shown
    - Each detail sheet shall show
      - Existing monuments and r/w guard posts
        - A table shall show the Northing, Easting and monument type (OD dimension for iron pipes)
      - New monuments placed at all r/w angle points, change of bearing and PC/PT of curves
      - The relocation order shall reference Wood County and County Highway Statutes
      - Bearings and distances by table or label
      - The existing centerline if not coincident with the r/w alignment
      - Location description
      - Relocation order
      - Statute references
      - Coordinate note
      - New R/W monument note (all new r/w monuments will be 1” x 30” rebar with steel sign post provided by the County)
      - R/W dimensions
      - Property line note
      - Access note
      - Parcel number note
      - Existing access control and note
      - Basis of R/W for CTH F and side roads
      - Conventional abbreviations
      - Conventional symbols
      - PLSS ties to two monumented section or quarter section corners
      - Station and out table
      - Location map

- Scale
  - North arrow
  - Certification by Professional Land surveyor to ss 84.095
- Recording and files to the County
    - The Professional Land Surveyor shall record the TPP on 22"x34" paper, 24# minimum weight.
    - PDF copies of the recorded plat in 11"x17" and 22"x34"
    - PDF copies of all title work.
    - A DWG or DGN of the ultimate R/W (sheet closure)
    - A DWG or DGN of all CAD Sheet files and CAD Reference files created to develop the plat
    - Closure reports per FDM Chapter 12
    - TPP Monumentation Plat Checklist.
  - Separate Coordinate Sheet
    - After the TPP is recorded, the Professional Land Survey will provide a separate document stating the northing and easting of all R/W points shown on the TPP.
  - Sheet amendments and/or correction affidavits, if required
    - The Professional Land Surveyor will be responsible for all sheet amendments and/or correction affidavits caused by scrivener's errors or improper data shown on each TPP sheet for a period of 7 years.

### 3) **Contacts**

All requests for further information should be directed as follows:

Kevin C. Boyer, Wood County Surveyor  
 715) 421-8528 [kevin.boyer@woodcountywi.gov](mailto:kevin.boyer@woodcountywi.gov)

Paul Bernard, Land Records Coordinator  
 Wood County Planning & Zoning Office  
 (715) 421-8469 [paul.bernard@woodcountywi.gov](mailto:paul.bernard@woodcountywi.gov)

### 4) **Hold Harmless**

The contractor will indemnify and save harmless Wood County and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or their agents, in prosecuting work under this agreement.

### 5) **County Reservation**

Wood County openly solicits the best possible value on all of our "Requests for Proposal". Wood County reserves the right to accept or reject any or all proposals in whole or in part, and to negotiate the terms of a proposal with a proposer as deemed in the best interest of the County.

- a. This proposal request does not commit Wood County to make an award or to pay costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Wood County's files without any obligation on Wood County's part.
- c. The vendor shall not offer any gratuities, favors, or anything of monetary value to any official or employees of Wood County for any purpose.
- d. Wood County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and/or irregularities, or to re-advertise with either an identical or revised specification.
- e. Wood County reserves the right to request clarifications of any proposal.

**6) Closing Date**

The County of Wood, Wisconsin will receive sealed proposals up to 4:30 p.m June 2, 2025. Proposals must be hand delivered or mailed to the Planning & Zoning Office. Facsimile or E-mail of proposals are **not acceptable** means of delivery.

**Location of Office:**

Wood County Planning & Zoning Office  
Room 217, A-B, Wood County Courthouse  
400 Market Street  
Wisconsin Rapids WI, 54494

**Mailing Address:**

Wood County Planning & Zoning Office  
PO Box 8095  
Wisconsin Rapids, WI 54495-8095

**7) Contract Term**

The project completion date is 4:30 p.m. December 5, 2025

**8) Incurring Costs**

Wood County is not liable for any costs incurred by proposers in replying to this request for proposal.

**9) Proposal Requirements**

Proposals must have the following information to be considered. Incomplete or failure to respond to each area below may be the basis for rejecting the proposal.

**a. Organizational Capabilities and Technical Requirements**

Describe your experience and capabilities in providing similar services to those required in the Scope of Services. Be specific and identify projects, dates, and results.

**b. Staff Qualifications**

Resumes of the staff from your company/organization that would perform the services listed in the scope of services.

**c. References**

A minimum of two references of past Transportation Project Plat (Monumentation) projects.

**10) Cost Proposal Portion**

Please complete Proposed Cost section of Attachment C. Wood County is seeking a lump sum bid for the scope of services detailed in this request for proposal.

**11) Proposal Selection and Awards Process**

The proposals will be reviewed, evaluated, weighted, and scored by Wood County. If minimum acceptable requirements are not met, the proposal will be rejected. In the event that all contractors do not meet one or more of the mandatory requirements, Wood County reserves the right to continue the evaluation of the proposals and to select one that most closely meets the requirements of this RFP.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected contractor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

**12) Vendor Indemnity and Insurance Requirements**

Contractor agrees at all times during the term of this agreement to indemnify, save harmless and defend the County, its Boards, Officers, Employees and Representatives against any and all liability, losses, damages, costs or expenses which the County, its Boards, Officers, Employees and Representatives may sustain, incur or be required to pay by reason of bodily injury, personal injury or property damage or other cause of action of whatsoever nature or kind arising out of or as a result of any negligent failure to act in connection with the provider occupying, furnishing services or goods required to be provided, however, that the provisions of this section shall not apply to liabilities, losses, charges, costs or expenses caused by or resulting from the acts or omissions of the County, its Agencies, Boards, Officers, Employees or Representatives.

Contract Surveyor agrees to obtain statutory workers compensation insurance and professional liability insurance in the amount of \$1,000,000 and auto liability of \$500,000 combined single limit and will provide Wood County with certificates of insurance indicating the required amounts of coverage are in effect with Wood County as an Additional Insured. The County shall be given thirty (30) days advance notice of cancellation, modification or non-renewal of any such policy during the term of this agreement.

**13) Method of Procurement**

The method of procurement is competitive proposal. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to Wood County for making final recommendation. The process allows for confidential negotiations and revisions.

The contract term is contingent upon authorization and funding of and by Wisconsin and federal laws or budgets. This agreement will be void if sufficient funds to pay for its obligations have not been budgeted by the Wood County Board of Supervisors.

Any material amendment or repeal of the same affecting relevant funding or authority of Wood County shall serve to terminate the contract except as further agreed to by the parties hereto. The contract can be terminated by a 30-day written notice by either party.

**14) Equal Opportunity, Affirmative Action Employer**

Wood County is an Equal Opportunity, Affirmative Action Employer. Qualified females, minorities, disabled, and other qualified veterans are encouraged to submit proposals.

# **ATTACHMENT A**

## **Specifications**

The following specifications are minimum acceptable requirements for the services needed.

The primary work to establish documentation of marketable title will be performed by the Contractor(s). Each WisDOT regional office will specify on a project-by-project basis which services below will be required and the expected timeline for delivery.

**ITEMS below must be delivered electronically to WisDOT in PDF format at 300 dpi or greater resolution, preferably to WisDOT's secure FTP site or to the Contractor's secure FTP site.** The Contractor is advised to contact the individual WisDOT region office for specific FTP upload instructions after the contract has been awarded. Non-FTP delivery methods may be acceptable if approved by the WisDOT region requesting the title information.

PDF files must be compatible with Adobe Acrobat version 8 and must use the following file-naming format: **TaxID\_OwnerLastName\_WisDOTProjectID\_TitleCompanyFileNumber.**

PDF files with searchable text (Optical Character Recognition) are appreciated, but not required.

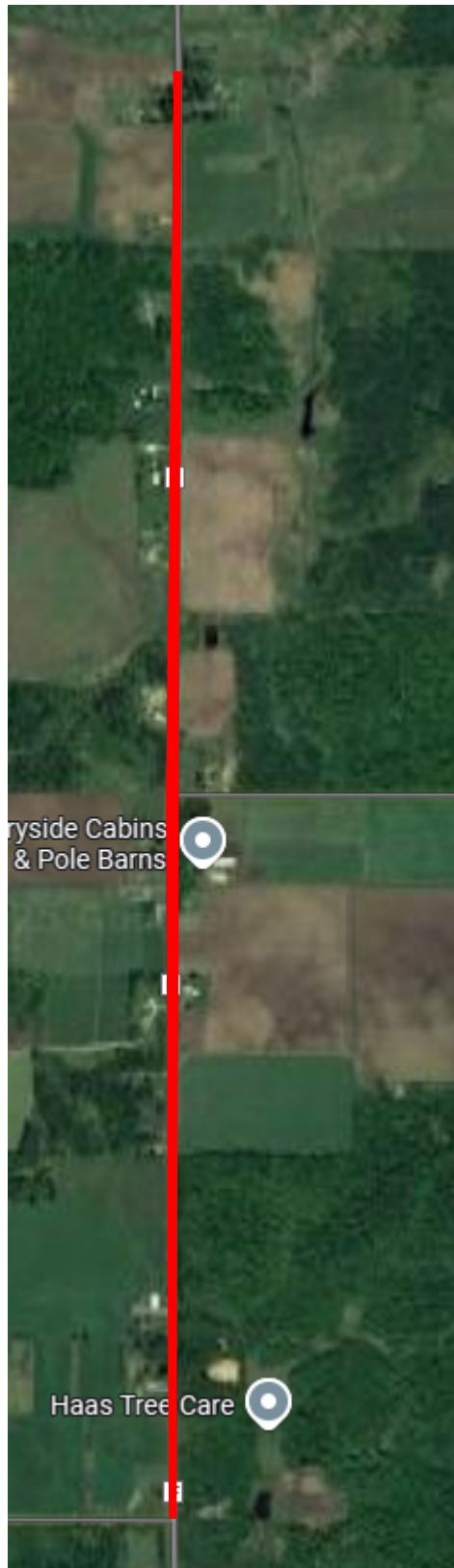
## **TITLE SEARCH REPORT**

The Contractor will provide WisDOT with an electronic copy of a Title Search Report. All searches shall reference the Project Identification number and parcel number if provided by WisDOT. Searches shall be compiled in numerical sequential order by WisDOT's parcel number, if provided, or sequential order by south to north and west to east direction. **Searches shall go back to the year 1911** (the year Wisconsin's State Highway Commission was established) unless Contractor is instructed otherwise by WisDOT. All searches shall include the following:

- a. Summary page listing all items in **b** through **n** below.
- b. Names and addresses of all current owners of record, including mailing address and property address.
- c. A complete copy of the conveyance instruments (deed, land contract, etc.) that convey title to the current owner(s) of record. If the conveyance's legal description (including any exceptions contained in the description) contains references to another recorded instrument or recorded map/plat (subdivision plats, certified survey maps, etc.), including corrective instruments associated with a plat (affidavit of correction, vacation orders), a complete copy of the same shall also be included.
- d. Copy of Tax Map, if available.
- e. Full search of title is required on only that land that WisDOT identifies. All other contiguous ownership shall be shown with tax maps and descriptions. Assessed values and acreage amounts shall be listed in either case.
- f. Complete description of all land in the conveyance quoted, which includes the parcel searched, with recording data (including volume, page, document number and tax key number).
- g. Complete copies of all valid easements of record such as utilities, conveyance of rights in land, easement assignments, secondary highways and dedications, including maps, plats, subdivision plats, certified survey maps, plats of survey, etc., and other recorded documents referenced in each document.
- h. Complete copies of all access restriction documents.
- i. Copies of pertinent pages (first page, legal description, signature page) of all active mortgages, judgments, and liens, including delinquent real estate taxes, state and federal tax liens. This includes reporting of financing statements (UCCs).
- j. Complete copies of all prior easement releases.
- k. A list of any deed restrictions referencing closure for contaminated sites.
- l. A copy of the latest municipal page or real estate tax statement from the county treasurer's office.
- m. Complete copies of all utility conveyance of rights in lands of record within the adjacent existing highway right of way.
- n. Complete copies of all prior Awards of Damages.



## ATTACHMENT B



# Attachment C

## Request for Proposal (RFP)

### Transportation Project Plat

#### Proposal Cost:

- Research, field survey, calculations, Transportation Project Plat development and recording

- \$ \_\_\_\_\_

- Title searches/reports

- Subconsultant: \_\_\_\_\_

- \$ \_\_\_\_\_

- Total Fee: \_\_\_\_\_

#### Authorized Agent:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_