

Request for Proposal Examining Land Surveyor

Prairie County, Montana, a political subdivision of the State of Montana (Prairie County), seeks proposals from registered land surveyors or firms employing registered land surveyors to provide services to Prairie County. Prairie County will retain one individual or firm to provide Examining Land Surveyor services. The volume of services is dependent upon the surveying needs of Prairie County and the number of surveys/plats submitted for review. Prairie County does not guarantee any level of work to the selected individual/firm.

Mont. Code Ann. § 76-3-611 outlines the provisions related to the examination of a final plat. The basic services to be provided by the Examining Land Surveyor include, but are not limited to:

1. Examine and certify final plats and certificates of survey submitted for review to ensure compliance with provisions of Title 76, chapter 3, Mont. Code Ann.
2. Provide other Examining Land Surveyor services requested.
3. Meet with the county commission as needed.
4. All work must be performed in a timely manner and with statutory or Prairie County subdivision regulation imposed deadlines.
5. The individual/firm selected will be required to enter into a 3 year contract.

Responses to the RFP must include:

1. The individual's/firm's legal name, address, telephone number and principal contacts' email and address;
2. A statement of services being proposed for Examining Land Surveyor;
3. The experience, qualifications and roles of staff who may be assigned;
4. A description of the individual's/firm's prior experience;
5. A description of the individual's/firm's present and projected workloads, and explanation of how these workloads would be coordinated with the workload and projects which may arise between Prairie County and the individual/firm;
6. The proposed rate to be charged for Examining Land Surveyor services; and,
7. References from three (3) sources to whom you have provided professional services in the past year. Please include the name, address, phone number, contact person, and a description of the professional services provided. Prairie County may contact these references to verify a firm's/individual's ability to perform the contract.

All proposals submitted will be evaluated in accordance with the following criteria:

- Related experience on similar projects (25%);
- Recent or current work for the County or similar entity (25%);
- Qualification of professional personnel who will be assigned to the projects (20%);

- Overall quality of the proposal (15%);
- Ability to meet time and budget requirements (5%);
- Present and projected workloads (5%);
- Firm location (5%);

Proposals shall not exceed ten (10) single sided pages, excluding any standard corporate brochure, cover letter, and personnel resumes which may be submitted. An original and three (3) copies of the proposal, accompanying documents and supporting material suitable for evaluation shall be submitted. Legibility, clarity and completeness are paramount.

If it is determined interviews are necessary, selection of finalists to be interviewed will be based upon the evaluation of the proposal submitted. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the County, after the consideration of all applicable factors. Unsuccessful offerors will be notified in a timely manner.

Questions and responses should be directed to the Prairie County Clerk and Recorder, P.O. Box 125, Terry, MT 59349, 406-635-5575. **Responses must be received in the office of the Prairie County Clerk and Recorder no later than 4:00 pm on April 2, 2024.** The response packet should clearly state "Examining Land Surveyor Proposal" on the outside of the packet.

This Request for Proposal is being made in accordance with state and federal statutes which govern the procurement of professional services by local government. Accordingly, the County reserves the right to negotiate a contract based upon fair and reasonable compensation for the scope of work and services proposed. The County further reserves the right to reject any and all responses it deems incomplete, unqualified, unsatisfactory, or inappropriate.

Dated this 6 day of MARCH, 2024.

Prairie County Commission

Christine W. Keltner

, Chair

Attest:

Shari Robertson

Shari Robertson
Prairie County Clerk and Recorder