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REQUEST FOR PROPOSALS (RFP)

Project Title: Professional Boundary Surveying Services

Issuing Agency: The Raleigh County Commission

Release Date: June 9, 2026

Proposal Submission Deadline: Monday June 22, 2026 at 4:00 pm

1. Purpose & Overview

The Raleigh County Commission is requesting proposals from qualified, licensed Professional Land Surveyors (PLS) to establish, verify, and document legal boundaries for county-owned properties. The selected firm will resolve boundary discrepancies, map easements, and set permanent markers to protect public land assets.

2. Scope of Services

The selected surveyor must perform all standard duties to determine exact land borders, including:

Research: Review historical deeds, county plat maps, and adjoining property records at the Raleigh County Clerk's office.

Fieldwork: Locate existing monuments, identify encroachments, and capture high-precision data using GNSS/GPS or Total Station equipment.

Reconciliation: Apply West Virginia boundary law to resolve conflicting property descriptions.

Monumentation: Drive permanent, highly visible iron pins or concrete markers at all unmonumented property corners.

Deliverables: Provide certified, sealed Survey Plats (PDF and AutoCAD formats) and updated legal descriptions for each tract.

Annual Agreement: The firm selected will be utilized by The Raleigh County Commission from July 1, 2026 through June 30, 2027.

3. Minimum Qualifications

Proposers must meet the following criteria to be considered:

Active license as a Professional Land Surveyor (PLS) in the State of West Virginia.

Minimum of five (5) years of experience in municipal or county boundary surveying.

Maintenance of Professional Liability (Errors & Omissions) Insurance (\$1,000,000 minimum).

4. Proposal Submission Requirements

Submissions must be organized into the following short sections:

Firm Profile: Brief overview of the firm, credentials, and available field equipment.

Experience & References: Profiles of three (3) similar boundary survey projects completed in West Virginia.

Methodology & Timeline: A short breakdown of your workflow and estimated time to complete a standard tract.

5. Submission Instructions

Submit three (3) physical copies and one (1) digital copy (on a USB drive) in a sealed envelope marked "RFP: Raleigh County Boundary

Surveying Services" to:

Raleigh County Commission

Attn: Jay Quesenberry, County Administrator

116 North Heber Street

Beckley, WV 25801