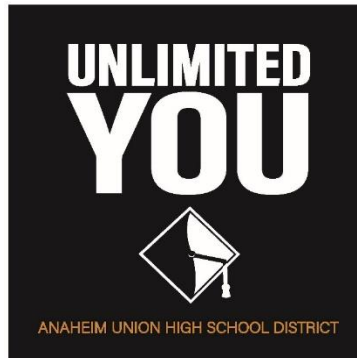


# **ANAHEIM UNION HIGH SCHOOL DISTRICT**



## **Request for Proposals (RFP)**

**RFP #2025-28**

**for**

**Boundary and Topographic Site Survey Services**

**RFP Submittal Deadline**

**June 2, 2025, at 2:00 PM**

**Submit To**

Anaheim Union High School District  
501 N. Crescent Way, Anaheim, CA 92801  
(714) 999-2380  
Attention: Jennifer Keys

## I. PURPOSE

The Anaheim Union High School District (“DISTRICT”) is seeking proposals from interested firms capable of providing boundary and topographic site survey services as described within this Request for Proposals (RFP). In November 2024, the electorate approved Measure K, a \$496 million general obligation bond. The DISTRICT is preparing to implement capital improvements with its bond funds and other funding sources. The services requested will provide important information required to begin the capital improvements DISTRICT wide. The selected firm/firms will work with the DISTRICT Facilities and Maintenance Departments, Program Management team, and other consulting partners, to conduct services that will enhance the capital improvement program.

## II. CONTENTS OF THE REQUEST FOR PROPOSAL

This proposal shall include the following items in the order listed:

1. **Cover Letter/Letter of Interest** – Provide a brief introduction, including address of the office submitting the proposal, email address, the company web site, and the primary person who will serve as the contact to the DISTRICT.
2. **Firm Experience** – Provide a summary of past boundary and topographic site surveys that are similar in scope to the type of services noted herein. The summary should include a brief description of past contracts, the name of the project manager, lead consultant, and staff that performed the services, and references that can verify the quality of the firm’s work.
3. **Project Team** – Provide the names and qualifications of the key individuals that will be responsible for the coordination and production of these services, their respective roles, and the organizational structure of the team. Technical support staff should be included if they will perform a significant role in the preparation of the work products. Clearly identify any subcontractors if used by your firm in providing these services to the DISTRICT.
4. **Project Approach** – Provide a summary of the firm’s proposed approach to boundary and topographic site surveys that demonstrates quality assurance and schedule control measures to be utilized. Provide a methodology of how your firm will approach the scope of services requested in this RFP (as outlined in Section III – Services Requested).
5. **Fee Approach** – Provide the firm’s fee structure for providing the requested services.

6. **Insurance** (may be provided as an appendix) – Provide evidence of professional and general liability insurance of no less than \$1,000,000.

### **III. SERVICES REQUESTED**

DISTRICT is interested in boundary and topographic site surveys to facilitate the capital improvement program.

Upon selection, the Consultant shall perform professional services which shall include the following:

#### **Boundary and Topographic Site Survey Specifications**

1. Intent. The purpose of these specifications is to designate and describe the minimum requirements for a boundary and topographic site survey for use in the design and construction of new or modified buildings and other site improvements.
2. General. The Surveyor shall perform all field work necessary to accurately determine the property lines and existing physical conditions of the site, mark corner in accordance with appropriate State Board of Land Surveyor requirements, refer to established City/County bench mark, and ascertain and record on a topographic and boundary survey drawing the information and data as required and hereinafter specified. The Surveyor shall obtain from public records such information and data as may be required to complete the work. All data and information required by these specifications shall be shown on the survey drawing or designated as nonexistent.
3. Survey Drawing (Map). The survey drawing deliverables shall be a PDF file, and a CAD file prepared using an AutoCAD (latest version) 3D surface file with COGO points. When plotted, the size of the site survey drawing shall be 30" x 42" with 1-1/2" margin on the left edge for binding and a 1/2" margin on the remaining sides. The drawing shall be prepared, so when half-sized, it is legible. Where the size of the site is such that the specified size is deemed impractical, the Surveyor may, with the approval of the District, modify the above-specified dimension.
  - A. The survey drawing shall be prepared at a scale of one-inch equals 20 feet, except when authorized otherwise by the District.
  - B. North Arrow. The compass direction shall be shown by an accurately positioned North Arrow designated as (a) magnetic north, or (b) true north.
  - C. Drawing scale is to be noted on the survey.
4. Land Description. The survey drawing shall contain a legal description of the property of each ownership within the boundary lines of the site. District to provide Legal Description of Property.
  - A. Benchmark. Refer to established City/County benchmark.
  - B. Boundary Lines. Boundary lines of the site shall be shown in bearings and distances.
  - C. Area. The total area within the boundary lines shall be designated on the drawing in square feet and acres. If more than one parcel makes up the subject property, the area of the property of each ownership within the boundary lines must be identified.
5. Closure Report. Provide a copy of the closure report confirming that the metes and bounds are accurate.

- A. Easements Indicate location, description, and dimensions of easements of record and hyperlink the easement documents on the drawings. If there are no easements, that fact shall be noted on the drawing.
  - B. Encroachments. All encroachments on the property being surveyed shall be accurately and clearly indicated.
  - C. Proof of Closure must accompany the survey. A tolerance no greater than .001 is required.
- 6. Improvements. Indicate the position and size of all improvements on the property including buildings, building doors and thresholds, architectural walls, retaining walls, hardscape areaways, driveways, fences, gates (including thresholds), DG limits, existing track and field event locations, etc. Indicate the existence and location of off-site structures within 20 feet of the property lines.
- 7. Trees and Vegetation. Indicate the location and size of trees over 4 inches in trunk diameter and wooded or vegetated areas where trees of smaller diameter or vegetation are in profusion. Thickly wooded or vegetated areas may be designated with the number or size of trees or type of vegetation.
- 8. Building Line. Note whether or not an "official building line" has been established and, if so, its location with respect to streets and property lines. Indicate location, if any, of adjacent building lines.
- 9. Adjoining Property Owners. Note names of owners of adjoining properties.
- 10. Offsite Streets and Alleys. The following data shall be indicated on the survey drawing for all streets, alleys, roads, highways, and rights of way adjacent to the site:
  - A. Name and/or route number.
  - B. Direction of traffic.
  - C. Distance from property lines and between curbs.
  - D. Type (concrete, asphalt, dirt, etc.), dimensions, and condition of paving. (Where no paving exists, so note.)
  - E. Elevations along center lines at 25 feet intervals and intersections.
  - F. Description of all proposed streets, alleys, roads, highways, and rights of way including contemplated dates of installation and proposed locations and elevations.
- 11. Offsite Sidewalks, Curbs and Gutters. The following data shall be indicated for all sidewalks, curbs, and gutters on or adjacent to the site (where no sidewalks, curbs or gutters exist, that fact shall be noted):
  - A. Distance from property lines and dimensions.
  - B. Type and condition of material.
  - C. Cross-sections of each type of curb and gutter.
  - D. Elevations of sidewalk along edge nearest site at 50 feet intervals, at corners and points of slope change.
  - E. Elevations of top of curbs and flow line of gutters at 50 feet intervals, at corners and points of slope change. Provide elevations full-width or half street.
  - F. Description of all proposed sidewalks, curbs and gutter improvement including contemplated dates of installation and proposed locations and elevations.
- 12. Utilities & Telephone. The following information pertaining to utilities on or adjacent to the site shall be shown and noted on the survey drawing:

- A. Electric, Data-Signal, & Telephone. Locations of visible available electric data signal, & telephone service. Also, record locations of electric & telephone lines, poles, and manholes.
  - B. Water. Location of water mains, hydrants, and manholes. Indicate size of water mains per record information. Location of in-ground irrigation boxes or control valves where they occur.
  - C. Gas. Location and size of gas mains. Include type, pressure, and source of gas supply per record information.
  - D. Sewers. Location, size, direction of flow, and type of material of sanitary, storm, or combined sewer mains. Indicate elevations of flowline, location of manholes and elevation of "in" and "out" inverts.
13. Elevations and Contour Lines. Aerial surveys (where allowed) and elevations of the site shall be taken on a grid suitable to the topography and site size and shall include elevations 25 feet outside of the property boundary.
- A. Contour lines shall be drawn at intervals, which will accurately reflect the existing topography of the site but in no case at more than 2 feet intervals. Elevations shall be marked on contour lines at regular intervals.
14. Floodplain. The surveyor shall state whether all or any part of the site lies within a known floodplain or floodway fringe (ESRI/FEMA) and hyperlink the floodplain reference documents on the drawings. If none of the site lies within a floodplain or floodway fringe, note it as such.
15. Other Information. Note other information pertaining to site conditions, such as abandoned underground structures, ditches, culverts, wells, excavations, erosion problems, known Alquist-Priolo Earthquake Fault Map, slide areas, existing stream courses, etc. and hyperlink the referenced documents on the drawings.
16. Public Records The surveyor, in addition to other contractual services, shall obtain and/or verify requisite information and data from public records, including names, locations, dimensions and elevations of streets, curbs, gutters, sidewalks, established building lines, easements, utilities, proposed improvements, condemnations etc., necessary for, and incidental to, a complete site survey, preparation of the drawing thereof, and the certification by the Surveyor that the data represented thereon is true and correct.
17. Copies of Survey Drawing. Upon completion of the boundary and topographic site survey, the Surveyor shall submit one (1) electronic file containing boundary and topographic site survey and three (3) non-reproducible copies for immediate use.
18. Surveyor will include a separate cost for recording if survey ultimately must be recorded. At the time the completed survey is forwarded to the District, the surveyor must indicate if the survey is to be recorded.
19. Standard industry markers may be used in lieu of concrete monuments.
20. The project AUHSD name should appear in the lower right-hand corner of the survey.
21. The survey must point out encroachments and state if there are no visible encroachments.
22. Surveyor's Certification. The survey drawing shall contain a signed certification by the Surveyor that the survey of the described property was made under his supervision and that the data shown thereon is true and correct. The drawing and the Record of Survey when required shall also have the imprint of the surveyor's registration seal, or in lieu thereof a certification as to his State registration or license.

#### IV. SELECTION PROCESS

Proposals will be reviewed for responsiveness to the Request for Proposal and ranked by a selection committee composed of DISTRICT staff members. Selection of the Consultant will be based upon a number of factors including, but not limited to response to the RFP, qualifications, past references, design of approach/considerations, staff qualifications/support personnel, technology considerations, and pricing.

After discussion and ranking by the selection committee, one or more firms may be selected to negotiate an agreement. If necessary, and at the sole option of the DISTRICT, the top firms may be invited to meet with DISTRICT officials for an oral presentation. However, proposals may be accepted without an oral presentation. The DISTRICT reserves the right to select a firm which, in its sole judgment, best meets the needs of the DISTRICT.

**The DISTRICT reserves the right to reject any or all RFP responses, in whole or in part and to waive any irregularities or informalities. The selection of one or more companies/individuals will be solely at the discretion of the DISTRICT, acting through the Board of Trustees. The DISTRICT is not obligated to explain any deficiencies in a proposal, nor to accept requests for justification from firms not selected. The DISTRICT reserves the right to negotiate contract fees, terms, and conditions and to terminate such negotiations at any time, and to not enter into contract with any or all RFP responders. All proposal submission materials become the property of the DISTRICT.**

#### V. REQUEST FOR INFORMATION

**a. Disqualification**

Contact between a proposing firm, a sub-consultant firm or their representatives or agents with any member of the Board of Trustees, DISTRICT personnel, and/or project management consultants will be grounds for immediate disqualification.

**b. Contact Information**

All Contact must be directed to Jennifer Keys. All inquiries relative this RFP must be directed by email to [keys\\_j@auhsd.us](mailto:keys_j@auhsd.us) or (714) 999-2380. All questions will be shared with all invited proposers.

#### VI. SUBMITTAL

Submit **four (4)** original sealed copies of your proposal no later than 2:00 PM, June 2, 2025 to:

Anaheim Union High School District  
501 N. Crescent Way  
Anaheim, CA 92801  
Attn: Jennifer Keys, Procurement Contract Specialist

Proposals received after the specified time will not be considered and will be returned to the consultant. Thank you for your interest and we look forward to reviewing your proposal.