

REQUEST FOR PROPOSALS

SURVEYING SERVICES – GLADE CREEK AND YELLOW CREEK ACQUISITION PROJECT

The Town of Wise (hereinafter the Town) has secured Federal Emergency Management Agency (FEMA) funding for the Glade Creek and Yellow Creek Acquisition Project, and herein requests proposals for professional surveying services for the project.

- A. Project Description – Combining FEMA Hazard Mitigation Grant Program funding with state and local funds, the Town is undertaking the Glade Creek and Yellow Creek Acquisition Project. This project entails the Town’s acquisition, possession and demolition of an estimated 15 residential properties situated in the vicinity of Glade Creek and Yellow Creek in the Town of Wise. Surveying services will be required to determine and/or confirm the land boundaries of each parcel.
- B. Scope of Services – Land boundary surveying services shall, at a minimum, be performed according to and shall meet or exceed the Minimum Standards and Procedures for Land Boundary Surveying Practice of the Virginia State Department of Professional and Occupational Regulation (18 VAC 10-20-370). Land boundary surveying services provided by the selected firm shall be done under the direct control and personal supervision of an individual currently licensed to practice as a Land Surveyor under the laws of Virginia. Said individuals shall be employed by the selected firm and shall provide proof of current licensure as a land surveyor in Virginia. A list of violations and actions against said individual, if any, by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) shall be provided.

The deliverables to be provided for each parcel surveyed according to the above stated minimum standards and procedures shall include:

- A copy of all documents and records discovered as a result of research performed for each parcel from all sources of data pertinent to each parcel.
- Each unmarked property corner shall be marked, at a minimum with a 24" long by 5/8" diameter steel rod with plastic ID cap exhibiting the name of the firm or license number of the individual performing the survey. If exposed bedrock exists at the unmarked corner position, then a minimum 3/8" diameter drill hole placed in said bedrock shall be substituted for said iron rod.
- One 18" x 24" stamped mylar and six original stamped copies of the plat prepared for each parcel survey.
- A metes and bounds description for each parcel based on the information generated about each parcel from its land boundary survey.

C. Proposal Contents – All respondents shall submit a written Statement of Qualifications (SOQ) to include information about the respondent directly related to each of the Selection Criteria outlined in Section E herein. All information should be submitted succinctly. Proposals should not include estimates of costs or man hours to perform desired services. Each firm should include proof of general liability and errors and omissions insurance coverage.

D. Selection Process – The Town of Wise will utilize a selection committee to review and evaluate all SOQ's submitted by firms responding to this RFP. The proposals will be evaluated and ranked based on the selection criteria outlined in Section E herein. The Town may ask the top ranked firms to attend a presentation/interview as part of the evaluation process. At the conclusion of the evaluation process, the firms will be ranked in

priority order with the highest ranking firm being selected to negotiate a contract with the Town. If a contract satisfactory to both parties cannot be negotiated, the Town will then enter into negotiations with the next highest ranking firm and so on until an agreement is reached.

- E. Selection Criteria – The respondents will be evaluated based on the following criteria (SOQ's should address each of these areas):
1. Professional qualifications and experience of the licensed surveyor(s), and key individuals working under said surveyor(s), that the Respondent will assign to provide the required services.
 2. Local government experience of key personnel assigned to this project.
 3. Capacity of the Respondent to perform the required work activities within a reasonable time frame, taking into consideration current and planned workload. The Respondent shall provide an anticipated work schedule for the Project.
 4. Names, addresses and telephone numbers of clients for whom the Respondent has performed projects of a similar type and size within the past five years.
- F. Submittal – Respondents should submit five (5) proposal copies, by no later than 4:00 p.m. on Monday August 19, 2019 to the Town of Wise Project Manager for the Glade Creek & Yellow Creek Acquisition Project:

Town of Wise
Attn: Laura Craft, Project Manager/Town Planner
P. O. Box 1100
501 W. Main Street
Wise, VA 24293

The Town of Wise reserves the right to reject any and all proposals.
The Town of Wise is an Equal Opportunity Employer and Provider.