

CITY OF MISSION

Scope of Service

RFQ Name/No: LAND SURVEYING SERVICES / 22-541-09-01

I. Services Required

The City of Mission is seeking statements of qualifications from firms interested in providing the City Land Surveying Services on an “as needed” basis. The services to be performed may include topographic, boundary, platting preliminary, and all other necessary land surveying tasks, as specified by the City. The services may be requested by the City on a project-to-project basis. Generally, the selected Surveyor(s) will be expected to perform the services in accordance with the Scope of Services and in accordance with the requirements of this solicitation. The qualified firm selected is expected to have a sufficient level of resources and expertise to carry out the scope of service.

II. Administration:

The Surveyor shall perform at a minimum the following tasks:

1. Boundary lines, Giving Length and Bearing on Each Straight Line; Interior Angles; Radius, Point of Tangency, And Length of Curved Lines. Set Iron Pin (Monument at Property Corners Where None Exists; Drive Pin 18” Into Ground, Mark With Wood Stakes; State on Drawing Whether Corners Were Found Or Set and Describe Each.
2. Legal Description, including measurements in recorded deeds for comparison with observed.
3. Area in square feet if less than one acre, in acres (to .001 Acre) if over one acre.
4. Identify, Jurisdiction and width of adjoining street and highways width and how paved. Identify landmarks.
5. Plotted location of structures on the property and on adjacent property within 30 feet. Dimension perimeters in feet and inches to Nearest ½ . State character and number of stories. Dimension to property lines and other buildings. Vacant parcels shall be noted “Vacant”.
6. Encroachments, including cornices, belt courses, etc., either way across property lines.
7. Fences and walls; describe. Identify party walls and locate with respect to property lines.
8. Recorded or otherwise known easements and right-of-way; state owner of right.
9. Possibilities of prescriptive right-of-way and nature of each.
10. Anticipated street widening.
11. Individual lot lines and lot and block numbers. Street numbers of buildings.
12. Sidewalks, curbs, gutters & drives on the block and extend to include the same across boundary streets.
13. Building line and setback requirements, if any.
14. Names of owners of adjacent property.
15. Reconciliation or explanation of any discrepancies between survey and recorded legal description.
16. Title searches and title reports.
17. Right of way acquisitions.

III. Topographical Survey Requirements:

1. All lines of levels shall be checked by separate check level lines or on previous turning points or benchmarks.
2. Traffic devices, signs, in connection with boundary streets.
3. Future plans of city, utility districts, and municipal utilities when such information is discovered in routine information gatherings.
4. Minimum of one permanent benchmark on site for each ten or less acres; description and elevation to nearest .01’.
5. Contours at 1 foot intervals; error shall not exceed one-half contour interval.
6. Spot elevations at each intersection of a 20 foot square grid covering the property and if possible 5 foot grid interval (S) beyond.
7. Spot elevations at street intersections and at 5 feet on center on curb, sidewalk, and edge of paving including far side of paving. If elevations vary from established grades, state established grades, state established grades also.
8. Plotted location of structures, man-made and natural features; floor elevations at each entrance of building on property.

9. Location, size, depth and pressure of water and gas mains, and other utilities serving or on the property, valves and meters.
10. Location of fire hydrants available to property and size of main serving each.
11. Location of electric and telephone services and characteristics of service available.
12. Location, Size, Depth and Direction of flow of sanitary sewer, storm drains and culverts serving or on property; Location of catch basins and manholes and Inverts of Pipe at each; same at or in boundary streets.
13. Name of Operating Authority of each Utility.
14. Mean Elevation of Eater in any Excavation, Well or nearby body; Flood Level of streams.
15. Extent of Watershed onto Property. Probability of Freshets Overrunning the Site.
16. Locations of Test Borings if Ascertainable and Elevation of Top of Holes.
17. Trees of 3" and over (Caliper 3' Above Ground) Locate within 1' Tolerance and Give Species.
18. Perimeter Outline only of Thickly Wooded areas unless otherwise directed.
19. Location, Size, Elevation of Elevated: Piping Insulated Piping, Conduit, Pipe Racks and Supports; Except that above Building Roofs.
20. Show dimensions and bearings of Property Boundaries, and Plot all Locatable Title Exceptions and Easements on the Survey Map.
21. Show Existence or Non-Existence of any Encroachments and Right of Way.
22. The Written Legal Description of the Property and Exhibit(s) for recording purpose.
23. Provide an Area Measurement within Boundary Lines.
24. Easements – All Utility, City and Private Easements where Required.
25. Legal Description and Exhibit(s) for any Easements where required.
26. Setbacks – Building and Parking Setbacks shall be shown and noted for each Property or Zoning Areas.
27. All Above Grade Utilities, Including but not limited to Overhead Electrical, Telephone, Cable, Street Lighting, and other electrical and communications equipment; Location and Rim Elevations of Sanitary and Storm Sewer Structures, Water Main Valves, and Hydrants; Gas Valves and all other above Grade Utility Equipment.
28. All Underground Utilities, Including but not limited to Storm, Sanitary, Water, Gas, Telephone, Electrical and Cable. Rim Elevation, Bottom of Manhole and all in and out inverts of utilities shall be noted. Note: If any of these Utilities do not exist within or directly adjacent to the survey area, Surveyor shall locate the Nearest Available Service Connection which can be used for Future service to site.
29. Provide on the Survey a list of Names, Addresses, and Phone Numbers of all applicable Utility Companies.
30. Trees, Shrubs, and Planting Areas: All Trees 2" Caliper and Larger shall be labeled with Caliper and Species all Tree Canopies shall be Accurately Shown.
31. All Trees 6" Caliper and Larger shall be labeled with Caliper and Species, All Tree Canopies shall be accurately shown and areas of Woods or Shrubs Accurately Delineated.
32. Zoning of the Property and All Adjacent Properties within 100' of the Surveyed Area.
33. Provide Planning and Zoning Overlays.
34. Current Flood Plain Information Including FEMA Regulatory 100-year and 500-year Floodplain Boundaries, Notation of Record Flood Event Elevation (2008 Flood), 100-year Flood Elevation and other DNR Protected Area Boundaries.
35. All Measurement Tolerances Provided on such surveys must be within Readings for Urban Survey as specified on Accuracy Standards for Alta/Acsm Land Title Surveys.
36. When a Significant Discrepancy with the Record Maps and Documents are found, or if Monuments are set or if otherwise required by Law, Surveyor shall provide a "Record of Survey Map" Complaint with City and State Standards.
37. Elevation Certificate for Flood Insurance Purpose (FEMA) Coordination & Documentation Associated with Phase I and Phase II Real Estate.
38. All Firms May not be Capable of Providing the Above Noted Services. If your Firm is Capable and Willing to Provide any of the Above Services, A Complete Description of The Nature of the Service the firm is Qualified to Provide must be provided in your Qualifications.
All other topographic surveying as assigned.



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