

## Work Type Definition

### 9.6 Land Surveys

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#### Description

Land Survey is defined as the research and analysis of record and non-record information regarding section corner monuments of the Public Land Survey System. It includes the collection and compilation of field location data and the production of reports with supporting graphical and data files in compatible formats prescribed by MnDOT standards and policies. See: [CADD Resources and Data Standards](#)

#### Standards and Specifications

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

- A. All survey work is done in accordance with the statutes and standards listed in the following section.

#### Provided by MnDOT

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

- A. MnDOT Geodetic Database
- B. County Surveyor Database
- C. MnDOT Surveying and Mapping Manual
- D. MnDOT Right of Way Manual
- E. MnDOT Technical Manual
- F. Minnesota Land Surveying Statutes
- G. MnDOT Computer Aided Design and Drafting (CADD) Data Standards Manual
- H. MnDOT records
- I. MnDOT Technical Memorandums

#### Provided by Consultant

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

- A. A Land Survey report.
- B. Specific examples of deliverables:
  - 1. Certified survey report signed by a Licensed Land Surveyor.
  - 2. Microstation and Geopak CADD files.
  - 3. Copies of Recorded Certificates of Location of Government Corners.
  - 4. Section Breakdowns.

## Work Type Submittal Requirements

- A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm.

Key Personnel Requirements	Description
<b>Minimum Number of Staff</b>	<ul style="list-style-type: none"> <li>• One Professional Land Surveyor licensed in Minnesota.</li> <li>• One field crew chief having demonstrated experience in the activities normally associated with Land Surveys. NOTE: This could be the Professional Land Surveyor listed above if they actually did the field work.</li> </ul>
<b>Professional Certification / Licensure</b>	<ul style="list-style-type: none"> <li>• One Professional Land Surveyor must be a licensed Land Surveyor with the Minnesota State Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design (AELSLAGID).</li> </ul>

Work Type Submittal Requirements	Description
<b>Resume and Relevant Project Experience Form - Form PQ1</b> [Submit in Microsoft Word format]	Complete Parts 1, 1A, and 2 of Form PQ1 <ul style="list-style-type: none"> <li>• <b>Part 1:</b> Fill out general information, name(s) of personnel, including other professional and technical support personnel</li> <li>• <b>Part 1A:</b> Fill out for each person listed in Part 1.               <ul style="list-style-type: none"> <li>- Experience of the qualified staff must be demonstrated by reference to <b>completed</b> land survey projects performed in Minnesota.</li> <li>- Satisfactory experience must be demonstrated on at least three <b>completed</b> projects (up to five) in the last ten years in all aspects of land surveying, computations, datums, monumentation, and documentation.</li> <li>- Must show a minimum two years demonstrated experience and knowledge in all aspects of processing and submitting data in a CADD environment.</li> </ul> </li> <li>• <b>Part 2:</b> Project Examples listed must correlate to those described below in "Project Example Requirements."</li> </ul>
<b>Project Example Requirements</b> [Submit in PDF format]	<ul style="list-style-type: none"> <li>• Submit a minimum of three <b>completed</b> examples within the last ten years of previous project work performed in Minnesota, meeting the requirements stated above. Each completed example must include:               <ul style="list-style-type: none"> <li>- Certificate of Survey or Survey Report</li> <li>- Section Breakdown information</li> <li>- Certificates of Location of Government Corners</li> </ul> </li> </ul>

<b>Work Type Submittal Requirements</b>	<b>Description</b>
<b>Proof of Certification / Licensure</b> [Submit in PDF format]	<ul style="list-style-type: none"> <li>• Provide a current copy of the applicable Professional Certification/ Licensure.</li> </ul>
<b>CADD Requirements</b> [Submit in PDF format]	<ul style="list-style-type: none"> <li>• Complete, sign and notarize form indicting the firm is capable of using MnDOT Level 2 CADD Standards: <a href="#">Affidavit for MnDOT’s Level 2 CADD Standards</a></li> </ul>

<b>Work Type Submittal Instructions</b>	<b>Description</b>
<b>Instructions for Submittal</b> [Each file should be saved in the format identified.]	Submit <b>5</b> flash drives that include the following individual files or folders in this order: <ul style="list-style-type: none"> <li>• Resume and Relevant Project Experience Form - Form PQ1 [Submit in Microsoft Word format]</li> <li>• Project Example Requirements [Submit in PDF format] This should be a folder that includes individual files clearly named according to Part 2 of Form PQ1.</li> <li>• Proof of Professional Certification/Licensure [Submit in PDF format]</li> <li>• CADD Requirements</li> </ul>