

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that the Arkansas State Highway and Transportation Department (AHTD) is seeking letters of interest from qualified consulting firms to provide on-call surveying services for selected highway projects in the State of Arkansas.

The work will generally consist of control surveys; design surveys for highway location and design; and land surveys, staking, and monumenting for the acquisition of property for highway rights of way for AHTD. Additional information can be found at:

http://www.arkansashighways.com/consultant_services/advertisements/advertisements.aspx.

Qualified professional surveyors (PS) and consulting firms with a qualified professional surveyor (PS) on staff must currently be certified with AHTD for each of the surveying tasks that are to be performed.

A letter of interest, together with primary contact information and Architect-Engineer Qualifications Standard Form 330 Parts I and II available at:

http://www.arkansashighways.com/consultant_services/advertisements/ad_fy2011/sf330_e2014-10-31.pdf, should be addressed to:

Frank Vozel
Deputy Director and Chief Engineer
Arkansas State Highway and Transportation Department
P.O. Box 2261, Little Rock, AR 72203-2261
or
10324 Interstate 30, Little Rock, AR 72209

Two (2) sets of paper responses and a copy in PDF format on a Compact Disc (CD) must be received no later than 3:00 p.m. (CST) on December 16, 2013. Any responses received after this deadline will not be considered.

After a review of all letters of interest received, selected firms will be furnished a scope of work and requested to submit proposals for accomplishing the work.

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibited discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to EEO/DBE Section Head (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address:
EEO/DBE_Section_Head@ahtd.ar.gov

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

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ADDITIONAL INFORMATION

REQUEST FOR LETTERS OF INTEREST TO PERFORM ON-CALL CONTROL SURVEYS, DESIGN SURVEYS, AND LAND SURVEYS

Notice is hereby given that the Arkansas State Highway and Transportation Department (AHTD) is seeking letters of interest from professional surveyors (PS) and consulting firms with a Professional Surveyor (PS) currently on staff certified to perform one or more of tasks required for Control Surveys, Design Surveys for highway location and design, and Land Surveys for the acquisition of property for highway rights of way on selected highway construction projects. Staking and monumenting of rights of way to AHTD specifications may also be required. Selection and certification is task specific. Therefore, a Consultant Surveyor shall be certified for each task or tasks that are to be performed. Some examples follow:

Control Surveys Tasks

- Static GPS
- Baseline Control
 - EDM
 - RTK GPS
- Elevation Control
 - First and Second Order
 - 3-Wire
 - Digital Level
- Photogrammetry/LiDAR Control

Roadway and Bridge Design Surveys Tasks

- Topography, Terrain, and Utility Data Collection
- Traffic Signal Surveys
- Hydrographic Surveys
- Photogrammetry & LiDAR Surveys
- Subsurface Utility Engineering Surveys
- Survey Data Compilation

Land Surveys Tasks

- Parcel Surveys
- Right of Way Staking
- Right of Way Monumenting and Final Plats

All survey work shall be performed according to the current Arkansas minimum standards and regulations governing the practice of Professional Surveyors, as well as the requirements of the AHTD as specified in the most current version of the AHTD *Requirements and Procedures for Design Surveys and Land Surveys*. All survey work shall be performed under the supervision of

the Professional Surveyor (PS) licensed in Arkansas and approved by the AHTD to perform the task(s) specified.

The AHTD also has requirements for software and hardware to be used on projects for the AHTD. Model numbers for the equipment for the total station, data collection equipment, and automatic levels, etc., need to be listed. The information that follows gives details of what equipment and software is required to perform design surveys and/or land surveys for the AHTD.

It is required that all design and land survey field data collection shall be performed using the AHTD SDMS (Survey Data Management System) Collector software and according to current AHTD data collection requirements. It is also required that all field data be processed using the AASHTOWare SDMS Processor software. The software for field data collection and processing is furnished by the AHTD. All field, calculated, and control data shall be submitted in the appropriate AASHTO SDMS formats. This includes the survey data file (.SDF), unedited field files (.PRJ); edited files (.EDI); control files (.CTL); points and chains files (.PAC); and, alignment files (.ALI).

Post processing of data, if part of the scope of work for a project, requires using the AASHTOWare SDMS Processor software. This software will also be furnished by the AHTD.

Digital Terrain Modeling (DTM), final design survey maps, land survey work sheets and final plats, if part of the scope of work, shall be submitted using Bentley Systems, Inc., Bentley Inroads, Version 8.11 and Microstation Version 8.11 or higher. The minimum modules required are Inroads Survey (for SDMS data import) and Inroads Site (for geometry and digital terrain modeling). The Inroads Software shall use Microstation as the CAD platform. You are responsible for licensing the required CAD software products and for any and all training required in their use.

Control surveys, design surveys and land surveys require direct oversight by the Professional Surveyor(s), licensed in Arkansas, who is designated as the Surveyor(s) who will be in responsible charge and who has been approved by the Surveys Division. Requirements specific to each type survey are as follows.

CONTROL SURVEYS

Control surveys consist of: static GPS; baseline control; elevation control, and photogrammetry or LiDAR target control. The task that may be assigned will be based on the Consultant Surveyor's previous experience and expertise shown in performing the task or tasks to be performed. The proper equipment meeting AHTD requirements must be used at all times. Currently, this requires dual frequency geodetic quality receivers and antennae for static GPS. The equipment shall be able to produce a RINEX raw data file. Dual frequency geodetic quality Trimble receivers, antennae, and data-collectors are required for RTK GPS. The surveyor shall utilize the AHTD.FCL feature code file. Trimble Business Center software is required for any GPS post processing functions. The GPS antennae for static and RTK surveys shall have been tested and phase-center models produced by the National Geodetic Survey (NGS).

DESIGN SURVEYS

Design surveys are currently broken down into six (6) separate tasks: (1) Topography, Terrain, and Utility data collection; (2) Traffic Signal Surveys; (3) Hydrographic Surveys; (4) Photogrammetry and LiDAR Surveys; (5) Subsurface Utility Engineering Surveys; and (6) Survey Data Compilation. Once a Consultant Surveyor becomes certified to perform Task 1, they can also work toward becoming certified, for any or all the other tasks listed. Obtaining and maintaining certification for any or all tasks depends on performance of the current project task assigned.

Tasks (1) Topography, Terrain, and Utility data collection and (2) Traffic Signal surveys require the use of the AHTD-SDMS collection software and AASHTO SDMS processor for collection and processing field collected data. Task (3) Hydrographic surveys may utilize Sonar equipment and RTK GPS equipment.

Tasks (4) Photogrammetry and LiDAR surveys and (5) Subsurface Utility Engineering (SUE) surveys may be performed by a subconsultant.

Task (6) will comprise of compiling survey data from different sources that may include field surveys, photogrammetry surveys, LiDAR surveys, and/or SUE surveys. The development of the CAD graphics (DGN), Survey Geometry database (ALG), and Digital Terrain Model (DTM) shall utilize the above stated Bentley Microstation InRoads softwares.

LAND SURVEYS

Land surveying is broken down into three (3) tasks: (1) Parcel Surveys; (2) Right of Way staking for Appraisals; and, (3) Right of Way monumentation and final plats. Once a Consultant Surveyor becomes certified to perform Task 1, they can also work toward becoming certified, for any or all the other tasks listed. Obtaining and maintaining certification for any or all tasks depends on performance of the current project task assigned.

Task (1) Parcel Surveys requires the Consultant Surveyor to collect field information using AHTD-SDMS collection software and processing the data with the AASHTO SDMS Processor software. The development of the Parcel worksheets CAD graphics (DGN), and Parcel Survey Geometry database (ALG) shall utilize the above stated Bentley Microstation InRoads softwares.

Task (2) Right of Way staking for Appraisals consist of placing temporary wire flags at the location of proposed Right of Way points. The AHTD-SDMS collection software shall be utilized to field locate these Right of Way points. If the consultant is certified to perform Control Survey with RTK GPS, the consultant may utilize RTK GPS to locate said propose Right of Way points.

Task (3) Right of Way monumentation and final plats consist of placing permanent monuments and producing final survey plats of the acquired tracts of property. Certified survey plats of the land survey information furnished to the AHTD shall meet current State and AHTD requirements for land surveys. The development of the survey plats CAD graphics (DGN) and Survey Geometry database (ALG) shall utilize the above stated Bentley Microstation InRoads softwares.

Letters of Interest Requirements

Please submit responses with information that includes the following:

- General information of the firm's experience in performing control, design, and/or land surveys.
- Information related to being a Disadvantaged Business Enterprise (DBE), a minority owned business, or female owned business, if applicable.
- Form SF-330, Parts I and II with a resume' of responsible personnel who would work on survey contracts.
- A list of equipment available for use in performing design surveys and land surveys.
- Regions of the state in which the firm prefers to work, if applicable.

Inquiries regarding this request should be directed to:

Michael Kelly, PE, PS
Division Head, Surveys
Arkansas State Highway and Transportation Department
P. O. Box 2261, Little Rock, AR 72203
Phone: (501) 569-2341 Fax: (501) 569-2344
Michael.Kelly@ahtd.ar.gov

Becoming selected to perform on-call services in control surveys, design surveys, and land surveys does not guarantee projects will be assigned to a Consultant Surveyor. When the workload of the AHTD requires, selected firms will be furnished with a scope of work for each specific project and requested to submit a proposal for performing the required surveys.

The selected Consultant Surveyor must submit an audit report including a report on internal control and compliance. The report shall meet the reporting guidelines provided in the applicable financial audit standards sections of the *General Accepted Government Auditing Standards (GAGAS)*, and shall include **positive assurance** that all costs included in the recommended rate are allowed by **48 CFR Part 31**. An indirect cost rate, set by the audit, must be approved by the AHTD prior to executing the contract.

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