



Request for Proposals
Measure & List of New Construction for Forsyth County

Proposals Will Be Received Until

12:00 Noon, Friday April 6, 2018

By The City of W-S/Forsyth Co. Purchasing Department
In Room 324 City Hall Building
101 North Main Street
Winston-Salem, North Carolina

ADVERTISEMENT FOR BIDS

Sealed proposals endorsed **Measure & List of New Construction for Forsyth County** to be furnished to Forsyth County will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, N.C. **until 12:00 Noon, Friday, April 6, 2018**. To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email jerryjb@cityofws.org, phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday. The County reserves the right to reject any and/or all proposals, bids, to waive informalities in the bids, and to choose the bid that is in the best interests of the County.

Jerry Bates
Purchasing Director

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.

INSTRUCTIONS TO PROPOSERS

INTRODUCTION:

This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer's response in full, in the same numerical order in which it was issued. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.

RFP Response Submission

All proposals shall be returned in a sealed container or opaque envelope containing one original proposal (please mark document as original) showing original signatures and seals and two (2) printed copies marked Measure & List of New Construction for Forsyth County. Proposals must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than **12:00 Noon, Friday, April 6, 2018.** **Late proposals will not be considered.** Submittals **will not be accepted by fax or electronic mail.**

The County will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the County or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the County will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The County reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other County employee or Forsyth County elected official regarding this Request for Proposals. Any such outside contact may result in disqualification from the request for proposal process.

Proposer Questions and Inquiries

Proposer Questions and Inquiries relative to this RFP must be submitted **in writing only by 12:00 Noon, Tuesday, March 27, 2018**, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (**Email is preferred**), Fax: (336) 727-2443. The County will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the County may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to potential bidders.

► All proposals must include a signed acknowledgement of any addendums issued.

Purpose of Specifications:

The County of Forsyth is seeking proposals for the measure and list of new construction as identified through permits from the County and its jurisdictions. The new construction will be for tax years 2018 and 2019.

General Conditions:

- 1) In order for a bid to be considered complete, vendors must be able to supply all items in the bid package. In addition, all requested information in the bid package must be completed and returned in its entirety to constitute a complete bid.
- 2) Contract Period: The services of the Provider shall begin on or about May 1, 2018, and continue for seven (7) months provided that either party shall have the right to terminate the Agreement for services upon (30) thirty days’ notice in writing to the other party. A detailed project implementation schedule is below:

RFP Release Date	Week of March 12, 2018
Deadline for Questions	12:00 Noon, March 27, 2018
Addendums Issued	By March 29, 2018
RFP's Due	12:00 Noon, April 6, 2016
Work Start Date	Anticipated July 1, 2018

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Detailed Specifications:

- 1) The contractor is required to measure and list new construction of new and existing residential property by Parcel as identified by the Forsyth County Tax Administration. (The contractor is not permitted to enter any residential property for interior inspection.)
- 2) Measure and list will include the drawing of a scaled sketch of the base area (the first above grade floor on a single level) of the property including additions like porches, decks, patios, and patios. The collection of data like bathroom counts, bedroom counts.
- 3) The vendor will provide the square footage of basements, finished basements, upper floors, and additions for non-base floors.
- 4) One or more photographs of the subject property on a SD card or flash drive along with and index showing the file name of the image and the correct PIN number. The contractor will provide cameras or other devices for each of their staff. (Appendix B will include a copy of the worksheet used to collect the necessary data.)
- 5) At each inspection, the contractor is required to inform the occupants of the property that they are on sight by knocking at the front door or ringing the doorbell, offering a brief description of the process, and providing a business card.
- 6) The contractor will have access to GeoData Explorer (<http://maps.co.forsyth.nc.us/forsythjs/>) This will allow the user to access the County Map by PIN number as long as the property has not been changed by boundary modification. In addition, GeoData Explorer allows the user to search by owner name and physical address. The contractor must provide their own electronic device for accessing GeoData Explorer via the internet in the field.

- 7) The County will identify the properties to be inspected. Each assignment will include a Property Record Card and a field data collection sheet. The contractor must be able to locate each property and complete the work based upon the information provided.
- 8) The contractor is responsible to provide transportation for the inspections of each assignment in the field.
- 9) The County will provide up to five (5) pairs of magnetic signs to be placed on each of the contractors vehicles used for inspections. (To be returned to the County at the end of the project)
- 10) The contractor and their staff are expected to act professionally at all times.
 - The contractor is required to provide personal identification and business cards for each person working in the field.
 - To dress professionally when representing the County. This excludes jeans or pants with holes, sagging pants, or tee-shirts with insignias, and requires that clothing be properly laundered.
 - When arriving at a residential property, the staff of the contractor must attempt to park in a location where the magnetic county signs are clearly visible from the residence.

11) Additional mandatory requirements:

Requirement	Vendor Can Comply	Vendor Cannot Comply
1) The contractor is required to measure and list new construction of new and existing residential property as identified by the Forsyth County Tax Administration. (The contractor is not permitted to enter any residential property for interior inspection.)		
2) Measure and list will include the drawing of a scaled sketch of the base area of the property including additions like porches, decks, patios, and patios. The collection of data like bathroom counts, bedroom counts.		
3) The vendor will provide the square footage of basements, finished basements, upper floors, and additions for non-base floors.		
4) One or more photographs of the subject property on a SD card or flash drive along with an index showing the file name of the image and the correct PIN number. The contractor will provide cameras or other devices for each of their staff. (Appendix B will include a copy of the worksheet used to collect the necessary data.)		
5) At each inspection, the contractor is required to inform the occupants of the property that they are on sight by knocking at the front door or ringing the doorbell, offering a brief description of the process, and providing a business card.		
6) The contractor will have access to GeoData Explorer (http://maps.co.forsyth.nc.us/forsythjs/) This will allow the user to access the County Map by PIN number as long as the property		

has not been changed by boundary modification. In addition, GeoData Explorer allows the user to search by owner name and physical address. The contractor must provide their own electronic device for accessing GeoData Explorer via the internet in the field.		
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10) The contractor and their staff are expected to act professionally at all times. <ul style="list-style-type: none"> • The contractor is required to provide personal identification and business cards for each person working in the field. • To dress professionally when representing the County. This excludes jeans or pants with holes, sagging pants, or tee-shirts with insignias, and requires that clothing be properly laundered. • When arriving at a residential property, the staff of the contractor must attempt to park in a location where the magnetic county signs are clearly visible from the residence. 		

- 12) Vendor will supply to the County a projected implementation schedule that will detail how Vendor will supply the above services to the County including a projected timeline. Discuss any and all types of scheduling, planning or consultations your company will use during implementation.
- 13) Vendor to supply prices for Measure and List, per Parcel, based on the above projected schedule. The Vendor is allowed to supply pricing on a sliding scale with a minimum number for each pricing ladder.
- 14) The County shall be the sole judge concerning the merits of products, materials, and/or services(s) provided in accordance with specifications set for in bid solicitation, or if it is determined the contractor is operating in violation of the Forsyth County Tax Administration, federal, state and local applicable laws and ordinances. No consideration shall be given for failure to perform properly.
- 15) Contractor agrees to save and hold harmless and to indemnify the County of Forsyth against any and all liability, losses, claims or costs of whatever kind of nature for any occurrence or accident

in connection with or in the performance of any work or services pursuant to awarded bid, whether to property or to persons.

- 16) The Provider shall maintain, at his/her sole expense, the following minimum insurance coverage:
- a) Commercial General Liability Insurance. The Provider shall maintain occurrence version commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit. Such insurance coverage shall:
 - i) **Include the County, its officials, officers, and employees as additional insured with respect to performance of the Services.** The coverage shall contain no special limitations on the scope of protection afforded to the above listed insured.
 - ii) **Be primary** with respect to any insurance or self-insured retention programs covering the County, its officials, officers, and employees.
 - b) Business Automobile Liability Insurance. The Provider shall maintain Business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for owned, hired, and non-owned automobiles.
 - c) Workers' Compensation and Employers' Liability Insurance. The Provider Shall maintain workers' compensation insurance with North Carolina statutory limits and employers' liability insurance with limits of not less than \$500,000 each accident.
 - d) Professional Liability Insurance. The Provider shall maintain professional Liability insurance or equivalent form with a limit of not less than \$1,000,000.
 - e) Other Insurance Requirements. The Provider shall: Prior to commencement of services, furnish the County with properly executed Certificates of Insurance which shall clearly evidence all insurance required in this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to the County. Certificates of Insurance shall specifically include the following statement: "Forsyth County, its officials, officers and employees and shown as additional insured with respect to the performance of services by Company Name". Provide certified copies of endorsements and policies, if requested by the County, in lieu of or in addition to certificates of insurance. Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of the services. Maintain such insurance from the time services commence until services are completed. Place such insurance with insurers authorized to do business in North Carolina and having A.M. Best Company ratings of not less than A VII. Any alternatives to this requirement shall require written approval of the County's Risk Manager.
- 17) The names and addresses, including telephone number and person to contact, of three local Forsyth County area clients shall be furnished with bid submission.
- 18) The bidder must also submit a Qualification of Bidder Form with bid, identifying the individual, partnership or corporation submitting the bid, along with other information outlined on the form. This information must be on the form attached hereto. Failure to submit the above form, etc., shall be grounds for disqualification of the bidder.

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