

Districtwide Surveying and Right of Way Mapping Consultant
FINAL
SCOPE OF SERVICES

A. OBJECTIVE:

The Department desires to obtain assistance from the Surveyor and Mapper, hereinafter referred to as Consultant, for the performance of miscellaneous surveying and mapping services related to preliminary engineering, right of way and maintenance on various type roadway projects.

B. CONSULTANTS RESPONSIBILITIES:

The services required of the Consultant will consist of the following:

1. Field surveys for projects to be assigned in the Departments Third District. The surveys will provide information for any type of work covered under groups 8.1, 8.2, 8.3 or 8.4 as described in Florida Administrative Code Rule 14-75.
2. All survey services necessary shall be conducted utilizing ENGLISH UNITS unless otherwise specified by the District Surveyor.
3. All survey data shall be collected and delivered in the approved FDOT electronic format. All survey work shall be on the Florida State Plane Coordinate System NAD 1983/99 Horizontal Datum or later adjustment and NAVD 1988 Vertical Datum unless otherwise specified by the District Surveyor or his representative. All signed and sealed deliverables such as Project Survey Reports, etc. shall be provided in hard copy format.
4. The Consultant shall use all necessary safety equipment (i.e., cones, flagman, and temporary warning signs, etc.) and procedures in accordance with the Department's Roadway and Traffic Design Standards and Survey Safety Handbook. The Consultant shall insure that the appropriate survey crew member(s) have the mandatory maintenance of traffic (MOT) training course.
5. The Consultant shall exercise due respect to the rights of property owners along the path of the survey and shall not enter property against the will of the owner except where necessary and by court order. In planning work the Consultant shall make an effort to publicize the presence and purpose of the survey parties such that entry on private property will not be unanticipated by interested owner.
6. Survey services shall be accomplished in accordance with the Departments Surveying Procedure Topic No. 550-030-100, Outline Specification for Aerial Surveys/Photogrammetry for Transportation Projects Topic No. 550-020-002, Right of Way Mapping Topic No. 550-030-015, FDOT Standard Plans, FDOT Surveying

and Mapping Handbook, Standards of Practice Rule 5J-17, Florida Statute 472.027, Florida Administrative Code Chapter 18-5 (Florida Statute 177 - Part Two), Department of Environmental Protection rules governing Mean High Water and Jurisdictional Line surveys and any special instructions from the Department. GPS services must be provided in accordance with the FDOT Surveying and Mapping Handbook. All surveys performed for the Department will require a certified survey report by a Professional Surveyor and Mapper, licensed to practice in the State of Florida. All work shall be coordinated with the District Surveyor and will be subject to his review.

7. The services required of the Consultant will consist of preparation of a certified Right of Way Control Survey maps, Maintenance maps, TIITF sketches, final Right of Way Maps, title search, writing legal property descriptions, preparing documents and reviewing maps and legal descriptions prepared by the Department or for the Department by others. All work shall be accomplished in accordance with the criteria established by the Department's Right of Way Mapping Procedure (Topic No. 550-030-015), Right of Way Mapping Handbook, F.D.O.T. CADD Production Criteria Handbook, CADD Manual (FDOT Document No. 625-050-001), R/W Manual (FDOT Document No. 575-000-000) and the desires of the Department made known to the Consultant for a specific project. All work shall be coordinated with the District Surveyor and will be subject to his review. No Right of Way Mapping work may be accepted by the Department if performed without the services of a Professional Surveyor and Mapper who shall be required to certify the Right of Way Control Survey map (if survey performed by Consultant), legal descriptions (if prepared by Consultant), supervise the preparation of Right of Way Maps, and be responsible for Quality Control on all maps. When the legal property descriptions are prepared by the Consultant, the Consultant shall submit a letter certifying all legal description. The letter shall be signed and sealed by the Florida Professional Surveyor and Mapper in responsible charge of preparing the documents to the Department. Legal descriptions will be prepared under the direction of a Florida Professional Surveyor and Mapper and furnished in Microsoft Word format.

C. BEGINNING AND LENGTH OF SERVICE:

The Department shall furnish a notification letter to the Consultant for the assignment of the individual projects. The letter shall identify the assigned project and state the maximum limit of compensation for the services and the time frame in which services are to be performed. The letter shall be signed by the Department's District Three Director of Transportation Development.

D. DEPARTMENT'S RESPONSIBILITIES:

The Department will provide job specific information and/or functions as outlined in this contract including but not limited to available survey data, aerials, construction plans, Right-of-Way Maps, plats, project network control and any other related items.

E. PROJECT COST ACCOUNTING:

Although the Consultant is assigned work by Task Work Order and each Task Work Order is assigned in a single general financial project identification number for billing purposes, the Consultant and its subconsultants shall have staff performing work on this contract charge their time to the nearest quarter hour to each specific project on which work is being performed. The Department shall provide the Consultant and its subconsultants the eleven digit project number assigned to each specific project in which the Department requires the Consultant to capture time and cost. At any given time, there may be several specific projects in which staff would be charging time. The Consultant shall provide the Department with each invoice the cost incurred for each specific project. Time expended by accounting personnel of the Consultant in preparation of invoices associated with this contract is an unallowable direct project cost.