

**REQUEST FOR PROPOSAL
NATURAL BURIAL GROUND LAND SURVEY**

The Town of Rhinebeck requests proposals from a licensed land surveyor for surveying and staking in the cemetery's Natural Burial Ground.

The work to be performed is surveying from the current burial area (see Attachment A) to the westerly edge of the open field, including:

1. computations to establish location of natural burial plot centers
2. drafting of map for submission to town board and filing at the Dutchess County Clerk's Office.
3. signing off from health department and file map at DCCO and related fees.
4. tying in to existing control points and run new traverse points for staking lot markers
5. setting primary points to work from for setting lot markers
6. setting of individual lot markers (between 650 and 700 markers, estimated)

A site visit is scheduled for **Monday, December 6, 2021 at 11:30 AM** at the site (55 Mill Road, Rhinebeck, NY). Work to be completed by **May 15, 2022**.

Please submit your fees, experience and qualifications and certificate of liability insurance of \$1,000,000 to this RFP along with a signed non-collusion statement (See Attachment B). Sealed bids are to be returned to the Rhinebeck Town Clerk's Office, 80 East Market Street, Rhinebeck, NY 12572 on or **before Monday, December 13, 2021 at 12 noon**. The exterior of the envelope must clearly be marked 'bid proposal'.

Receipt of proposal does not indicate that the Town has predetermined your company's qualifications to receive a contract award. Such determination will be made after the proposal opening and will be based on our evaluation of your proposal submission compared to specific requirements and qualifications obtained in the proposal documents. The Town reserves the right to reject any and all bids. Selection of the vendor will be based upon the most favorable combination but not limited to qualifications, experience, and fee structure.

Please contact Suzanne Kelly, Cemetery Administrator at skelly@rhinebeckny.gov with any questions,

[Natural Burial Ground Survey Map](#)
[Non-Collusion Affidavit](#)