

REQUEST FOR PROPOSALS

LAND SURVEYING SERVICES

The City of Winchester, Kentucky is requesting proposals for land surveying services related to the Lincoln Street Redevelopment Project. Services needed include the preparation of property surveys including preparation of an existing conditions plat, monumentation of lots to be acquired or built on and preparation of plats for property transfers. The surveyor will be provided with a copy of the current deeds for the properties located in the project area and any available information from the title examination. The surveyor is responsible for obtaining any other deeds for adjacent properties or source title information needed to complete the survey. Price is to include preparation of plats in accordance with state law and local planning and zoning requirements including geographic information system standards and requirements. Surveyor is to provide five hard copies of all final plats to the City of Winchester in addition to any copies required by zoning and subdivision regulations. A digital copy in a pdf format shall also be provided to the city.

Task One shall consist of preparing an “Existing Conditions Plat” suitable for recording at the County Clerk’s office which shows the existing property boundaries, utility easements, dimensions and source of title of all lots within the Lincoln Street project area including both the Phase I and Phase II areas. According to the PVA office there are 39 parcels. A list of parcels and copies of the source deeds as listed by the PVA office are available upon request from Kristen Lowry, Project Manager at kriss@krisslowry.com. It is anticipated that approximately 17 parcels will be acquired as part of the Phase I project and the surveyor shall provide legal descriptions for these parcels as required by the project attorney. Lots shall be numbered for reference purposes. Permanent survey markers shall be established to mark the boundaries of the lots.

Task Two will consist of the preparation of a subdivision plat for the purpose of consolidating or dividing the parcels acquired in the Phase I area as necessary to form approximately 7 new building lots, increase the right-of-way of Lincoln Street to 50 feet using land acquired on the west side of the street and retaining any required utility or drainage easements. In some cases, a lot or remnant portions of lots may be consolidated with a lot in the neighborhood that was not acquired. The work will include all necessary surveying and plat preparation necessary to re-divide or consolidate the lots in accordance with local zoning and subdivision regulations and monumentation of new lots after completion of infrastructure improvements. The surveyor will **not** be responsible for the planning & zoning application or approval process.

Task Three will consist of the preparation of a consolidation plat to consolidate up to six parcels into one lot on the north east side of Lincoln Street in the Phase II Area including any required legal descriptions for acquisition or disposition of the properties. This task will be contingent on the availability of funds to acquire up to five lots on the north east side of Lincoln Street upon completion of work in the Phase I area.

Proposals should state a separate lump sum cost for each task as described above. Proposals should also state the number of days you will require to complete the work for each

task. Proposals shall state hourly billing rates and policies for additional services. **Please submit four copies of the proposal.** Proposals will be evaluated according to the following criteria: Professional qualifications 20%, capacity to perform work in a timely manner 20%, previous experience on similar projects 20%, familiarity with locality 10% and cost 30%.

Attention is particularly called to the Federal requirements of employment to be observed under the contract including Title VI, Section 109, Age Discrimination Act Section 504, Conflict of Interest, Section 3, Executive Orders 11063 and 11246, the Clean Air Act, the Federal Water Pollution Contract Act and EPA regulations 40 CFR Part 15. Small, local, minority and female owned firms are encouraged to participate. No person shall be excluded from participation in, denied benefits of, or be subjected to discrimination in the implementation of this program on the grounds of race, color, national origin, sex, sexual orientation, gender identity, familial status, age, religion or disability.

Requests for Proposals will be evaluated on the basis of written materials and should be mailed to Kriss Lowry & Associates, Inc., Attention: Kriss Lowry, Project Manager, 227 S. Rays Fork Road, Corinth, KY 41010-3027. The phone number is (502) 857-2800 kriss@krisslowry.com (Kentucky Relay Service for the hearing and speech impaired: 1-800-648-6056). Proposals must be received no later than 4:00 P.M. November 29, 2018. The city reserves the right to reject any or all proposals.