



**INSIGHT**  
PLANNING + DEVELOPMENT



## Memorandum

TO: All Interested Bidders

FROM: Chris Hilbert, CDBG Project Manager *CH*

DATE: January 11, 2024

RE: Town of Edenton Community Development Block Grant – Neighborhood Revitalization  
(CDBG-NR) Request for Professional Surveying Services (**2<sup>nd</sup> Request**)

The Town of Edenton is currently involved in the administration of a Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) program funded by the NC Department of Commerce, Rural Economic Development Division. During the course of this project, the Town will require services from a North Carolina Professional Land Surveyor. The submitting firm shall provide the local government with legal boundary surveys required for the rehabilitation/reconstruction of up to five (5) parcels located in Edenton, North Carolina. The Town anticipates that the Notice to Proceed for surveying work outlined in this RFQ will be issued in February 2024. The project requires a good working knowledge of boundary surveying in the Chowan County area and specific experience with housing redevelopment projects.

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 the project, showing parcel boundaries and location of main and accessory structures.

If your firm is interested in providing services to the Town of Edenton for this program, **please respond by January 25, 2024**. The Town requires a letter of qualifications including resumes of the proposed project team, experience with CDBG projects, 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 procurement process is based on qualifications in accordance with NCGS Chapter 143, Art. 3D.

Please submit your response in writing to the **Town of Edenton, Attn: CDBG Project Manager, PO Box 300 (USPS), 400 S. Broad Street (delivery service), Edenton, NC 27932**. Please also **indicate on the envelope "Surveying Services Proposal Enclosed."** If you have any questions concerning the scope of work, please contact me at (910) 392-0060, extension 105.

CLH:cma