



## Request for Qualifications

TITLE: Topographic Land Survey  
DATE ISSUED: November 3, 2023  
DUE DATE: November 10, 2023  
TIME: 2:00 PM  
DEPARTMENT: Agriculture and Land Resources

Pursuant to the General Statutes of North Carolina, statements of qualification will be received for the following:

### TOPOGRAPHIC LAND SURVEYOR SERVICES

Buncombe County is seeking qualified candidates interested in providing a topographic survey for use in civil engineering design.

Statements of Qualification will be accepted until 2:00 p.m. on Friday, November 9 for the above-named item by email to [nina.alexander@buncombecounty.org](mailto:nina.alexander@buncombecounty.org). Buncombe County encourages submittals from minority businesses by providing certified minorities an equal opportunity to participate in all aspects of the RFQ process.

Request for Qualifications Authorized by:  
Ron Venturella  
Procurement Manager

#### A. Purpose

Buncombe County intends to contract with a licensed surveyor to provide the following scope of work:

- Prepare a field topographic survey/planimetric survey of the project area, estimated to total 6.4 acres.
- The contour interval will be 1-ft to define existing topography and grades for use in civil engineering design.

- Survey will be completed on the NC State Plane Coordinate System and typically includes but is not limited to the location of stream thalwegs, breaklines (top of banks, toe of slope), visible utilities, driveways, curb, asphalt, parking lot striping, buildings, and storm drainage.
- Existing property corners within the vicinity of the survey boundary will be located, if found, and property lines shown by record information if available.
- Six permanent control points will be set around the site using 5/8" Rebar and noted on the survey.
- Deliverables are a signed survey map, CAD file, .xml surface file, and survey point file in PNEZD .txt format.
- Work must be completed by December 31, 2023.

#### B. Submission Requirements

- Letter of Interest – A letter of interest must be submitted that includes the following:
  - Please list four completed similar projects in Buncombe County carried out in the last five years.
  - Provide the number of years of professional experience, and educational background inclusive of professional certifications.
  - Provide the office location(s) which will be providing the services.
- Deadline – Received by the Buncombe County by 2:00 p.m. on November 10, 2023.
- Email submission to [nina.alexander@buncombecounty.org](mailto:nina.alexander@buncombecounty.org).

#### C. Qualifications

Applicants will be evaluated in conjunction with the anticipated needs of County and information provided by the applicants as well as information obtained from references, persons, or other sources identified by the applicant or otherwise known by the County. Interviews are not anticipated, however, additional information may be requested.

#### D. Contact Information

Any questions about the submittal process should be directed to Nina Alexander, by email at [nina.alexander@buncombecounty.org](mailto:nina.alexander@buncombecounty.org).