

## **SCOPE OF SERVICES**

### **DISTRICTWIDE SURVEYING AND MAPPING SERVICES**

#### **A. General**

The CONSULTANT shall perform all survey services necessary to prepare the engineering design and construction plans. Survey services and deliverable data must be in accordance with the DEPARTMENT'S current procedures, including special instructions and directions issued in writing by the DEPARTMENT'S SURVEY Manager. Survey services must also comply with all pertinent Florida Statutes and applicable rules in the Florida Administrative Code. The CONSULTANT shall provide the DEPARTMENT with legible copies of all pertinent information utilized in making the field survey. All field survey data gathered by use of electronic field book will be furnished in a FDOT approved readable format. **All surveys performed for the Department shall be in compliance with the Statewide Surveying and Mapping Handbook as well as specific District Two Survey and Mapping Guidelines and Checklists and will require a certified surveyors report by a Professional Surveyor and Mapper, licensed to practice in the State of Florida.**

#### **B. Control/Alignment/Design Survey**

The CONSULTANT will provide all survey information required for the preparation of complete construction plans for the project, including all transitions. Design survey services will be performed in a manner that will perpetuate the control and reference system through the construction and final estimate activities.

#### **C. Subsurface Utility Location**

The CONSULTANT will provide all services required for obtaining subsurface utility facilities including designating, locating and surveying.

Definitions: The term “**designate**” in the Scope of Services shall mean to indicate, by marking, the presence and approximate horizontal location and depth of all existing subsurface utilities using standard geophysical prospecting techniques. The CONSULTANT does not guarantee the accuracy of such designations as substitutions for as-built information obtained during any demolition, excavation, or construction activities.

The term “**locate**” shall mean to obtain an accurate position (horizontal and vertical) of subsurface utilities by excavating a test hole and recording the position by survey methods.

#### **D. Right-of-Way Survey**

#### **E. Certified Control Survey Maps:**

The field Right of Way Survey is to be presented in the format of a certified drawing on standard size reproducible film. The CONSULTANT shall certify this drawing as a Control Survey which meets the Standards of Practice adopted by the Florida Department of Agriculture & Consumer Services, Board of Professional Surveyors and Mappers, Chapter 5J-17 of the Florida Administrative Code and Department procedure 550-030-101a.

#### **F. Right of Way Maps:**

The CONSULTANT will be responsible for the complete preparation of preliminary and final Right of Way maps for the full length of the project. The CONSULTANT will identify all areas that require Title Search.

#### **G. Title Search Reports:**

The CONSULTANT shall acquire a Title Search Report from a title company that has access to a title plant for each parcel where Right of Way is required. Each Title Search Report shall contain a completed cover sheet (copy attached as an example on following page) with responses to all requested information and shall contain as a minimum the requirements of the DEPARTMENT's Surveying and Mapping Handbook. Cover sheets shall be provided to the title company by the Prime Consultant and shall be completed on 8 ½" x 11" (letter sized) paper.

**Note: Order five copies of all Title Search Reports and submit four copies to the DEPARTMENT with the Right of Way maps at the 60% preliminary review stage.**

\*\*\*\*Title Company Name\*\*\*\*

FIN. Project ID No.:  
FDOT Parcel No.:  
TITLE SEARCH No.:  
TAX PARCEL No.:  
REPORT THROUGH DATE:  
ROAD NUMBER:

To: Department of Transportation  
P.O. Box 1089  
Lake City, FL 32056  
ATTN: Judith Rowell

CAPTION:

**Note:** *If the legal is over five lines long, please reference the legal by instrument / O.R. Book / Page and attach the legal page to the report as an attachment.*

LAST GRANTEE OF RECORD AND ADDRESS:

**Note:** Address must be the latest address from the deed or tax roll.

INSTRUMENT: BOOK: PAGE:

DATED: FILED:

DOCUMENTARY STAMPS:

GRANTOR:

FIVE-YEAR HISTORY OF CONVEYANCE:

ENCUMBRANCES OF RECORD:

OUTSTANDING JUDGEMENTS:

MISCELLANEOUS INFORMATION:

TAXES PAID: HOMESTEAD EXEMPTION:

DELINQUENT TAXES:

PROBATE AND GUARDIANSHIP PROCEEDINGS:

TRUSTEES OF THE INTERNAL IMPROVEMENT FUND RESERVATIONS:

The undersigned hereby certifies that the foregoing title search report shows the present apparent ownership of the lands described above together with all outstanding encumbrances affecting such lands as disclosed by the public records of \_\_\_\_\_ County, Florida.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_M.

BY:

\_\_\_\_\_  
*Signature & Name typed & title*

## **H. Legal Descriptions**

Legal property descriptions shall be prepared by the CONSULTANT and be in accordance with the DEPARTMENT's "Surveying and Mapping Handbook". The CONSULTANT shall submit one copy of each legal description to the DEPARTMENT with the Title Search Report. The CONSULTANT shall be responsible for delivering all legal property descriptions in the DEPARTMENT's current word processing software format.

## **I. Trustee Internal Improvement Trust Fund (TIITF) Sketches**

- a. Sovereign Submerged Land Survey - Survey and include in the database the linear distance of the approximate safe upland line, mean high water line or ordinary high water line, as directed by the DEPARTMENT, at an established elevation (NAVD 1988) as provided by the DEP. Safe upland line is 0.5 feet above the mean high water line or ordinary high water line. Coordinate with the Permits Engineer in the Planning and Environmental Office of the DEPARTMENT before location work begins.
- b. The CONSULTANT will be responsible for the complete preparation of the TIITF sketches. Complete TIITF sketches will be prepared as shown by the DEPARTMENT's handout examples and in compliance with the Standards of Practice for Land Surveyors as set forth in Florida Administrative Code Chapter 5J-17, pursuant to Florida Statute Chapter 472.027, and any other special instructions. The CONSULTANT will submit maps to the DEPARTMENT for review at the required stages of completion. Quality assurance check prints must be included with each stage Submittal.
- c. Legal property descriptions will be prepared by the CONSULTANT and be in accordance with the DEPARTMENT's Surveying and Mapping Handbook. The CONSULTANT will submit one copy of each legal description to the DEPARTMENT with the Title Search Report. The CONSULTANT will be responsible for delivering all legal property descriptions in the DEPARTMENT's current word processing software format.

## **J. Court Exhibit Preparation**

The CONSULTANT shall prepare all necessary court exhibits.

## **K. QUALITY ASSURANCE PROGRAM**

The CONSULTANT shall be responsible for the complete preparation of Right of Way maps and QAR for the project. Complete Right of Way key and detail maps shall be prepared in accordance with the DEPARTMENT'S Surveying and Mapping Handbook and in compliance with the Standards of Practice for Land Surveyors as set forth in Florida Administrative Code Chapter 5J-17, pursuant to Florida Statute Chapter 472.027, and any other special instructions. Right of Way detail maps will be line drawings (aerial photo base is at the discretion of the District Right of Way Surveyor) prepared to DEPARTMENT size and format. The CONSULTANT will submit key maps, detail maps and legal descriptions to the DEPARTMENT for review at stages of completion as specified by the DEPARTMENT. The CONSULTANT shall prepare all the required information in a format that allows fee appraisers to complete their assigned tasks according to Topic No. 550-030-101-c.

**L. SUBCONTRACT SERVICES**

Due to the nature and scope of the required services, it may be desirable for the Consultant to subcontract portions of the work. The consultant shall be authorized to subcontract these services under the provisions of this document.

*The subcontracting firms must be approved in writing and pre-qualified by the Department prior to initiation of work.*

**M. PERFORMANCE MEASURES**

Performance evaluations will be made in accordance with the Professional Services Consultant Work Performance Evaluation Procedure No. 375-030-007 as referenced in Section 7B of the Standard Professional Services Agreement Terms, Form No. 375-030-12.

**N. FINANCIAL CONSEQUENCES**

Financial Consequences for unsatisfactory performance are referenced in Section 3I of the Standard Professional Services Agreement Terms, Form No. 375-030-12.

**O. DEPARTMENT'S RESPONSIBILITIES**

The DOT will furnish any existing Right of Way Maps and control for the projects.