



# Board of County Commissioners Agenda Request

21  
Agenda Item #

**Requested Meeting Date:** April 9, 2019

**Title of Item:** Section Corner Remonumentation Project Bid Awarding

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
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<b>Submitted by:</b> Randy Quale, County Surveyor	<b>Department:</b> Land/County Surveyor
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<b>Presenter (Name and Title):</b> Randy Quale, County Surveyor	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

I am requesting that you award the bid for Aitkin County Public Land Survey Corner Remonumentation Project 01-2019 to Widseth Smith Nolting at the cost of \$39,950.00, a cost which is significantly lower than the previously approved and budgeted amount of \$50,000.00.

See attached documents for more information.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve Widseth Smith Nolting bid in the amount of \$39,950.00

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ 39,950.00

Is this budgeted?  Yes  No Please Explain:



Honorable Board of Commissioners:

Last fall, Mark Jacobs, former Land Commissioner, and I were trying to come up with a plan for re-establishing the various, and numerous, section corners located within Aitkin County.

Because the County Surveyor's office is a relatively small division of the Land Department, consisting of only myself, the GIS Coordinator and two field technicians, the task of taking care of all the corners that needed to be addressed was daunting, to say the least.

The idea of using an outside consulting firm to help us accelerate our work was brought up and discussed. A possible source of funding was identified and a preliminary budget of \$50,000 was set. We held meetings with other departments to identify areas of need as well as with County Surveyors from the surrounding counties in order to gain insight on the best way to proceed with a project of this type. After reviewing all the data gathered, a project site was established that we felt met all of the criteria we were looking at. We approached the Board in September and received the approval to move forward with our concept.

A formal plan was developed and a request for proposal (RFP) was written (see attached). The RFP was sent to the 16 private surveying companies listed on our Surveying Service Providers sheet and 10 responses were received.....3 "thanks, but no thanks" and 7 proposals! I was delighted to have so much interest in our project. In fact, we even received a proposal from a company that wasn't included in the initial mailing but had heard about the project by word of mouth and wanted to submit. The companies that responded with proposals are as follows, listed in order of lowest cost to highest:

1. Westwood Professional Services	\$35,800.00
2. Widseth Smith Nolting	\$39,950.00
3. Kramer Leas Deleo	\$43,867.00
4. Arro Land Surveying of Brainerd	\$45,200.00
5. Northern Engineering and Consulting	\$49,692.00
6. Community Land Solutions	\$63,990.00
7. Northwestern Surveying and Engineering	\$88,000.00

An Equal Opportunity Employer

While in the process of preparing the RFP and keeping the old adage in mind that sometimes you get what you pay for, we decided that it may be best to not just accept the lowest bid, but rather to review and score all proposals received and make our decision of who to use based on their overall merit, not just price, which as I found through my preliminary research is the general rule that surrounding counties use as well. In order to keep the scoring fair and impartial, I enlisted the help of two colleagues of mine that have both been involved with a number of remonumentation projects in the past, one being the County Surveyor for a neighboring county and the other a surveyor for another local government entity. The attached Scoring Sheet outlines the criteria we used to establish our ranking.

The results of our scoring showed overwhelmingly that two candidates stood out above the rest. Out of 150 possible points, Kramer Leas Deleo came in the highest at 123, just edging Widseth Smith Nolting by only 4 points. It was decided that since their scores were so close, perhaps it would be best to contact the references for each and see if anything came up that would cause any concern.

All references came back positive and since the two companies were virtually even in all other aspects, the decision was made to move forward with Widseth Smith Nolting as their proposed costs were the lower of the two.

That being said, I would at this time like to request that you, the Aitkin County Board of Commissioners, award the bid for Aitkin County Public Land Survey Corner Remonumentation Project 01-2019 to Widseth Smith Nolting for the cost of \$39,950.00.

For your review, I have also included the proposals for the both Widseth Smith Nolting and Kramer Leas Deleo, as well as that for the lowest cost proposal, Westwood Professional Services.

Respectfully,

A handwritten signature in black ink, appearing to read "Randy A. Quale". The signature is fluid and cursive, with the first name being the most prominent.

Randy A. Quale  
Aitkin County Surveyor



## Aitkin County Land Department

502 Minnesota Ave N.  
Aitkin, MN 56431

218-927-7364  
[acl@co.aitkin.mn.us](mailto:acl@co.aitkin.mn.us)

### REQUEST FOR PROPOSAL FOR AITKIN COUNTY PUBLIC LAND SURVEY CORNER REMONUMENTATION PROJECT 01-2019

#### INTRODUCTION

The Aitkin County Board of Commissioners is requesting proposals to contract a Professional Land Surveying Service Provider for public land survey corner certification for a number of section corners located in portions of 4 townships in Aitkin County.

Bidders are required to submit a written proposal that presents the Bidder's qualifications and understanding of the work to be performed. The Bidder's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The project is slated to begin upon successful execution of contract documents by both parties (by approximately late March, 2019) with an anticipated completion date of July 1, 2020.

The proposal must be submitted no later than **2:00 P.M. on Wednesday, March 6, 2019**, directly to the following address:

Randy Quale, LS  
Aitkin County Surveyor  
209 2nd Street NW, Room 204  
Aitkin, MN 56431

Proposals received after 2:00 P.M. on Wednesday, March 6, 2019 will be rejected and returned unopened.

## **BACKGROUND**

Aitkin County was established in 1857 and consists of 1,215,669 acres of land. The county contains 365 lakes, 103 miles of the Mississippi River and more than 8,000 corners set by the General Land Office. The original Public Land Survey (PLS) of Aitkin County began in 1849 and continued through 1874. The Aitkin County Surveyor's office is responsible for the perpetuation and maintenance of the monuments of the original public land survey system. Corner cards, section breakdowns, field book, corner certificates and other survey information can be located at the Aitkin County Surveyor's office, Recorder's office and Highway Department.

Aitkin County has been working on remonumentation of original corners for a number of years and will be contracting for this service in an effort to expedite the remonumentation process.

In order to protect this investment, corners must be maintained. Part of this maintenance will include the acquisition of accurate global positioning system (GPS) coordinates in the appropriate Minnesota county coordinate system.

Additional information may also be available at the county's interactive web site. A link to the county site can be found at: <https://gisweb.co.aitkin.mn.us/link/jsfe/index.aspx>.

## **CORNER LIST**

A 25	WEALTHWOOD	1	45	26	NORTHEAST CORNER
A 17	WEALTHWOOD	3	45	26	NORTHEAST CORNER
C 17	WEALTHWOOD	3	45	26	EAST QUARTER CORNER
E 3	WEALTHWOOD	7	45	26	NORTH QUARTER CORNER
L 17	WEALTHWOOD	15	45	26	EAST QUARTER CORNER
J 3	WEALTHWOOD	18	45	26	NORTH QUARTER CORNER
J 5	WEALTHWOOD	18	45	26	NORTHEAST CORNER
N 3	WEALTHWOOD	19	45	26	NORTH QUARTER CORNER
N 5	WEALTHWOOD	19	45	26	NORTHEAST CORNER
P-Q 9	WEALTHWOOD	20	45	26	MC# 4
P-Q 13	WEALTHWOOD	21	45	26	MC# 5
N 17	WEALTHWOOD	22	45	26	NORTHEAST CORNER

P-Q 17	WEALTHWOOD	22	45	26	MC# 6
R 6-7	WEALTHWOOD	29	45	26	MC# 3
R 3	WEALTHWOOD	30	45	26	NORTH QUARTER CORNER
R 5	WEALTHWOOD	30	45	26	NORTHEAST CORNER
R-S 5	WEALTHWOOD	30	45	26	MC# 2
C 25	HAZELTON	1	45	27	EAST QUARTER CORNER
E 25	HAZELTON	12	45	27	NORTHEAST CORNER
G 25	HAZELTON	12	45	27	EAST QUARTER
J 25	HAZELTON	13	45	27	NORTHEAST CORNER
L 25	HAZELTON	13	45	27	EAST QUARTER CORNER
N 17	HAZELTON	22	45	27	NORTHEAST CORNER
N 21	HAZELTON	23	45	27	NORTHEAST CORNER
N 25	HAZELTON	24	45	27	NORTHEAST CORNER
P 25	HAZELTON	24	45	27	EAST QUARTER CORNER
R 25	HAZELTON	25	45	27	NORTHEAST CORNER
S 25	HAZELTON	25	45	27	MC# 8
R 21	HAZELTON	26	45	27	NORTHEAST CORNER
S-T 21	HAZELTON	26	45	27	MC# 13
R 17	HAZELTON	27	45	27	NORTHEAST CORNER
U-V 17	HAZELTON	27	45	27	MC# 14
R 13	HAZELTON	28	45	27	NORTHEAST CORNER
V 13	HAZELTON	33	45	27	NORTHEAST CORNER
W-X 13	HAZELTON	33	45	27	MC# 18
V 15-16	HAZELTON	34	45	27	MC# 19

V 15	NORDLAND	34	46	26	NORTH QUARTER CORNER
V 17	NORDLAND	34	46	26	NORTHEAST CORNER
X-17	NORDLAND	34	46	26	EAST QUARTER CORNER
V 13	FARM ISLAND	33	46	27	NORTHEAST CORNER

## **GENERAL INSTRUCTIONS**

The proposal shall include all of the following information. Failure to include the required information could result in disqualification of a Bidder.

- Proposal Form & Signature Page – the proposal form and signature page must be completed and signed by an individual authorized to bind the bidder. All proposals submitted without such proposal form and signature page may be deemed non responsive.
- Human Rights Certificate – Minnesota Statutes, Chapter 363, “Department of Human Rights”, shall be complied with completing the Human Rights Certificate
- Workers Compensation Form – Complete and sign
- Independent Contractor Statement – Complete and sign
- References – Bidders shall include a list of three (3) professional references. The County reserves the right to contact references other than, and/or in addition to, those furnished by bidder.
- Resume – Bidder shall include a detailed resume for all personnel who will supervise or be performing the work on the project.
- Description of the Project – Bidder shall provide a detailed project approach to be used to complete the project.
- Description of the equipment- Bidder shall provide a detailed list and description of the equipment to be used on the project.
- Conflict of Interest – Bidder shall list and disclose any known possible conflicts of interest in entering into a contract with Aitkin County.

**Bidder’s Insurance Requirements** – A copy of Aitkin County’s Insurance Requirements are attached to the Request for Proposal.

**Proposal Period** – Proposal prices are to be firm for ninety (90) days. No proposal may be withdrawn for a period of thirty (30) days from the date of the proposal opening.

**Interpretations** - Request for interpretation on the specifications or digital survey record data can be directed to: Randy Quale, County Surveyor, (218) 927-7326 or e-mail: [randy.quale@co.aitkin.mn.us](mailto:randy.quale@co.aitkin.mn.us)

**Company Contact** – Provide a description of your firm/company including; name, year established, address, phone number, and e-mail address.

**Contract Documents** – Contract documents in order of priority; the County’s Contract, the County’s Request for Proposal, and the Contractor’s response.

**Term and Renewal** – The term of the Contract shall commence upon successful execution of the contract by both parties and terminate on July 1, 2020 unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

**Performance Bond**– the Contractor awarded the contract will be required to post a performance bond or irrevocable letter of credit in an amount equal to the contract amount. The contract will be released from the bond or letter of credit at the time all deliverables have been submitted to the County and meet the County’s standards.

## **SPECIFICATIONS**

### **Contractor Qualifications:**

- Contractor must perform maintenance on or establish the designated PLS corners within the requested townships in accordance with MN State Statute 381.12.
- Contractor must provide Northing and Easting coordinates out to the third decimal place (0.xxx) for each PLS corner monument reset or visited within the project area on the appropriate Aitkin County coordinate system.
- Contractor must provide five (5) or more photographs of each corner visited or reset will be required. Photographs will consist of four (4) cardinal directional photographs, one (1) overhead photograph of any existing monument, and one (1) overhead photograph of any monument reset by the contractor. Cardinal direction is defined as the four principal compass points (north, south, east, and west). In those areas where surface plugs have been set in roads, photographs of the plug and the monument below it will be required.
- Contractor requests for qualifications will be evaluated by a selection committee. Finalists may be invited to an interview. The selection committee’s final recommendation will be based upon an analysis of the offering, not just the lowest price. Preference will be given to those contractors providing demonstrated capability and experience in related services.
- The Aitkin County Board of Commissioners reserves the right to increase or decrease the scope of services, revise the anticipated working agreement or otherwise modify the working arrangement during the course of the services. Fees for services beyond the scope of services herein defined will not be allowed without written approval of Aitkin County.
- The Contractor shall keep fully informed of all federal and state laws; all regulation pertaining to the occupational and safety hazards act (OSHA); all local laws, ordinances and regulations; and all orders and decrees of bodies and tribunals having any jurisdiction or authority, which in any



manner affect the conduct of work. The Contractor shall at all times observe and comply with all applicable laws, ordinances, regulations, orders and decrees, and shall protect and indemnify Aitkin County and its representatives against all claims and liabilities arising from or based on contractor or employee violations.

### **Responsibilities of the Contractor**

**Delivery Terms:** The successful Contractor will perform the following services and will present the following delivery details to the County Surveyor with the final delivery of items no later than July 1, 2020.

The project will commence upon successful execution of the contract (anticipated by late March, 2020) and to ensure the project continues to progress in a timely manner and the contracted corners completed to the County's standards the following schedule must be met:

50% - Completed on or before **February 28, 2020**

100% - Completed by **July 1, 2020**

**Scope of Service:** The successful Contractor will provide the following scope of service:

- Research and review existing COLOGC forms and other archived information located at the various Aitkin County offices relating to the designated corners.
- Inform landowner of need to access property once a specific schedule is determined.
- Contractor will be responsible for contacting the appropriate road authority for permission in the event that excavation needs to take place within the road right-of-way. The contractor is responsible for any equipment needed and all materials necessary to return the road to its original condition.
- Maintenance of existing corners:
  - Document the type, size, a distance above or below the ground surface, stamp, and the condition of an existing monument.
  - If the monument exists as indicated on the existing COLOGC form, measurements to all previously existing accessories shall be measured and indicated in the field notes both in the form of a drawing sketch and informational text. Accessories shall be semi-permanent in nature and may include such items as trees, power poles, buildings or other identifiable natural or artificial features from which a reliable distance could be measured to locate or relocate the corner. All bearing trees in rural, remote areas will be double blazed. Reference monuments will be required when no natural accessories exist. It is preferable to have four (4) accessories per corner in four (4) separate quadrants.
  - If the monument is missing or damaged, re-establish it using measurements from accessories shown on the existing COLOGC form or other historical survey documentation if possible. Document a description of the monument set for the corner. Measurements to accessories shall be measured and indicated both in the sketch and in the field book documentation. Complete and thorough documentation regarding the methodology used to reset the monument will be included in the field book.
  - All monuments will be occupied. Plugs in blacktopped roads will be removed and the monument below will be occupied. Plugs will be replaced in the correct location above the monument. The contractor is responsible for any equipment needed and all materials necessary to return the road to its original condition. A minimum depth of six (6) inches of packed bituminous will be required to secure placement of the plugs.

- Excavation for monuments in roads or ditch grades that have not been certified will go to the depth of natural ground. Width and length of the excavation will be determined by the contractor. Photographs of all excavations will be required.
- Remonumentation of original corners:
  - If a corner has never been remonumented, monuments will be set in accordance with the Bureau of Land Management manual of surveying instructions accessible at [https://www.blm.gov/sites/blm.gov/files/Manual\\_Of\\_Surveying\\_Instructions\\_2009.pdf](https://www.blm.gov/sites/blm.gov/files/Manual_Of_Surveying_Instructions_2009.pdf). All bearing trees in rural, remote areas will be double blazed. Reference monuments will be required when no natural accessories exist. It is preferable to have four (4) accessories per corner in four (4) separate quadrants.
  - Any work performed beyond that which is provided for in this contract without a prior written amendment signed by the County, will be deemed voluntary and Contractor will not be entitled to compensation for the extra work.
- Positioning of the Monuments:
  - All monuments within the project area, found, re-established from the accessories as described in the maintenance of existing corners section above, or initially set shall have Northing and Easting coordinate values out to the third decimal place (0.xxx) based on the appropriate Aitkin County coordinate system established on them. The datum to be used shall be NAD83 (2011 adjustment).
  - The horizontal accuracy standard for these positions shall be similar to those defined in the 2016 version of the Accuracy Standards for ALTA/ACSM Land Title Surveys. County standards will require 0.05 feet for positional accuracy.
  - Static GPS, RTK GPS and terrestrial survey equipment are acceptable methods of position as well as a combination of these methods on the judgment of the surveyor supervising the project. Positions shall be taken at two (2) separate times.
  - All terrestrial survey methods shall be accomplished by closed and least squares adjusted traverses in those instances where more than one (1) leg is needed to tie into a monument.
- Digital Photographs:
  - Five (5) or more photographs of each corner visited or set will be required. Photographs will consist of four (4) cardinal directional photographs, one (1) overhead photograph of any existing monument, and one (1) overhead photograph of any monument reset by the Contractor. Cardinal direction is defined as the four principal compass points (north, south, east, and west).
  - Photographs will be submitted in a JPG or PDF format and shall have a pixel resolution of at least 4 megapixels (2464 x 1631) with a maximum print size of 8.21" x 5.44" at 300dpi to ensure true photo quality. Images will also follow the County's naming conventions (i.e. t146-r34-a-7-n.jpg). All photos will contain a date stamp on the actual image.
- Delivery Details:
  - Copies of any least square adjustments performed during the course of the survey.
  - One (1) paper copy of the printout listing of the point number, northing, easting and descriptor for each designated monument within the project area.
  - A comma delimited ASCII file containing point number, northing, easting and descriptor of each designated monument and control point located in the project area. All coordinate values will be carried out to the third decimal place (0.xxx)
  - Original and separate field books for each township survey.
  - Five (5) or more photographs of each corner visited as detailed above will be required.
  - An original, wet-signed Certificate of Location of Government Corner document meeting County requirements suitable for recording.

### **Responsibilities of the County**

Aitkin County will provide access to the following information and material supplies to the successful contractor:

- Access to archived hard copy records for the purpose of researching additional roll files, ditch records, right-of-way plans or other documents not yet imaged.
- Cast iron monuments and aluminum plugs with rebar will be supplied for use in monumenting the section corners. The contractor will be responsible for providing the necessary cold mix required to set the plugs and repair the road to its previous condition. Minimum length of monuments to be set by the contracting firm shall be 30 inches with longer monuments as needed in areas for stability.
- Notification letters will be sent to property owners whose land is adjacent to section lines involved in the remonumentation process of contracted townships informing them of the remonumentation project.
- A meeting will be held with all of the contractor's field personnel and county staff to review the contract requirements and county standards before any field work will be allowed to begin.

### **Payment Schedule**

Under no circumstance will any payment under this contract be made until 50% of the contracted corners are completed at which time a detailed invoice for 50% of the contracted price may be submitted. If the County deems that all deliverables for these specific corners have been received and that the work has been completed to the standard specifications set within the contract, the request will be approved and submitted for payment following an internal review process not to exceed more than 30 days from the date the invoice is received. An additional invoice can be submitted once 50% of the corners have been completed and deliverables received. The remaining 50% of the contract will be payable in 2020 and an additional invoice can be submitted once 75% of the contracted corners have been completed. Final payment will be made within 60 days of a completed submittal of all the final delivery items deemed acceptable by the County and as listed herein.

### **Contract Award**

The contract will be awarded to the selected firm deemed advantageous as determined by the evaluation criteria of a lump-sum, per corner by township award. The Aitkin County Board of Commissioners reserves the following rights (in addition to those accorded Aitkin County by policy and statutory laws):

- The right to negotiate with one or more Contractors to arrive at a final selection.
- The right to negotiate all submitted elements to ensure the best possible consideration be afforded to all parties concerned (this includes the right to approve or disapprove subcontractor's proposal after award).
- The right to reject any and all proposals, to consider alternatives, to waive any minor irregularities and technicalities, and to re-solicit a request for proposal.
- The right to award the contract to a contractor who is not the lowest cost contractor.

## **AITKIN COUNTY CONTRACTOR INSURANCE REQUIREMENTS**

### **Contractor's Insurance requirements are as follows:**

*The Contractor shall not commence work under the Contract until it has obtained at its own cost and expense all insurance required herein. All insurance coverage is subject to approval of the County and shall be maintained by Contractor until final completion of the work. The Contractor further agrees that it shall at all times during the term of the Contract have and keep in force the following insurance policies.*

**Workers' Compensation.** *Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws.*

**Comprehensive General Liability.** *A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$500,000.00 per claim and \$1,500,000.00 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount of not less than \$1,000,000.00 per claim and \$3,000,000.00 for any number of claims arising out of a single occurrence.*

**Business Auto Liability.** *A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicle used regularly in the provision of services under this contract for an amount of not less than \$500,000.00 per accident for property damage, \$500,000.00 for bodily injury and/or damage to any one person, and \$1,500,000.00 for total bodily injuries and/or damage arising out of a single occurrence.*

### **Special Requirements:**

Aitkin County is to be included as an **Additional Insured** on both the Comprehensive General Liability and Business Auto Liability Policies.

Current, valid insurance policies meeting the requirements herein identified shall be filed with the County before the contractor commences a project and maintained during the named project's duration. Renewal Certificates shall be sent to the County within thirty (30) days prior to any expiration date. There shall also be a thirty (30) days notification to the County in the event of cancellation or modification of any stipulated insurance coverage.

It shall be the responsibility of the Contractor to insure that all subcontracts comply with the same insurance requirements that he/she is required to meet.

The County shall not accept any insurance coverage provisions under which Contractor or its insurer attempt or purport to avail themselves or any governmental right of immunity available to the County as a municipal corporation pursuant to any common law doctrine, Minnesota Statute 466 or other statutory authority.

Limit as set forth herein will automatically increase with amendments to Minnesota Statute §466.04 and Contractor will be required to maintain, as a minimum, policies with limits matching the municipal liability limits as provided for in that statute as amended.

**PROPOSAL FORM**

REQUEST FOR PROPOSAL

FOR AITKIN COUNTY PUBLIC LAND SURVEY

CORNER REMONUMENTATION PROJECT 01-2019

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ \_\_\_\_\_

STANDARD HOURLY RATE: \$ \_\_\_\_\_

(For work above and beyond scope of project, if necessary)

**BIDDERS CONTACT INFORMATION**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

By: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## HUMAN RIGHTS CERTIFICATE

I hereby certify that \_\_\_\_\_ is in compliance with the standards of equal  
(Name of Firm)

employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of \_\_\_\_\_ to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: \_\_\_\_\_

OFFICIAL ADDRESS: \_\_\_\_\_

SIGNATURE IN INK BY: \_\_\_\_\_

TITLE and/or POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: \_\_\_\_\_

OFFICIAL ADDRESS: \_\_\_\_\_

SIGNATURE IN INK BY: \_\_\_\_\_

TITLE AND/OR POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

---

COMPANY NAME

---

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

---

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

---

Date

---

Signature



Aitkin County Public Land Survey Corner Remonumentation Project 01-2019

(Candidate)

Date:
Time:

Question	Possible Points	Points
1. Proposer's Project Approach	10	
2. Proposer's Expertise and Strength of Team	10	
3. Completeness and Quality of the Proposer's Proposal	10	
4. Proposer's Proposed Cost Schedule	10	
5. Proposer's References	10	
Total Points	50	

Additional Comments:

Candidate: \_\_\_\_\_

Reference: \_\_\_\_\_

Reference Questions:

1. What is your relationship with the candidate?
  
2. Has the candidate ever done any work for you in the past?
  - 2a. What type of work was it?
  
  - 2b. Were you happy with the work?
  
  - 2c. What was the communication like during the project?
  
  - 2d. Was the work completed on schedule/budget?
  
  - 2e. Did they request many contract changes?
  
  - 2f. Is there anything you wish they would have done differently?
  
  - 2g. Would you use them again?
  
3. Based on your experience with the candidate, do you think they would be a good fit for this project?



**Proposal for Professional Land Surveying Services  
Public Land Survey Corner Remonumentation  
Aitkin County, MN**

**March 6, 2019**



**Chad Conner, LS, CFedS, VP**  
Project Manager | Land Surveyor  
Chad.Conner@wsn.us.com  
218.316.3632

**Brainerd/Baxter Office**  
7804 Industrial Park Road  
Baxter, MN 56425  
t | 218.829.5117

March 6, 2019

Randy Quale, LS  
Aitkin County Surveyor  
209 2nd Street NW, Room 204  
Aitkin, MN 56431

Re: Proposal for Professional Land Surveying Services  
Aitkin County Public Land Survey Corner Remonumentation



Brainerd/Baxter  
7804 Industrial Park Road  
PO Box 2720  
Baxter, MN 56425-2720

218.829.5117  
218.829.2517

Brainerd@wsn.us.com

[WidsethSmithNolting.com](http://WidsethSmithNolting.com)

Dear Mr. Quale:

Widseth Smith Nolting understands the importance of preserving the locations of Public Land Survey System (PLSS) corners and has the experience and knowledge necessary to complete the requested services efficiently and accurately. With this 2019 remonumentation project, we propose an approach that will allow WSN and Aitkin County Staff to work together as a team to complete the project. As you review our qualifications, work plan, and anticipated costs, please consider the following advantages of working with WSN.

**Familiarity.** Widseth Smith Nolting has performed land surveying in Aitkin County and the surrounding area for the past 41 years. WSN gained valuable experience by performing many remonumentation projects similar to the 2019 Aitkin County project. We are very familiar with the types of monuments, records research, and corner conditions found in Aitkin County. The WSN survey archive records contains many surveys completed by WSN, Dean Anderson, and Ray Anderson within the project area. We also have working relationships with Aitkin County staff as well as the local land surveyors. These historic survey records and relationships will prove invaluable in determining the proper final location of the corners included in this project. WSN recently worked with Aitkin County and Hazelton Township on the right of way plat for 215th Street and also for the 265th Lane preliminary engineering survey.

**Expertise.** Our local team will be led by experienced professionals and is comprised of three Minnesota Land Surveyors, one Certified Federal Surveyor, two land surveyors in training (LSIT), and skilled land survey technicians. Team members have logged considerable time working on county remonumentation projects for Crow Wing County and Lake of The Woods County and have obtained the knowledge necessary to efficiently perform the work outlined in the Aitkin County RFP.

**Proximity.** Our Baxter office is on the doorstep of this project. Our mobilization and travel time will be minimal allowing us to focus on our project responsibilities. If necessary, we will rearrange schedules to accommodate urgent project needs. As a resident of Aitkin County, my daily commute takes me past the project area twice a day. This will allow me to conduct daily site visits as necessary to review evidence, obtain first hand observations, and maintain progress.

**Experience.** Our staff successfully completed remonumentation projects for Crow Wing County in 2015 and 2016 and ongoing projects in Lake of the Woods County. We understand the efforts necessary to complete the records research and field investigation required to determine the correct location for the corners identified in this Aitkin County 2019 project. Our professional team has current and past experience working for counties throughout Minnesota performing similar PLSS remonumentation work. We have conducted many large corner remonumentation projects for the DNR, MnDOT, and the USDA Forest Service, and have performed many large private surveys requiring the recovery and establishment of PLSS corners. Our survey crews have worked on many projects within the area of this remonumentation project.

**Schedule.** Our team is dedicated to this project. We will commence work immediately upon completion of the project kickoff meeting and receipt of written authorization to proceed. We will dedicate the necessary experienced staff from our Baxter office to bring the project in prior to your deadlines of 50% completion on or before February 28, 2020 and 100% completion on or before July 1, 2020.

Protecting Aitkin County's investment is a very important task, and WSN looks forward to working with you. Our extensive land survey archives, experience working in Aitkin County, and years as acting Lake of the Woods and Polk County surveyors have provided us with the knowledge and practice necessary to complete this required work for Aitkin County. Please do not hesitate to contact me if you have any questions or would like to discuss this information in detail. If selected, WSN is committed to delivering outstanding service.

Sincerely,

A handwritten signature in blue ink that reads "Chad Conner".

Chad Conner, LS, CFedS, VP  
Professional Land Surveyor  
Chad.Conner@wsn.us.com  
t | 218.316.3632

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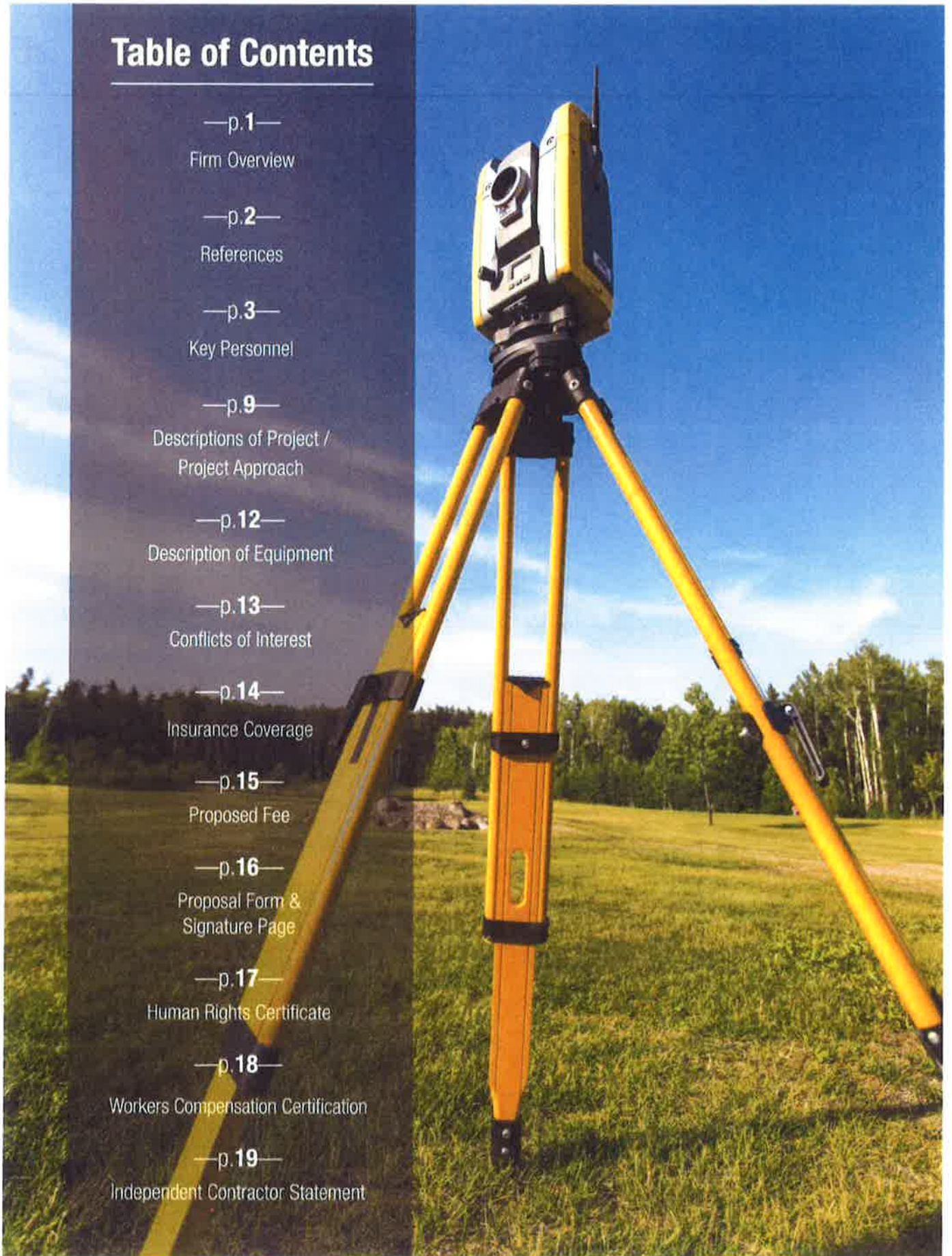
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## Firm Overview

### Vibrant Design. Integrated Systems. On Budget. On Time.

Since 1975, we have developed experience and expertise to tackle all manner of challenges, from straightforward to complex. We are an integrated, multi-disciplined firm that brings together all the services you need under one umbrella. For you, that means better communication, greater efficiency, and a more satisfying experience as your project plays out.

WSN was founded in 1975 and maintains a strategic focus on serving the communities of Greater Minnesota and North Dakota. Sustainability through managed growth has always been a goal of the WSN ownership team—the firm has taken advantage of many growth opportunities since its inception and now boasts eight office locations and more than 200 employees.

Our professional services and staff by disciplines includes:

- Land Surveying | 39
- Geographic Information Systems | 3
- Aerial Mapping | 6
- Architecture | 33
- Landscape Architecture | 1
- Civil Engineering | 72
- Structural Engineering | 4
- Water Resources | 10
- Environmental Services | 8
- Mechanical Engineering | 6
- Electrical Engineering | 4
- Electrical Distribution | 6
- Funds Development | 1
- Communications | 6
- Planning | 1
- Administrative | 28

### Firm Information

*Brainerd/Baxter Office*

7804 Industrial Park Road  
Baxter, MN 56425

t | 218.829.5117

f | 218.829.2517

*Chad Conner, LS, CFedS, VP*

Project Manager | Land Surveyor

Chad.Conner@wsn.us.com

t | 218.316.3632

### *WSN Locations*

#### **Baxter**

Alexandria

Bemidji

Crookston

East Grand Forks

Forest Lake

Grand Forks

Rochester

[WidsethSmithNolting.com](http://WidsethSmithNolting.com)



## References

### Minnesota DNR

*Robert Langner, PLS – Land Survey  
Unit Manager*

1601 Minnesota Drive  
Brainerd, MN 56401

**t** | 218.203.4403

**e** | [Robert.Langner@state.mn.us](mailto:Robert.Langner@state.mn.us)

**Summary of Experience:** WSN has worked with the MNDNR for many years on projects across the state. WSN is a pre-approved vendor for Land Survey Services; recent projects include Delhi NPB, Pelan WMA, Woman Lake WMA, Roger Lake AMA, and Caron Lake AMA.

### Lake of the Woods County, Minnesota

*Josh Stromlund – Land and Water  
Planning Director*

206 8th Avenue SE, Suite 260  
Baudette, MN 56623

**t** | 218.634.4536

**e** | [josh\\_s@co.lake-of-the-woods.mn.us](mailto:josh_s@co.lake-of-the-woods.mn.us)

**Summary of Experience:** WSN has worked with Lake of the Woods County for 22 years; remonumentation of government corners, plat and subdivision review, and various boundary and topographical surveys.

### Polk County, Minnesota

*Richard Sanders, PE – County Engineer*

820 Old Highway 75 South  
Crookston, MN 56716

**t** | 218.281.3952

**e** | [sanders.rich@co.polk.mn.us](mailto:sanders.rich@co.polk.mn.us)

**Summary of Experience:** WSN has worked with Polk County for more than 33 years; remonumentation of government corners and centerline alignment mapping of county roads.

# Key Personnel



## Chad Conner, PLS, CFedS, VP

### Project Manager | Land Surveyor

Chad joined WSN in 1996 is currently the Director of Survey Operations in the Brainerd/Baxter office. He is the Lake of the Woods County Surveyor, and is currently serving on the Board of Directors for the Minnesota Society of Professional Surveyors (MSPS). Chad is a resident of Aitkin County and is very familiar with the project area. He coordinates work assignments with the schedule of the client to ensure timely completion of projects. His training as a Certified Federal Surveyor has given him the expertise to properly evaluate evidence and provide important solutions for projects in many of WSN's offices. Chad's responsibilities include land survey project development and management, scheduling, and coordination.

### Licenses/Certifications

Professional Land Surveyor: MN (41643),  
IL (036.003887), WI (3180)

Certified Federal Surveyor (CFedS) (1292)

### Education

Bachelor of Science, Land Surveying  
and Mapping | St. Cloud State University,  
2000

Diploma, Civil Engineering Technology |  
St. Cloud Technical College, 1994

### Related Experience

- William Dougherty-Wealthwood Golf Resort—Aitkin, MN
- Benjamin Property Survey—Aitkin County, MN
- Farm Island Lake Tower—Aitkin, MN
- Highway 12, Topo Survey—Aitkin County, MN
- Hazelton Township, 265th Lane—Aitkin County, MN
- Aitkin County Growth - Bunker Hill Shovel Ready Application—Aitkin, MN
- Charwood Estates Plat, Nordland Township—Aitkin County, MN
- Aitkin County Growth - 2018 Airpark Drive Subdivision—Aitkin, MN
- Wealthwood Cell Phone Tower—Aitkin, MN
- Myr Mar—Aitkin County, MN
- Hazelton Township 215th Road Plat, Topo Survey—Aitkin County, MN
- Edward Brown, Hazelton Township—Aitkin County, MN
- 2015 and 2016 Crow Wing County Remonumentation
- Nature Conservancy Surveys—Morrison County, MN







## Donn Rasmussen, PLS

### Land Surveyor

Donn has more than 40 years of land surveying experience with Widseth Smith Nolting and has been a Licensed Land Surveyor practicing in central Minnesota since 1983. Donn currently serves as land survey project manager in the Baxter/Brainerd office and is a member of both the Minnesota Society of Professional Surveyors and the Minnesota Association of County Surveyors. Donn served as the Lake of the Woods County Surveyor from 1997 to 2018, and was a member of the county's remonumentation committee responsible for implementing the mapping and section corner remonumentation program throughout the county. He has extensive experience with all aspects of section corner restoration and recovery including coordination with county staff, records research, field evidence analysis, complex calculations and corner history preparation. Section subdivisions, right of way plats, plat checks, complex legal description issues, detailed written reports, and project management issues are part of Donn's daily responsibilities.

### Licenses/Certifications

Professional Land Surveyor: MN (16102)

### Education

Associate of Arts, Engineering | Central Lakes College, 1971

### Related Experience

- John Diehl—Aitkin, MN
- Mississippi Headwaters Habitat Project—Aitkin County, MN
- Mississippi Headwaters Corridor—Aitkin County, MN
- Bill Reed—Aitkin County, MN
- Edward Brown—Aitkin County, MN
- Ken Wasserzieher, Jr.—Aitkin County, MN
- 2015 and 2016 Crow Wing County Remonumentation
- 1997-2018 Lake of the Woods County Surveyor
- Boundary and construction surveys for local airports—Brainerd, Wadena, Backus, Sauk Centre, Aitkin, and Starbuck, MN
- Hundreds of surveys for County's private parties, schools, medical centers, and governmental agencies—including boundary surveys, ALTA surveys and plats, and subdivisions throughout Minnesota.
- 2007 RAKO Wildlife Management Area Survey - MN DNR Project—Lake of the Woods County, MN
- Nature Conservancy Surveys—Morrison County, MN





## Rick Schlieman, PLS

### Land Surveyor

Rick has worked with WSN since 2005 and has over 15 years of land surveying experience. He has been a licensed land surveyor since 2009, is a member of the Minnesota Society of Professional Surveyors and is a Morrison County resident. Rick is responsible for the research, recovery, monumentation, field notes and efficient results utilizing Trimble RTK and static GPS equipment, and Trimble S6 robotic total stations. Rick's professional experience is valuable when dealing with landowners during field survey activities.

### License/Certifications

Professional Land Surveyor: MN (47591)

### Education

Bachelor of Science, Land Surveying and Mapping | St. Cloud State University, 2004

### Related Experience

- Trust for Public Land Surveys— Aitkin County, MN
- Mississippi Headwaters Corridor— Aitkin County, MN
- Ryan's Knoll PUD— Aitkin County, MN
- Gary Gode— Aitkin County, MN
- Daniel Behrens— Aitkin County, MN
- Lori Thompson— Aitkin County, MN
- Zuerner Ripple Lake Property— Aitkin, MN
- Mille Lacs Realty— Aitkin County, MN
- The Grand Property— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN
- Aitkin Growth - Shovel Ready Application Process— Aitkin County, MN
- Douglas Bendorf Survey— Aitkin County, MN
- Aitkin Growth Property Development— Aitkin, MN
- Aitkin County Growth - Bunker Hill Shovel Ready Application— Aitkin, MN
- Aitkin County Growth - 2018 Airpark Drive Subdivision— Aitkin, MN
- Gammello, Qualley, Pearson, and Mallak - Aitkin ALTA— Aitkin, MN
- 2015 and 2016 Crow Wing County Remonumentation
- Nature Conservancy Surveys— Morrison County MN





## Curtis Sanow, LSIT

### Land Surveyor In Training

Curtis joined WSN in 2002 working summers as a field technician while pursuing his Civil Engineering degree. After achieving his Engineer in Training certification and graduating in 2005 Curtis began full time employment with WSN where he worked as both a field survey technician and an engineering technician surveying on municipal roadway design projects and surveys. Curtis later returned to college at St. Cloud State University graduated in 2009 and obtained his Land Surveyor in Training certification in 2009. Curtis is responsible for experienced leadership of our field crew activities on projects involving section corner renovation, boundary surveys, right-of-way surveys, and topographic surveys. Curtis is skilled in the operation of WSN's Trimble S6 Robotic total stations, Trimble static, and RTK GPS systems. Curtis is also skilled in the preparation of detailed field reports, collecting important information, and preparing COLOGC.

### License/Certifications

Land Surveyor in Training: Minnesota

Engineer in Training: Minnesota

### Education

Equivalency Degree | St. Cloud State University, 2009

Bachelor of Science, Civil Engineering | North Dakota State University, 2005

### Related Experience

- Hazelton Township 215th Avenue Right-of-Way Plat – Aitkin County, MN
- Aitkin County Growth - Bunker Hill Shovel Ready Application – Aitkin, MN
- Edward Brown, Hazelton Township – Aitkin County, MN
- Aitkin County Growth - Airport Industrial Park Platting – Aitkin, MN
- John Diehl – Aitkin, MN
- Bradford Building Co. - Aitkin Family Dollar – Aitkin, MN
- Douglas Bendorf Survey – Aitkin County, MN
- 2015 and 2016 Crow Wing County Remonumentation
- City of Crosslake Right of Way Surveys – Crosslake, MN
- North Mitchell Lake Road Torrens Right of Way determination – Fifty Lakes, MN
- Essentia Health ALTA – Crosslake, MN





## Charlie Nelson

### Land Survey Technician

Charlie has more than 40 years of professional experience. He joined WSN in 1978 and has gained extensive experience performing land corner restoration projects covering many locations across Minnesota. His experience in both field observations and office calculations has allowed him to provide private and public clients accurate, thorough and efficient results. He routinely performs historical research/preparation for projects, assists in corner recovery, searches, and monumentation. He is trained in the use of Trimble S6 robotic total stations, Trimble static and RTK GPS systems, data collection and its interaction with AutoCAD. He has worked on several remonumentation projects with Crow Wing County, MnDOT, Corps of Engineers, Farmers Home Administration, and the US Forest Service. Charlie is responsible for drafting land survey certificates, legal descriptions, FEMA Elevation Forms, right of way and subdivision plats, using Autocad Civil 3D.

#### License/Certifications

24-Hour OSHA HAZWOPER Training

#### Education

High School Diploma

#### Related Experience

- Benjamin Property Survey— Aitkin County, MN
- Mississippi Headwaters Corridor— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN
- Douglas Bendorf Survey— Aitkin County, MN
- John Diehl— Aitkin, MN
- Lori Thompson— Aitkin County, MN
- Zuerner Ripple Lake Property— Aitkin, MN
- Gammello, Qualley, Pearson & Mallak - Aitkin ALTA— Aitkin, MN
- 2015 and 2016 Crow Wing County Remonumentation
- U.S. Army Corps of Engineers
- Section Subdivision and Survey Boundary— Lake of the Woods County, MN





## Tyler Pogreba

Land Surveyor in Training

### Education

Surveying & Mapping Science | St. Cloud State University, 2018

### Related Experience

- CWCO Remonumentation - 2016
- Mississippi Headwaters Corridor— Aitkin County, MN
- Hazelton Township 215th Avenue Right-of-Way Plat— Aitkin County, MN
- Beltrami County Remonumentation - 2017



## Kyle Pusc

Land Survey Technician

### Education

Land Surveying/Civil Engineering | St. Cloud Technical and Community College, 2015

### Related Experience

- CWCO Remonumentation - 2015 and 2016
- Hazelton Township 215th Avenue Right-of-Way Plat— Aitkin County, MN
- Mississippi Headwaters Corridor— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN



## Andy Schmaltz

Land Survey Technician

### Education

Associate of Science, Land Surveying | Vermilion Community College, 2018

### Related Experience

- Mississippi Headwaters Corridor— Aitkin County, MN
- Mississippi Headwaters Habitat Project— Aitkin County, MN
- Hazelton Township 215th Avenue Right-of-Way Plat— Aitkin County, MN





## Description of Project / Project Approach

WSN's project approach is based on our experience with similar county and private remonumentation projects, our understanding of the RFP, and our intention to provide accurate and thorough public land survey corner restoration. We will utilize the first-hand knowledge of our experienced staff to effectively perform the requirements of this project. Our services will include the use of accurate and innovative electronic technology.

### *1. Contract Initialization and Project Start-Up*

Upon award, WSN will dedicate the necessary resources to the project and initialize the project for all tasks and duties. We will work with Aitkin County to facilitate all signatures necessary to execute the agreement between the parties. WSN has worked on similar remonumentation projects and will have no issues fulfilling the contract's requirements. WSN has all insurance coverage required for this project (please refer to "Insurance Coverages" section).

### *2. Kickoff Meeting*

WSN'S principal in charge, and all team members assigned to this project, will meet with the County staff to review the contract requirements, Aitkin County standards, and assign duties to team members. We will use this meeting to exchange information, finalize schedules, and review any additional project details. Aitkin County will furnish additional project information and monuments as outlined in the RFP, giving our team a firm understanding of the project goals.

### *3. Research*

WSN has performed preliminary research of the Aitkin County records, MnDOT and MNDNR surveys and maps, and other available sources of land survey information. Upon contract award, we will complete thorough and extensive research of all available private and public survey records including the files, maps, and notes for County Ditch 38. We will also contact local surveyors known to have conducted surveys within the project area for their records.

### *4. Land Owner Notification*

It is our understanding that Aitkin will be sending a notification to adjacent land owners. We will provide Aitkin County our weekly anticipated field schedule regarding the pending surveys, detailing the need to access corner locations which will allow Aitkin County to effectively address landowner concerns if they should arise. Prior to entering private property, WSN field staff will also knock on the doors of the affected residents and provide our contact information. This will also serve as an opportunity to request any information or knowledge landowners may have as to locations of the corners to be surveyed.

## 5. Field Work, Computational Analysis, and Monumentation

WSN will conduct the work plan under the direction of the managing project surveyor. Based on our detailed research, we will develop a plan for monument recovery. We will base our work on the Aitkin County Coordinate Database NAD83, 2011 Adjustment using existing geodetic control points and will perform the location of existing certified corners and additional monumentation needed for the survey.

Our work plan will be performed in the following manner:

- Provide direct electronic project file access to Aitkin County staff by continued use of one shared project FTP file location for the open exchange and review of office and field data as it is being completed. This will help eliminate the potential log jam of information at the end of the project milestones.
- WSN will incorporate recommended safety practices to ensure a safe working environment.
- Initiate Gopher State One Call as necessary and notify Township supervisors and County highway departments for work within public right of ways.
- Plan the monument recovery with a systematic approach maximizing the efficiency of our field crews. Monument recovery will begin with the certified controlling corners on the perimeter of the project area. During the winter season our initial efforts will focus on the off-road corners in wet locations, with the balance of the corners in road surfaces, potentially requiring excavation, to be completed in the spring and summer seasons.
- Use of UTV with tracks in the winter season to allow our crews access to the corners in wetland locations in the center of the project area.
- Notify County staff weekly in advance of our field crew locations so public inquiries will be addressed effectively.
- The maintenance of the corners will be performed in accordance with the field survey standards, procedures, and coordinate datum requirements as outlined in the RFP. Multiple positions will be obtained for each corner to the accuracy standards outlined in the RFP by RTK-GPS, Static GPS and terrestrial methods using Trimble R8 and

R10 GPS receivers, Trimble S6 robotic total stations, and Trimble TSC3 data collectors.

- We will utilize separate field books for each township to record our findings. Digital cameras will be used to collect the required photos of each corner in accordance with the format and naming conventions outlined in the RFP.
- Notification of road authorities for any corners requiring excavation in an existing road.
- Preliminary field surveys will be conducted to locate existing corner monuments. Licensed land surveyors or experienced land surveyors in training will analyze each section corner. After preliminary surveys have been completed, an analysis of all the field survey data and the research information will be performed. Additional field survey data may be required once this analysis had been completed in order to properly establish the corner position. Licensed land surveyors will directly supervise and review this work.
- Progress and discovery review meetings periodically with County staff are anticipated to review the findings of our field and office work. This will give WSN the opportunity to provide status updates on the project and to highlight our results and computations performed.
- WSN standard daily field reports and field notes detailing the activities performed, conditions found, and measurements made will be completed, scanned electronically in PDF format, and made available to County staff in the shared FTP file location.
- After the computational analysis has been done and the final coordinate positions determined, WSN will complete the final corner monumentation and maintenance. This monumentation and maintenance will be done by our experienced land surveyors and land surveyors in training in accordance with the specifications of the RFP completing the work in a systematic approach ensuring efficient, accurate, and complete results.

## 6. Delivery Items

During the remonumentation project, WSN will continue to provide Aitkin County with direct access to our electronic files through the FTP site. This will allow WSN and the County to work together as a team by giving County staff

the ability to continuously monitor and review project details and deliverables. This will also help identify any questions or issues while the work is being performed and eliminate delays in project task completion and deliverables. The remainder of the delivery items will be provided in hard copy and electronic formats outlined in the RFP, will be available on the FTP site and will include the following:

- Copies of any least square adjustments performed during the course of the survey.
- One (1) paper copy of the printout listing of the point number, northing, easting, and descriptor for each designated monument within the project area.
- A comma delimited ASCII file containing point number, northing, easting, and descriptor of each designated monument and control point located in the project area.

All coordinate values will be carried out to the third decimal place (0.xxx).

- Original and separate field books for each township survey.
- Five (5) or more digital photographs of each corner visited or set. Photographs will consist of four (4) cardinal directional photographs, one (1) overhead photograph of the existing monument, and one (1) overhead of any monument set by the contractor with JPG or PDF.
- Final wet signed COLOGC suitable for recording meeting Minnesota Statutes 381.12 and 160.15.

The scope of our services is intended to address the corners identified, deliverables, and timeline outlined in your Request for Proposals. We will commit our experienced local Baxter staff to this project immediately and will meet or exceed the deadlines outlined in the proposed project delivery terms.







## Description of Equipment

WSN has a large land survey operation, with a survey department staff of more than 30 licensed professional land surveyors, land surveyors in training, and trained field technicians. WSN provides highly accurate and timely survey services, relying on the depth of our experience and in the investment we have made in state-of-the-art technology, both in the field and in the office.

Each survey crew has a fully equipped survey vehicle. The latest technology in Trimble R8 and R10 Global Positioning System (GPS) receivers will utilize the Global Navigation Satellite System (GNSS) with static, RTK, and VRS-MnDOT CORS Network capabilities; Trimble S6 Robotic Total Station and Trimble TSC3 automated data collection technology allow crews to analyze data quickly and accurately and to produce high quality surveys. Office personnel use AutoCAD Civil 3D software to produce survey records including

Certificates of Location or government corners, ALTA/ACSM land title surveys, plats, maps, and legal descriptions.

The Trimble GPS system allows short observation times and “real time” coordinate positions. This aids in maintaining high accuracy throughout the project.

Trimble Total Stations and Data Collectors are precise instruments that will turn angles, measure distances, and record all data in one operation with no repetition of tasks. Our “field to finish” system eliminates the need for manual data entry and potential transcription errors, while allowing direct access to the computer for calculations, computer-aided drafting, and preparation of the final Certificates of Location. Both Total Stations and GPS use the same data collection format, permitting our team to utilize integrated surveying methods for a more efficient approach to the completion of tasks. All field work is conducted under the supervision of a licensed professional land surveyor.



## Conflicts of Interest

Widseth Smith Nolting does not have any relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this proposal.





## Insurance Coverage

Should WSN be retained for services, the firm shall provide a completed Certificate of Insurance.

### Business Auto Liability

**Carrier:** United Fire & Casualty

**Professional Liability:** \$500,000/occurrence; \$1,500,000 general aggregate

**Policy Description:** Occurrence

### General Liability Insurance

**Carrier:** United Fire & Casualty

**General Liability:** \$1,000,000/occurrence; \$2,000,000 general aggregate

**Excess/Umbrella Liability:** \$3,000,000/occurrence

**Policy Description:** Occurrence



## Proposed Fee

WSN proposes the following fees for the maintenance or establishment of Section, Quarter, and Meander Corners:

Wealthwood Township (T 45N) 17 corners

Hazelton Township (T 45N R27W) 17 Corners

Northland Township (T 46N R26W) 3 Corners

Farm Island Township (T 46N R27W) 1 Corner

**Total Fee for Wealthwood, Hazelton, Northland, and Farm Island Township (40 Corners): \$39,950**

# Proposal Form and Signature Page

## PROPOSAL FORM

### REQUEST FOR PROPOSAL

FOR AITKIN COUNTY PUBLIC LAND SURVEY

CORNER REMONUMENTATION PROJECT 01-2019

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ 39,950.00

STANDARD HOURLY RATE: \$ 105.00  
(For work above and beyond scope of project, if necessary)

### BIDDERS CONTACT INFORMATION

Company Name: Widseth Smith Nolting & Assoc., Inc.

Company Address: 7804 Industrial Park Road | PO Box 2720  
Baxter, MN 56425-2720

By: Name: Chad Conner, PLS, CFedS

Title: Project Manager | Land Surveyor | Vice President

Signature: 

Phone: 218.316.3632

E-Mail Address: Chad.Conner@wsn.us.com

# Human Rights Certificate

## HUMAN RIGHTS CERTIFICATE

I hereby certify that Widseth Smith Nolting & Assoc., Inc. is in compliance with the standards of equal  
(Name of Firm)

employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of Widseth Smith Nolting & Assoc., Inc. to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: Chad Conner, PLS, CFedS

OFFICIAL ADDRESS: 7804 Industrial Park Road | PO Box 2720 | Baxter, MN 56425-2720

SIGNATURE IN INK BY:



TITLE and/or POSITION: Project Manager | Land Surveyor | Vice President

DATE: March 5, 2019

# Workers' Compensation Certification

DATE: March 5, 2019

## WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Secura Insurance

COMPANY NAME

Zimny Insurance Agency | 1103 Broadway, Alexandria, MN | 320.762.2124

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

WC 3299236

02/01/2019 - 02/01/2020

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

March 5, 2019

Date



Signature

# Independent Contractor Statement

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: Widseth Smith Nolting & Assoc., Inc. — Chad Conner, PLS, CFedS

OFFICIAL ADDRESS: 7804 Industrial Park Road | PO Box 2720 | Baxter, MN 56425-2720

SIGNATURE IN INK BY: 

TITLE AND/OR POSITION: Project Manager | Land Surveyor | Vice President





**WIDSETH  
SMITH  
NOLTING**

**Chad Conner, LS, CFedS, VP**  
Project Manager | Land Surveyor  
Chad.Conner@wsn.us.com  
218.316.3632

**Brainerd/Baxter Office**  
7804 Industrial Park Road  
Baxter, MN 56425  
t | 218.829.5117

**REQUEST FOR PROPOSAL**  
**Professional Surveying Services for the**  
**Recovery, Restoration and Perpetuation of**  
**Corners of**  
**the Public Land Survey System**



**Aitkin County, Minnesota**

**Project 01-2019**



**KRAMER LEAS DELEO**  
SURVEYING • ENGINEERING • PLANNING

*Submitted by:*  
*James Kramer, PLS*  
*President*  
*Kramer Leas DeLeo*  
*1120 Industrial Park Road*  
*Brainerd, MN 56401*  
*218-829-5333*  
*Toll Free: 1-866-816-5333*  
*Fax: 218-829-5377*  
*kramer@kldland.com*



## Firm Background and Similar Work Experience

- **Various property boundary and subdivision projects**  
KLD completes approximately 250-300 boundary and subdivision projects each year that require Public Land Survey corner research, positioning, and monumentation. KLD maintains documents and positions for monuments marking the Public Land Survey corners within the counties that it provides services in. Many of these projects require that the accuracy standards similar to the 2016 version of the accuracy standards for ALTA/ASCM Land Title Surveys be met.

### Professional References-

KLD takes pride in the relationships that it has built with its clients, members of various public agencies, and other professional firms that practice in the field of land surveying and civil engineering. Following are individuals who will attest to our professionalism and ability to perform this project for St Louis County.

Robert Murray – County Surveyor (Beltrami, Clearwater, Koochiching)  
304 3<sup>rd</sup> Street NW  
Bemidji, MN 56601  
(218)751-5898

Kevin Trappe – GIS Division Director  
Beltrami County, Minnesota  
County Administration Building  
701 Minnesota Avenue NW Suite 219  
Bemidji, MN 56601  
(218)333-8457

John Hinzmann – Principal Land Surveyor  
Minnesota Department of Transportation  
1123 Mesaba Avenue  
Duluth, MN 55811  
(218)725-2700



## Project Approach

### Project Understanding-

It is our understanding that the primary objective of this project is to provide professional land surveying services related to the maintenance and positioning of the identified Public Land Survey System (PLSS) corner locations in Aitkin County, Minnesota. We are aware that there are approximately 40 PLSS corners that Aitkin County would like documented as being perpetuated since the original government surveys were completed between 1859 to 1871. It will be our duty to locate and verify the monument and accessories to the corner for each of these corners, or re-establish said corner. There are three common situations that could arise for any of the PLSS corner monuments. Each situation will require a different action by the survey crew. These situations are:

1. If a PLSS corner monument currently marks the corner we will verify any remaining accessory ties and add additional accessory ties and witness posts as needed. All fieldwork will be documented.
2. If the PLSS corner monument is obliterated but sufficient accessories to the monument remain, they will be used to perpetuate the location of the corner. We will set a new monument, add any needed accessory ties and witness posts, and document our work.
3. If the PLSS corner monument, and the accessories needed to perpetuate it cannot be located, we will re-monument the corner in accordance with the Bureau of Land Management Manual of Surveying Instructions.

We will be required to establish horizontal coordinates in Aitkin County Coordinates (NAD83-2011 Adjustment), with the accuracy requirements similar to those defined in the 2016 version of the accuracy standards for ALTA/ASCM Land Title Surveys. It will be the responsibility of the Surveyor to gain permission to cross private property in order to access some of the PLSS Corner monuments.

### Work Plan and Schedule-

This project will be managed from KLD's Brainerd office. James Kramer, a licensed Professional Land Surveyor and a Principal with the firm will be responsible for the contract administration, project management, and day-to-day supervision of this project. Sam DeLeo, Professional Land Surveyor, will provide periodic professional support. Mike Seelen will be assigned the responsibility of being the lead survey crew chief for this project.

Our work plan for this project will be very similar to that of other PLSS corner maintenance projects we have performed in Beltrami County, Clearwater County, Crow Wing County, Morrison County and numerous locations in Minnesota. The following stages will be the primary phases of our work plan to complete this project:

#### *Information Collection –*

We will prepare mapping products identifying the locations that we anticipate searching for the PLSS corner monuments that are needed for this project. These locations are based on the original Public Land Survey, Certificate of Location of Government Corner forms that have been previously filed with the county, and various survey information files that may be gathered within

## Project Approach

the County Survey database and private records. We will obtain copies of the most current Certificate of Location of Government Corner forms and update our map to reflect the target corner locations. As part of this work, **preliminary Statements of Evidence** will be completed for all required land corners prior to any field work. Feature calls from the original Public Land Survey will be inserted in our mapping products in review of the original running notes for each project area.

### *Survey Control Network Planning –*

We will identify nearby available geodetic survey control stations. We will verify the availability of these geodetic survey control stations and create a map containing the National Geodetic Survey data sheets for each geodetic survey control station. The survey crews will use this map as a reference to determine the availability of geodetic survey control stations to use as calibration stations and control checks throughout the project.

### *Monument Recovery and Positioning –*

Once all of the corner locations and geodetic survey control stations have been identified we will begin the fieldwork for this project by systematically searching for each PLSS corner across each township.

As each PLSS corner location is visited, the corner and any reference ties will be searched for. The Project Understanding section above describes the three possible outcomes for each PLSS corner. Due diligence will be practiced in searching for each target PLSS corner location as we recognize the importance of each PLSS corner monument. It will be necessary to access some of the PLSS corner monuments through private property. KLD will be responsible to contact each of the effected property owners prior to entering their property. We will contact the property owners by telephone, by mail, or by simply meeting them in person to request permission to perform our work on their property.

We will excavate by hand using chisels, gas powered jackhammers, and shovels to depths within reason in order to locate PLSS corner monuments as needed. Any excavation areas on private property will be restored to the property owner's requirements. Digital photographs will be taken at all excavated PLSS corner locations. Any excavation in public road right-of-way will be completed after consultation with the local road authority, all excavation areas in roadways will be re-established to the approval of the road authority.

At corner locations where surface plugs are recovered, the plug will be removed and the monument recovered beneath. The surface plug will be replaced in the correct location above the monument.

For instances where no monuments exist at the corner location and its position can be determined from the local accessories on an existing Certificate of Location of Government Corner form or survey evidence, a suitable durable iron monument will be set.

Field book information will be gathered at each PLSS corner, a uniform data sheet will be used for each corner in an effort to gather all needed information for the preparation of the Certificate of Location in a consistent manner. An example of this data sheet is included in the Appendix, this form may be altered upon review of Aitkin County prior to the beginning of work.

## Project Approach

We will be using a combination of RTK-GPS, Static GPS and conventional traverses for the positioning of the PLSS corner monuments. Multiple shots with RTK-GPS will be our primary method of establishing coordinate values of the PLSS corner monuments. If RTK-GPS does not provide satisfactory coordinate value accuracies we will either perform a conventional looped traverse or run multiple static GPS sessions on the corner. The distance of traverse required and density of vegetation will dictate the need for static GPS. Our experienced survey crew chiefs will individually assess the terrain for each PLSS corner monument and select the method of data collection that they feel best fits the needs of the area. The data collection methods will be reviewed continually throughout the project. To insure that accuracy standards are met we continually perform survey control checks to known geodetic survey control stations throughout the day and at the end of each day.

Digital photographs will be taken at all PLSS corner locations, four directional photos and one directly overhead. An example of this product is included in the Appendix.

### ***Corner Certificates / Survey Report -***

Certificate of Location of Government Corner forms shall be prepared for every corner where a monument was found, perpetuated or established. These forms will be submitted to the County in Adobe pdf format, and in hard copy format for recording. The surveyor shall also submit the coordinate data in the required electronic format along with hard copy of the data and the field notes for the project. Certificates of Location will be filed with the County as completed during the contract.

### ***Final Report and Deliverables-***

Prior to February 28, 2020(50%) and July 1, 2020(100%), the following delivery items will be provided to Aitkin County.

1. One paper copy of the printout listing the point number, northing, easting and descriptor for each designated monument within the project area.
2. Original copies of the field notes for each township survey.
3. Coma delimited ASCII file containing point number, northing, easting and descriptor of each designated monument and control point located in the project area.
4. If utilizing Trimble products, a copy of the DC file or equivalent data collection file from other products.
5. Certificates of Location for all required corners, paper copies of the recorded Document.
6. Survey Report for the project

### ***Schedule-***

We will begin this project immediately upon verification of a signed contract or written notice to proceed. We do not foresee any reason why we will not successfully complete this project before the mandated July 1, 2020 due date.

## Project Approach

### **Computer Software and Survey Equipment-**

The employees of KLD are experienced users of both MicroStation and AutoCAD computer aided drafting platforms. Bentley GEOPAK is our selected surveying and engineering software platform. KLD uses Trimble survey equipment, which includes robotic total stations, RTK units and static receivers.

### **Project Safety-**

KLD recognizes the importance of job safety. We will observe all Federal and State laws pertaining to the Occupational and Safety Hazards Act (OSHA) throughout the project. We will also observe all local laws, ordinances, and regulation related to project safety.

Throughout the duration of the contract Aitkin County may find it in the best interest of the County to hire KLD for other surveying services related to this project. We will provide these services at our standard hourly rates as depicted below, or at contract corner prices for the respective Township. We will provide cost estimates for such services as requested.

#### Standard Hourly Rates

Professional Land Surveyor-	\$120.00 per hour
Senior Technician-	\$85.00 per hour
Technician-	\$70.00 per hour
Two Person Survey Crew-	\$170.00 per hour
Clerical Staff-	\$50.00 per hour

### ***Conflicts of Interest-***

KLD is not currently engaged in any contracts with Aitkin County nor are we under contract or providing services for any employee of Aitkin County. We have no conflicts of interest related to this project.



**PROPOSAL FORM**

**REQUEST FOR PROPOSAL**

**FOR AITKIN COUNTY PUBLIC LAND SURVEY**

**CORNER REMONUMENTATION PROJECT 01-2019**

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ 43,867.00

STANDARD HOURLY RATE: \$ 170.00  
(For work above and beyond scope of project, if necessary)

**BIDDERS CONTACT INFORMATION**

Company Name: Kramer Leas Deleo PC

Company Address: 1120 Industrial Park Road

Baxter, MN 56425

By: Name: James Kramer

Title: President

Signature: 

Phone: 218-829-5333

E-Mail Address: kramer@KLDland.com



## HUMAN RIGHTS CERTIFICATE

I hereby certify that Kramer Keas Deleo PC is in compliance with the standards of equal  
(Name of Firm)


employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of Kramer Leas Deleo PC to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: James Kramer

OFFICIAL ADDRESS: 1120 Industrial Park Road, Brainerd, MN 56401

SIGNATURE IN INK BY: 

TITLE and/or POSITION: President

DATE: March 2, 2019

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: Kramer Leas Deleo PC

OFFICIAL ADDRESS: 1120 Industrial Park Road, Brainerd, MN 56401

SIGNATURE IN INK BY:  \_\_\_\_\_

TITLE AND/OR POSITION: President

DATE: March 2, 2019

## WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Travelers

COMPANY NAME

Gene Mueller, Baxter Insurance Group, 8374 Brandon Road, Baxter, MN 56425 218-855-0331

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

UB-8K381188-18-47-G

4-16-2018

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

March 2, 2019

Date

Signature

## **James Kramer, PLS**

### **Professional Land Surveyor and Project Manager**

---

#### **Education**

Bachelor of Science  
Major-Industrial Engineering  
St. Cloud State University

#### **Professional Registration**

Professional Land Surveyor in  
Minnesota

#### **Professional Associations**

Minnesota Society of  
Professional Land Surveyors

#### **General Background**

Mr. Kramer has thirty years of experience working in the disciplines of civil engineering and land surveying. He began his career working in the areas of highway engineering and highway construction inspection for the Minnesota Department of Transportation (Mn/DOT). His latest position with the department was as a Principal Land Surveyor for Mn/DOT's District 3 in Brainerd. While at this position he supervised staff and projects, overseeing land surveying services for a yearly construction budget of 80 – 100 million dollars. He has provided management for various types of field and office services as a Registered Land Surveyor including such project types as: horizontal and vertical geodetic control networks, public land system re-establishment and section subdivisions, aerial mapping, topographic and digital terrain mapping, construction staking, legal description preparation, and right-of-way platting.

In July of 2003, Mr. Kramer resigned from the Minnesota Department of Transportation to form Kramer Leas DeLeo P.C., a land surveying services firm. Mr. Kramer is responsible for all business operations, and land survey operations in its Brainerd/Baxter offices.

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## **Sam DeLeo, PLS CFED**

### **Professional Land Surveyor**

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#### **Education**

Bachelor of Science  
Major-Land Surveying/  
Mapping Sciences  
Minor-Geographic Information  
Systems  
St. Cloud State University

Applied Associate of Science  
Civil Engineering Technology  
St. Cloud Technical College

#### **Professional Registration**

Professional Land Surveyor in  
Minnesota

#### **Professional Associations**

Minnesota Society of  
Professional Land Surveyors

Minnesota Surveyors and  
Engineers Society (Scholarship  
Committee)

#### **General Background**

Mr. DeLeo has twenty- six years of experience working in the disciplines of civil engineering and land surveying. He began his career working for the Minnesota Department of Transportation. His latest position with the department was as a Senior Land Surveyor in Mn/DOT's St. Cloud resident office. While at this position he supervised the staff and managed the projects for the department's survey section. He has provided all types of field and office services as both a Survey Crew Chief and a Registered Land Surveyor including such project types as: horizontal and vertical geodetic control networks, public land system re-establishment and section subdivisions, legal description preparation, and right-of-way platting, aerial mapping, topographic and digital terrain mapping, and construction staking.

Mr. DeLeo joined the office of Short, Elliot, Hendrickson, SEH, in St. Cloud in July 2001 to manage land-surveying functions in the growing Minnesota market. Mr. DeLeo's primary duties were to manage the survey department for the Central Minnesota area offices. While at this position he was responsible for overseeing all of the Public Land Survey System monumentation and survey control projects.

On February 1, 2004, Mr. DeLeo became a Principal in Kramer Leas DeLeo, P.C., Mr. DeLeo is responsible for managing the professional services related to land surveying, civil engineering, planning, and environmental projects in KLD's St. Cloud office. Mr. DeLeo was the project manager responsible for all field and office operations for the Morrison County Horizontal Control Densification and Township PLSS Corner Inventory project.

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## **Mike Seelen**

### **Survey Crew Chief**

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#### **Education**

Applied Associate of Science  
Civil Engineering Technology  
St. Cloud Technical College

#### **General Background**

Mr. Seelen has twenty-one years of experience working in the disciplines of civil engineering and land surveying. He began his career working with the Minnesota Department of Transportation in June of 1997 in construction inspection. In November of that year, he transferred to the Surveys Department where he worked as a Survey Technician. He was promoted to Survey Crew Chief in September of 1999.

While working in the Survey Department for Mn/DOT, Mr. Seelen was responsible for overseeing all aspects of location and construction staking, as well as photo control, right-of-way boundary staking, design mapping, and various control surveys. During this period Mr. Seelen performed various surveys to locate, establish, and maintain government Public Land Survey corner monuments for upcoming roadway projects.

Mr. Seelen began his current position as Survey Crew Chief with Kramer Leas DeLeo in February of 2004. He is proficient in operating Trimble RTK and static GPS systems, and Geodimeter/Trimble total stations. He is skilled in utilizing MicroStation, Geopak, Geotool, GSP, TS Office, and TDS cogo software packages. His responsibilities include survey crew supervision, survey drafting and preliminary office computations. Mr. Seelen acted as a primary Survey Crew Chief for the Morrison County Horizontal Control Densification and Township Public Land Survey Maintenance project.

Mr. Seelen has 11 years of direct experience completing similar land corner restoration projects in Beltrami County, Clearwater County, Morrison County and Crow Wing County.

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## **Jordan Chouanard**

### **Land Surveyor-in-Training**

---

#### **Education**

Applied Associate of Science  
Civil Engineering Technology  
St. Cloud Technical College

Bachelor of Science  
Land Surveying  
St Cloud State University

#### **Professional Registration**

Professional Land Surveyor in  
Training Minnesota

#### **General Background**

Mr. Chouanard has six years of experience working in the discipline of land surveying. He began his career working with the Aitkin County in 2012 for the highway department completing design location surveys and property land surveys for highway construction.

Mr. Chouanard began his current position as Land Surveyor-in-Training with Kramer Leas DeLeo in 2015. He is proficient in operating Trimble RTK and static GPS systems, and Geodimeter/Trimble total stations. He is skilled in utilizing MicroStation, Geopak, Geotool, GSP, TS Office, and TDS cogo software packages. His responsibilities include survey crew supervision, survey drafting and preliminary office computations.

Mr. Chouanard has 3 years of direct experience completing similar land corner restoration projects in Beltrami County, Clearwater County, and Crow Wing County.

I HEREBY CERTIFY THAT THIS DOCUMENT AND THE DATA CONTAINED HEREIN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION.

James Kramer 11/30/2017  
JAMES KRAMER DATE  
LICENSE NO. 23668

LAND SURVEYOR  PROFESSIONAL ENGINEER  
 COUNTY SURVEYOR  COUNTY ENGINEER

NAD 1983 (1996 HBELT) BELTRAMI COUNTY SOUTH ZONE COORDINATES  
N= 223752.161 E= 526703.323 US SURVEY FT  
(COORDINATES ARE SHOWN AS INFORMATION ONLY, SUBJECT TO VERIFICATION)

OFFICE OF COUNTY RECORDER  
COUNTY OF BELTRAMI, MINNESOTA  
THIS IS TO CERTIFY  
THAT THIS INSTRUMENT  
WAS FILED IN THIS  
OFFICE ON 01/04/2018 AT  
10:58 AM BY DOCUMENT NUMBER  
A000569392  
By: PAULA R. COONS  
CHARLENE D. STURK  
COUNTY RECORDER  
PAGES: 2

### CERTIFICATE OF LOCATION OF GOVERNMENT CORNER

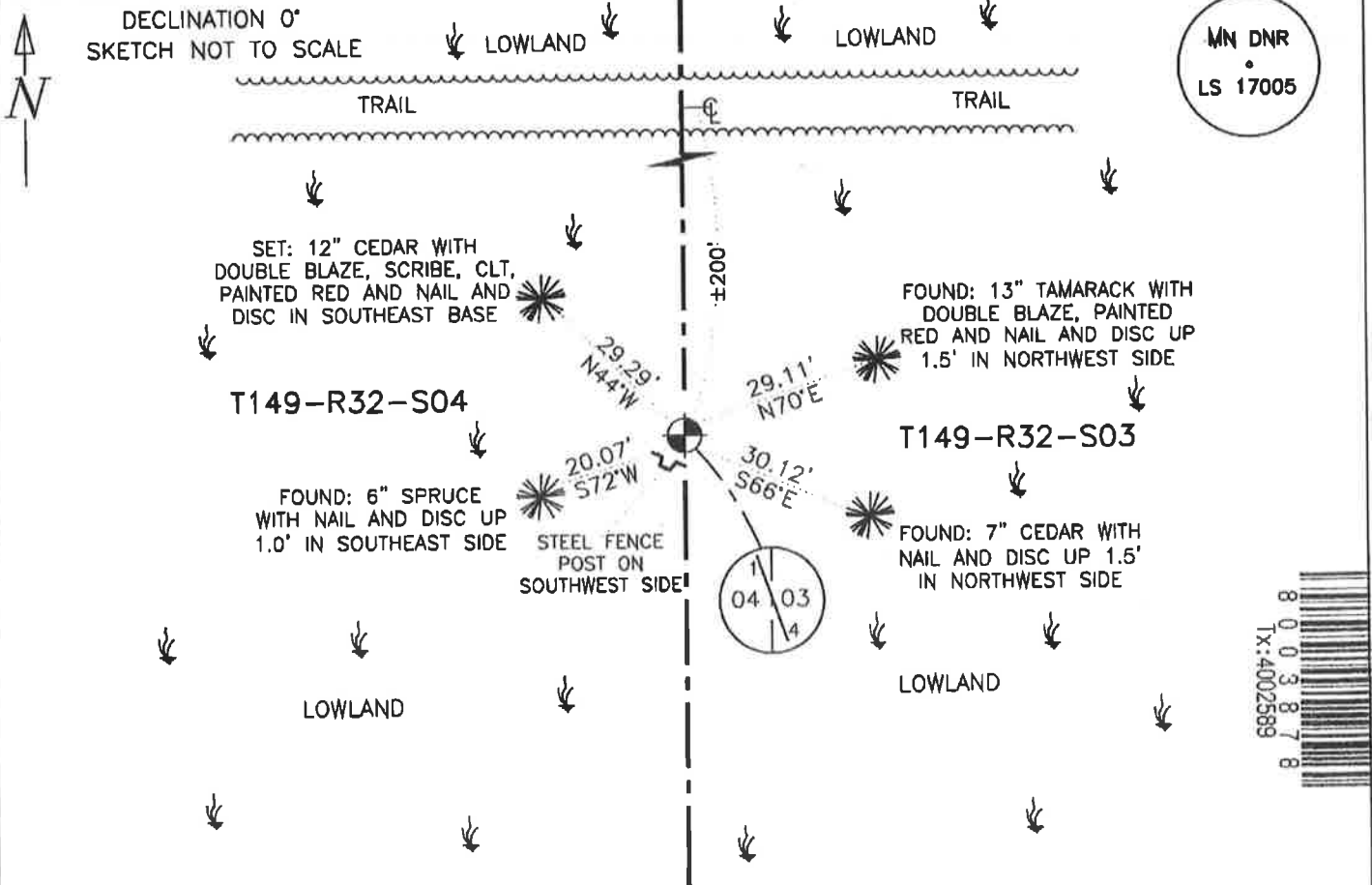
INDEX NO. C-13, WEST QUARTER CORNER OF SECTION 03, TOWNSHIP 149, RANGE 32, 5TH P.M.  
STATE OF MINNESOTA, COUNTY OF BELTRAMI

AT THE CORNER LOCATION SHOWN ON THE SKETCH: 3/4 INCH IRON PIPE WITH PLASTIC CAP STAMPED "MN DNR LS 17005" UP 0.2 FEET ABOVE GROUND SURFACE  
 ON 02/26/2017 FOUND A(N) \_\_\_\_\_  
DATE  
 LEFT MONUMENT AS FOUND,  LOWERED MONUMENT,  REMOVED MONUMENT (EXPLAIN)

ON \_\_\_\_\_ DATE \_\_\_\_\_ PLACED A(N) \_\_\_\_\_

### SKETCH OF REFERENCE TIES

MONUMENT MARKED:



STATEMENT OF EVIDENCE RELATIVE TO THIS CORNER LOCATION IS ON BACK OF PAGE



**STATEMENT OF EVIDENCE:** WEST QUARTER CORNER OF SECTION 03, TOWNSHIP 149 NORTH, RANGE 32  
WEST OF THE 5TH PRINCIPAL MERIDIAN BELTRAMI COUNTY, MINNESOTA

In 1891, (Vol. 430 Pg. 80) the Original Public Land Survey for Township 149 North Range 32 West was run by Case. A scribed 3 inch squared by 5 foot post was set 24 inches in ground to mark the corner and two bearing trees were recorded as accessories:

8 inch Tamarac	North 89° East	9 links	With scribe
4 inch Tamarac	South 30° West	4 links	With scribe

In June 2005, the DNR Land Survey Unit conducted a search for this corner, but found no original evidence of the corner. They scanned the area with a Schonstedt Model GA-52Cx metal locator, but did not receive a signal to indicate a monument. When no evidence of the corner is found, the corner is considered lost. According to the Manual of Instructions for the Survey of the Public Lands of the United States 1973, prepared by the Bureau of Land Management, U.S. Dept of the Interior, in Chapter 5-38 which states "all lost quarter-section corners on the section boundaries within the township will be restored by single proportionate measurement between the adjoining section corners, after the section corners haven been identified or relocated. "Computed the lost position to this corner by single proportionate measurement and found it to measure: 2684.17 feet North of the Southeast Corner of Section 4 and 2792.88 feet South of the Northeast Corner of Section 4. On June 8, 2005, they set a ¾ inch by 24 inch rebar with plastic RLS cap stamped "MN DNR LS 17005" up 0.2 feet above ground surface with a steel fence post placed on the Southwest side to mark the corner; in a Cedar/Spruce swamp and approximately 200.0 feet South of a trail running East-West. They also recorded three bearing trees:

12 inch Tamarac	Azimuth 70°	29.11 feet	With DNR N&D up 1.5 feet in Northwest side
5 inch Cedar	Azimuth 114°	30.12 feet	With DNR N&D up 1.5 feet in Northwest side
5 inch Cedar	Azimuth 252°	20.07 feet	With DNR N&D up 1.0 foot in Southeast side

On July 6, 2005, L. Pommerening, registered land surveyor, prepared a Certificate of Corner Location for this Public Land Survey corner with the following statement: "Analysis of the available information led the DNR Land Survey Unit to conclude that the lost position should be used for the location of the corner. Lack of government corner perpetuation bears out the need for the lost position."

On February 26, 2017, J. Kramer and N. Jelacie, of Kramer Leas Deleo (KLD), searched for Public Land Survey Corners in this area. They found a ¾ inch rebar with plastic RLS cap stamped "MN DNR LS 17005" up 0.2 feet above ground surface with a steel fence post on the Southwest side marking the corner; monument found agrees with Certificate of Corner Location filed by Pommerening in 2005. The corner location is approximately 200.0 feet South of a trail running East-West. They also found three bearing trees from 2005:

13 inch Tamarack	North 70° East	29.11 feet	With double blaze, painted red and N&D up 1.5 feet in Northwest side
7 inch Cedar	South 66° East	30.12 feet	With N&D up 1.5 feet in Northwest side
6 inch Spruce	South 72° West	20.07 feet	With N&D up 1.0 foot in Southeast side

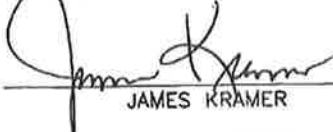
They recorded one additional bearing tree:

12 inch Cedar	North 44° West	29.29 feet	With double blaze, scribe, CLT, painted red and N&D in Southeast base
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Analysis of the above information indicates the location of this Public Land Survey Corner has been perpetuated by the capped rebar monument, set in 2005 by the DNR, in the lost position. Therefore, the location of the capped rebar monument is accepted as the best available evidence to perpetuate the location of this Public Land Survey Corner.

For additional information contact the Beltrami County Surveyor's Office in Bemidji, Minnesota.

I HEREBY CERTIFY THAT THIS DOCUMENT AND THE DATA CONTAINED HEREIN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION.

  
JAMES KRAMER

11/30/2017  
DATE

LICENSE NO. 23668

- LAND SURVEYOR
- PROFESSIONAL ENGINEER
- COUNTY SURVEYOR
- COUNTY ENGINEER

NAD 1983 (1996 HBELT) BELTRAMI COUNTY SOUTH ZONE COORDINATES  
N= 215740.450 E= 516082.381 US SURVEY FT  
(COORDINATES ARE SHOWN AS INFORMATION ONLY, SUBJECT TO VERIFICATION)

OFFICE OF COUNTY RECORDER  
 COUNTY OF BELTRAMI, MINNESOTA  
 THIS IS TO CERTIFY  
 THAT THIS INSTRUMENT  
 WAS FILED IN THIS  
 OFFICE ON 01/05/2018 AT  
 09:32 AM BY DOCUMENT NUMBER  
 A000569428  
 BY: PAULA R. COONS  
 CHARLENE D. STURK  
 COUNTY RECORDER  
 PAGES: 3

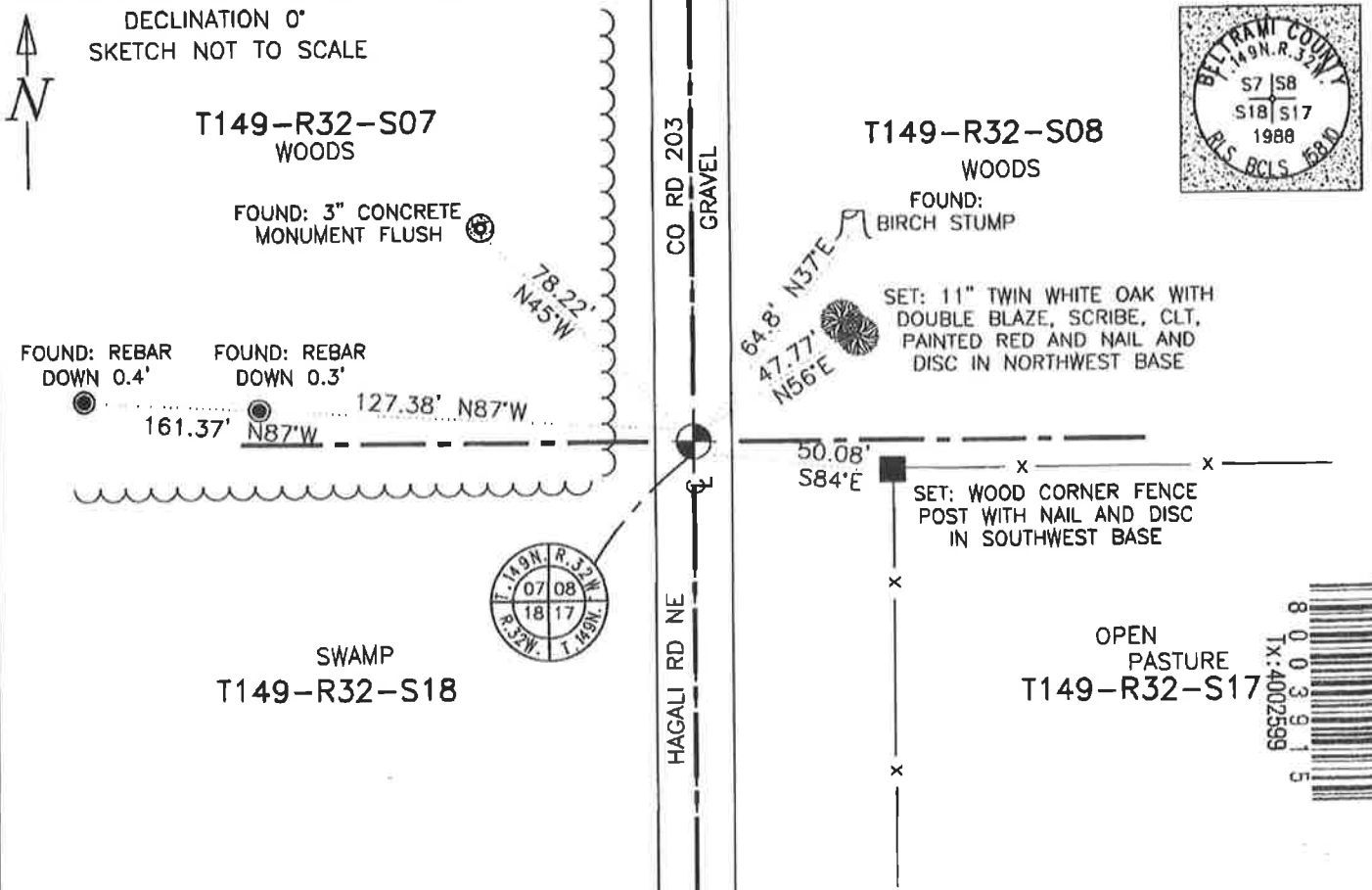
# CERTIFICATE OF LOCATION OF GOVERNMENT CORNER

INDEX NO. J-5, NORTHWEST CORNER OF SECTION 17, TOWNSHIP 149, RANGE 32, 5TH P.M.  
STATE OF MINNESOTA, COUNTY OF BELTRAMI

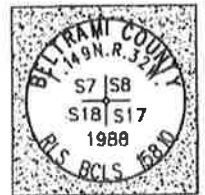
AT THE CORNER LOCATION SHOWN ON THE SKETCH: 6 INCH SQUARE BELTRAMI COUNTY CONCRETE MONUMENT WITH A  
 ON 07/20/2017 FOUND A(N) 4 INCH ALUMINUM STAMPED CAP DOWN 1.0 FOOT BELOW GROUND  
 LEFT MONUMENT AS FOUND,  LOWERED MONUMENT,  REMOVED MONUMENT (EXPLAIN)  
 ON \_\_\_\_\_ DATE \_\_\_\_\_ PLACED A(N) \_\_\_\_\_

## SKETCH OF REFERENCE TIES

DECLINATION 0°  
SKETCH NOT TO SCALE



MONUMENT MARKED:



STATEMENT OF EVIDENCE RELATIVE TO THIS CORNER LOCATION IS ON BACK OF PAGE

STATEMENT OF EVIDENCE:

NORTHWEST CORNER OF SECTION 17, TOWNSHIP 149 NORTH,  
RANGE 32 WEST OF THE 5TH PRINCIPAL MERIDIAN BELTRAMI  
COUNTY, MINNESOTA

In 1891, (Vol. 430 Pg. 123) the Original Public Land Survey for Township 149 North Range 32 West was run by Case. A scribed 4 inch squared by 5 foot post was set 24 inches in ground to mark the corner and four bearing trees were recorded as accessories:

14 inch White Birch	North 75° East	12 links	With scribe
18 inch White Pine	South 30° East	26 links	With scribe
12 inch Spruce	South 30° West	28 links	With scribe
10 inch White Pine	North 37° West	29 links	With scribe

In 1900, (FB 000113 & 'A1' Pg. 97) A. McVicar, Deputy County Surveyor, subdivided Section 7. He found a post marking the corner and bearing trees. He put in for post a 1½ inch by 17 inch iron pipe for post.

In 1900, (FB 000116 & 'A1' Pg. 98) A. McVicar, Deputy County Surveyor, conducted a survey in Section 18 indicating the corner location.

In 1900, (FB 000121 & 'A1' Pg. 99) A. McVicar, Deputy County Surveyor, conducted a survey in Section 17 indicating the corner location.

On May 18, 1972, the County Surveyor found a 1 inch by 14 inch pipe with point down 6 inches below surface marking the corner; very old and was hammered down evidence shows original 17 inch long. He recorded one bearing tree and one accessory:

6 inch Ash	North 68° West	56.4 feet
Telephone pole	South 42° West	45.9 feet

In 1973, (FB 20 Pg. 12, JOB #73-44 & OFF-1272) Okerman Surveying conducted a survey in the area. They found an iron in place marking the corner and two bearing trees:

7 inch Ash	North 68° West	56.65 feet	With scribe and spike
12 inch triple Birch	North 37° East	64.92 feet	With scribe and spike

In 1980, (FB 38 Pg. 67, 70, JOB #80-28 & OFF-1273) Okerman Surveying conducted a survey in the area. They found a 1¼ inch iron pipe, from survey in 1973, which was tipped, not bent, to the West. They indicate ties are not good, Birch 0.13 feet off after straightening iron pipe. They indicate used as straightened.

On June 8, 1987, (FB 870005 & BCRF-183) D. Graber, B. Dahlin, A. Stately, B. Louma and C. Mackee, of the Beltrami County Remonumentation Crew, searched for Public Land Survey Corners in this area. They found an iron pipe set by Okerman down 5 inches below road surface marking the corner; approximately 3.0 feet West of the centerline of road running North-South and pipe was set from an original bearing tree found. They recorded two accessories:

Rebar	Northwest	127.38 feet
Rebar	Northwest	161.37 feet

On July 13, 1988, (FB 870005) B. Dahlin, A. Chase, N. Adams and S. Strowbridge, of the Beltrami County Remonumentation Crew, searched for Public Land Survey Corners in this area. They found ½ inch by 12 inch iron rebar but indicate this monument was not recorded as monument of record. They also found one bearing tree and two accessories:

12 inch Birch	North 37° East	64.80 feet	With spike in base
Rebar	Northwest	127.38 feet	
Rebar	Northwest	161.37 feet	

They removed the iron pipe found in 1987 and set a 6 inch by 6 inch by 24 inch concrete monument with 4 inch cap down 7 inches below road surface to mark the corner and recorded two additional accessories:

3 inch by 30 inch Concrete Monument	South 78° East	47.36 feet	Up 3 inches
3 inch by 30 inch Concrete Monument	North 45° West	78.22 feet	Up 2 inches

On September 14, 1989, G. E. R. Coulombe, County Surveyor, prepared a Certificate of Corner Location for this Public Land Survey corner with the following statement: "An analysis of the above data indicates the location of this Public Land Survey Corner has been perpetuated by the iron pipe recorded by McVicar in 1900."

On August 12, 1996, (COS-1591) R. Murray, prepared a Certificate of Survey indicating a Beltrami County Monument found marking the corner.

On July 20, 2017, M. Seelen and R. Hirsch, of Kramer Leas Deleo (KLD), searched for Public Land Survey Corners in this area. They found a 6 inch by 6 inch by 24 inch Beltrami County concrete monument with 4 inch cap down 1.0 foot below road surface marking the corner; on the centerline of road running North-South. They also found one bearing tree from 1973, two accessories from 1987 and one accessory from 1988:

Birch stump	North 37° East	64.8 feet	
Rebar	North 87° West	127.38 feet	Down 0.3 feet
Rebar	North 87° West	161.37 feet	Down 0.4 feet
3 inch Concrete Monument	North 45° West	78.22 feet	Flush

They recorded one additional bearing tree and one additional accessory:

11 inch twin White Oak	North 56° East	47.77 feet	With double blaze, scribe, CLT, painted red and N&D in Northwest base
Wood Corner Fence Post	South 84° East	50.08 feet	With N&D in Southwest base

Analysis of the above information indicates the location of this Public Land Survey Corner has been perpetuated by the iron pipe recorded by McVicar in 1900 and found in 1988. A Beltrami County capped iron monument was set in 1988 to establish the corner location from the found iron pipe. Therefore, the location of the Beltrami County capped iron monument is accepted as the best available evidence to perpetuate the location of this Public Land Survey Corner.

For additional information contact the Beltrami County Surveyor's Office in Bemidji, Minnesota.

INDEX: C-13  
TWP/RGE: 149-32

Field Corner Certification

Corner Description: West Quarter Corner of Section 3 Crew: JG Kramer NM Jelicic  
Date: 2-26-17

Weather: Clear Temp: 26°

Corner Found: Rebar with plastic cap stamped "MN DNK LS 17005" Nothing

Size: \_\_\_\_\_ Up/Down: 0.2'

Comments: Removed \_\_\_\_\_ Left as found X Lowered \_\_\_\_\_

Monument matches Beltrami County document number A000461775  
Steel fence post on SW corner of the monument

Ties Found: None

Year	Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR
2005	13"	Tamarac	N70E	29.11'	Northwest up 1.5'	CLT	<u>BLZD</u>	SCR	<u>PR</u>
2005	7"	Cedar	S64E	30.12'	Northwest up 1.5'	CLT	BLZD	SCR	PR
2005	6"	Spruce	S72W	20.07'	Southeast up 1.2'	CLT	BLZD	SCR	PR
						CLT	BLZD	SCR	PR
						CLT	BLZD	SCR	PR

Corner Set: \_\_\_\_\_ Nothing  
Size: \_\_\_\_\_ Length: \_\_\_\_\_ Up/Down: \_\_\_\_\_

Slimline Set: N S E W

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ties Set: None Available

Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR
12"	Cedar	N44W	29.29'	Southeast Base	<u>CLT</u>	<u>BLZD</u>	<u>SCR</u>	<u>PR</u>
					CLT	BLZD	SCR	PR
					CLT	BLZD	SCR	PR
					CLT	BLZD	SCR	PR

Legend: CLT= Corner Location Tag      BLZD= Double Blazed      SCR= "BT" In Trunk Blaze      PR= Blazes painted red

INDEX: J-5  
 TWP/RGE: 149/32

Field Corner Certification

Corner Description: Northwest corner of section 17

Crew: M. A. Seelen  
R. M. Hirsch  
 Date: July 20, 2017

Weather: clear Temp: 75°

Corner Found: Concrete Monument with stamped Beltrami county disk Nothing

Size: 4" disk Up/Down: 10'

Comments: Removed  Left as found  Lowered

Monument is on E of North-south road

Ties Found: None

Year	Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR
1973		Birch stump	N37E	64.8	None	CLT	BLZD	SCR	PR
1987		Rebar	N87W	127.30'	down 0.3'	CLT	BLZD	SCR	PR
1987		Rebar	N87W	161.37'	down 0.4'	CLT	BLZD	SCR	PR
1988		Conc Ref Pt	N45W	78.22	Flush	CLT	BLZD	SCR	PR

Corner Set: Nothing

Size: \_\_\_\_\_ Length: \_\_\_\_\_ Up/Down: \_\_\_\_\_

Slimline Set: N S E W

Comments:

Ties Set: None Available

Size	Tree	Bearing	Distance	N/D	CLT	BLZD	SCR	PR
11"	Twin White Oak	N56E	47.77'	NW Base	CLT	BLZD	SCR	PR
	Wood corner Post	S84E	50.08'	SW Base	CLT	BLZD	SCR	PR
					CLT	BLZD	SCR	PR
					CLT	BLZD	SCR	PR

Legend: CLT= Corner Location Tag

BLZD= Double Blazed

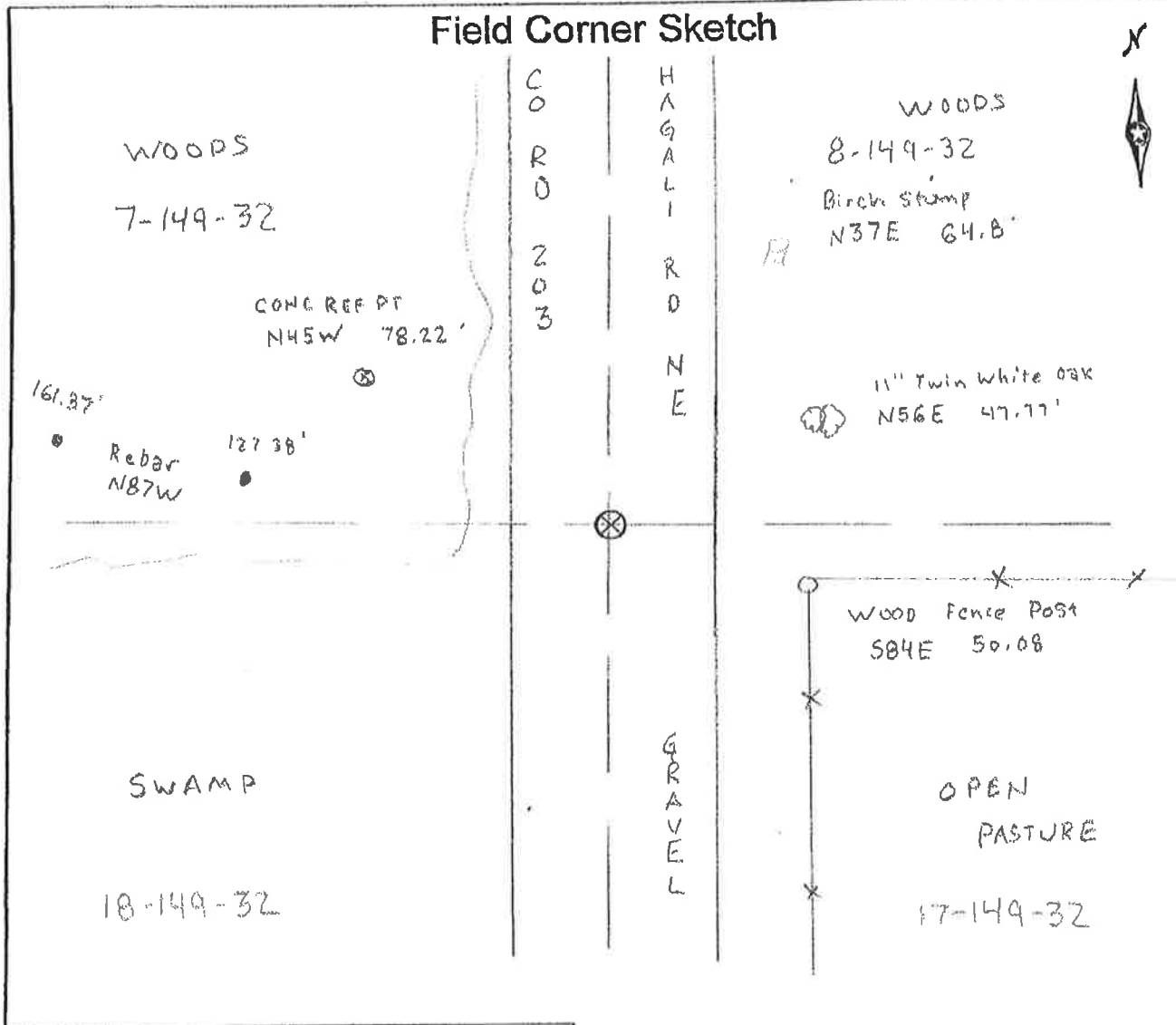
SCR= "BT" in Trunk Blaze


PR= Blazes painted red

Index: J-5  
 Township: 149  
 Range: 32

Completed by: M.A. Seelen  
 Checked by: JC  
 Edit Date: \_\_\_\_\_ By: \_\_\_\_\_

### Field Corner Sketch



Monument	Surface Plug
	

Road Names CO RD 203 / HAGALI RD NE  
 \_\_\_\_\_  
 \_\_\_\_\_

Bearing of Shoreline \_\_\_\_\_  
 Distance to Water \_\_\_\_\_

Photo Example C-13 T149 R32





Photo Example J-5 T149 R32





A PROPOSAL FOR SURVEYING SERVICES

**PLSS**  
**Re-monumentation in Aitkin County**

March 1, 2019

Better people. Better results.

**Prepared For:**

Aitkin County Land Department  
Minnesota

**Prepared By:**

**Westwood**

March 1, 2019

Randy Quale, LS  
County Surveyor  
209 2<sup>nd</sup> St NW  
Room 204  
Aitkin, MN 56431

**Re: Proposal for PLSS Re-monumentation work in Aitkin County, Minnesota.**

Dear Randy:

Westwood Professional Services (Westwood) is pleased to submit this scope of work and fee proposal for surveying services to provide maintenance, or establish designated corners within Aitkin County. Its Westwood's understanding that the project area is located within the following townships: *Wealthwood (17 corners), Hazelton (19 corners), Norland (3 corners) and Farm Island (1 corner)*. Westwood has worked several large remonumentation projects over the last several years including Sandpiper Pipeline in North Dakota and the Great Northern Transmission Line in Minnesota. Westwood has a rich history of survey work in Aitkin County and surrounding counties. We hope that our knowledge and understanding of the current site conditions offers an advantage to your County, and we are excited at the opportunity to contribute to the success of your project.

Westwood understands the project to include land surveying as defined in the RFP provided. The enclosed proposal further details the Scope of Basic services necessary to complete the project.

Thank you for the opportunity to submit this proposal. Please let Westwood know if you have questions on the scope of work. We would be happy to discuss alternative approaches or customize the scope to meet your needs.

Sincerely,

WESTWOOD PROFESSIONAL SERVICES, INC.

Chris Foley, PS  
Project Manager

Kris Wroolie, PS, CFedS  
Survey Service Leader/Project Manager

## **Company Description and Contact**

### **Company Name:**

Westwood Professional Services, Inc.

Westwood is a full service land development consulting firm that has provided engineering, surveying, planning, environmental, and traffic services to the region's largest residential and commercial projects. Nationally recognized as one of the top surveying firms in the country, we take pride in being a large-scale survey consultant that focuses our efforts to work for both private and public sector clients. With national survey registrations, we have partnered with our clients and their real estate teams on thousands of ALTA/NSPS Land Title surveys across the country and feel we are uniquely qualified to service your project. Whether the job is a 200 section windfarm or a 2 acre commercial site, our business model is built on integrity, quality, and innovation. We are a leader in the survey industry and look forward to bringing our services, our staff, and our ability to get things done to your team.

### **Business Address:**

3701 12<sup>th</sup> St. N. Suite 206  
St. Cloud, MN 5630

### **Contact:**

Chris Foley, PS

**Direct** (320) 229-2336

**Main** (320) 253-9495

**Chris.foley@westwoodps.com**

## References

### **Benton County Public Works/Highway - Foley, Minnesota**

Westwood has a long history of serving Benton County as the County Surveyor. Most recently, Jay Wittstock holds this office, with Kris Wroolie as the Deputy County Surveyor. Duties include maintaining the County's PLSS corner and drafting right-of-way plats.

Owner: Benton County  
Public Works/ Highway  
Chris Byrd, PE – Public Works Director  
P.O. Box 247  
Foley, Minnesota 56329  
Chris.byrd@co.benton.mn.us  
320-968-5051

### **Development Team- Target Corporation - Minneapolis, Minnesota**

Westwood serves as the surveying consultant for Target Corporation's legal and real estate divisions. This includes reviewing ALTA/NSPS Land Title surveys and subdivision plats and easements for future and existing stores nation-wide. Challenges include time sensitive real estate closings and inconsistent land surveying standards throughout the United States that one must be aware of. Chris Foley is a key employee on the Westwood/Target team.

Owner: Target Corporation  
Owner's Rep: Aaron Hemquist –Sr. Development Manager  
900 Nicollet Mall  
Minneapolis, Minnesota 55403  
612-761-5670

### **Geodetics- Land Management – Minnesota Department of Transportation- St. Paul, Minnesota**

Westwood provides surveying services for the State to help establish and maintain horizontal and vertical control for MnDOT projects while conforming to the standards and specifications of the National Geodetic Survey office for inclusion in the National Geodetic Spatial Reference System. Chris Foley is a project manager for this work type.

Owner: Minnesota Department of Transportation  
Owner's Rep: John Barke- Supervisor/Geodetic Engineer  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155  
651-366-3420

## **Description of the Project**

Westwood Professional Services will perform maintenance on or establish the designated PLS corners within the Townships of Wealthwood, Hazelton, Norland and Farm Island. Westwood will provide (X-Y) coordinates out to the third decimal place for each PLS monument reset or visited within the project area. The data will be acquired using combinations of RTK GPS, Static and Conventional Total Station. The data will be collected using the Aitkin County Coordinate System (2011 Adj.) unless otherwise specified. Westwood will also collect a minimum of 5 photographs of each corner visited or reset, as described in the RFP. These photos will be geo-referenced with a latitude and longitude and direction of photo. Westwood has a strict safety program in place and will abide by all federal, state, local laws, ordinances and regulations. Westwood will follow the scope of service set forth in the Public Land Survey Corner Remonumentation for Aitkin County (RFP # 01-2019).

## **Project Team and Resumes**

We put together a team of professionals for this project. Kris Wroolie will assist in complex GLO calculations and decisions. Chris Foley will be the Project Manager overseeing client contact and day to day activities. Nathan Stindtman will be the project technician leading the project and field activities. Mike Sherwood and Nick Schultz will be the crew chiefs leading the field work.

Resumes for project team are included in Appendix B.

## **Description of the Equipment**

Westwood will utilize the following hardware throughout the course of the project:

- Fully Equipped ½ ton trucks
- Polaris Ranger (UTV) & Argo (Amphibious Vehicle)
- Trimble Robotic Total Station (S6)
- Trimble GNSS Receivers (R8-3)
- Trimble 450 Radio
- Trimble TSCIII Data Collectors
- iPad

Westwood will utilize the following software throughout the course of the project:

- Auto Cad Civil-3d (2018)
- Trimble Business Center
- OPUS or TrimbleRTX (Data Corrections)
- ArcGIS

## **Conflict of Interest**

Westwood has no perceived conflicts of interest.

## **Assumptions**

1. This proposal is based upon the RFP provided by Aitkin County Land Services (RFP #01-2019).
2. Westwood requests documentation outlining the preferred procedure in Aitkin County for dealing with erroneous corner positions when a monument currently is in place and marking it.
3. Requests for services not outlined in the Scope of Basic Services will be considered “additional” and will be performed on an hourly basis in accordance with our current fee schedule.

## **Insurance Requirements**

Our certificates of insurance will be provided promptly upon award of contract.

## **Appendix A: Required Forms**



**PROPOSAL FORM**

**REQUEST FOR PROPOSAL**

**FOR AITKIN COUNTY PUBLIC LAND SURVEY**

**CORNER REMONUMENTATION PROJECT 01-2019**

**PROPOSAL DUE: March 6, 2019 AT 2:00 P.M.**

Bidders are required to provide a total project cost for the Aitkin County Public Land Survey Corner Remonumentation Project 01-2019.

TOTAL PROJECT COST: \$ 35,800

STANDARD HOURLY RATE: \$ 175<sup>00</sup>  
(For work above and beyond scope of project, if necessary)

**BIDDERS CONTACT INFORMATION**

Company Name: WESTWOOD PROFESSIONAL SERVICES

Company Address: 1370 12<sup>TH</sup> ST N, SUITE 206  
ST. CLOUD, MN 56303

By: Name: CHRIS R. FOLEY, PS

Title: PROJECT MANAGER

Signature: Christopher R. Foley

Phone: 320-229-2336

E-Mail Address: Chris.foley@westwoodps.com

## HUMAN RIGHTS CERTIFICATE

I hereby certify that WESTWOOD PROFESSIONAL SERVICES is in compliance with the standards of equal

(Name of Firm)

employment and anti-discrimination as cited in the Civil Rights Act of 1964 as amended in 1972 by the Equal Employment Opportunity Act and also, with Minnesota Statutes Section 363 as amended.

Therefore, I certify that it is the policy and intent of WESTWOOD PROFESSIONAL SERVICES to provide  
(Name of Firm)

equality of opportunity in all phases of employment to all persons. This policy prohibits discrimination because of race, color, religion, national origin, place of residence, political affiliation, disability, marital status, status with regard to public assistance, sexual orientation, gender, or age in all aspects of its personnel policies, programs, practices, and operations.

NAME: CHRISTOPHER FOLEY

OFFICIAL ADDRESS: 12701 WHITEWATER DRIVE, SUITE 300, MINNETONKA, MN 55343

SIGNATURE IN INK BY: 

TITLE and/or POSITION: ST. CLAY SURVEY LEADER, LAND

DATE: 03/04/2019

## INDEPENDENT CONTRACTOR STATEMENT

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the County for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it is, has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the County, shall not be considered employees of the county and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the County; and the Contractor shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

COMPANY NAME: WESTWOOD PROFESSIONAL SERVICES

OFFICIAL ADDRESS: 12701 WHITEWATER DRIVE, SUITE 300, MINNETONKA, MN 55343

SIGNATURE IN INK BY: \_\_\_\_\_



TITLE AND/OR POSITION: ST. CLOUD SUBVET LEADER, LAND

DATE: 03/04/2019

### WORKERS' COMPENSATION CERTIFICATION

I hereby certify that effective the date of my Contract with the County of Aitkin and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

TRAVELERS INSURANCE

COMPANY NAME

PO Box 660456, DALLAS, TX 75266 / 800 842-5075

AGENT'S NAME, ADDRESS AND TELEPHONE NUMBER

000047781

POLICY NUMBER

(EFFECTIVE DATE)

OR

- I will perform said Contract myself alone and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the County of Aitkin.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **Appendix B: Resumes**

**KRIS WROOLIE, PS, CFedS**  
**Survey Service Leader/Project Manager**

Kris is a project manager in Westwood's St. Cloud office as a part of the wind team. He has 20 years of experience in all phases of land surveying. His experience includes section corner retracements, boundary surveys, ALTA surveys, legal description preparation, transmission line surveys, right-of-way surveys, and project research.

**Representative Projects**

*Bemidji to Grand Rapids, Minnesota* – Led field crews on a large Cadastral effort for T-Line customer.

*Great Northern Transmission Line-* Project Surveyor in charge of retracement of the original Gov't survey from Roseau County to Itasca County. There was a lot of research and problem solving that went into a very successful re-monumentation campaign for his customer's corridor.

*Deputy County Surveyor- Benton County, Minnesota-* Kris assists Jay Wittstock in the re-monumentation and maintenance of PLSS corners in the thirteen townships of Benton County, Minnesota. He is well-organized and precise in his implementation of resources to keep the re-monumentation work on track from year-to-year.

*Wind Farm Projects- Various-* Leads a successful survey team out of Westwood's St. Cloud office that is responsible for re-monumenting over a thousand sections a year in numerous PLSS states throughout the United States. Kris is viewed internally as a leader and mentor and when he is not actively involved in PLSS work himself he is often training staff.

**Education**

St. Cloud State University, BES Land Surveying and Mapping  
St. Paul Technical College, AAS Land Surveying and Civil Technology

**Registrations**

Licensed surveyor: Minnesota, North Dakota, South Dakota, Idaho, Oklahoma, Wyoming, Oregon, and Vermont  
Certified Federal Surveyor (CFedS)

**CHRIS FOLEY, PS**  
**Project Manager**

Chris is a Westwood project manager working on various types of civil and survey projects, including ALTA/NSPS, PLSS boundary, land development, topographic design, geodetic control as well as aerial LiDAR/photogrammetry surveys. He has proven himself as someone who excels at accomplishing complex, fast-paced projects, within diverse team settings. Chris follows Westwood quality assurance/quality control checks to help ensure a seamless transition from one phase of a project to the next.

**Representative Projects**

*Bemidji to Grand Rapids, Minnesota* – Crew Chief on a large PLSS re-monumentation project for T-Line customer.

*Big Stone, Minnesota to Ellendale, North Dakota* – Crew Chief on a large PLSS re-monumentation project for T-Line customer spanning across South Dakota from Minnesota to North Dakota.

*Midtown Exchange ALTA/NSPS Land Title Survey* – Project Surveyor on a complex multi-level horizontal and vertical commercial survey in Minneapolis.

*Class II, Order I Vertical Leveling* – Project Manager in charge of Westwood's high accuracy geodetic control team. Routinely performs project work to support the Minnesota Department of Transportation.

**Education and Registrations**

Associate of Science- Land Surveying- Vermilion Community College, Ely, MN 2009

Bachelor of Science- Land Surveying and Mapping Science, minor in Geographic Information Science, St. Cloud State, MN 2012

Minnesota Professional Land Surveyor

NSPS Certified Survey Technician Level III, Construction

**NATHAN A. STINDTMAN**

**Survey Technician III**

Nathan has over 17 years of experience in the Land Surveying Industry and provides office support for field crews and performs various survey functions such as preparing ALTA/NSPS Surveys, Preliminary and Final Plats, Topographic Surveys, Boundary Surveys, Site design and Construction Staking Computations. In addition to use and application of digital based survey equipment and operation in the office and the field, Nathan has experience with CAD systems including AutoCAD Civil 3D, survey and COGO application software and GPS surveying.

**Representative Projects**

*Moro Bay, CA Power Plant ALTA Survey* –Prepared ALTA Survey for 95 acre Power Plant site in Moro Bay, CA. Site included a 2 mile pipeline leading from Power Plant site to an additional 62 acre cooling station site.

Established boundary, mapped all utilities, went through title work and mapped easements and imported aerial photo for background on ALTA. Completed 21 page ALTA Survey.

***Benton County Right of Way Mapping*** – Completed multiple Right of Way Plats for streets and highways in Benton County Minnesota. Work consisted of mapping parcels, preparing office comps for the field crew, sheet layout and completion of the plats.

***Fireman's Park Addition, Chaska, Minnesota*** – 26 acre re-development plat prepared for the City of Chaska for a new park and Curling center. Established the boundary, prepared topo survey, preliminary plat and final plat and provided computations for Construction Staking.

#### **Education**

AAS, Land Surveying/Civil Engineering, St. Cloud Technical College

### **MIKE SHERWOOD**

#### **Crew Chief**

Mike joined Westwood in 2016. He is a survey crew chief based out of the St. Cloud/Brainerd offices. He has 27-years of experience working on boundary surveys, construction staking, section work, topographic surveys, ALTA/ASCMs, and CICs. His Land Development experience includes residential, commercial, medical, and institutional/schools.

#### **Representative Projects**

Grand Casino Mille Lacs Main Entrance Addition

Minneapolis Central Corridor West Light Rail

English Farms Iowa Wind Farm PLSS

West Bridgeport Residential Development, Sartell

2017 Arctic Cold Storage Addition, St. Cloud

PLSS Work for Mille Lacs County Surveyor

PLSS Work for the Benton County Surveyor

#### **Education & Registrations**

Courses at Dunwoody College



**Nick Schultz****Crew Chief**

Nick joined Westwood in 2018. He is a survey crew chief based out of the St. Cloud/Brainerd offices. He has 7-years of experience working on boundary surveys, construction staking, section work, topographic surveys, ALTA/ASCMS. He has led several PLSS efforts in the field for large Transmission Line Projects. He has a nose for section corners and original evidence.

**Representative Projects**

PLSS Work for Cass County

PLSS Work for Benton County

Big Stone, Minnesota to Ellendale, North Dakota PLSS

Grand Forks to Center, North Dakota PLSS

2<sup>nd</sup> Order, Class I Geodetic Surveys

**Education & Registrations**

Land Surveying/Civil Engineering AAS