

# **Town of Mt. Crawford**

**P.O. Box 187**

**Mount Crawford, Virginia 22841**

**(540) 421-0856**

**[townofmountcrawford@gmail.com](mailto:townofmountcrawford@gmail.com)**

## **REQUEST FOR PROPOSALS (RFP) FOR SURVEYING SERVICES**

### **Purpose of RFP**

The Town Council (the Town) of Mount Crawford, Virginia invites the submission of responses to this Request for Proposals (RFP) from a qualified and Professional Land Surveyor, licensed in the Commonwealth of Virginia. The Town Council intends to consider individuals or firms who possess the professional qualities to provide the scope of services detailed below.

### **Purpose**

The Town is seeking an individual/ firm to provide land surveying for the Town for a proposed boundary adjustment. Specific services shall include all duties typically expected of a Professional Land Surveyor.

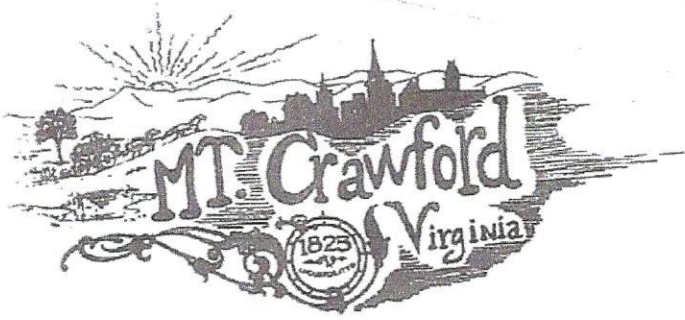
### **Scope of Work**

The services to be performed by the surveyor or surveying firm, include, but are not limited to:

- Perform boundary line adjustments.
- Prepare legal descriptions, plats and maps.
- Set boundary markers or property corners, also known as monuments.
- Retrace boundaries for fences and other purposes.
- Locate, relocate, establish, re-establish, or retrace any property line or boundary of any parcel of land, right of way, easement, or alignment of those lines of boundaries
- Prepare legal descriptions and information shown with the description of any deed or other title document.
- Prepare maps or plats.
- Prepare Record of Surveys.
- Review maps and/or surveys such as Parcel Maps, Final Maps, or Tentative Maps.
- Investigate boundary discrepancies.

### **Submittal Guidelines**

Proposal Content: The bidder is responsible to providing all information requested in this RFP and failure to do so may result in disqualification of the proposal. During the evaluation process, the Town may request answers to further questions about their proposal. The Town of Mount Crawford has the right to select any proposal it may choose or none at all in its sole discretion based on requirements it chooses.



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### **Submission and Inquiries**

This Request for Proposal (RFP) is issued by the Town of Mount Crawford. All proposals should be delivered to: Town of Mount Crawford, Attention Libby Orebaugh, Town Manager, 779 S. Main Street, or via PO Box 187 Mount Crawford, Va. 22841 or electronically to [townofmountcrawford@gmail.com](mailto:townofmountcrawford@gmail.com) no later than 5:00 pm, February 2, 2021.

Specification Bidders are requested to present the following information:

1. Provide the name and contact information.
2. Location of the office from which the work is to be done.
3. Experience and qualifications of the personnel to be assigned to the contract.
4. Experience of the firm.
5. Consulting capabilities.
6. Rate(s) per hour for scope of service.
7. Rate(s) per hour for consulting beyond the RFP contract by position.
8. At least three examples of local government surveying services or examples completed within the past three years.
9. List of other references the firm or individual believes helpful.
10. Provide a sample contract, if any, requested to be used, if selected, by the Town.  
The Town of Mount Crawford reserves the right to require its own contract or contract terms including, without limitation, terms generally used by the Town of Mount Crawford or requested by the Commonwealth of Virginia or Federal Law, or otherwise protective of the Town of Mount Crawford of that which is deemed helpful.

### **Right to Reject Proposals**

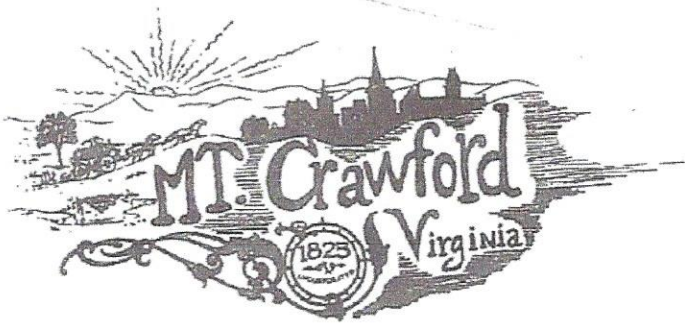
The Town reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation. All reports rendered to the Town shall be the exclusive property of the Town.

### **Selection Process**

The Town may invite several individuals/ firms to be interviewed from a review of proposals received before making a final decision. If an individual/ firm is selected for interview by the Town, that individual/ firm will be notified of the date and time of the interview.

The Town will negotiate with the selected individual/ firm, fees and contract conditions. If an agreement cannot be achieved with the first respondent, negotiations will proceed with subsequent choice respondents until a mutually agreed contract can be negotiated.





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**Professional Liability Insurance**

Coverage of no less than \$1,000,000 per occurrence, \$1,000,000 aggregate; professional liability insurance \$1,000,000 per loss, \$2,000,000 aggregate, and worker's compensation and employer's liability insurance, if applicable. A certificate evidencing such coverage shall be provided to the Town, if requested.

**Termination**

The Town reserves the right to cancel the whole or any part of a contract issued, as a result of this RFP, due to failure of the Contractor to carry out any term, promise or condition of the contract. The Town will issue a written notice of default to the Contractor for failing to act in compliance with the terms and conditions of such contract. Termination will be 30-day notice by either party, at any time, and contract will be on year-to-year automatic renewal basis.

**Not a Contract**

This RFP is not a contract and creates no legal rights for persons or entities submitting proposals.