



**STATE OF ALASKA**

Department of Natural Resources

**Request for Proposal**

RFP 10 230000023 - 1

**TITLE:**

Surveying and Platting of Alma Lakes RRCS Subdivision

ASLS No. 2023-04, GSC 863

**PURPOSE:**

The Department of Natural Resources, Division of Mining, Land and Water, is soliciting proposals for a professional services contract for the surveying and platting of Alma Lakes Remote Recreational Cabin Sites Subdivision ASLS No. 2023-04. See Attached Documents for additional information.

**Date of Issue: April 6, 2023**

**Deadline for Receipt of Proposals: April 27, 2023 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

**CONTACT INFORMATION**

**PROCUREMENT OFFICER :** KEVIN BOW  
**TELEPHONE NUMBER :** 907-269-8517  
**EMAIL :** kevin.bow@alaska.gov

**BID RECEIVING LOCATION**

MLW - Suite 650 ANC  
Mining, Land and Water  
550 West 7th Avenue  
Suite 650  
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

## LINE ITEMS

Line No.	Description	Quantity	Unit	Unit Cost										
1	Real Estate/Land Consulting (Including Land Survey)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Start Date</th> <th style="width: 20%;">End Date</th> <th style="width: 20%;">Delivery Date</th> <th style="width: 20%;">F.O.B. Point</th> <th style="width: 20%;">Extended Line Total</th> </tr> </thead> <tbody> <tr> <td>05/23/23</td> <td>10/15/24</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total	05/23/23	10/15/24			
Start Date	End Date	Delivery Date	F.O.B. Point	Extended Line Total										
05/23/23	10/15/24													
<b>Extended Description :</b> The Department of Natural Resources, Division of Mining, Land and Water, is soliciting proposals for a professional services contract for the surveying and platting of Alma Lakes Remote Recreational Cabin Sites Subdivision ASLS No. 2023-04. See Attached Documents for additional information.														

## EVALUATION CRITERIA

*The following criteria will be used when determining the award of this solicitation.*

Code	Criteria Description	Points	Vendor Response
			(DO NOT LIST PRICES IN THIS SECTION. UNIT PRICES AND TOTAL PRICES MUST BE FILLED IN ADJACENT TO THEIR LINE ITEMS ABOVE.)
2	Experience	250	
3	Methodology	400	
5	Understanding	250	
7	AK Offeror Pref	100	

## TERMS AND CONDITIONS

No.	Name	Section
8	Appendix B2	
12	Appendix A Prof Services	

## **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.

**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.

#### **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 B<sup>2</sup> INDEMNITY AND INSURANCE

### Article 1. Indemnification

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

### Article 2. Insurance

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

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

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

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

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

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

# STATE OF ALASKA

## REQUEST FOR PROPOSALS

Surveying and Platting of Alma Lakes RRCS Subdivision

ASLS No. 2023-04, GSC 863

RFP 230000023

ISSUED APRIL 6, 2023

The purpose of this RFP is to solicit proposals for a professional services contract for the surveying and platting of Alaska State Land Survey No. 2023-04, consisting of fifteen (15) parcels. This project is located in the Unorganized Borough (UoB) approximately 100 miles Southwest of Fairbanks, approximately 5 miles southeast of the confluence of the Kantishna and Bearpaw Rivers. This project lies in the Fairbanks Recording District and is subject to Unorganized Borough subdivision & platting regulations.

### ISSUED BY:

Department of Natural Resources

Division of Mining, Land and Water

### PRIMARY CONTACT:

Kimra Widmer

Land Surveyor I

Kimra.widmer@alaska.gov

(907) 269-8558

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

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

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

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

The Department of Natural Resources, Division of Mining, Land and Water, is soliciting proposals for a professional services contract for the surveying and platting of approximately 192 acres of State owned land. Alaska State Land Survey (ASLS) No. 2023-04 Alma Lakes Remote Recreational Cabin Sites, consists of 15 parcels ranging from 5 to 20 acres. ASLS 2023-04 lies within the Unorganized Borough (UoB) in Sections 3, 22, 23, 25-27, 34 and 35, Township 10 South, Range 16 West, in the Fairbanks Meridian, Alaska, and within the Fairbanks Recording District.

### **SEC. 1.02 Budget**

Department of Natural Resources, Division of Mining, Land and Water, estimates a budget between **\$101,000** and **\$106,000** for completion of this project.

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

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

Proposals must be received not later than April 27th, at 3:00 pm. Emailed proposals are encouraged. Faxed proposals are acceptable. Oral proposals are not acceptable.

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

No specific minimums have been set for this RFP.

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

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

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

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

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



Kevin Bow, Contracting Officer  
Department of Natural Resources  
Mining, Land and Water/Survey Section  
550 W. 7<sup>th</sup> Avenue, Suite 650  
Anchorage, Alaska 99501-3576  
Tel. No. (907) 269-8517  
kevin.bow@alaska.gov

## SEC. 1.07 Return Instructions

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

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

Alaska Department of Natural Resources  
Division of Mining, Land and Water  
Attention: Kimra Widmer  
Request for Proposal (RFP) Number: 230000023

RFP Title: Surveying and Platting of Alma Lakes RRCS Subdivision, ASLS No. 2023-04,  
GSC 863

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

By Email: If submitting proposals by email, offerors must submit **one (1) electronic copy** of their proposal in PDF format to **landsurveys@alaska.gov**. Emails must contain the RFP number in the subject line. Due to email size limitations, it may be necessary to send portions of proposals in multiple emails; however, in such cases, proposals must be received in their entirety not later than the deadline set for receipt of proposals. Please note that the maximum size of a single email (including all text and attachments) that can be received by the State is 20 mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 mb and each email must comply with the requirements described above. The State is not responsible for unreadable, corrupt, or missing attachments. It is the offeror's responsibility to contact the issuing office at **(907) 269-8540** to confirm that the proposal has been received.

By Fax: If submitting proposals by fax, which is not encouraged, offerors must submit **one (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 proposals. It is the offeror's responsibility to contact the issuing office at **(907) 269-8540** to make arrangements prior to faxing the proposal and to confirm that the proposal has been received.

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

The State of Alaska provides one Request for Proposal (RFP). Additional RFPs may be purchased for the cost of reproduction, \$.25 per page.

## **SEC. 1.08 Proposal Contents**

The following information must be included in all proposals.

### **(a) Authorized Signature**

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

### **(b) Offeror's Certification**

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

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

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

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

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

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

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

## **(e) Federal Requirements**

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

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

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

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

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

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

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

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

### **SEC. 1.12 RFP Schedule**

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

- Issue RFP ***April 6, 2023***
- Deadline for Receipt of Proposals ***3:00 P.M. on April 27, 2023***
- Proposal Evaluation Committee complete evaluation by ***May 4, 2023***
- State of Alaska issues Notice of Intent to Award a Contract ***May 9, 2023***
- State of Alaska issues contract ***May 23, 2023***
- 1<sup>st</sup> Prelim Draft submittal no later than ***September 15, 2023***
- Final monumentation completed no later than ***June 3, 2024***
- Contractor submits final deliverables & reports ***October 15, 2024***

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

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

There will be no pre-proposal conference.

### **SEC. 1.14 Alternate Proposals**

Offerors may only submit one proposal for evaluation.

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

### **SEC. 1.15 News Releases**

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

## **SECTION 2. BACKGROUND INFORMATION**

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

The Alaska Legislature has mandated the Department of Natural Resources to offer for sale, accessible, quality State land for private ownership. In order to help meet this mandate the Department of Natural Resources has developed a Plan of Survey dated 3/17/2023 for a 15 parcel subdivision (6 staked parcels, and 9 admin parcels).

Staked parcels will be available for lease through the Remote Recreational Cabin Staking Program, while admin parcels will be sold Over the Counter (OTC) at a later date.

This project is located in the Unorganized Borough (UoB) approximately 100 miles Southwest of Fairbanks, approximately 5 miles southeast of the confluence of the Kantishna and Bearpaw Rivers. This project lies in the Fairbanks Recording District and is subject to Unorganized Borough subdivision & platting regulations. Primary summer access is by floatplane, while primary winter access is by plane on skis or snowmachine from Nenana. RST 491, the Rex-Roosevelt Trail, and RST 343, the Kobi-Kantishna Trail, go through or near the staking area.

## **SECTION 3. SCOPE OF WORK & CONTRACT INFORMATION**

### **SEC. 3.01 Scope of Work**

Refer to the **Special Survey Instructions** and the **Plan of Survey for Alaska State Land Survey (ASLS) No. 2023-04 (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.

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, the Attachment for Special Survey Instructions, and the Phase IA Plan of Survey;

- Primary monuments, bearing tree tags (as applicable) and magnets. The contractor shall provide secondary monuments, witness posts and survey lath.

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

All final deliverables and reports are to be submitted to the State by the dates listed in Section 1.12 RFP Schedule.

After contract completion, DNR will conduct a contractor performance evaluation. If the contract completion date is required to be extended and DNR determines that this is due to the contractor's failure to submit deliverables in a timely manner, the contractor's performance evaluation score will be lowered accordingly. Low performance evaluation scores will adversely affect the contractor's ability to be selected for future DNR survey and platting contracts.

## **SEC. 3.03 Deliverables**

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

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

- i. Tie control monuments.
- ii. Tie applicants' claim corners
- iii. Parcels not in conflict with the staking requirements or survey instructions may be monumented at the time the claim corners are tied.
- iv. As-built/locate survey of:
  1. Roads, trails & etc, if any, within or adjacent to the parcels being surveyed.
  2. Above & below ground utilities in the project area and within 100' of the parent parcel boundary (none are anticipated).
  3. All permanent & non-permanent improvements within the project area and within 50' of the parent parcel boundary.
  4. Navigable & public waterbodies and apparent wetland areas.
  5. Eagle nest trees (if applicable).
  6. Cultural Resources (if applicable).
- v. Establish the ordinary high water line (OHWL) of navigable & public waterbodies .
- vi. Perform sufficient measurements on an existing or set primary monument to obtain an OPUS Shared Solution.
- vii. Address any additional information required by the Unorganized Borough, if applicable.
- viii. Submit a detailed field report.

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

- i. Identify any problems or conflicts.
- ii. Identify surveyed and/or protracted section line easements.
- iii. Determine the positions of any controlling unmonumented corners.
- iv. Provide DNR with draft preliminary subdivision design.  
Deliverables include:

1. 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;
  2. An AutoCAD drawing compatible file and a PDF document printable at scale;
  3. Digital copies of field notes, computations, proposed parcel closures and areas, and georeferenced photographs of recovered monuments.
  4. A design plan showing recovered monuments, proposed parcels, and proposed and/or set monuments; the first preliminary plat submitted for review shall show the boundary of the parcel as staked by the lessee depicted with light dashed lines.
  5. As-built and locate information, including eagle nest trees and/or cultural resources (if applicable).
- v. Draft Preliminary Plat submittal (one full size paper copy at scale) showing final parcel design. Include all information (notes, certificates, title block, etc.) required by the platting authority for a Preliminary Plat submittal. Refer to the "Preliminary Plat Submittal" section of the Special Survey Instructions for additional required supporting documentation.
- vi. Written approval by DNR of the draft preliminary plat is required prior to subdivision monumentation.

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

- i. Monument parcels.
- ii. Perform additional fieldwork not completed in Task 1 (if applicable).
- iii. Submit a detailed field report.

#### **Task 4 – Final Platting:**

- i. Submit the draft final plat to DNR for review,
  1. Include supporting documentation not previously submitted,
  2. Additional plat review submittals (as needed by DNR).
- ii. Upon approval from DNR, submit final plat on mylar and supporting data in electronic format.

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

Complete the Parcel Description Checklist (Attachment F) for each lot. The checklist and representative georeferenced 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 4, item i.) Note: The geo-referenced 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.

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

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

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

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

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

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

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

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

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

ASLS No. 2023-04, Alma Lakes Remote Recreational Cabin Sites lies in the Unorganized borough and is approximately 100 miles Southwest of Fairbanks and approximately 5 miles southeast of the confluence of the Kantishna and Bearpaw Rivers. This project lies in the Fairbanks Recording District and is subject to Unorganized Borough subdivision & platting regulations. Primary summer access is by floatplane, while primary winter access is by plane on skis or snowmachine from Nenana. RST 491, the Rex-Roosevelt Trail, and RST 343, the Kobi-Kantishna Trail, go through or near the staking area. This project is within sections 3, 22, 23, 25-27, 34 and 35, Township 10 South, Range 16 West, in the Fairbanks Meridian, Alaska.

The Contracting Officer is located in Anchorage, Alaska.

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

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

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

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

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

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

### **SEC. 3.10 Subcontractors**

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

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

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

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

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

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

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

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

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

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

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

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

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The state may employ all reasonable means



to ensure that the work is progressing and being performed in compliance with the contract. The project director may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

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

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

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

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

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

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

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

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

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

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

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

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

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

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

The above insurance requirements will also apply to any subcontractors that the offeror intends to use to perform work under the contract.

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

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

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

## SECTION 4. PROPOSAL FORMAT AND CONTENT

### SEC. 4.01 Proposal Format

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

Proposals must be limited to **12 pages** maximum. **All pages having any content will be counted towards the total number of pages.** This includes any title page or cover page, cover letter, table of contents, body of the proposal, any dividers with content, and any attachments. Copies of business licenses, professional land surveyor licenses, and proof of insurance are not required within the body of the proposal or as attachments, and, if included, these documents will be counted as additional pages towards the maximum page limit. Proposals must be printed on 8.5 inch x 11 inch paper, must use a standard MS Word font, and must use a minimum size of 10 point font. Proposals not conforming to these requirements will be determined non-responsive and will be rejected.

### SEC. 4.02 Proposal Content – Introduction

Proposals must include a **cover letter** as an introduction.

The cover letter **must**:

- a. Contain a statement indicating whether or not the firm or any individuals working on the contract has a possible **conflict of interest** and, if so, the nature of that conflict.
- b. Be **signed** by a company officer empowered to bind the company.
- c. Include the complete name and address of the offeror and the name, address, and telephone number of the primary contact regarding the proposal.
- d. Contain a statement as to whether or not the offeror qualifies as an “Alaska Bidder”.
- e. Confirm that the offeror will comply with all provisions in this RFP.

An offeror’s failure to include **Items a. through e. above** in the proposal’s **cover letter** may cause the proposal to be determined non-responsive and be rejected.

The cover letter should also contain:

- f. All operational information under the RFP, including offeror’s Alaska business license **number**; Alaska Professional Land Surveyor license **number(s)**.
- g. A statement as to whether or not subcontractors or a joint venture will be used, and if so, fully identifies them.
- h. A statement of commitment to the project and a statement acknowledging that the project completion date, as stated in this RFP, is a fixed date and that the offeror is

committed to completing the project by the final date specified in Sec. 1.12 RFP Schedule.

- i. A statement that the offeror, if selected, will be available to conduct contract negotiations within the schedule described in this RFP.

Failure to include or fully address Items f. through i. above in the proposal's cover letter will result in reduced points in the proposal evaluation.

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

To achieve the highest possible scores, offerors must provide brief/comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule. At a minimum, the proposal should address:

1. The key project personnel;
2. The goals and deliverables;
3. The platting requirements;
4. The proposed logistics; and
5. Potential problems and proposed solutions.

### **SEC. 4.04 Proposal Content – Methodology and Proposed Work Plan**

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

1. The proposed specific **methodology** for this project;
2. **Safety** protocols;
3. A proposed work plan and estimated time to complete the **fieldwork** for this project;
4. A proposed work plan and estimated time to complete **computations, platting, and other office work** for this project;
5. A proposed work plan and estimated time for **project management**;
6. The planned method of **transportation and lodging** for the on-site field crew;
7. If any **subcontractors** are proposed to be used and, if so, their expected level of involvement; and
8. **Quality control and quality assurance** procedures to be used, both in the field and in the office.

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

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

## SEC. 4.06 Proposal Content – Experience and Qualifications

To achieve the highest possible scores, proposals must clearly demonstrate the offeror's relevant experience performing project fieldwork, computations, preparing plats, platting board representation, and any other pertinent proficiencies. At a minimum, the proposal should contain:

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

The Statement of Qualifications should 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 should be included.

2. Examples, described within the body of the proposal, of no more than three (3) projects similar to the work defined by this RFP that have been completed by the offeror 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.)

## SEC. 4.07 Cost Proposal - DELETED

Cost is not an evaluation factor.

# SECTION 5. EVALUATION CRITERIA AND OFFEROR SELECTION

## SEC. 5.01 Evaluation Criteria

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

1. Was the proposal received not later than the deadline for receipt of proposals?
2. Is the proposal cover letter signed by an authorized company representative?
3. Is there any conflict of interest or appearance of conflict that may result in the proposal being declared non-responsive?
4. Does the proposal stay within the formatting requirements, including maximum page limit, page size, and font requirements?

**Proposals that fail to meet the above requirements will be rejected as non-responsive and will not be evaluated.** Proposals determined to be responsive will be evaluated using the criterion that is set out in

**SECTION 5. EVALUATION CRITERIA AND CONTRACTOR SELECTION and in ATTACHMENT G: PROPOSAL EVALUATION SCORE SHEET.**

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

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

PLEASE NOTE that when evaluating proposals, an emphasis is put on detailed discussion of project specific understanding and methodology. Full points are not awarded for a general discussion of surveying methods. **See Attachment G: Proposal Evaluation Score Sheet** for additional information, including the specific questions the proposal will be evaluated against and point totals for each question.

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

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

See Attachment G: Proposal Evaluation Score Sheet for specific evaluation questions.

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

See Attachment G: Proposal Evaluation Score Sheet for specific evaluation questions.

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

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

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

See Attachment G: Proposal Evaluation Score Sheet for specific evaluation questions.

**SEC. 5.06 Contract Cost - DELETED**

Cost is not an evaluation factor.

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

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

## **SEC. 5.08 Offeror Selection**

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

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

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

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

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

## **SECTION 6. GENERAL PROCESS INFORMATION**

### **SEC. 6.01 Informal Debriefing**

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

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

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

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

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

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

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

## **SEC. 6.03 Site Inspection**

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

## **SEC. 6.04 Clarification of Offers**

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result



in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

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

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

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

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

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

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

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

### **SEC. 6.07 Contract Negotiation**

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

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

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

If the selected offeror

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

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

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

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

## **SEC. 6.10 Protest**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Cost is not a factor for this proposal evaluation.

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

Cost is not a factor for this proposal evaluation.

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

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

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

Cost is not a factor for the proposal evaluation.

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

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

Cost is not a factor for this proposal evaluation.

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

##### **STEP 1**

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

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

##### **STEP 2**

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

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

##### **STEP 3**

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

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

##### **STEP 4**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the RFP;

- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

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

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

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

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

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

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

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

## **SEC. 7.08 Assignment**

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

## **SEC. 7.09 Disputes**

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

## **SEC. 7.10 Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and

obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

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

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

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

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

### **SEC. 7.12 Contract Invalidation**

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

### **SEC. 7.13 Solicitation Advertising**

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

## **SECTION 8. ATTACHMENTS**

### **SEC. 8.01 Attachments**

#### **Attachments:**

Attachment A – Special Survey Instructions ASLS 2023-04

Attachment B – Attachment for Special Survey Instructions

Attachment C – Plan of Survey dated 3/17/2023

Attachment D – Plat Checklist

Attachment E – Plat Submittal Requirements

Attachment F – Parcel Description Checklist

Attachment G – Proposal Evaluation Score Sheet

**STATE OF ALASKA**  
**DEPARTMENT OF NATURAL RESOURCES**  
**DIVISION OF MINING, LAND AND WATER**  
**SURVEY SECTION/**  
**550 W 7<sup>th</sup> Ave., SUITE 650**  
**ANCHORAGE, ALASKA 99501-3576**  
**SPECIAL SURVEY INSTRUCTIONS**  
**Alaska State Land Survey (ASLS) No. 2023-04**  
Alma Lakes Remote Recreational Cabin Sites  
Authority 11 AAC 53, Survey and Platting Standards

These instructions, together with the Attachment for Special Survey Instructions (Version: March 13, 2019), provide for the survey and platting of approximately of six (6) applicant-staked parcels containing approximately 61 acres, and nine (9) unstaked administrative parcels. The applicant-staked and administrative parcels are located in Sections 3, 22, 23, 25-27, 34 and 35, Township 10 South, Range 16 West, Fairbanks Meridian, Alaska. Refer to the attached Plan of Survey (POS) for the anticipated lot configurations. The purpose of the survey is to facilitate the conveyance of title in accordance with AS 38.05.600 and the Final Finding and Decision for ADL No. 421360 approved April 26, 2021.

In the execution of the survey of **ASLS No. 2023-04** under **GSC 863**, the surveyor is authorized and directed to perform the survey of applicant-staked parcels, **ADL Nos. 421853, 421876, 421877, 421902, 421940, and 421950**, the unstaked administrative parcels as set out in these instructions, the Attachment for Special Survey Instructions, the State of Alaska's Survey and Platting Regulations (11 AAC 53), the Plan of Survey dated 3/17/2023, the provisions of the following Special Survey Instructions, the attached plan of survey, any supplemental survey instructions that may be issued during the progress of work, and any pertinent parts of the applicable BLM Manual of Surveying Instructions.

**LIMIT AND CHARACTER OF WORK**

The survey is limited to the establishment and monumentation of the boundaries of the parcels as depicted on the Plan of Survey, ties to all improvements located within the parcels and preparation of the survey plat in accordance with Unorganized Borough standards. 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**

T10S, R16W, FM, Alaska, was surveyed by BLM from August 13, 1981 through September 15, 1986 and the plat was accepted on April 2, 1987.

Alaska State Survey number 87-105 was surveyed May 1988 thru April 1990, and the plat was recorded April 6, 1994 as plat 94-38.



Alaska State Survey number 87-274 was surveyed in May 1988, and the plat was recorded July 26, 1989 as plat 89-65.

Alaska State Survey number 90-22 was surveyed in September 1989, and the plat was recorded July 30, 1992 as plat 92-78.

Alaska State Survey number 2007-21 was surveyed in June 2009, and the plat was recorded as plat 2011-10.

### **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 surveying and platting of ASLS No. 2023-04 (Alma Lakes Remote Recreational Cabin Sites) shall substantially conform to 11 AAC 53, these Survey Instructions, Staking Instructions, the Attachment for Special Survey Instructions, the Final Finding and Decision approved April 26, 2021 and the attached POS.

**Basis of Bearing:** The Basis of Bearing shall be determined as described in the Attachment for Special Survey Instructions or by a method agreed to by DNR and the contractor.

**Basis of Coordinates:** A National Geodetic Survey (NGS) Online Positioning User Service (OPUS) **“shared solution” is required** for the Basis of Coordinates. The NGS OPUS Solution Report shall be submitted with the first plat submittal, and the OPUS solution shall be uploaded as a “shared solution,” meeting the criteria described on the OPUS webpage at <http://www.ngs.noaa.gov/OPUS/about.jsp> under “Share Your OPUS Solution.” Refer to the Attachment for Special Survey Instructions for additional instructions.

**Geographic Coordinates:** NAD 1983 geographic coordinates are required to be shown on the plat for the Basis of Coordinates monument and for at least one monumented corner of each parcel. At the Basis of Coordinates, NAD 1927 geographic coordinates shall also be listed, along with the datum conversion method used (NGS NCAT is preferred). In addition to the datum, all coordinates depicted on the plat shall include the epoch date, if applicable. (See the Attachment for Special Survey Instructions for additional information.)

Record monumentation and accessories found in a disturbed condition shall be refurbished to perpetuate the original corner position.

**All record accessories for controlling monuments are to be searched for & recovered.**

Applicable data for all accessories recovered, accessories searched for but not found, accessories not searched for (there should not be any), and all accessories refurbished, reestablished or replaced shall be noted on the plat with record and measured data. Bear in mind 11 AAC 53.200 requires 3-BTs or 2 reference monuments at primary monuments. The data etched on BT tags must be clear & legible in the photos required below in the Technical Survey Requirements section. It is highly recommended that the contractor uses a battery-operated etching tool.

The surveyor is required to:

- Survey and plat Alma Lakes Remote Recreational Cabin Sites.
- Recover sufficient record monumentation for a control tie between the subdivision and Township 10 South, Range 16 West, Fairbanks Meridian, Alaska.
  - It is estimated that 3 BLM monuments are required to be recovered to control this survey.
- As-built/locate:
  - As applicable, all streams, lakes, trails, & etc. that lie within the subdivision boundaries and within 100' abutting the exterior of any parcel; and
  - The bounds of apparent wetlands/lowlands; and
  - 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.
    - Provide this office with a NAD 83 latitude and longitude of all nest trees and note whether they are active and non-active.
  - If applicable, 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 Archaeology for further instructions.
- Notify DNR of the expected date that approximately **80%** of the monumentation is anticipated to be completed. If practical, DNR will schedule a field inspection prior to the contractor's demobilization from the field.
- Submit progress reports with each invoice submittal and at the completion of required tasks or milestones. At a minimum, quarterly progress reports are to be submitted to the contracting officer to ensure that the project is on track (cc the project surveyor).

The surveyor is not required to conduct:

- A topographic survey.
- A wetlands delineation in accordance with the 1987 Army Corps of Engineers Wetlands Delineation Manual and/or any Regional Supplements to said manual.
- Brushing of individual lot lines.

Protracted closed boundaries and protracted section lines shall be determined by methods prescribed in BLM Manual of Surveying Instructions, 2009. The methods to establish protracted section lines through those affected tracts may be discussed at contract negotiations. DNR may furnish the contractor with the protracted coordinates.

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.

Fifty-three (53) primary monuments are required to be set for this survey. These monuments shall be set as depicted on the Plan of Survey. All fifty-three primary monuments will require accessories in accordance with 11 AAC 53.200 as well as a magnet set below the monument base and a witness post.

As noted above, all record accessories for controlling monuments are to be recovered and/or refurbished or replaced, and they shall be tied and noted on the plat.

**Parcel Designations:** All parcels (including Administrative Parcels) are to be identified as Tracts and given a letter designation (Tract A, B, C, etc.) and corner numbers. Tract letters shall be given in an organized sequence based on the location of parcels.

**Parcel Limitations:** The parcels to be surveyed shall adhere to the following limitations, unless a waiver is granted by DNR:

Shape: The parcel must be reasonably compact, approximately square or rectangular, with four corners and straight boundaries, except where unusual topography or site conditions significantly limit staking.

Length and Width: Parcel dimensions may not significantly exceed a 2:1 ratio of length to width.

Size: The minimum acreage for a parcel is 5 acres and the maximum acreage is 20 acres.

Spacing: Parcel boundaries must either be coincident with or be a minimum of 330 feet distant from other parcels, surveyed lines, the OHW (ordinary high water) line of public or navigable water bodies, and setback lines to allow for potential parcels in future staking periods.

Water Body Frontage: The length of the water body frontage on a public or navigable water body or its setback shall not exceed 33% of the total perimeter (unless otherwise noted or waived by DNR). For the purposes of this project, the length of water body frontage shall be the straight-line distance between the ending meander corners or setback corners.

Ordinary High Water (OHW) Setback: Sufficient ties shall be made to the OHW line of Alma Lakes to ensure that the 100-foot building setback requirement has been met. The OHW line shall be depicted in front of the setback parcel boundary; however, it may be generalized, and it is not necessary to show all angle points. Bearings and distances are not to be shown for the OHW line in front of the setback boundary.

Staking Setback from Trails: Parcels shall not be created within the 50-foot setback from the centerline of existing RST-491 Trail and RST-343 Trail.

**Parcel Seniority:** In the event of a staking conflict, the senior staker has senior rights. Unless otherwise noted, the parcel with the lower ADL number has senior rights.

**NOTE:** Those parcel boundaries that are described as being **along a line set back from the OHW line of the Alma Lakes**, shall be surveyed and monumented as fixed boundaries, with a corner number designation for each angle point. In order to minimize the number of angle points and monuments set on such boundaries, the setback line may be nominally adjusted. Secondary monuments (see Technical Survey Requirements) shall be set at angle points on these setback lines, unless otherwise noted.

### **Instructions for Applicant-Staked Parcels:**

**ADL 421853** parcel shall be surveyed as staked in the field, with the exception of the applicant field-staked southwestern corner 3 will need to be moved southwesterly to line up perpendicular to the shoreline of the lake, with the total acreage going from approximately 10.4 acres to 13.4 acres. See the Plan of Survey (POS), dated 3/17/2023, for further information.

Survey a tie from the true point for the northern corner of this parcel to the ASLS 87-105, Tract A, corner 2. Recover, tie, and show the monument on the plat. Survey a tie from the true point for the northern corner of this parcel to the BLM monument, monument at the intersections of Sections 14, 15, 22, and 23, Township 10 South, Range 16 West, Fairbanks Meridian. Recover, tie, and show the monument on the plat.

**ADL 421876** parcel shall be surveyed as staked in the field, with the exception of the applicant field-staked corner 3, which will need to be replaced by 2 monuments, west and south along the parcel boundary line, to allow 50 feet between the parcel and RST-491 and 330 feet from other parcels for a total of 380 feet perpendicular to RST-491. RST-491 will need to be meandered for approximately 100 feet to offset the trail accurately. See the POS, dated 3/17/2023, for further information.

The West boundary of this parcel is coincident with the East boundary of ADL 421877.

**ADL 421877** parcel shall be surveyed as staked in the field. The East boundary of this parcel is coincident with the West boundary of ADL 421876.

Survey a tie from the southwest corner of this parcel to the ASLS 90-22, Tract A, Witness Meander Corner 7 monument. Recover, tie, and show the monument on the plat.

**ADL 421902** parcel shall be surveyed as staked in the field, with the exception of the applicant field-staked corner one. The parcels southernmost boundary will be the OHW meanders of the lake. Ensure the parcel is 330 feet from other staked parcel boundaries in the immediate vicinity.

**ADL 421940** parcel shall be surveyed as staked in the field, with the exception of the applicant field-staked corner 2. Corner 2 will be eliminated and instead two monuments will be installed offset eastward 330' from ADL 421902's eastern boundary, with the total acreage going from approximately 11.1 acres to 9.7 acres. The southern boundary of this parcel will be coincident with the OHW meanders of the lake. See the POS, dated 3/17/2023, for further information.

**ADL 421950** parcel shall be surveyed as staked in the field. The eastern boundary of this parcel is coincident with the OHW meanders of the lake.

### **Unstaked Administrative Parcels:**

The contractor shall be required to select, survey, and plat certain parcels that have not been staked in the field, which are referred to as Administrative Parcels and will be offered for sale to the public. For this project, it is proposed that nine (9) Administrative Parcels be surveyed. It will be the contractor's responsibility to configure Administrative Parcels on the ground that have good building sites, have sufficient access, and are highly desirable for purchase.

The final configuration of Administrative Parcels may vary somewhat from the general guidelines and the Plan of Survey but must be approved by the DNR Survey Section and DNR Land Sales staff before monuments are set. If the proposed locations for the potential areas shown on the Plan of Survey are determined by field inspection to be unsuitable, then the contractor may choose more suitable locations elsewhere within the staking area, with DNR's approval.

It is the contract surveyor's responsibility to minimally mark the boundaries of the Administrative Parcels by brushing, blazing, painting, or flagging the lines so they can be identified on the ground. The general instructions for the proposed Administrative Parcels, as laid out using maps and aerial imagery in the office, are as follows:

### **Admin. Parcels 1-9:**

Admin. parcel locations were chosen based on aerial imagery to determine desirable property location. These parcels may be subject to A.S. 19.10.010 Section Line Easements (if applicable). The field surveyor can adjust admin. parcel locations to include the best available land in the area. See the POS dated 3/17/2023 for proposed configurations.

Administrative parcels approximate acreage is as follows:

Admin. Parcel 1: 19.3  
Admin. Parcel 2: 10.4  
Admin. Parcel 3: 10.8  
Admin. Parcel 4: 12.1  
Admin. Parcel 5: 20.0  
Admin. Parcel 6: 13.5  
Admin. Parcel 7: 16.6  
Admin. Parcel 8: 11.4  
Admin. Parcel 9: 17.1

**NOTE:** Parcels may be subject to a protracted section line. Protracted Section Line Easements within the tracts created by this plat will be shown on the plat. For those tracts that are affected, graphically depict the section line easements within the tract only, truncated at the tract boundary. Show dimensional ties to the boundary and label the easements as a Protracted Section Line Easement. Depict the protracted section line with a bearing and distance through and beyond

the tract but not through previously platted parcels – unless the protracted section line had been platted; in which case, depict the protracted section line, as well as the Protracted Section Line Easement, through the platted parcel. Label as Protracted Section Line. Label the protracted section line, within the tract, with both the measured and record bearings and distances (if applicable).

### **Reservations and “Subject to’s”:**

The following **reservation** shall apply to all parcels having boundaries coincident with the OHW line of a public or navigable water body:

A 50' wide public access easement coincident with and 50' upland from the ordinary high water (OHW) line shall be reserved to the State of Alaska in accordance with AS 38.05.127. This easement shall be graphically depicted and labeled on the plat.

All parcels, as applicable, shall be **subject to** the following easements and/or setback, all of which shall be graphically depicted and labeled on the plat:

A 30' wide public access and utility easement along all interior parcel boundary lines.

A 50' wide section line easement on each side of surveyed or protracted section lines in accordance with AS 19.10.010.

A 50' wide public access easement centered on existing trails that run through parcels or along parcel boundaries (unless otherwise noted).

A 100' building setback from the OHW line of public and navigable water bodies. (This building setback does not apply to non-riparian, fixed parcel boundaries that are set back from the OHW line of Alma Lakes.)

### **TECHNICAL SURVEY REQUIREMENTS**

Refer to the Attachment for Special Survey Instructions for standard Technical Survey Requirements concerning **accuracy**; **first plat submittal** items; **field notes and/or survey report** contents; **existing monuments**; **primary monuments** to be set; **witness corners**; **substitute primary monuments**; **corner accessories**, including bearing trees and objects, reference monuments, and witness posts; **secondary monuments** to be set; and **corner numbering**.

**In any 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:

**Minimum Accuracy:** All lines surveyed and retraced using terrestrial methods for this 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-squares adjustment) shall have a Relative Positional Accuracy at the 95 percent confidence level of **0.13 feet plus 100 ppm**.

**Navigable and Public Water Bodies:** All navigable water bodies and those defined as public water that are within 330' of the boundaries of each proposed parcel shall be located and shown on the plat. For the purposes of this project, public water shall be defined as lakes or ponds that are ten acres or larger; and streams that have an average width of ten feet or greater, measured between the ordinary high water (OHW) lines on opposite banks.

**Other Items to Be Located:** In addition to water bodies, certain other items within 330' of each proposed parcel shall be located and shown on the plat. These items include well established, distinguishable trails, existing parcels, and other significant improvements, such as existing airstrips.

**Georeferenced Photographs:** The contractor shall provide digital format photographs with encoded metadata (a minimum of geographic coordinates, direction camera was facing, time and date) for each monument recovered or established. Photos required at each monument: 1) legible cap marking, 2) general conditions at the monument, 3) general vicinity in all four cardinal directions and in directions of all survey lines, and 4) all accessories from the monument and a close-up of all bearing tree tags. In addition, the contractor shall provide representative photos for each tract surveyed showing applicable items, such as vegetation, water frontage, or view, which can aid in the future appraisal of the parcel.

Survey Reports shall include, at minimum, 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.**

**Primary and secondary monuments shall be set to a standard ensuring the monument is stable, durable and of a relatively permanent nature that will reasonably withstand the test of time. Local conditions such as bedrock, gravel/cobbles, tundra, wetlands, etc. may require additional work or specific equipment to ensure stability and durability. The surveyor shall use the necessary tools (e.g. hammer (rock) drill, grout, stone collars or mounds, drive rod, etc.) to achieve this standard.**

All monument caps must be permanently stamped with the survey designation ASLS No. 2023-04 across the top, with the lot 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 set this survey. 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. It is preferred that the witness

post be set to the North of the monument if conditions allow. For all other monuments, a minimum 30" long survey lath is required to be set nearby.

### **SUBDIVISION DESIGN PARAMETERS**

#### **Parcels:**

- Parcel design shall not significantly differ from the Plan of Survey (POS) dated 3/17/2023.
- Parcels will be given a tract letter designation (A, B, C, etc.) and corner numbers.
  - Field conditions should be assessed to improve administrative parcel locations when necessary. Administrative parcel locations were chosen using aerial imagery to select desirable areas. Field surveyor has discretion to adjust administrative parcel locations to include the best available land. However, the surveyor will hold staked parcel locations for ADLs 421877 and 421950. The existing ADLs 421853, 421876, 421902, and 421940 staked corners will be adjusted as stated in the applicant-staked survey instructions section above.
- Parcels shall be approximately square or rectangular, with a minimum size of 5 acres and maximum size of 20 acres. Surveyor shall adjust the parcel boundary to meet the minimum/maximum acreage requirement and select the best available land.
- Parcels must either abut or be a minimum of 330 feet distant from other parcels and surveyed lines.

#### **Easements:**

- 30-foot wide public access and utility easement along all interior parcel boundary lines.
- All parcels of land owned by the State of Alaska, located within 50 feet of, or bisected by a surveyed or protracted section line, are subject to a 50 foot 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.
- 50-foot wide public access easement (AS 38.05.127) to be reserved within subdivision lots upland of all navigable or public water within the parcels.
- 50-foot staking setback from the centerlines of both RST-491 and RST-343.

### **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 shall be **24" x**



- 36"**. Other requirements for this item remain the same as in the Attachment.
- (8) Add the following additional requirements for this item: The index sheet shall be labeled with the title, "**ALMA LAKES REMOTE RECREATIONAL CABIN SITES**", and "**ASLS 2023-04**" in **bold lettering**, spelled out fully, without abbreviations, at the top of the sheet, with the label, "**INDEX SHEET**" in bold lettering directly below it. The index sheet shall also show existing parcels in the vicinity of the current survey. In addition, it is preferred that the approval certificates be shown on the first sheet.
- (9) 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.
- (18) 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 No. 2023-04, 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 \_\_\_\_\_  
*Or in the format approved by the platting authority*

**LESSEE CERTIFICATE**

I, the undersigned, hereby certify that I am the lessee as shown hereon. I hereby approve this survey and plat.

**(Use a separate signature line and Notary's Acknowledgement Certificate for each lessee)**

Tract Designation, and ADL No. (XXXXXX)

\_\_\_\_\_  
(Signature in black ink)  
Lessee's Name  
Lessee's Address  
\_\_\_\_\_  
Date

**NOTARY'S ACKNOWLEDGEMENT**

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

Notary Public for Alaska  
My Commission Expires \_\_\_\_\_  
*Or in the format approved by the platting authority*

**NOTE: The Lessee Certificate shall be placed on the same sheet as the lessee's parcel.**

Administrative Parcels will have no Lessee Certificate. Instead, there shall be a note on the plat, placed on the same sheet as the Administrative Parcels, stating that there are no lessees for Tract XX, ADL XXXXXX & Tract XX, ADL XXXXXX etc.

### **PLAT APPROVAL CERTIFICATE**

This plat is approved by the Commissioner of the Department of Natural Resources, or the Commissioner's designee, in accordance with AS 40.15.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

By approval of this plat, the Commissioner of the Department of Natural Resources hereby accepts for public use and public purposes the real property dedicated to the public hereon, including easements, rights-of-way, alleys and roadways. The acceptance of such dedicated areas for public use and public purposes does not obligate the department, any governing body, or the public to construct, operate, maintain or manage improvements.

### **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)*

(19) Any approval or any other certificates or notes that may be required by the Department of Natural Resources as the platting authority for the Unorganized Borough shall be drafted on the plat.

(20) 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 858, and SSI ASLS No. 2023-04.

- b. All bearings shown are true bearings as oriented to the Basis of Bearing and the distances shown are reduced to horizontal field distances. **(Refer to 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. The existing lessees' claim corners were recovered and used to control the location of tract boundaries.
- f. For plats based on GNSS: **(to be used in lieu of note “b” above)**

**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. (**Note:** This statement may be revised, as necessary, if agreed to by DNR and the contractor.)

**COORDINATES:** The shown found NAD 83 (*2011*) coordinates are based on an 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 shown record coordinates are from \_\_\_\_\_.

- g. The natural meanders of the line of ordinary high water (OHW) of \_\_\_\_\_ form the true bounds of Tract(s) XXX. 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.
  - h. Parcels may contain wetlands. A U.S. Army Corps of Engineers Wetland Permit may be required to develop any wetland areas.
  - i. There is a 100-foot building setback from the ordinary high water line of all water bodies determined to be public or navigable.
- (21) 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.
- (22) 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.

- (23) 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.
- (24) The plat shall show the legal parcel identifiers for all lands surrounding this survey.
- (25) A public access easement shall be provided 50 feet upland of the mean high water and ordinary high water marks of navigable and public waterbodies. 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**. This easement only needs to be depicted if it occurs within the boundaries of a parcel.
- (26) 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. 2023-04**  
**ALMA LAKES REMOTE RECREATIONAL CABIN SITES**  
**CREATING TRACTS A THROUGH O**  
**WITHIN UNSURVEYED SECTIONS 3, 22, 23, 25-27, 34, 35, T. 10 S., R. 16 W.**  
**FAIRBANKS MERIDIAN, ALASKA**

**Fairbanks Recording District**

If the surveyor determines that additional or different sections or townships are affected by this survey the above description shall be modified accordingly.

Label the File No. Box within the Title Block as follows: **ASLS 20230004**.

The following specific Plat Requirements are in **addition** to those listed in the Attachment for Special Survey Instructions:

- (27) Where established trails bisect new parcels, a public access easement shall be depicted and labeled on the plat. Bearings and distances shall be labeled along the centerline of the public access easement within the parcel. Where the centerline of the easement intersects the parcel boundary, a tie from the nearest property corner, along the parcel boundary, to the centerline intersection of the trail easement shall be shown. The sidelines of the easement shall be depicted with dashed lines and the width of the easement shown. Unless otherwise instructed, public access easements shall be 60' wide, 30' each side of the centerline.
- (28) Parcels located within 50 feet of or bisected by a surveyed or protracted section line, are subject to a 50-foot wide easement on each side of the section line. Refer

to the Method of Survey Procedure section of these Special Survey Instructions for those parcels that are affected.

- (29) Bearings of parcel boundaries shall be listed on the plat in the direction of the parcel corner numbering. For example, if Corner 2 is NE of Corner 1, then the bearing for line C1 to C2 shall be labeled as NE (instead of SW), and so forth around the parcel. For tracts sharing a common boundary, the bearing shall be labeled in the direction of the corner numbering for the tract having the lower tract letter designation.
- (30) Bearings listed in line tables shall run in the direction of the line numbering (L1, L2, L3, etc.), in the same manner as described in Item 29 above.
- (31) Corner accessories, such as bearing trees and reference monuments, shall be listed on the plat in clockwise order, starting in the NE quadrant, in relation to the corner.
- (32) To aid lessees and property owners in finding the monuments marking the corners of their tracts, tables of NAD 83 Geodetic Coordinates for each tract shall be included on the plat. Each table shall include a title labeled "Tract XX, NAD 83 Geodetic Coordinates", and shall list each corner of the tract, along with its corresponding Latitude and Longitude, in degrees-minutes-seconds, rounded to the nearest tenth of a second.

These tables may be shown on the same plat sheet as the tract or the tables for all tracts may be shown on a separate plat sheet. In either case, the following note shall be included near the table(s):

"Note: NAD 83 Geodetic Coordinates, shown in this (these) table(s), are rounded to the nearest tenth of a second and are listed to aid lessees and property owners in finding their boundary corner monuments. These coordinates are not intended to be used for a boundary survey."

### **SUBDIVISION / MONUMENTATION PLAN & PRELIMINARY PLAT SUBMITTAL**

Upon completion of the preliminary field survey, provide DNR with a draft subdivision/monumentation plan (including an AutoCAD \*.dwg file) showing proposed lots and ROWs, any monuments set, proposed solutions to problems, proposed monumentation, as-built information, apparent wetlands & eagle nest trees (if applicable). With the submittal include field notes, annotated computations, legible geo-referenced photographs of all recovered & set monuments and their accessories, proposed parcel closure & area reports, and adjustments made to the parcel boundaries. The subdivision/monumentation plan shall be reviewed and approved by DNR prior to any subdivision lot monumentation. **The first plat submittal shall also show the parcel as staked by the applicant.**

Parcel closure data shall be computed from the same data as labeled on the plat (i.e. bearings rounded to the nearest second and distances rounded to 1/100 of a foot).

After subdivision/monumentation plan approval submit one full size paper copy of the preliminary plat for review. Include the OPUS Solution Report, the OPUS Shared Solution Data Sheet, and any other supporting documentation not previously submitted. The preliminary plat shall be in a final draft format and have notes, certificates, title block and other data (legend, tables, etc.) that the final plat will have.

Upon notice of the 80% monumentation completion submit an AutoCAD \*.dwg showing the subdivision boundary, lot boundaries, control monuments, set primary & secondary monuments in **State Plane Coordinates**. This will be used for the monumentation inspection.

### **PLAT REVIEW PROCESS**

The contractor shall follow the instructions in the Attachment for Special Survey Instructions, with the exception that the contractor will not be charged any plat review fees for this project.

### **DRAFT FINAL PLAT SUBMITTAL(S)**

Upon completion of the final field survey, submit one full size paper copy 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 and full size \*.pdf copy (printable to scale); 3) copies of field notes; 4) a sketch showing traverse point relationships; 5) copies of computations; 6) final parcel closure & area reports; 7) photographs of set and recovered monuments and accessories, 8) supporting documentation not previously submitted (if any), and 9) completed copies of the "Plat Submittal Requirements" and "Plat Checklist" sheets shall be submitted to DNR for review.

### **FINAL MYLAR PLAT SUBMITTAL**

The contractor shall follow the instructions in the Attachment for Special Survey Instructions, with the exception that the contractor will not be charged any plat filing fees for this project.

### **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: \_\_\_\_\_  
Kimra Widmer, PLS  
Land Surveyor

Alma Lakes Remote Recreational Cabin Sites  
ASLS No. 2023-04 --- GSC 863

---

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

Kevin Bow, PLS

Land Survey Manager, Survey Section

KW: KB

Enclosures: Attachment for Special Survey Instructions (Attachment B)  
Plan of Survey (Attachment C)  
Plat Checklist (Attachment D)  
Plat Submittal Requirements Checklist (Attachment E)  
Parcel Description Checklist (Attachment F)  
Evaluation Score Sheet (Attachment G)

Copy: GSC 863  
Tim Shilling, DML&W, NRO (ADL 421360)  
DML&W, NRO, Land Sales (ADL 421360)  
Survey Tracking & Monitoring (Case Type 311, Sub Type 074)

**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: March 13, 2019

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.



**Basis of Bearing**

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.

**Basis of Coordinates**

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.

### **Monuments**

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.

### **Primary Monuments**

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

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

Care shall be taken to ensure that all primary monuments are firmly set and that the hole is backfilled completely with material that is dense enough to support the monument in an upright position for an extended period of time. In instances where monuments are being set in frozen ground and the

excavated material is not sufficient or suitable for backfilling the hole, it will be required to import material from offsite such as bagged pea gravel or other rocky material.

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

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

### **Secondary Monuments**

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. Care shall be taken to ensure that all secondary monuments are firmly set and will remain in an upright position for an extended period of time.

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) It is the responsibility of the surveyor to comply with [12 AAC 36.185](#). Use of Seals. All sheets must include:
  - a) surveyors seal and date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal
  - b) business name, physical address, and telephone number
  - c) project name or identification
  - d) project address or location
  - e) certificate of authorization number issued to the corporation, limited liability company, or limited liability partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.
- (5) All line work on the plat must be in black ink (no gray scale).
- (6) All lettering on the plat must be in black ink (no gray scale) and be accomplished with mechanical lettering equipment.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) Details, as necessary, must be shown at an appropriate indicated scale.

- (11) 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.
- (12) Nomenclature of the survey need appear in the title block only, unless the division specifically states otherwise.
- (13) 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.
- (14) 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.
- (15) 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.
- (16) 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.
- (17) 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/>).
- (18) 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)

- (19) Any approval or any other certificates or notes that may be required by the local Platting Authority shall be drafted on the plat.
- (20) 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 20a*):

**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'

- (21) 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.
- (22) 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.
- (23) 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.
- (24) The plat shall show the legal parcel identifiers for all lands surrounding the survey. Indicate all water body names adjacent to the survey.
- (25) 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.*"
- (26) 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 05.240(d)(1)(B), and Director’s Fee Order Number 3 dated June 12, 2018, plat review fees are **\$1,200** for the first parcel or tract, for up to **40** hours of staff time, and **\$160** for each additional parcel or tract, for up to **4** hours of staff time per additional parcel or tract, with the second review at no charge. For the third review and each additional review, fees are **\$400** each for the first parcel or tract per plat for up to **13** hours of staff time, and **\$160** for each additional parcel or tract, for up to **5.5** hours of staff time per parcel or tract per plat. In accordance with 11 AAC 05.240(d)(2), if the review cannot be completed within the allotted staff times, each additional hour in excess of the listed staff hours will be **\$75.00**. Please remit a check or money order payable to the State of Alaska and note the survey number in the “memo” line along with the first plat submittal, and if necessary the third and each additional submittal.

Plat review fees are subject to change per applicable regulations.

### **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.

In accordance with 11 AAC 04.010(a)(14), the plat filing fee is \$20.00 for the first sheet and \$5.00 for each additional sheet.

Recording fees are subject to change per applicable regulations.

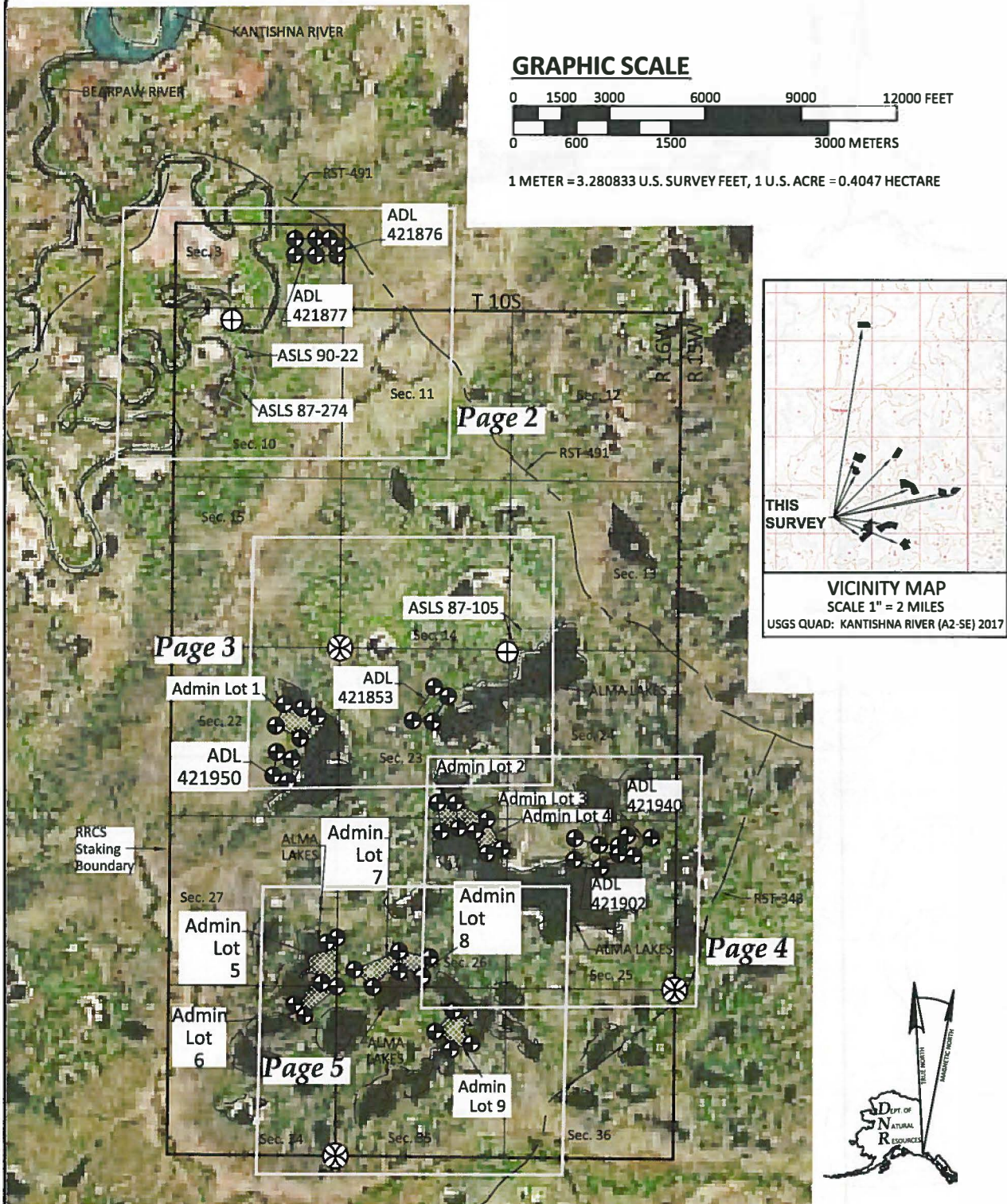
### **MODIFICATION OF INSTRUCTIONS**

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.

# ALMA LAKES RRCS STAKING DIAGRAM

LOCATED WITHIN TOWNSHIP 10 SOUTH, RANGE 16 WEST, FAIRBANKS MERIDIAN, ALASKA



**PLAN OF SURVEY**  
ASLS No. 2023-04 GSC 863  
**ALMA LAKES RRCS**  
LOCATED WITHIN SECTIONS  
3, 22, 23, 25-27, 34 AND 35,  
TOWNSHIP 10 SOUTH, RANGE 16 WEST,  
FAIRBANKS MERIDIAN, ALASKA

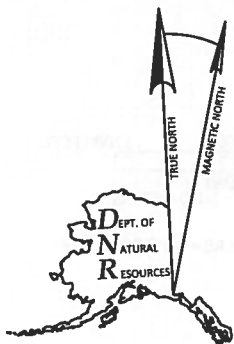
LEGEND	
	BLM/GLO MONUMENT TO BE RECOVERED/RESET
	PRIMARY MONUMENT TO BE RECOVERED/RESET
	PRIMARY MONUMENT TO BE SET
	SECTION LINE
	PREVIOUSLY SURVEYED ALASKA STATE LAND SURVEY
	ORDINARY HIGH WATER
	STAKED PARCELS
	PROPOSED ADMINISTRATIVE PARCELS

SCALE: 1"=3000'
DRAWN BY: KW
DATE: 03/17/2023
PAGE: 1 OF 5
DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND & WATER 550 WEST 7TH AVE., SUITE 650 ANCHORAGE ALASKA 99501 (907) 269-8523

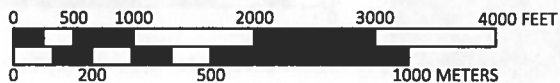


# ALMA LAKES RRCS STAKING DIAGRAM

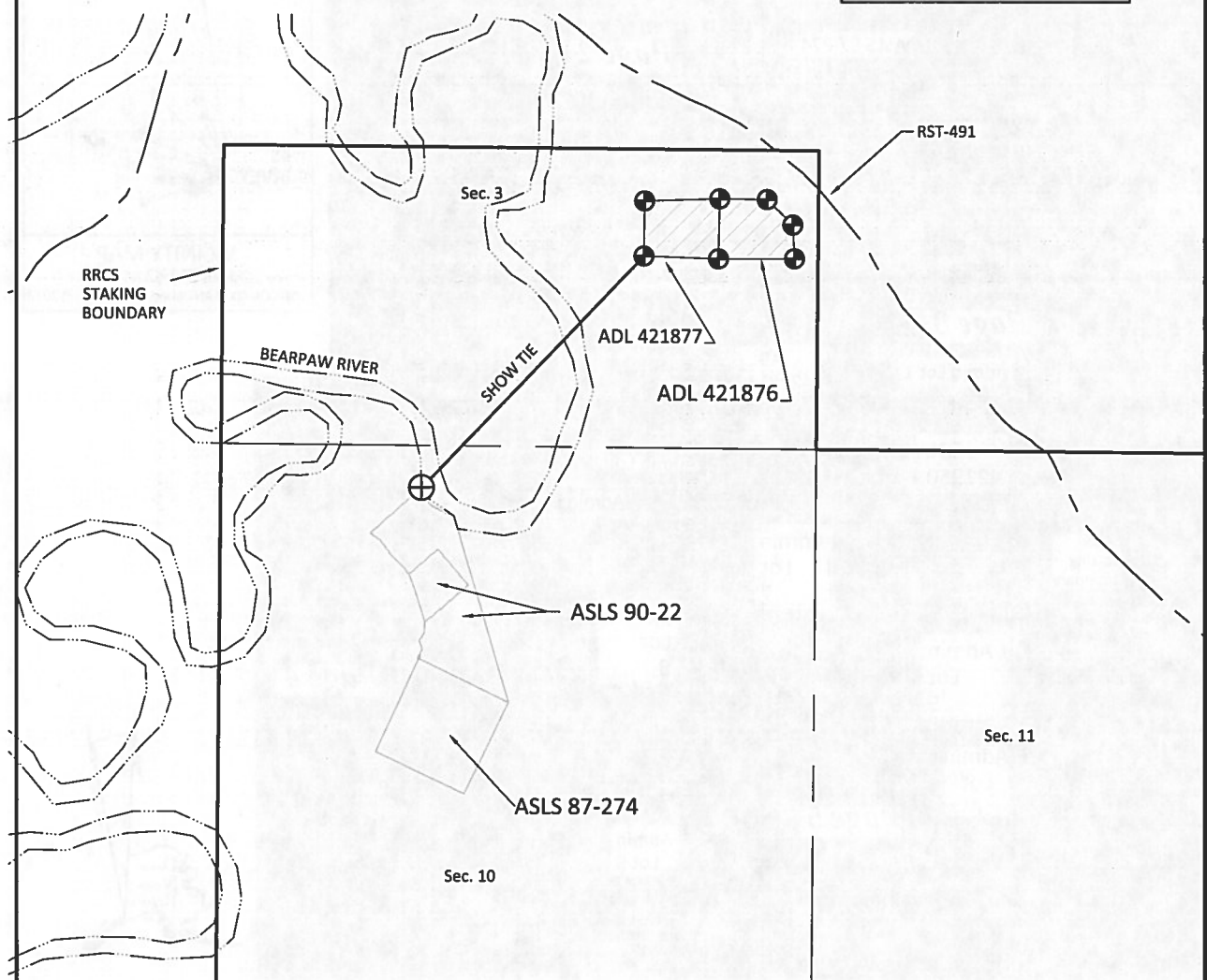
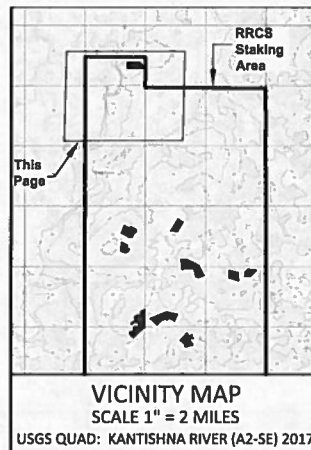
LOCATED WITHIN TOWNSHIP 10 SOUTH, RANGE 16 WEST, FAIRBANKS MERIDIAN, ALASKA



## GRAPHIC SCALE



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



## PLAN OF SURVEY

ASLS No. 2023-04 GSC 863

### ALMA LAKES RRCS

LOCATED WITHIN SECTIONS  
3, 22, 23, 25-27, 34 AND 35,  
TOWNSHIP 10 SOUTH, RANGE 16 WEST,  
FAIRBANKS MERIDIAN, ALASKA

## LEGEND



BLM/GLO MONUMENT TO BE RECOVERED/RESET  
PRIMARY MONUMENT TO BE RECOVERED/RESET  
PRIMARY MONUMENT TO BE SET



SECTION LINE



PREVIOUSLY SURVEYED ALASKA STATE LAND SURVEY



ORDINARY HIGH WATER



STAKED PARCELS



PROPOSED ADMINISTRATIVE PARCELS

SCALE: 1"=1000'

DRAWN BY: KW

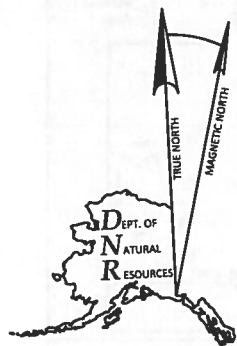
DATE: 03/17/2023

PAGE: 2 OF 5

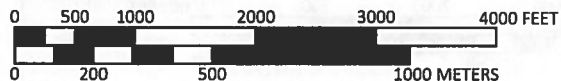
DEPARTMENT OF  
NATURAL RESOURCES  
DIVISION OF MINING,  
LAND & WATER  
550 WEST 7TH AVE., SUITE 650  
ANCHORAGE ALASKA 99501  
(907) 269-8523

# ALMA LAKES RRCS STAKING DIAGRAM

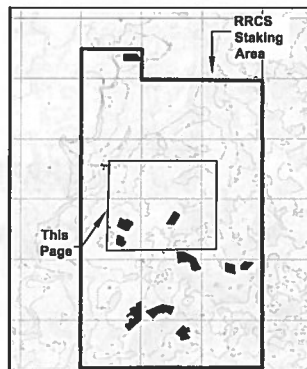
LOCATED WITHIN TOWNSHIP 10 SOUTH, RANGE 16 WEST, FAIRBANKS MERIDIAN, ALASKA



## GRAPHIC SCALE



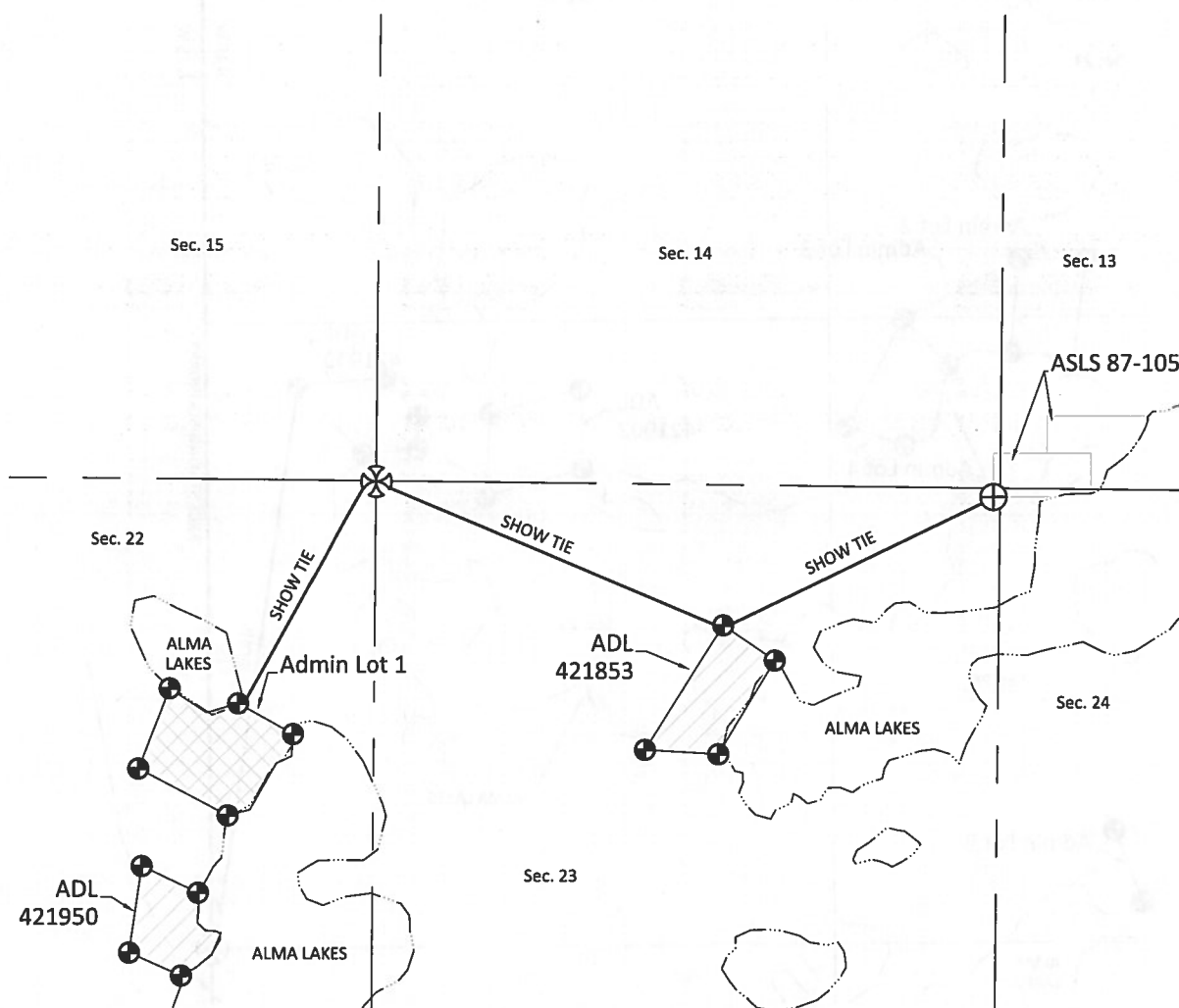
1 METER = 3.280833 U.S. SURVEY FEET, 1 U.S. ACRE = 0.4047 HECTARE



## VICINITY MAP

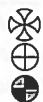
SCALE 1" = 2 MILES

USGS QUAD: KANTISHNA RIVER (A2-SE) 2017



**PLAN OF SURVEY**  
ASLS No. 2023-04 GSC 863  
**ALMA LAKES RRCS**  
LOCATED WITHIN SECTIONS  
3, 22, 23, 25-27, 34 AND 35,  
TOWNSHIP 10 SOUTH, RANGE 16 WEST,  
FAIRBANKS MERIDIAN, ALASKA

## LEGEND



BLM/GLO MONUMENT TO BE RECOVERED/RESET

PRIMARY MONUMENT TO BE RECOVERED/RESET

PRIMARY MONUMENT TO BE SET

SECTION LINE

PREVIOUSLY SURVEYED ALASKA STATE LAND SURVEY

ORDINARY HIGH WATER

STAKED PARCELS

PROPOSED ADMINISTRATIVE PARCELS

SCALE: 1"=1000'

DRAWN BY: KW

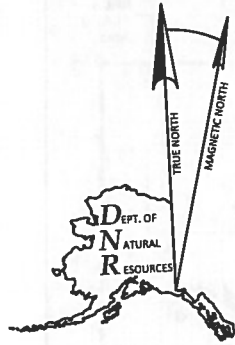
DATE: 03/17/2023

PAGE: 3 OF 5

DEPARTMENT OF  
NATURAL RESOURCES  
DIVISION OF MINING,  
LAND & WATER  
550 WEST 7TH AVE., SUITE 650  
ANCHORAGE ALASKA 99501  
(907) 269-8523

# ALMA LAKES RRCS STAKING DIAGRAM

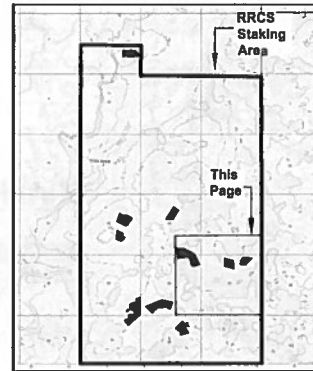
LOCATED WITHIN TOWNSHIP 10 SOUTH, RANGE 16 WEST, FAIRBANKS MERIDIAN, ALASKA



## GRAPHIC SCALE



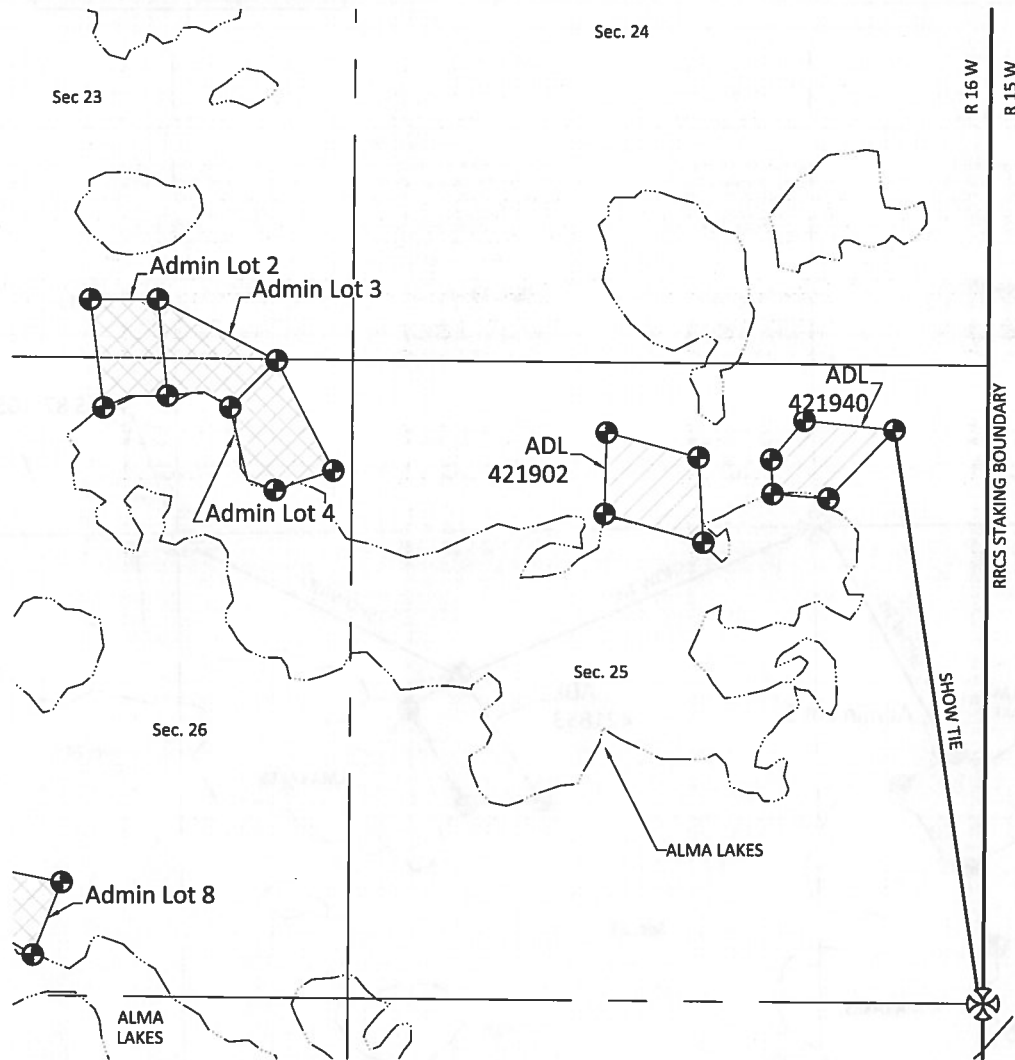
1 METER = 3.280833 U.S. SURVEY FEET, 1 U.S. ACRE = 0.4047 HECTARE



## VICINITY MAP

SCALE 1" = 2 MILES

USGS QUAD: KANTISHNA RIVER (A2-SE) 2017



## PLAN OF SURVEY

ASLS No. 2023-04 GSC 863

### ALMA LAKES RRCS

LOCATED WITHIN SECTIONS  
3, 22, 23, 25-27, 34 AND 35,  
TOWNSHIP 10 SOUTH, RANGE 16 WEST,  
FAIRBANKS MERIDIAN, ALASKA

## LEGEND



BLM/GLO MONUMENT TO BE RECOVERED/RESET

PRIMARY MONUMENT TO BE RECOVERED/RESET

PRIMARY MONUMENT TO BE SET

SECTION LINE

PREVIOUSLY SURVEYED ALASKA STATE LAND SURVEY

ORDINARY HIGH WATER

STAKED PARCELS

PROPOSED ADMINISTRATIVE PARCELS

SCALE: 1"=1000'

DRAWN BY: KW

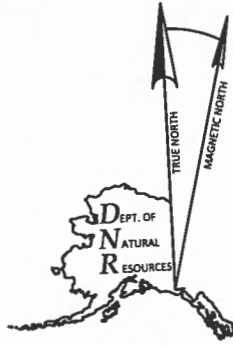
DATE: 03/17/2023

PAGE: 4 OF 5

DEPARTMENT OF  
NATURAL RESOURCES  
DIVISION OF MINING,  
LAND & WATER  
550 WEST 7TH AVE., SUITE 650  
ANCHORAGE ALASKA 99501  
(907) 269-8523

# ALMA LAKES RRCS STAKING DIAGRAM

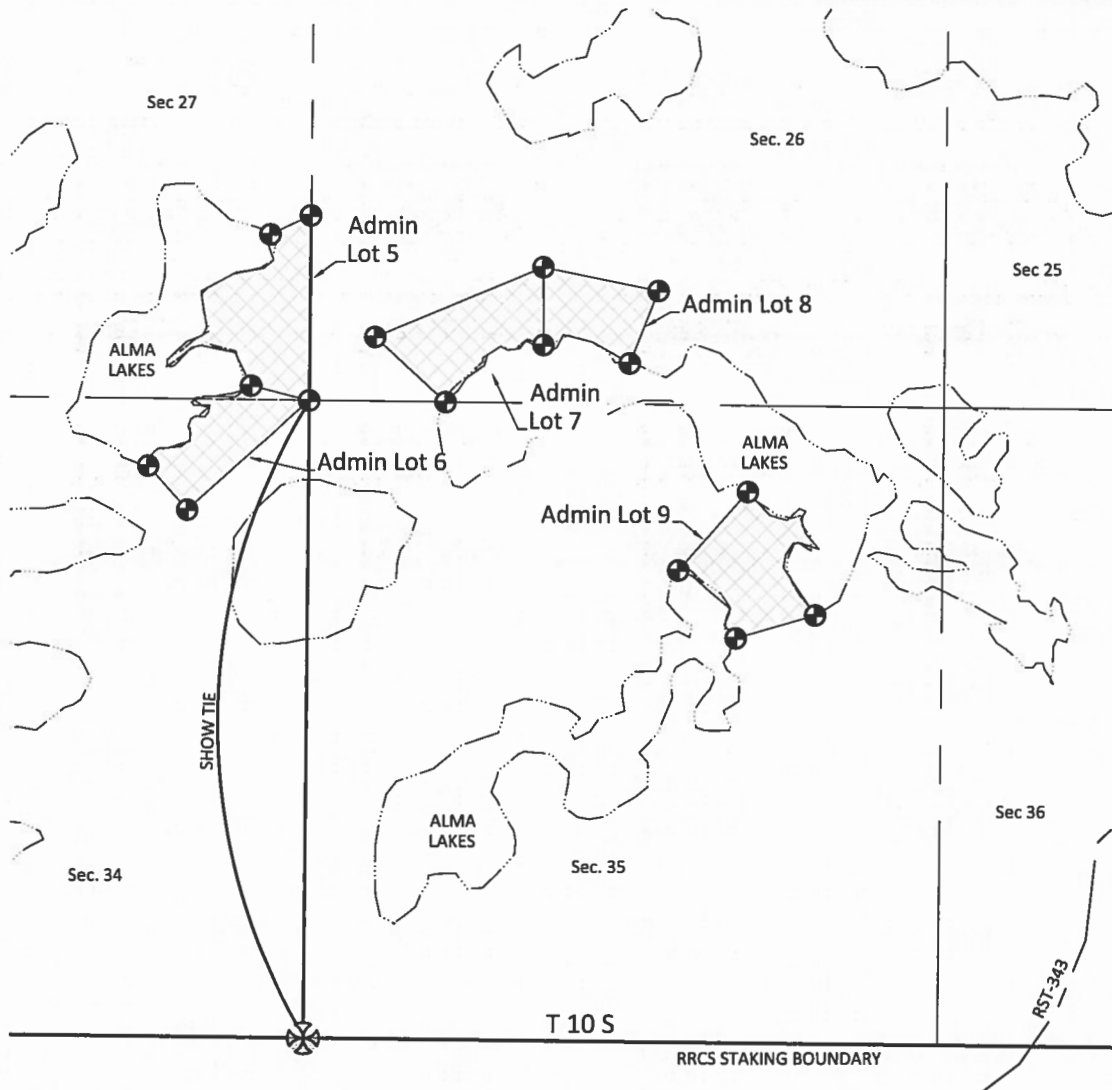
LOCATED WITHIN TOWNSHIP 10 SOUTH, RANGE 16 WEST, FAIRBANKS MERIDIAN, ALASKA



## GRAPHIC SCALE



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



**PLAN OF SURVEY**  
ASLS No. 2023-04 GSC 863  
**ALMA LAKES RRCS**  
LOCATED WITHIN SECTIONS  
3, 22, 23, 25-27, 34 AND 35,  
TOWNSHIP 10 SOUTH, RANGE 16 WEST,  
FAIRBANKS MERIDIAN, ALASKA

## LEGEND



BLM/GLO MONUMENT TO BE RECOVERED/RESET

PRIMARY MONUMENT TO BE RECOVERED/RESET

PRIMARY MONUMENT TO BE SET

SECTION LINE

PREVIOUSLY SURVEYED ALASKA STATE LAND SURVEY

ORDINARY HIGH WATER

STAKED PARCELS

PROPOSED ADMINISTRATIVE PARCELS

SCALE: 1"=1000'

DRAWN BY: KW

DATE: 03/17/2023

PAGE: 5 OF 5

DEPARTMENT OF  
NATURAL RESOURCES  
DIVISION OF MINING,  
LAND & WATER  
550 WEST 7TH AVE., SUITE 650  
ANCHORAGE ALASKA 99501  
(907) 269-8523



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## 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  
TTY: 711 or 800-770-8973  
Fax: 907.269.8916

### 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 and border configuration, an example of which is available on the DNR Survey Section webpage at <http://dnr.alaska.gov/mlw/survey/>.
- ☐ 3) All sheets have the official division title block per the Special Survey Instructions.
- ☐ 4) It is the responsibility of the surveyor to comply with 12 AAC 36.185. Use of Seals. All sheets must include:
  - ☐ a) surveyors seal and date each time the registrant signs and seals a document by electronically or manually inserting the date within the seal or within two inches of the seal
  - ☐ b) business name, physical address, and telephone number
  - ☐ c) project name or identification
  - ☐ d) project address or location
  - ☐ e) certificate of authorization number issued to the corporation, limited liability company, or limited liability partnership to practice architecture, engineering, land surveying, or landscape architecture, if applicable.
- ☐ 5) The plat is prepared in black ink (no gray scale) and with mechanical lettering equipment.
- ☐ 6) 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.
- ☐ 7) 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.
- ☐ 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 is a multiple of 10.
- ☐ 9) Details are shown at an appropriate indicated scale.



10) 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.

☐

11) Nomenclature of the survey is in the title block.

☐

12) 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 OPUS solutions on two or more monumented points.

☐

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 OPUS solution. 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," and a completed "GPS Station Observation Log." The NGS Opus Solution Report shows sufficient GPS data for minimum of an OPUS-RS solution.

☐

13) 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.

☐

14) 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.

☐

15) The date of plat preparation and date of north arrow declination are shown.

☐

16) 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.")

☐

17) All notes are shown as required by the General Survey Instructions.

- ☐ 18) All notes are shown as required by the Special Survey Instructions.
- ☐ 19) 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.
- ☐ 20) 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 propertyline intersection dimensions, on the plat. Easements are identified by legal creating source, i.e. statute, regulation, plat or ADL No.
- ☐ 21) 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.
- ☐ 22) 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."
- ☐ 23) 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. Name, Address and Phone number of the surveyor are in the upper right-hand corner of the title block.
- ☐ 24) 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.
- ☐ 25) The exact marks on all monuments recovered and set are shown on the plat with data pertaining to bearing trees and/or monument accessories established. **Recommended format:**

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



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## 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  
TTY: 711 or 800-770-8973  
Fax: 907.269.8916

### 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 per Director's Fee Order Number 3 dated June 12, 2018.
- ☐ 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.: \_\_\_\_\_ ASLS No. \_\_\_\_\_

Lot / Tract No. \_\_\_\_\_; Block No. \_\_\_\_\_

### TOPOGRAPHY/USABLE LAND

Approximate % of land area that has slopes of 25% or more:

\_\_\_\_\_

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

### ACCESS

Fronts dedicated right-of-way ☐ Yes ☐ No

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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.

Project: **Alma Lakes RRCS**  
 GSC No.: 863  
 RFP No.: **230000023**

Firm: \_\_\_\_\_  
 Evaluator Number: \_\_\_\_\_  
 Evaluation Date: \_\_\_\_\_

## **PROPOSAL EVALUATION SCORE SHEET**

### **UNDERSTANDING THE PROJECT**

25% - AVAILABLE POINTS - 250

- |        |   |                |
|--------|---|----------------|
| 30 pts | 1. Did the offeror follow the instructions in the IRFP concerning the introduction <u>cover letter</u> ? Does the cover letter state whether or not <u>subcontractors or a joint venture</u> will be used, and if so, fully identify them; clearly acknowledge that the <u>project completion date</u> is a fixed date; and include a clear commitment that the offeror will be available for <u>negotiations</u> ? (Note: If the <u>cover letter</u> does not contain a statement as to whether or not the offeror has a possible <u>conflict of interest</u> ; is not <u>signed</u> by an authorized company official; does not contain the offeror's <u>contact information</u> ; does not identify whether or not the firm qualifies for the <u>Alaska Bidder/Alaska Offeror Preference</u> ; or does not confirm that the offeror will <u>comply</u> with all provisions in the RFP; the proposal may be determined non-responsive and be rejected.) | _____<br>Score |
| 35 pts | 2. Is the proposal well organized and clearly understandable?   | _____<br>Score |
| 25 pts | 3. Does the proposal clearly identify: the contact person, the project manager, the field supervisor, party chiefs, and the platting supervisor?  | _____<br>Score |
| 65 pts | 4. Has the offeror demonstrated a clear understanding of the project goals, final product, deliverables, and does the proposal specifically address this project?   | _____<br>Score |
| 25 pts | 5. Does the proposal adequately address (if applicable): platting requirements (DNR & Borough), required attendance at borough meetings, number of plat sheets, proposed plat scale, and the submittal items required for DNR review?   | _____<br>Score |
| 25 pts | 6. Has the proposal addressed logistics (where relevant items to consider may include: mobilization, demobilization, lodging, transportation, communications, and field office setup)?  | _____<br>Score |
| 45 pts | 7. Did the offeror identify pertinent issues, potential problems and proposed solutions?  | _____<br>Score |

250 Total Points

Sub Total

\_\_\_\_\_

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

Project: **Alma Lakes RRCS**  
 GSC No.: 863  
 RFP No.: **230000023**

Firm: \_\_\_\_\_  
 Evaluator Number: \_\_\_\_\_  
 Evaluation Date: \_\_\_\_\_

### **METHODOLOGY and PROPOSED WORK PLAN**

40% - AVAILABLE POINTS - 400

- |        |   |                |
|--------|---|----------------|
| 65 pts | 1. Is the proposed methodology and work plan discussion complete, practical and feasible?   | _____<br>Score |
| 65 pts | 2. Did the offeror specifically address the methodology for this project, including field and office procedures?  | _____<br>Score |
| 50 pts | 3. Did the offeror address all Tasks and Sub-Tasks as listed in the Deliverables Section?   | _____<br>Score |
| 15 pts | 4. Is the proposed project schedule complete and realistic?   | _____<br>Score |
| 25 pts | 5. Does the proposal's work plan clearly identify <i>estimated hours</i> of staff time expected for the fieldwork, and is the proposed time commensurate with the scope of work and complexity of the project?  | _____<br>Score |
| 25 pts | 6. Does the proposal's work plan clearly identify <i>estimated hours</i> of staff time expected for computations and platting, and are the proposed times commensurate with the scope of work and complexity of the project?  | _____<br>Score |
| 20 pts | 7. Does the proposal's work plan clearly identify <i>estimated hours</i> of staff time expected for project management, and is the proposed time commensurate with the scope of work and complexity of the project?   | _____<br>Score |
| 20 pts | 8. Does the proposal provide for adequate support in terms of personnel and time?   | _____<br>Score |
| 10 pts | 9. Does the proposal address field safety procedures?   | _____<br>Score |
| 25 pts | 10. Does the offeror's proposal clearly identify whether or not the firm proposes to complete all portions of the work without subcontractors? If the offeror proposes to subcontract, has the offeror complied with the requirements of the <u>Subcontractors section of the IRFP</u> ? Are the subcontractor and the amount and type of work being subcontracted adequately identified? (Air charter is not a subcontractor.) | _____<br>Score |
| 40 pts | 11. Does the proposal address how quality control and quality assurance will be maintained for the fieldwork?   | _____<br>Score |
| 40 pts | 12. Does the proposal address how quality control and quality assurance will be maintained for the platting?  | _____<br>Score |

400 Total Points

Sub Total \_\_\_\_\_

Project: **Alma Lakes RRCS**  
 GSC No.: 863  
 RFP No.: **230000023**

Firm: \_\_\_\_\_  
 Evaluator Number: \_\_\_\_\_  
 Evaluation Date: \_\_\_\_\_

### **EXPERIENCE AND QUALIFICATIONS**

25% - AVAILABLE POINTS - 250

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

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

### **ALASKA OFFEROR PREFERENCE**

10% - AVAILABLE POINTS - 100

100 pts	Does the offeror meet the requirements for an Alaska Offeror?	_____ Score
1000 Total Points		Proposal Total _____

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

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