



9920 Corporate Campus Drive
Suite 1200
Louisville, Kentucky 40223
502-585-2222

April 2, 2025

Ms. Anna Claire Mitchell, Landscape Designer
RossTarrant Architects
101 Old Lafayette Avenue
Lexington, KY 40502
(859) 254-4018
amitchell@rosstarrant.com

Marion County Schools – Parking Lot
Marion County Board of Education
Lebanon, KY (RTA 250327)

Qk4 is pleased to be given the opportunity to respond to this Request for Proposal for surveying services for the above-referenced project. The following items are included in the scope of work:

TOPOGRAPHIC SURVEY

Qk4 surveyors will prepare a partial topographic survey of **Marion County Schools Parking Lot Project** located near 773 E Main Street, Lebanon, KY. See sketch of the sites located on the last page of the proposal for site limits including visible improvements such as pavement, sidewalks, playground, fence, trails, poles and signs. Individual Trees 4" or larger will be picked up in open areas, and the outline of wooded areas will be shown. Contours will be rendered at 1-foot intervals and spot elevations will be based on data generated from conventional ground survey, photogrammetric mapping utilizing survey mapping drones operated by a Certified Remote Pilot. Other controlling elevations, invert elevations, critical spot elevations, etc., where a higher level of accuracy is required will be obtained by conventional survey methods. We will set at least two benchmarks on site tied to horizontal and vertical controls.

Please see RFP dated, 3/27/25 and labeled RTA 25011 for detailed scope narratives and project details. The following are clarifications:

- Survey Area: See attached limits.
- Survey per Kentucky Standards of Practice 201 KAR 18:150
 - Not a Boundary Survey, a survey will reference current deed of record and note any discrepancies.
- Utilities:
 - Additional utility information for Water/Gas/Communication/Electric (i.e. material/size/depth) will be based on plans provided by the utility company and site representative, QK4 will not excavate to verify said information.
 - QK4 will place a KY811 Utility Locate Request and locate the lines as marked and compare with plans provided by the local utility company.
 - Third Party Utility Locator: See below scope.
 - Mark out of the designated base site using electromagnetic locating equipment.
 - May not be able to locate sewers depending on size and access.
 - If utilities are non-metallic and tracer wires/tape are not installed, all efforts will be made to locate these items but results cannot be guaranteed.

GENERAL SURVEY CONSIDERATIONS:

- Survey equipment to complete this survey will include GNSS Multi-Channel GPS receivers, Robotic total stations, Digital levels (if needed), UAS mapping drones, and 3D Laser Scanning (if needed).
- Survey will be tied to Kentucky State Plane Coordinates, NAD 83 KY Single Zone, US Survey Feet Horizontal Datum and NAVD 88 Vertical Datum.
- Deliverables will be in:
 - AutoCAD DWG and PDF file formats
 - DTM will be in TIN / XML / DWG file formats
- Client to provide historical surveys & plans of the subject property.

Schedule of Hourly Rates for Surveying Services:

- | | |
|---|--------------|
| • 2-Man Survey Crew | \$185.00/hr. |
| • 1-Man Survey Crew | \$105.00/hr. |
| • CADD Operator | \$80.00/hr. |
| • Professional Land Surveyor (PLS) | \$125.00/hr. |
| • Mileage (included in rates above) | \$0.60/mile |
| • Per Diem / Lodging (at cost)(Included in rates above) | |

FEE SUMMARY

Compensation for the Topographic Survey services, as described shall be a lump sum fee of:

Fee Estimate:

Topographic Survey	\$ 4,500
3 rd Party Utility Locate:	\$ 750
Total:	\$ 5,250

Schedule: 4 - 6 weeks from a NTP

Please do not hesitate to contact me if I can provide any additional information or clarifications.

Sincerely,



Bob Neuhaus, PLS
Survey Manager
bneuhaus@gk4.com
(270) 570-6295



Ben Shinabery, PLS
Vice President
bshinabery@gk4.com
(502) 618-6255

Client:

Signature of Responsible Party (client)

Printed name and title

Date



March 27, 2025

Mr. Bob Neuhaus
QK4 Land Survey
1046 East Chestnut Street
Lexington, Kentucky 40204

Via e-mail: bneuhaus@qk4.com

Re: Marion County Schools– Parking Lot
Marion County, Kentucky
RTA 25011

Dear Mr. Neuhaus:

Rosstarrant Architects, Inc. (RTA) has been asked by the Marion County Board of Education to solicit proposals to perform a site survey for the above referenced project. This site is located at 773 E Main Street, Lebanon, Kentucky 40033. The survey is to include the area as identified on the attached aerial image.

Minimum requirements for the site survey include the following:

- 1) All property lines as legally recorded at the county courthouse if located in the survey area. All property line data including bearings, distances, chords, arc lengths and radii are to be shown as are all corner markers. An actual boundary survey is not required.
- 2) The street address for the property.
- 3) Two (2) permanent, cast aluminum construction benchmarks set in concrete are to be located in each survey area at the property corners nearest to the construction area and in locations where they will not be disrupted by construction.
- 4) Existing structures and buildings including canopies and building overhangs. Elevations are to be recorded at all of the corners and finish floor elevations at each entrance into the existing structures.
- 5) Location of existing fencing, roads, pavements, curbs, sidewalks drainage swales/ditches with spot elevations every 20 feet along the top and bottom of curbs and retaining walls, along both edges of sidewalks and roads and along the centerline of roads. Existing curb cuts of driveways and roads along the opposite side of the adjacent roads. Along the edges of existing athletic pavement, add spot elevations every ten (10) feet.
- 6) All paint striping of existing roads and parking lots including ADA parking locations and existing track striping.
- 7) Existing utilities on the property and along adjacent streets including:
 - a) All water lines and fire hydrants, water meters, valves, etc. with pipe sizes and pipe material identified.
 - b) All sanitary sewers, manholes, pump stations, package plants, vents, etc. with inverts, pipe sizes and types of piping identified on all pipes. Where structures have multiple connected inlet pipes, invert elevations are to be recorded and identified for each pipe penetration.
 - c) Gas piping, valves, meters, etc. with pipe sizes, materials and gas pressures where available from the local utility provider
 - d) Storm sewers, manholes, surface inlets, headwalls, etc. with inverts, pipe sizes and types of piping identified on all pipes. Where structures have multiple connected inlet pipes, invert elevations are to be recorded and identified for each pipe penetration.
 - e) Underground and overhead electric lines with transformers, pole lights, guy wires, meters, etc. and identification of 2-phase or 3-phase.
 - f) All communication lines (underground and overhead) for telephone, television, satellite, fiber optic etc. with poles, manholes, satellite dishes, pull boxes, etc.
 - g) All other utilities that may be present (steam piping, geothermal well fields and piping, gas transmission piping, septic tanks, grease traps, known underground storage tanks, etc.)
 - h) Survey information is to include pipe sizes and materials for all piped utilities. If an essential utility (water, gas, electric, sanitary sewer or telephone) is not located on the site, the closest location of that particular utility is to be identified.

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- i) The Surveyor is to meet with School District personnel to discuss existing utilities and underground work.
- j) Identify all utility locations via an independent third-party utility locator.
- 8) Name of the operating authority for each utility on or adjacent to the site.
- 9) All easements and right-of-ways on or adjacent to the site.
- 10) Site contours at one-foot intervals with labels on every index contour. Representative spot elevations are to be shown for all high points, low points, top and bottom of slopes, drainage swales & channels and between contours at regular intervals in order to indicate general topography.
- 11) Landscape features including individual trees of 4" diameter and over. Identify type of tree, and accurately show the canopy spread and the trunk diameter to scale on the drawing. Accurate tree and drip line locations are required. Where trees are in groves or massing's, identify trees in excess of 8-inches in diameter.
- 12) Location and height of existing fences, gate locations and width's, signs, flagpoles, and bleachers. Surveyor is to record fencing materials, heights and openings on the survey drawings.
- 13) Location of all existing athletic fields and pavements including equipment, striping, and boundaries.
- 14) The 100-year flood plain boundary and elevation. If the 100-year flood plane is not located on site provide a statement on the survey that the surveyed area is verified to not be in the flood plane.
- 15) All survey information is to be referenced to the NAD83 datum using Latitude/Longitude projections in decimal degrees and true elevations in feet above sea level.

Drawing format shall be PDF for the project and shall be a sheet size of 30" x 42", stamped and signed by a registered land surveyor. Surveyor shall also provide a three-dimensional, AutoCAD DWG format copy of the drawing on disc for use by the Architect (or via e-mail). Survey points and elevations used to generate contours should be included with the digital file, and each item classification (roads, walks, trees, etc.) shall be on a separate layer as identified on the attached survey layer list.

The consultant must be able to provide a minimum of \$1,000,000 in professional liability and \$1,000,000 in general liability with an additional \$2,000,000 umbrella of general liability. The consultant shall submit insurance listing the Marion County Board of Education as the certificate holder before receiving a signed agreement. No proposal fee agreement with limitations of liability will be considered. Please modify your solicitation for services to include the requirement that **NO LIMITATION OF LIABILITY** will be allowed, and that payment terms will be scheduled and coordinated with the Architect and Owner in order to schedule payment to be approved at the next regularly School Board Meeting.

Proposals are to be broken down into unit rates, hours per rate and itemized direct costs. Proposals should be submitted to RTA by **3:00 p.m. on Thursday, April 3rd, 2025**. If you have any questions, or require additional information of the site, please feel free to contact me.

Sincerely,

Anna Claire Mitchell
Landscape Designer

Enclosures

c: Remington Bard, Associate AIA
Michael B. Mays, PE
File 25011- 1A
LT250327-survey-QK4- 25011

