

POLK COUNTY

REQUEST FOR PROPOSALS FOR CONTRACTED COUNTY LAND SURVEYOR

August 23, 2022

1. Introduction

Polk County, Minnesota, is requesting written submittals from qualified surveyors to provide professional County Land Surveyor Services for up to thirty (30) hours a month, to primarily oversee our remonumentation projects, perform plat checking, provide contract administration and perform various Land Surveyor duties such as, but not limited to setting monuments, review of survey records, maintain county survey records, meet with public and county staff, and advise the county on best practices.

2. Submittal Instructions and General Information

Interested individuals should submit a Fee Schedule and qualifications to Provide Contracted County Land Surveyor Services by no later than 4:30 p.m. on November 29, 2022. Submittals should be directed to:

Polk County Engineer
820 Old Hwy 75 South
Crookston, MN 56716

The face of the envelope shall contain the individual's name and return address. Late submittals will be disqualified and returned unopened.

Questions may be directed to Richard C. Sanders, PE Polk County Engineer, (218) 470-8253, or e-mail: rsanders@co.polk.mn.us

Submittal of the Fee Schedule and qualifications does not grant or intend to grant a contract or agreement to commence work until the Polk County Board of Commissioners has approved the award and entered into a Contract with said individual.

3. Scope of Services

It is Polk County's intention to contract with a private registered land surveyor who will be responsible for limited duties of the County Land Surveyor position. The contracted surveyor will act as an internal resource to other County Departmental staff, ensure the accuracy and

timeliness in recording and filing of all associated documents, and provide contract administration and oversight. These duties will include but may not be limited to:

A. PUBLIC LAND SURVEY CORNER MAINTENANCE FOR HIGHWAY AND SPECIAL PROJECTS

1. Respondent will provide surveys as needed for Polk County projects as requested by the County Engineer, in accordance with Minnesota State Statutes regarding surveying procedures, for example:
 - a. Highway Remonumentation Projects
 - b. Right-of Way Plats
 - c. Right-of-Way Acquisition
 - d. Public Land Survey Corner Restoration
2. Review of Certificate of Location of Government Corners to ensure all necessary documentation related to the County's remonumentation of United States public land survey monuments are complete.

B. GENERAL DUTIES

1. Respondent will provide assistance to Polk County Staff on survey and property boundary related questions, including GIS points and references.
2. Respondent will be required to attend County Board, staff and/or general public meetings as requested and advise the appropriate parties in writing on survey matters of interest to the county.
3. Respondent will help maintain a record system with a digital archive of all surveys and Certificate of Location of Government Corners.
4. Coordinate new data with the GIS Director in a timely manner so that our GIS system and online mapping on the County web page can be updated.
5. Be available on a limited basis to answer quick questions with the public, other surveyors, and county staff.
6. Be available on a limited basis to assist with record research with the public, other surveyors, and county staff.
7. Assist Polk County Planning and Zoning and the GIS department with plat checking procedure in regarding to Minnesota 505 Statues and MSPS Plat Manual.

Sample Contract

You should be aware of the County's standard contract terms and conditions in preparing your proposal. A sample contract is attached for reference. The terms of the contract will be for one year, renewable up to 4 years. The County reserves the right to terminate the contract at anytime with a 30 day notice. If you take any exceptions to any terms, conditions, or language in the contract, you must indicate in your response to the RFP.

4. Information and Supplies to be Provided by Polk County

Polk County will provide the following information and supplies to complete the project:

1. Granted use of the necessary office equipment including computer, printer, copier, and scanner in the Recorder's Office.
2. Access to our computer network, digital filing system, GIS, and Recorder's office paper filing system.
3. iDoc Market for record research.
4. Clerked staff while at Recorder's Office to assist in basic office support.

5. Proposal Information Statement

Your submitted Proposal is intended to present the opportunity to demonstrate the Licensed Land Surveyor's ability to perform the tasks required and to present innovative techniques, processes, methods and approaches that the individual will bring to the projects to meet the program objectives.

At a minimum, the following information should be included in your Proposal:

A) General Information

- Name, address, phone, fax, e-mail.
- Certified evidence of license as a land surveyor in the State of Minnesota
- Certificate of Insurance for general and personal liability with limits.

B) Past History

- List experience in working with Polk County
- List names of five (5) Plats and five (5) Certificates of Surveys conducted within Polk County in the past three (10) years. Include a copy of these documents if Polk County does not have them on record at this time.
- List experience in locating original United States Public Land Survey corners and past remonumentation efforts in Polk County.
- Describe your familiarity with Polk County archived survey documents.

C) List of References

- List at least three (3) and up to five (5) references that you have done work for within the past year. Include the following information:
- Name, address, phone number, e-mail, fax number
- Length of time known and in what context
- Type of work done

D) Authorized Signature

- Your original signature must be included in the submittal.

E) Fee Schedule to be used for the duration of this contract.

Additional Information

In addition to the general information requested, each submittal should include specific responses to the following questions:

- 1) Are there any civil or criminal actions pending against you at this time? If yes, explain in detail. Are there any current unresolved disputes/allegations?
- 2) Describe the bonding capability and insurance coverage that will be carried by you during the proposed contract for services.

6. Selection Process

Polk County reserves the right to accept or reject any or all individual's Proposal, or award a contract to the individual who in the opinion of the Polk County Board of Commissioners, will be in the best interest to Polk County. Polk County reserves the right to waive any irregularities, informalities and technicalities in any statement received, and may, at its discretion, request a re-solicitation or abandon the procurement in its entirety.

The Polk County Administrator and County Engineer will serve on the Evaluation Team to review the Proposal of individuals, conduct interviews, and to recommend the selection of an individual for the services listed in this Request for Proposals. The goal of the Evaluation Team is to assess the applicants on an equitable basis.

The Evaluation Team will recommend to the County Board the registered land surveyor that, in the opinion of the Evaluation Team, best meets the interests to Polk County. The Polk County Board of Commissioners will review the recommendations of the Evaluation Team at their regularly scheduled meeting following the completion of the interview process.