



# AIA<sup>®</sup> Document G601<sup>™</sup> – 1994

## Request for Proposal - Land Survey

[ ] SURVEYOR  
[ ] OWNER  
[ ] ARCHITECT

| **DATE:** November 7, 2014

**PROJECT** *(Name and address)*

| **Dover High School & Regional Career Technical Center**  
25 Alumni Drive, Dover, NH 03820

**OWNER** *(Name, Legal Status and Address)*

The Dover School District  
School Administrative Unit #11  
McConnell Center  
61 Locust Street, Suite 409  
Dover, NH 03820-4132

**SURVEYOR** *(Name, Legal Status and Address)*

**ARCHITECT** *(Name, Legal Status and Address)*

HMFH Architects, Inc.  
130 Bishop Allen Drive  
Cambridge, Massachusetts 02138

**ATTENTION** *(In Architect's office)*

| Tina Stanislaski, AIA

**ARCHITECT'S PROJECT NUMBER:**

| 403114

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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### REQUEST FOR PROPOSAL

The Owner requests the Surveyor to submit to the Owner a proposal for a Land Survey of the property described below.

The Surveyor shall submit the proposal by attaching hereto (and identifying in Article 8) the material required, and returning three signed copies of this document to the Owner. The Surveyor shall include with the proposal a statement defining any proposed deviations from the requirements of this document, including additions, deletions, exceptions and revisions.

If the Owner accepts the proposal, all three copies of this document will be signed by the Owner; one will be returned to the Surveyor and one to the Architect. Upon execution and receipt by both parties, this document and all attachments listed in Articles 6, 7 and 8 shall form the Agreement between the Owner and the Surveyor.

Init.

The Surveyor shall hold the proposal open for acceptance by the Owner for a period of thirty ( 30 ) calendar days after the date of submittal to the Owner.

## LAND SURVEY PROPOSAL

### ARTICLE 1 GENERAL PROVISIONS

#### § 1.1 TIME

§ 1.1.1 Subject to any limitations stated in this proposal, the specified Land Survey shall be completed and the drawing(s) and report(s) delivered to the Owner and the Architect within sixty ( 60 ) calendar days after written authorization to proceed is received, barring circumstances beyond the Surveyor's control that force a delay. In such instance, the Surveyor will inform the Owner of the cause of the delay.

#### § 1.2 COMPENSATION

§ 1.2.1 The Surveyor shall attach the lump sum fee or rate and price schedule information or both to this proposal. The cost of the Land Survey (including the furnishing of all materials, surveying equipment and computers, labor and any required insurance) shall be based upon the method(s) checked below:

a stipulated sum for all services based on this proposal, with adjustments to the stipulated sum being computed in accordance with the Surveyor's attached rate schedule if changes in the work are authorized;

OR

charges computed in accordance with the Surveyor's current attached rate schedule which shall include a lump sum for mobilization, demobilization, travel and per diem expenses, stating the maximum amount of cost that will be incurred without prior written authorization by the Owner;

OR

as specified below.

#### § 1.3 BILLING AND PAYMENT

§ 1.3.1 Billing for the survey shall be as checked below:

to the Owner's address above, with a copy to the Architect;

OR

to the Owner in care of the Architect, in duplicate, at the Architect's office address.

§ 1.3.2 Payment shall be made as follows:

*(Here insert payment provisions.)*

On a lump sum basis following the satisfactory completion and transmittal of a site survey in accordance with these specifications. Upon receipt of the Surveyor's invoice, the Architect will bill the Owner and pay the Surveyor within (30) days after receiving the funds from the Owner.

#### § 1.4 INSURANCE

§ 1.4.1 The Surveyor shall provide and maintain insurance coverage for claims under Workers' Compensation Acts; claims for damages because of bodily injury, including personal injury, sickness or disease, or death of employees or of any other person; and from claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom. The Surveyor's proposal shall state the coverages and limits of liability of professional liability insurance that will be maintained for protection from claims arising out of the performance of professional services. Certificates of Insurance evidencing the above coverages shall be made available at the Owner's request.

#### § 1.5 PROTECTION OF PROPERTY

§ 1.5.1 The Surveyor shall contact the Owner for information regarding the site and shall take all reasonable precautions to prevent damage to property, visible and concealed, and shall reasonably restore the site to the condition existing prior to the Surveyor's entry, including, but not limited to, repair of lawns and plantings.

#### § 1.6 QUALIFICATIONS

§ 1.6.1 All services shall be performed by qualified personnel under the supervision of a professional licensed or otherwise qualified by the state to practice land surveying, and the document(s) submitted shall bear the Surveyor's seal and statement to that effect.

**§ 1.7 USE OF SURVEYOR'S DRAWINGS**

§ 1.7.1 It is understood that the Owner, or the Architect on the Owner's behalf, may reproduce the Surveyor's drawings without modification and distribute the prints in connection with the use or disposition of the property without incurring obligation for additional compensation to the Surveyor. The original drawings shall remain the property of the Surveyor.

**§ 1.8 ACCURACY STANDARDS**

§ 1.8.1 Precision of the survey shall be based on the positional accuracy concept. The Surveyor shall recommend in the proposal positional accuracy limits and error of closure limits for the property being surveyed.

**ARTICLE 2 PROPERTY INFORMATION PROVIDED BY OWNER**

**§ 2.1 LEGAL DESCRIPTION:**

*(Insert legal description of the property and attach supporting data.)*

See attachments, if any, identified in Article 7.

**§ 2.2 COMMON DESCRIPTION:**

*(Insert property name and address.)*

The 44-acre parcel identified as 25 Alumni Drive, Dover, NH.

See attachments, if any, identified in Article 7.

**§ 2.3 PROPERTY LINES AND ACCESS**

§ 2.3.1 Property lines and means of access are shown on the attached drawings, identified in Article 7. Site access is provided by the arrangement checked below:

The Owner has title to this property and the right of entry for this survey.

The Owner has secured permission from the present owner and tenant for entry to the property for this survey, subject to the following conditions:

The present owner is:

The present tenant is:

Other conditions:

The Surveyor shall contact the following person(s) in order to schedule site access and make necessary arrangements:

*(Insert names, addresses and telephone numbers, if any.)*

Jeffrey White, Facilities Director, Dover School District, (603) 516-6882

As otherwise specified below.

**ARTICLE 3 DRAWING REQUIREMENTS**

Requirements for land survey drawings are as indicated below.

§ 3.1 Drawings shall note all dimensions and elevations in:

imperial units at 1" = 40' (unless otherwise authorized by the Architect) scale.

metric units at scale.

§ 3.2 Drawing sheets shall be trim size 30" x 42" with left binding edge and 1/2" borders.

§ 3.3 Show NORTH arrow and locate magnetic North:

directed to the top of the sheet;

OR

as specified below.

§ 3.4 Include legend of symbols and abbreviations used on the drawing(s).

§ 3.5 Spot elevations on paving or other hard surfaces shall be to the nearest .01 foot; on other surfaces, to the nearest .10 foot. If required by Section 3.1, use equivalent metric units.

§ 3.6 Boundary and topographic information, where both are required, shall be on the same drawing unless otherwise requested by the Architect.

§ 3.7 State elevation datum on each drawing:

use National Vertical Geodetic Datum (NVDG) 1929 and give location of benchmark used;

OR

use assumed elevation at ;

OR

use official town datum;

OR

as specified below.

§ 3.8 Furnish to the Architect one reproducible transparency and three prints of each drawing. The Surveyor shall sign and seal each drawing and shall state that to the best of the Surveyor's knowledge, information and belief, all information thereon is true and accurately shown.

#### ARTICLE 4 LAND (BOUNDARY) SURVEY REQUIREMENTS

Survey requirements shall be established as indicated below.

§ 4.1 Show boundary lines, giving length and bearing (including reference or basis) on each straight line; interior angles, radius, point of tangency and length of curved lines. Unless otherwise prohibited by law, where no monument exists, set permanent iron pin (monument) or other suitable permanent monument at property corners; drive pin adequately into ground to prevent movement and mark with wood stake; state on the drawing(s) whether corners were found or set and describe each.

§ 4.2 Furnish a legal description that conforms to the record title boundaries. Prior to making this survey and insofar as is possible, the Surveyor shall acquire data including, but not limited to, deeds, maps, certificates or abstracts of title, section line and other boundary line locations in the vicinity.

Reconcile any discrepancies between the survey and the recorded legal description.

§ 4.3 Give area in square feet if less than one acre; in acres (to .001 acre) if over one acre. If required by Section 3.1, use equivalent metric units.

§ 4.4 Note identity, jurisdiction and width of adjoining streets and highways, width and type of pavement. Identify street monuments and show distance to the nearest intersection.

§ 4.5 Plot location of structures on the property. Dimension to property lines and other buildings. Note vacant parcels as VACANT. Describe building materials and note number of stories.

Dimension perimeters in feet and inches to nearest 1/2 inch;

OR

dimension perimeters in feet and decimals to .05 foot;

OR

dimension perimeters in metric units to the nearest millimeter.

Include adjacent property within (*indicate feet or meters*) 50 feet .

§ 4.6 Show encroachments, including cornices, belt courses, etc., either way across property lines.

§ 4.7 Describe fences and walls and locate them with respect to property lines.

Include identification of party walls.

§ 4.8 Show recorded or otherwise known easements and rights-of-way and identify owners (holders).

Init.

- |  § 4.9 Note planned rights-of-way and the nature of each.
- |  § 4.10 Note planned street widenings.
- |  § 4.11 Show individual lot lines and lot block numbers; show street numbers of buildings if available.
- |  § 4.12 Show zoning of property. If more than one zone, show the extent of each. Show zoning of adjacent property and property across the street(s) or highway(s).
- |  § 4.13 Show building line and setback requirements, if any.
- |  § 4.14 Give names of owners of adjacent property.
- |  § 4.15 Other: (*Specify*)

**ARTICLE 5 TOPOGRAPHICAL SURVEY REQUIREMENTS**

All lines of levels shall be checked by separate check level lines, or on previous turning points or benchmarks. Topographical survey requirements shall be established as indicated below. If required by Section 3.1, use equivalent metric units.

- |  § 5.1 A minimum of one permanent benchmark on site for each four acres and a description and elevation to nearest .01 foot.
- |  § 5.2 Contours at 1 foot intervals; error shall not exceed one-half contour interval.
- |  § 5.3 Spot elevation at each intersection of a 50 foot square grid covering the property.
- |  § 5.4 Spot elevations at street intersections and at 10 feet on center of curb, sidewalk and edge of paving, including far side of paving. If elevations vary from established grades, also state established grades.
- |  § 5.5 Plotted location of structures, paving and improvements above and below ground.
- |  § 5.6 Floor elevations and elevations at each entrance of buildings on the property.
- |  § 5.7 Utility information. The following information is to be shown based on record information and on surface evidence. Inadequate record data requiring the surveyor to employ techniques of subsurface exploration to locate utilities will be an additional service subject to Owner approval.
  - |  Location, size, depth and pressure of water and gas mains, central steam and other utilities including, but not limited to, buried tanks and septic fields serving, or on, the property.
  - |  Location of fire hydrants available to the property and the size of the main serving each.
  - |  Location, elevation and characteristics of power, cable television, street lighting, traffic control facilities and communications systems above and below grade.
  - |  Location, size, depth and direction of flow of sanitary sewers, combination sewers, storm drains and culverts serving, or on, the property; location of catchbasins and manholes, and inverts of pipe at each.
  - |  Name of the operating authority, including contact person and phone number, for each utility indicated above.
- |  § 5.8 Mean elevation of water in any excavation, well or nearby body of water.
- |  § 5.9 Location of flood plain and flood level of streams or adjacent bodies of water.
- |  § 5.10 Extent of watershed onto the property.
- |  § 5.11 Location of test borings if ascertainable, and the elevation of the tops of holes.

Init.

§ 5.12 Location of trees 6 inches and over (caliper three feet above ground); locate within one foot tolerance and identify species in English and botanical terms.

§ 5.13 Location of specimen trees flagged by the Owner or the Architect ( 50 in number); locate to center within six inches tolerance; give species in English and botanical terms, give caliper three feet above ground and ground elevation on upper slope side.

§ 5.14 Perimeter outline only of thickly wooded areas unless otherwise directed.

§ 5.15 Description of natural features.

§ 5.16 Location(s) of suspected or confirmed soil contamination(s).

§ 5.17 Other: *(Specify)*

#### ARTICLE 6 ADDITIONAL REQUIREMENTS

*(Describe any additional requirements specific to this Project.)*

#### ARTICLE 7 ATTACHMENTS BY OWNER

*(Identify attachments by Owner as described in Sections 2.1, 2.2 and 2.3, and any other documents that are incorporated by reference below.)*

§ 7.1

§ 7.2

§ 7.3

#### ARTICLE 8 ATTACHMENTS BY SURVEYOR

*(Identify and attach any other terms or conditions, accompanying sketches and any other documents that are incorporated by reference below.)*

§ 8.1

§ 8.2

§ 8.3

#### ARTICLE 9 SUBMISSION OF PROPOSAL

By signing this document, the Land Surveyor represents that all appropriate attachments and additions have been made and that any proposed deviations from the requirements of the Owner's request have been clearly identified.

**LAND SURVEYOR**

**PROPOSAL DATE**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Month, day and year)*

\_\_\_\_\_  
*(Printed name and title)*

**ARTICLE 10 ACCEPTANCE OF PROPOSAL**

By signing this document, the Owner accepts the Land Surveyor's proposal, including all attachments listed in Articles 6, 7 and 8 that henceforth shall form the Agreement between the Owner and the Land Surveyor.

**OWNER**

**ACCEPTANCE DATE**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Month, day and year)*

\_\_\_\_\_  
*(Printed name and title)*



Init.

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# **Additions and Deletions Report for** **AIA<sup>®</sup> Document G601<sup>™</sup> – 1994**

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 17:26:18 on 11/06/2014.

## **PAGE 1**

**DATE:** November 7, 2014

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Tina Stanislaski, AIA

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403114

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Location of fire hydrants available to the property and the size of the main serving each.

Location, elevation and characteristics of power, cable television, street lighting, traffic control facilities and communications systems above and below grade.

Location, size, depth and direction of flow of sanitary sewers, combination sewers, storm drains and culverts serving, or on, the property; location of catchbasins and manholes, and inverts of pipe at each.

Name of the operating authority, including contact person and phone number, for each utility indicated above.

§ 5.8 Mean elevation of water in any excavation, well or nearby body of water.

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## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, Philip Lewis , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 17:26:18 on 11/06/2014 under Order No. 8320231972\_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document G601™ – 1994, Request for Proposal - Land Survey, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

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*(Signed)*

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*(Title)*

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*(Dated)*