



Office of the Le Sueur County Administrator

88 SOUTH PARK AVENUE • LE CENTER, MINNESOTA 56057
TELEPHONE: 507-357-8220; jmartin@co.le-sueur.mn.us
Joe Martin, County Administrator

Le Sueur County Surveyor Request for Proposal

Summary: Le Sueur County seeks to enter into a professional services contract/agreement for County Surveyor duties with an individual or entity. *By law, the County needs to name an individual to be the County Surveyor, but the individual can be part of an entity.*

The County Surveyor is responsible for performing all the professional land surveying duties for the County. The County Surveyor must possess intellectual, technical, and functional expertise in land surveying to perform a full range of complex duties without instruction or assistance. Ensures that County and other survey work done by Land Surveyors conforms to survey map standards, and all Minnesota statutory requirements. Contracted surveyor will report to County Administrator.

Qualifications:

- Individual or entity performing surveyor duties must possess the minimum qualifications:
 - Must be a licensed land surveyor in State of Minnesota.
 - Must have minimum of 5 years of professional land surveying experience.
 - Valid Class D driver's license.
- Insurance
 - The entity or individual named as the County Surveyor must carry insurance; minimum requirements include:
 - General liability
 - Business automobile liability
 - Workers compensation
 - Professional liability



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Desired Work for Le Sueur County:

The County Surveyor shall perform duties as outlined within this document or as adjusted working with staff and as outlined by Minnesota Statute 389.

- **PRIMARY DUTIES**

- Serve as Point of Contact & Maintain Office Hours
 - Serving as main point of contact for county staff and residents who have survey related questions.
 - Maintain regularly scheduled office hours at County Government Center to provide access to expertise for staff, members of the public and other private surveyors performing work in the County (minimum of 8 hours per week).
- Planning
 - Work with County staff to create annual goals and priorities. Report on progress and adjust as necessary.
 - Work with County staff to develop a 5-year plan for executing work and establishing high level priorities.
- Plats and Property Splits
 - Reviewing new subdivision plats and working with multiple County departments in the legal filing of a plat.
 - Reviewing existing plats and identifying and correcting errors.
 - Reviewing submitted surveys and legal descriptions, and working with applicant's surveyor to correct errors.
 - Coordinating with and advising department staff on survey related issues such as platting and easements.
- Section Corner Work
 - Finding and installing section corners and drafting certificates.
 - Digitizing section corners for use in GIS system.



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- **SECONDARY DUTIES**
 - Records Review and Management
 - Reviewing plans submitted to County by outside engineering firms.
 - Developing records management and filing systems to allow for records access by multiple parties.

- **OTHER POTENTIAL DUTIES**
 - Highway Department Coordination
 - Work with Highway Department for preparation of new right-of-way plats associated with projects; perpetuation of section corner monuments associated with highway projects; interpreting and writing legal descriptions for road construction; etc.

What to Include in Your Proposal?

1. A summary of your professional expertise to complete the desired work.
2. References for whom you have worked with.
3. Specifically outline the aforementioned desired work products you can successfully complete.
 - a. Reference which desired work products you cannot complete or are uncomfortable with.
4. Identify how many hours per month you are able to devote to County Surveying duties (County seeks minimum of 8 hours per week).
 - a. Outline a plan for office hours maintained at the Government Center.
5. Identify potential conflicts of interest related to private survey work and discuss potential solutions to address.
6. Outline separation of files between private practice and County Surveyor duties.



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7. Compensation proposal
 - a. Outline how you would be compensated for the desired work. Be specific in terms of how payments might be structured (e.g. hourly, monthly retainer, project specific rates, or any combination).
 - b. Outline what equipment and field supplies are included or what would need to be provided by the County.

Deadline for Submitting Proposal

- Submit your proposal by **June 30, 2022**
- Submit proposal to:
Joe Martin, County Administrator
88 South Park Avenue
Le Center, MN 56057
jmartin@co.le-sueur.mn.us

When will contract be Awarded

- Proposals will be evaluated in July-August 2022. Proposals selected for further consideration will be scheduled for in-person meetings with the County Administrator, County Commissioners and County staff during this timeframe.
- A surveyor will start work in the County no later than December 1, 2022.

Questions

- If you have questions related to this request for proposal, contact County Administrator Joe Martin at 507-357-8220 or jmartin@co.le-sueur.mn.us