



Request for Proposal and Qualifications

Surveyor Services

Issuer:	Berkeley County Farmland Protection Board (BCFPB)
Date:	13 May 2025
Deadline:	Submissions must be confirmed received via email or in person by noon EDT on Friday 13 June 2025.
Solicitation:	Request for proposal and qualifications for surveyor services to include general survey of lands to be placed into permanent conservation easements. All surveys must include a metes and bounds legal description of the conservation easement area, as well as any residential envelopes and/or retained development rights. The surveyor must have at least one staff member licensed to conduct survey work in West Virginia. Understanding of the requirements for minor plats and conservation easements by the Berkeley County Planning Commission is essential. 1 September 2025 to 31 August 2030, with optional yearly extensions contingent on agreement by both parties thereafter.
Qualifications:	<p>The following information shall be submitted with the proposal;</p> <ul style="list-style-type: none"> • An outline of previous work creating surveys for permanent conservation easements. • The name, professional qualifications, and specific, relevant experience of (1) the individual assigned to our account, and (2) of individuals who will be assigned to conduct significant work on any project for the BCFPB. • The costs and/or fees associated with the required services.
Awarding:	Award for surveyor services shall be made based on experience, professional qualifications, performance, and cost. The cost is one criterion utilized; however, the award is NOT determined solely by cost.
Termination:	The BCFPB reserves the right, by written notice, to terminate, in whole or part, any such bid award when (1) necessary or convenient, due to legal, financial, or operational conditions within the BCFPB or county or (2) because of failure of the successful bidder to fulfill contract obligations in regard to quality of work, timeliness of deliverables, or other conditions found to be unsatisfactory by the BCFPB

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