

## **Request for Proposals**

### **Request for Proposals for Civil Engineering and Surveying Services**

**Project Name:** Leech Lake Homes IX

**Proposal Due Date:** Friday, May 2, 2025

The Leech Lake Band of Ojibwe Housing Authority is requesting proposals from qualified individuals and firms for professional civil engineering and surveying services a new residential development of an 80-acre site with 30 single-family units located on fee land on the Leech Lake Band of Ojibwe Reservation. The site is located on an undeveloped parcel northeast of Nary Road and Tower Road in Cass Lake, MN.

The Leech Lake Band of Ojibwe GIS Department created a preliminary site layout for the 30 homes including two lots of green space. They also created preliminary legal descriptions. Those are attached as Appendix A.

The services shall be divided into three phases based on the project timeline. Phase One services shall be completed upon notice to proceed by the Owner, target completion is Friday, June 14, 2025. The Phase Two services shall not proceed until notice is given by Owner, target completion is Friday, July 18, 2025. The Phase Three services shall not proceed until notice is given by Owner, the targeted start is December 1, 2025.

#### **Phase One: Preliminary Design Services**

- Review the LLBO GIS preliminary site layout. Coordinate with LLHA, development team, and architect to understand lot size requirements, infrastructure needs, and other site amenities.
- Prepare a preliminary cost estimate for the proposed site plan inclusive of all site work.
- Research is to be performed at the appropriate Tribal and Agency departments to determine the nature and location of public and private utilities that serve the property. This includes storm drainage, communications, and electrical service.
- Prepare a land survey and legal descriptions based on preliminary site layout and adjusted based on LLHA direction.

#### **Phase Two:**

##### ***Surveying Services:***

- Proposals shall include all labor, materials, travel, and consultation necessary to provide an American Land Title Association (ALTA) / ACSM Land Title Survey and an As-Built ALTA/ACSM Land Title Survey for the project as described in the attached.
- The first draft of the ALTA survey must be received within six weeks of the Notice to Proceed, comments will be provided for incorporation into the final draft. The As-Built ALTA will be conducted immediately after the substantial completion of construction, along with associated landscaping and infrastructure improvements. Anticipated

construction completion is approximately 12-18 months after construction start, the final as-built ALTA Survey will be required no later than 60 days following the substantial completion date.

- Bidders must be properly licensed and experienced in providing services similar to that defined.
- Survey Requirements: See Appendix B with full survey requirements. Final survey requirements are subject to change but will be provided prior to notice to proceed.

***Geotechnical Services:***

- Provide for appropriate Geotechnical Exploration and report covering the necessary recommendations for the incorporation of all appropriate utilities, paved roadways, and building construction.

***Civil Engineering Services:***

- Provide a site grading/drainage plan showing both original and final contour lines on a one-foot interval. The grading plan shall show the minimum floor elevation for each lot on the development. Provide existing field topographic survey for the project area as needed.
- Provide design, details, and location on each lot for septic system.
- Provide design, details, and location for well water connection at each lot.
- Provide design and details for on-site walkways, roadways and paving, and drainage swales on each side of the roadway.
- Ensure the Enterprise Green Communities commitments of the project that relate to Civil scope are included in civil design documents.
- Provide any additional design and plan sheets as needed for a complete finished plan set suitable for construction. Provide any detail needed.
- Provide a grading plan for each lot depicting the proposed structure, existing and proposed contours for final grading, driveway, utility connections, spot elevations and finished floor elevation.
- Provide a Stormwater Pollution Prevention Plan in accordance with the U.S. Environmental Protection Agency and in coordination with applicable Tribal jurisdiction.
- Provide construction specifications for plan items.
- Provide a bid item list with quantities to be included in the construction bid documents.
- Assist in the preparation of bid documents and construction contract documents.
- Provide an engineer's estimate with the civil construction documents, which includes a line item breakout for the civil/site work.
- Design and construction criteria to be based on local specifications. Deliverable plans shall be considered construction documents and suitable for proper construction of the project.

**Phase Three: Construction Period Services Required**

- Provide corrections for any errors, omissions, or required changes to the plans that fall in the original scope of services and discovered during construction.

- Provide for on site construction inspection at major intervals in the construction process and at final completion of the project. Prepare a report of the construction including a punch list for each site visit. Review and approve testing reports. Provide a third-party certification of the project at completion of the project.
- Provide construction administration services. These services shall include but not be limited to, review of materials testing, RFI responses, submittal reviews, and general support during the course of construction.
- Preparation of punch lists and final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings; with modified drawings reflecting any change orders during construction.
- Review and recommend approval/denial to the owner of all change order requests.
- Review and recommend approval of construction pay estimates on a monthly basis for Owner.

## **Proposal Requirements**

### **1. Experience**

- Description of experience related to civil engineering services:
- Please describe the general experience of the firm including number of years the firm has been in operation.
- Please describe the specific experience of the firm in providing services for single and multi family residential projects. Please describe the specific experience of the firm in providing services for developments in Minnesota.
- Please describe the specific experience of the firm in project management experience, construction observation, and construction specification writing.
- Describe the firm's ability and experience in working cooperatively with owners, municipalities and/or Tribal governments and utility companies to provide for a fluid completion of the project.
- Description of experience in Indian Country: Please describe any relevant experience of the firm, involved principals and any assigned staff in design and specification writing services for projects located on Tribal trust or fee land.

2. **Associations:** Please provide a description of any associations with other firms or any form of subcontracting that is planned for the project.

3. **Certifications and Licenses:** Please include a copy of any pertinent licenses or certifications.

4. **References:** Please include a minimum of three references that can be contacted by the Leech Lake Band of Ojibwe Housing Authority.

5. **Disclosure of Claims:** Please disclose any claims, lawsuits, or formal disputes for work or services previously or currently being performed.

6. **Methodology:** Please provide an explanation of the methodology for all services.

7. **Cost proposal:** Please detail all costs required to assist with these services and the required timelines for payments.
8. **Indian Preference (Optional):** This RFP is not restricted to qualified, Indian-owned firms; however, preference will be given to Indian-owned enterprises in accordance with 24 CFR 1000.48 and 1000.52 of the Native American Housing Assistance and Self-Determination Act.
9. **Timetable for completion of the services:** Please outline the expected timeline to complete the full scope of services outlined below.

**Rating Factor and Value**

(Items mentioned which are not included in the proposal will be rated as zero):

Indian Preference	15
15 points – Indian-owned enterprises	
5 points – Non-Indian-owned enterprises who guarantee to train or employ Native Americans for the duration of the Project	
Relevant Experience (Similar Services)	25
Proposed Schedule	20
Qualifications	20
Cost	20
<b>TOTAL OF ALL FACTORS</b>	<b>100</b>

**Other Information**

This request is being sent to a selected number of firms. The intent of the RFP is to have the firms under consideration specifically address the services required and provide a well-considered proposal for these services.

Proposals shall include all labor, materials, travel, and consultation necessary to produce a complete and thorough set for drawings, specifications, site survey, and all other necessary documents for site work and infrastructure improvements that will allow for the construction of the project as described in the attached. No Tribal Employment Rights Office (TERO) fees will be assessed for Leech Lake Homes IX project.

Compensation: The quote should provide a fixed cost proposal for all work associated with the provision of these services. The final cost of services may be negotiated, prior to award of the contract. Invoicing shall be sent monthly directly to the LLHA, which shall process payments within 30 days following the receipt of said invoice.

Insurance: The selected firm is an independent contractor, and therefore is responsible for all its own benefits, insurances, etc. Firm will be required to provide Certificate of Insurance for General Liability, Errors and Omissions, Auto and Workman’s Compensation, in amounts to be determined prior to entering into Contract.

Please call Harry Entwistle, LLHA Director of New Development, at (218) 820-9889 with any questions. The proposal may be submitted electronically to [harry.e@llha.net](mailto:harry.e@llha.net) until 4:00 p.m. CST on Friday, May 2, 2025.

\*The Leech Lake Band of Ojibwe Housing Authority has the right to reject any and all proposals.

**NARY HOUSING PLAT****BLOCK 1**

Lot 1, Block 1 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.2 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 2, Block 1 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.2 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 3, Block 1 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.2 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 4, Block 1 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

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**BLOCK 2**

Lot 1, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.4 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 2, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 3, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 4, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 5, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 6, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 7, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 8, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 9, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 10, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 11, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 12, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 13, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 14, Block 2 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.5 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

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**BLOCK 3**

Lot 1, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.3 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 2, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.6 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 3, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.5 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 4, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.9 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 5, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.4 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 6, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.7 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

**Designated Greenspace:**

Lot A, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 6 acre more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot B, Block 3 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 1 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

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**BLOCK 4**

Lot 1, Block 4 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.7 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

Lot 2, Block 4 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.8 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

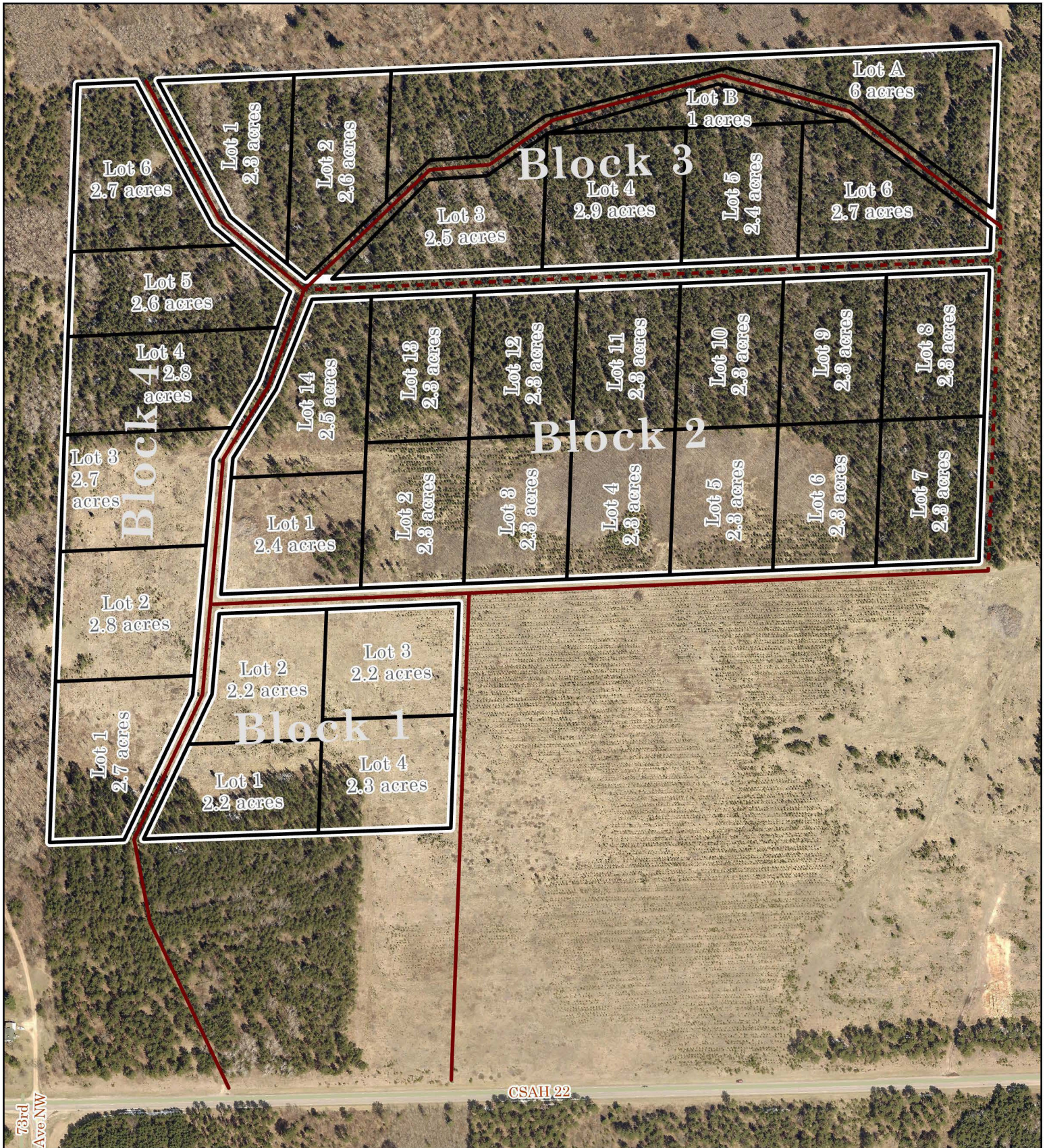
Lot 3, Block 4 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.7 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.

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Lot 6, Block 4 of Nary Housing Plat; situated in Southwest 1/4, Section 18, T.145N. R.31 W., 5th P.M., in Cass County, Minnesota; containing 2.7 acres more or less; SUBJECT TO easements and rights-of-way as recorded in said County.



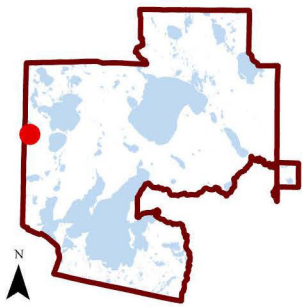
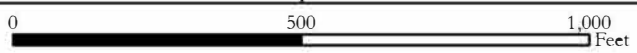


# Leech Lake Homes IX Project

30 housing lots + 2 playground/green space lots

Coordinate System:  
NAD 1983 UTM Zone 15N

Source: LLBO DRM, Cass County  
Jacque Meyer - LLBO GIS Dept  
6/26/2024





## APPENDIX B

### SURVEY REQUIREMENTS

The survey shall contain the following survey certification and be certified by a registered land surveyor licensed in the jurisdiction in which the Insured Property is located. The survey is to have the surveyor's original signature and seal affixed and shall reflect a current date and certification. A detailed list of required Table A items is below.

To [Names will be provided]

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 6(a), 6(b), 7(a), 7(b)(1), 7(c), 8, 9, 10, 11(a), 13, 14 and 16-19, and negotiated Items 20 and 21 (below) of Table A thereof. The fieldwork was completed on \_\_\_\_\_.

Date of Plat or Map: \_\_\_\_\_

*(Surveyor's signature, printed name and seal with Registration/License Number)*

Note: If the surveyor prefers not to include Table A, Item 19 on the face of the survey, obtain and provide a copy of evidence of the surveyor's professional liability insurance in an amount of not less than \$1,000,000.

1. The General Partner/Managing Member must deliver (or have delivered) the following items to the surveyor, before the survey of the property is completed: (i) a current title policy/commitment; (ii) current record descriptions of any adjoiners to the property (unless the lots are platted); (iii) any recorded easements benefitting the property; (iv) any recorded easements, servitudes or covenants burdening the property; (v) any unrecorded documents affecting the property which should be reflected on the survey; and (vi) a current zoning letter/report.
2. The initial survey must be dated no more than sixty (60) days prior to the initial closing and the fieldwork must have been completed within ninety (90) days prior to the initial closing. If the fieldwork date is not within ninety (90) days, a site visit/visual inspection must be noted within ninety (90) days of the initial closing confirming no observed changes since the fieldwork was completed. If an updated survey is due at completion, it must be dated on or after the date the Project was completed, as evidenced by issuance of the final certificate of occupancy. If an updated survey is due at stabilization, it must be dated on or after the date on which the Project achieved stabilized operations.
3. All parking restrictions and requirements applicable to the Insured Property must be shown on the survey. For all acquisition/rehabilitation projects, the current parking count must be included in the zoning table on the survey. If the zoning/land use requirements on an acquisition/rehabilitation project do not conform to current zoning/land use regulations, proof of legal nonconforming use must be noted on the survey. In addition,

confirmation as to whether any improvement can be rebuilt in its existing footprint in the event of a casualty loss.

4. The actual zoning designation and all setback, use, height, and density requirements of the Insured Property must be shown on the survey. All setback lines are to be depicted on the Survey sketch.
5. The full legal description and street address must be shown on the survey. The legal description must be identical to that contained in the title insurance commitment/policy. If the Insured Property is described as being on a recorded plat or map, the survey must contain a reference to such plat or map.
6. All perimeter property lines must be specifically identified on the survey. Show the location by courses and distances of the Insured Property. Clearly designate (a) the point of beginning and the relation of the point of beginning of the Insured Property to the monument from which it is fixed; (b) all servient easements; (c) the established building line; (d) all easements appurtenant to Insured Property; (e) the line of the street or streets abutting the Insured Property and the width of such streets; and (f) the location by courses and distances of the nearest intersection of two streets to the Insured Property.
7. Right-of-way lines for all streets adjacent to the Insured Property must be identified, pavement within the right-of-way must be identified, the width of the right-of-way and the width of the pavement must be labeled, and all rights-of-way must be labeled as public or private. The survey must disclose how access from the Insured Property to the adjacent streets exists.
8. A reference to the most recent Title Status Report must be included in a "Schedule B Notes Section" on the survey. All exceptions on the title policy or commitment must be plotted (or identified on the survey as not plottable). Indicate how each exception affects the property, and include the reason that any exceptions (except liens) are not plottable.
9. All easements affecting the Insured Property shall be identified by recording information (book and page or document number of instrument creating the easement).
10. Identify all utility lines that service the Insured Property and improvements (sewer, water, gas, electric and telephone). Indicate whether the utility line is above or below grade and show the sizes of the respective service if determinable.
11. Identify all aboveground tanks and specifically note any evidence of underground tanks and wells.
12. Show and describe encroachments or make a positive statement that there are no encroachments from or onto the Insured Property.
13. The specific flood zone within which the Insured Property is located must be stated on the survey. If any portion of the Insured Property is in a Special Flood Hazard Area, as designated on the applicable Flood Insurance Rate Map for the community, the

boundaries must be delineated on the survey sketch and a FEMA flood zone designation of any such area within the Insured Property must be shown on the survey.

14. If existing improvements are to remain, show the relation of all structures and improvements on the Insured Property to (i) all boundary lines of the Insured Property; (ii) servient easements; (iii) established building setback lines; and (iv) street lines.

**TABLE A**  
**OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS**

If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY:

1.  Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the surveyed property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2.  Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
3.  Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
4.  Gross land area (and other areas if specified by the client).
5.  Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, with originating benchmark, when appropriate.
6.  (a) If the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, list the above items on the plat or map and identify the date and source of the report or letter.  
 (b) If the zoning setback requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, and if those requirements do not require an interpretation by the surveyor, graphically depict those requirements on the plat or map and identify the date and source of the report or letter.
7.  (a) Exterior dimensions of all buildings at ground level.  
(b) Square footage of:  
 (1) exterior footprint of all buildings at ground level.  
 (2) other areas as specified by the client.  
 (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.

8.  Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
9.  Number and type (e.g., disabled, motorcycle, regular, and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots, and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.
10.  As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties.
11. Evidence of underground utilities existing on or serving the surveyed property (in addition to the observed evidence of utilities required pursuant to Section 5.E.iv.) as determined by:
  - (a) plans and/or reports provided by client (with reference as to the sources of information)
  - (b) markings coordinated by the surveyor pursuant to a private utility locate request.

Note to the client, insurer, and lender – With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor’s assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation may be necessary.
12.  As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands). The relevant survey requirements are to be provided by the client or client’s designated representative.
13.  Names of adjoining owners according to current tax records. If more than one owner, identify the first owner’s name listed in the tax records followed by “et al.”
14.  As specified by the client, distance to the nearest intersecting street.
15.  Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor must (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the

insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.

16.  Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.
17.  Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
18.  Pursuant to Sections 5 and 6 (and applicable selected Table A items, excluding Table A item 1), include as part of the survey any plottable offsite (i.e., appurtenant) easements disclosed in documents provided to or obtained by the surveyor.
19.  Professional liability insurance policy obtained by the surveyor in the minimum amount of \$1,000,000 to be in effect throughout the contract term. Certificate of insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.
20.  Locate any delineation markers of wetlands observed in the process of conducting the fieldwork and shown them on the face of the plat or map. If no markers were observed, the surveyor must so state.
21.  Label as “public” or “private” any road, street, highway, or other right-of-way abutting the surveyed property. Identify the width and edges of each abutting right-of-way and the width and edges of any asphalt, pavement, or other surface material located within each abutting right-of-way.