SCOPE OF WORK

Boundary Surveys for Land Acquisition

Various Parcels
City of Linden, Union County, N.J.

PROJECT NO. P1126-00

STATE OF NEW JERSEY

Honorable Chris Christie, Governor
Honorable Kim Guadagno, Lt. Governor

DEPARTMENT OF THE TREASURY

Andrew P. Sidamon-Eristoff, Treasurer

DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director

Date: 02-02-15
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I. OBJECTIVE

The objective of this project is to complete a boundary survey of 43 residential properties located in the City of Linden, Union County, New Jersey. Surveys are to be completed in accordance with DEP’s Green Acres Program “Scope of Survey and Standard Detail Requirements”.

II. CONSULTANT QUALIFICATIONS

A. SURVEY CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Survey Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the P015 Land Surveying Professional Discipline and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in all other disciplines necessary to complete the project as described in this Scope of Work (SOW).

III. PROJECT SCHEDULE

A. SCHEDULE

The survey work shall be completed and delivered within a maximum of 50 calendar days of notice to proceed.

Corner markers (monuments) shall be set within 30 calendar days of notice of completion of demolition of each property or each contiguous group of properties. Note that setting corner markers may be completed between three (3) and thirty six (36) months after completion of the survey of each property.

B. CONSULTANT’S PROPOSED SCHEDULE

The Survey Consultant shall submit a project schedule with their technical proposal. The bar chart schedule developed by the Survey Consultant shall reflect their recommended project activities and durations.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Survey Consultant.
This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with clarity and comprehensiveness of the submission.

IV. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The properties to be surveyed in this project are located in the City of Linden and are shown in Exhibit “A” (2 pages).

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DEP Project Manager:

   Name:  Mark Ashton, Program Specialist
   Address:  DEP Green Acres Program
             Mail Code 501–01 P.O. Box 420
             Trenton, NJ 08625-0420
   Phone No:  609-984-0496
   E-Mail:  mark.ashton@dep.nj.gov

2. DPMC Representative:

   Name:  Walter Fernandez, Assistant Deputy Director
   Address:  Division of Property Management & Construction
             20 West State Street, 3rd Floor
             Trenton, NJ 08608
   Phone No:  609-292-1368
   E-Mail:  walter.fernandez@treas.nj.gov

V. PROJECT DEFINITION

A. BACKGROUND

The Blue Acres program, administered by the NJ Department of Environmental Protection, was created to acquire lands in coastal areas that have been damaged by storms, that may be prone to
storm damage, or that buffer or protect other lands from storm damage, for recreation and conservation purposes.

As a result of Hurricane Sandy in October 2012, properties included in this project were identified for purchase under the Blue Acres program.

It is the State’s intention to purchase the properties from willing sellers, under separate contract demolish the structures and restore the properties to a natural undeveloped state.

VI. CONSULTANT RESPONSIBILITIES

A. PROJECT CORRESPONDENCE

Survey Consultant shall copy the DPMC Representative identified in Paragraph IV.B. on all project correspondence mailed/distributed/transmitted to the DEP Project Manager. Correspondence shall be mailed/distributed/transmitted to both representatives concurrently.

B. GENERAL SURVEY REQUIREMENTS

Surveys shall be prepared in accordance with DEP’s Green Acres Program, “Scope of Survey Services and Standard Detail Requirements” dated July 1, 2013, section “3. Surveying Standards and Standards of Care” through section “10. Sample Forms and Text”, except as noted below.

Note that Survey Consultants are required to comply with Paragraph “5.2 Notification of Parties and Surveyors Right of Entry”.

The “Scope of Survey Services and Standard Detail Requirements” is available at:


Note that the State shall provide copies of the Title Reports for all properties identified in this Scope of Work to the Survey Consultant awarded this contract.

C. PRELIMINARY DELIVERABLE REVIEW

The Survey Consultant shall submit a preliminary set of deliverables for at least one surveyed property for review and comment prior to preparing and submitting all deliverables for all properties. This will reduce the number of revisions and corrections necessary throughout the project.
D. PROJECT SPECIFIC SURVEY REQUIREMENTS

1. Only property boundary surveys are required. No vertical data is required for this contract.

2. Corner markers are to be set upon completion of demolition of all structures on the property.

3. The location of corner markers to be set will be determined by the Project Manager based upon the configuration of parcels whose owners opted to participate in the Blue Acres program. Individual parcel surveys are to show only any corner markers found.

4. Property Photographs:
   a. Submit a single paper color photo showing vacant land and include the color digital image on the deliverable CD submitted.
   b. If the site is not vacant at the time of survey, submit a single paper color photo and color digital image on the CD at the time corner markers are installed, post demolition.
   c. Surveyor Consultant shall be notified by the Project Manager once demolition is complete.

5. Improvements well within the boundaries of the premises need only be located and shown on the plan in a general manner. Physical features that are near the boundaries or encroach on the boundaries, such as fences, buildings, concrete, asphalt or similar items that influence title interests and/or boundary line determination shall be accurately located on the plan. The Surveyor Consultant shall notify the Project Team of encroachments as they are discovered (rather than waiting for completion of final plans), identifying the property affected, type of encroachment, and general location so that Blue Acres negotiators can address these matters with the property owners. An email notice with preliminary plan showing the encroachment(s) serve as appropriate notification.

   Preliminary review of one property survey is required when the Surveyor Consultant begins plan preparation, so that format and content can be reviewed and comments returned prior to completion of the entire survey package. This will assist the Surveyor Consultant in minimizing corrections and revisions to documents submitted for final review.

   Final plans shall include a factual note stating either: "Property is unimproved"; or "Property contains (name specific features such as dwelling, structures, etc.) but have been shown only in general location per contract with NJDEP Green Acres Program, as all buildings, structures and improvements are to be demolished post acquisition by NJDEP."

6. If NJDEP is the owner of the parcel in question at the time of completion of the survey, provide deed information for that acquisition as well as name and deed information for the former owner. If NJDEP is the owner of the parcel in question at the time of completion of the survey but the deed has not yet been recorded, so state in a note on the plan and provide
name and deed information for the former owner. The former owner is hereafter referred to as “N/F owner.”

7. Adjoining parcels under common ownership (by the N/F owner) can be surveyed, monuments placed, and described as a single unit. Do not set markers that will be interior to ultimate NJDEP ownership.

8. Project Composite Location Plan
   a. In addition to the separate plans and descriptions for each lot or each group of lots per N/F owner, produce a composite location map for the entire project labeled "Blue Acres Project Map". The Blue Acres Project Map shall be a scaled mosaic or drawing of tax map lots (not strictly a copy from a tax map) identifying all of the lots comprising this project by N/F owner’s name, Owner ID (or File) #, tax block and lot number, municipality, county and street address. The composite map will also serve as the record map showing monuments and corner markers set. Upon completion of demolition the DEP representative will determine the lots actually acquired and mark a plan for the Survey Consultant showing the proposed corner markers to be set based on final participating lot configurations. After corner markers are set the composite map will be updated by the Survey Consultant to show locations of markers set and will include a table of corner markers with the identifying number, type of marker set, and NJSPCS ground coordinates of each point. The surveyor will add certification language that the monuments were set and sign and seal the drawing.

   b. Provide a full-sized PDF of this signed Project Map in each CD deliverable as well as full-sized PDF’s of each individual signed acquisition site (which may be comprised of multiple contiguous lots in the same ownership).

   c. One Surveyor’s Certification and Summary Form and one paper project map as above must accompany each set of plans and descriptions per each N/F owner.

E. CORNER MARKER (MONUMENT) SETTING

Corner markers shall be set in accordance with DEP’s Green Acres Program, “Scope of Survey Services and Standard Detail Requirements” dated July 1, 2013, paragraph “5A. Monuments”, except as noted below:

1. It is estimated that 100 corner markers will be set under this project. For purposes of this proposal assume 50 concrete monuments and 50 capped pins.

2. Corner markers are to be set upon completion of demolition of all structures on the property, or as directed by the Project Manager.
3. The Project Manager shall advise the Survey Consultant when the demolition is complete and ready for corner markers to be set.
   
a. Demolition of structures on each lot may be completed between three (3) and thirty six (36) months after completion of the survey.
   
b. Corner markers shall be set within 30 calendar days of notification by the Project Manager.
   
5. Consultant shall estimate the cost to set 100 corner markers over a period of 36 months from completion of the surveys as noted above and enter that amount on their fee proposal line item entitled “Corner Marker Setting Allowance”, refer to paragraph VIII.A. Payment for corner marker placement shall be made based on the actual number of markers installed at the unit price established in the allowance.

F. PROJECT COMMENCEMENT

A project kick off meeting shall be held prior to the start of work. Agenda shall include:

1. Project Directory:
   
Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the survey phases of this project.

2. Site Access:
   
Develop plans to access the project sites and provide the names and phone numbers of approved escorts if applicable.

3. Scope of Work:
   
Review the administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing requirements, special hours for site visits, safety and security needs and weather restrictions shall be addressed.

4. Project Schedule:
   
Review and update the project schedule as necessary with the Project Team members.
G. MEETINGS & PRESENTATIONS

Conduct the appropriate number of review meetings with the Project Team members, if necessary, during the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Survey Consultant shall describe the philosophy and process used in the development of the survey criteria and the various alternatives considered to meet the project objectives. Selected surveys, cost estimates, schedules, and other relevant information shall be presented to support the solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, survey schedule requirements, safety and security restrictions, etc.

It shall also be the responsibility of the Survey Consultant to arrange and require all critical Sub-Consultants to be in attendance at the study review meetings, as applicable.

Record the minutes of each meeting and distribute within seven (7) calendar days to all attendees and those persons specified to be on the distribution list by the Project Manager.

VII. LIQUIDATED DAMAGES

The Survey Consultant understands that in the event its performance is not timely, the State will be harmed and the project delayed, but that the State’s damages will be difficult to calculate. Therefore, the Survey Consultant agrees that it shall be liable for Liquidated Damages as follows:

a. for failure to deliver the survey for each property within 50 calendar days of issuance of the notice to proceed, in the amount of $5 per business day per property not delivered, up to a maximum of $5,000 in total liquidated damages.

b. for failure to set the corner markers within 30 calendar days of notice of demolition completion for each property, in the amount of $5 per day per property not completed, up to a maximum of $5,000 in total liquidated damages.

The State shall have the sole discretion to allow a grace period or toll the time periods for the completion of the survey or the placement of the markers.

The State shall assess liquidated damages and deduct the liquidated damages, if any, from any payment made to the Survey Consultant.

These liquidated damages shall take precedence over any conflicting provisions in the General Conditions to the Consultant Agreement accompanying this RFP.
VIII. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Survey Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9d form is done at the Consultant’s own financial risk.

IX. ALLOWANCES

A. CORNER MARKER SETTING ALLOWANCE

Consultant shall estimate the cost to set 100 corner markers over a period of 36 months from completion of the survey as noted in paragraph VI.C. and enter that amount on their fee proposal line item entitled “Corner Marker Setting Allowance”. Consultant shall attach to their fee proposal a cost breakdown sheet, for use by DPMC during the proposal review and potential fee negotiations, that includes unit prices for:

One (1) Concrete Corner Marker set in place: $________
One (1) Steel Pin Corner Marker set in place: $________

Payment for corner marker placement shall be made based on the actual number of markers installed at the unit price.

Any funds remaining in the Corner Marker Setting Allowance shall be returned to the State at the close of the project.

X. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

1. Refer to “Scope of Survey Services and Standard Detail Requirements” dated July 1, 2013, Section 8. Deliverables:

8.1 Copies of Notifications – Letterhead Standard Notice
8.1.1 Division Fax Notification – Required -
8.1.2 Property Owner Notification – Required
8.1.3 Police Department Notification – Required
8.1.4 Adjoiner Notification – As Necessary
8.1.5 Misc. Notification (Utility, etc.) – As Necessary

8.3 Parcel Closure - Precision/Radial Error/Area (individual site or lot closure for each acquisition site)

8.4 Full size Paper Copies (15) of Survey Plan

8.6 Metes and Bound Description and Reduced Survey Plan (15 copies)

8.7 Digital Files on Compact Disk (CD) (2 copies of CD required)
   - Cover Label on Digital Media Disk:
     - Property Owner Name and Owner ID#
     - Project Number & Name
     - Municipal Tax Block and Lot numbers
     - Municipality & County
     - Survey Firm
     - Date of Survey
     - Survey Reference Number.
   CD Contains:
   8.7-1 Descriptions
   8.7-2 AutoCAD .dwg
   8.7-3 Full size, signed and sealed, drawing in “.pdf” format
   8.7-4 Linework (each acquisition site) .dxf format

8.8 Surveyor’s Certification and Summary Form
One signed and sealed copy required per each owner survey plan, which reports separately each lot depicted on the plan

8.10 Corner Marker Description Sheets
   - Corner Number /Character of Mark
   - Project Information/Seller Information
   - Location of Mark
   - Survey Firm
   - Cap Detail
   - Sketch with field witness marks
   - Photograph of south side of mark, looking northward.

2. Project Specific Deliverables, refer to paragraph VII.B. Project Specific Requirements:
4. Property Photographs
   • Paper copy
   • Digital copy on each property CD

8. Project Composite Location Plan
   • Paper copy, signed and sealed, for each property
   • Signed and sealed “.pdf” copy on each CD deliverable
XI. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY:  
JAMES MCKENNA, MANAGER  
DPMC PROJECT PLANNING & INITIATION  

DATE: 2/4/15

SOW APPROVED BY:  
WALTER FERNANDEZ, ASST. DEPUTY DIRECTOR  
DIV PROPERTY MGT & CONSTRUCTION  

DATE: 2/6/15

SOW APPROVED BY:  
MARK ASHTON, PROGRAM SPECIALIST  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  

DATE: 2/3/15

SOW APPROVED BY:  
RICHARD FLODMAND, DEPUTY DIRECTOR  
DIV PROPERTY MGT & CONSTRUCTION  

DATE: 2/11/15
XII EXHIBITS

A. Linden City, Property Location for Green Acres Surveys (2 pages)

END OF SCOPE OF WORK
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