

**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL LAND SURVEYING SERVICES**

**FOR THE FOLLOWING PROJECT**

**East Baton Rouge Flood Risk Reduction Projects  
Right-of-way Surveys and Mapping Services**

**R. F. Q. NO. 19-ES-DTD-008  
City-Parish Project Number 19-DR-CI-0031**

**PREPARED BY**

**CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
DEPARTMENT OF TRANSPORTATION AND DRAINAGE  
*ENGINEERING DIVISION***

**October 10, 2019**

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**PUBLIC NOTICE FOR ENGINEERING SERVICES**

To be published one time  
**Legal - Friday, October 18, 2019**

**The Advocate**  
**Baton Rouge, Louisiana**

**PUBLIC NOTICE**

**INVITATION FOR LAND SURVEYING SERVICES**

The City of Baton Rouge and Parish of East Baton Rouge invites qualified engineering firms to submit a Statement of Qualifications for the following project:

**East Baton Rouge Flood Risk Reduction Projects  
Right-of-way Surveys and Mapping Services**

**R. F. Q. NO. 19-ES-DTD-008  
City-Parish Project Number 19-DR-CI-0031**

**Estimated Total Program Cost: \$2,200,000  
Surveying and Mapping Fees To Be Negotiated With Selected Firms**

This project will be completed under the direction of the East Baton Rouge Parish Department of Transportation and Drainage.

Statements of Qualification shall be submitted on City-Parish Standard Form CPES (DATED: REV. 06/07/06). Interested firms may register and download an electronic copy of the official Request for Qualifications (RFQ) package from the City-Parish Web Site [www.brprojects.com](http://www.brprojects.com). Interested firms that are not currently on the BR Projects website may obtain an RFQ from the Department of Transportation and Drainage/Engineering Division. Only those firms that have obtained the official RFQ package for this project will be considered by the City-Parish Engineer's and Surveyor's Selection Board. Any questions or problems related to the download of the RFQ package, or requests for the RFQ by those not currently on the BR Projects distribution list, should be directed by email to Mr. Thomas A. Stephens, P.E. at [tstephens@BRLA.gov](mailto:tstephens@BRLA.gov).

The original and ten (10) copies of the Statements of Qualification (Standard Form CPES) shall be delivered to the DTD Chief Design and Construction Engineer, Public Works & Planning Center, 1100 Laurel Street, Baton Rouge, Louisiana 70802. Statements of Qualification for this project will be accepted until **4:00 P.M., Local Time, Friday, November 8, 2019.**

Statements of Qualification that have not been received by the aforementioned date and time will be rejected. Additionally, failure to submit all of the information on Standard Form CPES (DATED: REV. 06/07/06) shall be considered non-responsive and will result in the Qualification Statement being rejected.

All firms that are incorporated shall also be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. A copy of the firm's current Certificate of Registration shall be attached to each Statement of Qualification (Standard Form CPES). Failure to be registered in good standing with the aforementioned Board will result in the Qualification Statement being rejected.

The City of Baton Rouge and Parish of East Baton Rouge is an Equal Opportunity Employer.

Responding firms are encouraged to utilize minority participation in this contract through the use of disadvantaged and women-owned businesses as suppliers or sub-consultants.

The members of the Engineer's and Surveyor's Selection Board request that all consultants, sub-consultants, contractors, vendors or others involved with this project not contact any Board Member concerning this project during the selection process period which commences with this date of publication and continues until a selection is made.

Additionally, the members of the Engineer's and Surveyor's Selection Board requests that Consultants submit revised Form CPES (DATED REV. 06/07/06) only. Unless otherwise stated or required by the instructions, ***all other attachments or embellishments shall be excluded.*** Forms should be stapled, rather than being bound into a booklet form.

The Selection Board will hold a project informational meeting for the Board Members (including distribution of Statements of Qualifications) on **Thursday, November 14, 2019 at 5:00 p.m.** in Room 133 of the Public Works and Planning Center, 1100 Laurel Street, Baton Rouge, Louisiana. The Selection Board will meet on **Thursday, November 21, 2019 at 5:00 p.m.** in Room 133 of the Public Works and Planning Center, 1100 Laurel Street, Baton Rouge, Louisiana to select a list of four firms to provide surveying and mapping services for this project.

The informational and selection meetings are open to the public and representatives from all interested firms are invited to be present.

The City-Parish reserves the right to reject all of the submittals in response to this Request for Qualifications, and the right to select multiple firms for negotiation of the services advertised herein.

**CITY OF BATON ROUGE AND  
PARISH OF EAST BATON ROUGE**

**SHARON WESTON BROOME  
MAYOR-PRESIDENT**

**FRED E. RAIFORD  
DIRECTOR OF TRANSPORTATION AND DRAINAGE**

## **SECTION B**

### **PROJECT SCOPE OF SERVICES**

## **I. Scope of Services**

In response to area wide floods in 2016 and 2017 the U.S. Congress passed legislation that authorized up to \$255 million dollars to improve five major channels in East Baton Rouge Parish. The project will utilize these funds to complete the design and construction of a major drainage project that was initiated by the Parish and the Corps of Engineers and has received Congressional authorization for construction.

The Amite River and Tributaries, East Baton Rouge Parish Watershed Flood Risk Project provides for the construction of drainage improvements along five major channels and their tributaries. These include Bayou Fountain, Ward Creek and tributaries, Jones Creek and tributaries, Blackwater Bayou, and Beaver Bayou.

The work covered by this Request for Qualifications includes the performance of field surveys and right-of-way maps for portions of Bayou Fountain, Ward Creek, and its tributaries North Branch of Ward Creek, Dawson Creek, Bayou Duplantier, Jones Creek and its tributaries Lively Bayou, Lively Bayou Tributary, and Weiner Creek. The similar work for Blackwater Bayou and Beaver Bayou will be addressed by the City of Central, LA.

Copies of portions of the planning level documents for the streams addressed in this RFQ are included below. These documents were prepared early in the planning process and they are preliminary in nature. They are included as a means to provide an indication of the general location and scope of the work to be provided.

The Corps of Engineers has completed surveys of the lower sections of the streams that will be cleared and snagged and have provided preliminary drawings to show proposed right-of-way taking lines as well as proposed storage sites and access roads. The Corps is in the process of completing drawings for the upper sections which will receive excavation and concrete lining improvements. The selected surveyors will be contracted to recover survey controls and to conduct field surveys to identify right-of-way parcels and structures and improvements as part of the necessary right-of-way acquisition process.

This work will require the surveying of over 88 statute miles of channels and tributaries, including 22 miles along Jones Creek, 44 miles along Ward Creek and 22 miles along Bayou Fountain.

The Parish will secure the services of abstractors and will provide abstracts to the surveyors for their use. Topographic surveys shall extend 50 feet beyond the existing channel rights-of-way. Elevations will not be required for surveys or mapping. Rectified and geo-referenced aerial photos will be required as backgrounds for all mapping.

Time is of the essence for this project so the Parish proposes to rank the responding firms and select the top four highest ranking firms to provide these services. The required surveys will be broken into four or more survey assignments, as needed to accommodate the Corps schedule for plan development and construction. The selected firms will each be

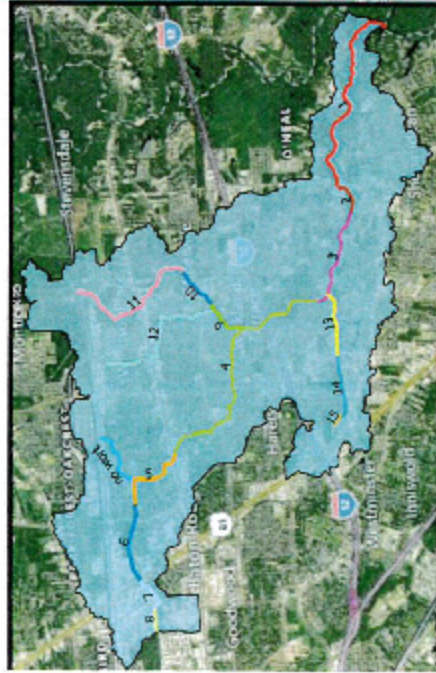
matched to individual projects for preparation of proposals of scope and time, and negotiation of fees.



# JONES CREEK PROJECT SCOPE "WITH IMPROVEMENTS" PLAN

Table 1. Jones Creek and Tributaries Channel Improvement Plan

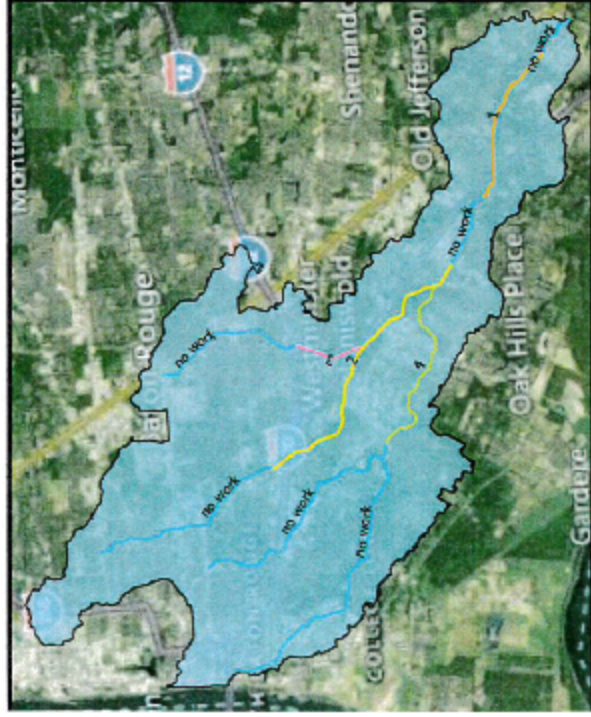
Id	Stream	RAS Reach	RAS Station Range	Description	Recommended Plan
1	Jones Creek	Reach 1	0+00000 to 0+17247	Aviation Blvd to 50 ft downstream of O'Neal Lane	Clearing and Jacquet
2		Reach 1	0+17247 to 0+17247	O'Neal Lane to Jones Creek Road	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
3		Reach 1	0+17247 to 0+17247	50 ft downstream of O'Neal Lane to 100 ft downstream of Woodland Bridge Rd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
4		Reach 1	0+17247 to 0+17247	100 ft downstream of Woodland Bridge Rd to 400 ft downstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
5	Jones Creek	Reach 1	0+17247 to 0+17247	400 ft downstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
6		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
7		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
8		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
9	Jones Creek	Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
10		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
11		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
12		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
13	Jones Creek	Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
14		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
15		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes
16		Reach 1	0+17247 to 0+17247	100 ft upstream of Farnham Blvd to 100 ft upstream of Farnham Blvd	Concrete Line 16 ft 15 ft vertical walls, 15 ft on 2.5 ft side slopes



DESIGN STORM EVENT – 50 YEAR



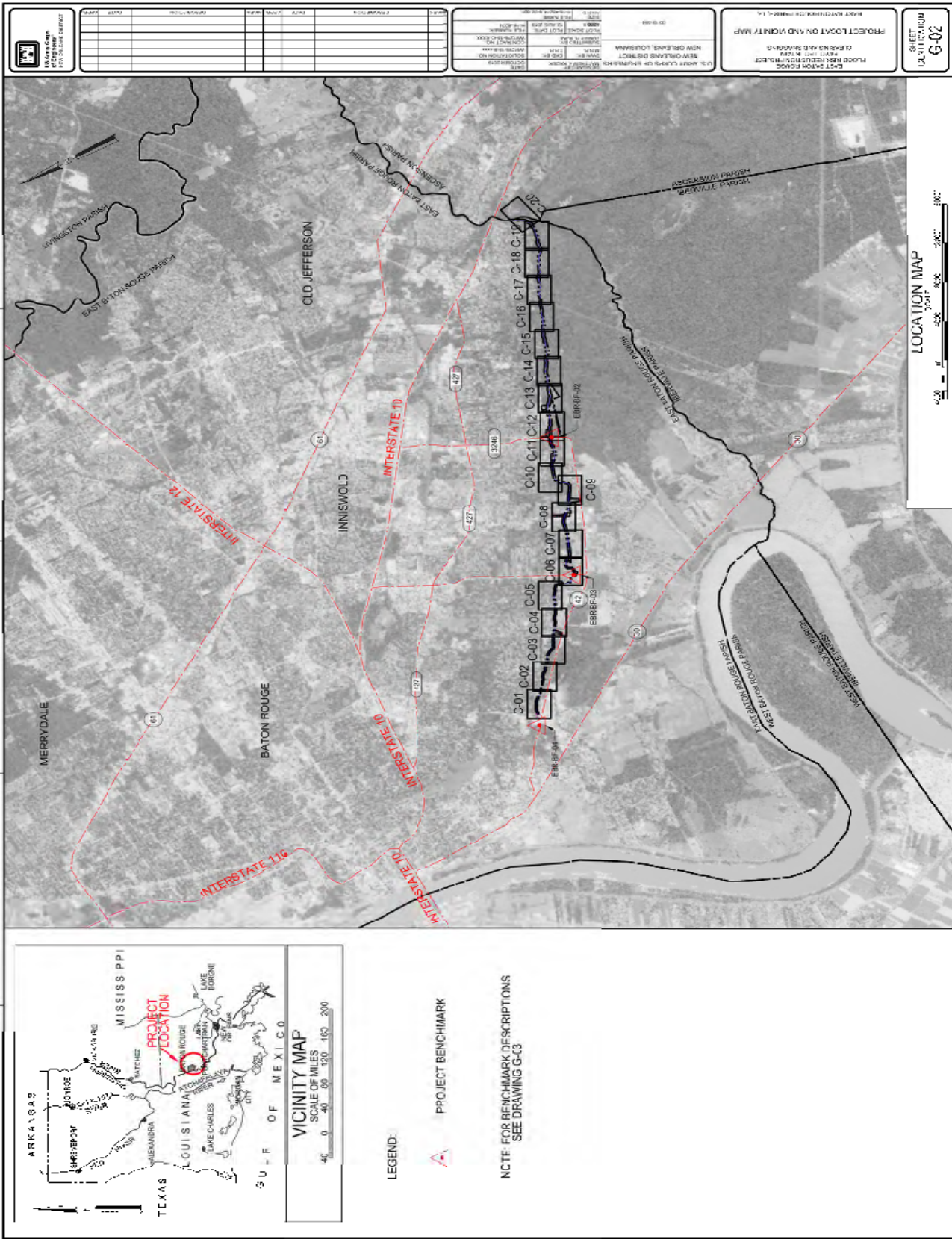
# WARD CREEK PROJECT SCOPE "WITH IMPROVEMENTS" PLAN



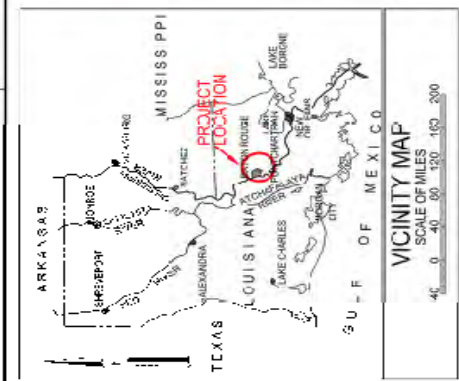
DESIGN STORM EVENT – 10 & 50 YEAR

Table 2. Ward Creek and Tributaries Channel Improvement Plan				
ID	Stream	RAS Reach	RAS Station Range	Description
1	Ward Creek	Ward Creek Reach 1	77-3371	Mouth to 4000 ft upstream
2	Ward Creek	Ward Creek Reach 2	4975-7308	4000 ft upstream to 1200 ft upstream
3	Ward Creek	Ward Creek Reach 3	20571-27250	Rescue Lane to 1200 ft upstream
4	Ward Creek	Ward Creek Reach 4, 2, & 3	27213.8-57157	Rescue Lane to Siegert Lane
5	Ward Creek	Ward Creek Reach 5	57829-76122	Siegert Lane to Corporate Limits
6	North Branch Ward Creek	North Branch WC Reach 1	1875-2481	Corporate Limits to Choctaw Drive
7	North Branch Ward Creek	North Branch WC Reach 2	7475-21888	Mouth to I-12
8	Davoson Creek	Davoson Creek Reach 1	1101-19134	-12 to Florida Blvd
9	Davoson Creek	Davoson Creek Reach 2	19172-43556	Mouth to Kennilworth Blvd
10	Bayou Duplantier	Bayou Duplantier	131-20405	to Hundred Oaks Drive
11	Bayou Duplantier	Bayou Duplantier	131-20405	Mouth to Dairymple Drive
12	Ward Creek	Ward Creek		Minimal Cleaning and Snagging
13	Ward Creek	Ward Creek		No work; 15' BW made by developer, Siegert Lane replaced
14	Ward Creek	Ward Creek		Minimal Cleaning and Snagging
15	Ward Creek	Ward Creek		No work
16	North Branch Ward Creek	North Branch WC Reach 1		Concrete Line 3' BW, 7' on 8' SS
17	North Branch Ward Creek	North Branch WC Reach 2		No work
18	Davoson Creek	Davoson Creek Reach 1		Minimal Cleaning and Snagging
19	Davoson Creek	Davoson Creek Reach 2		No work
20	Bayou Duplantier	Bayou Duplantier		No work
21	Bayou Duplantier	Bayou Duplantier		No work





PROJECT INFORMATION		SHEET INFORMATION	
PROJECT NAME	MISSISSIPPI RIVER FLOOD PROTECTION PROJECT	SHEET NUMBER	6-02
PROJECT LOCATION	MISSISSIPPI RIVER, BATON ROUGE, LOUISIANA	DATE	01/01/2020
PROJECT DESCRIPTION	CONSTRUCTION OF FLOOD PROTECTION WALLS AND EMBANKMENTS	DESIGNED BY	URS CORPORATION
PROJECT OWNER	MISSISSIPPI RIVER COMMISSION	APPROVED BY	URS CORPORATION
PROJECT STATUS	UNDER CONSTRUCTION	REVISIONS	



**LEGEND:**

PROJECT BENCHMARK

NOTE: FOR BENCHMARK DESCRIPTIONS SEE DRAWING G-3

**SECTION C**  
**EVALUATION CRITERIA FOR**  
**QUALIFICATION STATEMENTS**  
**AND**  
**SELECTION PROCESS**

## **EVALUATION CRITERIA FOR QUALIFICATION STATEMENTS**

**GENERAL:** The procurement of consulting engineering design services for this project is governed by the City of Baton Rouge and Parish of East Baton Rouge Metropolitan Council Ordinance 8931, which establish the Engineer and Surveyor Selection Board. The following general criteria will be used in evaluating the Qualifications Statements (Standard Form CPES) for Consultant selection:

1. Capability to perform all or most of the services required for the project.
2. Recent experience with similar or other projects comparable to the proposed project.
3. Reputation for personal and professional integrity and competence.
4. Professional background and caliber of key personnel.
5. Current workload.
6. Capability to meet schedules and deadlines.
7. DBE Participation (Certified and Non-certified)
8. Capability to complete projects without having major construction cost escalations or overruns.
9. Qualifications and experience of outside consultants regularly engaged by the Engineer under consideration.
10. Quality of projects previously undertaken.
11. Familiarity with the proximity to the geographic location of the project.
12. Capability of a branch office to perform independently of the home office when being considered or, conversely, its capability to obtain necessary support from the home office.

**SELECTION PROCESS:** The contract for this project will be awarded through a qualification based selection process. All Qualification Statements (Standard Form CPES) will be reviewed by the City-Parish Engineer and Surveyor Selection Board. The selected firm (or firms) will then be presented to the City-Parish Metropolitan Council for authorization to enter into a contract for this project.

The selection process shall be as follows:

1. Each board member, and the user agency representative, shall independently evaluate each statement of qualifications (Form CPES) submitted for this project in accordance with the aforementioned general criteria.
2. Based upon each member's evaluation of the RFQ submittals, each member shall rate each firm utilizing the Engineer and Survey Selection Board Score Card. Each member shall score factors 1 through 6 prior to the selection meeting. They shall not finalize their

scoring until the User Agency recommendation has been made. Upon completion of the User Agency recommendation, each board member shall finalize their score card to establish their top five (5) firms from the list of firms under consideration.

3. On the first ballot, each Selection Board member shall vote for his top five (5) firms. Scores will be tallied in accordance with the following weighted voting schedule:
  - a) Five points for the first rated firm
  - b) Four points for the second rated firm
  - c) Three points for the third rated firm
  - d) Two points for the fourth rated firm
  - e) One point for the fifth rated firm.

Each selection Board member shall sign and turn in both their score card and ballot sheet to the selection board recorder.

4. The score of all firms shall then be totaled. The top four highest ranking firms shall be considered for subsequent rounds of balloting as necessary to rank them from 1 to 4 with each firm receiving the approval of a majority vote of those present. If necessary, ties shall be broken by ballot to establish a ranked listing of four firms.
5. If a firm does not receive a simple majority on the second ballot, a third ballot shall be taken with the top two highest ranking firms. In the event of a tie between the two highest ranking firms the Selection Board shall move to the tie breaking process as outlined below.
6. If no firm receives a simple majority of the votes being cast the following tie breaking procedure shall be followed:

**1st Tie Breaker:** The first tie breaker shall be the total number of points a firm received on the first round ballot. If both firms received the same number of total points the second tie breaker shall be utilized.

**2nd Tie Breaker:** The second tie breaker shall be the total number of first place votes each firm received on the first round ballot. If both firms received the same number of first place votes, the following tie breaker shall be utilized.

**3rd Tie Breaker:**

**A. Department of Transportation and Drainage Projects:** When a project falls under the jurisdiction of the Department of Transportation and Drainage, the Director of Transportation and Drainage shall select one of the two firms.

**B. User Agency Other Than DTD:** When a project falls under the jurisdiction of a user agency other than DTD, the user agency representative shall select one of the two firms.

7. The Selection Board reserves the right to discuss the firms being considered prior to any voting or balloting.
8. The Chief Design and Construction Engineer will review construction drawings and right-of-way taking maps that are being prepared by the Corps of Engineers and determine limits of at least four discrete survey projects of approximately the same

complexity. Each of the four selected firms will be assigned to one of these projects and will be contacted to negotiate scope and fees for that work. Proposals will be prepared in accordance with the generally accepted principles for the preparation of engineering and surveying proposals, including full documentation of proposed tasks and man-hour effort, direct and indirect costs, and current audited overhead rates used to develop fees and costs. Contract fee negotiations will be held with the firm and upon agreement to a scope and fee a contract award will be recommended to the City-Parish Metropolitan Council. If satisfactory negotiations do not result, the firm shall be notified in writing that a contract cannot be reached and the Department will proceed to negotiate with the next lower rated firm. If an acceptable contract cannot be reached with any of the firms, the project will be re-evaluated and re-advertised. In all cases, once contract negotiations have been terminated with a firm and begun with another, they will not be reopened with the former firm or firms. The negotiated fee and contract agreement is subject to Metropolitan Council final review and authorization for contract execution by the Mayor-President.

## Engineer and Survey Selection Board Score Card

SCORECARD FACTORS	Weight/Pts	Max Total Pts
<b>Firm/Team Qualifications and Experience</b> <ul style="list-style-type: none"> <li>Firm/Team shall be evaluated based on project specific experience and resources.</li> <li>Primary focus should be on Prime Consultants Experience however the other team members must be considered.</li> </ul>	<u>0-25 pts.</u>	25
<b>Key Personnel Qualifications and Experience</b> <ul style="list-style-type: none"> <li>Specific Personnel Experience with Similar Projects must be considered</li> <li>While Firm Principals are listed, they traditionally have little involvement in the design, Emphasis should be placed on the Project Managers and Project Engineers/Architects...</li> </ul>	<u>0-25 pts</u>	50
<b>Local Project Experience</b> <ul style="list-style-type: none"> <li>Consideration must be given to Firms/Teams that can show experience with the User Agencies (City, State, Federal..) local criteria, codes, policies, procedures, and standards to successfully facilitate project completion.</li> </ul>	<u>0-10 pts</u>	60
<b>Proposal/Understanding</b> <ul style="list-style-type: none"> <li>Firm/Teams RFQ should identify understanding of project scope. The past work experience for both the firm and personnel should properly reflect project scope and user agency specifications.</li> </ul>	<u>0-15 pts</u>	75
<b>Compatibility (firm size related to project magnitude)</b> <ul style="list-style-type: none"> <li>Consideration to the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firms current workload.</li> </ul>	<u>0-10 pts</u>	85
<b>Current Work Load and Project Awards</b> <ul style="list-style-type: none"> <li>Number and size of projects currently under contract must be considered in relation to available staff. Qualified Firms that have not been awarded a City-Parish contract within the last 3 years should be given priority consideration.</li> </ul>	<u>0-5 pts</u>	90
<hr/>		
<b>Past Performance and User Agency Recommendations</b> <ul style="list-style-type: none"> <li>Board members shall independently evaluate each firm, less the "User Agency Recommendation". After the user agency provides their recommendation, each board member shall consider this along with any past performance, and then apply any additional points to finalize their scoring. The User Agency should generally provide recommendations based on such items as: past performance, special capabilities to accomplish work, coordination and cooperation with the user agency and others, ability to meet deadlines and budgets, and quality of work.</li> </ul>	<u>0-10 pts</u>	100
<b>Oral Presentation</b> <ul style="list-style-type: none"> <li>When specified, Oral Presentations shall provide Board Members with the opportunity to clarify questions, and obtain a greater understanding of each short-listed firms RFQ submittal. After the Oral Presentation, each Board member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating</li> </ul>		



**SECTION D**

**STATEMENT OF QUALIFICATIONS (FORM CPES)  
REVISED 06/07/2006**

**CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
ENGINEER AND SURVEYOR SELECTION BOARD  
STANDARD FORM CPES**

**A. PURPOSE:** The procurement of professional engineering, surveying and related professional services for the City of Baton Rouge and Parish of East Baton Rouge is governed by Metropolitan Council Ordinances: 8931, 9293, 9456 and 9603 and associated revisions.

The purpose of this form (Standard Form CPES) is to provide members of the Engineer and Surveyor Selection Board with specific information regarding the qualifications of interested firms submitting for a particular project.

**B. DEFINITIONS:**

**"Branch Office"** is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

**"Certified Disadvantaged Business Enterprise (DBE)"**, refers to disadvantaged businesses certified by LaDOTD or other certifying State of Louisiana Agency.

**"Consultant"**, as used in this form, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

**"Disadvantaged Business Enterprise"**, refers to small business concerns where socially and economically disadvantaged individuals own at least 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, veterans and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged by establishing their social and economic disadvantage.

**"Discipline"**, as used in this form, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

**"Engineering, surveying and related services"** are those professional services associated with research, development, design, construction, alteration or repair of real property as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operation and maintenance manuals, and other related services.

**"Key Persons, Specialists, and Sub-consultants"**, as used in this form, refer to individuals or firms who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

**"Principals"** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

**C. INSTRUCTIONS FOR COMPLETING FORM CPES** (Note: Numbers below correspond to number contained in CPES form):

1a. Indicate in this block the complete name of the submitting firm. Also indicate if the firm is the "prime firm" or "sub-consultant".

1b. Indicate in this block the address of the specific office that will be performing the work on the project. If this form is being submitted on behalf of a parent company with a branch office, please indicate in this block that the address shown is for the "main office" or "branch office".

1c. Indicate in this block the complete project name and R.F.Q. project number and any other project numbers provided in the announcement.

2a. Indicate in this block the name, title, state license or registration number, telephone number, and email address of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters.

2b. This block shall be signed and dated by the individual indicated in Block 2a. All information contained in the form should be current and factual. Additionally, failure to sign and date the form will be considered non-responsive and will result in the firm or associated firms being rejected.

2c. If applicable, indicate the firm's Louisiana State Board Registration number and the date granted. For individual and non-incorporated firms, a copy of your current Registration Certification Card shall be attached to the form. For all engineering and surveying firms that are incorporated a copy of the firm's Certificate(s) of Registration shall be attached to the form. Failure to attach the required Registration Certification Card(s) will be considered non-responsive and will result in the firm or associated firms being rejected.

2d. If applicable, indicate the firm's East Baton Rouge Parish Occupational License Number on this line.

3. Indicate in this block by discipline and number all employees presently employed at the work location (Item b) on the date this form was signed. While some personnel may be qualified in several disciplines, each person should be counted only once in accordance with is or her primary function. The term "Engineer" shall mean a Registered Professional Engineer that is currently registered with the Louisiana State Board of Registration For Professional Engineers and Land Surveyors. Include all clerical personnel as "Administrative". Write in any additional disciplines: planners, biologists, etc. Indicate the number of people in each blank space and show total. For national firms wishing to utilize office personnel other than (or additional to) the branch office indicated in Item b for this project, the firm shall submit separate CPES Forms showing those offices as sub-consultants for this project.

4. The Prime consultant shall indicate in this block the percentage of the total work that will be performed by the prime at the official work location (Item b). **The prime**

**must perform in excess of 50% of the work.** All other team members will be considered as Sub-consultants. Additionally, all sub-consultants shall also indicate on their form the name of the "Prime" and the percentage amount of the work that will be performed by the Prime.

5. The Prime shall list in this block the name(s) of the various sub-consultant(s) or associates that will be performing other work task(s). The prime shall also indicate the specific technical or professional responsibilities the sub-consultant(s) will be performing; the approximate percentage of the total work that will be performed by the sub-consultant, whether the firm is a DBE consultant, and whether the prime and sub-consultant have work together before.

If the Prime and listed sub-consultants are selected for the project, and the Prime chooses to use another sub-consultant in lieu of the sub-consultant listed, the Prime must submit in writing to the Director of Transportation and Drainage and the User Agency (if applicable) the reason for the requested change. The Director of Transportation and Drainage (or the User Agency) may then concur or deny the requested change. Copies of all letters, etc. concerning any requested sub-consultants or associates changes shall also be copied or transmitted to all members of the Selection Board.

6. Indicate in this block the individual members of the project team and their technical or professional responsibilities that will be utilized to perform the project work. Also include individual members of any sub-consultants or associates, if applicable. The individual who is the contact person (Item a) shall also be indicated in the organizational chart and their relationship to the project team.

7. The respondent shall provide in this block a brief resume of only the key personnel that are expected to participate on this project. Care should be taken to limit resumes to only those key persons or specialists that are employed by the firm at the official address (Item b) or clearly identify alternate office location, and who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) years of professional or relevant experience with present firm and other firms, (d) if registered as an architect, engineer, surveyor, etc., show the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (e) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with City-Parish procedures, similar type of work performed in the past, management abilities, etc. Please limit synopsis of experience to directly relevant information.

8. In this block the respondent shall list the five (5) largest current projects the firm has under contract, (under contract negotiations, or projects that the firm has recently been selected for by other Federal, State or Parish agencies) that are being (or will be) performed at the firm's official address (Item b). Required information must include: (a) name and location of project, including client name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project, i.e. under contract negotiations, selected only, completed or percent completed, and (e) the actual or estimated completion date of the contract

9. The respondent may list up to seven (7) projects that the firm has performed within the past ten (10) years that demonstrate the firm's competence to perform work

similar to, or likely will be required on this project. The more recent projects shall be listed first. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, including client name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project or percent completed, (e) the actual or estimated completion date of the contract.

10. The respondent must list in this block, all City-Parish projects which have been awarded the firm, as a prime consultant during the past four (4) years. (The time period being from the date of contract award to the published meeting date of the City-Parish Engineer and Surveyor Selection Board for this project). Required information must include: (a) name and type of project, including City-Parish Agency name, contact person and their telephone number, (b) brief description of type and extent of services provided for each project, (c) the actual (A) or estimated (E) contract fee, (d) the current status of the project or percent completed, and (e) the actual or estimated completion date of the contract.

11. Through narrative discussion, the respondent should show reasons why the firm or design team submitting this form believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances to perform the work, special approaches or concepts developed by the firm relevant to this project, etc.

Additionally, the narrative should include specific reference to the various items specified in the Request For Qualifications Evaluation criteria (Section "C"). A maximum of five (5) additional sheets may be utilized to answer this question. Unless otherwise specifically requested in the Request For Qualification (R.F.Q.) all other attachments e.g. company brochures, cover pages, etc. shall be excluded.

**STANDARD FORM CPES  
(DATED Rev. 06/07/06)**

**NOTE:**

- (1) A completed Standard Form CPES shall be submitted for each sub-consultant.
- (2) Firms are limited to submitting as either a prime or as a sub-consultant. **If a firm submits as a prime and as a sub-consultant for this project, all Qualification Statements that the firm is associated with will be rejected.**

This rule is not intended to limit DBE and/or specialty firms from entering into nonexclusive agreements as a sub-consultant with more than one proposer.

- (3) All Consulting Engineering Firms that are incorporated shall be registered with the Louisiana State Board of Registration for Professional Engineers and Land Surveyors. A copy of the current Certificate of Registration shall be attached to each Statement of Qualification (Standard Form CPES). **Failure to be registered in good standing with the aforementioned Board will result in the Qualification Statement being rejected.**
- (4) The members of the Engineer's and Surveyor's Selection Board request that all consultants, sub-consultants, contractors, vendors or others involved with this project not contact any board member concerning this project during the selection process.
- (5) The members of the Engineer's and Surveyor's Selection Board request that the Consultants submit revised Form CPES (DATED REV. 06/07/06) only. Unless otherwise stated or required by the instructions, ***all other attachments or embellishments shall be excluded.*** It is also requested that Form CPES not be bound in a booklet, but be stapled. However for this request responders may bind the responses in booklet form and may expand on the CPES Item 11 by the addition of up to five pages.
- (6) The members of the Engineer's and Surveyor's Selection Board request that all consultants, sub-consultants, contractors, vendors or others involved with this project not contact any Board Member concerning this project during the selection process period as noted in the Public Notice.

<b>STANDARD FORM CPES Engineer &amp; Surveyor Selection Board Services</b>	1a. Official Name of Firm (Must Indicate if Prime or Sub-Consultant)	1c. Name and Identification of Project On Which Submitting:	
	1b. Official Address of Office Performing the Work		
2a. Name, Title, La. Reg. No., Telephone No., and Email of Principal to Contact (Must be same person certifying Item 2b).	2b. I certify that the following information is accurate and complete to the best of my knowledge.  <div style="text-align: right;">           Signature: _____ Date: _____         </div>		
2c. Firm's LA Registration Number and Date Granted (NOTE: Attached Registration Certification Card)			
2d. East Baton Rouge Parish Current Occupational License Number			
3. Personnel by Discipline (List each person only once, by primary function who are located at the primary work location identified in 1b).			
____ Administrative	____ Electrical Engineers	____ Landscape Architects	____ Survey Chainmen
____ Architects	____ Engineer-In-Training	____ Land Surveyor-In-Training	____ Survey Party Chief
____ Civil Engineers	____ Environmental Engineers	____ Mechanical Engineers	____ Survey Rodmen
____ Construction Inspectors	____ Estimators	____ Professional Land Surveyors	____ Transportation Engineers
____ Draftsmen	____ Geologists	____ Sanitary Engineers	____ _____
____ Designer/Technician	____ Geotechnical Engineers	____ Specification Writers	____ _____
____ Ecologists	____ Hydrologists	____ Structural Engineers	____ Total Personnel

4. Indicate the percentage of the total project that the prime firm will perform (must be greater than 50%).

5. All Subconsultants/Associates listed for this Project must attach a certified CPES Form. An Outside Key Subconsultant/Associate not listed here may be utilized on this Project only after obtaining written concurrence from the Department of Public Works or the User Agency, if applicable.

Name and Address	Specific Responsibilities and Scope of Work On This Project	Approximate % of Work This Project	Worked With Prime Before (Yes or No)



6. Project Organization Chart. Identify the proposed project personnel and their responsibilities for this project. Include subconsultants if appropriate. Organization Chart must clearly identify project personnel that are not permanently located at the address identified in 1b.

7. Brief Resume of Engineer Principal, Key Persons, Specialists [that are expected to participate on this project](#) . These must be employed and work at the official address listed (Item 1b) [or clearly identify alternate work location](#).

a. Name and Title

a. Name and Title

b. Position or Assignment For This Project

b. Position or Assignment For This Project

c. Years Professional Experience  
With This Firm      Other Firms

c. Years Professional Experience  
With This Firm      Other Firms

d. Active Registration: Year First Registered/Discipline or Applicable  
Certifications For Inspectors

d. Active Registration: Year First Registered/Discipline or Applicable  
Certifications For Inspectors

e. Specific Experience and Qualifications Relevant To This Project

e. Specific Experience and Qualifications Relevant To This Project

8. List five largest current projects under Contract (under contract negotiations, or projects that your firm has been selected for by Federal, State or Parish agencies) that are being (or will be) performed at the official address listed (Item 1b).

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status <u>or Percent Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>
1.				
2.				
3.				
4.				
5.				

9. List all projects your firm has performed at the official address listed (Item 1b) within the past 10 years that are similar or comparable to the proposed project.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge, Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status <u>or Percent Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				

10. List all City-Parish Projects which have been awarded to applicant as a prime consultant during the past three (3) years.

a. Project Type or Name <u>Project Description and Name of Engineer in Responsible Charge. Client Including Contact Person and Phone Number</u>	b. Nature of Responsibility of Firm	c. Actual (A) or Estimated (E) Fee	d. Current Status or Percent <u>Complete</u>	e. Actual (A) or Estimated (E) Completion Date <u>of Contract</u>

11. Use this space to best illustrate qualifications of this firm to perform this project, or any additional information or description of resources supporting your firm's qualifications. All information with specific reference to the various items specified in the Request For Qualifications Evaluation Criteria (Section "C") and the stated scope of work should be included. A maximum of three (3) additional sheets may be utilized to answer this question. All other attachments not specifically requested or embellishments shall be excluded.

**SECTION E**

**SAMPLE CONTRACT**

**(FOR INFORMATION PURPOSES AND SUBJECT TO CHANGE)**

Account No. \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

### CONTRACT FOR LAND SURVEY SERVICES

This Contract, made and entered into at Baton Rouge, Louisiana, effective this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the City of Baton Rouge and Parish of East Baton Rouge, herein referred to as Parish and \_\_\_\_\_ herein referred to as Land Surveyor.

Land Surveyor shall provide the services as described herein for \_\_\_\_\_  
City-Parish Project No. \_\_\_\_\_

Land Surveyor agrees to proceed, upon written notice of the Director of Transportation and Drainage, with all services necessary for the performance, in proper sequence and in the time specified, of the items of work for the Project as hereinafter set forth. Services of Land Surveyor will be subject to review and administration by the office of the Chief Design and Construction Engineer, Engineering Division, Department of Transportation and Drainage, unless designated otherwise by the Director of Transportation and Drainage. All the services required hereunder will be performed by Land Surveyor or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

**SCOPE OF SERVICES:** The services to be rendered by Land Surveyor for this contract shall be divided into various phases covering all investigations, review of property title abstracts, field recovery of existing property corners, office computations, rights-of-way/boundary survey, and final mapping in accordance with Exhibit A

The responsibilities of Surveyor shall include, but is not limited to, the following:

#### *Description of Services to be added as part of the Scope Negotiations*

The Parish may from time to time request changes in the scope of the services of Land Surveyor to be performed hereunder. Such changes including any increase or decrease in the amount of the Land Surveyor's compensation which are mutually agreed upon by the Parish and Land Surveyor shall be incorporated in written amendments to this Contract.

**GENERAL REQUIREMENTS:** With the exception of the data specifically listed to be furnished by the Parish, Land Surveyor shall, for the agreed fees, obtain all data and furnish all services and materials required to fully develop and complete right-of-way surveys and mapping necessary for the acquisition of lands and servitudes identified on construction drawings and right-of-way taking limits noted on drawings to be prepared by the Corps of Engineers for the project.

**SERVICES TO BE PERFORMED BY PARISH:** The Parish will furnish, upon request in writing of Surveyor, without charge, the following services and data;

Title reports of current individual properties affected by the proposed rights-of-way or servitudes including available survey plats attached to the latest acquisition. Copies of design plan sheets showing survey baseline. Prints of subdivision plats on file at the City-Parish Department of Transportation and Drainage Engineering Division. The Parish does not warrant, guarantee, or in any way assure the accuracy or reliability of any information provided to Surveyor under this section, not originated or authored by employees of the Parish.



**COMPENSATION AND PAYMENT:** The Parish shall pay and Land Surveyor agrees to accept the following as full compensation for the Land Surveyor services to be performed under this contract, a lump sum of \$ \_\_\_\_\_ subdivided into phases as follows:

Review of Title Research/Abstracts                      \$ \_\_\_\_\_  
Right of Way Surveys & Maps                                \$ \_\_\_\_\_

Monthly invoices for services completed to date may be submitted by Land Surveyor, and subject to the approval of the Director of Transportation and Drainage, will be paid within 30 days after approval.

**CONTRACT TIME:** The services to be performed under each phase of this contract shall be commenced promptly by Land Surveyor upon receipt of specific notice from the Director of Transportation and Drainage or his authorized representative to proceed with that phase, and shall be completed as follows:

The topographical surveys, shall be completed within \_\_\_\_\_ calendar days.

The title research/abstracts shall be completed within \_\_\_\_\_ calendar days.

The right-of-way survey and shall be completed within \_\_\_\_\_ calendar days.

**OWNERSHIP OF DOCUMENTS:** All data collected by Land Surveyor and all documents, notes, drawings, tracings and files collected or prepared in connection with this work, except Land Surveyor's personal and administrative files, shall become the property of Parish and Parish shall not be restricted in any way whatsoever in its use of such material.

**DELAYS AND EXTENSIONS:** Land Surveyor will be given an extension of time for delays beyond their control such as weather or those caused by tardy approvals of work in progress, but no additional compensation shall be allowed for such delays.

**TERMINATION OR SUSPENSION:** This contract may be terminated by mutual agreement and consent of the parties hereto or by either party upon failure of the other party to fulfill its obligations as set forth in this contract, proper allowance being made for circumstances beyond the control of either party.

If terminated, Land Surveyor shall deliver to the Department of Transportation and Drainage all drawings and records of the work compiled to the date of termination and the Parish shall pay in full for all work accomplished up to the date of termination, including any retained percentage earned to date.

Should the Parish find it necessary to suspend or terminate any portion of the work for lack of funding or other circumstances beyond its control, this may be done by ten (10) days notice given by the Parish in writing to that effect. If suspended, the work may be reinstated and resumed in full force and effect upon receipt from the Parish of thirty (30) days notice in writing to that effect.

This agreement shall ipso-facto terminate three years after the date of any suspension of the work as provided above if the work has not been reinstated and resumed by notice from the Parish during the three year period, and neither party shall have any further obligation to the other party.

**DISPUTES:** Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties shall be referred to the Director of Transportation and Drainage or his duly authorized representative for determination, whose decision in the matter shall be final and conclusive on the parties to this contract. This disputes clause does not foreclose the rights of the parties with respect to questions of law in connection with decisions provided for in the foregoing sentence.

**INDEPENDENT CONTRACTOR OBLIGATION:** Land Surveyor shall be an independent contractor under this contract and shall assume all of the rights, obligations and liabilities applicable to him as an independent contractor hereunder. Land Surveyor shall perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances at the time the services are performed, with the Parish interested only in the results of the work.

**COMPLIANCE WITH APPLICABLE LAWS:** Land Surveyor shall procure all permits and licenses applicable to the services to be performed and shall comply with any and all Local, State and Federal laws including those regarding age, citizenship, hours, wages and conditions of employment affecting the service covered by this agreement. Land Surveyor shall pay the contributions measured by wages of his employees required by the Federal Unemployment Tax Act, Federal Insurance Contributions Act, and any other payroll tax as required by law.

**INDEMNITY:** Land Surveyor agrees that it shall indemnify and hold the Parish free and harmless from any and all claims of whatsoever kind or nature, including but not limited to, damages to persons or property and any and all costs and expense relating to the defense of any such claims, including reasonable attorney's fees incident thereto, that may arise out of, or by reason of, the performance of professional services under this contract by Land Surveyor to the extent due to any negligent act, error or omission of Land Surveyor, Land Surveyor's employees, or sub-contractors

**LAND SURVEYOR'S AND SUB-CONSULTANT'S INSURANCE:** Engineer and any sub-consultants shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work covered by this contract. Engineer shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI, according to Best's Key Rating Guide. Engineer is responsible for assuring that its sub-consultants meet these insurance requirements.

A. Commercial General Liability on an occurrence basis as follows:

General Aggregate	\$2,000,000
Products-Comp/Op Agg	\$2,000,000
Personal & Adv Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage (any one fire)	\$50,000
Medical Exp	\$5,000

B. Business Auto Policy

Any Auto; or Owned, Non-Owned & Hired: Combined Single Limit \$1,000,000

C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.

D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

E. Waiver of subrogation in favor of the City of Baton Rouge and Parish of East Baton Rouge, is required from Workers Compensation Insurer.

F. Professional Liability coverage for errors and omissions is not required, but Parish shall have the benefit of any such insurance carried by Engineer.

G. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

H. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge,  
Attn: Purchasing Division  
Post Office 1471  
Baton Rouge, Louisiana 70821

**PERSONAL INTEREST:** Land Surveyor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, in the above described Project Area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. Land Surveyor further covenants that in the performance of his contract no person having any such interest shall be employed.

**AFFIDAVIT AND CORPORATE RESOLUTION:** Land Surveyor shall attest by Affidavit, a sworn statement that this contract was not secured through employment or payment of a solicitor. If Land Surveyor is a corporation, a corporate resolution is furnished as evidence of authority to execute the contract.

**ADDITIONAL REQUIREMENTS OF FEDERAL GRANT FUNDED PROJECTS:** If the project is funded in whole or in part by Federal Grants, Land Surveyor shall comply with the Federal Requirements, Exhibit "B". Land Surveyor shall also include these Federal Requirements in any sub-contracts.

**RIGHT TO AUDIT:** Land Surveyor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Land Surveyor relating to his performance under this contract.

**ASSIGNMENT:** Land Surveyor shall not sub-contract any of the services covered by this contract nor assign any interest in the contract or transfer any interest in same (whether by assignment or novation) without the prior written approval of the Parish.

**IN WITNESS WHEREOF,** the Parish and Land Surveyor have executed this contract effective as of the date first written above.

**WITNESSES**

**CITY OF BATON ROUGE AND  
PARISH OF EAST BATON ROUGE**

By \_\_\_\_\_  
Sharon Weston Broome  
Mayor-President

\_\_\_\_\_  
Land Surveyor

By \_\_\_\_\_

Title \_\_\_\_\_

## **EXHIBIT A**

### **CONTRACT FOR LAND SURVEYOR SERVICES SCOPE OF WORK**

#### **TOPOGRAPHIC SURVEYS**

1. The making of all topographic surveys, in English units, required to complete the preliminary and final plans which shall include but not be limited to the staking of base line when physically possible and, where this is not possible, to the running of all ground traverses necessary to compute and establish base line. This work shall include, for the control of the field survey and later use, the establishment of reference points along the project to define the centerline and of a reference system of bench marks on a closed level circuit. This work shall be performed in accordance with the latest addition of the LADOTD Location and Survey Manual along with the use of LADOTD feature codes.
2. Engineer shall make sufficient field ties to existing property corners and utility lines to establish the location of the existing right-of-way line and utility lines.
3. Two (2) copies of the topographic field roll with an established base line and field notes shall be submitted to the Parish for review and approval prior to proceeding with preliminary plans.

#### **PHASE II - RIGHT-OF-WAY SURVEY AND MAPS**

This Phase shall be broken into two (2) parts to include review of title research/abstracts, and right-of-way surveys and maps. The title research/abstracts shall include a report of the ownership of the current property owner(s) with address, acquisition data, assessment and tax information, description of property, conveyances of full ownership, conveyances of other rights, existing ROW, recorded plats, and a copy of the last acquisition. For the right-of-way surveys and maps, the Engineer shall provide all services for conducting a right-of-way survey and the developing of right-of-way maps in those locations on the project where the design of the project makes it necessary to acquire any or additional right-of-way or servitudes. The maps shall be prepared according to generally accepted practice for making maps for determination of existing right-of-way and servitudes, and shall show all the required information, including but not limited to the following:

1. Centerline of proposed improvement including station numbers at all P.C.'s and P.T.'s of curves, property line intersections, bearing of said centerline and all curve data pertaining thereto.
2. Section, township and range lines.
3. In all subdivisions, all subdivision names, square numbers, lot numbers, and street names with their proper dimensions will be shown where said streets or lots border on project.
4. All property lines between properties abutting the right-of-way of project and their direction relative to the centerline of the proposed improvement.
5. Sufficient data relative to the determination of the existing right-of-way shall be shown on said map. This data may be the recordation of formal right-of-way deeds, a recorded subdivision plat, or in the absence of all other evidence a line at the base of the existing ditch or toe of the existing ditch or toe of the existing fill. Where

duly recorded subdivision plats are the authority for establishing the existing right-of-way, sufficient field ties will be made to property corners and these ties with description of said property corners will be shown on the map.

6. Ownership of the various tracts of land shall be determined by the Engineer through required abstracts or other ownership data.
7. All survey markers shown shall be marked either found in place or "set" by Engineer.
8. Limits of proposed construction shall be shown.
9. Said map shall be standard size sheets 22" x 34".

#### **SERVICES TO BE PERFORMED BY THE PARISH**

The Parish will furnish Engineer without charge the following services and data:

1. All information which it has in its files as to survey plans and studies within the area of the project which may be useful in carrying out this work, as well as assistance in securing data from others to the extent available.
2. Reproductions of any standard form plan sheets, such as Title Sheet, Summary Sheet, etc., and prints of typical construction and right-of-way plans for use of Engineer as a guide.
3. Abstracts and Title Reports.

#### **ENDORSEMENT OF PLANS**

As required under the provisions of the Louisiana Revised Statutes, all survey plats and other documents in conformance with the following requirements:

1. All right-of-way maps, subdivision plats or other documents that involve the practice of land surveying as defined by the registration law shall be sealed and signed by a Registered Professional Land Surveyor.

**END OF EXHIBIT A**