



## Duplin County Emergency Management

<https://www.duplincountync.com/fire-emergencymanagement/>

209 Seminary Street • Kenansville, NC 28349

Tel 910-296-2160 • Fax 910-296-2164

Chris Vernon, 911 Communications Officer  
Brian Matthis, Emergency Management Planner

Michael Mahoney, Deputy Fire Marshal  
Brittany Malone, Administrative Support Specialist

Matthew Barwick, Director/Fire Marshal

### Memorandum

TO: All Interested Bidders

FROM: C. Ryan Cox, CFM, HMGP Project Manager

DATE: March 21, 2023

RE: Duplin County HMGP Program Request for Professional Surveying Services – REISSUED 3/21/2023

---

Duplin County is currently involved in the administration of a Hazard Mitigation Grant Program (HMGP) funded by the Federal Emergency Management Agency (FEMA). During the course of the project, the County will require services from a North Carolina Professional Land Surveyor. The selected firm shall provide the local government with legal boundary surveys required for the acquisition and demolition of residential structures in Duplin County, NC. The County anticipates that the Notice to Proceed for surveying work outlined in this RFQ will be issued in April 2023. The project requires a good working knowledge of boundary surveying in the Duplin County area.

The surveyor shall perform field surveys necessary to provide the Project Manager with a digital and paper site survey map for each of the structures included in these projects, showing parcel boundaries, location of main and accessory structures, and fences.

If your firm is interested in providing services to Duplin County for the program(s), **please respond by April 3, 2023**. The County requires a statement of qualifications which will be scored on the following criteria: experience of the proposed project team, availability of the project team, and the firm's average response time for submission of the completed surveys following notice to proceed. Please include hourly rates in a separate and clearly marked sealed envelope, as this is a qualification-based selection process in accordance with the law.

Please submit your response in writing to **Duplin County Fire & Emergency Management, Attn: Brian Matthis, Emergency Management Planner, 209 Seminary Street, Kenansville, NC 28349**. Please also **indicate on the envelope "Surveying Services Proposal Enclosed."** A public opening will not be held for submitted responses. Duplin County reserves the right to reject any and all proposals. If you have any questions concerning the scope of work, please contact me at (910) 392-0060, extension 104.

CRC:cmr

