

# Boundary and ALTA Surveys

## *Request for Quotes*

### SECTION I INTRODUCTION AND PURPOSE

Invest Atlanta is seeking the services of an experienced contractor (the “Respondent”) to complete boundary and ALTA surveys for eleven (11) parcels. The intent of this Request for Quotes (RFQ) is to select a single surveying firm to provide surveying services for all eleven (11) parcels specified in the Scope of Work. The selected Respondent will be notified and Invest Atlanta will enter a service agreement prior to authorization of any work performed. The address, parcel numbers and preferred survey type are provided in Scope of Work detailed below:

### SECTION II SCOPE OF WORK

The intended purpose for obtaining surveys is to determine the boundaries to install fencing on properties owned by Invest Atlanta and for other development purposes. The surveys provided to Invest Atlanta by the Respondent must include standard symbols identifying property boundaries and where applicable identification of the location of utility lines, improvements, easements, or other significant landmarks.

Quotes should be created according to the categories outlined in the scope of work below, and pricing for each property listed should be itemized. See below a complete list of properties and requirements:

#### SITE LOCATIONS - BLOCK 1

<b>Property Address</b>	<b>Parcel ID</b>	<b>Survey Type</b>
641 Rhodes Street	14 011000101285	Boundary Survey
	14 011000101293	
	14 011000101301	
82 Sunset Avenue	14 011000101764	Boundary Survey
0 Magnolia	14 011000100105	Boundary Survey
450 Lindsay Street, NW	14 011100040474	Boundary Survey
41 Griffin	14 011000101806	ALTA Survey

#### SITE LOCATIONS - BLOCK 2

<b>Property Address</b>	<b>Parcel ID</b>	<b>Survey Type</b>
1132 Astor Avenue Southwest	14 0122 LL0385	Boundary Survey
0 Astor Lakewood Conn	14 0122 LL0419	Boundary Survey
0 Astor Lakewood Conn	14 0122 LL0393	Boundary Survey
0 Maple Street	14 008300011453	Boundary Survey

**SECTION III**  
**SUBMISSION INSTRUCTIONS**

Please review the above Scope of Work and requirements and provide all requested documents **by Monday, July 8<sup>th</sup>, 2024, by 5:00pm.**

**REQUESTED DOCUMENTS**

1. A cover letter providing the following detail:
  - a. A summary of the company’s experience including any specializations and how long the business has been in existence.
  - b. A brief overview of significant projects completed within the past two years.
  - c. A brief description of the methodology used to complete the proposed Scope of Work.
2. Responses to Mandatory Requirements
3. Written Quote meeting all the requirements described in “Written Quote Requirements” below.
4. All documents requested in “General Business Requirements.”

**GENERAL BUSINESS REQUIREMENTS**

1. A copy of the valid business license in the City of Atlanta for the company
2. A copy of all professional licenses required to complete the services requested.

All Respondents shall submit a current Certificate of Insurance provided by a carrier meeting a minimum A.M. Best’s Rating of A- or better and an A.M. Best’s Financial Size Category of VIII or better. The Surveyor agrees to provide Certificate of Insurance evidencing the following insurance coverages and requirement amounts of coverages:

- **General Liability:**
  - o Minimum Limits:
    - \$1 M per occurrence
    - \$2M aggregate
  - o Including:
    - Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
    - The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the respective limit of liability;
      - No exclusion for abuse and molestation
      - No exclusion for Assault and Battery
    - The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns as Additional Insured regarding ongoing and completed operations
      - Primary and Noncontributory language in favor of The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns
    - Waiver of Subrogation in favor of The Atlanta Development Authority

- d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns
- Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta

• **Automobile Liability:**

o Minimum Limits:

- \$1 M combined single limit regarding any auto ( or hired and non-owned auto liability if the contractor does not own any autos)
- o Including:
- Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
  - The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns as Additional Insured
  - Primary and Noncontributory language in favor of The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns
    - Waiver of Subrogation in favor of The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns
  - Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta

• **Workers Compensation and Employers Liability:**

o Minimum Limits:

• Workers Compensation: Statutory

• Employers Liability: \$1M/\$1M/\$1M

o Including:

- Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
- Waiver of Subrogation in favor of The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns

o Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta

o Umbrella / Excess Liability:

o Minimum Limits:

- o \$1 M per occurrence
  - \$1 M aggregate
  - Insurance carrier must have a minimum A.M. Best's Rating of A- or better and an A.M. Best's Financial Size Category of VIII or better.
  - General Liability, Auto Liability and Employers Liability on the schedule of underlying
- Follow form language
- The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns as Additional Insured

- Primary and Noncontributory language in favor of The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns as Additional Insured.
- Waiver of Subrogation in favor of The Atlanta Development Authority d/b/a Invest Atlanta, its respective agents, employees, officers, legal representatives, permitted successors and assigns as Additional Insured.
- Notice of cancellation (30 days, except 10 days for nonpayment) to Invest Atlanta

\*\*\*NOTE: the selected Respondent will be required to submit a revised certificate naming Invest Atlanta as an additional insured with waiver of subrogation.

3. Prior to contract execution, the selected Respondent must provide a Contractor & SAVE Affidavit. The forms are attached herein this RFQ for reference purposes only.

#### SECTION IV TECHNICAL REQUIREMENTS

##### MANDATORY REQUIREMENTS

To be considered responsive, responsible, and eligible for selection as a qualified contractor, **Respondents must answer all questions in this section in the affirmative (with a “Yes”) to pass and must be submitted as a part of your response.**

1. Respondents shall hold valid professional licenses for land surveying, issued by Georgia Professional Engineers and Land Surveyors Board. Does the Respondent hold a valid professional license for land surveying issued by the Georgia Professional Engineers and Land Surveyors Board?
2. Surveyors must be certified by recognized professional organizations, such as the National Society of Professional Surveyors (NSPS) or equivalent. Does the Respondent agree that all surveyors performing work are certified by a recognized professional organization?
3. Respondents must be technically competent and must use up-to-date surveying equipment (e.g., total stations, GPS, drones, GIS software) that meets industry standards. The Respondent also shall use the application of modern and proven surveying methodologies and techniques. Does the Respondent agree to comply with this requirement?
4. Respondents shall adhere to the detailed specifications outlined in the ALTA/NSPS Land Title Survey standards, including all required elements such as boundary lines, easements, rights-of-way, and other significant features. Respondent shall also comply with all applicable national and local surveying standards, such as those set by the American Land Title Association (ALTA), National Society of Professional Surveyors (NSPS) and/or National Geodetic Survey (NGS). Does the Respondent agree to comply with this requirement?
5. Respondents shall make a commitment to high standards of data precision and accuracy, with documented procedures for verification and validation of survey results. The Respondent shall have the ability to review and incorporate the title commitment provided by the title company into the survey, ensuring all title exceptions and encumbrances are accurately depicted. Does the

Respondent agree to provide accurate information and specify the title commitment provided by title company into the survey?

6. Respondents must maintain awareness and mitigation of environmental impacts related to surveying activities. Respondent shall Adoption of sustainable and environmentally friendly practices where applicable.
7. Clear and detailed reporting practices, including the provision of comprehensive survey reports, maps, and documentation. Provide a signed certification confirming the survey meets ALTA/NSPS standards

#### SECTION V COST REQUIREMENTS

#### WRITTEN QUOTE REQUIREMENTS:

- The Vendor shall submit a written quote with itemized pricing for each parcel included in the Scope of Work. Pricing should also be organized according to the categories provided.
- Written quotes shall be on the company's letterhead, listing the location name and address.
- Quotes must be submitted via Asana to <https://form.asana.com/?k=581IFI-GNu9jkEXT6s0YSA&d=315252815021303> no later than **5pm on Monday, July 8<sup>th</sup>, 2024.**

#### SECTION VI GENERAL TERMS AND CONDITIONS

All qualifications and supporting materials as well as correspondence relating to this RFQ become property of Invest Atlanta when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

- A. All applicable State of Georgia and Federal laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Respondent(s) and the scope of services. The engagement letter with the Respondent(s), and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the services, shall be interpreted in all respects in accordance with the laws of the State of Georgia.
- B. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- C. No Response shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to Invest Atlanta or the City with respect to any debt, (ii) is in default with respect to any obligation to Invest Atlanta or the City, or (iii) is deemed irresponsible or unreliable by Invest Atlanta. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.
- D. From the date Invest Atlanta receives a Respondent's proposal through the date a contract is awarded to a Respondent, no Respondent may make substitutions, deletions, additions or other changes in the configuration of Respondent's proposal or members of Respondent's team.

**SECTION VII**  
**ATTACHMENTS, EXHIBITS AND APPENDICES**

- Appendix A-1 Contract Affidavit under O.C.G.A §13-10-91(b)(1)
- Appendix A-2 SAVE Affidavit under O.C.G.A §50-36-1(e)(2)

**APPENDIX A-1**

**CONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(1)**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, et seq. (the “Act”) and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the “Rules”), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of Invest Atlanta: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with Invest Atlanta of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with the Act and the Rules through the subcontractor’s execution of the subcontractor affidavit provided below.

The undersigned contractor further agrees to provide a copy of each such affidavit to Invest Atlanta at the time the subcontractor(s) is retained to perform such services and to maintain copies of all such affidavits for no less than five (5) years from the date provided to Invest Atlanta and otherwise maintain records of compliance with the Act and the Rules as required.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Employment Eligibility Verification (E-Verify)  
User Identification Number

\_\_\_\_\_  
Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontractor Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

Sworn to and subscribed before me  
This \_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public                      My commission expires: \_\_\_\_\_

APPENDIX A-2

SAVE AFFIDAVIT IN ACCORDANCE WITH O.C.G.A §50-36-1(e)(2)

**INVEST ATLANTA AFFIDAVIT  
VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT**

By executing this affidavit under oath, as an applicant for a contract with Invest Atlanta, or other public benefit as provided by O.C.G.A. §50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I state the following with respect to my application for a public benefit from Invest Atlanta:

For: \_\_\_\_\_.  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) \_\_\_\_\_ I am a United States Citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or

**OR**

3) \_\_\_\_\_ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.

**All non-citizens must provide their Alien Registration Number below.**

\_\_\_\_\_  
Alien Registration number for non-citizens

The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit. **The secure and verifiable document provided with this affidavit is:**

\_\_\_\_\_

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute

\_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
Printed Name:

Sworn to and subscribed before me

This \_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_