

ENGINEERING AND RELATED SERVICES

May 15, 2009

STATE PROJECT NO. 700-99-0501

RETAINER CONTRACT FOR SURVEYING SERVICES

DISTRICTS 02, 61, AND 62

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant will be selected for this Contract.

The Consultant will be required to obtain Title Research Reports necessary to perform the property surveys and right-of-way map preparation. Sub-Consultants will be allowed on this work, but will not be considered in the selection process.

Project Manager – Mr. Joe Arretteig may be reached at (225) 379-1105.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following Stage(s) and Part(s):

Stage 3: Design

Part I: Surveying Services

- (a) Topographic Survey
- (b) Title Research Reports
- (c) Property Survey
- (d) Title Updates
- (e) Right-of-Way (R/W) Maps
- (f) Title Take-Off

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

STAGE 3: DESIGN

Part I: Surveying Services

Part I (a) Topographic Surveys- shall consist of all services required to make a complete topographic survey, in English units of measure, as required for the proper design and layout of the project. The DOTD's requirements which shall govern this

survey are specified in the current edition of the DOTD's Location and Survey Manual. Although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. The Consultant shall request, in writing, from the Project Manager a copy of this manual for the Consultant's information and guidance as to normal DOTD procedures in the conduct of topographical surveys. Deviations from the normal procedures must be authorized in writing by the Project Manager.

The survey shall include, but not be limited to the staking of centerline when required and when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish centerline. Aerial photogrammetry may be used when feasible and by written agreement with the DOTD in developing the topographic surveys. This work shall include, for the control of the field survey and later use, the establishment of referenced iron rods along the Project, as may be necessary, to define the centerline and of a referenced system of bench marks on a closed level circuit. The survey shall also include the location and establishment of ownership of all utilities in the way of construction as specified in the manual. The Consultant's attention is specifically directed to the requirement in the manual whereby a sketch of the survey line shall be submitted to the DOTD's Location and Survey Administrator for approval immediately after the initial establishment of said line and prior to proceeding further with the survey. The project survey control and horizontal alignment shall be based on the Louisiana State Plane Coordinate System, (NAD-83-92), as determined by G.P.S. observation.

Part I (b) Title Research Report- shall be defined as a report of the ownership of the current property owner(s) with addresses, acquisition data, assessment and tax information, description of the property, conveyances of full ownership, conveyances of other rights (servitudes, leases, restrictions, etc.), existing R/W, recorded plats, and copy of the last acquisition.

The original and three copies of the Title Research Reports shall be furnished to the Location and Survey Administrator along with the Final R/W Map submittal, for forwarding to the Real Estate Section.

Part I (c) Property Survey- Part I (c) Property Survey- Shall consist of all Investigations, Studies, and Field Property Surveys required for the preparation of Base R/W Map. The Field Property Survey shall be based on the same survey control as the Topographic Survey. Upon completion of the Property Survey, a notification of completion shall be furnished to the Department's Location and Survey Section. Along with this notification, the consultant shall submit to Location and Survey electronic copies of a sketch showing all surveyed property lines, an electronic text file showing coordinates and descriptions of all found property monuments, an electronic copy of all documents (plats, maps, etc.) used to determine property line locations, and an electronic copy of all Title Research Reports or Title Takeoffs used to determine Property Line locations.

Part I (d) Title Updates- shall consist of obtaining updates of the originally acquired Title Research Reports, if the Reports are more than six months old. These Updates shall be used in the preparation of the final R/W Maps and also by the DOTD's Real Estate Section in acquiring title to the property required for the construction project.

The original and three (3) copies of the Title Updates shall be furnished to the Location and Survey Administrator along with the Final R/W Map submittal, for forwarding to the Real Estate Section.

Part I (e) R/W Maps- shall consist of all services required to complete the Base and Final R/W Maps, described more specifically as follows:

The Base R/W Map shall show the adopted project centerline, all existing R/W, limits of construction, appropriate topography (residences, commercial buildings, structures, etc.), parcel line locations and ownerships, and required taking lines, with ties to the adopted project centerline. Individual parcel metes and bounds and precise area calculations are not required at this time, however, the approximate area of each required parcel and remaining area shall be determined and shown on the Base Map. These Maps shall be in the same standard format and shall form the basis for the Final R/W Map. Specifically, this work shall be performed in accordance with all principles and objectives set forth in the latest issue of the DOTD's Location and Survey Manual, although currently acceptable surveying standards and methods, as approved by the Location and Survey Administrator, may be used. For purposes of a joint review meeting, the Base R/W Map along with one copy of each of the Title Reports used in the preparation of the Base R/W Map, shall be furnished at approximately 60% completion, and reviewed by a DOTD Team. Appropriate revisions recommended for inclusion in the Final R/W Map shall be addressed by the Consultant.

The Final R/W Map preparation shall include all activities necessary to complete the Final R/W Map and shall be performed in accordance with the requirements specified in the latest issue of the DOTD's Location and Survey Manual. The Final R/W Map shall be the Base R/W Map as described above, and shall also include all revisions recommended by the Joint Review Team, parcel metes and bounds, parcel acquisition blocks, parcel areas, remaining areas, Lambert coordinates of all breaks in the required R/W and P.C.'s and P.T.'s of curves, and shall be accompanied by an electronic file containing the DOTD's COGO program input commands for creating parcel descriptions suitable for use by the DOTD's Real Estate Section.

Part I (f) Title Take-Off is defined as a report of the deed of ownership of the current property owner, and all survey documents, (plats, maps, etc.) associated with the current ownership deed. One take-off shall be obtained for each parcel and a copy of each take-off shall be furnished to the Department's Location and Survey Section with the submittal of the Base Right-of-Way Map.

A more detailed description of the work items shall be provided during the pre-design meeting.