

REQUEST FOR PROPOSAL (RFP)

Surveying Services – North Sanpete School District

Introduction

The North Sanpete School District is soliciting proposals from qualified professional surveying firms to perform surveying services for the North Sanpete High School campus and connected district properties. The purpose of this Request for Proposal (RFP) is to obtain professional services necessary to support current and future site planning and construction projects.

Project Overview

The project consists of a Record of Survey and related mapping services for the North Sanpete High School campus, including the vacant land located south and east of the existing baseball fields, along with the district office, bus garage, and tennis courts. The total project area encompasses approximately **122 acres**.

The resulting survey and mapping data will support future improvements, including stadium planning and bus garage facility development.

Scope of Work

The selected firm shall provide professional services including, but not limited to, the following:

- Perform a **Record of Survey** for the high school campus, including the vacant land located south and east of the existing baseball fields, along with the district office, bus garage, and tennis courts (approximately 122 acres).
- Determine and map **all property boundaries**, including identification of any gaps or overlaps.
- Provide **topographic survey and aerial photography** for the entire site.
- Provide detailed mapping of the area **east of the gymnasium building adjacent to the track**, in anticipation of future stadium design at the North Sanpete High School campus.
- Provide detailed mapping of the area surrounding the **existing bus garage and tennis courts**, in anticipation of future bus garage construction.
- The School District will provide a **title report**, and the consultant shall map all easements and applicable exceptions identified within the report.
- Locate and map **site utilities and invert elevations**, including but not limited to:
 - Power
 - Water
 - Irrigation
 - Gas
 - Sewer

- Storm drainage
- Provide final deliverables in **CAD format usable by civil engineers**, including a **three-dimensional surface model** incorporating all surveyed elements.

Deliverables

Deliverables shall include:

- Record of Survey documentation as required by applicable standards.
- Topographic mapping of the full project area.
- Utility location mapping with invert elevations where available.
- Aerial imagery as part of mapping deliverables.
- CAD files suitable for engineering design use.
- Three-dimensional surface model incorporating all collected data.

Proposal Requirements

Proposals should include:

- Firm qualifications and relevant project experience.
- Key personnel and project team structure.
- Proposed project approach and methodology.
- Project schedule.
- Fee proposal.
- References from similar projects.
- Proof of licensing and insurance as required by law.

Schedule

The anticipated project timeline is as follows:

- Deadline for questions: **March 18, 2026**
- Proposal submission deadline: **March 20, 2026**
- Proposal evaluations completed by: **March 27, 2026**

The District reserves the right to adjust the schedule as necessary.

Proposal Submission

Proposals must be submitted by the deadline indicated above. Submission instructions, including delivery location and format, may be obtained by contacting Melanie Lee, Purchasing Agent, mlee@nsanpete.org, North Sanpete School District, 220 E 700 S, Mt. Pleasant, UT 84647, or by calling 435-462-2485, ext. 1818.

Evaluation Criteria

Proposals will be evaluated based on, but not limited to:

- Experience with similar projects
- Qualifications of personnel
- Proposed project approach
- Ability to meet project timelines
- Cost effectiveness
- References

The District reserves the right to request interviews or additional information from proposing firms.

District Responsibilities

The School District will provide the title report and coordinate site access as necessary.

Reservations and Rights

The District reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed to be in the best interest of the District.

Contact Information

All inquiries regarding this RFP should be directed to Zac Dimmick, Maintenance Supervisor, zdimmick@nsanpete.org or Melanie Lee, Purchasing Agent, mlee@nsanpete.org or by calling the North Sanpete School District Office at 435-462-2485.