



Mayor's Office
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Corporate Services
709-489-0400

Community Services
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Public Works & Development
709-489-0427

STANDING OFFER AGREEMENT

Standing Offer – Survey Services for Building Location and Elevation Certification

Contract Term: May 1, 2026 to December 31, 2027

1. Introduction

The Town of Grand Falls-Windsor is inviting proposals from qualified proponents to provide professional land surveying services to support mandatory certification of building location and elevation as part of the building permit process.

New requirements have been adopted by Council at the March 31, 2026, Public Council Meeting regarding the building location and elevation certification. A copy of these new requirements is in Schedule D.

The Town intends to establish a Standing Offer Agreement (SOA) with one or more qualified proponents for a contract term ending December 31, 2027.

2. Objective

To retain qualified survey firm(s) to provide timely, accurate, and consistent certification services to ensure compliance with approved plot plans and subdivision design grades.

3. Scope of Services

3.1 Pre-Construction Verification

- Stake building location in accordance with approved plot plans
 - Verify setbacks from property boundaries, easements, and rights-of-way
 - Verify proposed footing and finished floor elevation relative to the approved design grade
-

3.2 Certification (Pre-Construction)

Provide a signed and stamped certification confirming:

- The building location has been staked in accordance with the approved plot plan
- All setbacks from property boundaries, easements, and rights-of-way comply with approved plans
- The proposed footing and/or finished floor elevation complies with the approved design grade

3.3 As-Built Foundation Certification

Provide a signed and stamped certification confirming:

- The foundation has been constructed in accordance with the approved location
- The foundation elevation complies with the approved design grade

The certification shall also include:

- Horizontal datum
- Vertical datum
- Method of survey
- Surveyor name, company, signature, stamp, and date

Submissions shall be:

- In PDF format
- Signed and stamped
- Submitted to the Town prior to foundation construction (Pre-Construction Certification) and prior to backfilling (As-Built Certification)

3.4 Authorization of Services

All survey services under this Standing Offer shall be requested and coordinated exclusively by the Town.

The Town shall be the only authorized entity permitted to initiate service requests under this contract. Services requested directly by property owners, contractors, developers, or any third party will not be considered authorized under this Standing Offer and will not be compensated by the Town.

Proponents shall not undertake work under this Standing Offer unless the request has been issued directly by the Town. Certification submitted to the Town that has not been coordinated through the Town may be rejected at the Town's discretion.

3.5 Accuracy Requirements and Corrective Action

All survey work and certifications shall be completed in accordance with accepted professional standards for land surveying in Newfoundland and Labrador.

The following minimum accuracy tolerances shall apply:

- **Horizontal (building location):** within ± 50 mm of the approved plot plan location
- **Vertical (elevation):** within ± 25 mm of the approved design grade

Any deviations exceeding these tolerances shall be clearly identified in the certification submitted to the Town.

Where deviations exceed the specified tolerances, corrective action may be required to bring the construction into compliance with the approved plans and design grade. Where construction is found to be non-compliant, the Town may require a re-inspection or additional site visit to verify compliance following corrective measures.

“Re-Inspection / Additional Site Visit” means any additional site attendance requested by the Town beyond the initial verification or certification, including but not limited to situations where construction is found to be non-compliant or where additional confirmation of location or elevation is required.

The Town shall rely on the certification provided by the proponent for the purposes of determining compliance.

Responsibility for corrective action rests with the property owner and/or contractor.

4. Service Level Requirements

The proponent shall meet the following mandatory service level requirements:

- Initial staking and elevation verification: within two (2) business days from the date of request
- As-built foundation certification: within one (1) business day from the date of request
- The proponent shall acknowledge receipt of all service requests and confirm ability to meet required timelines.

All response times are based on standard business days (Monday to Friday, excluding statutory holidays).

The time of request shall be deemed to be the time at which the Town issues the service request by email or other agreed-upon method.



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The proponent shall have sufficient personnel and resources available to meet these service level requirements on a consistent basis.

Failure to meet these timelines will result in the application of service credits and other measures as outlined in Section 6 of this SOA.

5. Contract Structure – Standing Offer

The Town intends to establish a Standing Offer Agreement with one or more qualified proponents for the provision of survey services for the period ending December 31, 2027.

The Town may select one or more proponents under this Standing Offer. Work will be assigned at the discretion of the Town based on availability, responsiveness, and performance. No guarantee is made regarding the volume or distribution of work among proponents.

5.1 Assignment of Work

Work under this Standing Offer will be assigned at the discretion of the Town based on availability, responsiveness, and performance.

Where a proponent is unable to meet the required service timelines, the Town reserves the right to assign the work to another qualified proponent without notice or penalty.

Only work assigned by the Town in accordance with this Section shall be considered valid under this Standing Offer.

6. Performance Requirements

Failure to meet the required service timelines will result in a 10% service credit applied to the affected service.

Exceptions will only be considered in cases of documented site or weather conditions that prevent the safe or practical completion of the work. Staffing constraints, scheduling conflicts, or other internal resource limitations will not be considered valid reasons for delay.

Repeated failure to meet service requirements may result in removal from the Standing Offer at the discretion of the Town.

The Town will only compensate proponents for services that have been authorized and requested by the Town. Any work undertaken without Town authorization shall be at the proponent's sole risk and expense.

7. Proposal Requirements

Proponents shall submit a complete proposal containing the following information. Incomplete submissions may be deemed non-compliant.

7.1 Company Information and Experience

Provide:

- Legal name of the firm and business address
 - Primary contact person (name, title, phone, email)
 - Description of the firm's experience providing land surveying services, particularly related to:
 - Residential construction
 - Subdivision development
 - Municipal work
 - Summary of relevant projects completed within the past five (5) years
-

7.2 Personnel and Qualifications

Provide:

- Name and credentials of the licensed Newfoundland and Labrador Land Surveyor responsible for the work
 - Identification of key personnel who will be assigned to this contract
 - Confirmation that all work will be completed under the supervision of a licensed surveyor
-

7.3 Service Approach and Methodology

Provide a clear description of:

- The process for responding to service requests from the Town
 - Typical workflow from assignment to submission of certification
 - Quality control procedures to ensure accuracy and consistency
 - Method of communication and coordination with Town staff
-

7.4 Capacity and Availability

Provide:

- Confirmation of ability to meet the required service timelines
 - Description of available resources (staff and equipment)
 - Identification of any limitations that may affect response times
-

7.5 References

Provide a minimum of three (3) references for similar work, including:

- Organization name
 - Contact person
 - Phone number and/or email
 - Brief description of services provided
-

7.6 Pricing (Mandatory)

Proponents must complete and submit Schedule A – Unit Pricing Form.

Failure to submit Schedule A may result in the proposal being deemed non-compliant.

7.7 Acknowledgement of Requirements (Schedule C)

Proponents shall complete and submit Schedule C – Proponent Acknowledgement Form, signed by an authorized representative.

Failure to submit Schedule C may result in the proposal being deemed non-compliant.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Understanding of the scope of work
- Ability to meet required service timelines
- Demonstrated capacity and availability
- Pricing

The Town reserves the right to evaluate proposals in the manner deemed most appropriate to achieve best overall value.

9. Submission Requirements

Proponents shall submit their proposals in accordance with the following:

9.1 Submission Deadline

Proposals must be received no later than:

April 30, 2026 at 2:00 PM

Late submissions will not be accepted.

9.2 Submission Method

Proposals shall be submitted electronically in PDF format to:

tenders@townofgfw.com

9.3 Email Requirements

The subject line of the submission email shall clearly state:

"Standing Offer – Survey Services for Building Location and Elevation Certification"

9.4 Submission Content

Proposals must include:

- All information required under Section 7 – Proposal Requirements
 - Completed Schedule A – Unit Pricing Form
 - Completed and signed Schedule C – Proponent Acknowledgement Form
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9.5 Submission Responsibility

It is the responsibility of the proponent to ensure that their submission is received in full prior to the submission deadline.

The Town is not responsible for:

- Late submissions
- Technical issues or delivery failures
- Misdirected emails

9.6 Additional Requirements

- Proponents may submit only one (1) proposal under this request for a Standing Offer Agreement
- Submissions must be complete and clearly organized
- Incomplete submissions may be deemed non-compliant

9.7 Surveyor Responsibility and Certification Accuracy

The proponent shall be solely responsible for the accuracy, completeness, and professional integrity of all survey work and certifications provided under this Standing Offer.

All certifications shall be prepared and submitted in accordance with accepted professional standards for land surveying in Newfoundland and Labrador and in accordance with the requirements of this SOA.

The proponent shall clearly identify and report any deviations from the approved plot plan, approved design grade, or specified tolerances within the certification submitted to the Town.

The proponent shall not certify any work as compliant where it does not meet the approved plans, design grade, or specified tolerances.

The Town shall be entitled to rely on all certifications provided by the proponent as accurate and complete.

The proponent shall be responsible for any errors, omissions, or inaccuracies in the survey work or certifications provided and for any impacts arising from such errors, omissions, or inaccuracies.

Where non-compliance is identified, the Town may require a re-inspection or additional site visit to verify compliance following corrective measures.

Schedule A – Unit Pricing Form

Item	Description	Unit Price (\$)
1	Building Location Staking and Verification	
2	Foundation Elevation Verification	
3	Combined Location & Elevation Certification	
4	As-Built Foundation Certification	
5	Re-Inspection / Additional Site Visit <i>(This item includes all return visits requested by the Town, including those required due to non-compliant construction or the need for additional verification)</i>	
6	Rush Service (if applicable)	

All prices shall include all labour, equipment, materials, travel, reporting, and certification. No additional payments will be made for any incidental or related costs.

Re-inspection services will be requested by the Town where previous work is found to be non-compliant or where additional verification is required. All such services shall be compensated in accordance with the submitted unit pricing.

Schedule B – Standard Certification Template (*Sample*)

BUILDING LOCATION AND ELEVATION CERTIFICATION

Project Information

Civic Address: _____

Lot Number: _____

Subdivision: _____

Permit Number: _____

Date of Survey: _____

Section 1 – Pre-Construction Certification

(To be completed prior to foundation construction)

All measurements shall comply with the accuracy tolerances specified in the SOA.

I hereby certify that:

The building location has been staked in accordance with the approved plot plan

Setbacks from property boundaries, easements, and rights-of-way comply with approved requirements

The proposed footing and/or finished floor elevation complies with the approved design grade

Overall Compliance with Approved Plans and Tolerances:

Compliant

Not Compliant

If Not Compliant, provide details:



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Section 2 – As-Built Foundation Certification

(To be completed prior to backfilling)

All measurements shall comply with the accuracy tolerances specified in the SOA.

I hereby certify that:

- The foundation has been constructed in accordance with the approved location
- The foundation elevation complies with the approved design grade

Overall Compliance with Approved Plans and Tolerances:

- Compliant
- Not Compliant

If Not Compliant, provide details:



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Section 3 – Survey Information

Horizontal Datum: _____

Vertical Datum: _____

Method of Survey: _____

Section 4 – Surveyor Certification

I hereby certify that the information provided above is accurate and reflects the conditions observed on site at the time of survey. I further certify that any deviations from approved plans, design grades, or specified tolerances have been clearly identified in this document and that this certification has been prepared in accordance with professional surveying standards.

Surveyor Name: _____

Company Name: _____

Signature: _____

Date: _____

Stamp: _____

Submission Requirements

- Submit in PDF format
- Must be signed and stamped by a licensed Newfoundland and Labrador Land Surveyor
- Must be submitted to the Town:
 - Prior to foundation construction (Pre-Construction Certification)
 - Prior to backfilling (As-Built Foundation Certification)

Incomplete or partially completed certifications may be rejected by the Town.

Schedule C – Proponent Acknowledgement Form

The undersigned hereby confirms that:

1. The proponent has reviewed and understands all requirements of this SOA.
2. The proponent agrees to meet the required service timelines, including:
 - Initial staking and elevation verification within two (2) business days
 - As-built foundation certification within one (1) business day
3. The proponent acknowledges and accepts the performance requirements, including the application of a 10% service credit for failure to meet required timelines, as outlined in this SOA.
4. The proponent confirms that all pricing submitted is fully inclusive of all labour, equipment, materials, travel, and incidental costs.
5. The proponent agrees to provide services in accordance with the terms of the Standing Offer and acknowledges that:
 - Work will be assigned at the discretion of the Town
 - No guarantee of work volume or distribution is provided
6. The proponent acknowledges that only services requested directly by the Town will be compensated under this Standing Offer and agrees not to undertake work under this contract unless authorized by the Town.

Proponent Information

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Schedule D – Building Location and Elevation Certification

Building Location and Elevation Certification

Prior to commencement of construction, the permit holder shall retain a Newfoundland and Labrador Land Surveyor licensed and registered to practice in the Province of Newfoundland and Labrador to verify and certify the following:

- 1. Building Location (Pre-Construction Verification)** The building location shall be staked by a licensed surveyor in accordance with the approved plot plan, including all required setbacks from property boundaries and rights-of-way.
- 2. Foundation Elevation (Pre-Construction Verification)** The proposed footing and/or finished floor elevation shall be verified by the surveyor to ensure compliance with the design grade established by the developer and/or as approved by the Town.

No construction of footings or foundation walls shall proceed until the surveyor has verified and certified both the building location and elevation, and such certification has been submitted to and accepted by the Town.

- 3. As-Built Foundation Certification** Upon completion of the foundation (prior to backfilling), the surveyor shall submit a signed and stamped certificate confirming that the foundation has been constructed in accordance with the approved location and elevation.

No backfilling of foundation walls shall occur until the required as-built certification has been submitted and accepted by the Town.

- 4. General Requirements** The Town may coordinate the provision of survey services for consistency and quality control. All costs associated with survey verification shall be the responsibility of the property owner or permit applicant and will be invoiced accordingly.

Failure to comply with this condition may result in a stop work order, requirement for corrective measures, or revocation of the permit.