

2011 QBS  
Request for Statement of Interest (SOI)  
On-Call Land Survey Service Assistance

The Kane County Division of Transportation is in need of professional services from a qualified engineering firm to provide “On-call” Land Survey Assistance.

The attached *Preliminary Scope of Services* provides in detail anticipated items that are necessary as part of this professional service.

At this time the County anticipates starting this work on or about February 1, 2012 with a contract duration of 12 calendar months. The County reserves the right to extend this contract for a period of 12 months from the initial contract term.

The Statement of Interest shall be submitted **VIA EMAIL** no later than 4:00 P.M. on December 2, 2011 and should be addressed to Mr. Paul Holcomb, P.L.S, Chief of Design. Mr. Holcomb’s email address is: [holcombpaul@co.kane.il.us](mailto:holcombpaul@co.kane.il.us).

Statements of Interest received will be used by County engineering staff to develop a short-list of three (3) firms. The County will then submit a Request for Proposal (RFP) from the three firms.

For more information regarding the SOI, such as content and format of these items, please reference our QBS document found at <http://www.co.kane.il.us/dot/consultant.aspx>.

Short-listed firms will be posted on our website at [www.co.kane.il.us/dot](http://www.co.kane.il.us/dot). Click on the link labeled “Request for Consultant Services”, then click on the link labeled “Summary Table”.

**A Statement of Interest (SOI) received after the above noted deadline will not be used as part of our consultant selection process.**

## **“ON CALL” LAND SURVEY ASSISTANCE**

### **PRELIMINARY SCOPE OF SERVICES**

The consultant will provide assistance to Kane County staff with various items relative to land and route surveying. These items are listed here:

- The Consultant will be required to perform miscellaneous surveys at various locations in Kane County as issued on a Work Order basis.
- Initial meeting with client for each Work Order.
- The Consultant shall commence work within 10 calendar days after date of *Authority to Proceed* on each Work Order.
- Monument recovery, traverse, calculations necessary to reconstruct roadway parameters.
- Provide area calculations and geometric data for the preparation of Plats of Dedication for roadway expansions, Grants of Utility Easements, or Temporary Easements adjacent thereto as instructed by client.
- Write legal descriptions for said Dedications and Easements.
- Prepare in accordance with Kane County “Plats of Dedication” checklist.
- Provide a preliminary survey plat within 4 weeks of each Work Order request for County review.
- Provide a final survey plat within 2 weeks of preliminary County review comments.
- Set ground monumentation for right of way expansions consisting of:
  - A. 5/8" x 30" rebar with KDOT aluminum cap bearing the surveyor’s license number at all proposed right of way corners and permanent easement corners.
  - B. 5/8" x 30" rebar with KDOT aluminum cap bearing the surveyor’s license number at the intersection of all property lines with the proposed right of way lines and permanent easement lines.

Kane County will supply limited records research to supplement right of way alignment mapping provided by client. This may include (*when available*):

- Title Reports
- Existing Highway right of way information
- Subdivision plats
- Tax Maps
- Aerial Photography

- Monument records
- Horizontal control as required
- Property Owner survey plats

At the County's request the consultant will prepare a Plat of Dedication. The plat shall conform to the requirements noted here:

### **PLATS OF DEDICATION (PERMIT ACCESS) CHECKLIST**

REVISED 09/01/04

1. All lettering should be 1/12<sup>th</sup> inch or greater.
2. Complete the project box in the lower right-hand corner. Information should include: location (County route name), date, KDOT permit number, scale, and survey company name and address.
3. Show North Arrow, up or to the right.
4. If using northings & eastings, indicate basis of bearing.
5. Label the Section, Township, Range, 3<sup>rd</sup> P.M., and County at the top of the sheet.
6. Show necessary land lines and label lines as called out in the legal description (section lines, lot lines, property lines, etc.) – use the proper line type
7. Label all subdivisions (include the recording date and document number), blocks, and lots.
8. Indicate and label the following lines (use the proper line types):
  - EXISTING AND PROPOSED RIGHT-OF-WAY LINES
  - EXISTING AND PROPOSED ACCESS CONTROL LINES
  - EXISTING AND PROPOSED EASEMENT LINES
9. Show width of existing R.O.W. at least once per sheet
10. The documents, which established the existing right of way, should be reference on the plat.
11. Total holding should be identical to title report
12. Use land hooks to show common lines of ownership
13. The property line symbol should be shown on all sides of the total holding.
14. Indicate any land locked remainders
15. For Dedication Parcels do not include previously dedicated areas in the “area to be dedicated.” Note: the total holding area will remain the same.
16. Complete the Parcel Table:
  - Owner's Name
  - Permanent Index Number (affected parcel only)
  - Total holding area
  - Area Taken
  - Area previously dedicated or used (prescription or common law)
  - Remainder
  - Easement Area
  - Purpose of Easement Area
17. Dimension all takes and easements.

18. Show all distances, bearings, or angles as used in the legal descriptions. Also show the delta ( $\Delta$ ), radius (**R**), Length (**L**), Chord (**C**), and chord bearing (**CB**), for all curves.
19. Label the P.O.B. and P.O.C. for every parcel
20. Areas shall be shown to the nearest 0.001 Acre. Show all encroachments within the existing right of way. (This would include parking areas)
21. The existing centerline of pavement, proposed centerline of pavement, and centerline of right-of-way, when applicable.
22. Label the centerlines with the County Route No. followed by the route name designation.
23. The bearing and distance of all section and quarter section lines measured for the project shall be shown.
24. Show all set documentation
25. Show all found documentation with reference to true corner location.
26. Monument Record Documents should be prepared and recorded for section/quarter section corners utilized for which no Monument Record exists. Also, new monument records should be prepared and recorded for those documents which show ties within the proposed right-of-way.

### **PROJECT CONTACT:**

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### ***Contact Information***

Any questions regarding the “On Call Land Survey Services”, QBS, or Consultant Selection Process should be directed to Paul Holcomb at 630-406-7333 or via email at [holcombpaul@co.kane.il.us](mailto:holcombpaul@co.kane.il.us).