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## **ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE**

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**DIVISION:**            **Transportation & Development**

**SECTION:**            **Real Property/Survey**

**PROCEDURE #:**    **ERE-1**

**SUBJECT:**            **Contract Surveys**

**DATE:**                **11/13/01**      **REVISION #:**

**PREPARED BY:**    **Bob Wigglesworth**

**APPROVED BY:**    **Matthew Dominy, P.E., Director Of Public Works**

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**POLICY:**            **To develop streamlined and effective process for ordering Surveys.**

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The Real Property Coordinator's Office (RPC) will undertake the following tasks when they are presented with a request for field survey work that cannot be completed by in-house forces:

1. Discuss the reason for the survey with the requesting party(s) to determine the type of data needed.
2. Research in-house files for deeds, maps, etc. that may be of value to the survey crew.
3. Review the site for additional information.
4. Prepare a scope of services based upon the type of data needed.
5. Begin a project file.
6. Submit written request and scope along with copies of the research material to one of the contract surveyors to determine a not-to-exceed cost and time.
7. Meet the surveyor on site for clarification of scope, if needed.
8. Review surveyors cost and time proposal.
9. Notify surveyor with Notice-to-Proceed (sample letter attached).
10. Submit Notice-to-Proceed, Requisition Form (sample attached), cost of proposal and original request to Fiscal Assistant for project charging and obtaining purchase order.

Two preliminary survey maps are furnished for in-house review after completion of survey. After submission of the maps, the RPC will:

1. Check the map against scope and the requirements of good survey practices.
2. Performs enough on-site review to verify preliminary survey map against field conditions.
3. Send marked-up print to surveyor for revisions and or additions, if needed.

After all additions and corrections, if any, have been completed, the surveyor submits a final invoice (based upon actual time), one uncertified Mylar, at least four certified prints and a disk compatible with AutoCAD, release 14 or higher.

Invoice is reviewed against original submittal. If acceptable, the Real Property Coordinator will sign, date indicating invoice approval. If not acceptable, the Real Property Coordinator will contact the contract surveyor and have invoice reviewed for correctness, corrected and resubmitted.

The original invoice, purchase order, proposal and request to Fiscal Assistant for processing payment.

The RPC's office will file at least one certified print in the job folder and file the uncertified mylar along with at least one certified print in the flat file. The original disk will be filed in the RPC's office.

At least two certified prints and a copy of the disk will be furnished to the requesting party.