



STATE OF ALASKA

Department of Natural Resources

Informal Request For Proposal

IRFP 10 190000004 - 1

TITLE:

Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19

PURPOSE:

The Department of Natural Resources, Division of Mining, Land & Water ("State") is soliciting proposals for a professional services contract for the surveying and platting of Irony Subdivisions, a Waiver of a Plat, containing two Tracts (approximately 160 acres and 80 acres) and Pyrite Subdivision (a subdivision of the 80 acre parcel of Irony Subdivision) containing approximately 8 lots with a minimum area of 200,000 sq. ft. along with the remainder as a tract.

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. 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, 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 12, 2018

Deadline for Receipt of Proposals: August 02, 2018 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
08/02/18	Solicitation Closing Date/Time

LINE ITEMS

Line No.	Description	Quantity	Unit	Unit Cost
1	Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19			
Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total
08/02/18	12/13/19			

Extended Description:

See Attached for additional Information

EVALUATION CRITERIA

<i>The following criteria will be used when determining the award of this solicitation</i>			
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
012	Appendix A Prof Services	
008	Appendix B2	
006	Informal Request for Proposals	

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 4 of 23
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APPENDIX A GENERAL PROVISIONS

Article 1. Definitions

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

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 5 of 23
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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 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.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 6 of 23
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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, 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.

APPENDIX B₂

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

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 7 of 23
--	---------------------------------------	---	---------------------

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

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 8 of 23
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Informal Request for Proposals # 190000004

Offers Due: The deadline for receipt of responses to this solicitation is **3:00 p.m. on August 2, 2018.**

Response Submission Options

Respondents must submit proposals by the deadline for this Informal Request for Proposals (IRFP) 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, respondents must submit **three (3) hard copies** of their proposal, in writing to the procurement officer, in a sealed envelope, marked and addressed as shown below:

Alaska Department of Natural Resources
Division of Mining, Land and Water – Survey Section
Attention: **Vailferree Brechtel, LSS I**
Solicitation Number: IRFP # 190000004
Project Name: **Irony and Pyrite Subdivisions**
Engineering Plat File No. 2018-18 (*Irony Subdivision*)
Alaska State Land Survey No. 2018-19 (*Pyrite Subdivision*)
550 W. 7th Avenue, Suite 650
Anchorage, AK 99501-3576

(NOTE: If you are requesting information about a solicitation, do not put the solicitation number and opening date on the envelope. Envelopes with solicitation numbers annotated on the outside will be considered a response and will not be opened until the scheduled date and time.)

By Email: If submitting proposals by email, respondents must submit **one (1) electronic copy** of their proposal in PDF format to landsurveys@alaska.gov. Emails must contain the solicitation 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 responses. 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 response exceeds this size, the response 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 respondent's responsibility to contact the issuing office at **(907) 269-8540** to confirm that

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 9 of 23
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the response has been received. Failure to follow the above instructions may result in the response being found non-responsive and rejected. Late responses will be rejected.

By Fax: If submitting proposals by fax, which is not encouraged, respondents must submit **one (1) 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 responses. It is the respondent's responsibility to contact the issuing office at **(907) 269-8540** to make arrangements prior to faxing the response and to confirm that the response has been received. Failure to follow the above instructions may result in the response being found non-responsive and rejected. Late responses will be rejected.

Purpose

The Alaska Department of Natural Resources (DNR), Division of Mining, Land and Water (DMLW) is soliciting proposals for a Professional Services Contract for the surveying and platting of a subdivision project near North Pole, Alaska within Section 36, Township 1 South, Range 2 East, Fairbanks Meridian. This project will require the subdivision of 240 acres into two tracts (Irony Subdivision). Once approved by the Fairbanks North Star Borough (FNSB), one of the tracts will be subdivided into 8 lots and 1 tract (Pyrite Subdivision).

Irony Subdivision (Engineering Plat File No. 2018-18) is expected to be completed through the FNSB "Waiver of a Plat" process. Irony Subdivision shall have 2 tracts; Tract B-1 (160 acres +/-) and Tract B-2 (80 acres +/-). The dividing line between Tracts B-1 & B-2 shall be the aliquot part boundary between the C1/4 Corner and the CW1/16 Corner (refer to the attached Plan of Survey). Pursuant to FNSB 17.20.040(B) "No [field] survey is required..."

Pyrite Subdivision (Alaska State Land Survey No. 2018-19) is the subdivision of Tract B-2 of the Irony Subdivision, and is expected to have 9 parcels (8 lots and 1 tract) with minimum areas of at least 200,000 ft². The attached Conceptual Plan of Survey illustrates the anticipated design.

Irony and Pyrite Subdivisions lie within the FNSB and in the Fairbanks Recording District.

Period of Performance

The period of performance for a contract resulting from this IRFP will begin from the **date of award, or approximately August 30, 2018 until December 13, 2019**. There will be no renewals for this contract.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 10 of 23
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Schedule

The approximate contract schedule is as follows:

- Issue IRFP: **July 12, 2018;**
- Submittal due date for Proposals: **August 2, 2018;**
- Proposal Evaluation Committee complete evaluation by: **August 16, 2018**
(estimated);
- State of Alaska issues Notice of Award and Notice to Proceed: **August 30, 2018**
(estimated);
- Contractor to complete Irony Subdivision Waiver by: **March 1, 2019;**
- Contractor to complete FSNB Preliminary Approval of Pyrite Subdivision by: **May 31, 2019;**
- Contractor to complete final monumentation by: **August 2, 2019;**
- Contractor submits final deliverables and reports: **December 13, 2019.**

Budget

The requesting agency, the Alaska DNR, Division of Mining, Land and Water (DMLW), estimates a budget of approximately **\$40,000** to **\$45,000** for completion of this project.

This request is being solicited in accordance with AS 36.30.320 Small Procurements and will not exceed \$100,000.00 for all services requested. The successful applicant will be required to comply with the general contract provisions of Appendix A attached to this document.

Contract Performance Location

The State **will not** provide workspace for the contractor.

By signature on their response, the respondent certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States. If the respondent cannot certify that all work will be performed in the United States, the respondent must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of responses. 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 this requirement or to obtain a waiver may cause the State to reject the response as non-responsive, or cancel the contract.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 11 of 23
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Disclosure of Proposal Contents

All responses 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 response information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Thereafter, responses will become public information.

Trade secrets and other proprietary data contained in responses may be held confidential if the respondent requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by the respondent must be clearly identified and the response must include a brief statement that sets out the reasons for confidentiality.

Subcontractor(s)

Subcontracts may be used to perform work under this contract. If a respondent intends to use subcontractors, the respondent must identify in the response the names of the subcontractors and the portions of the work the subcontractors will perform.

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

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

A respondent's failure to provide this information, within the time set, may cause the State to consider their response 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.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 12 of 23
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Joint Ventures

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

Conflict of Interest

An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.

Each response 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 response 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 respondent. The commissioner's determination regarding any questions of conflict of interest shall be final.

Pre-Proposal Conference

Not applicable.

Minimum Prior Experience

No specific minimums have been set for this IRFP.

Proposal Evaluation

The procurement officer, or an evaluation committee made up of at least three state employees or public officials, with the majority of the evaluation committee being Registered Professional Land Surveyors, will evaluate responses. The evaluation will be based solely on the evaluation factors set out in this solicitation.

After receipt of responses, if there is a need for any substantial clarification or material

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 13 of 23
---	--------------------------------	---	----------------------

change in the solicitation, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended responses. Evaluations may be adjusted as a result of receiving new or amended responses.

Converting Costs to Points – AS 36.30.250 & 2 AAC 12.260

Not applicable. Cost is not a factor for this proposal evaluation.

Alaska Offeror's Preference

Alaska offerors will be provided a 10 percent overall evaluation point preference. An Alaska bidder, as defined in AS 36.30.990(2), is eligible for this preference. Each Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

Contract Negotiation – 2 AAC 12.315

After final evaluation, the procurement officer may negotiate with the respondent 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 respondent 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 respondent of the next highest-ranked proposal. If the contract negotiations take place in Anchorage, Alaska, the respondent will be responsible for their travel and per diem expenses.

Filing a Protest

A respondent shall attempt to informally resolve a dispute with the procurement officer regarding a small procurement. If the attempt is unsuccessful, the vendor may protest the solicitation or the award of a small procurement contract under AS 36.30.320. The protest must be filed in writing with the commissioner of the purchasing agency or the commissioner's designee and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. The protester must file a copy of the protest with the procurement officer for the purchasing agency. Protests will be treated in accordance with AS 36.30.550 and 2 AAC 12.695.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 14 of 23
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Contract Type

This contract is a Firm Fixed Price contract.

Contract Payment

The State shall pay the contractor an agreed upon fixed fee. The contractor will invoice the State for ACTUAL SERVICES PROVIDED upon completion of the six tasks listed in the Deliverables section of this IRFP and upon the State's acceptance of the work.

Proof of Insurance

The successful contractor will be required to provide proof of insurance as outlined in Appendix B2 attached to this IRFP before beginning work on this contract. Failure to provide required proof of insurance within the designated time frame will result in cancellation of the contract by the State.

Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for the 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 Information Security Policies (i) 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 (ii) 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.).

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 15 of 23
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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.

Background Information

The Alaska Legislature has mandated the Department of Natural Resources to offer accessible and quality State land for sale into private ownership. In order to help meet this mandate, the Department of Natural Resources has developed a conceptual plan of survey for this project. The land will be offered through a future public auction.

Parcels are tentatively scheduled to be offered for sale at public auction in the Spring of 2020. To meet this time frame, final monumentation needs to be completed by **August 2, 2019** and the final plat and all final deliverables must be submitted to DNR by **December 13, 2019**. The State intends to award this work in August 2018, and have the project completed no later than December 13, 2019. This project lies in the FNSB in the Fairbanks Recording District.

Scope of Work

Overview

The surveying and platting of ADL 420836 and ADL 420837 (Irony and Pyrite Subdivisions) shall conform to the State of Alaska's Surveying and Platting Regulations, 11 AAC 53; Special Survey Instructions for EPF 2018-18 and ASLS 2018-19; the Conceptual Plans of Survey for Irony and Pyrite Subdivisions, the Attachment for Special Survey Instructions; any supplemental survey instructions; Title 17 (FNSB Subdivision Ordinance) and the applicable BLM Manual of Surveying Instructions.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 16 of 23
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Refer to the Special Survey Instructions and the Conceptual Plan of Survey for Irony and Pyrite Subdivisions (Attachments A & C) for specific surveying and platting requirements for this project, and the Attachment for Special Surveying Instructions for additional surveying and platting requirements.

Engineering Plat File No. 2018-18 (*Irony Subdivision*) contains approximately 240 acres (i.e. NW1/4NW1/4, NE1/4NW1/4, SE1/4NW1/4; SW1/4NE1/4; NE1/4SW1/4 & SE1/4SW1/4) and is the subdivision of Tract B Ingalls Subdivision, per the Historic Waiver (WV002-89) approved August 24, 1988 and recorded January 22, 2018 as Document 2018-000858-0.

The surveyor shall use the FNSB Waiver of a Plat process (FNSB 17.20) to subdivide said Tract B to create Tract B-1 (160 acres +/-) and Tract B-2 (80 acres +/-). The dividing line between Tracts B-1 & B-2 shall be the aliquot part boundary between the C1/4 Corner and the CW1/16 Corner. Pursuant to 17.20.040(B) "No [field] survey is required..."

Alaska State Land Survey No. 2018-19 (*Pyrite Subdivision*) shall be the subdivision of newly created Tract B-2 of Irony Subdivision creating 8-lots and 1-tract. All parcels shall have a minimum area of 200,000 ft² (4.591 acres) and unless engineering considerations warrant changes to the parcels they shall substantially conform to the design proposed on the Conceptual Plan of Survey dated May 24, 2018.

It is estimated that 1 BLM cadastral monument and 3 primary & 12 secondary monuments set for adjoining subdivisions will be required to control this survey.

An estimated 3 primary and 30 secondary monuments are 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. One of the 3 primary monuments will replace the record secondary monument at the NE corner of proposed Lot 1 (C1/4 Corner).

The State will provide the contractor with:

- A digital copy of known record plats and other record documents. It is the contractor's responsibility to ensure that research is complete and accurate.
- DNR's title report;
- DNR's Special Survey Instructions and Conceptual Plans of Survey;
- Primary monuments, bearing tree tags and magnets. The contractor shall provide secondary monuments, witness posts and survey lath.

Survey control monuments of record are assumed to exist and are considered useable until proven otherwise. 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 shall present any findings, recommendations and estimated additional cost (if any) by letter to the DNR, DML&W, Survey Section and request approval and/or supplemental special instructions.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 17 of 23
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The contractor shall:

- Survey and plat Irony and Pyrite Subdivision as separate platting actions and with platting approval from FNSB.
- Recover sufficient record monumentation (Pyrite Subdivision only) to control the parent parcel (newly created Tract B-2). **A detailed monument recovery plan (for Pyrite Subdivision only); and step by step account of how the parent parcel boundaries of the subdivisions are anticipated to be established must be included in your proposal. This plan must include proposed solutions to unforeseen problems that may be encountered during field work such as but not limited to a controlling monument lost by BLM definition.**
- Refurbish record monuments and accessories if and/or as necessary.
- For the Basis of Coordinates (BOC) a National Geodetic Survey (NGS) Online Positioning User Service (OPUS) “Report” and an “OPUS Shared Solution” based on data from the OPUS Report, using the same data for both solutions is required.
- As-built/locate (within the Pyrite Subdivision area only):
 - The OHW line of all lakes, ponds, streams (estimate 2700’)
 - Roads, trails, utilities and other improvements (estimate 7300’).
 - (as applicable) Eagle nest trees only if any are noticed.
 - Note whether it is an active or non-active nest; and
 - Minimize activity within the vicinity of all active nest trees.
- Cultural Resources: If during the course of fieldwork, a cultural resource site is discovered, without disturbing the site the surveyor shall identify the location and take representative photos. The location, photos, and information are to be sent to the Project Surveyor who will contact DNR’s Office of History and Archeology for further instructions.
- Act as DNR’s agent regarding a pre-application conference with FNSB, being present at all associated public meetings and/or hearings, and the preparing and submitting of all paperwork required to initiate, complete and record these subdivision projects.
- Make separate Subdivision Preliminary Plat Applications clearly indicating that:
 - Irony Subdivision is expected to be subdivided by the Waiver of a Plat (FNSB 17.20) process.
 - Pyrite Subdivision is the portion of this project is expected to be exempt from minimum standards for road materials and construction pursuant to FNSB 17.56.060(A). *Pyrite Subdivision does not lie within a road service area, nor will the subdivision rely on any roads that are currently maintained by or in a road service area for its only access.*
- Coordinate with DNR and the FNSB and notify the State of any scheduled public hearings and meetings. The surveyor shall act as DNR’s representative and have a spokesperson present (*in person or via teleconference*) at all public hearings and meetings.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 18 of 23
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- Comply with FNSB subdivision and platting requirements.
- 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.

The Contractor is NOT Required to perform:

- A topographic survey, unless FNSB requires additional topo for establishing drainage patterns.
- 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 or construction management.
- Brushing of individual parcel boundaries.

Deliverables

The contractor will be required to provide the following deliverables, included within the six tasks listed below:

Task 1 – Control Survey and Preliminary Fieldwork:

- Preapplication conferences with FNSB
- Tie control monuments to establish the Pyrite Subdivision parent parcel boundary.
- As-built survey of:
 - Roads & utilities inside of and within 50-feet of the Pyrite Subdivision boundary and trails & improvements within the Pyrite Subdivision boundary.
- Locate:
 - Current ordinary high water line of ponds, streams, lakes, etc.
 - Apparent wetland areas.
 - Eagle nest trees (if applicable).
 - Cultural Resources (if applicable).
- (If applicable) Any additional information required by the FNSB for Irony and/or Pyrite Subdivisions.

Task 2 – Irony Subdivision Preliminary & Final Platting:

- Identify any problems or conflicts.
- Complete a “Waiver of a Plat” application process with FNSB. Submit Preliminary Plat application and supporting documentation.
 - Comply with FNSB 17.20.
 - (If applicable) request comments from local utility companies.
 - Provide DNR with a complete copy of the FNSB submittal.
- Provide DNR with copies of FNSB reviews & approval for final DNR signatures.
- Certificate of Waiver recording.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 19 of 23
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Task 3 – Pyrite Subdivision Design & Monumentation Plan, and Preliminary Platting:

- i. Identify any problems or conflicts
- ii. Provide DNR with preliminary subdivision design plan.

Deliverables include:

- a. A detailed project report/narrative discussing the project, field procedures used, conditions found, proposed solutions to problems, adjustments made to the parcel boundaries, and any other pertinent data;
- b. An AutoCAD drawing compatible file and a PDF document to scale;
- c. Digital copies of field notes, computations and georeferenced photographs of recovered monuments;
- d. A preliminary design plan showing recovered monuments, proposed parcels, and proposed and/or set monuments;
- e. As-built information;
- f. Eagle nest trees and/or cultural resources (if applicable)
- iii. Final draft of the preliminary plat submittal (two full size paper copies to scale) showing final parcel design, recovered and set monumentation, proposed monumentation, notes, certificates, legend, vicinity map, as-built information and if applicable eagle nest trees & cultural resources. Include supporting documentation (deliverables) not previously submitted.
(Written approval by DNR of the final draft is required prior to any subdivision monumentation.)
- iv. After review & DNR approval of the final draft,
 - a. Request comments from local utility companies.
 - b. Submit Preliminary Plat application and supporting documentation to FNSB.
- v. After review & FNSB approval of the final subdivision draft, proceed to Task 4.

Task 4 – Pyrite Subdivision Monumentation Survey:

- i. Monument parcels;
- ii. Brush right-of-way & set lath
- iii. Submit a detailed field report.

Task 5 – Pyrite Subdivision Final Platting:

- i. Submit the draft final plat to DNR for review prior to the FNSB submittal;
 - a. Include supporting documentation not previously submitted.
 - b. Include copies of local utility company comments.
- ii. Additional plat review submittals (as needed by DNR and/or FNSB);
- iii. Upon approval from DNR submit the Final Plat application and supporting documentation to FNSB.
- iv. Submit the final signed Mylar with an original signed paper plat, and
- v. Submit final plat and supporting data in electronic format.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 20 of 23
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Task 6 – Parcel Description Checklist and Associated Georeferenced Photos:

Complete the attached Parcel Description Checklist for each lot. 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 Final Plat submittal (Task 5, item i.) 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.

The State of Alaska will be the sole owner of all documents produced. All documents and document attachments will be used by the State without any restrictions of any kind except as required by law.

Proposal Format and Content

Proposals are limited to 16 pages maximum. All pages having content will be counted in the total. This includes the cover, the cover letter, the table of contents, the 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. Font size must be standard MS Word font and a minimum size of 10. Proposals not conforming to these requirements will be determined non-responsive and will be rejected. Proposals must include the following:

1. A signed cover letter containing the complete name and address of the respondent; name, address, and telephone number of the primary contact; and a statement of commitment to the project, acknowledging that the project completion date, as stated in this IRFP, is a fixed date. The cover letter must also state that the respondent, if selected, will be available to conduct contract negotiations within the schedule as described in this IRFP.
2. All required operational information under the IRFP, including respondent's Alaska business license number; Alaska Professional Land Surveyor license number(s); subcontractor or joint venture information, if any; and, a statement regarding respondent's qualification as an "Alaskan Bidder," if applicable.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 21 of 23
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3. Narrative statements concerning the following:

- a. Understanding of the Project - Brief narrative statements illustrating the respondent's understanding of the requirements of the project and the project schedule. At a minimum, the proposal shall address:
 - i. The key project personnel;
 - ii. The goals and deliverables;
 - iii. The platting requirements;
 - iv. The proposed logistics; and
 - v. Potential problems and proposed solutions.

- b. Methodology and Proposed Work Plan – Brief narrative statements that set out the methodology that the respondent intends to employ 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 the Scope of Work within this IRFP. At a minimum, the proposal shall address:
 - i. The proposed specific methodology for this project;
 - ii. A proposed work plan and estimated time to complete the field work for this project;
 - iii. A proposed work plan and estimated time to complete computations, platting, and other office work for this project;
 - iv. A proposed work plan and estimated time for project management;
 - v. If any subcontractors are proposed to be used and, if so, their expected level of involvement.
 - vi. Quality control and quality assurance procedures to be used, both in the field and in the office.

- c. Experience and Qualifications – Proposals must demonstrate the respondents' relevant experience performing project fieldwork, computations, preparing plats, platting board representation (if applicable), and any other pertinent proficiencies. At a minimum, the proposal must contain:
 - i. Statement of Qualifications, within the body of the proposal, for all key personnel, including subcontractors, designated to perform work under this IRFP. 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

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 22 of 23
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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 of the contract must be included.

- ii. Examples, described within the body of the proposal, of no more than three (3) projects similar to the work defined by this IRFP that have been completed by the respondent within the last ten (10) 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.)

Proposal Evaluation Criteria and Contractor Selection

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 cover letter signed?
3. Has the offeror provided a valid Alaska Business license number and a valid Alaska Professional Land Surveyor license number?
4. Is there any conflict of interest or appearance of conflict that may result in the proposal being declared non-responsive?
5. Does the proposal stay within the maximum page limit and meet the minimum font size requirement?
6. Does the proposal meet all other requirements of the IRFP?

Proposals that fail to meet the above requirements will be rejected as non-responsive and will not be evaluated. The evaluation committee, as described in the Proposal Evaluation section of this IRFP, will evaluate the remaining proposals based on the evaluation criteria and weighting listed below.

Proposals will be scored based on four (4) different categories with the following score weights:

1. Understanding of the Project = 25%
2. Methodology and Proposed Work Plan = 40%
3. Experience and Qualifications = 25%
4. Alaska Offeror = 10%

Foremost, all proposals will be evaluated based on reasonably anticipated satisfaction of the Work Plan described above. To be considered responsive, offerors must address all items described in this IRFP and its attachments. Award will be made to the highest scoring offeror.

Solicitation Assemble 190000004	Document Phase Final	Document Description Irony and Pyrite Subdivisions, EPF 2018-18 & ASLS 2018-19	Page 23 of 23
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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 respondent.

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

1. To be provided five (5) business days prior to contract negotiations:
 - a. A detailed Cost Proposal listed by the tasks identified in the Deliverables section of this IRFP, 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

If the selected respondent:

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the respondent and the State, after a good faith effort, simply cannot come to terms, the State may terminate negotiations with the respondent initially selected and commence negotiations with the next highest ranked respondent.

Attachment A

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

**Engineering Plat File No. 2018-18
IRONY SUBDIVISION
and
ALASKA STATE LAND SURVEY No. 2018-19
PYRITE SUBDIVISION**

Authority 11 AAC 53, Survey and Platting Standards

These instructions provide for the survey and platting of Engineering Plat File (EPF) No. 2018-18 (Irony Subdivision) and Alaska State Land Survey (ASLS) No. 2018-19 (Pyrite Subdivision). This survey project lies in the Fairbanks North Star Borough (FNSB) within Section 36, Township 1 South, Range 2 East, Fairbanks Meridian, Alaska and is subject to the FNSB platting authority. This survey also lies in the Fairbanks Recording District.

Engineering Plat File No. 2018-18 (Irony Subdivision) contains approximately 240 acres and is the subdivision of Tract B Ingalls Subdivision [per the Historic Waiver (WV002-89) approved August 24, 1988 and recorded January 22, 2018 (*almost 30-years later*) as Document 2018-000858-0]. This subdivision shall use the FNSB Waiver of a Plat process (FNSB 17.20) to create Tract B-1 (160 acres +/-) ADL No. 420837 and Tract B-2 (80 acres +/-) ADL No. 420836. The dividing line between Tracts B-1 & B-2 shall be the aliquot part boundary between the C1/4 Corner and the CW1/16 Corner (refer to the attached Plan of Survey). Pursuant to FNSB 17.20.040(B) "No [field] survey is required..."

Alaska State Land Survey No. 2018-19 (Pyrite Subdivision) shall be the subdivision of newly created Tract B-2, creating 8-lots and 1-tract. All parcels shall have a minimum area of 200,000 ft² (4.591 acres) and unless engineering considerations warrant changes the parcels shall substantially conform to the design proposed on the Plan of Survey dated May 24, 2018.

The purpose of the survey is to facilitate the conveyance of title in accordance with AS 38.04.045 and the Final Finding and Decision approved March 28, 2018.

This project is located at the Plack Road & Farmall Drive intersection approximately 3 miles northeast of North Pole. From the intersection of the Alaska/Richardson Highway with Badger Road, proceed north on Badger Road approximately 1.6 miles to Plack Road; thence 3.2 east to the SE corner of the project area.

In the execution of the survey under **EPF No. 2018-18** and **ASLS No. 2018-19, GSC 828**, the surveyor is authorized and directed to perform the survey of **ADL No. 420836** and **ADL No. 420837** as set out in these instructions, the Attachment for Special Survey Instructions, the Plan of Survey for EPF 2018-18 & ASLS 2018-19 dated May 24, 2018, the State of Alaska's Survey

and Platting Regulations, the FNSB Subdivision & Platting Ordinances, 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 parcels as depicted on said Plan of Survey, ties to all improvements as noted in these instructions, 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. If any other controlling survey corners are missing or have been destroyed they shall be reestablished as applicable.

HISTORY OF SURVEYS

The US Rectangular Survey Plat of portions of Township 1 South, Range 2 East, Fairbanks Meridian, Alaska was accepted February 2, 1955.

The US Rectangular Survey Plat of portions of Township 2 South, Range 2 East, Fairbanks Meridian, Alaska was accepted June 13, 1955.

The US Rectangular Survey Plat of portions of Township 2 South, Range 3 East, Fairbanks Meridian, Alaska was accepted May 28, 1958.

The US Rectangular Survey Plat of portions of Township 1 South, Range 3 East, Fairbanks Meridian, Alaska was accepted November 25, 1968.

Private subdivisions recorded in the Fairbanks Recording District (in chronological order)

The plat of Tombur Subdivision was filed on April 29, 1976 as Plat 76-34. A replat of Lot 22 Block D was filed as Plat 85-179.

The plat of Tanada Subdivision was filed in the on January 4, 1977 as Plat 77-2. Replats of Lots 8, 25 & 26, Block B, were filed as Plats 82-8 and 2006-132.

Waiver of Plat approved by Fairbanks North Star Borough on April 3, 1979 and filed on May 1, 1979 as Plat 79-76W.

The plat of Long Estates was filed July 30, 1984 as Plat 84-163.

The plat of Woodsmoke Subdivision was filed July 30, 1984 as Plat 84-165.

The plat of Tiffany Leigh Subdivision was filed on September 5, 1984 as Plat 84-208.

The plat of Shilo Park Subdivision was filed November 18, 1985 as Plat 85-272.

Historical Waiver WV002-89: Ingalls Subdivision is noted as being approved August 24, 1988. Said waiver was recorded January 22, 2018 as Document 2018-000858-0.

The plat of Berggren Subdivision was filed October 16, 1998 as Plat 98-100.

The plat of Venator Subdivision Phase One was filed November 27, 2002 as Plat 2002-109.

The plat of Parham Subdivision was filed May 4, 2006 as Plat 2006-80.

The plat of Farmall Tracts was filed April 18, 2008 as Plat 2008-39. A public access easement vacation plat associated with Farmall Tracts was filed as Plat 2013-65.

The plat of Woodsmoke Subdivision First Addition was filed July 11, 2008 as Plat 2008-73.

The plat of Tranquility Forest Subdivision was filed April 28, 2009 as Plat 2009-45.

The plat of Boundary Trails was filed June 21, 2012 as Plat 2012-41.

The plat of Farmall Tracts 1st Add. was filed July 10, 2013 as Plat 2013-66.

Monument Record associated with the southwest corner of said Section 36 was recorded March 1, 2017 as Document 2017-003105-0.

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 surveys and plats of EPF 2018-18 and ASLS 2018-19 shall substantially conform to FNSB Title 17 "Subdivisions", 11 AAC 53, these Survey Instructions, the Attachment for Special Survey Instructions, the Final Finding and Decision approved March 28, 2018, and the Plan of Survey dated May 24, 2018.

For the **Basis of Coordinates** (BOC) the geographic coordinates (both NAD 1983 & NAD 1927) are required and shall be on a primary monument recovered or set by the Pyrite Subdivision survey. A National Geodetic Survey (NGS) Online Positioning User Service (OPUS) "**shared solution**" is required for the Basis of Coordinates, the NGS OPUS Shared Solution Data Sheet 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.

Record monumentation and accessories found in a disturbed condition shall be refurbished so as to perpetuate the original corner position. Record accessories for controlling monuments are to be recovered. Applicable data for all accessories recovered, all accessories searched for but not found, all accessories not searched for (if any), and all accessories refurbished or established shall be noted on the plat with record and measured data.

For **EPF 2018-18** the surveyor is required to:

- EPF 2018-18 is a Subdivision by waiver of a plat with platting approval from the FNSB pursuant to the FNSB 17.20 "Waiver of A Plat" process.
- Establish two parcels; Tract B-1 shall be 160 acres +/-, consisting of the NW1/4NW1/4, NE1/4NW1/4, SE1/4NW1/4; SW1/4NE1/4 and Tract B-2 shall be 80 acres +/- consisting of the NE1/4SW1/4 & SE1/4SW1/4 of said Section 36.
- Act on DNR's behalf regarding the preparing and submitting of all preliminary and final plat applications, waivers, permits (if any), etc.
- Coordinate with DNR and the FNSB and shall notify the State of any scheduled public hearings and meetings. The surveyor shall act as DNR's representative and have a spokesperson present (*in person or via teleconference*) at all public hearings and meetings.

- Comply with FNSB subdivision and platting requirements.
- 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.
- Pursuant to FNSB 17.20.040(B), a field survey is not required.

For **ASLS 2018-19** the surveyor is required to:

- Plat ASLS 2018-19 with platting approval from the FNSB.
- Recover sufficient record monumentation to control the bounds of said Tract B-2. It is estimated that 1 BLM cadastral monument and 3 primary & 12 secondary monuments set for adjoining subdivisions will be required to control this survey.
- As-built/Locate:
 - The OHW line of all lakes, ponds, streams (estimate 2700')
 - Roads within 50-feet of the parent parcel boundary, trails, utilities and other improvements (estimate 7300')
- (as applicable) Eagle nest trees only if any are noticed.
 - Note whether it is an active or non-active nest; and
 - Minimize activity within the vicinity of all active nest trees.
- Cultural Resources: If during the course of fieldwork, a cultural resource site is discovered, without disturbing the site the surveyor shall identify the location and take representative photos. The location, photos, and information are to be sent to the Project Surveyor who will contact DNR's Office of History and Archeology for further instructions.
- Act on DNR's behalf regarding the preparing and submitting of all preliminary and final plat applications, waivers, permits (if any), etc.
- Coordinate with DNR and the FNSB and notify the State of any scheduled public hearings and meetings. The surveyor shall act as DNR's representative and have a spokesperson present (*in person or via teleconference*) at all public hearings and meetings.
- Comply with FNSB subdivision and platting requirements.
- 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.

The surveyor is not required to conduct:

- A topographic survey, unless FNSB requires additional topo for establishing drainage patterns.
- 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 or construction management.
- 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, stood upright, and covered with soil before placing the monument. Magnet type, color and any other identifying

features shall be noted on the plat.

Three primary monuments are required to be set for this subdivision. These monuments shall be set at lot corners and/or locations similar to the Plan of Survey. One of the three shall replace the record secondary monument at the C1/4 Corner.

Bearing trees, bearing objects, or secondary monuments accessories are not required for primary monuments set this survey. However, all record accessories for controlling monuments are to be recovered and/or refurbished, and they shall be tied and noted on the plat.

All other lot/tract corners shall be monumented with secondary monuments. The Plan of Survey indicates an estimated 30 secondary monuments to be set.

- DML&W has issued a waiver for the 36-inch rod length for secondary monuments as required by 11 AAC 53.190(b). Said waiver, approved December 9, 2013, reduces the required length to 30 inches.

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. The OPUS Shared Solution Datasheet must also accompany the first plat submittal.**

Digital format photographs with encoded metadata (minimum of GNSS coordinates, direction, time, and date) for each primary and secondary 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 2018-19) 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" long survey lath is required to be set nearby.

All significant improvements within the survey (except as noted in these instructions) must also be field tied and shown on the plat.

IRONY SUBDIVISION (WAIVER OF A PLAT) DESIGN PARAMETERS

Design must meet or exceed the minimum requirements of FNSB 17.20 Waiver of a Plat.

- Pursuant to FNSB 17.20.040(B) "No [field] survey is required..."

Tract B-1 (160 acres +/-) and Tract B-2 (80 acres +/-).

The dividing line between Tracts B-1 & B-2 shall be the aliquot part boundary between the C1/4 corner and the CW1/16 corner.

PYRITE SUBDIVISION DESIGN PARAMETERS

Design must meet or exceed the minimum requirements of the FNSB Title 17 Subdivisions.

Lots & Tracts:

Lot design shall not significantly differ from the Conceptual Plan.

Minimum lot & tract areas shall exceed 200,000 ft² (4.6 acres).

Tract A shall encompass the large pond, the adjacent roads and a portion of the cleared gravel area; similar to the Conceptual Plan.

The north boundary of proposed Lot 1 and the common boundary of Lots 3 & 4 shall be contiguous with aliquot part (1/16th Section) lines.

Fee Dedicated Rights-of-Way:

Pyrite Place

- The as-built centerline of the existing road from the approach on Plack Road to a point westerly of the two ponds in proposed Lot 8 shall control the centerline of the 50-foot wide right-of-way. The surveyor shall use their best judgement in determining said point.
- The alignment of the remainder of the proposed 50-foot wide right-of-way shall be located similar to the Conceptual Plan.
 - Brush the centerline of that portion in the trees a minimum 3-5 feet wide and set a lath approximately every 100 feet (approx. 300').
- Pyrite Place shall dead-end in a 100-foot diameter bulb cul-de-sac as depicted on the Conceptual Plan.
 - 25-foot radius curve return.

Plack/Farmall Intersection shall have a 40-foot radius curve return.

The 50-foot wide Section-Line Easement along the south boundary shall be dedicated as fee right-of-way.

Easements and Setbacks:

- ADL 2089 – Existing 50-foot GVEA easement north of, parallel to, and contiguous with the 50-foot section-line easement.
- ADL 400839 – Existing 30-foot public utility easement north of, parallel to, and contiguous with the 50-foot section-line easement. This public easement lies wholly within ADL 2089.
- ADL 417484 – Existing public easement (width unknown) utilizing existing poles within

ADL 2089.

- ADL 418023 – Existing triangular shaped public road easement (100'x30'x104'+/-) in the SE corner of Lot 8 lying north of and contiguous with the 50-foot section-line easement and contiguous with the westerly bounds of the Farmall Drive right-of-way.
- ADL 402374 – Existing 50-foot public access & utility easement within and along the east, south and west boundaries of the NE1/4SW1/4.
- 50-foot wide public access easement pursuant to AS 38.05.127 to be reserved upland of and along the ordinary high water line of the pond within Tract A.
- 10-foot wide public access easement to be dedicated within and along the east boundary of Lot 8.
- 50-foot wide building setback from apparent wetlands (plat note).
- (If applicable) Public Utility Easements as required by local utility companies and FNSB.

EPF 2018-18 REQUIREMENTS

Per FNSB 17.20.020 (A)(1), a sketch complying with 17.20.040(A), as required by the Fairbanks North Star Borough.

ASLS 2018-19 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 2018-19, 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 _____

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)

CERTIFICATE OF APPROVAL BY THE PLATTING AUTHORITY

I hereby certify that this subdivision plat has been found to comply with the regulations of Chapter 17.52 FNSBC, Final Plats of the Fairbanks North Star Borough Code of Ordinances, and that said plat has been approved.

(Platting Seal)

CERTIFICATE OF PAYMENT OF TAXES

I, the undersigned, being duly appointed and qualified tax collector for the Fairbanks North Star Borough, do hereby certify that, according to the records of the Fairbanks North Star Borough, the following described property is carried on the tax records in the name of:

and that, according to the records in my possession, all taxes levied against said land and in favor of the Fairbanks North Star Borough are paid in full.

Dated this _____ day of _____, 20____, at Fairbanks, Alaska.

FNSB Treasury Division Official
Fairbanks North Star Borough

Add any additional certificates as required by FNSB.

(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 was accomplished in accordance with AS 38.04.045, GSC 828 and SSI 2018-19.
- 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 "e" 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. All parcels of land owned by the State of Alaska, located within 50.00 feet of, or bisected by a surveyed or protracted section line, are subject to a 50-foot (50') easement, on each side of the section line, which is reserved to the State of Alaska for public highways under A.S. 19.10.010.
- e. For plats based on GNSS: (to be used in lieu of note 19b)

BEARINGS AND DISTANCES: 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 oriented 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 a NGS OPUS Solution (Epoch: 2010.0000) for the (*monumented position*). 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 #*). The data file was then uploaded to OPUS as a “shared solution”. The NGS OPUS Shared Solution Designation is (*name*), the PID is (*PID*), and Observed (the observer date/time.) The shown record coordinates are from _____.

- f. (*If applicable*) The natural meanders of the line of ordinary high water (OHW) of _____ form the true bounds of _____. The approximate line of OHW, as shown, is for area computations only, with the true corners being on the extension of the sidelines and their intersection with the natural meanders.
 - g. There is a 50-foot wide building setback from apparent wetlands.
 - h. (*If applicable*) Lots _____ contain apparent wetlands. A U.S. Army Corps of Engineers Wetland Permit may be required to develop any wetland areas.
 - i. Legal access to Lots 7 and 8 is via Pyrite Place. Direct access to the Plack Road right-of-way from Lots 7 and 8 is prohibited.
- (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 cap markings on all primary monuments recovered and set must be shown on the plat with data pertaining to bearing trees and/or monument accessories recovered, refurbished and/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) A public access easement shall be provided 50 feet upland of the ordinary high water mark of the pond in Tract A. This easement shall be depicted in the plat graphics with a dashed line and shall be labeled **50' Public Access Easement per AS 38.05.127.**
- (25) **EPF 2018-18:**
- The sketch for Irony Subdivision Waiver of Plat shall be in the format required by FNSB, with the DNR File No. EPF 20180018 in the lower right-hand corner.

(26) ASLS 2018-19:

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. 2018-19**Pyrite Subdivision**

A Subdivision of
Tract B-2, Irony Subdivision (WV???-??)

Located Within
Surveyed Section 36, Township 1 South, Range 2 East
Fairbanks Meridian, Alaska

Creating
Lots 1-8 and Tract A
Containing ____ acres more or less

Fairbanks Recording District
(Revise as needed)

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

DESIGN PLAN SUBMITTAL

Upon completion of the preliminary field survey, provide DNR with two full size paper copies of the draft EPF and ASLS preliminary subdivision design plans (including an AutoCAD *.dwg file). The EPF design shall depict all information required by FNSB to initiate and complete the "Waiver of a Plat" process. The ASLS design plan shall show proposed lots and ROWs, topography, buildable areas and proposed lot access, 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 conceptual plan if existing conditions and/or engineering considerations warrant such changes. Also include field notes, annotated computations and legible monument photographs.

Final designs shall be reviewed and approved by DNR prior to any subdivision lot monumentation and prior to the Preliminary Plat application submittal to FNSB.

FINAL DRAFT SUBMITTAL(S)

Upon completion of the final field survey, two full size paper 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) OPUS Shared Solution report (*with the 1st final draft submittal*), 5) a sketch showing traverse point relationships; 6) copies of computations; 7) photographs of set and recovered monuments and accessories, 8) 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: _____
George Horton PLS
Land Surveyor

Approved by: _____ Date: _____
Paul J. Hickey, PLS
Deputy Chief, Survey Section

PJH: GCH; gch

Enclosures: EPF 2018-18 Plan of Survey dated May 24, 2018 (1 of 3)
ASLS 2018-19 Conceptual Plan of Survey dated May 24, 2018 (2 of 3)
ASLS 2018-19 Conceptual Plan of Survey with Topo dated May 24, 2018 (3 of 3)
ASLS 2018-19 Parcel Description Checklist
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 828
Colin Craven, DML&W, NRO (ADL 420836)
Survey Tracking & Monitoring (Case Type 311, Sub Type 011)

**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 Caronite 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	Date
Authorized Official and Title	

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.



THE STATE
of
ALASKA
GOVERNOR BILL WALKER

Department of Natural Resources

DIVISION OF MINING, LAND & WATER
Survey Section

550 West 7th Avenue, Suite 650
Anchorage, Alaska 99501-3576
Main: 907.269.8523
TDD: 907.269.8411
Fax: 907.269.8914

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
<div><div>A</div><div>Mark ings</div></div>		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'



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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.

PARCEL DESCRIPTION CHECKLIST

GSC No.:829**ASLS 2018-19, Pyrite 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: _____

ACCESSFronts dedicated right-of-way ☐ Yes ☐ No

Approximate distance from established trail _____

Approximate distance from fly-in access _____

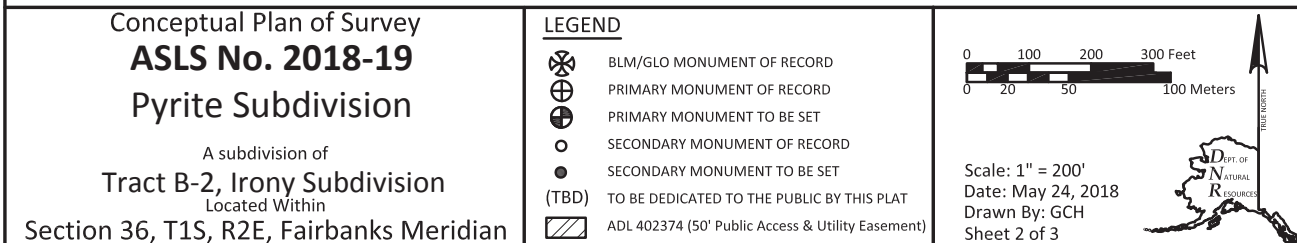
Approximate distance from water access _____

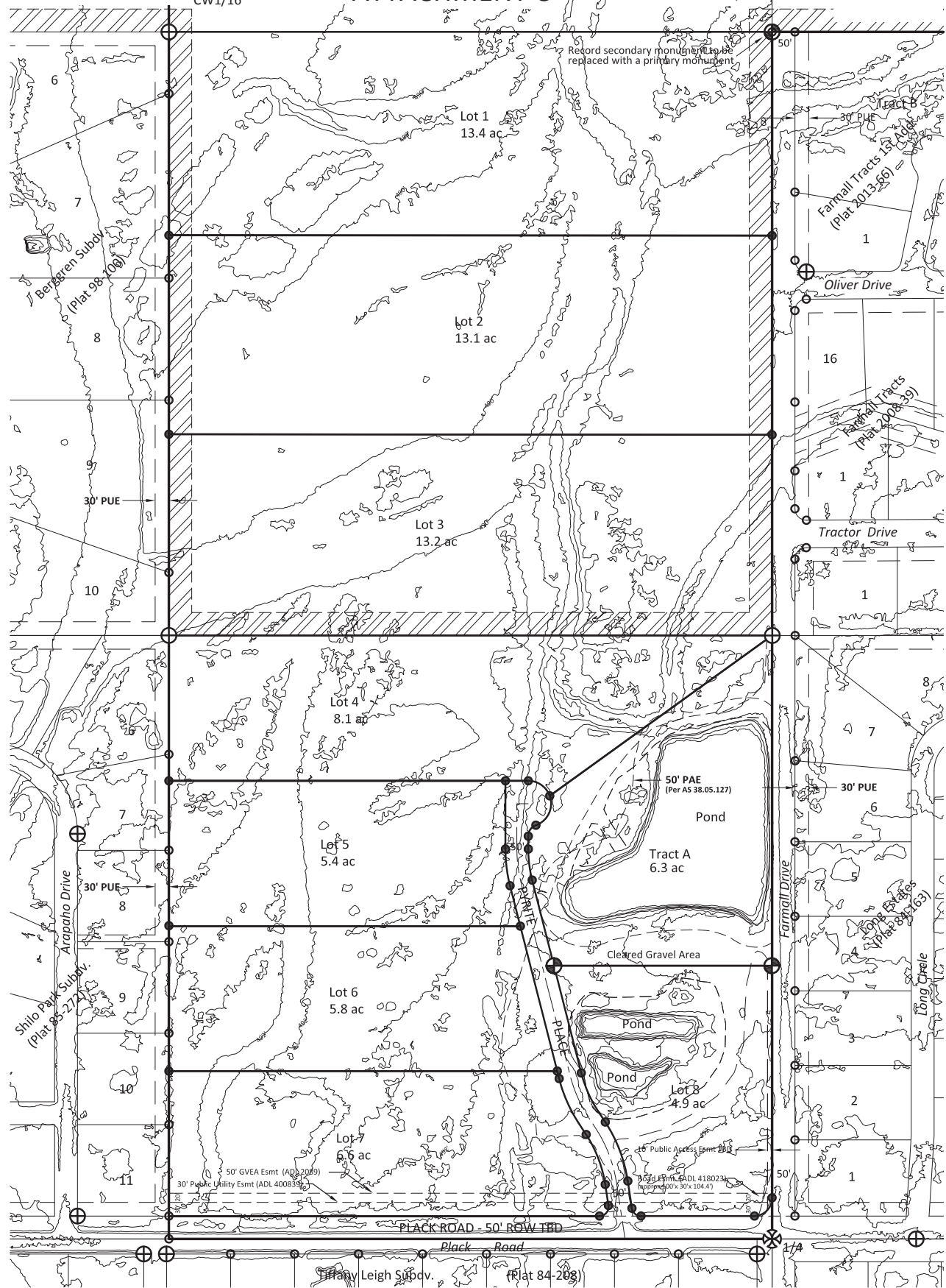
Describe method(s) of access (summer and/or winter), point(s) of access, and any unusual limitations affecting water, fly-in, or overland access (such as exposed moorage, swift current, type of water craft, type of aircraft, type of overland vehicle, marshy shore, wetlands, steep terrain, high bluffs,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

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)

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

Group	Distance (Meters)
All swimmers	~550
Swimmers with a coach	~350
Swimmers without a coach	~200



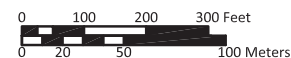


Conceptual Plan of Survey
ASLS No. 2018-19
Pyrite Subdivision

A subdivision of
Tract B-2, Irony Subdivision
 Located Within
Section 36, T1S, R2E, Fairbanks Meridian

LEGEND

- BLM/GLO MONUMENT OF RECORD
- PRIMARY MONUMENT OF RECORD
- PRIMARY MONUMENT TO BE SET
- SECONDARY MONUMENT OF RECORD
- SECONDARY MONUMENT TO BE SET
- TO BE DEDICATED TO THE PUBLIC BY THIS PLAT
- ADL 402374 (50' Public Access & Utility Easement)



Scale: 1" = 200'
 Date: May 24, 2018
 Drawn By: GCH
 Sheet 3 of 3

