

**Work Type Definition and Submittal Requirements**  
**9.4 Design/Location Surveys**

**Work Type Definition**

Page 1 details the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 2-3.

**I. Description**

- A. Design/Location Surveys is defined as the collection and the compilation of field location data necessary to the project design process. The field location data is supported through reports including graphic and data files in formats prescribed by MnDOT standards and policies. See: <http://www.dot.state.mn.us/caes/cadd>

**II. Standards and Specifications**

**Standards and specifications required for a project under this work type may include the following:**

- A. All work produced meets specifications in accordance to the standards listed in Work Type Inputs.  
B. Project Report hard copy containing correlating field and data files.  
C. Traffic control devices are furnished and installed according to the current Field Manual for Temporary Traffic Control Zone Layouts (MN MUTCD)  
D. Field operations are in accordance with Occupational and Safety Health Administration (OSHA) regulations and District safety practices

**III. Provided By MnDOT**

**Information to be supplied by MnDOT for a project may include the following:**

- A. MnDOT Surveying and Mapping Manual  
B. MnDOT Technical Manual  
C. MnDOT Technical Memorandums  
D. MnDOT Right of Way Maps  
E. Access to MnDOT records  
F. MnDOT Computer Aided Design and Drafting (CADD) Data Standards Manual  
G. Minnesota Uniform Traffic Control Device Manual

**IV. Provided by Consultant**

**Deliverables to be supplied by the consultant for a project may include the following:**

- A. Design/Location Survey, consisting of a graphical representation of one or more of the following work items:  
1. In place Alignments  
2. In place Topographical Features  
3. In place Utilities  
4. Establishment of Horizontal and Vertical control for Aerial Mapping  
B. Specific examples of deliverables:  
1. Report providing detailed information pertaining to the methods, procedures, and rationality affecting final product  
2. Appropriate maps, drawings, etc. in hard copy and/or electronic formats when requested  
3. MicroStation and GeoPak are required electronic formats

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**Work Type Submittal Requirements**

**A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm and by meeting the demonstrated equipment and CADD requirements.**

| Key Personnel Requirements   |  |
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| Minimum Number of Staff:   | <ul style="list-style-type: none"> <li>• One Professional Land Surveyor or Civil Engineer having demonstrated experience in the activities normally associated with the category under consideration.</li> <li>• One Survey Crew chief.</li> </ul>   |
| Professional Certification/Licensure:  | <ul style="list-style-type: none"> <li>• Professionals must be Minnesota Board Licensed Professional Land Surveyor or Professional Civil Engineer, licensed with the Minnesota State Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design (AELSLAGID).</li> </ul>   |
| Work Type Submittal Requirements*  |  |
| <b>I. Resume and Relevant Project Experience Form (<a href="#">Form PQ1</a>)</b><br><br><i>Submit in Word format</i> | <b>A. Complete Parts, 1, 1A, and 2 of form PQ1</b><br><br><p><b><u>Part 1:</u></b> Fill out general information and names of personnel, including other professional and technical support personnel.</p> <p><b><u>Part 1A:</u></b> Fill out for each person listed in Part 1. Experience of the qualified staff must be demonstrated by reference to a minimum of two (up to five) completed Design/Location Surveys projects within the last three years. Must show a minimum two years demonstrated experience working with MicroStation and GeoPak software.</p> <p><b><u>Part 2:</u></b> Project Examples listed must correlate to those described below in “Project Example Requirements”</p> <p><b><u>Part 3:</u></b> Not applicable for this work type</p> |
| <b>II. Project Example Requirements</b><br><br><i>Submit in PDF format</i>   | <b>A.</b> Satisfactory experience must be demonstrated on at least two projects in the last three years in data collection and other activities normally associated with this work type. Example must be a final report including Micro station file and/or a pdf pictorial view.  |

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| <p><b>III. Proof of Professional Certification/Licensure</b></p> <p><i>Submit in PDF format</i></p> | <p>A. Provide current copies of applicable Professional Certification/Licensure.</p>   |
| <p><b>IV. CADD Requirements</b></p> <p><i>Submit in PDF format</i></p>                              | <p>A. Complete, sign and notarize form indicating the firm is capable of using MnDOT Level 2 CADD Standards which can be found at: <a href="http://www.dot.state.mn.us/consult/prequal/overview.html">http://www.dot.state.mn.us/consult/prequal/overview.html</a></p> |

**\*Work Type Submittal Instructions:**

Create a CD or flash drive that includes the following individual files or folders in this order:

- I. Resume and Relevant Project Experience Form (Form PQ1)
- II. Project Example Requirements (this should be a folder that includes individual files clearly named according to Part 2 of the PQ1)
- III. Proof of Professional Certification/Licensure
- IV. CADD Requirements

**Each file should be saved in the format identified above.  
Submit 5 copies of the CD or flash drive.**