



## **STATE OF ALASKA**

Department of Natural Resources

### **Request for Proposal**

**RFP 10 170007329 - 1**

#### **TITLE:**

ASLS 2017-22 and EPF 2017-33

#### **PURPOSE:**

The Department of Natural Resources, Division of Mining, Land and Water, is soliciting proposals for a professional services contract for the surveying and platting of Alaska State Land Survey (ASLS) 2017-22 Forest Highway Subdivision, and Engineering Plat File (EPF) 2017-33, consisting of approximately thirty-four lots and two tracts. This survey is to facilitate the Preliminary Land Exchange Agreement for the Proposed Yakutat Land Exchange (ADL 108750) between the City and Borough of Yakutat and the State of Alaska in accordance with AS 29.65.090 Authorizations for Land Exchanges.

Important Notice: If you receive this solicitation from the State's Online Public Notice website or IRIS Vendor Self Service Portal, you must register with the DNR Land Survey Specialist to receive subsequent amendments. Registration must be in writing and may be made via email to [landsurveys@alaska.gov](mailto:landsurveys@alaska.gov). Failure to register with the DNR Land Survey Specialist may result in rejection of your offer.

ADA: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the DNR Procurement Section via email to [dnr.ssd.procurement@alaska.gov](mailto:dnr.ssd.procurement@alaska.gov), fax to 907-269-8909, telephone at 907-269-8666 or 269-8687, or TDD at 907-269-8411 not later than 10 calendar days prior to the bid closing date to make necessary arrangements.

**Date of Issue: July 06, 2017**

**Deadline for Receipt of Proposals: July 27, 2017 15:00:00**

**Important Notice:** If you received this solicitation from the State of Alaska's "Vendor Self-Service" web site, you must register with the procurement officer to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

PROCUREMENT OFFICER: Marlys Hagen  
TELEPHONE NUMBER: (907)269-8666  
EMAIL: marlys.hagen@alaska.gov

BID RECEIVING LOCATION:  
MLW - Suite 650 ANC  
Mining, Land and Water  
550 West 7th Avenue  
Anchorage, AK 99501-3576

### PREFERENCES

Does your business qualify for the Alaska bidder preference?

☐

Yes

☐

No

Does your business qualify for the Alaska veteran preference?

☐

Yes

☐

No

### PROPOSAL SCHEDULE

Event Date	Event Description
07/27/17	Solicitation Closing Date/Time

### LINE ITEMS

Line No.	Description	Quantity	Unit	Unit Cost
1	ASLS 2017-22 and EPF 2017-33			
Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total
07/06/17	09/28/18			

#### Extended Description:

The Department of Natural Resources, Division of Mining, Land and Water, is soliciting proposals for a professional services contract for the surveying and platting of Alaska State Land Survey (ASLS) 2017-22 Forest Highway Subdivision, and Engineering Plat File (EPF) 2017-33, consisting of approximately thirty-four lots and two tracts. This survey is to facilitate the Preliminary Land Exchange Agreement for the Proposed Yakutat Land Exchange (ADL 108750) between the City and Borough of Yakutat and the State of Alaska in accordance with AS 29.65.090 Authorizations for Land Exchanges.

### EVALUATION CRITERIA

The following criteria will be used when determining the award of this solicitation			
Code	Criteria Description	Points	Vendor Response (DO NOT LIST PRICES IN THIS SECTION. UNIT PRICES AND TOTAL PRICES MUST BE FILLED IN ADJACENT TO THEIR LINE ITEMS.)
2	Experience	250	
3	Methodology	400	
5	Understanding	250	
7	AK Offeror Pref	100	

### Terms and Conditions

No.	Name	Section
002	Appendix A IRIS	
008	Appendix B2	

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## **APPENDIX B<sub>2</sub>**

### **INDEMNITY AND INSURANCE**

#### **Article 1. Indemnification**

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

#### **Article 2. Insurance**

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

**2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.

**2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.

**2.4 Professional Liability Insurance:** covering all errors, omissions or negligent acts in the performance of professional services under this agreement. Limits required per the following schedule:

#### **Contract Amount    Minimum Required Limits**

Under \$100,000	\$300,000 per Claim / Annual Aggregate
\$100,000-\$499,999	\$500,000 per Claim / Annual Aggregate
\$500,000-\$999,999	\$1,000,000 per Claim / Annual Aggregate
\$1,000,000 or over	Refer to Risk Management

## **APPENDIX A**

### **GENERAL PROVISIONS**

#### **Article 1. Definitions**

**1.1** In this contract and appendices, "Project Director" or "Agency Head" or "Procurement Officer" means

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the person who signs this contract on behalf of the Requesting Agency and includes a successor or authorized representative.

**1.2** "State Contracting Agency" means the department for which this contract is to be performed and for which the Commissioner or Authorized Designee acted in signing this contract.

## **Article 2. Inspections and Reports**

**2.1** The department may inspect, in the manner and at reasonable times it considers appropriate, all the contractor's facilities and activities under this contract.

**2.2** The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

## **Article 3. Disputes**

**3.1** If the contractor has a claim arising in connection with the contract that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – 632.

## **Article 4. Equal Employment Opportunity**

**4.1** The contractor may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, or because of age, disability, sex, marital status, changes in marital status, pregnancy or parenthood when the reasonable demands of the position(s) do not require distinction on the basis of age, disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The contractor shall take affirmative action to insure that the applicants are considered for employment and that employees are treated during employment without unlawful regard to their race, color, religion, national origin, ancestry, disability, age, sex, marital status, changes in marital status, pregnancy or parenthood. This action must include, but need not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting out the provisions of this paragraph.

**4.2** The contractor shall state, in all solicitations or advertisements for employees to work on State of Alaska contract jobs, that it is an equal opportunity employer and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, disability, sex, marital status, changes in marital status, pregnancy or parenthood.

**4.3** The contractor shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' compensation representative of the contractor's commitments under this article and post copies of the notice in conspicuous places available to all employees and applicants for employment.

**4.4** The contractor shall include the provisions of this article in every contract, and shall require the inclusion of these provisions in every contract entered into by any of its subcontractors, so that those provisions will be binding upon each subcontractor. For the purpose of including those provisions in any contract or subcontract, as required by this contract, "contractor" and "subcontractor" may be changed to reflect appropriately the name or designation of the parties of the contract or subcontract.

**4.5** The contractor shall cooperate fully with state efforts which seek to deal with the problem of unlawful discrimination, and with all other state efforts to guarantee fair employment practices under this contract, and promptly comply with all requests and directions from the state Commission for Human Rights or any of its officers or agents relating to prevention of discriminatory employment practices.

**4.6** Full cooperation in paragraph 4.5 includes, but is not limited to, being a witness in any proceeding involving questions of unlawful discrimination if that is requested by any official or agency of the State of Alaska; permitting employees of the contractor to be witnesses or complainants in any proceeding involving questions of unlawful discrimination, if that is requested by any official or agency of the State of Alaska; participating in meetings; submitting periodic reports on the equal employment aspects of

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present and future employment; assisting inspection of the contractor's facilities; and promptly complying with all state directives considered essential by any office or agency of the State of Alaska to insure compliance with all federal and state laws, regulations, and policies pertaining to the prevention of discriminatory employment practices.

**4.7** Failure to perform under this article constitutes a material breach of contract.

#### **Article 5. Termination**

The Project Director, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the state. In the absence of a breach of contract by the contractor, the state is liable only for payment in accordance with the payment provisions of this contract for services rendered before the effective date of termination.

#### **Article 6. No Assignment or Delegation**

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Project Director and the Agency Head.

#### **Article 7. No Additional Work or Material**

No claim for additional services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Project Director and approved by the Agency Head.

#### **Article 8. Independent Contractor**

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the state in the performance of this contract.

#### **Article 9. Payment of Taxes**

As a condition of performance of this contract, the contractor shall pay all federal, state, and local taxes incurred by the contractor and shall require their payment by any Subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the state under this contract.

#### **Article 10. Ownership of Documents**

All designs, drawings, specifications, notes, artwork, and other work developed in the performance of this agreement are produced for hire and remain the sole property of the State of Alaska and may be used by the state for any other purpose without additional compensation to the contractor. The contractor agrees not to assert any rights and not to establish any claim under the design patent or copyright laws. Nevertheless, if the contractor does mark such documents with a statement suggesting they are trademarked, copyrighted, or otherwise protected against the state's unencumbered use or distribution, the contractor agrees that this paragraph supersedes any such statement and renders it void. The contractor, for a period of three years after final payment under this contract, agrees to furnish and provide access to all retained materials at the request of the Project Director. Unless otherwise directed by the Project Director, the contractor may retain copies of all the materials.

#### **Article 11. Governing Law; Forum Selection**

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the state of Alaska and not elsewhere.

#### **Article 12. Conflicting Provisions**

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it seeks to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska,

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or (3) limit liability of the contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

#### **Article 13. Officials Not to Benefit**

Contractor must comply with all applicable federal or state laws regulating ethical conduct of public officers and employees.

#### **Article 14. Covenant Against Contingent Fees**

The contractor warrants that no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee except employees or agencies maintained by the contractor for the purpose of securing business. For the breach or violation of this warranty, the state may terminate this contract without liability or in its discretion deduct from the contract price or consideration the full amount of the commission, percentage, brokerage or contingent fee.

#### **Article 15. Compliance**

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

#### **Article 16. Force Majeure**

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

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# STATE OF ALASKA

# REQUEST FOR PROPOSALS

Alaska State Land Survey 2017-22  
Forest Hwy Subdivision

And EPF 2017-33

RFP 170007329

ISSUED JULY 6, 2017

The purpose of this Request for Proposal (RFP) is to solicit proposals for a professional services contract for the surveying and platting of Alaska State Land Survey (ASLS) 2017-22 Forest Highway Subdivision, and Engineering Plat File (EPF) 2017-33, consisting of approximately thirty-four lots and two tracts.

This survey is to facilitate the Preliminary Land Exchange Agreement for the Proposed Yakutat Land Exchange (ADL 108750) between the City and Borough of Yakutat and the State of Alaska in accordance with AS 29.65.090 *Authorizations for Land Exchanges*.

## ISSUED BY:

Department of Natural Resources

Division of Mining, Land and Water

## PRIMARY CONTACT:

Vailferree Brechtel

Land Survey Specialist

landsurveys@alaska.gov

(907) 269-8540

**OFFERORS ARE NOT REQUIRED TO RETURN THIS FORM.**

**IMPORTANT NOTICE:** IF YOU RECEIVED THIS SOLICITATION FROM THE STATE OF ALASKA'S "ONLINE PUBLIC NOTICE" WEB SITE, YOU MUST REGISTER WITH THE LAND SURVEY SPECIALIST LISTED IN THIS DOCUMENT TO RECEIVE SUBSEQUENT AMENDMENTS. FAILURE TO CONTACT THE LAND SURVEY SPECIALIST MAY RESULT IN THE REJECTION OF YOUR OFFER.



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## **SECTION 1. INTRODUCTION AND INSTRUCTIONS**

### **SEC. 1.01 Purpose of the RFP**

The Department of Natural Resources, Division of Mining, Land and Water, is soliciting proposals for a professional services contract for the surveying and platting of Alaska State Land Survey (ASLS) 2017-22, and Engineering Plat File (EPF) 2017-33, consisting of approximately thirty-four Lots and two Tracts.

### **SEC. 1.02 Budget**

Department of Natural Resources, Division of Mining, Land and Water, estimates a budget of **\$65,000** for completion of this project.

Payment for the contract is subject to funds already appropriated and identified.

### **SEC. 1.03 Deadline for Receipt of Proposals**

Proposals must be received no later than **3:00 p.m.** prevailing Alaska Time on **July 27, 2017**. Emailed proposals are encouraged. Faxed proposals are acceptable. Oral proposals are not acceptable.

### **SEC. 1.04 Prior Experience**

No specific minimums have been set for this RFP.

### **SEC. 1.05 Required Review**

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer at least ten days before the deadline for receipt of proposals. This will allow time for the issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of offeror's proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, at least ten days before the deadline for receipt of proposals.

### **SEC. 1.06 Questions Prior to Deadline for Receipt of Proposals**

All questions must be in writing and directed to the procurement officer. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the RFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the RFP. The procurement officer will make that decision.

Marlys Hagen, Procurement Officer  
Department of Natural Resources  
Administrative Services/Procurement Section  
550 W. 7<sup>th</sup> Avenue, Suite 1230  
Anchorage, Alaska 99501-3576  
Tel. No. (907) 269-8666  
Marlys.Hagen@alaska.gov  
TDD (907) 269-8411

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## SEC. 1.07 Return Instructions

Offerors must submit proposals by the deadline for this RFP using one of the following options – by hand delivery, by mail, by email, or by fax – as described below.

By Hand Delivery or by Mail: If submitting proposals by hand delivery or by mail, offerors must submit three (3) hard copies of their proposal, in writing to the Land Survey Specialist, in a sealed envelope, marked and addressed as shown below:

Alaska Department of Natural Resources  
Division of Mining, Land and Water  
Attention: Vailferree Brechtel  
RFP Number: 170007329

RFP Title: Alaska State Land Survey 2017-22 (Forest Highway Subdivision), and EPF 2017-33

550 W. 7<sup>th</sup> Avenue, Suite 650  
Anchorage AK 99501-3576

By Email: If submitting proposals by email, offerors must submit **one electronic copy** of their proposal in PDF format to **landsurveys@alaska.gov**. Emails must contain the RFP number in the subject line. Due to email size limitations, it may be necessary to send portions of proposals in multiple emails; however, in such cases, proposals must be received in their entirety by the deadline set for receipt of proposals. Please note that the maximum size of a single email (including all text and attachments) that can be received by the State is 20 mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 mb and each email must comply with the requirements described above. The State is not responsible for unreadable, corrupt, or missing attachments. It is the offeror's responsibility to contact the issuing office at (907) 269-8540 to confirm that the proposal has been received.

By Fax: If submitting proposals by fax, which is not encouraged, offerors must submit **one fax copy** of their proposal to **(907) 269-8916**. Faxed proposals must be received in their entirety no later than the date and time listed on this solicitation as the deadline for receipt of proposals. It is the offeror's responsibility to contact the issuing office at **(907) 269-8540** to make arrangements prior to faxing the proposal and to confirm that the proposal has been received.

An offeror's failure to submit its proposal prior to the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

The State of Alaska provides one copy of this RFP free of charge. Additional copies of this RFP may be purchased for the cost of reproduction, \$.25 per page.

## SEC. 1.08 Proposal Contents

The following information must be included in all proposals.

### (a) Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the RFP. Proposals must remain open and valid for at least 90 days from the date set as the deadline for receipt of proposals.

### (b) Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

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- A. the laws of the State of Alaska;
- B. the applicable portion of the Federal Civil Rights Act of 1964;
- C. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- D. all terms and conditions set out in this RFP;
- E. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- F. that the offers will remain open and valid for at least 90 days; and
- G. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with [A] through [G] of this paragraph, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

### **(c) Vendor Tax ID**

A valid Vendor Tax ID must be submitted to the issuing office with the proposal or within five days of the state's request.

### **(d) Conflict of Interest**

Each proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Natural Resources reserves the right to consider a **proposal non-responsive and reject it** or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

### **(e) Federal Requirements**

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

### **(f) Bid Bond - Performance Bond - Surety Deposit - DELETED**

### **SEC. 1.09 Assistance to Offerors with a Disability**

Offerors with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of proposals.

### **SEC. 1.10 Amendments to Proposals**

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request in accordance with 2 AAC 12.290.

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## **SEC. 1.11 Amendments to the RFP**

If an amendment is issued, it will be provided to all who were mailed a copy of the RFP and to those who have registered with the Land Survey Specialist after receiving the RFP from the State of Alaska Online Public Notice web site.

## **SEC. 1.12 RFP Schedule**

The RFP schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the deadline for receipt of proposals, is delayed, the rest of the schedule may be shifted by the same number of days.

- Issue RFP *July 6, 2017*,
- Deadline for Receipt of Proposals *3:00 P.M. on July 27, 2017*,
- Proposal Evaluation Committee complete evaluation by *August 11, 2017*,
- State of Alaska issues Notice of Intent to Award a Contract *August 31, 2017*,
- State of Alaska issues contract *September 11, 2017*,
- Contract start *September 11, 2017*,
- Contractor submittal of Preliminary Plat to the City and Borough of Yakutat by *November 17, 2017*,
- Expedited reviews by the City and Borough of Yakutat are anticipated,
- Contractor to complete final monumentation by *June 29, 2018*,
- Contractor submits final deliverables & reports *September 28, 2018*.

This RFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Natural Resources, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

## **SEC. 1.13 Pre-proposal Conference**

There will be no pre-proposal conference.

## **SEC. 1.14 Alternate Proposals**

Offerors may only submit one proposal for evaluation.

In accordance with 2 AAC 12.830 alternate proposals (proposals that offer something different than what is asked for) will be rejected.

## **SEC. 1.15 News Releases**

News releases related to this RFP will not be made without prior approval of the project director.

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## **SECTION 2. BACKGROUND INFORMATION**

### **SEC. 2.01 Background Information**

The City and Borough of Yakutat (CBY) and the State of Alaska (SOA) have entered into a Preliminary Exchange Agreement for the Proposed Yakutat Land Exchange (ADL 108750). The Land Exchange will provide the CBY subdivided lots adjacent to CBY infrastructure within lands currently in SOA ownership, and the SOA will receive subdivided lots that are within currently in CBY ownership. In addition, the CBY has waived the subdivision requirements for this project. Additionally, the Alaska Legislature has mandated the Department of Natural Resources to offer accessible, quality State land for sale into private ownership. To meet the agreement and the legislature's mandate, the Department of Natural Resources has developed a Conceptual Plan of Survey for a Forest Highway Subdivision, ASLS 2017-22. The Forest Highway Subdivision lots will be offered for sale through a future public auction. Additionally, an adjoining small un-surveyed portion of Lot 3, U.S. Survey No. 5630, is to be surveyed and separately platted as a Record of Survey for possible future land transfer.

Forest Highway Subdivision is located within the City and Borough of Yakutat, near the intersection of Yakutat Highway (Mallott Avenue) and Forest Hwy No. 10 (Dangerous River Road), containing approximately 29 acres.

The Lots and Tracts to be surveyed and platted are located within Section 30, Township 27 South, Range 34 East, of the Copper River Meridian, Alaska. The project is located within the Juneau Recording District.

Access to the project is by highway vehicle by local roads.

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## SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION

### SEC. 3.01 Scope of Work

The Department of Natural Resources, Division of Mining, Land and Water, is soliciting proposals for the surveying and platting of ASLS 2017-22 (Forest Highway Subdivision) and EPF 2017-33 (a Record of Survey).

The surveying and platting of ASLS 2017-22 (Forest Highway Subdivision) shall conform to: the Preliminary Exchange Agreement, Proposed Yakutat Land Exchange between the City and Borough of Yakutat (CBY) and the State of Alaska ADL 108750, dated May 15, 2017; the State of Alaska Surveying and Platting Regulations, 11 AAC 53; Special Survey Instructions for ASLS 2017-22; Special Survey Instructions for EPF 2017-33; the Attachment for Special Survey Instructions; any supplemental survey instructions; the applicable BLM Manual of Surveying Instructions; and **the City and Borough of Yakutat platting requirements**.

Refer to the Special Survey Instructions and Conceptual Plan of Survey for Forest Highway Subdivision, ASLS 2017-22 for specific surveying and platting requirements for the subdivision. The Forest Highway Subdivision, ASLS 2017-22, consists of the surveying and platting of approximately thirty-four lots, one tract, and the dedication of rights-of-way. Subdivision Lots will need to contain a minimum of 20,000 square feet. The parent parcels for the subdivision, ASLS 2017-22, are ASLS 71-34, Yakutat School Site Survey, Plat 640 J.R.D. and Tracts B and C of XeitlAani' (Thunderland) Subdivision, Plat 92-27 J.R.D.

Refer to the Special Survey Instructions and Plan of Survey for EPF 2017-33 for specific surveying and platting requirements for the Record of Survey (ROS). The ROS, EPF 2017-33, is the survey of an unsurveyed portion of Lot 3, U.S. Survey No. 5630. The ROS, EPF 2017-33, is the portion of Lot 3, U.S. Survey No. 5630 that is bounded by ASLS 71-34, Yakutat School Site Survey, Plat 640 J.R.D. to the north; DOT ROW for Forest Hwy No. 10, Project F.H. 10-1 (3) to the southeast; the Centerline of the Yakutat & Southern Railway right-of-way to the south, and Lot 2, U.S. Survey 2881 to the west.

Additionally, the Attachment for Special Surveying Instructions contains standard surveying and platting requirements for both ASLS 2017-22 and EPF 2017-33. For both ASLS 2017-22 and EPF 2017-33, the total acreage to be surveyed and platted is approximately 28 acres.

The Surveyor will represent DNR at any Planning and Zoning meetings or any public hearings associated with this project. It is the contractor's responsibility to notify DNR of any scheduled meetings or hearings.

There are an estimated thirty-five monuments that must be recovered and tied to control the boundaries of the parent parcels for both surveys. An estimated 1,000 feet of existing road will need to be as-built; the northern limits and the driveways of the Yakutat School site will need to be as-built; any improvements within the area to be lotted will also need to be as-built; and any existing trails, lakes, ponds and streams shall be as-built/located. Additionally, all information required by the City and Borough of Yakutat subdivision requirements (i.e. topography) will also need to be accomplished.

There are an estimated 4 primary monuments and 80 - 90 secondary monuments to be set for both surveys.

The State will provide the contractor with primary monuments, and DEEP1 (or equivalent) magnets; the contractor shall provide secondary monuments and witness posts.

Survey control monuments of record are assumed to exist and are considered useable until proven otherwise. However, the angle point of the southern boundary of ASLS 71-34, which falls within one of

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the driveways of the Yakutat School, was searched for but not located in 2016 and is assumed to have to be re-monumented. The re-monumentation, if needed, will be shown on EPF 2017-33. **A detailed monument recovery plan to re-establish parent parcel boundaries must be included in your Proposal. The proposal must include proposed solutions to foreseen or unforeseen problems that may be encountered during fieldwork.** When survey control monuments of record are determined “lost” (by BLM definition) or unusual circumstances arise leading to boundary discrepancies or questionable survey methodology, the Contractor will present any findings, recommendations and estimated additional cost (if any) by letter to the DNR DML&W Survey Section and request approval and/or special instructions.

The State will provide the contractor with copies of related recorded plats, DNR’s Title Report for ASLS 71-34, the CBY preliminary Commitment of Title document for Tracts B and C of XeitlAani’ (Thunderland) Subdivision, and other pertinent information in an electronic format. It shall be the contractor’s responsibility to ensure that the research is complete and accurate.

The contractor shall:

- Survey and Plat Forest Highway Subdivision (ASLS 2017-22) with approval from CBY.
  - The required Preapplication per 8.36.10 has not been completed however CBY is aware of this project.
  - The CBY Planning and Zoning Commission have agreed to waive the requirements for subdivision development as provided in Section 8.40 of the Code of the CBY beyond subdividing and surveying.
- Survey and Plat ADL (*# to be assigned*), EPF 2017-33 as a Record of Survey with approval from DNR.
- Recover sufficient record monumentation to control the boundaries of all parent parcels.
- For the Basis of Coordinates (BOC) a National Geodetic Survey (NGS) Online Positioning User Service (OPUS) “Shared Solution” in NAD 83 is required. If record NAD 27 coordinates are available, they will also be required to be shown.
- As-built/locate
  - Improvements, utilities, roads, streams, lakes, trails, etc. that are within the parent parcels.
  - (As applicable) If observed during field work any Eagle nest trees should be located and noted whether it is an active or non-active nest. Minimize activity within the vicinity of all Active nest trees.
  - (As applicable) If observed during field work a cultural resource site is discovered, without disturbing the site identify the location and take representative photos. The location, photos, and relevant information are to be sent to the DNR project surveyor who will contact DNR’s Office of History and Archeology for further instructions.
- Brush the centerlines of new ROW’s 3-5 feet wide and set lath approximately every 150 feet (approximately 14-15 lath)
- Notify DNR of the expected date that approximately 80% of the monumentation will be completed. If practical, DNR will schedule a field inspection prior to the contractor’s demobilization from the field.
- Progress reports are required with each invoice submittal and at the completion of required tasks and milestones. At a minimum, the contractor shall submit quarterly progress reports to ensure that the

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project is on track.

Other than the Surveyor's signature, DNR will be responsible for obtaining the remaining signatures on the final plats.

## **SEC. 3.02 Contract Term and Work Schedule**

The contract is anticipated to be awarded by September 11, 2017. All final deliverables and reports are to be submitted to the State no later than September 28, 2018. It is desired that the contractor will be able to accelerate this schedule.

## **SEC. 3.03 Deliverables**

The contractor will be required to provide the following deliverables:

The contractor's primary tasks will include (1) Control Survey and Preliminary Fieldwork, (2) Subdivision Design and Preliminary Platting, (3) Final Monumentation Survey, (4) Final Platting, and (5) Parcel Description Checklist and Associated Georeferenced Photographs.

### **Task 1 – Control Survey and Preliminary Fieldwork:**

1. Tie existing control monuments.
2. As-built survey of:
  - a. Existing roads.
  - b. Any trails, utilities, improvements, etc. per the Survey Instructions and/or the requirements of the CBY.
  - c. Show proposed resolutions for the conflicts.
  - d. Identify existing controlling monuments and closed boundaries.
  - e. Locate as applicable. – wetlands/eagle nest trees
3. Topographic Surveying in accordance with CBY requirements.

### **Task 2 – Subdivision Design and Preliminary Platting:**

1. Provide DNR with the draft preliminary subdivision design for Forest Highway Subdivision, ASLS 2017-22 (including an AutoCAD \*.dwg file) showing proposed lotting and ROWs, all monuments recovered and set, proposed solutions to problems, proposed monumentation, as-built information, and detailed field survey report. The subdivision design may differ from the conceptual plan of survey if engineering considerations warrant changes.
2. Provide DNR with the draft preliminary ROS for EPF 2017-33 (including an AutoCAD \*.dwg file) showing all monuments recovered and set, proposed solutions to problems, proposed monumentation, as-built information, and detailed field survey report.
3. After DNR subdivision design approval submit the plat to the CBY in accordance with CBY Title 8. Coordinate:
  - a. Subsequent CBY and DNR reviews.
  - b. ADOT&PF comments for ASLS 2017-22 and EPF 2017-33.
  - c. Utility easements with local utility companies for ASLS 2017-22.



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### **Task 3 – Final Monumentation Survey:**

After approval of the Preliminary plat by CBY and DNR, set the monuments with accessories.

Brush the centerlines of new roads (3’-5’ wide)

### **Task 4 – Final Platting:**

1. Submit the initial final plat to DNR for review. The first submittal shall also include the following **required submittal items**:
  - a. A survey report/narrative discussing the particulars of the project, field procedures used (including Quality Control Checks), conditions found, and any other pertinent information,
  - b. Lot closures and areas for each parcel,
  - c. Good quality photographs of all monuments and accessories, recovered or established,
  - d. Parcel Description Checklist and representative photographs for each Lot taken during Task 3,
  - e. Legible, annotated copies of all field notes and computations (digital and/or hard copy),
  - f. A sketch showing traverse point and control point relationships,
  - g. GPS/GNSS processing reports, including raw data files, adjustment files, and final coordinate files, in digital format, if applicable,
  - h. National Geodetic Survey Online Positioning User Service (OPUS) Shared solution data sheet. An OPUS Shared solution shall be used to establish the basis of coordinates and must be determined for a primary monument marking a corner or control point of the survey and must be uploaded as a “shared solution,” meeting the criteria described on the OPUS webpage under “Share Your OPUS Solution.”
2. Revise the final plat for ASLS 2017-22 per DNR’s initial review and submit to DNR and the CBY,
3. Revise the final plat for EPF 2017-33 per DNR’s initial review,
4. Additional plat review submittals of both plats (as requested by DNR and/or CBY),
5. Upon approval from DNR and the CBY submit the final signed plat for ASLS 2017-22 and the plat for EPF 2017-33 on Mylar with an original signed paper copy of the plats,
6. Submit final subdivision Mylar and all final deliverables in electronic format to DNR.

### **Task 5 – Parcel Description Checklist and associated Georeferenced Photos:**

Complete the attached Parcel Description Checklist for all Lots in ASLS 2017-22. The checklist and representative photographs of each item required by the checklist will be used by the DNR Appraisal Unit to supplement their appraisal. The checklist and digital format georeferenced photographs with encoded metadata shall be submitted as a separate package with the initial plat submittal (Task 4, item 1.d). Note: the photographs required for monuments in the **Technical Survey Requirements** section of the **Special Survey Instructions** may be used for some of the checklist items.

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### **SEC. 3.04 Contract Type**

The contract awarded as a result of this RFP will be a firm fixed fee contract based on a fixed price for certain deliverables and a negotiated price schedule for variable items. The Contractor shall complete the required tasks within the fixed costs negotiated in the contract.

### **SEC. 3.05 Proposed Payment Procedures**

The state will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the progress report and invoice has been approved by the project director.

### **SEC. 3.06 Prompt Payment For State Purchases - DELETED**

### **SEC. 3.07 Contract Payment**

No payment will be made until the contract is approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

### **SEC. 3.08 Location of Work**

ASLS 2017-22, Forest Highway Subdivision, and EPF 2017-33 are located in the City and Borough of Yakutat within Section 30, Township 27 South, Range 34 East, of the Copper River Meridian, Alaska. The project is located within the Juneau Recording District.

The Contracting Officer is located in Anchorage, Alaska.

The state will not provide workspace for the contractor. The contractor must provide its own workspace.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with these requirements may cause the state to reject the proposal as non-responsive, or cancel the contract.

### **SEC. 3.09 THIRD-PARTY SERVICE PROVIDERS - DELETED**

### **SEC. 3.10 Subcontractors**

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

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- complete name of the subcontractor;
- complete address of the subcontractor;
- type of work the subcontractor will be performing;
- percentage of work the subcontractor will be providing;
- evidence that the subcontractor holds a valid Alaska business license; and
- a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

### **SEC. 3.11 Joint Ventures**

Joint ventures are acceptable. If submitting a proposal as a joint venture, the **offeror must submit a copy of the joint venture agreement** which identifies the principals involved and their rights and responsibilities regarding performance and payment.

### **SEC. 3.12 Right to Inspect Place of Business**

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

### **SEC. 3.13 F.O.B. Point - DELETED**

### **SEC. 3.14 Contract Personnel**

Any change of the project team members or subcontractors named in the proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the state may be grounds for the state to terminate the contract.

### **SEC. 3.15 Inspection & Modification - Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

### **SEC. 3.16 Liquidated Damages - DELETED**

### **SEC. 3.17 Contract Changes - Unanticipated Amendments**

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project

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director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

The contractor will not commence additional work until the project director has secured any required state approvals necessary for the amendment and issued a written contract amendment, approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee.

### **SEC. 3.18 Nondisclosure and Confidentiality**

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc.).

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

### **SEC. 3.19 Insurance Requirements**

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the

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award or termination of the contract.

Offerors must review form **Appendix B2**, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in Appendix B2 must be set out in the offeror's proposal.

### **SEC. 3.20 Termination for Default**

If the project director determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the state may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the state's termination rights under the contract provisions of Appendix A, attached.

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## SECTION 4. PROPOSAL FORMAT AND CONTENT

### SEC. 4.01 Proposal Format

The state discourages overly lengthy and costly proposals, however, in order for the state to evaluate proposals fairly and completely, offerors must follow the format set out in this RFP and provide all information requested.

Proposals must be limited to 20 pages maximum. All pages having any content will be counted towards the total number of pages. This includes any title page or cover page, cover letter, table of contents, body of the proposal, any dividers with content, and any attachments. Copies of business licenses, professional land surveyor licenses, and proof of insurance are not required within the body of the proposal or as attachments, and, if included, these documents will be counted as additional pages towards the maximum page limit. Proposals must be printed on 8.5 inch x 11 inch paper, must use a standard MS Word font, and must use a minimum size of 10 point font. Proposals not conforming to these requirements will be determined non-responsive and will be rejected.

### SEC. 4.02 Proposal Content – Introduction

Proposals must include a cover letter as an introduction. The cover letter must:

1. Contain the complete name and address of the offeror and the name, address, and telephone number of the primary contact regarding the proposal;
2. Contain all required operational information under the RFP, including offeror's Alaska business license number; Alaska Professional Land Surveyor license number(s); subcontractor or joint venture information, if any;
3. Contain a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict;
4. Contain a statement regarding offeror's qualification as an "Alaskan Bidder," if applicable;
5. Confirm that the offeror will comply with all provisions in this RFP;
6. Contain a statement of commitment to the project and contain a statement acknowledging that the project completion date, as stated in this RFP, is a fixed date **and that the offeror is committed to completing the project by September 28, 2018;**
7. Contain a statement that the offeror, if selected, will be available to conduct contract negotiations within the schedule as described in SECTION 1.12 RFP SCHEDULE; and,
8. Be signed by a company officer empowered to bind the company.

An offeror's failure to include these items in the proposal's cover letter may cause the proposal to be determined to be non-responsive and the proposal will be rejected.

### SEC. 4.03 Proposal Content – Understanding of the Project

Offerors must provide brief/comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule. At a minimum, the proposal shall address:

1. The key project personnel;
2. The goals and deliverables;
3. The platting requirements;

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4. The proposed logistics; and
5. Potential problems and proposed solutions.

#### **SEC. 4.04 Proposal Content – Proposed Methodology for the Project**

Offerors must provide specific narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the state's project schedule, including a detailed work plan that illustrates how they intend to accomplish the tasks described in SECTION 3.01 SCOPE OF WORK and SECTION 3.03 DELIVERABLES within this RFP. At a minimum, the proposal shall address:

1. The proposed specific **methodology** for this project;
2. A proposed work plan and estimated hours of staff time expected to complete the **fieldwork** for this project;
3. A proposed work plan and estimated hours of staff time expected to complete **computations, platting, and other office work** for this project;
4. A proposed work plan and estimated hours of staff time expected for **project management**;
5. If any **subcontractors** are proposed to be used and, if so, their expected level of involvement;
6. **Quality control and quality assurance** procedures to be used, both in the field and in the office; and,
7. A proposed project schedule to complete the Sec. 3.03 Deliverables; Tasks 1 – 5 of the Scope of Work in order to meet the project completion date.

#### **SEC. 4.05 Management Plan for the Project - DELETED**

The management plan and proposed work plan are to be addressed as described in SECTION 4.04 PROPOSED METHODOLOGY FOR THE PROJECT.

#### **SEC. 4.06 Proposal Content – Experience and Qualifications**

Proposals must demonstrate the offeror's relevant experience performing project fieldwork, computations, preparing plats, platting board representation, and any other pertinent proficiencies. At a minimum, the proposal must contain:

1. Statement of Qualifications, within the body of the proposal, for all key personnel, including subcontractors, designated to perform work under this RFP. At a minimum, it must identify the individuals who will perform the following functions:
  - Contract Management (contract compliance)
  - Project Management (single point-of-contact directly engaged in contract performance)
  - Professional Land Surveying (in responsible charge)
  - Field Surveying
  - Computations
  - Plat Preparation

The Statement of Qualifications must clearly describe experience, education, and degrees held, and include all dates thereof. A statement of expected availability for all personnel over the term

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of the contract must be included.

2. Examples, described within the body of the proposal, of no more than **three** projects similar to the work defined by this RFP that have been completed by the offeror within the last ten years. (If copies of example plats are included in or attached to the proposal, they will be counted as part of the overall page total. If recorded plats are referenced, please provide the plat number and recording district.) For each example include:

A brief description of the project, including deliverables and names of key individuals involved

Project Schedules, including actual start and completion dates.

Location of the project.

Name/number of contact, client's name, address, current telephone number, and contact person who can respond to queries concerning their experience with the offeror's firm.

Major subcontractors used in performance of the work.

Initial cost estimate and actual costs.

## **SEC. 4.06 Cost Proposal - DELETED**

Cost is not an evaluation factor.



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## SECTION 5. EVALUATION CRITERIA AND OFFEROR SELECTION

### SEC. 5.01 Evaluation Criteria

Before evaluation, all responses will initially be reviewed to determine if they meet the following minimum responsiveness requirements:

1. Was the proposal received by the deadline for receipt of proposals?
2. Is the proposal signed?
3. Has the offeror provided a valid Alaska Business license number and a valid Alaska Professional Land Surveyor license number within the cover letter?
4. Is there a statement in the cover letter or proposal indicating whether or not there are any possible conflict of interest; or is there an appearance of conflict that may result in the proposal being declared non-responsive?
5. Does the proposal stay within the formatting requirements, including maximum page limit, page size, and font requirements?
6. Does the proposal meet all other requirements of the RFP?

**Proposals that fail to meet the above requirements will be rejected as non-responsive and will not be evaluated.** Proposals determined to be responsive will be evaluated using the criterion that is set out in Section 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION and in ATTACHMENT 1: PROPOSAL EVALUATION SCORE SHEET.

All responsive proposals received will be reviewed and evaluated by a committee that will be made up of three representatives from the Division of Mining, Land & Water, with a majority of the Evaluation Committee being Registered Land Surveyors. Each member shall exercise independent judgment and no member's vote or score will be weighted more than any other.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

PLEASE NOTE that when evaluating proposals, an emphasis is put on detailed discussion of project specific understanding and methodology. Full points are not awarded for a general discussion of surveying methods.

**THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 1000**

### SEC. 5.02 Understanding of the Project (25%)

At a minimum, this section will be evaluated against the following questions:

1. Does the proposal adequately address the submittal requirements?
2. Is the proposal well organized and clearly understandable?
3. Are the contact person and key project personnel clearly identified?
4. Does the offeror demonstrate a clear understanding of the project goals and deliverables?
5. Does the proposal adequately address platting requirements?

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6. Have the logistics for this project been discussed?

7. Has the offeror identified pertinent issues, potential problems and proposed solutions?

### **SEC. 5.03 Proposed Methodology for the Project (40%)**

At a minimum, this section will be evaluated against the following questions:

1. Is the methodology to be used sound and defensible?
2. Does the methodology discussion include project specific detail?
3. Are all work items clearly identified in the proposal and broken down by task?
4. Has the offeror proposed a work plan that is in accordance with the project schedule and tasks?  
If not, are alternatives offered that are a reasonable solution for accomplishing the work?
5. Does the proposed work plan identify estimated hours of staff time expected to complete the fieldwork, and is the time commensurate with the scope of work?
6. Does the proposed work plan identify estimated hours of staff time expected to complete computations and platting, and is the time commensurate with the scope of work?
7. Does the proposed work plan identify estimated hours of staff time expected for project management, and is the time commensurate with the scope of work?
8. Does the offeror provide for adequate support and flexibility in terms of personnel and time?
9. If the offeror proposes to use a subcontractor, has Section 3.10 of this RFP been complied with?
10. Does the offeror address how quality control and quality assurance will be maintained in the field?
11. Does the offeror address how quality control and quality assurance will be maintained in the office?

### **SEC. 5.04 Management Plan for the Project – DELETED**

The management plan and proposed work plan are to be evaluated as described in SECTION 5.03 PROPOSED METHODOLOGY FOR THE PROJECT.

### **SEC. 5.05 Experience and Qualifications (25%)**

At a minimum, qualifications and experience may be evaluated against the following questions:

1. Does the firm demonstrate adequate, relevant experience in similar projects?
2. Do the examples document the quality of expertise and experience needed to complete this project?
3. Are appropriately qualified individuals and subcontractors in key positions?
4. Are resumes submitted for key personnel?
5. How well has the offeror performed on prior DNR contracts?
6. Where is the firm's office located?

### **SEC. 5.06 Contract Cost - DELETED**

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Cost is not an evaluation factor.

## **SEC. 5.07 Alaska Offeror Preference (10%)**

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10% of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

## **SEC. 5.08 Offeror Selection**

Upon completion of the evaluations, the Department of Natural Resources Procurement Officer will review the evaluation process to assure procedures were followed in accordance with this RFP and existing State of Alaska statutes and regulations. This process may include reviewing score sheets, proposals, discussions, or any other materials presented to the Evaluation Committee. The Procurement Officer may recommend that proposals be reevaluated prior to beginning negotiations if there is reason to suspect an error was committed during the evaluation process.

The Evaluation Committee will request concurrence from the Procurement Officer to negotiate a contract with the most qualified, responsive offeror. The entire evaluation process, including the final decision of the Evaluation Committee, will be documented in writing and made a part of the contract file.

The apparent successful offeror will be notified of their selection. A date and time of the contract negotiations will be determined. To assist in the negotiation process, the offeror will be required to provide the following additional information:

1. To be provided five business days prior to contract negotiations:
  - a. A detailed Cost Proposal listed by the Tasks identified in Section 3.03 of this RFP, including the following:
    - i. Labor; including employee hours and charge out rates that include benefits, overhead and profit.
    - ii. Direct expenses such as equipment, supplies, travel, per diem and other itemized expenses.
    - iii. Overhead rate.
    - iv. Profit rate.
    - v. Total lump sum fee for the surveying and platting.
  - b. Fee Schedule
2. To be provided at the time of contract negotiations:
  - a. Certificate of insurance
  - b. Subcontractor information (if applicable) per Section 3.10

Please refer to SECTION 6 GENERAL PROCESS INFORMATION for additional information concerning offeror selection and negotiations.

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## SECTION 6. GENERAL PROCESS INFORMATION

### SEC. 6.01 Informal Debriefing

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

### SEC. 6.02 Alaska Business License and Other Required Licenses

Prior to the award of a contract, an offeror must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Offerors should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- copy of an Alaska business license;
- certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- a canceled check for the Alaska business license fee;
- a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- a sworn and notarized statement that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

Prior the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

### SEC. 6.03 Site Inspection

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

### SEC. 6.04 Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the

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procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

## **SEC. 6.05 Discussions with Offerors**

The state may conduct discussions with offerors in accordance with AS 36.30.240 and 2 AAC 12.290. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and proposal. Discussions will be limited to specific sections of the RFP or proposal identified by the procurement officer. Discussions will only be held with offerors who have submitted a proposal deemed reasonably susceptible for award by the procurement officer. Discussions, if held, will be after initial evaluation of proposals by the procurement officer or the PEC. If modifications are made as a result of these discussions, they will be put in writing. Following discussions, the procurement officer may set a time for best and final proposal submissions from those offerors with whom discussions were held. Proposals may be reevaluated after receipt of best and final proposal submissions.

If an offeror does not submit a best and final proposal or a notice of withdrawal, the offeror's immediate previous proposal is considered the offeror's best and final proposal.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a proposal must be reduced to writing by the offeror.

## **SEC. 6.06 Evaluation of Proposals**

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, will evaluate proposals. The evaluation will be based solely on the evaluation factors set out in **SECTION 5. EVALUATION CRITERIA AND OFFEROR SELECTION** and in **ATTACHMENT 1: PROPOSAL EVALUATION SCORE SHEET**.

After receipt of proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

## **SEC. 6.07 Contract Negotiation**

After final evaluation, the procurement officer may negotiate with the offeror of the highest-ranked proposal. Negotiations, if held, shall be within the scope of the request for proposals and limited to those items which would not have an effect on the ranking of proposals. If the highest-ranked offeror fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the state may terminate negotiations and negotiate with the offeror of the next highest-ranked proposal. If contract negotiations are commenced, they may be held at the Department of Natural Resources, Division of Mining, Land and Water, 550 W 7th Avenue, Suite 650, Anchorage, Alaska. The contract negotiations may be conducted by telephone, email, or facsimile at the state's option.

If the contract negotiations take place in Anchorage, Alaska, the offeror will be responsible for their travel and per diem expenses.

## **SEC. 6.08 Failure to Negotiate**

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or

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- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence negotiations with the next highest ranked offeror.

## **SEC. 6.09 Offeror Notification of Selection**

After the completion of contract negotiation, the procurement officer will issue a written Notice of Intent to Award (NIA) and send copies to all offerors. The NIA will set out the names of all offerors and identify the proposal selected for award.

## **SEC. 6.10 Protest**

AS 36.30.560 provides that an interested party may protest the content of the RFP.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of proposals.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If an offeror wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- the name, address, and telephone number of the protester;
- the signature of the protester or the protester's representative;
- identification of the contracting agency and the solicitation or contract at issue;
- a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All offerors will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

## **SEC. 6.11 Application of Preferences**

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Certain preferences apply to all contracts for professional services, regardless of their dollar value. The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the RFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- Employment Program Preference - AS 36.30.321(b)
- Alaskans with Disabilities Preference - AS 36.30.321(d)
- Alaska Veteran's Preference - AS 36.30.321(f)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation list prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

#### **SEC. 6.12 Alaska Bidder Preference- DELETED**

Cost is not a factor for this proposal evaluation.

#### **SEC. 6.13 Alaska Veteran Preference - DELETED**

Cost is not a factor for this proposal evaluation.

#### **SEC. 6.14 Alaska Offeror Preference**

2 AAC 12.260(e) provides Alaska offerors a 10% overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(2), are eligible for the preference. An Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

#### **SEC. 6.15 Formula Used to Convert Cost to Points - DELETED**

Cost is not a factor for the proposal evaluation.

#### **SEC. 6.16 Examples: Converting Cost to Points (DELETED) & Applying Preferences**

##### **(a) Formula Used to Convert Cost to Points - DELETED**

Cost is not a factor for this proposal evaluation.

##### **(b) Alaska Offeror Preference**

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#### STEP 1

Determine the number of points available to qualifying offerors under this preference.

1000 Total Points Available in RFP x 10% Alaska offerors preference = 100 Points for the Preference

#### STEP 2

Determine which offerors qualify as Alaska bidders and thus, are eligible for the Alaska offerors preference. For the purpose of this example, presume that all of the proposals have been completely evaluated based on the evaluation criteria in the RFP. The scores at this point are:

Offeror #1	830 points	No Preference	0	points
Offeror #2	740 points	Alaska Offerors Preference	100	points
Offeror #3	800 points	Alaska Offerors Preference	100	points

#### STEP 3

Add the applicable Alaska offerors preference amounts to the offeror's scores:

Offeror #1	830 points	
Offeror #2	840 points	(740 points + 100 points)
Offeror #3	900 points	(800 points + 100 points)

#### STEP 4

**Offeror #3** is the highest scoring offeror and would get the award, provided their proposal is responsible and responsive.



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## **SECTION 7. General Legal Information**

### **SEC. 7.01 Standard Contract Provisions**

The contractor will be required to comply with the attached State's Appendix A, General Conditions, attached to this document. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

### **SEC. 7.02 Proposal as a Part of the Contract**

Part or all of this RFP and the successful proposal may be incorporated into the contract.

### **SEC. 7.03 Additional Terms and Conditions**

The state reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

### **SEC. 7.04 Human Trafficking**

By signature on their proposal, the offeror certifies that the offeror is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>.

Failure to comply with this requirement will cause the state to reject the proposal as non-responsive, or cancel the contract.

### **SEC. 7.05 Right of Rejection**

Offerors must comply with all of the terms of the RFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

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may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

**A proposal from a debarred or suspended offeror shall be rejected.**

## **SEC. 7.06 State Not Responsible for Preparation Costs**

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

## **SEC. 7.07 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The offeror's request must be included with the proposal, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

## **SEC. 7.08 Assignment**

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

## **SEC. 7.09 Disputes**

A contract resulting from this RFP is governed by the laws of the State of Alaska. If the contractor has a claim arising in connection with the agreement that it cannot resolve with the state by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620 – AS 36.30.632. To the extent not otherwise governed by the preceding, the claim shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

## **SEC. 7.10 Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## **SEC. 7.11 Supplemental Terms and Conditions**

Proposals must comply with **SEC. 7.05 Right of Rejection**. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this RFP or that diminish the state's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and

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if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

## **SEC. 7.12 Contract Invalidation**

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

## **SEC. 7.13 Solicitation Advertising**

Public notice has been provided in accordance with 2 AAC 12.220.

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## **SECTION 8. ATTACHMENTS**

### **SEC. 8.01 Attachments**

#### **Attachments:**

1. Appendix A – General Provisions
2. Appendix B2 – Indemnity and Insurance
3. Attachment 1 – Proposal Evaluation Score Sheet
4. Attachment 2 – ASLS 2017-22 Special Survey Instructions - Forest Highway Subdivision

#### **Enclosures:**

ASLS 2017-22 Conceptual Plan of Survey - Forest Highway Subdivision

ASLS 2017-22 Parcel Description Checklist

Attachment for Special Survey Instructions (ver. 12/10/15)

Plat Checklist (ver. 1/7/16)

Plat Submittal Requirements (ver. 1/7/16)

5. Attachment 3 – EPF 2017-33 Special Survey Instructions - Yakutat ROS

#### **Enclosure:**

EPF 2017-33 Plan of Survey - Yakutat ROS

## **PROPOSAL EVALUATION SCORE SHEET**

### **UNDERSTANDING THE PROJECT**

25% - AVAILABLE POINTS - 250

30 pts	1. Did the offeror follow the instructions in the RFP, i.e.: Make a clear commitment to the project completion date in the cover letter? Were the required business and professional license numbers provided? If applicable does the proposal identify that the firm qualifies for the 10% Alaska offeror's preference.  * This value has been assigned by the Contracting Officer prior to proposal evaluation and will be revealed after evaluations are completed.	* _____ Score
35 pts	2. Is the proposal well organized and clearly understandable?	_____ Score
25 pts	3. Does the proposal clearly identify: the contact person, the project manager, the field supervisor, party chiefs, and the platting supervisor?	_____ Score
65 pts	4. Has the offeror demonstrated a clear understanding of the project goals, final product, deliverables, and does the proposal specifically address this project?	_____ Score
25 pts	5. Does the proposal adequately address (if applicable): platting requirements (DNR & Borough), required attendance at borough meetings, number of plat sheets, proposed plat scale, and the submittal items required for DNR review?	_____ Score
25 pts	6. Has the proposal addressed logistics (where relevant items to consider may include: mobilization, demobilization, lodging, transportation, communications, and field office setup)?	_____ Score
45 pts	7. Did the offeror identify pertinent issues, potential problems and proposed solutions?	_____ Score
250 Total Points	Sub Total	_____

Scoring Summary of the Understanding: (Briefly describe the strong/weak points of the proposal):

### **PROPOSED METHODOLOGY FOR THE PROJECT**

40% - AVAILABLE POINTS - 400

65 pts	1. Is the proposed methodology and work plan discussion complete, practical and feasible?	<hr/> Score
65 pts	2. Did the offeror specifically address the methodology for this project, including field and office procedures?	<hr/> Score
50 pts	3. Did the offeror address all Tasks and Sub-Tasks as listed in Section 3.03 Deliverables?	<hr/> Score
15 pts	4. Is the proposed project schedule complete and realistic?	<hr/> Score
25 pts	5. Does the proposal's work plan clearly identify estimated hours of staff time expected for the fieldwork, and is the proposed time commensurate with the scope of work and complexity of the project?	<hr/> Score
25 pts	6. Does the proposal's work plan clearly identify estimated hours of staff time expected for computations and platting, and are the proposed times commensurate with the scope of work and complexity of the project?	<hr/> Score
25 pts	7. Does the proposal's work plan clearly identify estimated hours of staff time expected for project management, and is the proposed time commensurate with the scope of work and complexity of the project?	<hr/> Score
25 pts	8. Does the proposal provide for adequate support in terms of personnel and time?	<hr/> Score
25 pts	9. Does the offeror's firm propose to complete all portions of the work without subcontractors? If the offeror proposes to subcontract, has the offeror complied with the requirements of Section 3.10 Subcontractors? Are the subcontractor and the amount and type of work being subcontracted adequately identified? (Air charter is not a subcontractor.)	<hr/> Score
40 pts	10. Does the proposal address how quality control and quality assurance will be maintained for the fieldwork?	<hr/> Score

40 pts	11. Does the proposal address how quality control and quality assurance will be maintained for the platting?	_____
		Score
400 Total Points		Sub Total _____

Scoring Summary of the Methodology and Work Plan: (Briefly describe the strong/weak points of the proposal):

### **EXPERIENCE AND QUALIFICATIONS**

25% - AVAILABLE POINTS - 250

40 pts	1. Does the proposal demonstrate that the proposer has the experience necessary to successfully manage this project (the proposer's qualifications and experience items to consider <u>may</u> include: relevance to this project, previous experience with DNR, previous experience with the platting authority, how specific is the experience to this type of project, etc.)?	_____
		Score
20 pts	2. Do the provided examples document the expertise and experience needed to complete this project?	_____
		Score
40 pts	3. Are individuals with appropriate experience performing the identified tasks?	_____
		Score
10 pts	4. Was a work history submitted for each of the <u>key personnel</u> on the project team, including subcontractors? (For the definition of <u>key personnel</u> , see question No. 3 on page 1 of this score sheet.)	_____
		Score
100 pts	5. How well has the offeror performed on past projects? (70 is average, used for proposers with no past DNR experience)	_____
		* Score
40 pts	6. Proximity of the firm's office to the project site?	_____
		* Score

\* These values have been assigned by the Contracting Officer prior to proposal evaluation and will be revealed after evaluations are completed.

250 Total Points	Sub Total _____
------------------	-----------------

Scoring Summary of the Qualifications: (Briefly describe the strong/weak points of the proposal)

**ALASKA OFFEROR PREFERENCE**

10% - AVAILABLE POINTS - 100

100 pts	Does the offeror meet the requirements for an Alaska Offeror?	<div style="text-align: center;">*</div> <hr style="width: 50px; margin: 0 auto;"/> <div style="text-align: center;">Score</div>
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\* This value has been assigned by the Contracting Officer prior to proposal evaluation and will be revealed after evaluations are completed.

1000 Total Points	Proposal Total	<hr style="width: 100%;"/>
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Scoring Summary of the Proposal: (Briefly describe the strong/weak points of the proposal)

(Please note that spacing for evaluator notes has been removed.)



**STATE OF ALASKA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND AND WATER  
SURVEY SECTION  
550 W 7<sup>th</sup> Ave., SUITE 650  
ANCHORAGE, ALASKA 99501-3576**

**SPECIAL SURVEY INSTRUCTIONS**

**ALASKA STATE LAND SURVEY NO. 2017-22**

**Forest Highway Subdivision**

Authority 11 AAC 53, Survey and Platting Standards

ADL 108464 provides for the survey and platting of approximately 35 lots with a minimum size of 20,000 square feet, along with one 8.2 acre tract, with the dedication of rights-of-way in Yakutat, Alaska.

Forest Highway Subdivision is the replat and subdivision of ASLS 71-34, Yakutat School Site Survey, Plat 640, J.R.D.; and Tracts B and C of Xeitlaani (Thunderland) Subdivision, Plat 92-27, J.R.D. The Conceptual Plan of Survey (enclosed), illustrates a subdivision design depicting 35 lots ranging from 20,000 to 25,416 sq. ft. and one 8.2 acre tract. The subdivision is located in Section 30, within Township 27 South, Range 34 East, Copper River Meridian. This survey lies in the City and Borough of Yakutat (CBY) and within the Juneau Recording District.

The purpose of the survey is to facilitate the conveyance of title in accordance with AS 38.04.045, the Final Finding and Decision of **ADL No. 108750** (when approved), and the Final Finding and Decision of **ADL No. 108464** (when approved).

In the execution of the survey under **ASLS No. 2017-22, GSC 823**, the surveyor is authorized and directed to perform the survey of **ADL No. 108750** and **ADL No. 108464** as set out in these instructions, the Attachment for Special Survey Instructions, the State of Alaska's and the Unorganized Borough's Survey and Platting Regulations, and such supplemental instructions as may be issued during the progress of work.

**LIMIT AND CHARACTER OF WORK**

The survey is limited to the establishment and monumentation of the boundaries of the parent parcels, ties to all improvements located within and preparation of the survey plat. In the event that any needed BLM or GLO survey corner is missing or has been destroyed, it shall be reestablished as per the applicable BLM Manual of Surveying Instructions.

This survey is associated with EPF 2017-33 which is adjoining this survey.

### **HISTORY OF SURVEYS**

Protraction Diagram CR-8-6 of Townships 25 to 28 South, Ranges 33 to 36 East, Copper River Meridian, Alaska was approved by BLM prior to March 9, 1960. With the latest revision added 6/28/99.

Township 27 South, Range 34 East, Copper River Meridian was surveyed by Bernard M. Meyring, Professional Land Surveyor, in 1976 and the plat was accepted by BLM on November 15, 1977.

U.S. Survey No. 1898 was surveyed by Floyd G. Betts, U.S. Cadastral Engineer, in 1932 and the plat was accepted by the GLO on June 28, 1937.

U.S. Survey No. 2881 was surveyed by Harold H. Waller, Deputy Surveyor, in 1948 and the plat was accepted by BLM on February 3, 1950.

Dependent Resurvey and Subdivision of U.S. Survey No. 2881 was surveyed by Robert Q. Pickering, Cadastral Surveyor, in 1958 and the plat was accepted by BLM on August 6, 1959.

U.S. Survey No. 3590 was surveyed by Robert Q. Pickering, Cartographic Survey Aid, in 1958 and the plat was accepted by BLM on May 12, 1959.

U.S. Survey No. 3602 was surveyed by Robert Q. Pickering, Cadastral Surveyor, in 1958 and the plat was accepted by BLM on August 14, 1959.

U.S. Survey No. 4853 was surveyed by Edward A. Taylor, Supervisory Cadastral Surveyor, in 1965 and the plat was accepted by BLM on April 17, 1973.

U.S. Survey No. 5630 was surveyed by Hobart B. Hyatt, Supervisory Cadastral Surveyor, in 1970 and the plat was accepted by BLM on September 10, 1974.

Supplemental Plat, U.S. Survey No. 5630, showing the subdivision of Lot 1 into Lots 3 and 4 was accepted by BLM on December 2, 1983.

Supplemental Plat, U.S. Survey No. 5630, showing the subdivision of Lot 4 into Lots 5 and 6 and the creation of Tract 2, Yakutat Airport Lands was accepted by BLM on April 3, 1984.

Alaska State Land Survey No. 71-17, Catholic Diocese Site Survey, was surveyed by George W. Davidson in 1971 and the plat was filed on July 31, 1972 as Plat No. 676 Juneau Recording District.

Alaska State Land Survey No. 71-34, Yakutat School Site Survey, was surveyed by George W. Davidson in 1971 and the plat was filed on October 4, 1971 as Plat No. 640 Juneau Recording District.

Alaska State Land Survey No. 76-117, was surveyed by Jack Garrison in 1976 and the plat was filed on May 20, 1977 as Plat No. 77-32 Juneau Recording District.

Alaska State Land Survey No. 81-47, was surveyed by Kent Heppe in 1981 and the plat was filed on October 9, 1984 as Plat No. 84-149 Juneau Recording District.

Amended Alaska State Land Survey No. 87-133, was surveyed by David Strebel in 1987 and the amended plat was recorded on January 23, 1989 as Plat No. 89-1 Juneau Recording District. Originally filed as plat 88-14, with the first amendment filed as plat 88-24 in the Juneau Recording District.

Alaska State Land Survey No. 90-213 was surveyed by Gary D. Drasky in 1991 and the plat

was recorded on January 13, 1992 as Plat No. 92-2 Juneau Recording District.

The Department of Public Works Division of Highways Right of Way Map “North Yakutat Road, Project S-0940(3)” was approved on April 7, 1961.

The Department of Highways Right of Way Map “Yakutat Road, Airport to Small Boat Harbor, Project S-0940(5)” was approved on September 17, 1971.

The Department of Transportation & Public Facilities Right of Way Map “Yakutat - Alsek Road Paving, Project RS-0940(7) (68796)” was approved on December 31, 1985.

The Department of Transportation & Public Facilities Right of Way Map “Yakutat to the Situk River”, Project FH 10-1(1) was approved on April 6, 1963.

The following relevant plats/documents were filed/recorded in the Juneau Recording District:

Survey of State Land, Yakutat Group Surveys, DNR Engineering Plat File (EPF) No. 100029 was surveyed by William C. Stilley in 1969 and the plat was recorded on April 1, 1970 as Plat No. 578.

South Addition Yakutat, Alaska Subdivision, DNR Engineering Plat File (EPF) No. 150037, was surveyed by William C. Stilley in 1969 and the plat was recorded on April 1, 1970 as Plat No. 579.

Yakutat Tract 2, DNR Engineering Plat File (EPF) No. 260061, was surveyed by William C. Stilley in 1969 and the plat was recorded on July 21, 1971 as Plat No. 633.

A.S.H.A. “Self-Help” Housing Subdivision, DNR Engineering Plat File (EPF) No. 400100 was surveyed by George W. Davidson in 1973, and the plat was filed on November 22, 1976 as Plat No. 76-45.

Record of Survey for City of Yakutat, was survey by Ronald J Reiland in 1979 and the plat was filed April 8, 1980 as Plat No. 80-17.

Patent No. 50-84-0162 was recorded in Book 232, Pages 948 & 949, on February 21, 1984 as Document No. 1984-001635-0.

XeitiAani’ (Thunderland) Subdivision was surveyed by Paul D. Whipple and the plat was recorded on July 7, 1992, as plat 92-27.

### **METHOD OF SURVEY PROCEDURE**

Refer to the Attachment for Special Survey Instructions for additional Method of Survey Procedure requirements not listed below. **In cases where the requirements listed in these Special Survey Instructions differ from those listed in the Attachment for Special Survey Instructions, the requirements listed in these Special Survey Instructions shall take precedence.**

Specific requirements for this survey are as follows:

The survey and plat of ASLS 2017-22 shall substantially conform to 11 AAC 53, these Survey Instructions, the Attachment for Special Survey Instructions, the Preliminary Exchange Agreement for the Proposed Yakutat Land Exchange (ADL 108750) dated May 15, 2017, the Preliminary Decision approved June 29, 2017, the City and Borough of Yakutat (CBY) subdivision and platting regulations (Title 8), and the attached Conceptual Plan of Survey.

This survey adjoins EPF 2017-33, which is that portion of Lot 3, U.S. Survey No. 5630 that is bounded by ASLS 71-34, Yakutat School Site Survey, Plat 640 J.R.D. to the north; DOT ROW for Forest Hwy No. 10, Project F.H. 10-1 (3) to the southeast; the Centerline of the Yakutat & Southern Railway right-of-way to the south; and Lot 2, U.S. Survey 2881 to the west. The angle point of the southern boundary of ASLS 71-34 may need to be re-established. If the monument is re-established the information will be platted on EPF 2017-33.

For the **Basis of Coordinates** (BOC) the geographic coordinates (both NAD 1983 & NAD 1927) are required for a recovered primary monument tied to this survey. A National Geodetic Survey (NGS) Online Positioning User Service (OPUS) **“shared solution” is required** for the Basis of Coordinates, the NGS OPUS Solution Report shall be submitted with the first plat submittal, and the OPUS solution shall be uploaded as a “shared solution,” meeting the criteria described on the OPUS webpage at <http://www.ngs.noaa.gov/OPUS/about.jsp> under “Share Your OPUS Solution.” Also, refer to the Attachment for Special Survey Instructions for additional instruction. For this survey a single OPUS Solution may be used for both EPF 2017-33 and this survey, with appropriate ties.

Record accessories for controlling monuments are to be recovered and noted on the plat with record and measured data.

The contractor is required to:

- Survey and plat Forest Highway Subdivision with platting approval from the City and Borough of Yakutat.
- Recover sufficient record monumentation to control the parent parcels boundaries. It is estimated that 31 record monuments (i.e. 10 GLO/BLM monuments, 7 primary monuments set by ASLS surveys; and 1 primary monument and 13 secondary monuments set by other surveys) are required to be recovered to control this survey.
- A topographic survey, per CBY requirements.
- As-built/locate:
  - Apparent wetland areas (\*see below under “Not Required”), and
  - Utilities, improvements, lakes streams, ponds, other trails & etc. that lie within the parent parcels, and
  - Eagle nest trees (if any) within the area being lotted.
    - Note whether it is an active or non-active nest; and
    - Minimize activity within the vicinity of all active nest trees.
- Notify DNR of the expected date that approximately 80% of the monumentation is anticipated to be completed. If practical, DNR will schedule a field inspection prior to the contractor’s demobilization from the field.
- Submit progress reports with each invoice submittal and at the completion of required tasks or milestones. At a minimum, quarterly progress reports are to be submitted to the contracting officer to ensure that the project is on track.
- Comply with CBY subdivision and platting requirements.

The contractor is not required to conduct:

- A wetlands delineation in accordance with the 1987 Army Corps of Engineers

Wetlands Delineation Manual and/or any Regional Supplements to said manual.

- Road construction.
- Brushing of individual lot lines.

No marks are to be added to existing monuments.

A magnet (provided by DNR) is to be set at each corner position monumented with a primary monument that is set by this survey. Magnets are to be placed in the hole and covered with soil before placing the monument. Magnet type, color and any other identifying features shall be noted on the plat.

An estimated three primary monuments will be required to be set for this subdivision. These monuments shall be set at lot corners and/or locations similar to the Conceptual Plan of Survey.

Bearing trees, bearing objects or reference monuments are not required; however, record accessories for controlling monuments are to be recovered and noted on the plat.

All other lot/tract corners shall be monumented with secondary monuments. The Conceptual Plan of Survey indicates an estimated 80 secondary monuments need to be set.

### **TECHNICAL SURVEY REQUIREMENTS**

Refer to the Attachment for Special Survey Instructions for additional Technical Survey Requirements not listed below. **In cases where the requirements listed in these Special Survey Instructions may differ from those listed in the Attachment for Special Survey Instructions, the requirements listed in these Special Survey Instructions shall take precedence.**

Specific Technical Survey Requirements for this survey are as follows:

The Survey Report shall include 1) the accuracy classification to which the data was gathered, 2) the survey methods used to obtain the data, 3) the dates the survey work was performed, and 4) the datum (with epoch) used for the survey. **Legible, annotated copies of all field notes and computations and a sketch showing traverse point relationships, must accompany the first submittal. All GNSS data; including raw data files, adjustment files, a final coordinate file and OPUS solution reports shall be submitted in a digital format only, no hard copies please. OPUS solution report must also accompany the first plat submittal.**

Digital format photographs with encoded metadata (minimum of GNSS coordinates, direction, time, and date) for each monument recovered or established must also accompany the first plat submittal. Photographs required at each monument: 1) legible cap marking, 2) general conditions at the monument, 3) general vicinity in all four cardinal directions and all survey lines, and 4) all accessories from the monument and a close-up of all bearing tree tags.

All monument caps must be permanently stamped with the survey designation (ASLS 2017-22) across the top; with the lot, tract and/or ROW designations in the center; and the surveyor's registration number and the year set on the bottom. This data must be oriented so that it may be read when the reader is facing north.

A witness post is to be set at all monuments. For primary monuments, a minimum size of a nominal two-by-four or a fiberglass reinforced Carsonite witness post, six feet long, with four

feet protruding above ground, shall be placed either on the property line or at right angles to the property line and no farther than one foot from the monument. For all other monuments, a minimum 30" survey lath is required to be set nearby.

All significant improvements within the survey must also be field tied and shown on the plat.

### **SUBDIVISION DESIGN PARAMETERS**

The existing road running easterly from XeitiAani' Subdivision is Lake Street, and shall be dedicated as a 60-foot ROW.

A new 50-foot wide ROW running southerly from Lake Street is to be dedicated as Tlékw yádi Dei.

A new 50-foot wide ROW running westerly from Tlékw yádi Dei is to be dedicated as Litká Dei.

Note: road names will need CBY approval, and DNR will defer to CBY recommendations.

Tract A shall be the southerly 8.2-acre remainder of ASLS 71-34 containing the developed area for the Yakutat Schools. See the Conceptual Plan of Survey.

Easements and Setbacks:

- 20-foot wide Public Utility Easements along all rights-of-way; or as requested by the local utility.
- A 30-foot wide Public Access and Utility Easement 15-feet each side of the common lot line for Lots 5 and 6, Block 3 to provide access to Lots 11 and 12, Block 3. See the Conceptual Plan of Survey.
- 50-foot wide building setback from apparent wetlands (plat note).

### **PLAT REQUIREMENTS**

Refer to the Attachment for Special Survey Instructions for additional Plat Requirements not listed below. **In cases where the requirements listed in these Special Survey Instructions may differ from those listed in the Attachment for Special Survey Instructions, the requirements listed in these Special Survey Instructions shall take precedence.**

The following specific Plat Requirements correspond with the item numbers in the Attachment for Special Survey Instructions:

(Note: For item numbers that are not listed below, the corresponding requirements remain the same as in the Attachment for Special Survey Instructions.)

The surveyor shall construct the plats in accordance with the following:

- (1) The base sheets must be of good quality Mylar at least three mils thick, and be one of two standard sizes: 18" x 24" or 24" x 36" (preferred). There are no exceptions to the standard size requirement.
- (8) The plat must be in an appropriate engineering-type scale. Each plat sheet shall be oriented so that north is at the top of the sheet.
- (17) Certificates must be shown substantially as follows, with the headings capitalized and underlined:

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I, the undersigned, hereby certify that I am the Director, Division of Mining, Land and Water and that the State of Alaska is the owner of ASLS 71-34, as shown hereon. I hereby approve this survey and plat for the State of Alaska, and dedicate for public or private use as noted, all easements, public utility areas, and rights-of-way as shown and described hereon.

Dated \_\_\_\_\_ (Signature in black ink)  
Director, Division of Mining, Land and Water

**NOTARY'S ACKNOWLEDGEMENT**

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

For: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I, the undersigned, hereby certify that I am the Manager of the City and Borough of Yakutat and that the City and Borough of Yakutat is the owner of Tracts B and C, XeitiAani' (Thunderland) Subdivision, as shown hereon. I hereby approve this survey and plat for the City and Borough of Yakutat, and dedicate for public or private use as noted, all easements, public utility areas, and rights-of-way as shown and described hereon.

Dated \_\_\_\_\_ (Signature in black ink)  
Manager  
City and Borough of Yakutat

**NOTARY'S ACKNOWLEDGEMENT**

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

For: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.

Date: \_\_\_\_\_ (Mechanically lettered name) \_\_\_\_\_  
Registered Land Surveyor

(Surveyor's Seal with Original Signature)

**PLANNING COMMISSION APPROVAL AND ACCEPTANCE OF DEDECATION**

I hereby certify that the subdivision plat as shown hereon has been found to comply with the subdivision practices of the City and Borough of Yakutat, Alaska, and that said plat has been approved, further the City and Borough of Yakutat does accept the dedication of public easements and rights-of-way.

Date: \_\_\_\_\_

\_\_\_\_\_  
Commission Chairman, City and Borough of Yakutat, Alaska

By approval of this plat, the City and Borough of Yakutat hereby accepts for public use and public purposes the real property dedicated to the public hereon, including easements, rights-of-way, alleys, and roadways. The acceptance of such dedicated areas for public use and public purposes does not obligate the State of Alaska, the City and Borough of Yakutat, or the public to construct, operate, maintain, or manage improvements until the improvements are accepted.

***(or current CBY certificate)***

**TAX CERTIFICATE**

All real taxes levied by the City and Borough of Yakutat on the area shown on this plat have been paid.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Certifying Officer  
Finance Director

***(or current CBY certificate)***

(19) The following notes will be required on the plat:

(Note: all required plat notes are listed below, and supersede the plat notes in the Attachment for Special Survey Instructions.)



- a. This survey of ADL 108464 was accomplished in accordance with AS 38.04.045, GSC 823 and the SSI for ASLS 2017-22.
- b. All bearings shown are true bearings as oriented to the Basis of Bearing and the distances shown are reduced to horizontal field distances. (*See item "d" below*)
- c. The error of closure of this survey does not exceed 1:5000, and/or corner positions have a Relative Positional Accuracy at the 95 percent confidence level of 0.13 feet plus 100 ppm.
- d. For plats based on GNSS: (*to be used in lieu of note 19b*)

**BEARINGS:** Are based on high precision Global Navigation Satellite System technology in the NAD 83 (*CORS Epoch*) datum, using (*brand model*) receivers, differentially corrected and processed using (*name of software*), Version \_\_\_\_ software. Local plane bearings are orientated to true geodetic north at (*monumented position on the survey*). Distances shown are reduced to horizontal field distances.

**COORDINATES:** The shown found NAD 83 (*2011*) coordinates are based on an OPUS Shared Solution (Epoch: *2010.0000*) for the (*monumented position*). The OPUS Shared Solution Designation is (*name*), the PID is (*PID*), and Observed (the observer date/time.) The shown record coordinates are from \_\_\_\_\_.

- e. There is a 50-foot wide building setback from apparent wetlands.
  - f. (*If applicable*) Lots \_\_\_\_\_ contain apparent wetlands. A U.S. Army Corps of Engineers Wetland Permit may be required to develop any wetland areas.
  - g. This Subdivision is within an approved Sewer and Water District of Yakutat. All Lots are to be served by community wastewater disposal or water supply systems. No individual on lot pressurized wastewater disposal systems will be permitted, without prior approval by the AK Dept. of Environmental Conservation.
- (20) Record and found bearings, distances, and coordinates will be shown on the plat. In the event there is more than one set of record data, the data from the latest plat of record will be shown with the plat nomenclature indicated.
  - (21) The exact marks on all monuments recovered and on primary monuments set must be shown on the plat with data pertaining to bearing trees and/or monument accessories recovered or established. A detail showing typical markings on secondary monuments set must be shown on the plat as well.
  - (22) All easements and rights-of-way shall be shown graphically on the plat in lieu of a "note" whenever possible to do so. This requirement applies to all easements and rights-of-way including those to and along public water bodies and shore lands.
  - (23) The plat shall show the legal parcel identifiers for all lands surrounding this survey.

- (24) The current **DIVISION OF MINING, LAND AND WATER "TITLE BLOCK"** shall be placed in the lower right-hand corner of each sheet of the plat. It shall be labeled:

**ALASKA STATE LAND SURVEY NO. 2017-22**

Forest Highway Subdivision

A Subdivision and Replat of  
ASLS 71-34 (Plat 640); and  
Tracts B and C of XeitiAani' (Thunderland) Subdivision (Plat 92-27);

Located Within  
Section 30, Township 27 South, Range 34 East,  
Copper River Meridian, Alaska

Creating  
Lots 1-9, Block 1; Lots 1-8, Block 2; Lots 1-12, Block 3;  
Lots 1-6, Block 4; and Tract A  
Containing \_\_\_\_\_ acres more or less

Juneau Recording District  
(Revise as needed)

- (25) If record lines are not retraced or resurveyed but are used to compute closure, record monuments along these lines must be indicated.

Upon completion of the field survey, two full size copies of the plat along with field notes, annotated computations and legible monument photographs shall be submitted to DML&W for review.

**DESIGN PLAN SUBMITTAL**

Upon completion of the preliminary field survey provide DNR with a draft subdivision design plan (including an AutoCAD \*.dwg file) showing proposed lots and ROWs, any monuments set, proposed solutions to problems, proposed monumentation, as-built information, apparent wetlands & eagle nest trees (if applicable), and a detailed field survey report. The proposed design may differ from the concept plan if engineering considerations warrant such changes;

- Subdivision Design shall be reviewed and approved by DNR prior to any subdivision lot monumentation.

**FINAL DRAFT SUBMITTAL**

Upon completion of the final field survey, two full size copies of the plat along with 1) a project report/narrative discussing the project, field procedures used, conditions found, adjustments made to the parcel boundaries and any other pertinent data; 2) an AutoCAD \*.dwg compatible file; 3) copies of field notes; 4) a sketch showing traverse point relationships; 5) copies of computations; 6) legible rubbings or photographs of recovered monuments, 7) completed copies of the "Plat Submittal Requirements" and "Plat Checklist" sheets shall be submitted to DML&W for review.

**FINAL MYLAR PLAT SUBMITTAL**

Refer to the "Final Mylar Submittal" section of the Attachment for Special Survey Instructions

**MODIFICATION OF INSTRUCTIONS**

Should conditions arise appearing to demand additional instructions, require interpretation of these instructions, or make these instructions inoperable, a report shall be submitted promptly to the Survey Section Chief, describing the situation with recommendations to resolve such problems.

Prepared by: \_\_\_\_\_  
Mark J. Hall PLS  
Land Surveyor II

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Gwen M. Gervelis, PLS  
Acting Chief, Survey Section

GMG: MJH; mjh

Enclosures: ASLS 2017-22 Conceptual Plan of Survey: Forest Highway Subdivision  
Parcel Description Checklist for ASLS 2017-22  
Attachment for Special Survey Instructions (ver.12/10/15)  
Plat Checklist (ver.1/7/16)  
Plat Submittal Requirements Checklist (ver.1/7/16)

Copy: GSC 822  
Colin Craven NRS III, LS&CA (ADL 108750 & ADL 108464)  
Survey Tracking & Monitoring (Case Type 311, Sub Type 011)

VICINITY MAP

USGS QUAD: YAKUTAT (C\_5) SW SCALE 1" = 1 MILE

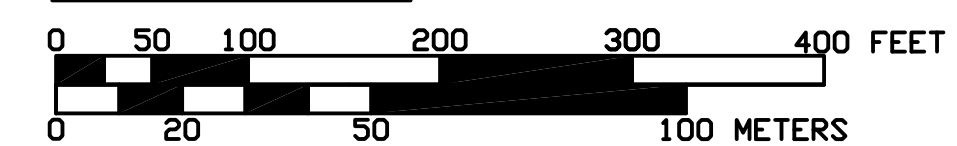


1. This survey of ADL 108464 shall be accomplished in accordance with AS 38.04.045, GSC 823, and the the SSI for ASLS 2017-22.
2. This survey is associated with EPF 2017-33, which is adjoining this Survey.
3. A cursory search for the two southern monuments of ASLS 71-34 was made in 2015. The general location of the two monuments appears to be in driveways. The corners MAY be obliterated or lost. If a monument is lost the corner shall be reestablished on the EPF.
4. The Basis of Coordinates shall be an OPUS Shared Solution.
5. The State of Alaska is the owner of ASLS 71-34 and the City and Borough of Yakutat is the owner of Tracts B and C of Zeitleani/ Subdivision. The common boundaries of the parcels shall be vacated/re-platted through the City and Borough of Yakutat platting process.

LEGEND

- ✖ GLO/BLM Monument of Record
- 🗿 Primary Monument of Record
- 🗿 Primary Monument of Record (Maybe missing)
  - Secondary Monument of Record
  - 6"x6" Conc. Post – ROW Marker
  - ✖ Spike
    - Wood Post
- ➡ Primary Monument to be Set (Proposed)
- Secondary Monument to be Set (Proposed)

### GRAPHIC SCALE



1 METER = 3.280833 U. S. SURVEY FEET, 1 U. S. ACRE = 0.4047 HECTARE

SHEET 1 OF 1

DATE OF SURVEY: BEGINNING: ENDING:		SURVEYOR:	
STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND, AND WATER ANCHORAGE, ALASKA			
PLAN OF SURVEY AND CONCEPTUAL DESIGN <b>ALASKA STATE LAND SURVEY No. 2017-22</b>			
Proposed Forest Hwy Subd. A SUBDIVISION AND REPLAT OF ASLS 71-34, Yakutat School Site Survey, Plat 640, and Tracts B and C of XeltiAani! (Thunderland) Subdivision, Plat 92-27) CREATING LOTS 1-9 Block 1, Lots 1-8 Block 2, Lots 1-12 Block 3, LOTS 1-6 Block 4, and Tract A CONTAINING 27.5 ACRES MORE OR LESS LOCATED WITHIN PROTRACTED SECTION 30 TOWNSHIP 27 SOUTH, RANGE 34 EAST, COPPER RIVER MERIDIAN, ALASKA JUNEAU RECORDING DISTRICT			
DRAWN BY: CB/MH DATE: 6/15/17		APPROVAL RECOMMENDED STATEWIDE PLATTING SUPERVISOR      DATE: SCALE:      CHECKED:      FILE NO. 1" = 100'      ASLS 20170022	

## PARCEL DESCRIPTION CHECKLIST

**GSC No.:823****ASLS 2017-22, Forest Highway Subdivision****Lot / Tract No.** \_\_\_\_\_; **Block No.** \_\_\_\_\_**TOPOGRAPHY/USABLE LAND**Approximate % of land area that has slopes of 25% or more:  
\_\_\_\_\_

Percentage of area that had been determined wetland: \_\_\_\_\_

**ACCESS**Fronts dedicated right-of-way ☐ Yes ☐ No

Approximate distance from established trail \_\_\_\_\_

Approximate distance from fly-in access \_\_\_\_\_

Approximate distance from water access \_\_\_\_\_

Describe method(s) of access (summer and/or winter), point(s) of access, and any unusual limitations affecting water, fly-in, or overland access (such as exposed moorage, swift current, type of water craft, type of aircraft, type of overland vehicle, marshy shore, wetlands, steep terrain, high bluffs, ravines, heavy vegetation, etc.)

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**AMENITIES (OTHER THAN ACCESS POINTS)**☐ Fronts or is close to freshwater creek (distance \_\_\_\_\_)☐ Fronts or is close to pond, lake or beach (distance \_\_\_\_\_)☐ Excellent view or potential view (describe briefly)

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Provide a representative photograph for each applicable item: back lot line, water frontage, access, view or other amenities.



**ALASKA STATE CADASTRAL SURVEY /  
ALASKA STATE LAND SURVEY / ALASKA TIDELAND SURVEY**

**ATTACHMENT  
FOR  
SPECIAL SURVEY INSTRUCTIONS**

Conformance with: 11 AAC 53, Survey and Platting Standards,  
Version: December 10, 2015

In the execution of the survey under the Special Instructions the surveyor is authorized and directed to perform the survey as set out in the Special Survey Instructions, the State of Alaska's Survey and Platting Regulations, and such Supplemental Instructions as may be issued during the progress of work.

**LIMIT AND CHARACTER OF WORK**

The survey is limited to the establishment and monumentation of the boundaries as shown on the Plan of Survey, the location of all improvements within the parcel, and the preparation of the survey plat. In the event that any needed BLM or GLO survey corner is missing or has been destroyed, it shall be reestablished per the appropriate BLM Manual of Surveying Instructions.

**HISTORY OF SURVEYS**

See the Special Survey Instructions.

**METHOD OF SURVEY PROCEDURE**

The survey shall be executed by a Professional Land Surveyor registered to practice in the State of Alaska.

It is the surveyor's responsibility to ensure research is complete.

The survey and plat shall substantially conform to 11 AAC 53, the Special Survey Instructions, this attachment to the Special Instructions, the Final Finding and Decision and any Amendments, the development plan, and the Plan of Survey.

See the Special Survey Instructions for parcel descriptions.

Field ties shall be made to all monuments which control the survey. The ties and monumentation shall be shown on the plat. Adjoining parcels shall be retraced sufficiently to ensure that they are not encroached upon. All significant improvements and encroachments within this survey shall be field located and shown on the plat.

No markings of any kind shall be added to recovered monuments.

The Basis of Bearing shall be between any two recovered monuments for which there is a record bearing; preferably the longest line of record or alternately the Basis of Bearing may be determined using high precision Global Navigation Satellite System (GNSS) between two monumented positions. The Basis of Bearing must be clearly noted on the plat in **bold lettering**. The Datum, epoch, and conversion method information (if applicable) must also be noted on the plat.

Geographic NAD 1983 coordinates (and if applicable NAD 1927) are required to be shown at a monumented Corner, or Witness Corner, of the ASLS/ATS/ASCS. The Basis of Coordinates shall be derived from a field tie to a NGS survey monument, or from a tie to a **primary** monument with record coordinates (shared OPUS Solutions are acceptable), or coordinates computed from record tie information to a rectangular monument in the PLSS. The Basis of Coordinates must be clearly noted on the plat in **bold lettering**.

Geographic coordinates may also be derived from survey-grade GNSS observations if sufficient to process through OPUS. Observations shall be on a **primary** monument, set or recovered, which shall be shown on the plat with ties to the survey. Note that if the point for the Basis of Coordinate is a random control point it **MUST** be monumented with a primary monument. Documentation accompanying the first plat submittal must include the “NGS OPUS Solution Report.” The NGS Opus Solution Report shall show sufficient GPS data for minimum of an OPUS-RS solution.

For additional information regarding OPUS and the NGS OPUS Solution Report, see <http://www.ngs.noaa.gov/OPUS/about.jsp>

Control monuments on record with the National Geodetic Survey (NGS) may be researched on-line at <http://www.ngs.noaa.gov/datasheets/> and shared OPUS solutions are available at <http://www.ngs.noaa.gov/OPUS/view.jsp>

If GNSS technology is used, it shall conform to the Federal Geographic Data Committee (FGDC) publication Geospatial Positional Accuracy Standards, Part 1, Reporting Methodology, FGDC-STD-007.1-1998; Part 2, Standards for Geodetic Networks, FGDC-STD-007.2-1998; and Part 3, National Standard for Spatial Data Accuracy, FGDC-STD-007.3-1998. Copies are available at the following website:

<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part1/chapter1>

<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part2/chapter2>

<http://www.fgdc.gov/standards/projects/FGDC-standards-projects/accuracy/part3/chapter3>

(As applicable to Municipal Entitlement Surveys) A table shall be shown on the plat showing total acreage of approved municipal entitlement lands and the total acreage of the riparian buffer within the approved municipal entitlement lands. Two such tables shall be shown. One for lands to which the state holds patent and a separate table where the state only holds Tentative Approval.

Reservations: See the Special Survey Instructions.

Subject to's: See the Special Survey Instructions.

The surveyor shall research the public record sufficiently to show on the plat the current legal identifiers of contiguous parcels.

### **TECHNICAL SURVEY REQUIREMENTS**

All lines surveyed and retraced using terrestrial methods for the survey shall be surveyed with a minimum accuracy of 1:5000, and/or corner positions recovered or established with non-terrestrial methods (with a least square adjustment) shall have a Relative Positional Accuracy at the 95 percent confidence level of 0.13 feet plus 100 ppm (per 12 AAC 36.250). The surveyor must select the proper equipment and methods to achieve the required degree of accuracy for the survey, with the actual field closure reflected in the field notes and/or survey report. Legible, annotated copies of all field notes and computations, a sketch showing traverse point relationships, as well as good photographs or legible rubbings of monuments recovered and established, must accompany the first plat submittal. All GNSS data; including raw data files, adjustment files, final coordinate file, and OPUS solution reports shall be submitted in a digital format only, no hard copies please.

The field notes and/or survey report shall include 1) the accuracy classification to which the data was gathered, 2) the survey methods used to obtain the data, 3) the dates the survey work was performed, and 4) the datum (with epoch if applicable) used for the survey.

Previously existing monuments and accessories found in a disturbed condition must be returned to the original position and condition as nearly as possible or replaced so as to perpetuate the position.

All angle points on the exterior boundary of the survey must be monumented with a primary monument. No portion of the survey may be more than 1,320 feet from a primary monument.

A primary monument must consist of a minimum two inch diameter metal pipe, at least 30 inches long, with a minimum four-inch flange at the bottom. A minimum two-and-one-half inch diameter metal cap must be permanently attached at the top. If both the cap and the pipe are of non-ferrous metal, then additives with magnetic qualities must be permanently attached at both the top and bottom of the monument. Every primary monument cap must be permanently stamped with the survey designation across the top, the corner identification in the center, and the surveyor's registration number and the year set on the bottom. This data must be oriented so that it may be read when the reader is facing north.

If the point for a primary monument is in a place that would be impractical to monument because of natural obstacles, such as water bodies, a witness corner must be set. The witness distances must be shown on the plat of survey from the true corner position to the monument as set. Except where otherwise required in the Special Survey Instructions and the Plan of Survey, witness corners must be set on a survey property line and at a distance considered reasonable and practical from the true corner point. Witness corners must comply with the standards for primary monuments. If it is impractical to set a primary monument due to surface or shallow subsurface rock, one of the following may be substituted, with monument accessories as required: (a) a cap grouted into firm rock; or (b), a durable tablet containing a minimum of 1,000 cubic inches of concrete and a cap marking the actual corner point.



Care shall be taken to ensure that all primary monuments are firmly set and that the hole is backfilled completely with material that is dense enough to support the monument in an upright position for an extended period of time. In instances where monuments are being set in frozen ground and the excavated material is not sufficient or suitable for backfilling the hole, it will be required to import material from offsite such as bagged pea gravel or other rocky material.

All primary monuments must be referenced to three bearing trees or objects, if available, using methods that will secure a closure error no greater than 1:2000. Reference monuments must be set if no trees or other suitable objects exist within 100 feet.

- (1) If bearing trees or objects are used, they must be located as nearly as possible at equal angles, and may not be farther away than 100 feet from the monument. The distance to trees or objects must be measured at waist height, and in the case of trees, measured to the center of the tree, with distances reduced to horizontal equivalent. The surveyor shall have the option of marking the bearing trees with non-ferrous metal tags of at least nine square inches in size facing the monument and clearly and permanently marked with the bearing, distance, and corner nomenclature, or of scribing the trees as per applicable Articles of the BLM Manual of Surveying Instructions, 2009. Reference monuments must be set if no trees or other suitable objects exist within 100 feet.
- (2) If reference monuments are necessary, two monuments meeting the requirements for secondary monuments must be used. These monuments must be placed on a property line or at right angles to the monument within the property being surveyed, and may not be further than 100 feet from the monument being referenced. In addition, they must be marked with the nomenclature and distance to the monument being referenced.
- (3) In addition to the accessories required above, witness posts of the minimum size of a nominal two-by-four, or fiberglass reinforced Carsonite witness posts, six feet in length with four feet protruding above ground, are required for all primary monuments. They shall be set at right angles to the line and no farther than one foot from the monument.

Secondary monuments must consist of at least a five-eighth inch metal rod, three feet long, with a one-and-one-half inch cap attached at the top.

If applicable all property corners must be numbered on the monuments and designated on the plat in a consecutive, preferably clockwise, direction.

Any additional survey or monumentation requirements of the local Platting Authority must also be conformed to.

### **PLAT REQUIREMENTS**

The surveyor shall construct the plats in accordance with the following:

- (1) The plat must be of archive quality biaxially oriented polyester film (Mylar) that does not exceed 32 x 36 inches. Margins shall be 1½ inch on the left and ½ inch on the top, right and bottom.
- (2) Use the standard DNR legend, an example of which is available on the DNR Survey Section webpage at <<http://www.dnr.state.ak.us/mlw/survey/>> .
- (3) All sheets must have the official division title block, border configuration and standard legend.
- (4) All line work on the plat must be in black ink (no gray scale).
- (5) All lettering on the plat must be in black ink (no gray scale) and be accomplished with mechanical lettering equipment.
- (6) All line work and lettering must be of professional quality and all line widths and lettering sizes must be of such size that all information can be clearly shown without overlap or confusion. All lettering must be minimum size 80 Leroy ®, or equivalent, with No. 100 recommended. Size 80 lettering must be uppercase.
- (7) When more than one sheet is required, an index sheet must be added showing the entire limits of the survey, and each sheet showing the sheet number and total number. When more than one sheet is submitted, only the last need have the approval certificates, but all sheets must be the same size.
- (8) The plat must be in an appropriate engineering scale, preferably of one inch representing a multiple of 100 feet. If larger than 100 scale the plat must be in a multiple of 10 feet.
- (9) Details, as necessary, must be shown at an appropriate indicated scale.
- (10) The plat must have a vicinity map in the upper right hand corner. The map shall be at least four inches on each side with a scale of 1:63,360, showing sections, townships and ranges, boundaries such as national forest or municipal boundaries, and other prominent physical or natural features such as roads, lakes, or rivers. The source and date/revision date of the base map must also be indicated.
- (11) Nomenclature of the survey need appear in the title block only, unless the division specifically states otherwise.
- (12) The Basis of Bearing must be indicated. Bearings shown must be true bearings as orientated to the basis of bearing, and distances must be in US Survey Feet reduced to the true horizontal equivalent.

- (13) The Basis of Coordinates must be indicated. NAD 1983 (and if applicable NAD 1927) coordinates must be shown at a monumented Corner, Meander Corner, or a Witness Corner to Meander Corner.
- (14) Bearings must be shown to the nearest second and distances to one hundredth of a foot. Boundary line distances must be shown from monument to monument. Witness distances must be shown from monument to the true point.
- (15) In compliance with PL 94-168, entitled "Metric Conversion Act 1975," a metric bar scale shall be shown on the plat, positioned directly above the title block. A corresponding foot scale shall be shown and similarly placed, and have a unit scale which is identical to that used in the drawing on the survey portion of the plat. Two equations shall be shown: 1 meter = 3.280833 U.S. survey feet, and 1 U.S. Acre = 0.4047 hectare.
- (16) The date of plat preparation and standard north arrow must be shown on the plat. A recent magnetic declination must be shown below the north arrow with a date and source. The current declination may be computed utilizing the N.O.A.A. National Geophysical Data Center website (<http://www.ngdc.noaa.gov/geomag-web/>).
- (17) The applicable Certificates must be shown with the headings capitalized and underlined unless revised by the Special Survey Instructions:

#### CERTIFICATE OF OWNERSHIP AND DEDICATION

I, the undersigned, hereby certify that I am the Director, Division of Mining, Land and Water and that the State of Alaska is the owner of (AS APPLICABLE) ASLS No. 20xx-xx/ASCS No. 20xx-xx/ATS XXXX, as shown hereon. I hereby approve this survey and plat for the State of Alaska, and dedicate for public or private use as noted, all easements, public utility areas, and rights-of-way as shown and described hereon.

Dated \_\_\_\_\_ (Signature in black ink)  
Director, Division of Mining, Land & Water

#### NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

By \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for Alaska  
My Commission Expires \_\_\_\_\_

### APPLICANT CERTIFICATE

(Use the singular or plural as applicable.)

(I/We), the undersigned, hereby certify that (I am/we are) the applicant(s) as shown hereon.  
(I/We) hereby approve this survey and plat.

ADL No. xxxxxx Tracts X, X & X

_____ (Signature in black ink) Applicant's Name or Authorized Official and Title	_____ Date
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### NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

By Applicant's/Official's name to be handwritten in by Notary

\_\_\_\_\_  
 Notary Public for Alaska  
 My Commission Expires \_\_\_\_\_

### SURVEYOR'S CERTIFICATE

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.

Date _____ (date)	_____ (Mechanically lettered name)
	Registered Land Surveyor

(Surveyor's Seal with Original Signature)

### TAX CERTIFICATE

This subdivision lies outside of any taxing authority, at the time of filing.

**Or**

(Appropriate Taxing Authority Certificate)

(18) Any approval or any other certificates or notes that may be required by the local Platting Authority shall be drafted on the plat.

(19) The following notes will be required on the plat:

- a. All bearings shown are true bearings as oriented to the Basis of Bearings and distances shown are reduced to horizontal field distances.
- b. The error of closure of this survey does not exceed 1:5000, and/or corner positions have a Relative Positional Accuracy at the 95 percent confidence level of 0.13 feet plus 100 ppm.
- c. For plats based on GNSS (*to be used in lieu of note 19 a*):

**BEARINGS:** Are based on high precision Global Navigation Satellite System technology in the NAD 83 (*CORS Epoch*) datum, using (*brand model*) receivers, differentially corrected and processed using (*name of software*), Version \_\_\_\_ software. Local plane bearings are orientated to true geodetic North at (*monumented position on the survey*). Distances shown are reduced to horizontal field distances.

**COORDINATES:** The shown record coordinates are from \_\_\_\_\_, these coordinates were held and used to compute the protracted positions of the Rectangular (section, quarter & sixteenth) corners. The found NAD 83 (*2011*) coordinates (*Lat/Long*) are based on an OPUS Solution (Epoch: *2010.0000*) for the (*monumented position*) and used for verification only of the location. The coordinates were constrained to the National Spatial Reference System using the CORS reference stations: *Xxxxx-1 (PID #)*, *Xxxxx-2 (PID #)*, and *Xxxxx-3 (PID #)*.

- d. (If applicable) The natural meanders of the line of ordinary/mean high water (OHW/MHW) form the true bounds of (AS APPLICABLE) ASLS No. 20xx-xx/ASCS No. 20xx-xx/ATS XXXX. The approximate line of OHW, as shown, is for area computations only, with the true corners being on the extension of the side lines and their intersection with the natural meanders.
- e. (If applicable) A note shall be placed on the plat stating either:

Mean high tide was determined by time coordinated tidal observations on month day year as extrapolated from the NOAA Publication for the predictions of high and low waters for (year).

or

Mean high tide was determined from \_\_\_\_\_ tidal bench mark on month day year from data supplied by NOAA.

- f. (If applicable) The tidal datum information shall be shown on the plat in a manner similar to the following:

Tidal Station Name	Lat/Long
MHHW	X.XX'
MHW	X.XX'
MLW	X.XX'
MLLW	X.XX'

- (20) Both record and found bearings and distances shall be shown on the plat. In the event there are two sets of record data that of the latest plat of record will be shown with the plat nomenclature indicated. If record lines are not retraced or resurveyed but are used to compute closure, record monumentation along these lines must also be indicated.
- (21) The exact marks on all primary monuments recovered and set must be shown on the plat with data pertaining to bearing trees and/or monument accessories established. (If applicable) a detail showing typical markings on secondary monuments recovered or set must be shown on the plat as well.
- (22) All easements and rights-of-way shall be shown graphically on the plat in lieu of a "note" whenever possible to do so. This requirement applies to all easements and rights-of-way including those to and along public water bodies and shore lands. In unsurveyed sections, protracted section lines and associated easements shall also be computed and shown, with property line intersection dimensions, on the survey plat.
- (23) The plat shall show the legal parcel identifiers for all lands surrounding the survey. Indicate all water body names adjacent to the survey.
- (24) A public access easement shall be provided contiguous with the bed of public water and 50 feet upland of the ordinary high water mark of all public or navigable water. The easement shall be depicted in the plat graphics with a dashed line and shall be labeled "*50' Public Access Easement reserved to the State per AS 38.05.127.*"
- (25) The standard DNR Title Block must be used, an example of which is available on the DNR Survey Section webpage at <<http://www.dnr.state.ak.us/mlw/survey/>>. The sections and townships shown in the sample title block shall be modified as necessary, according to the surveyor's field location of parcel boundaries with respect to protracted or surveyed sections and townships.

## **PLAT REVIEW PROCESS**

Upon completion of the field survey and prior to submittal of the plat to a borough or municipal platting authority (if applicable), a blackline copy of the plat shall be submitted, with the applicable fee, to the Department of Natural Resources for review. If applicable a copy of the final platting board conditions of approval or meeting minutes, and filing fees, will be required with submittal of the final plat.

Legible, annotated copies of all field notes and computations, a sketch showing traverse point relationships, and photographs or legible rubbings of monuments recovered and established must accompany the first plat submittal. For plats where the basis of coordinates is derived from GNSS observations and not from monuments of record the “NGS OPUS Solution Report” must accompany the plat submittal.

The Plat Submittal Requirements and Plat Checklist, which are available on the DNR Survey Section webpage at <<http://www.dnr.state.ak.us/mlw/survey/>> must accompany the preliminary submittal. The Checked box shall be initialed by hand, by the surveyor, prior to submittal of the preliminary plats for review.

In accordance with 11 AAC 05.010(a)(13), plat review fees are \$200 for the first parcel or tract, and \$50 for each additional parcel or tract, with the second review at no charge. Third review and each additional review fees are \$300 each for the first parcel or tract per plat, and \$100 for each additional parcel or tract per plat. Please remit a check or money order payable to the Department of Natural Resources along with the first plat submittal, and if necessary the third and each additional submittal.

## **FINAL MYLAR PLAT SUBMITTAL**

Along with the final plat Mylar, a digital file must be submitted with the entire drawing in \*.dxf (drawing exchange format) or \*.dwg (AutoCAD drawing format) in standard media electronic format (CD, or DVD) shall be submitted. In lieu of a disk, the surveyor may make the drawing available through a FTP site on the internet or by e-mail attachment.

The only additional drawing requirement is that the drawing file have special layer named "DNR". The following specifications apply only to the “DNR” layer; other layers need not be altered. The “DNR” layer must be in model space and not paper space when the submitted drawing is opened in AutoCAD. The “DNR” layer shall show the surveyed lines, interior lot/tract lines as well as the exterior boundary, the tie to the basis of bearing and the tie to the basis of coordinates. The basis of coordinates shall be labeled with its name/identifier, geographic coordinate values and datum. All parcels must close with lines having clean snapped intersections, with no overshoots or undershoots; snapped lines that close are preferred over polygons. On the “DNR” layer, do not include extraneous text (area, title block, bearings or distances, details, etc) other than the labels for the basis of bearing and the basis of coordinates.

The plat filing fee is \$20.00 for the first sheet and \$5.00 for each additional sheet.

### **MODIFICATION OF INSTRUCTIONS**

Should conditions arise appearing to require additional instructions or interpretation of the Special Survey Instructions or this Attachment, or which make the instructions inoperable, a report shall be submitted promptly to the Survey Section Chief describing the situation and making recommendations for its resolution.

In the event that the survey is not completed, the Special Survey Instructions will become void at 5:00 p.m., AST, two years from the date of approval. Special Survey Instructions may only be extended once after their original issuance. A written request for an extension with justification and applicable fee is required.







## **Plat Checklist**

Complete and submit with plat for review.

- ☐ (1) The final plat submittal is of archive quality bi-axially oriented polyester film that does not exceed 32 x 36 inches. Margins shall be 1½ inch on the left and ½ inch on the top, right and bottom.
- ☐ (2) Use the standard DNR legend, an example of which is available on the DNR Survey Section webpage at <<http://www.dnr.state.ak.us/mlw/survey/>> .
- ☐ (3) All sheets have the official division title block, border configuration and standard legend.
- ☐ (4) The plat is prepared in black ink (no gray scale) and with mechanical lettering equipment.
- ☐ (5) All line work and lettering is professional quality and all line widths and lettering sizes are of such size that information is clearly shown without overlap or confusion. All lettering is a minimum size 80 Leroy ®, or equivalent, with No. 100 recommended. Size 80 lettering is uppercase.
- ☐ (6) When more than one sheet is used, an index sheet shows the entire parcel. Each sheet shows the sheet number and total number. The last sheet has the approval certificates. All sheets are the same size.
- ☐ (7) The plat must be in an appropriate engineering scale, preferably of one inch representing a multiple of 100 feet. If larger than 100 scale is a multiple of 10.
- ☐ (8) Details are shown at an appropriate indicated scale.
- ☐ (9) Vicinity map is in the upper right hand corner of the first sheet and is at least four inches on each side at a scale of 1:63,360. Sections, townships and ranges, boundaries such as national forest or municipal boundaries, and other prominent physical or natural features such as roads, lakes, or rivers are shown. The source and date/revision date of the base map is indicated.
- ☐ (10) Nomenclature of the survey is in the title block.

- ☐ (11) The Basis of Bearings and Basis of Coordinates are shown. Bearings are true bearings, and distances are in US Survey Feet reduced to horizontal. The Basis of Bearing and Basis of Coordinates are shown on the plat in **bold lettering**. The Datum is noted, including the conversion method.
- ☐ a. **Basis of Bearing:** is between two recovered monuments for which there is a record bearing; preferably the longest line of record. Or alternately the Basis of Bearing was determined via high precision Global Navigation Satellite System (GNSS) between two monumented positions
- ☐ b. **Basis of Coordinates:** Is on a primary monument with record coordinates or coordinates computed from record tie information to a rectangular monument in the PLSS.  
Or alternately geographic coordinates were determined via survey-grade GNSS observations if sufficient to process through OPUS. Observations are on a primary monument, set or recovered, which is shown on the plat with ties to the survey. Documentation accompanying the first plat submittal includes recordable copies of the “NGS OPUS Solution Report”. The NGS Opus Solution Report shows sufficient GPS data for minimum of an OPUS-RS solution.
- ☐ (12) Bearings are shown to the nearest second and distances to one hundredth of a foot. Boundary line distances are shown from monument to monument. Witness distances are shown.
- ☐ (13) As depicted on the sample plat, the following are shown positioned directly above the title block:
- a. A foot scale identical to the drawing scale,
  - b. a metric bar scale,
  - c. Two equations: 1 meter = 3.280833 U.S. survey feet, and 1 U.S. acre = 0.4047 hectare.
- ☐ (14) The date of plat preparation and date of north arrow declination are shown.
- ☐ (15) Certificates are shown as follows, with the headings capitalized and underlined:
- a. CERTIFICATE OF OWNERSHIP AND/OR DEDICATION with NOTARY'S ACKNOWLEDGEMENT
  - b. APPLICANT CERTIFICATE with NOTARY'S ACKNOWLEDGEMENT
  - c. SURVEYOR'S CERTIFICATE
  - d. PLAT APPROVAL (Appropriate Platting Authority Certificate)
  - e. ACCEPTANCE OF DEDICATION (as appropriate in Unorganized Borough)
  - f. TAX CERTIFICATE (Appropriate Taxing Authority Certificate or “This subdivision lies outside of any taxing authority, at the time of filing.”)
- ☐ (16) All notes are shown as required by the Special Survey Instructions.
- ☐ (17) All notes are shown as required by the Attachment for Special Survey Instructions.

- ☐ (18) Both record and found bearings and distances are shown on the plat.
- a. In the event there are two sets of record data that of the latest plat of record is shown with the plat nomenclature indicated.
  - b. In the event that it was not required to tie a line of record, and the record data was used to compute closure, record monumentation along these lines is indicated.
- ☐ (19) All easements and rights-of-way are shown on the plat in lieu of a "note" whenever possible. In unsurveyed sections, protracted section lines and easements are computed and shown, with property line intersection dimensions, on the plat. Easements are identified by legal creating source, i.e. statute, regulation, plat or ADL No.
- ☐ (20) The names of adjacent owners or claimants, or an indication that the land is not owned or claimed, adjacent U.S. surveys, private surveys or subdivisions, and Alaska state land surveys are shown.
- ☐ (21) A public access easement is shown contiguous with the bed of public water and 50 feet upland of the ordinary high water mark of all public or navigable water. The easement is depicted on the plat with a dashed line and is labeled “50’ *Public Access Easement reserved to the State per AS 38.05.127.*”
- ☐ (22) The current Division of Mining, Land and Water title block is in the lower right-hand corner of each sheet of the plat, and labeled per the special survey instructions.
- ☐ (23) The correct sections and townships shown based on the surveyor’s field location of parcel boundaries with respect to protracted or surveyed sections and townships.
- ☐ (24) The exact marks on all monuments recovered and set are shown on the plat with data pertaining to bearing trees and/or monument accessories established. Recommended format:

MONUMENT ACCESSORY TABLE					
MONUMENT MARKINGS		DESCRIPTION	BEARING OBJECT	BEARING	DISTANCE
 		SET 3.5" AL CAP ON 2.5" x 30" AL POST W/ MAGNET FIXED TO CAP . 3' ABOVE GRADE WITH CARSONITE POST 1' NORTH	8" SPRUCE	N23°E	34.2'
			12 " BIRCH	S36°E	20.6'
			4" BLACK SPRUCE	S67°W	17.7'



## Plat Submittal Requirements

**All items to be submitted in PDF format except as otherwise noted.**

- ☐ 1. This checklist with all items checked. Incomplete submittals will be returned.
- ☐ 2. Plat Review Fees
- ☐ 3. Cover letter listing the submitted documentation. i.e. – review fees, cd w/digital data.
- ☐ 4. Plat converted from AutoCAD to PDF at full scale in Digital Format.
- ☐ 5. **One** full scale blackline copy of plat marked PRELIMINARY SUBMITTAL.
- ☐ 6. If applicable, OPUS Solution Report.
- ☐ 7. Field Data – (PDF format preferred).
  - ☐ i. Copy of field Notes
  - ☐ ii. Traverse Point Plot or field Note sketch and Point List- PNEZD (Number, Northing, Easting, Elevation., Description) Digital Format- CSV
  - ☐ iii. Computations and adjustments
    - 1. Traverse closure and adjustments
    - 2. Geodetic tie and computations, NADCON conversions
    - 3. Lot summary – Raw and Adjusted.
  - ☐ iv. Description of Recovered Monumentation – (condition and accessories)
    - 1. Previously existing monuments and accessories found in a disturbed condition must be returned to the original position and condition as nearly as possible or replaced so as to perpetuate the position
    - 2. Method used to refurbish or re-establish to perpetuate the original condition.
  - ☐ v. All GNSS data; including raw data files, adjustment files, and final coordinate file shall be submitted in digital format only.
- ☐ 8. Digital photographs showing 1) legible cap marking, 2) general conditions at the monument, 3) all accessories from the monument and a close-up of all bearing tree tags or scribes
  - i. **Set** Monument and accessory monument Photos
  - ii. **Recovered** Monument Photos or Rubbings.
- ☐ 9. Completed Plat Checklist.

**STATE OF ALASKA  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND AND WATER  
SURVEY SECTION  
550 W 7<sup>th</sup> Ave., SUITE 650  
ANCHORAGE, ALASKA 99501-3576**

**SPECIAL SURVEY INSTRUCTIONS**

**Engineering Plat File NO. 20170033 (EPF 2017-33)  
ADL (*number to be assigned*) and ADL 53385**

Authority 11 AAC 53, Survey and Platting Standards

These instructions provide for the survey and platting of approximately a 0.41-acre portion of Lot 3, U.S. Survey No. 5630 in Yakutat, Alaska.

The purpose of the survey is to survey a remnant parcel of land **ADL (*number to be assigned*)** for inclusion into the Interagency Land Management Agreement (IMLA) for **ADL 53385**, Yakutat School Site.

This survey is that portion of Lot 3, U.S. Survey No. 5630 that is bounded by ASLS 71-34, Yakutat School Site Survey, Plat 640 J.R.D. to the north; DOT ROW for Forest Hwy No. 10, Project F.H. 10-1 (3) to the southeast; the Centerline of the Yakutat & Southern Railway right-of-way to the south; and Lot 2, U.S. Survey 2881 to the west. This survey is located in Section 30, within Township 27 South, Range 34 East, Copper River Meridian; the City and Borough of Yakutat (CBY); and within the Juneau Recording District.

In the execution of the survey under **EPF No. 2017-33, GSC 823**, the surveyor is authorized and directed to perform the survey of **ADL No. (# TBA)** as set out in these instructions, the Attachment for Special Survey Instructions, the State of Alaska's and the Unorganized Borough's Survey and Platting Regulations, and such supplemental instructions as may be issued during the progress of work.

**LIMIT AND CHARACTER OF WORK**

The survey is limited to the establishment and monumentation of the boundaries of the parcel and preparation of the survey plat. In the event that any needed BLM or GLO survey corner is missing or has been destroyed, it shall be reestablished as per the applicable BLM Manual of Surveying Instructions.

This survey is associated with ASLS No. 2017-22 which is adjoining this survey.

### **HISTORY OF SURVEYS**

Protraction Diagram CR-8-6 of Townships 25 to 28 South, Ranges 33 to 36 East, Copper River Meridian, Alaska was approved by BLM prior to March 9, 1960. With the latest revision added 6/28/99.

Township 27 South, Range 34 East, Copper River Meridian was surveyed by Bernard M. Meyring, Professional Land Surveyor, in 1976 and the plat was accepted by BLM on November 15, 1977.

U.S. Survey No. 2881 was surveyed by Harold H. Waller, Deputy Surveyor, in 1948 and the plat was accepted by BLM on February 3, 1950.

Dependent Resurvey and Subdivision of U.S. Survey No. 2881 was surveyed by Robert Q. Pickering, Cadastral Surveyor, in 1958 and the plat was accepted by BLM on August 6, 1959.

U.S. Survey No. 5630 was surveyed by Hobart B. Hyatt, Supervisory Cadastral Surveyor, in 1970 and the plat was accepted by BLM on September 10, 1974.

Supplemental Plat, U.S. Survey No. 5630, showing the subdivision of Lot 1 into Lots 3 and 4 was accepted by BLM on December 2, 1983.

Supplemental Plat, U.S. Survey No. 5630, showing the subdivision of Lot 4 into Lots 5 and 6 and the creation of Tract 2, Yakutat Airport Lands was accepted by BLM on April 3, 1984.

Alaska State Land Survey No. 71-17, Catholic Diocese Site Survey, was surveyed by George W. Davidson in 1971 and the plat was filed on July 31, 1972 as Plat No. 676 Juneau Recording District.

Alaska State Land Survey No. 71-34, Yakutat School Site Survey, was surveyed by George W. Davidson in 1971 and the plat was filed on October 4, 1971 as Plat No. 640 Juneau Recording District.

Alaska State Land Survey No. 76-117, was surveyed by Jack Garrison in 1976 and the plat was filed on May 20, 1977 as Plat No. 77-32 Juneau Recording District.

Alaska State Land Survey No. 81-47, was surveyed by Kent Heppe in 1981 and the plat was filed on October 9, 1984 as Plat No. 84-149 Juneau Recording District.

Amended Alaska State Land Survey No. 87-133, was surveyed by David Strebel in 1987 and the amended plat was recorded on January 23, 1989 as Plat No. 89-1 Juneau Recording District. Originally filed as plat 88-14, with the first amendment filed as plat 88-24 in the Juneau Recording District.

Alaska State Land Survey No. 90-213 was surveyed by Gary D. Drasky in 1991 and the plat was recorded on January 13, 1992 as Plat No. 92-2 Juneau Recording District.

The Department of Public Works Division of Highways Right of Way Map "North Yakutat Road, Project S-0940(3)" was approved on April 7, 1961.

The Department of Highways Right of Way Map "Yakutat Road, Airport to Small Boat Harbor, Project S-0940(5)" was approved on September 17, 1971.

The Department of Transportation & Public Facilities Right of Way Map "Yakutat - Alsek Road Paving, Project RS-0940(7) (68796)" was approved on December 31, 1985.

The Department of Transportation & Public Facilities Right of Way Map "Yakutat to the Situk

River”, Project FH 10-1(1) was approved on April 6, 1963.

The following relevant plats/documents were filed/recorded in the Juneau Recording District:

Survey of State Land, Yakutat Group Surveys, DNR Engineering Plat File (EPF) No. 100029 was surveyed by William C. Stilley in 1969 and the plat was recorded on April 1, 1970 as Plat No. 578.

South Addition Yakutat, Alaska Subdivision, DNR Engineering Plat File (EPF) No. 150037, was surveyed by William C. Stilley in 1969 and the plat was recorded on April 1, 1970 as Plat No. 579.

Yakutat Tract 2, DNR Engineering Plat File (EPF) No. 260061, was surveyed by William C. Stilley in 1969 and the plat was recorded on July 21, 1971 as Plat No. 633.

A.S.H.A. “Self-Help” Housing Subdivision, DNR Engineering Plat File (EPF) No. 400100 was surveyed by George W. Davidson in 1973, and the plat was filed on November 22, 1976 as Plat No. 76-45.

Record of Survey for City of Yakutat, was survey by Ronald J Reiland in 1979 and the plat was filed April 8, 1980 as Plat No. 80-17.

Patent No. 50-84-0162 was recorded in Book 232, Pages 948 & 949, on February 21, 1984 as Document No. 1984-001635-0.

XeitlAani’ (Thunderland) Subdivision was surveyed by Paul D. Whipple and the plat was recorded on July 7, 1992, as plat 92-27.

### **METHOD OF SURVEY PROCEDURE**

Refer to the Attachment for Special Survey Instructions for additional Method of Survey Procedure requirements not listed below. **In cases where the requirements listed in these Special Survey Instructions differ from those listed in the Attachment for Special Survey Instructions, the requirements listed in these Special Survey Instructions shall take precedence.**

Specific requirements for this survey are as follows:

The survey and plat of EPF 2017-33 shall substantially conform to 11 AAC 53, these Survey Instructions, the Attachment for Special Survey Instructions, and the attached Conceptual Plan of Survey.

This survey adjoins ASLS 2017-22, which is a subdivision and replat of ASLS 71-34, Yakutat School Site Survey, Plat 640 J.R.D. and Tracts B and C of XeitlAani’ (Thunderland) Subdivision, Plat 92-27 J.R.D. The angle point of the southern boundary of ASLS 71-34 may need to be re-established. If the monument is re-established the information will be shown on the ROS Plat for EPF 2017-33.

For the **Basis of Coordinates** (BOC) the geographic coordinates (both NAD 1983 & NAD 1927) are required for a recovered primary monument tied to this survey. A National Geodetic Survey (NGS) Online Positioning User Service (OPUS) “**shared solution**” **is required** for the Basis of Coordinates, the NGS OPUS Solution Report shall be submitted with the first plat submittal, and the OPUS solution shall be uploaded as a “shared solution,” meeting the criteria described on the OPUS webpage at <http://www.ngs.noaa.gov/OPUS/about.jsp> under “Share

Your OPUS Solution.” Also, refer to the Attachment for Special Survey Instructions for additional instruction. For this survey a single OPUS Solution may be used for both ASLS 2017-22 and this survey, with appropriate ties.

Record accessories for controlling monuments are to be recovered and noted on the plat with record and measured data.

The contractor is required to:

- Survey and plat the Record of Survey of a Portion of Lot 3, U.S. Survey No. 5630 with survey approval from the Division of Mining, Land and Water.
- Recover sufficient record monumentation to control the boundaries of the remnant parcel. It is estimated that 6 record monuments (i.e. 1 GLO/BLM monument, 4 or 5 primary monuments set by ASLS surveys) are required to be recovered to control this survey. Note that 2 of the recoveries are also required for ASLS 2017-22.
- As-built/locate:
  - Utilities, improvements, etc. that lie within the parent parcel, and
  - Eagle nest trees (if any) within the area being surveyed.
    - Note whether it is an active or non-active nest; and
    - Minimize activity within the vicinity of all active nest trees.
- Notify DNR of the expected date that approximately 80% of the monumentation is anticipated to be completed. If practical, DNR will schedule a field inspection prior to the contractor’s demobilization from the field.
- Submit progress reports with each invoice submittal and at the completion of required tasks or milestones. At a minimum, quarterly progress reports are to be submitted to the contracting officer to ensure that the project is on track.
- Comply with DNR surveying and platting requirements.

The contractor is not required to conduct:

- A wetlands delineation in accordance with the 1987 Army Corps of Engineers Wetlands Delineation Manual and/or any Regional Supplements to said manual.
- Road construction.
- Brushing of individual parcel boundaries.

No marks are to be added to existing monuments.

A magnet (provided by DNR) is to be set at each corner position monumented with a primary monument that is set by this survey. Magnets are to be placed in the hole and covered with soil before placing the monument. Magnet type, color and any other identifying features shall be noted on the plat.

One or two primary monuments may need to be reestablished for this survey. The monuments shall be set at corners and/or locations similar to the Plan of Survey.

If the angle point is re-established; two reference monuments are required; and record accessories for controlling monuments are to be recovered and noted on the plat.

All other corners shall be monumented with secondary monuments. The Plan of Survey indicates an additional 3 secondary monuments will need to be set.



### **TECHNICAL SURVEY REQUIREMENTS**

Refer to the Attachment for Special Survey Instructions for additional Technical Survey Requirements not listed below. **In cases where the requirements listed in these Special Survey Instructions may differ from those listed in the Attachment for Special Survey Instructions, the requirements listed in these Special Survey Instructions shall take precedence.**

Specific Technical Survey Requirements for this survey are as follows:

The Survey Report shall include 1) the accuracy classification to which the data was gathered, 2) the survey methods used to obtain the data, 3) the dates the survey work was performed, and 4) the datum (with epoch) used for the survey. **Legible, annotated copies of all field notes and computations and a sketch showing traverse point relationships, must accompany the first submittal. All GNSS data; including raw data files, adjustment files, a final coordinate file and OPUS solution reports shall be submitted in a digital format only, no hard copies please. OPUS solution report must also accompany the first plat submittal.**

Digital format photographs with encoded metadata (minimum of GNSS coordinates, direction, time, and date) for each monument recovered or established must also accompany the first plat submittal. Photographs required at each monument: 1) legible cap marking, 2) general conditions at the monument, 3) general vicinity in all four cardinal directions and all survey lines, and 4) all accessories from the monument and a close-up of all bearing tree tags.

All monument caps must be permanently stamped with the survey designation (EPF 2017-33) across the top; with the lot, tract and/or ROW designations in the center; and the surveyor's registration number and the year set on the bottom. This data must be oriented so that it may be read when the reader is facing north.

If the angle point on ASLS 71-34 is reset the witness post requirement is waived due to the monument location, however the two reference monument will require witness posts for secondary monuments (30" survey lath). A witness post is to be set at all monuments. For primary monuments, a minimum size of a nominal two-by-four or a fiberglass reinforced Carsonite witness post, six feet long, with four feet protruding above ground, shall be placed either on the property line or at right angles to the property line and no farther than one foot from the monument. For all other monuments, a minimum 30" survey lath is required to be set nearby.

All significant improvements within the survey must also be field tied and shown on the plat.

### **PLAT REQUIREMENTS**

Refer to the Attachment for Special Survey Instructions for additional Plat Requirements not listed below. **In cases where the requirements listed in these Special Survey Instructions may differ from those listed in the Attachment for Special Survey Instructions, the requirements listed in these Special Survey Instructions shall take precedence.**

The following specific Plat Requirements correspond with the item numbers in the Attachment for Special Survey Instructions:

(Note: For item numbers that are not listed below, the corresponding requirements remain the same as in the Attachment for Special Survey Instructions.)

The surveyor shall construct the plats in accordance with the following:

- (1) The base sheets must be of good quality Mylar at least three mils thick, and be one of two standard sizes: 18" x 24" or 24" x 36" (preferred). There are no exceptions to the standard size requirement.
- (8) The plat must be in an appropriate engineering-type scale. Each plat sheet shall be oriented so that north is at the top of the sheet.
- (17) Certificates must be shown substantially as follows, with the headings capitalized and underlined:

### **SURVEYOR'S CERTIFICATE**

I hereby certify that I am properly registered and licensed to practice land surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.

Date \_\_\_\_\_ (Mechanically lettered name)  
Registered Land Surveyor

(Surveyor's Seal with Original Signature)

### **PLAT APPROVAL**

*No Plat Approval Certificate is required however, for this survey the "DNR Approval Recommended" block in the standard DML&W title block shall be revised to: "DNR Approval".*

- (19) The following notes will be required on the plat:

(Note: all required plat notes are listed below, and supersede the plat notes in the Attachment for Special Survey Instructions.)

- a. This survey does not constitute a subdivision as defined by AS 40.15.900(5)(a).
- b. This survey was accomplished in accordance with AS 34.65.030, GSC 823 and SSI EPF 20170033.
- c. All bearings shown are true bearings as oriented to the Basis of Bearing and the distances shown are reduced to horizontal field distances. (*See item "d" below*)
- d. The error of closure of this survey does not exceed 1:5000, and/or corner positions have a Relative Positional Accuracy at the 95 percent confidence level of 0.13 feet plus 100 ppm.
- e. For plats based on GNSS: (*to be used in lieu of note 19c*)

**BEARINGS**: Are based on high precision Global Navigation Satellite System technology in the NAD 83 (CORS Epoch) datum, using (*brand model*) receivers,

differentially corrected and processed using (*name of software*), Version \_\_\_\_ software. Local plane bearings are orientated to true geodetic north at (*monumented position on the survey*). Distances shown are reduced to horizontal field distances.

**COORDINATES:** The shown found NAD 83 (2011) coordinates are based on an OPUS Shared Solution (Epoch: 2010.0000) for the (*monumented position*). The OPUS Shared Solution Designation is (*name*), the PID is (*PID*), and Observed (the observer date/time.) The shown record coordinates are from \_\_\_\_\_.

- (20) Record and found bearings, distances, and coordinates will be shown on the plat. In the event there is more than one set of record data, the data from the latest plat of record will be shown with the plat nomenclature indicated.
- (21) The exact marks on all monuments recovered and on primary monuments set must be shown on the plat with data pertaining to bearing trees and/or monument accessories recovered or established. A detail showing typical markings on secondary monuments set must be shown on the plat as well.
- (22) All easements and rights-of-way shall be shown graphically on the plat in lieu of a "note" whenever possible to do so. This requirement applies to all easements and rights-of-way.
- (23) The plat shall show the legal parcel identifiers for all lands surrounding this survey.
- (24) The current **DIVISION OF MINING, LAND AND WATER** "TITLE BLOCK" shall be placed in the lower right-hand corner of each sheet of the plat. It shall be labeled:

### **RECORD OF SURVEY**

Doc Title: RS – Portion of Lot 3, U.S. Survey No. 5630

GTE]    1. ADL (# TBA)  
          2. ADL 53385  
          3. EPF 2017-33  
          4. Yakutat School Site

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Located Within  
Section 30, Township 27 South, Range 34 East,  
Copper River Meridian, Alaska

Containing \_\_\_\_ acres more or less

Juneau Recording District  
(Revise as needed)

- (25) If record lines are not retraced or resurveyed but are used to compute closure, record monuments along these lines must be indicated.

Upon completion of the field survey, two full size copies of the plat along with field notes, annotated computations and legible monument photographs shall be submitted to DML&W for review.

### **DESIGN PLAN SUBMITTAL**

Upon completion of the preliminary field survey provide DNR with a monumentation plan (including an AutoCAD \*.dwg file) showing any monuments set, proposed solutions to problems, proposed monumentation, as-built information, apparent wetlands & eagle nest trees (if applicable), and a detailed field survey report.

- The monumentation plan shall be reviewed and approved by DNR prior to any monumentation.

#### **FINAL DRAFT SUBMITTAL**

Upon completion of the final field survey, two full size copies of the plat along with 1) a project report/narrative discussing the project, field procedures used, conditions found, adjustments made to the parcel boundaries and any other pertinent data; 2) an AutoCAD \*.dwg compatible file; 3) copies of field notes; 4) a sketch showing traverse point relationships; 5) copies of computations; 6) legible rubbings or photographs of recovered monuments, 7) completed copies of the "Plat Submittal Requirements" and "Plat Checklist" sheets shall be submitted to DML&W for review.

#### **FINAL MYLAR PLAT SUBMITTAL**

Refer to the "Final Mylar Submittal" section of the Attachment for Special Survey Instructions

#### **MODIFICATION OF INSTRUCTIONS**

Should conditions arise appearing to demand additional instructions, require interpretation of these instructions, or make these instructions inoperable, a report shall be submitted promptly to the Survey Section Chief, describing the situation with recommendations to resolve such problems.

Prepared by: \_\_\_\_\_

Mark J. Hall PLS  
Land Surveyor II

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Gwen M. Gervelis, PLS  
Acting Chief, Survey Section

GMG: MJH: mjh

Enclosures: EPF 2017-33 Plan of Survey  
Attachment For Special Survey Instructions (ver.12/10/15)Plat Checklist (ver.1/7/16)  
Plat Submittal Requirements Checklist (ver.1/7/16)

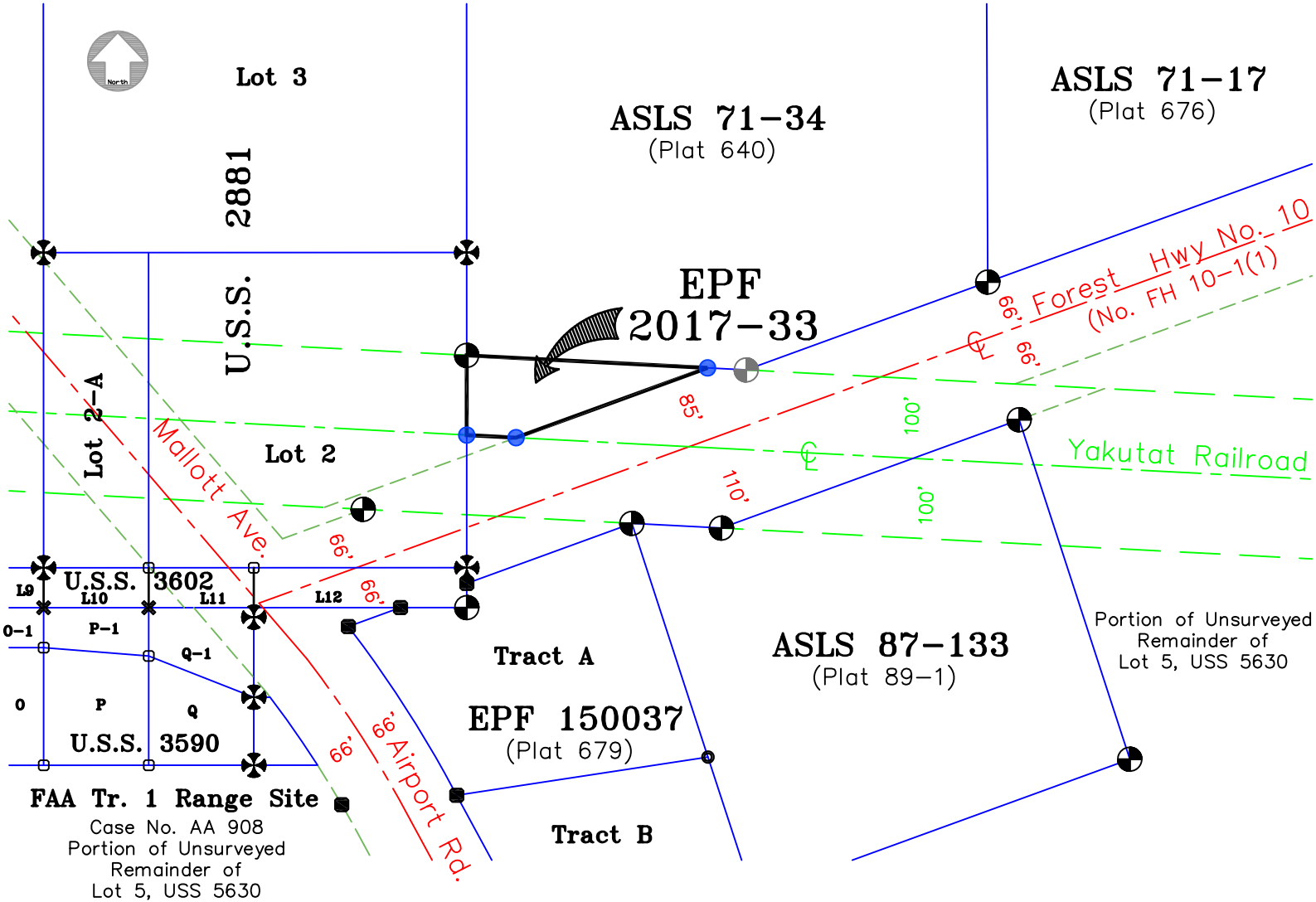
Copy: GSC 822  
Colin Craven NRS III, LS&CA (ADL 108750 & ADL 108464)  
Survey Tracking & Monitoring (Case Type 310, Sub Type 033)

RFP 170007329  
Attachment 3 (Enclosure)  
Plan Of Survey for EPF 2017-33  
(June 15, 2017)

LEGEND

- ⊗ GLO/BLM Monument of Record
- ⊕ Primary Monument of Record
- ⊕ Primary Monument of Record (Maybe missing)
- Secondary Monument of Record
- 6"x6" Conc. Post – ROW Marker
- ✕ Spike
- Wood Post
- Secondary Monument to be Set (Proposed)

- NOTES:
1. This survey was accomplished in accordance with A.S. 34.65.030, GSC 823, and EPF SI 2017-33.
  2. This survey does not constitute a subdivision as defined by A.S. 40.15.900(5)(A).
  3. This survey represents a survey of ADL (# TBD), and is an Unsurveyed portion of Lot 3, U.S. Survey No. 5630. Approval of this plat does not obligate the Department of Natural Resources, any governing body, or the public to construct, operate, maintain, or manage improvements.



DATE OF SURVEY: _____		NAME OF SURVEYOR: _____	
BEGINNING: _____		ENDING: STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND & WATER ANCHORAGE, ALASKA	
RECORD OF SURVEY			
Doc. Title: RS – Portion of Lot 3, U.S. Survey No. 5630			
GTE 1. ADL (# TBD) 2. ADL 53385 3. EPF 2017-33. 4. Yakutat School Site			
LOCATED WITHIN UNSURVEYED SECTION 30 TOWNSHIP 27 SOUTH, RANGE 34 EAST, COPPER RIVER MERIDIAN, ALASKA JUNEAU RECORDING DISTRICT			
DRAWN BY: _____		APPROVAL _____	
DATE: _____		STATEWIDE PLATTING SUPERVISOR _____ DATE _____	
SCALE: 1" = 200'		CHECKED BY: _____	FILE NO. EPF 20170033