

MEMORANDUM

To: **Surveyor**

From: Wanda J. Clark, Town Clerk
Dennis Patton, Grant Administrator

Date: October 31, 2014

Subject: Town of Littleton CDBG-Catalyst, 12-C-2477
Procurement of Surveying Services

On behalf of the Town of Littleton, we are receiving proposals for surveying services for the above referenced program. The Town of Littleton intends to select a surveyor to perform surveying services based on the information stated below. The Town anticipates that one 1) parcel will require surveys.

The surveys to be performed will be improvement surveys that will include property boundaries, physical improvements such as structures, fences and driveways, septic tank location, encroachments, building/zoning setbacks, etc. in accordance with surveying standards. Corners are to be staked and flagged. The survey plat will be a minimum 8 ½" X 14" and include four copies and a mylar suitable for recording. If recording is required, then it will be noted when the survey is requested. The lot to be surveyed is residential and will be approximately **2.0 +/- acres**.

Please provide a short proposal indicating prior survey experience, education, specialties, prior county or municipal experience, etc. Please provide a fee schedule of current billing rates along with identifying types of reimbursable charges. Please indicate approximate amount of time you require to complete a survey and furnish a plat. The Town will select one survey firm to perform the necessary survey.

Proposals must be received by 5:00 P.M. on Friday, November 14, 2014 and may be mailed, faxed to 252-586-2709 or emailed to clerk@townoflittleton-nc.us. If mailing, please address to:

Surveying Services Proposals
Town of Littleton
C/O Wanda J. Clark
P. O. Box 87
Littleton, NC 27850-0087

Please call me at 252-586-2709 or Dennis Patton at 252-916-7013 if you have any questions.

The Town of Littleton is an Equal Opportunity Employer and Service Provider.

This information is available in Spanish or any other language upon request. Please contact Dennis Patton, Grant Administrator, at 252-916-7013 or Wanda J. Clark at the Littleton Town Hall, 112 E. South Main Street, Littleton, NC 27850, for accommodations for this request. Esta información está disponible en español o cualquier otra lengua a petición. Entre en contacto con por favor a Dennis Patton, encargado de la ciudad, en 252-916-7013 o en la ciudad pasillo, Wanda J. Clark at 112 E. South Main Street, Littleton, NC 27850 de la esperanza del resorte, para las comodidades para esta petición.