



CITY OF MILLS
EST. 1921

704 Fourth Street
P.O. Box 789
Mills, WY 82644

Phone: 307-234-6679
Fax: 307-234-6528

Request for Proposals (RFP) for Surveyor Plat Review

The City of Mills is accepting proposals from qualified surveying firms licensed in the State of Wyoming to provide subdivision plat review and support in coordination with the City Planning Division on an as-needed basis.

The deadline for submittals is **4:00 p.m. October 12, 2023.**

SUBMIT PROPOSAL TO: City of Mills, City Clerk, 704 4th St./P.O. Box 789, Mills, WY 82644

SCOPE OF SERVICES: The scope will consist of the following minimum deliverables:

- Check subdivision plats for compliance with the City of Mills subdivision rules and regulations.
- Sign subdivision maps and other documents as necessary, as City's surveyor
- Perform research and survey work related to subdivisions and replats.
- Review digital submissions and other CAD related tasks.
- Verification that all required monumentation is set.
- Other survey-related duties as necessary.

CITY BACKGROUND

The City of Mills was incorporated in 1921. Currently the population is just above 4,000 residents. Mills operates under the Mayor-Council form of government. More information about the City is available on our website at <http://www.millswy.gov>

PROCESS FOR QUESTIONS

For questions regarding the City's RFP process or the services being sought, please contact Sabrina Kemper, Community Development Director via email at skemper@millswy.gov or via telephone at (307) 439-1254 up to 4:00 p.m. October 12, 2023.

PROCESS AND TIMELINE FOR SELECTION*

The City's process and timeline for selection of a Consultant are as follows:

- October 12, 2023 – Deadline for RFP submittals
- October 16-20, 2023 – Consideration of submittals and selection of preferred candidate
Plat reviews to start in November 2023



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SUBMITTAL REQUIREMENTS

To be considered, interested parties must submit by the deadline three copies of a proposal package that includes the following:

- Letter of interest – must be no more than two pages (note: one page is one side of an 8½” x 11” paper) in length and include contact information and signature.
- Summary of qualifications, experience, and availability – must be no more than five pages in length. It should summarize qualifications, relevant experience, and availability to participate in the RFP process and provide the above-mentioned scope of services to the City. It should also identify key staff members who will be participating.
- Proposed Compensation – must be no more than four pages and include all anticipated expenses and charges to the city.
- List of professional references – must be no more than one page listing most recent professional references and their contact information.