



LEE COUNTY GOVERNMENT

NORTH CAROLINA

Memorandum

TO: All Interested Bidders
FROM: Tradell Adkins, Planner II, Sanford/Lee County Community Development Department
DATE: 6/23/2026
RE: Request for Qualifications – Lee County CDBG-NR Program
Professional Land Surveying Services for CDBG-NR Program
Project # 4849-02-26

Lee County is requesting Statements of Qualifications from qualified North Carolina Professional Land Surveyors to provide surveying services in support of the County's Community Development Block Grant – Neighborhood Revitalization (CDBG-NR) program, funded by the North Carolina Department of Commerce, Rural Economic Development Division. The County anticipates the need for surveys for three residential parcels that will undergo reconstruction as part of this program. A Notice to Proceed is expected within approximately 30 days of contract execution.

The work will include providing field surveys, boundary stakes, and preparing digital and paper survey maps for each assigned parcel. These maps must show parcel boundaries, the location of main and accessory structures, and any relevant easements, encroachments, or rights-of-way. Coordination with County staff and project partners will be required throughout the process.

Firms interested in being considered should submit a Statement of Qualifications that includes a cover letter, an overview of the firm, North Carolina Professional Land Surveyor license information, and a Certificate of Authority if applicable. Please include resumes of key personnel, their roles and responsibilities, and their availability to perform the work. Firms should also describe relevant experience with boundary surveying in Lee County or surrounding areas. Information on current workload, capacity to complete the work, and typical response time following a Notice to Proceed should also be provided.

In accordance with NCGS §143-64.31, no fee or pricing information may be included in the qualifications submission. Fees will be negotiated only with the firm determined to be most qualified. If requested by the County after the evaluation phase, unit price information may be submitted at that time.



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Sealed Statements of Qualifications will be accepted by the Lee County Finance Office until **July 7, 2026, at 5:00 PM**. Please note that **two (2) complete qualification packages must be submitted**. If only one package is submitted, the submission will be rejected. Both packages may be submitted in a single sealed envelope. **Digital submissions will not be accepted.**

Submissions should be clearly labeled **"Surveying Services Proposal – CDBG-NR Program"** and mailed or hand-delivered to:

Attn: Purchasing Agent
Lee County Finance
115 Chatham Street, Suite 301
Sanford, NC 27330

If you have any questions concerning the scope of work, please contact Tradell Adkins, Planner II, Sanford/Lee County Community Development Department, via email at tradell.adkins@sanfordnc.net.

Lee County reserves the right to reject any or all submissions, request additional information, modify or cancel this RFQ, or select the firm deemed most advantageous to the County.