

Property Survey Project (2022-ER-60S)
Address: 149 Pops Lane, Dunnsville, VA 22454
Tax Map Number: 47G-1-2

Scope of work:

The contractor shall furnish all labor, supervision, equipment, tools, parts, supplies and materials, as necessary, to perform the services as described herein:

Cost for Line Item #1 (include total cost for items A-D) These are known factors. Vendors must invoice for actual cost incurred as described herein.

A) Survey and mark the property boundaries for 149 Pops Lane, Dunnsville, VA 22454 and provide a plat survey of the boundaries. Contractor shall not invoice for services unless services are rendered.

B) Bidders shall comply with all requirements of the Department of Professional and Occupational Regulations (DPOR) for contracting and executing the contract with the Middle Peninsula Planning District Commission (MPPDC) Staff. Bidders contacted by MPPDC Staff to provide any missing required documents, must provide the document within 24 business hours or their bid will be considered non-responsive.

C) Provide to tovide@mppdc.com the following information by the listed deadline:

- Project Start and End Dates: Estimated project start and completion dates to be provided (2) weeks after issuance of PO (issuance of Notice to Proceed).
- Name and licensure of subcontractor(s): The contractor shall within four (4) weeks after the signing of the contract (or within two weeks of the work starting or within 1 week after changing subcontractor; whichever is earlier), notify MPPDC Staff in writing of the names of subcontractors proposed for the principal parts of the work.
- Request for Change Orders: All requests for changes must be provided in writing per the contract terms and conditions and are not authorized until a response in writing is sent by the MPPDC staff.
- Request for Extensions: If it is determined that the work will not be able to be completed by the contract expiration date listed in the Notice to Proceed and the PO, a request for an extension must be provided, in writing, a minimum of two weeks prior to contract expiration date. Justification for why work could not be performed within original contract term must be provided. Extensions requested on or after the expiration date will not be able to be accommodated.

D) Upon completion and acceptance of work, submit invoice to tovide@mppdc.com. Include a copy of the completion statement and documentation of the survey work.

Breakdown of Total Cost

When responding to solicitation Bidders must attach a document listing breakdown of total cost for line item 1. Bidders must attach a separate breakdown of cost for additional services.

Additional cost should not be included in line item 1 bid submission.

Additional questions:

Contact Taylor Ovide via email: tovide@mppdc.com

Notice to Proceed

If Bidder is selected for award, the Bidder shall be required to provide a signed Notice to proceed form within 3 business days of notification. MPPDC Staff will provide a form for signature.