

AZTEC Engineering Group, Inc.
501 N. 44th Street, Suite 300 | Phoenix, AZ 85008
TEL: 630.234.8322 (Scott Throm's Cell) | FAX: 602.454.0403



March 29, 2024

Arizona Department of Transportation
Engineering Consultants Section
205 S. 17th Avenue, Mail Drop 361E, Phoenix, Arizona 85007
Submitted via email to ECSSOQ@azdot.gov

RE: Statement of Qualifications for Contract No. 2024-016
On-Call Right of Way Surveys, Right of Way Plans and Monumentation Surveys - Statewide Locations

Dear Selection Committee:

Having successfully served the Arizona Department of Transportation (ADOT) and local municipalities as an industry leader, trusted advisor, and strategic partner for nearly four decades, AZTEC Engineering Group, Inc. (AZTEC) understands the integral role surveyors play in the design of today's modern infrastructure and transportation projects. As a company who takes a vested interest in the communities that we support, AZTEC is excited about the opportunity to continue delivering successful projects in partnership with ADOT and extends our utmost interest in being selected for the above-referenced contract opportunity. **We are delighted to offer the following value to ADOT:**

✓ COMMITTED LEADERSHIP WITH ADOT EXPERIENCE

Rob Desautels, AZTEC's Project Manager for our current On-Call Right of Way Plans and Survey Statewide Locations Contract (On-Call 2020-007), will continue to proactively manage and be your point of contact for this R/W contract. During his 28-year tenure with AZTEC, Rob has been involved in the successful completion of 112 task orders, covering over 250 miles of ADOT Highways. He routinely demonstrates his in-depth understanding of surveying best practices, field and office procedures, technology implementation, and the accurate delivery of ADOT scope related tasks and assignments as part of his work covering **4 separate ADOT R/W On-Call Contracts over the last 20+ years.** Scott Throm, our Project Principal, will support Rob through this contract while ensuring AZTEC delivers on our commitments to you. **Value to ADOT:** Currently serving as AZTEC Project Manager under this existing On-Call 2020-007, Rob has established trusting relationships with multiple ADOT Project Managers and Sections, is a familiar face to ADOT staff for his surveying and R/W expertise, and has a proven record of responsiveness and service to ADOT.

✓ RELIABLE AND ESTABLISHED SURVEY TEAM

We provide multiple survey crews to fulfill concurrent task orders and have partnered with a local subconsultant to expand our capacity as needed. **With over 50 years of combined experience developing, managing, and leading DOT Surveying & R/W projects of varying size and complexity,** our surveying staff's diverse background enables us to view a project from multiple perspectives and develop creative solutions to complex issues. **Value to ADOT:** AZTEC has the infrastructure in place to handle this on-call contract and can start working on assigned task orders without undertaking a learning curve and we believe in a **Client-Focused, Project-Oriented, Solution-Driven approach** to our professional work. This is what excites us about the opportunity to partner with ADOT on projects that help define the future of Arizona.

✓ EFFICIENT ESTABLISHED PROCESSES - READY TO START TODAY!

AZTEC is known for accurate, timely work and has established a proven quality control program tailored to specified project deliverables. **Value to ADOT: All team members bring the highest level of professional dedication** to their projects. We will provide ADOT with quality plans they can trust and rely on - every time.

We confirm that the key personnel identified in this SOQ are unequivocally committed to exceeding ADOT's quality, budget, and schedule expectations, while effectively delivering this contract with dedication, accountability, and integrity. AZTEC is not a certified disadvantaged business enterprise (DBE) but is committed to the program and have added AeroTech Mapping Inc. (AeroTech), a DBE firm, as a subconsultant that has confirmed they are not submitting as a prime consultant. AZTEC is pre-qualified with ADOT for the 2024/25 period and Scott Throm, RLS (#60798), CFedS (CFedS #1701) will be our Project Principal and is ultimately responsible for our quality and Team performance. As an AZTEC Vice President, he has the authority necessary for the overall contractual obligations.

We are excited to once again partner with ADOT on your R/W and survey needs. If you have questions, please contact Rob or Scott using the information included below. Thank you for your consideration.

Sincerely,
AZTEC Engineering Group, Inc.


Rob Desautels - Project Manager
rdesautels@aztec.us/480.223.7565



Scott Throm, RLS, CFedS - Project Principal/Vice President/Authorized Signer
sthrom@aztec.us/630.234.8322

Engineering Consultants Section SOQ Proposal Certifications Form

Contract #: 2024-016

Consultant Name: AZTEC Engineering Group, Inc.

Please read the fifteen (15) statements below. The statements are to ensure Consultants are aware and in agreement with Federal, State and ECS guidelines related to the award of this contract. Consultants shall submit the specific Certification form attached to each RFQ advertised, as revisions to the form may occur from time to time. Failure to sign and submit the certification form specified in the RFQ with the SOQ proposal will result in the SOQ proposal being rejected.

Submission of the SOQ by the Consultant certifies that to the best of its knowledge:

1.	The Consultant and its subconsultants have not engaged in collusion with respect to the contract under consideration.
2.	The Consultant, its principals and subconsultants have not been suspended or debarred from doing business with any government entity.
3.	The Consultant shall have the proper Arizona license(s) and registration(s) for services to be performed under this contract. Furthermore, the Consultant shall ensure that all subconsultants have the proper Arizona license(s) and registration(s) for services to be performed under this contract.
4.	The Consultant's signature on any SOQ proposal, negotiation document or contract constitutes that a responsible officer of the Consultant has read and understands its contents and is empowered any duly authorized on behalf of the Consultant to do so.
5.	The Consultant's Project Team members are employed by the Consultant on the date of submittal.
6.	All information and statements written in the proposal are true and accurate and that ADOT reserves the right to investigate, as deemed appropriate, to verify information contained in proposals.
7.	Key members of the Project Team, including subconsultants, are currently licensed to provide the required services as requested in the RFQ package.
8.	All members of the Project Team who are former ADOT employees did not have or provide information that gives the Consultant a competitive advantage; and either (1) concluded their employment with ADOT at least 12 months before the date of the SOQ or (2) have not made any material decisions about this project while employed by ADOT.
9.	Work, equating at least 51% of the contract value, shall be completed by the Consultant unless otherwise specified in the SOQ or contract.
10.	No Federally appropriated funds have been paid or shall be paid, by or on behalf of the Consultant for the purpose of lobbying.
11.	The Consultant understands that it is required to have a compliant accounting system, in accordance with Generally Accepted Accounting Principles (GAAP), Federal Acquisition Regulation (FAR) of Title 48, Code of Federal Regulations (CFR)-Part 31, applicable Cost Accounting Standards (CAS), and ADOT Advance Agreement Guideline.
12.	If project is funded with Federal Aid funds, the Consultant affirmatively ensures that in any subcontract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations.
13.	The Consultant shall utilize all Project Team members, subconsultants and DBE firms, if applicable, submitted in the SOQ, and shall not add other Project Team members or subconsultants, unless the Consultant has received prior written approval from ADOT.
14.	The Consultant shall either meet its DBE goal commitment and any other DBE commitments or make Good Faith Efforts to meet the DBE goal commitments as stated in its SOQ proposal or Cost Proposal and shall report on a timely basis its DBE utilization as detailed in the contract.
15.	If selected, the Consultant is committed to satisfactorily carry out the Consultant's commitments as detailed in the contract and its SOQ proposal.

I hereby certify that I have read and agree to adhere to the fifteen (15) statements above and/or that the statements are true to the best of my knowledge as a condition of award of this contract.

Print Name: Scott Throm, RLS, CFedS

Title: Vice President/Project Principal

Signature: 

Date: March 29, 2024

**ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SECTION
PARTICIPATION IN BOYCOTT OF ISRAEL - CONSULTANT CERTIFICATION FORM
ADOT ECS Contract No.: 2024-016**

This Certification is required in response to legislation enacted to prohibit the State from contracting with companies currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393, this form must be completed and returned with any response to a solicitation (SOQ), Contract Cost Proposals, and Contract Time Extensions. The Consultant understands that this response will become public record and may be subject to public inspection.

Please note that if any of the following apply to this Solicitation, Contract, or Contractor, then the Offeror shall select the “Exempt Solicitation, Contract, or Contractor” option below:

- The Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; OR
- Contractor is a non-profit organization.

Pursuant to A.R.S. §35-393.01, public entities are prohibited from entering into contracts “unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel.”


Under A.R.S. §35-393:

1. "Boycott" means engaging in a refusal to deal, terminating business activities or performing other actions that are intended to limit commercial relations with entities doing business in Israel or in territories controlled by Israel, if those actions are taken either:
 - (a) Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
- ...
5. "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.

The certification below does not include boycotts prohibited by 50 United States Code Section 4842 or a regulation issued pursuant to that section. See A.R.S. §35-393.03.

In compliance with A.R.S. §§35-393 *et seq.*, all offerors must select one of the following:

- The Company submitting this Offer **does not** participate in, and agrees not to participate in during the term of the contract, a boycott of Israel in accordance with A.R.S. §§35-393 *et seq.* I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.
- The Company submitting this Offer **does** participate in a boycott of Israel as described in A.R.S. §§35-393 *et seq.*
- Exempt Solicitation, Contract, or Contractor.**
Indicate which of the following statements applies to this Contract:
- Solicitation or Contract has an estimated value of less than \$100,000;
 - Contractor is a sole proprietorship;
 - Contractor has fewer than ten (10) employees; and/or
 - Contractor is a non-profit organization.

AZTEC Engineering Group, Inc.	
Company Name	Signature of Person Authorized to Sign
501 N. 44th Street, Suite 300	Scott Throm, RLS, CFedS
Address	Printed Name
Phoenix AZ 85008	Vice President/Project Principal March 29, 2024
City State Zip	Title Date

FORCED LABOR OF ETHNIC UYGHURS BAN Certification Form

Forced Labor of Ethnic Uyghurs Ban

Please note that if any of the following apply to the Consultant, then the Offeror shall select the "Exempt Consultant" option below:

- Consultant is a sole proprietorship;
- Consultant has fewer than ten (10) employees; OR
- Consultant is a non-profit organization.

Pursuant to A.R.S. § 35-394, the State of Arizona prohibits a public entity from entering into or renewing a contract with a company unless the contract includes written certification that the company does not use the forced labor, or any goods or services produced by the forced labor, or use any consultants, subconsultants, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.

Under A.R.S. §35-394:

1. "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company or other entity or business association, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate, that engages in for-profit activity and that has ten or more full-time employees.
 - (a) Based in part on the fact that the entity does business in Israel or in territories controlled by Israel.
 - (b) In a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.
2. "Public entity" means this State, a political subdivision of this State or an agency, board, commission or department of this State or a political subdivision of this State.


In compliance with A.R.S. §§ 35-394 et seq., all offerors must select **one** of the following:

<input checked="" type="checkbox"/>	The Company submitting this Offer does not use, and agrees not to use during the term of the contract, any of the following: <ul style="list-style-type: none"> • Forced labor of ethnic Uyghurs in the People’s Republic of China; • Any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China; or • Any Consultants, Subconsultants, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China.
<input type="checkbox"/>	The Company submitting this Offer does participate in use of Forced Uyghurs Labor as described in A.R.S. § 35-394.
<input type="checkbox"/>	Exempt Consultant. Indicate which of the following statements applies to this Consultant (may be more than one): <ul style="list-style-type: none"> <input type="checkbox"/> Consultant is a sole proprietorship; <input type="checkbox"/> Consultant has fewer than ten (10) employees; and/or <input type="checkbox"/> Consultant is a non-profit organization.

AZTEC Engineering Group, Inc.
Company Name

501 N. 44th Street, Suite 300
Address

Phoenix AZ 85008
City State Zip


Signature of Person Authorized to Sign

Scott Throm, RLS, CFedS
Printed Name

Vice President/Project Principal
Title



CONTRACT UNDERSTANDING AND APPROACH

1A. UNDERSTANDING OF PROJECT TASKS

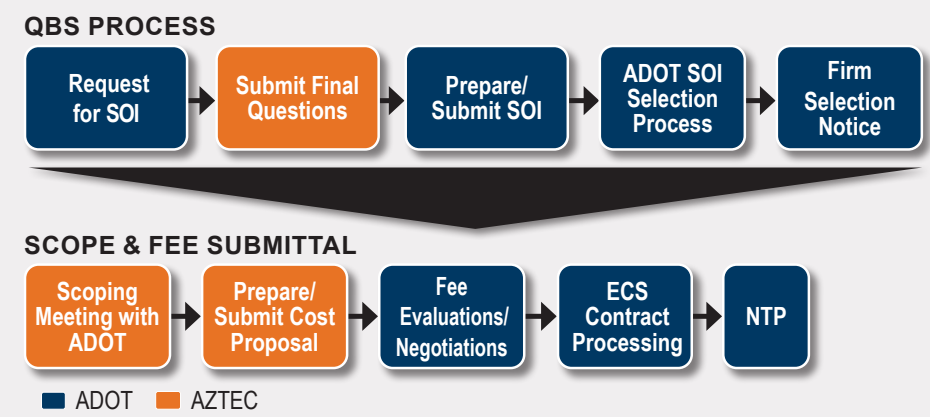
AZTEC understands the depth of services outlined in this ECS Contract 2024-016, covering On-Call Right of Way Surveys, Right of Way Plans, and Monumentation Surveys. AZTEC acknowledges that these professional services cover statewide projects involving existing and proposed Right of Way (R/W) and the definition, acquisition, or disposal of property thereof. To support that effort, AZTEC met with ADOT in advance of this RFQ to understand and confirm the contractual needs and ADOT's expectations related to quality, schedule, capabilities, resources and funding. AZTEC's 30-year history of working with ADOT across multiple professional disciplines, underscores our commitment and responsiveness to the entire ADOT team.

AZTEC EXPERIENCE WHERE IT MATTERS:
Having completed 112 task assignments for ADOT R/W projects over a period of 20+ years under 4 previous On-Call R/W contracts, AZTEC's dedicated and experienced staff have prepared more than 250 miles of R/W plans in support of infrastructure and transportation related projects.

AZTEC understands that Task Orders (TO) will be awarded through the mini-Qualifications Based Selection (QBS) process, and that in special circumstances ADOT may determine that it is in the best interest of the State to utilize a Direct Assignment method. In either case, our team of experienced professionals is prepared to deliver a myriad of services as dictated by the project's needs and the scoping documents.

As one of your current On-Call R/W Plans consultants, we are very familiar with ADOT's selection process and understand that the evaluation criteria have been tailored to include firm capabilities, team capacity, TO Project Manager availability, and company approach. **Figure 1** provides a general overview of the steps of ADOT's QBS process from the posting of the Request for Statement of Interest (SOI) on the ECS website through the notice-to-proceed (NTP) authorization.

Figure 1 - QBS Process and Task Order Submittal



AZTEC recognizes that task orders issued as part of this contract are designed to document existing ADOT R/W corridors statewide. We have illustrated our understanding of ADOT's typical work flow processes for task order activities in the following pages in **Figures 2 thru 6**. AZTEC understands that these processes can be modified as the project evolves and AZTEC pledges to support ADOT during the transition from the initial R/W effort to final plans, easements, acquisitions, disposals, condemnations, monumentation, and construction activities.

AZTEC's successful history of working with ADOT on defined and modified work approaches enables us to align project needs with our internal Project Work Plan (Section 1B). Our understanding of these needs and the services outlined in the RFQ are detailed below and will conform to the applicable portions of the "ADOT Right of Way Survey & R/W Plans Preparation Process" document dated August 2007, accepted by the Arizona State Board of Technical Registration and adopted by the Right of Way Plans Section.

RIGHT OF WAY SURVEY (Figure 2)

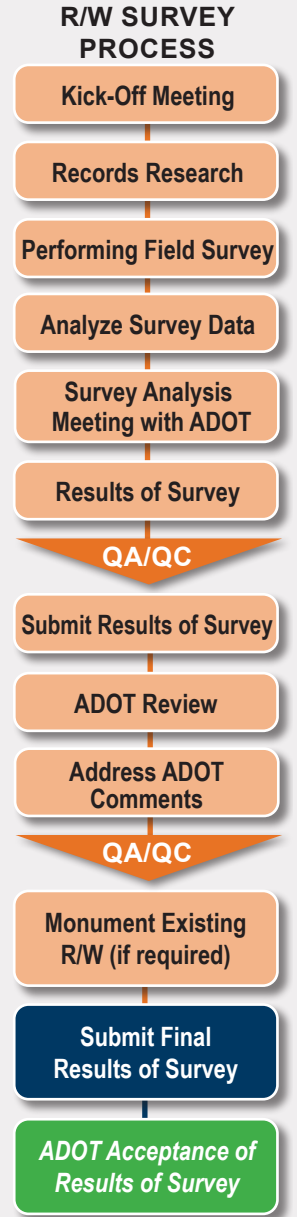
Kick-Off Meeting and Work Plan

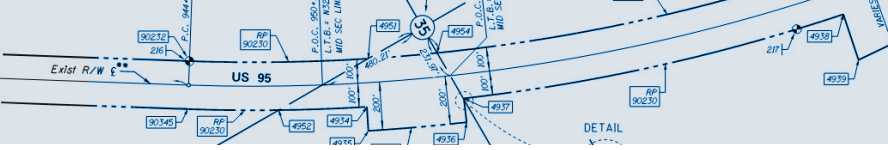
Once selected for an assignment, AZTEC will attend a kick-off meeting with the ADOT Plans Reviewer and the Technical Leader to discuss the scope, schedule, special concerns, priorities, and review ADOT's expectations, recommended approach, and preferred communication methods. **Upon conclusion of the meeting, AZTEC will:**

- Develop meeting notes for disbursement to ADOT.
- Perform additional research based on discussions.
- Develop and Submit a cost proposal to ECS and the ADOT R/W Plans Section.
- Obtain a R/W encroachment permit from the appropriate ADOT District.
- Create a Work Plan detailing tasks and schedule duration. The Work Plan serves as the road map for the successful completion of a project (Section 1B).

Once NTP for a task order cost proposal has been issued by ECS, AZTEC will proactively schedule the field and office work activities, begin researching available records, and verify the approach with ADOT's R/W Plans Section.

Figure 2





Records Research

AZTEC believes that every successful project begins with a solid foundation. Using information gathered during the kick-off/scoping meeting, AZTEC will compile additional information required and generate a tentative map of the expected work area including search coordinates to assist survey crews in the field. This information will be covered during our internal kick-off meeting along with safety issues, expected field conditions, and areas of concern or of a sensitive nature.

Performing the Field Survey

AZTEC understands the importance of accurately documenting and surveying the field evidence and property corner monuments required to determine land ownership rights.

AZTEC EXPERIENCE WHERE IT MATTERS:

- ✓ 250 miles of ADOT R/W
- ✓ 425 miles of Arizona Federal, State, County R/W
- ✓ 150 years combined Arizona experience

Monuments and accessories pertaining to the Survey of the Public Lands, including bearing trees, line trees, scribed rocks, notched posts, witness corners, and meander points, will be identified. AZTEC will follow the **Manual of Surveying Instruction for the Survey of the Public Land of the United States** that was in effect when the Subdivision Corners were established and compare the results to maps, deeds, and surveys. This manual will also serve as the basis for replacing lost or obliterated corners encountered during the field survey portion of the project. If ADOT authorizes the re-establishment and re-monumentation of Public Land Survey System (PLSS) corners the method and evidence used to re-establish those points will be listed on the Results of Survey. Maricopa County DOT Densification & Cadastral Survey (GDACS) monuments will be used as a cost-saving measure for fieldwork and office calculations, as needed, for any project in Maricopa County. Calculated corner positions will be documented similarly to ensure the correct retracement procedure is followed.

AZTEC will investigate highway, canal, railroad, tribal, and federal R/W monuments and lines of occupation throughout the intended corridor and will tie down both major and minor street centerline monuments. A search is undertaken for existing R/W, survey, and

centerline monuments impacting the project and AZTEC will seek platted subdivision corners that coincide with ADOT R/W lines. Monuments will be documented in the field notes and identify the type of monument found and include any stampings, markings, or identifying tag numbers. Due to the significance these monuments have on the establishment of the R/W and ownership lines, the field survey must identify and collect the evidence available so it can be correctly interpreted. AZTEC has accomplished this objective on projects throughout the state by possessing a thorough understanding of PLSS methods, conducting exhaustive records research, and linking both to a thorough search for field evidence.

Analyze Survey Data

The determination of an older R/W corridor will involve analyzing a series of previously completed projects, each contributing to portions of the existing R/W. The age and character of the monuments must be recognized by the surveyor so it can be associated with the correct establishment of the corner in question. Field information is logged into appropriate field books and compared to the surveyed data. Trimble Business Center (TBC), Leica Infinity, and MicroStation software serve as the foundation of our data analysis and processing of field data.

AZTEC EXPERIENCE WHERE IT MATTERS:

Extensive experience recognizing the different kinds of field evidence, including the condition, age, markings, and composition of monuments, the style and placement of fences and corner accessories, and the presence of occupation lines, leading to the proper analysis of the R/W corridor being established.

To establish the R/W, found monuments, observed field evidence, and existing maps, records, deeds, and plats assembled during research phase of the project will be used to create a geometric solution for the centerline and the corridor. The specified stationing for the centerline alignment will be based on a pair of monuments that are sustainable, align with the required geometry, and are supported by corresponding evidence. A combination of this information will be presented to ADOT for review and discussed as part of the Survey Analysis Meeting (outlined in the following section) where the methodology, investigative findings,

conflict areas, and optimal solutions for establishing the corridor are considered and agreed upon.

Survey Analysis Meeting

Before the production of the Results of Survey drawing begins, AZTEC will attend a "Survey Analysis Meeting" with the ADOT Plans Reviewer and the Technical Leader to cover the methodology used to develop the R/W corridor and the existing centerline geometry. A combination of the information gathered during the kick-off meeting, subsequent research, and the field investigation will be presented for discussion and areas of conflict (including gaps, overlaps and areas of questionable ownership) will be addressed. An optimal solution for harmonizing record information with field measurements will be discussed, to define the geometric calculation necessary for solving the R/W corridor.

To complete the corridor analysis, AZTEC will provide ADOT with a list of monuments held or discarded, along with any anticipated changes to existing linear or curvilinear geometric features. Station equations will also be considered relative to existing monuments. Additional fieldwork or office calculations may be required to solidify the intended results and an additional meeting may be necessary. Once the alignment is finalized, Plans production can commence.

Results of Survey Map

When the Field Survey and Survey Analysis Meeting have been completed, AZTEC will begin preparing a Results of Survey drawing that accurately reflects information gathered during the field and office investigation. This survey will comply with the current ADOT R/W Plans Section's Right of Way Corridor Survey & Analysis Guidelines. Bearings, distance, and monumentation along sectionalized PLSS boundaries will be identified, existing ADOT and scoped cross-road R/W lines will be calculated and labeled, and information contained in the existing R/W Report will be included, if it is available. Any discrepancies will be reported to the R/W Plans Section along with ideas on how to potentially resolve the questionable areas.

AZTEC EXPERIENCE WHERE IT MATTERS:

Prepared more than 25 Results of Survey Maps for ADOT R/W projects, demonstrating our ability to deliver the scope of services under this contract.



Federal, state, county, reservation, land grant, municipal and subdivision boundaries will be incorporated. Special care is taken to show all relative monumentation and a Table of Coordinates is included detailing monument type, stamping, coordinate values and the station/offset for each monument and control point used in the preparation of the R/W plans. Surveyor's notes will be added to the plans for clarity and to define the methodology used to establish boundary corners or the placement of lines. The purpose of this information is to provide a solid foundation for surveyors to "follow in the footsteps" of our work if the site needs to be revisited or expanded upon during future or adjacent projects. The accepted centerline will be defined at points of geometric change including the start, end, tangents, tangent bearings, and spiral components using bearing & distance, curve data cells, and coordinate information.

Our team will utilize the NAD 1983/92 or 1983/2011 definitions as the basis of surveying work and geometric calculations. The information will be centered around 0,0 and listed in Grid Bearings and international feet using a regional Grid Factor specified by ADOT. Any NGS or ADOT monuments referenced by AZTEC will be identified accordingly on the plans.

Upon completion of the Results of Survey and prior to submitting the information to ADOT for review & acceptance, AZTEC will conduct our rigorous quality control process shown in **Figure 10** (on page 16) to ensure compliance with:

- ✓ ADOT Scope Documents
- ✓ ADOT Review Checklists
- ✓ ADOT Process Documents
- ✓ ADOT Standards & Specifications
- ✓ ADOT R/W Standards
- ✓ Arizona State Statutes
- ✓ Accepted Surveying Practices

Monumenting Existing R/W

Prior to the Acceptance Submittal of the Results of Survey or shortly thereafter, ADOT may decide it is necessary to set existing R/W monuments. This service is different than setting Final R/W monuments and is often related to the status of the project being changed to inactive or canceled. It could also be due to the

lack of monuments within the corridor and the need to establish controlling points in advance of the Final R/W monuments being established. Points that are set during this process are added to the Results of Survey and AZTEC verifies that the information shown on the survey meets applicable State Statutes. After undergoing AZTEC's tailored QA/QC process, the amended Results of Survey will be submitted to ADOT for review and approval.

RIGHT OF WAY PLANS

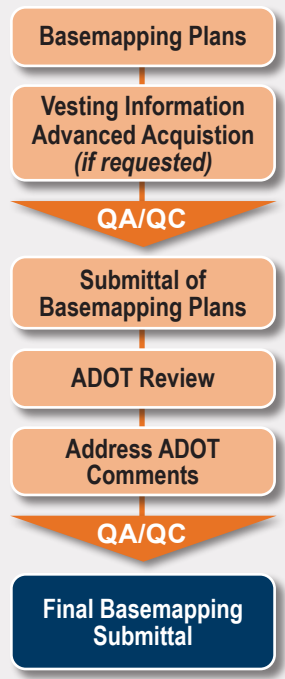
Basemapping Plans

If requested, AZTEC will prepare base mapping plans according to ADOT Standards and Specifications that will serve as the foundation of R/W plans, as shown in **Figure 3**. Base Mapping plans will include the information contained on the Results of Survey and the R/W Plans Set (Cover Sheet, Abbreviations & Symbols Sheet, Ownership records Sheet, Vicinity Maps, and Plan Sheets). Data obtained from the vesting deeds and Title reports will be included and the Existing R/W Report will be referenced on the Basemapping Plans. The ownership table will only include the owner's name, total parcel area, and a reference to the corresponding plan sheet. Current CADD standards, levels and cell libraries will be used in preparing this Map and all pertinent planimetric information will be shown.

Obtain Vesting Instruments (if requested)

In some instances to expedite the production of the base mapping plans, the consultant may be scoped with obtaining the vesting deeds for ownership purposes.

Figure 3
BASEMAPPING PLANS PROCESS



AZTEC has obtained vesting instruments on many occasions and is familiar with the process. The documents are obtained from the County Recorder or a Title Company, with copies compiled and provided to ADOT for inclusion in project files.

Advance Acquisition Detail Sheets

There are occasions when acquisition activities are accelerated and scheduled to occur before the new R/W requirements are developed. In these situations, AZTEC will prepare a detail sheet showing the affected parcel and the property intended to be acquired. **AZTEC prepared Advance Acquisition Detail Sheets as part of the I-10 CD Roads project.**

Final Right of Way Plans

The final R/W plans (as shown in **Figure 4** on the following page) are the continuation of the basemapping plans. The engineering design consultant supplies the new R/W requirements. Proactive coordination between ADOT Right of Way Plans Section and the designer is needed to ensure that all required R/W is delineated and accounted for. As the design proceeds, the proposed R/W often changes, and the need for new easements or acquisition areas may also arise. We understand the evolution of the ADOT design process, and the need to ensure that all proposed features are captured within the proposed R/W or easement areas. A thorough review will help minimize schedule impacts and discrepancies identified by AZTEC will be discussed with ADOT to help ensure consistency and constructability.

Existing and proposed R/W information, existing planimetric data, existing topography, and proposed improvements will be included as part of the Final R/W plans as will all the Results of Survey information. Property corners, monumentation, and field evidence will be considered in the placement of control points.

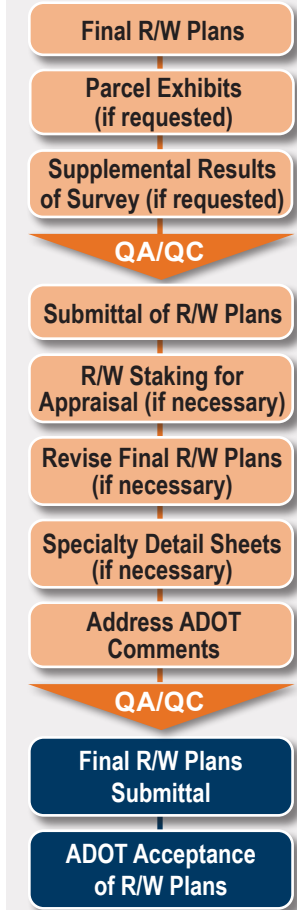
Review comments will be promptly addressed. AZTEC's quality control procedure will be tailored to match the submittal's requirements. After QA/QC, the Final R/W plans will be submitted to ADOT for review and approval.

Parcel Exhibits (if requested)

The schedule may require us to prepare Parcel Exhibit Sheets. Parcel Exhibit Sheets are often a milestone event during a project's execution and provide the



Figure 4
FINAL R/W PLANS TASK



earliest opportunity outside of advanced detail sheets for ADOT to begin the appraisal and acquisition process. AZTEC is sensitive to negotiation timelines, and we can quickly complete the Parcel Exhibit Sheets upon receipt of the new R/W requirements and will include the overall boundary and area of acquisition along with Net, Gross, Total, Easement, and Remainder areas. By preparing the Parcel Exhibit Sheets the appraisals can be expedited.

Supplemental Results of Survey (if necessary)

An important issue in plans preparation arises when a proposed R/W monument falls on a property line. The ADOT R/W Plans Section Standards manual specifies that a field survey is required to properly locate the property line. Subsequently, a Supplemental Results of Survey is prepared showing the method used to locate

the line and field evidence, monuments, occupation, and title evidence are considered. Oral & Written notice pursuant to ARS 33-104 will be given to the property owner prior to entering the premises. It may be possible to move the control point to avoid the property line. This is evaluated in the initial review of the requirements presented as part of the design plans. Corner Recovery Sheets will be completed for aliquot corners and primary and secondary control points.

AZTEC EXPERIENCE WHERE IT MATTERS:

We have encountered this issue on several projects, and we have first-hand experience resolving it. We have surveyed numerous property lines and, in some cases, have moved proposed monuments to avoid the private property lines.

R/W Staking for Appraisals (if necessary)

To assist with acquisition efforts, the parcel can be staked in the field using temporary markings to allow ADOT and the Parcel owner to visually inspect the areas in the field prior to or during negotiations. Colors will be limited to pink or white and the nature of each flagged point will be noted for easy reference. This may include TCE's or Access Control Limits.

Revise Final R/W Plans

If revisions to the Final R/W Plans are needed to account for design changes, ADOT decisions, or the negotiation process, AZTEC may be scoped with updating the R/W Plans. This work may be subjected to an additional review if changes are made after previous comments have been addressed. Changes will be highlighted for easy reference.

Specialty Detail Sheets (if necessary)

Specialty Detail Sheets are considered additional information that is incorporated into the Final R/W plans. These sheets are designed to cover State Land, Railroad Tracts, and SRP/BOR Exchange Areas impacting the project. These may be treated as exhibits or signed and sealed by an Arizona Registered Land Surveyor.

RIGHT OF WAY MONUMENTATION

Initial R/W Staking

When the final plans have been approved and acquisition has been completed, we perform the initial R/W staking and produce the Initial R/W Staking Plan, as shown in **Figure 5**. This task is performed before construction begins. The Initial R/W Staking Plan is provided to the contractor to preserve and define the construction limits. Permanent monuments may be established, and the staking generally aligns with new R/W lines:

- ✓ Angle & Line Points
- ✓ PLSS Intersections
- ✓ Subdivision Lines
- ✓ Station Equations
- ✓ Access Control
- ✓ Perm. Esmt. Corners

Staking will conform to the positions shown on the R/W Survey, R/W Plans, and in the R/W calculations book associated with the project and will follow ADOT ownership. At the end of the field staking effort, but prior to this task's completion, AZTEC will follow ADOT's direction and either amend the R/W Staking Plan sheets or revise the Final Results of Survey if additional monuments are discovered.

Final R/W Monumentation

After ADOT's R/W Plans Section is notified that construction improvements have been substantially completed on a project, AZTEC will verify any monuments established earlier in the process and complete R/W monumentation, as shown in **Figure 6**. The R/W Staking Plan will be updated to the R/W Monumentation Survey drawing. **AZTEC has performed Final R/W Staking and produced Final R/W Monumentation Survey plans for 23 ADOT projects.** AZTEC will comply with recording & filing requirements.

Acquisition Record Completion

The final step in the R/W plans preparation process is the Acquisition Record Completion. This task consists of reviewing the recorded documents in the

Figure 5
INITIAL R/W STAKING & R/W STAKING PLANS TASK

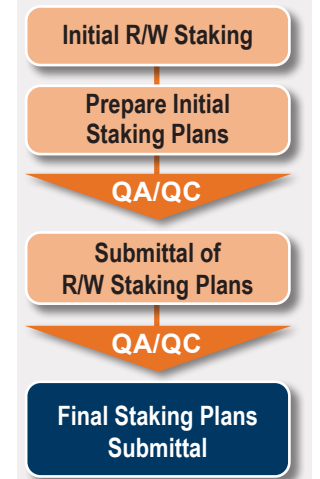


Figure 6
FINAL R/W MONUMENTATION SURVEY TASK





Acquisition Record provided by ADOT and adding the recording information to the ownership record sheets. **AZTEC has completed this for multiple R/W projects during our involvement in 4 separate ADOT R/W On-Call contracts.** This effort may include revising the Final R/W plans and a copy highlighting the changes will be submitted to ADOT for reference and approval.

Task Review & Acceptance Submittals

AZTEC's work will comply with ADOT's Standards and Specifications as well as the submittal guidelines established as part of this 2024-016 On-Call Contract.

Schedule Compliance

Due to the complexity, location, and variation of each project related Task Order the scope, schedule, and budget can vary widely. A tentative approach and schedule will be discussed with ADOT during the kick-off meeting and will account for critical milestones identified by ADOT. Monthly progress reports will be submitted to ADOT summarizing current progress, upcoming activities, and potential areas of concern that warrant further discussion. We keep our schedule fluid, discuss the project weekly, and assign additional resources as needed. AZTEC is committed to meeting the most aggressive schedules and has worked to exceed expectations on our prior ADOT contracts.

1B. APPROACH TO PROJECT TASKS

AZTEC believes that each project requires a unique approach. Our team's expertise in R/W Plan preparation, monumentation recovery, and PLSS retracement procedures is evidenced by AZTEC's Project Manager, Rob Desautels, working in partnership with ADOT's R/W Section on 4 previous On-Call contracts covering 20+ years. AZTEC's Project Principal/Registrant Surveyor, Scott Throm is a Registered Land Surveyor and a Certified Federal Cadastral Surveyor specially trained in the specifications outlined in the Manual of Surveying Instructions: For the Survey of Public Lands of the United States. The expertise of Scott and Rob combined with AZTEC's R/W Technician (Gary Green, RLS) and our teaming partner (AeroTech) on issues such as Boundary Law, Route Surveying, Title Review, Plat Interpretation, and ADOT Standard & Specifications enable us to deliver the type of accurate and detailed results that ADOT can rely on and trust. AZTEC remains committed

to open communication and adhering to any scheduled milestone associated with the project. We pledge to be responsible, responsive, and proactive partners with ADOT as we focus on the details that matter with an eye towards the future.

Issues and resolutions that we recognize as being critical components to the successful delivery of R/W project related tasks are identified as follows:


PROJECT WORK PLAN (PWP)

The first step in preparation for a project is to assemble an internal PWP to document the information required to successfully execute a project. Serving as a multi-faceted approach to a project covering scope items, allotted budget, safety issues, special considerations, and specified milestones, the PWP is representative of the road map we intend to follow. AZTEC believes in keeping the PWP flexible, so it can be scaled and adjusted based on unforeseen issues.

Beginning with a thorough review of the scope, AZTEC advances our understanding of the project requirements and concerns during the kick-off meeting. Additional research is conducted to determine the extent of the field and office effort required to complete tasks. Our understanding advances through open dialogue with ADOT personnel to ensure that everyone understands the magnitude of the work being undertaken. A tentative schedule is formulated prior to NTP from ECS to verify that delivery dates are attainable. Once NTP has been issued, the schedule is formalized through the PWP and an internal kick-off meeting is held within AZTEC to ensure that resources remain available to match the level of effort required.

To support the PWP, AZTEC conducts weekly meetings with staff, field crews, project managers, and the project principal to review progress relative to performance. Microsoft Project scheduling software and Deltek/Vision timesheet management systems are used by staff during this process. This walk-through approach to our tasks gives our team the ability to accommodate additional requests and allocate resources as needed. A summary of our work is provided to ADOT as part of a monthly progress report and discussed at intermittent intervals to ensure that expectations are being met.


Issue/Special Concern: New critical path items requested by ADOT may cause the schedule to become accelerated or tasks to be completed out of sequence to satisfy specified time lines.

 **RESOLUTION** During the course of a project, new critical path items may present themselves and require a change in the planned sequencing of assigned tasks and deliverables. **On ADOT R/W Project F0359**, AZTEC demonstrated its flexibility and resource capacity by successfully completing the R/W Plans prior to finalizing the Results of Survey. These activities were undertaken in this order so that ADOT personnel could proceed with acquisitions using parcel exhibits in an accelerated fashion.

AZTEC ADVANTAGE:

We rely on our PWP to reflect the additional work and to account for the resources needed to hit the specified milestones. This proactive and responsive approach to a project's needs is part of the reason we have been so successful during our 20+ year partnership with ADOT on 4 separate R/W On-Call contracts.

Issue/Special Concern: Planning and employing the appropriate resources to deliver on-time and within budget.

 **RESOLUTION** Strategic Teaming. Two of the biggest issues impacting DOT projects today are caused by schedule and budgetary constraints. With R/W acquisitions being one of the longest lead items on any project, ADOT needs partners that they can trust. AZTEC's 20+ year partnership with ADOT for R/W related-services is a testament to the quality we deliver and the pro-active and responsive approach we take when addressing a project's needs.

AZTEC ADVANTAGE:

Having successfully worked with our teaming partner, AeroTech, on over 20 separate On-Call and job specific projects across Arizona during the past 4 years, we provide ADOT with a cohesive team of licensed professionals and surveying technicians that are well versed in each other's processes and procedures.



AZTEC works with AeroTech as an extension of our team, working together as needed to ensure the proper resources are focused on satisfying budgetary or schedule constraints. **Remaining flexible and being able to increase expertise and capacity is a VALUE-ADDED BENEFIT TO ADOT.**

DATA COLLECTION

The second step in assembling a project involves record research, field preparation, and data collection. Although ADOT will usually supply most of this information in the scope of work and through project specific items such as the existing R/W Report and existing R/W Plans, AZTEC takes a pro-active approach to research that begins prior to NTP as we look for additional information to assist our field and office efforts. ADOT also has the option of requesting AZTEC to provide this service in its entirety so ADOT staff can focus on other project related milestones or overcome schedule constraints effectively. In addition to being authorized to use ADOT's Records Room to obtain vesting documents and resolutions, AZTEC can be trusted to secure the required GLO plats, government notes, as-built roadway plans, and other documentation governing the project. AZTEC's experience working with ADOT on 4 separate R/W On-Call Contracts ensures that the collected information is complete and accurate while our history of working on R/W plans ensures we can properly identify and documents discrepancies in recorded information.

Issue/Special Concern: Errors, omissions, and conflicting information identified in an Existing R/W Report.

RESOLUTION As part of our standard processes, AZTEC takes the time to compare the existing R/W Report to the County Assessor's GIS Mapping information to verify the accuracy of the data provided. **On ADOT R/W Projects F0361 and F0608, AZTEC recognized two situations which led to the amendment of the existing R/W Report. A couple of examples where AZTEC's efforts led to this type of amendment are:**

- **EXAMPLE #1:** AZTEC researched the presence of a document which abandoned a strip of land, thereby altering a eliminating a jog in the intended R/W configuration.

- **EXAMPLE #2:** AZTEC provided a screenshot of the County Assessor's GIS website that appeared to show a jog in the R/W lines that did not appear in the Existing R/W Report. In this situation, AZTEC was tasked with revising the Basemapping and PLN Report for ADOT.

Issue/Special Concern: Meeting expedited schedule requirements requested by ADOT in an efficient manner.

RESOLUTION While completing ADOT R/W Project H8827 01C, a very aggressive schedule was required due to construction parameters and acquisition efforts. As a result, AZTEC was routinely working in advance of field work and needed to effectively constrain and modify our approach. To help streamline our efficiency in the field, AZTEC utilized GDACS monumentation records to aid our research, reduce our field related costs, develop solutions that conformed to acceptable records, and develop ownership lines that ADOT could rely on during the acquisition effort. **AZTEC was able to stay on-track with ADOT's expectations and expedited schedule.**

PERFORM FIELD SURVEY

Continuing to advance the Work Plan forward and building off the schedule, budget, and data collection metrics outlined above, the field survey component of the project involves the collection of physical monuments, field conditions, and boundary evidence. This is an exhaustive process and is intended to support and supplement the information contained in deeds and shown on maps, records, plan sets, and previous R/W, as-built, and monumentation plans. Government plats, notes, and other records covering the intended work area are also utilized. The more complete the data collection effort is on the front end of a project, the more streamlined and productive the field investigation is.

Along with maps, plats and field notes, the survey crew is provided with preliminary search coordinates for section and quarter corner monuments along with a summary of other monuments and evidence compiled during the data collection process. When no existing surveys are available, preliminary coordinates are obtained from geographic databases. AZTEC believes that search coordinates help crews orient to the approximate location in the field but does not limit our investigation to

just those coordinates – they are simply a reference used to align yourself in the field. We constantly expand our search radius to account for corner accessories including bearing trees, witness corners, line trees, fences, and evidence of existing or past occupation. When necessary, we speak with property owners to obtain parole evidence of the historic locations of monuments, property lines, and other occupation related agreement areas. We have learned over the years that the evidence we initially collect in the field often needs to be supplemented with additional information after it has been interpreted in the office. By completing this analysis while crews are actively working on a project, additional mobilizations can often be avoided.

One of the final steps of the initial field survey effort involves the coordination of a Survey Analysis Meeting with ADOT R/W personnel. The intent of this meeting is to discuss how the field collected data relates to existing records. An exhibit (roll plot, KMZ, working DGN, or combination thereof) representing the finding and geometric solutions is delivered, and ADOT is presented with all the information related to the R/W corridor. Interactive discussions are held until the final alignment is determined. This approach ensures that the stakeholders understand the key elements of the project and move forward in unison.

Issue/Special Concern: Erroneous data that can result in the misinterpretation of information and the production of inaccurate Surveys and R/W Plans

RESOLUTION As part of any task order assignments, AZTEC understands the adverse effects that erroneous information can have on the determination of property rights and the definition of the R/W corridor. Our familiarity with ADOT's processes and procedures, combined with our experience working with a myriad of information to prepare R/W Plans and other ADOT specific mapping components enables us to weed through and separate useful data from historical information that is questionable. **AZTEC ran across this situation on our two most current task orders for R/W projects F0605 and F0608 located in Yuma, Arizona.** During the analysis of deflection angles between section lines and the centerline geometry, two bearings on a strip



map were identified as being erroneous. The collective findings were noted on a PDF of the map and presented to ADOT during the initial submittal of the R/W Survey.

AZTEC ADVANTAGE:
Our rapid identification of potential errors and the documentation of that information during plan submittal milestone activities, helps ensure that ADOT has a complete understanding of what was analyzed during the determination of ownership and R/W corridor lines.

PREPARATION OF PLANS

The preparation of a plan set brings together the results of the data collection, field evidence, found monumentation, project control, and the agreed upon centerline geometry and alignment. Depending on the type of Survey requested in the scope, this phase represents an opportunity to add any ownership, vesting deeds, easements, geometry data, coordinate table information, and surveying notes to the intended deliverable.

Although it is not practical to perform a boundary survey for every parcel in a R/W project, it is important that the parcel boundaries are positioned as accurately as possible. AZTEC's staff utilizes a combination of deed bearings, distances, and calls and tries to rectify them with existing monumentation, lines of occupation, and station/offsets as required. If a discrepancy between field measurements and deed calls results in a discernable gap, overlap, or questionable ownership situation, AZTEC discusses the relevancy of the conflict with ADOT R/W personnel, assesses the effort required to address the problem, and can mobilize staff to complete any additional work in the field or office to add clarity to the situation. Due to the nature of legal descriptions, monument placement, mapping accuracies, and the overlap of government and private practice surveyors, AZTEC has encountered this on numerous occasions and worked towards a successful resolution with ADOT's R/W staff.

Issue/Special Concern: The accuracy and availability of design information can negatively impact the placement of proposed easement and acquisition areas which may adversely affect the schedule.

RESOLUTION New R/W requirements are typically provided by the design consultant without station alignment and offset considerations. As outlined in ADOT's Standard & Specifications, AZTEC is required to confirm that the proposed features and cut/fill lines are positioned within the prescribed R/W and modify corresponding linework to match the corridor's geometry. AZTEC's standard practice is to look closely at each area, bring discrepancies to ADOT's attention, work with the engineering design team as needed, and remain flexible to periodic changes.

AZTEC ADVANTAGE:
On ADOT R/W Project No. H8827 covering a portion of the SR202L South Mountain Freeway, AZTEC was able to assess the design information relative to acquisition efforts, actively engage ADOT R/W personnel, and quickly modify the geometry. In some instances, easements were adjusted to accommodate the design and in other situations the design was updated to reflect the current parameters. The proper placement of deed linework helped to ensure that the correct areas were being considered and evaluated correctly. These proactive measures allowed real-time decisions to be made about the corridor's configuration based on a combination of schedule and cost considerations.

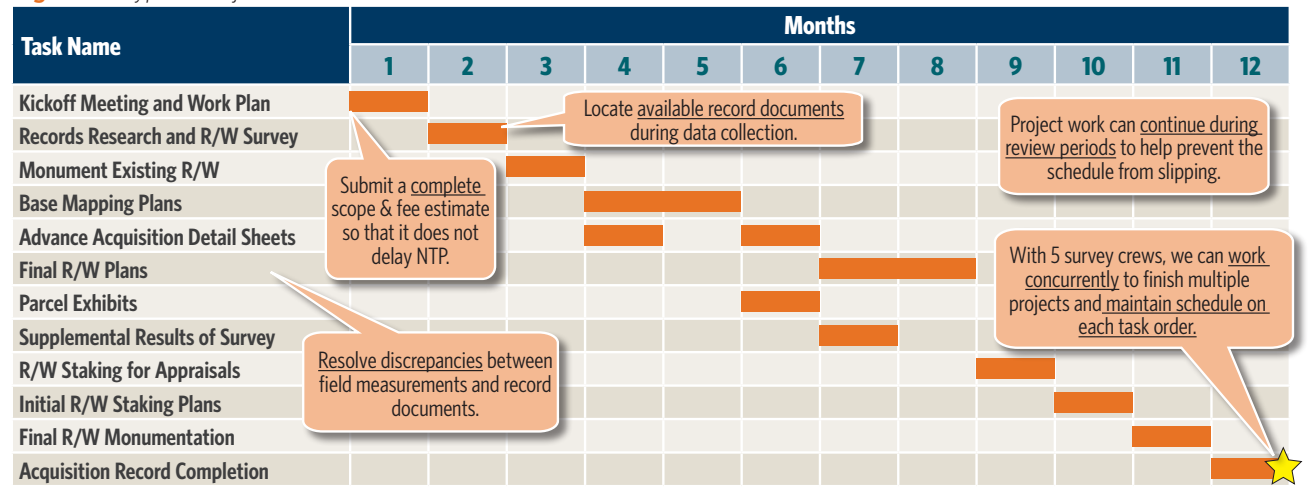
1C. SCHEDULE

Timely survey deliverables are critical milestones in the project development process, and we have a reputation for delivering high-quality, accurate surveys that meet aggressive schedules. As Project Manager, Rob Desautels will be the primary point of contact and be responsible for delivering the project on time. All project related decisions are based on AZTEC's internal weekly project review meetings where we discuss project performance relative to personnel availability, resource allocation, budgetary metrics, and milestones relative to the intended project needs. These meetings enable our staff to remain flexible and proactive, and the results are outlined in the monthly progress reports we provide to ADOT throughout the project.

A Sample Project Schedule is shown in **Figure 7** and outlines the functional relationship of the major tasks and key events required for a typical R/W project. AZTEC has a strong reputation for, and takes great pride in, meeting the most aggressive schedules.

Key Strategies: AZTEC's in-depth understanding of ADOT processes allows us to prepare our PWP with flexibility in mind. Our experience working on R/W On-Call contracts for ADOT, and other local municipalities, combined with our internal project review meetings, enables us to identify and monitor risks, proactively communicate those risks to ADOT and its stakeholders, and develop solutions. AZTEC takes advantage of

Figure 7 - Typical Project Schedule





every opportunity to implement lessons-learned from past projects to properly manage risk and shorten task duration, including requesting pre-submittal meetings, requesting expedited reviews, altering work areas, delivering critical areas first, investigating new technology, involving our subconsultants, assigning additional resources, adding new staff, or using our flexible cross-trained personnel to increase our bandwidth. This enables us to overcome common challenges and risks while giving us the ability to complete multiple, concurrent projects for ADOT and other clients. If a delay is unavoidable, we identify the cause, proactively consult with the appropriate ADOT R/W personnel, discuss options openly, and develop a win-win solution that can minimize the delay while simultaneously advancing the project forward.

AZTEC ADVANTAGE:

Entering into our 4th decade of working with ADOT, we understand that committing to schedules so projects are delivered on-time is paramount. Having worked on and delivered numerous ADOT R/W and Development Projects covering multiple disciplines, AZTEC provides ADOT with a holistic understanding of your project delivery needs. Through the collective experience of our in-house R/W, surveying, engineering, and environmental professionals, we understand how to approach and implement the necessary ADOT R/W Standards and Specifications for all work efforts, required submittals, and review processes. AZTEC's history of successfully delivering projects underscores our commitment to the entire ADOT team.

CONTRACT TEAM

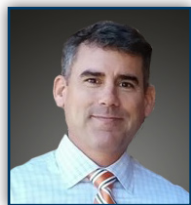
2A. TEAM QUALIFICATIONS SUMMARY

AZTEC's R/W team of highly qualified professionals includes 2 Registered Land Surveyors, 5 fully equipped survey crews, and 2 experienced CADD Designers proficient with Microstation & Open Road Designer (ORD) platforms. We have included AeroTech as a subconsultant to expand our surveying abilities in both the field and office. AZTEC also has an internal resource base of over 200 registered professionals and technicians capable of supporting the project team on this On-Call contract and within other expertise areas.

Because AZTEC is committed to being responsive to ADOT's needs, the team AZTEC assembles will be based on level of expertise defined by the scope and the project's overall schedule requirements. As Project Principal, Scott Throm, RLS, CFedS has contractual authority and will work with Rob Desautels (Project Manager) to ensure that the required personnel and resources are available for the duration of the contract.

A summary of each key team member's experience, licensures, and qualifications is presented in **Figure 8**. Our team organization is shown in **Figure 9**.

2B. PROJECT MANAGER



Rob Desautels-
Project Manager/Task Manager
Availability: 100% **Committed:** 100%
Registration: N/A
Education: Undergraduate courses (New Mexico Military Institute, University of North Dakota);

Boundary Control and Legal Principles (Phoenix College); Writing and Interpreting Legal Descriptions (Phoenix College)

ADOT Benefit: 20+ years of direct ADOT R/W plan experience covering increasing levels of responsibility.

Rob has 32 years of field survey, CADD drafting, and ADOT R/W plans preparation experience. Due to his tenure as a field surveyor and subsequent experience managing data in the office, he is well-qualified to interpret field notes, extract plat information, perform survey calculations, and reduce field survey data. He is proficient in the application of this data as it pertains to the creation of geometry, the analysis of property boundaries, and the establishment of R/W lines.

Rob's R/W plan experience includes taking a lead role in the computation of such complicated corridors as **SR89 from Prescott to Chino Valley, Grand Avenue from 43rd Avenue to McDowell Road, and I-10 from SR101L to I-17**. He has prepared Topographic Mapping, Results of Survey Maps, and R/W Plans for ADOT and local municipalities covering numerous public works and transportation design projects.

Having been an instrumental figure in the success and sustainability of AZTEC's current and previous On-Call R/W Plan contracts, Rob has continually advanced his

understanding of ADOT's Standard and Specifications while serving in increasing roles of responsibility. Recently approved as the Project Manager for AZTEC's current R/W On-Call contract, Rob will continue to use his in-depth knowledge of ADOT's processes and expectations relative to schedule, budget, and quality as he leads AZTEC's internal R/W plan generation group.

Rob will serve as the primary point of contact for ADOT on this contract. He will work closely with Scott Throm, AZTEC's current Project Principal and Registrant Surveyor, on contract negotiations, scope & fee preparations, QA/QC, and all facets related to the performance of surveying activities assigned to AZTEC. Rob has been with AZTEC for 28 years, has extensive experience in both field and office operating procedures, adheres to the survey industry's best practices, is proficient in the reduction and application of field data, the proper extraction of plat information, and understands the correct way to create and develop centerline geometry and R/W line information.

AZTEC ADVANTAGE:

Rob has been involved with ADOT R/W plans for over 20+ years as part of AZTEC's contracts with ADOT's R/W team. Rob has a reputation for recognizing ADOT's needs, anticipating proactive solutions, and remaining responsive to ADOT's needs and concerns. He has prepared numerous deliverables on projects of varying size and complexity and consistently meets the requirements of ADOT R/W projects with demanding schedules that require understanding of ADOT specifications and procedures.

2C. OTHER KEY PERSONNEL



Scott Throm, RLS, CFedS -
Project Principal/Registrant
Surveyor
Availability: 20%
Registration: Arizona RLS #60798, CFedS #1701
Education: BS, Project Management

(Colorado State University); BS, Civil Engineering (Michigan State University)

Scott is the Director of Surveying and Project Principal/Registrant Surveyor for AZTEC's current R/W On-Call 2020-007 contract. He is a registered Professional



Land Surveyor in Arizona and Colorado and is a licensed CFedS. He has over 24 years of private and public land surveying experience managing office and field operations for R/W Plans, including 2 years working for the Colorado Department of Transportation (CDOT) as the survey manager responsible for managing subconsultants during R/W Plan creation and other surveying related tasks. Scott has been responsible for project management, contract negotiations, scopes of work, budgets, project scheduling, staffing, calculations, quality control and survey crew coordination. He has managed projects involving right-of-way, survey control, utility engineering and transportation design projects for DOT's, various federal, state, and local municipalities, private, residential, and commercial developments, Tribal Lands, the Bureau of Land Management (BLM), U.S. National Park Service and Central Federal Lands (CFLHD).



Maynard Sarber - R/W Field Coordinator
Availability: 75% | **Registration:** N/A | **Education:** Boundary Control and Legal Principles (Phoenix College)

Maynard Sarber has 40 years of field and management experience providing land surveying construction services for projects in Arizona, California, Nevada, Texas, Colorado, Michigan, Minnesota, Wisconsin, and North Dakota. He is proficient in the application of TBC & Leica Infinity for coordinate transformations and is responsible for the coordination of field crews and field activities for multiple projects, including ADOT R/W

monumentation efforts. His vast experience helps field crews adhere to best practices and ensures the safety of our personnel when they are working in the field.



Gary Green, RLS - R/W Technician
Availability: 90%
Registration: Arizona RLS #54334
Education: Land Surveying Courses (Rio Salado Community College); Boundary Control and Legal Principles (Lamson College)

Gary joined AZTEC in 2017 after 35 years in the surveying profession with the Salt River Project Land Department (SRP) and other private firms in Arizona. His background includes experience in the field and office. Gary is proficient in CADD platforms, TBC, Leica Infinity, and coordinate transformations, and has spent his careers coordinating field packages, providing survey calculations, checking field data, providing QA/QC oversight, and preparing subdivision plats, record of surveys, ALTA Surveys, and legal descriptions & exhibits. Gary spent 16 years as a Survey Technician for SRP and gained valuable experience, having encountered a wide variety of survey issues that commonly arise in Arizona. Gary had an active role in the R/W plans for the South Mountain Freeway project and is routinely consulted for his expertise on coordinate transformations, geometry resolution, and QA/QC related issues.

2D. REQUIRED WORK EXPERIENCE

AZTEC has the required experience to perform the services requested by this contract due to our **20+ years of delivering ADOT R/W services through the**

successful completion of 112 task orders and several project-specific contracts. Our PM, Rob Desautels, is a hands-on manager who takes an active role in the delivery of each assignment. Rob works closely with our Project Principal/Registrant Surveyor, Scott Throm, to provide the leadership needed for the successful completion of each task.

The most unique qualification of our staff is the fact that our team members have worked together on some of the most challenging survey assignments in the state of Arizona. Our diverse backgrounds enable us to bring different perspectives to the table as we work towards a common goal. **This type of collaborative approach leads to alternative ideas and suggestions that spur creativity, increase efficiency, ensure safety, and generate successful solutions to risk management obstacles.**

Figure 9 - Team Organizational Chart

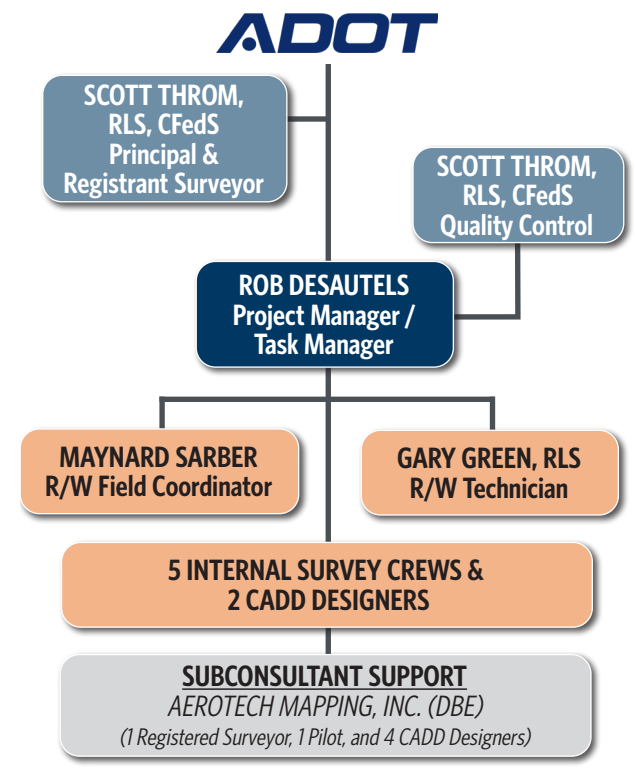


Figure 8 - Staff Qualifications

Key Team Member	Years of Exp	ADOT Exp	Registration, Certifications, Education
Scott Throm, RLS, CFedS	24	4	AZ RLS #60798, CFedS #1701, BS, Project Management & BS, Civil Engineering
Rob Desautels	32	28	Undergraduate courses in Boundary Control and Legal Principles and Writing and Interpreting Legal Descriptions & CADD/GIS Software Testing & 20+ years of ADOT R/W Plans on-the-job training
Maynard Sarber	40	8	Boundary Control and Legal Principles & Trimble & Leica Equipment Trained
Gary Green, RLS	42	6	AZ RLS#54334, Land Surveying Classes & Boundary Control and Legal Principles



DEMONSTRATED KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

3A. KEY PERSONNEL KSA'S

Awarded 4 separate ADOT R/W Plans contracts spanning 20+ years, AZTEC has the experience and personnel required to deliver on the specifications outlined in the RFQ for this submittal. Our involvement in 112 task order assignments covering over 250 miles of Interstate highways, speaks to our understanding of ADOT's needs and project requirements. The above stats show our ability to service the needs of ADOT statewide while our inclusion of AeroTech as a trusted partner in Figure 8 allows us to expand our resources as needed to meet project requirements and accelerated schedules.

AZTEC PERSONNEL PROJECT EXPERIENCE:
On our most recent R/W assignments (F0608 & F0605) in Yuma, AZTEC's Project Manager (Rob Desautels) and Project Principal (Scott Throm), reached out directly to the BLM General Land Office to gain an understanding of the monuments set along the south line of Township 7 South, Range 21 West of the Gila Salt River Meridian, as part of an Official Government Survey completed in 1932 and 1932. The intent of this outreach was to understand why senior corners were set along the south line of the Township when the Township being surveyed was Junior in nature. Because the senior corners were never established as part of the Township to the South in 1890 due to the terrain, the BLM set them all concurrently and angle points were held at the corners instead of holding the monuments to the north as traditional closing corners. This conversation resulted in a more accurate placement of the Township line and the Results of Survey was submitted to ADOT with a note concerning the methodology used to make that determination.

3B/C. CONTRACT REQUIREMENTS AND PERSONNEL R/W KNOWLEDGE

As referenced in Section 3A, AZTEC's ability to meet contract requirements is the result of our successful partnership with ADOT spanning over 20+ years on 4 separate R/W On-Call contracts, including the current On-Call 2020-007.

Our familiarity with R/W Plans and Surveys begins with the 20+ years of experience that our dedicated Project Manager (Rob Desautels) has gained by working with ADOT staff on key project elements such as records research, geometric determinations, R/W Plans, Basemapping, easements, acquisitions, disposals, and corridor monumentation during his 28-year tenure with AZTEC. His expertise and leadership is the direct result of involvement and years of experience with ADOT R/W. The inclusion of our Teaming Partner (AeroTech) underscores AZTEC's commitment to provide Rob with the resources needed to successfully complete a project of any size or complexity while giving him the flexibility to accept additional tasks while adhering to schedule requirements and budgetary considerations.

Our Project Principal/Registrant Surveyor, Scott Throm, previously served as the Survey Manager for the CDOT covering Denver, CO, (Region 1) and has a thorough understanding of the complexities associated with R/W Corridors and the sensitive nature of private land acquisitions for easements and dedications. Scott holds a BS degree in Civil Engineering from Michigan State University, a BS degree in Project Management from Colorado State University, and is a Registered Surveyor in multiple states including Arizona. His certification as a CFedS provides him with training and knowledge necessary to make detailed boundary determinations within the PLSS landscape that defines Arizona.

Our team's collective experience in PLSS Retracement Procedures, Boundary Law, Route Surveying, Title Review, Plat Interpretation, and R/W determinations is supported by our continued involvement in projects for the SRP-MIC, Uncampahgre Ute Reservation,

and Navajo Nation, as well as the BLM, U.S. National Park Service, Central Federal Lands, Railroad Owners, Irrigation Districts, and DOT projects located throughout the central and southwestern U.S. Our familiarity with organizations that routinely impact ADOT's R/W corridors enables us to approach projects from a multitude of different perspectives, ensuring that we leave no stone unturned in our development of accurate and detailed results that ADOT can rely on and trust.

AZTEC PERSONNEL PROJECT EXPERIENCE:
Our team's familiarity with record availability allowed us to quickly reach out the BLM for discussion related to existing monuments so that an accurate portrayal of the boundary could be presented to ADOT on the Results of Survey (ADOT R/W Projects F0608, F0605, & H8827).

AZTEC PERSONNEL PROJECT EXPERIENCE:
Our leadership's understanding of the expedited schedule requirements needed for the acquisition of land associated with the project allowed out staff to complete the documents requested by ADOT in advance of typical project requests (ADOT R/W Project H8827).

20+ Years on ADOT R/W On-Calls

100+ Task Orders

250 Miles of Interstate Highways



RELEVANT EXPERIENCE

4A. SIMILAR PROJECTS

AZTEC has an excellent ADOT On-Call Services track record. Below is a list of ADOT On-Call contract projects that describe our firm’s invaluable experience covering R/W Surveys and R/W Plans.

Key Project - Owner Name Description Cost	Firm Role	Key Staff Involved
<p>ADOT SR202L - South Mountain Freeway P3 (ADOT Project Number H8827) AZTEC was specifically hired by Connect 202 Partners and tasked with numerous responsibilities during this fast paced, 4 segment project. Assisting ADOT with a challenging acquisition process, AZTEC verified ownership, researched documents, calculated, and completed 70+ acquisition/disposal legal descriptions & exhibits, while confirming that the design stays within prescribed easements and R/W acquisition areas. We also completed many SRP/USA exchange parcel and State Land legals & exhibits. Additional tasks included revising Final R/W Plans, Initial R/W Staking & R/W Staking Plans, and Final R/W Monumentation Survey. Contract value for R/W services: \$1,800,000</p>	<p>Subconsultant: R/W Surveys, Legal Descriptions & Exhibits</p>	<p>Desautels</p>
<p>ADOT SR202L - South Mountain Freeway Junction I-10 Maricopa - Junction I-10 Papago (ADOT Project Number H8827) Through our current On-Call 2020-007, AZTEC was extended TO #9 as part of this on-going project. This scope & fee is allotted for R/W Plan revisions, miscellaneous R/W staking, and completing Final Monumentation Survey revisions. Staking requests are completed as needed and determined by ADOT. Contract value for R/W services: \$155,266</p>	<p>Prime: R/W Plans revisions, Final Monumentation Survey Revisions, Miscellaneous R/W Staking requests</p>	<p>Throm, Desautels</p>
<p>ADOT US 93, Tegner Street - SR 89 (ADOT Project Number F0031) As a TO through our current On-Call 2020-007, AZTEC was tasked with verifying the previous Result of Survey and R/W Plans, producing/certifying a Results of Survey Verification Report, completing a Supplemental Results of Survey, revising Final R/W Plans, Initial R/W staking & R/W Staking Plans. The Final R/W Monumentation Survey is still a pending task. Contract value for R/W services: \$179,600</p>	<p>Prime: Verify Results of Survey, Verify R/W Plans, Prepare ROS Verification Report, Revise Final R/W Plans, Initial R/W Staking, R/W Staking Plans</p>	<p>Throm, Desautels, Green</p>
<p>ADOT US 95, Imperial Dam Road - Aberdeen Road (ADOT Project Number F0605) As a TO through our current On-Call 2020-007, AZTEC was tasked with completing a R/W Survey, performing a field survey, submitting a Calculation Book, and formalizing a Results of Survey. The Results of Survey drawing is being finalized with anticipated Final R/W Plans to follow. Contract value for R/W services: \$132,800</p>	<p>Prime: R/W Survey</p>	<p>Throm, Desautels, Green</p>
<p>ADOT US 95, Wellton-Mohawk Canal - Imperial Dam Road (ADOT Project Number F0608) As a TO through our current On-Call 2020-007, AZTEC was tasked with completing a R/W Survey, performing a field survey, submitting a Calculation Book, and formalizing a Results of Survey. The Results of Survey drawing is being finalized with anticipated Final R/W Plans to follow. Contract value for R/W services: \$107,100</p>	<p>Prime: R/W Survey</p>	<p>Throm, Desautels, Green</p>
<p>ADOT SR 88, Tomahawk Road - Buffalo Road (ADOT Project Number F0032) As a TO through our current On-Call 2020-007, AZTEC was tasked with verifying the existing Results of Survey and Monumentation survey, preparing a Verification Report, Final R/W Plans, and completing State Land Exhibits. Due to a reduction in scoped services necessitated by the project’s needs, the surveying costs came in below budget expectations. Contract value for R/W services: \$53,400</p>	<p>Prime: Verify Existing Survey, Prepare ROS Verification Report, Final R/W Plans, State Land Exhibits</p>	<p>Desautels</p>
<p>ADOT US 95, Rifle Range Rd - Wellton-Mohawk Canal (ADOT Project Number F0359) As a TO through our current On-Call 2020-007, AZTEC was initially tasked with preparing a R/W Survey and Basemapping Plans, followed by preparing Final R/W Plans, additional Survey setting section corners, revising Final R/W Plans, and Initial R/W Staking & R/W Staking Plans. Contract value for R/W services: \$365,500</p>	<p>Prime: R/W Survey, Basemapping, Final R/W Plans, Revise Final R/W Plans, Initial R/W Staking, R/W Staking Plans</p>	<p>Desautels</p>
<p>ADOT US 60X, Sossaman Road - Meridian Road (ADOT Project Number F0361) AZTEC was tasked with undertaking a R/W Survey, performing a field survey, analyzing collected data, and preparing the Results of Survey. This task order was amended to include the preparation of R/W Documentation Plans. AZTEC is currently addressing comments as part of the R/W Documentation Plans initial submittal. Contract value for R/W services: \$122,687</p>	<p>Prime: R/W Survey, R/W Documentation Plans</p>	<p>Throm, Desautels</p>



4B. RECORD OF PERFORMANCE

AZTEC’s record of performance is demonstrated by the amount of repeat survey work we have with clients such as ADOT, the City of Phoenix, Maricopa County and other jurisdictions and agencies within Arizona. Our team members have worked together on some of the most challenging survey assignments in Arizona. Our individual backgrounds enable us to work towards a common goal while allowing us to bring different perspectives to the project spurring collaboration that results in productive and multi-beneficial solutions.

Our performance on four previous ADOT R/W On-Call contracts speaks to our abilities and the success we have had working in partnership with ADOT’s R/W staff. AZTEC is committed to the successful development of R/W projects and ADOT will have the assurance of a reliable team who knows how to efficiently execute On-Call tasks within the parameters defined by the project’s scope and budget.

4C. KEY PERSONNEL’S LEVEL OF EXPERIENCE

AZTEC was founded in Arizona over 30 years ago and has worked with ADOT is our inception as a “graduate” from the DBE program. **AZTEC now has over 200 employees (17 on our field services team). AZTEC has ample resources to provide the services required under this contract.** The team members proposed for this project are currently working on R/W task orders for ADOT as part of our current On-Call contract. At the time our current ADOT On-Call contract ends, the work commitment of our project team is anticipated to be less than 20 percent, thereby providing the resources to respond quickly to any ADOT requests on this future On-Call. In addition, our team’s knowledge of working with ADOT will allow us to prepare accurate cost estimates and scopes, and to mobilize quickly to perform the work. If the need arises, AZTEC will add supplemental qualified team members to our team and rely on our subconsultants for additional capacity and support.

4D. KEY SUBCONSULTANTS

AZTEC has strategically added **AeroTech** to our team. We currently work with AeroTech on our current Project Development On-Call and have successfully completed the following ADOT projects together: SR303L and I-17,

Fort Thomas River Road Bridge, SR101L- 75th Avenue to I-17, and SR303L MC 85 to Van Buren.

AeroTech has worked with ADOT since 2010 and has completed over 60 projects for ADOT. Having completed many projects for ADOT, Nevada DOT, New Mexico DOT, Texas DOT, and Caltrans, their experience in transportation-related photogrammetric projects is extensive. Experience with Microstation ORD, ADOT seed files, ADOT requirements, and their timely approach to project deliverables adds to AeroTech’s capabilities.

QUALITY CONTROL

5A. INTERNAL QUALITY CONTROL PROCEDURES AND PRODUCING HIGH-QUALITY PRODUCTS

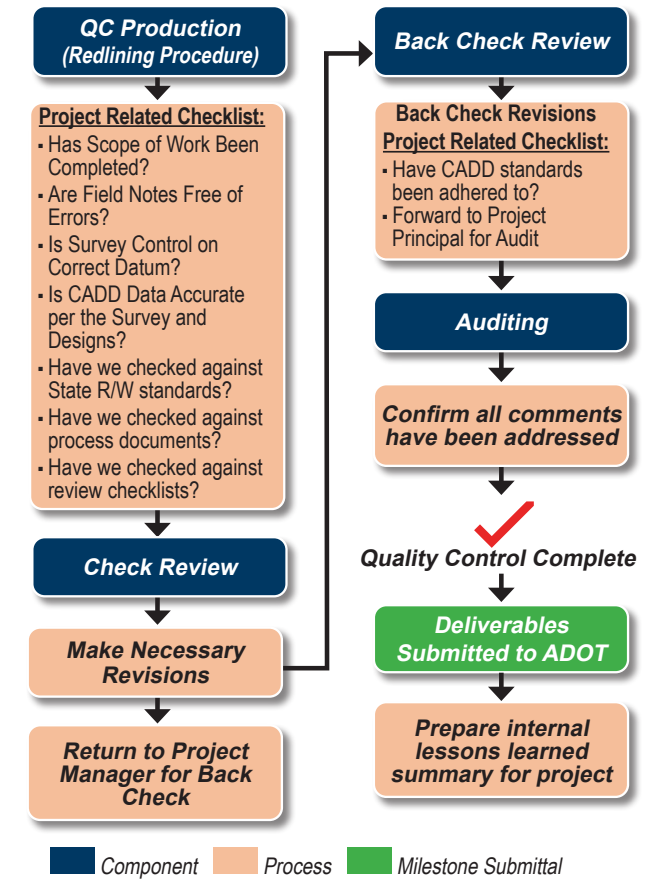
AZTEC’s corporate policy requires strict adherence to the Quality Control Plan (QCP). Each team member has been issued a Quality Control Manual outlining responsibilities and procedures for preparing and checking all project-related documents and surveying activities. The QCP is tailored to match the requirements of each individual project’s task orders to cover the different project-related assignments and requested deliverables outlined in the scope. The QCP is intended to produce quality deliverables by competent team members, eliminating errors associated with critical milestones. This helps to ensure that the project specifications have been followed and every project we undertake is required to adhere to the QCP process outlined below. This process was implemented on every ADOT project completed by AZTEC and all projects listed in this RFQ submittal.

5B. APPLYING OUR QUALITY CONTROL PROCESS FOR CONTRACT TASKS

As Project Principal/Registrant Surveyor, Scott Thom is responsible for the work’s quality and will coordinate closely with the staff to ensure AZTEC’s quality procedures, shown as **Figure 10**, are followed. Scott’s involvement will occur at intermittent phases of the project to ensure compliance at various stages of the

project’s development. For each submittal and at the conclusion of all contracted task orders, the field notes, maps, plans, reports and other project-related documents will be checked against State R/W standards, process documents, and review checklists. The resulting effort is signed by a competent team member to ensure accuracy and compliance with the TO’s scoping document and stored within the project files. **In addition, Scott Thom, serving as our Project Principal/Registrant Surveyor/Quality Control Manager, routinely completes an audit to confirm all TO related items are complete and seeks any opportunity for process improvements.**

Figure 10 - AZTEC QC Process





ROB DESAUTELS

- Project Manager



EXPERIENCE

- Total Years: 32
- Years with AZTEC: 28

EDUCATION

- Undergraduate courses (New Mexico Military Institute, University of North Dakota)
- Boundary Control and Legal Principles (Phoenix College)
- Writing and Interpreting Legal Descriptions (Phoenix College)
- 20+ years of ADOT R/W Plans on-the-job training

WHY ROB?

Rob has 32 years of field survey, CADD drafting, and ADOT R/W plans preparation experience. Due to his tenure as a field surveyor and subsequent experience managing data in the office, he is well-qualified to interpret field notes, extract plat information, perform survey calculations, and reduce field survey data. He is proficient in the application of this data as it pertains to the creation of geometry, the analysis of property boundaries, and the establishment of R/W lines. Rob will serve as the primary point of contact for ADOT on this contract. He will work closely with Scott Throm, AZTEC's current Project Principal and Registrant Surveyor, on contract negotiations, scope & fee preparations, QA/QC, and all facets related to the performance of surveying activities assigned to AZTEC. Rob has been with AZTEC for 28 years, has extensive experience in both field and office operating procedures, adheres to the survey industry's best practices, is proficient in the reduction and application of field data, the proper extraction of plat information, and understands the correct way to create and develop centerline geometry and R/W line information.

RELEVANT EXPERIENCE

■ US95, Imperial Dam Rd - Aberdeen Rd; Yuma, AZ (ADOT)

Project Manager. AZTEC is producing the initial task of these R/W Surveys, with anticipated future tasks being Final R/W Plans, Initial R/W Staking, and Final R/W Monumentation Surveys. **On this project Rob was responsible for** reviewing the previous Results of Survey, examining the Existing R/W Report, research and analysis of other record documentation for the corridor, review & analysis of the ADOT provided "Initial Data Package" preparation/coordination of the field work, reducing & analysis of field data, calculating & analysis of the previous corridor alignment, calculation & retracement of section lines, GLO lots and BOR maps, providing reports supporting or suggesting changes to the previous corridor alignment for the Corridor Analysis Meeting, prepared a summary of the meeting provided to ADOT of talking points & decisions, completed plans drafting, calc book production, review & check list requirements, submittals, along with all ADOT Plans Reviewer correspondence/coordination, project invoicing, status reporting, and other associated tasks.

■ US60X (Apache Trail), Sossaman Rd - Meridian Rd; Mesa/Apache Junction, AZ (ADOT)

Senior R/W Designer/Project Manager. On this 5 mile project the portions of old US 60 east and west of the project have previously been abandoned to the local agencies. The purpose of the design/construction project is to remove a travel lane in each direction, make drainage improvements and add bike paths. Once the construction is complete, the existing R/W of this portion of US 60X will be abandoned to Maricopa County, with potential remnants of R/W no longer needed for highway purposes to be sold to adjacent landowners. AZTEC was tasked with providing a R/W

Survey that included surveying approximately 32 section corners, property and subdivision corner search/recovery, and topographic survey of the adjacent property fences, walls, building corners, etc. that appear to encroach the existing ADOT R/W. As part of this initial task AZTEC did record research obtaining and reviewing all recorded surveys and subdivision plats along the corridor as well as utilizing the Existing R/W Report. Rob was responsible for analysis & reducing the field data, reviewing calculations of subdivisions, drafting of the Results of Survey, production of the calc book, and all manner of submittal items. As Amendment #1 of this project AZTEC was tasked with producing Right-of-Way Documentation Plans. For this unique type of project, the R/W Plans show the new limits of operational R/W as portions of the existing R/W will be disposed of to adjacent landowners. **As Designer/Project Manager Rob was responsible for** all calculations, plans drafting, calc book production, review & check list requirements, and submittals, along with all ADOT Plans Reviewer correspondence/coordination, project invoicing, status reporting, and other associated tasks. At this date, future tasks for this project include R/W monumentation staking & Final R/W Monumentation Survey.

■ **US93, Tegner St. – SR89; Wickenburg, Maricopa/Yavapai County, AZ (ADOT)**

Senior R/W Designer/Project Manager. The project’s design and construction was shelved at the 95% design stage. In spring the project was revived with several design changes that affected the Right-of-Way requirements. AZTEC, as the new consultant, would complete all remaining R/W plans related tasks. This included Verify Results of Survey & Final R/W Plans, Supplemental Survey, Revise Final R/W Plans, Initial R/W staking & Initial R/W staking Plans (263 monuments). **Rob was responsible for** reviewing the previous Results of Survey & R/W Plans and documenting errors and discrepancies to be revised, boundary calculations for R/W requirement revisions, preparation/coordination of the field work for the Supplemental Survey & Initial R/W staking tasks and provided coordination and correspondence with the Plans Reviewer. He also provided analysis and a report reviewed by the registrant and presented to ADOT. He completed all CADD drafting and calc book updates associated with the tasks. Rob took over as the

Project Manager at the later stages of this project and fulfilled all other responsibilities which included a scope amendment, cost proposal, additional verification calculations, additional parcel calculations and plans revisions at parcel 13-1950, additional data revisions on 18 plans sheets, and all submittal reviews and submittal document requirements. As Project Manager Rob subsequently fulfilled all duties of project invoicing, status reporting, and other associated tasks.

■ **US95, Rifle Range Rd – Wellton-Mohawk Canal; Yuma, AZ (ADOT)**

Senior R/W Designer. On this 5 mile project, ADOT previously initiated a study-level improvement concept to assess capacity problems due to growth in the region and increased traffic volumes. A Results of Survey was prepared by a previous consultant in relation to the design & construction project of 095 YU 032 H4599, the majority of which was postponed. Due to the considerable amount of time that has passed the ADOT R/W Plans Section decided to go forward with a new Right-of-Way Survey to meet current R/W CADD standards and to verify & upgrade the previous survey. AZTEC was initially tasked with performing a R/W Survey and Basemapping Plans. We surveyed approximately 30 section corners along with R/W monuments within the corridor. The Basemapping included title report calculations for 17 parcels. Amendment #1 included preparing Final R/W Plans. Amendment #2 included setting section corners, revising the Results of Survey and revising the Final R/W plans. Amendment #3 included revising the Final R/W Plans. Amendment #4 included Initial R/W Staking & R/W Staking Plans. **On this project Rob was responsible for** reviewing the previous Results of Survey, examining the Existing R/W Report, research and analysis of other record documentation for the corridor, review & analysis of the ADOT provided “Initial Data Package” preparation/coordination of the field work, reducing & analysis of field data, assist with calculating & analysis of the previous corridor alignment, calculation & retracement of section lines, GLO lots and BOR maps, completed all manner of plans drafting, calc book production, review & check list requirements, submittals, along with all ADOT Plans Reviewer correspondence/coordination.



SCOTT THROM, RLS, CFEDS

- Project Principal / QAQC



WHY SCOTT?

Scott is the Director of Surveying and Project Principal/Registrant Surveyor for AZTEC's current ADOT R/W On-Call contract (2020-007). He is a registered Professional Land Surveyor (RLS/PLS) in Arizona and Colorado and is a licensed CFedS. He has over 24 years of private and public land surveying experience managing office and field operations for R/W Plans, including 2 years working for the CDOT as the survey manager responsible for overseeing subconsultants during R/W Plan creation and other surveying related tasks. Scott has been responsible for project management, contract negotiations, scopes of work, budgets, project scheduling, staffing, calculations, quality control and survey crew coordination. He has managed projects involving R/W, survey control, utility engineering and transportation for a number of agencies including the ADOT, CDOT, IDOT, Uncompahgre Ute, Navajo Nation, SRP-MIC, BLM, U.S. National Park Service, and Central Federal Lands.

RELEVANT EXPERIENCE

■ On-Call Right of Way Survey and Right of Way Plans; Statewide, AZ (ADOT)

Project Principal. Scott is the new project principal for this On-Call with ADOT that was renewed through four cycles. In total, we have prepared more than 250 miles of R/W plans for ADOT highways through the duration of these four contracts. Our responsibilities include performing field surveys to retrace existing right of way lines, preparing results of survey maps, preparing exhibits and legal descriptions for R/W acquisitions, monumenting new R/W lines, and preparing R/W plans. **Scott is responsible for** the management of the contract, serving as the I Project Principal/Registrant Surveyor/Quality Control Manager, routinely completes an audit to confirm all TO related items are complete and seeks any opportunity for process improvements.

■ On-Call Engineering/Consulting Services; Phoenix, AZ (City of Phoenix)

Survey Principal. Scott is the Survey Project Principal for this annual on-call contract to provide multidiscipline services to varying departments throughout the City. Assigned tasks include Calle Redonda Drainage Improvements, Project Management Support Staff, Avenida Rio Salado/Broadway Road Phase II Repackaging, and 3rd and 5th Avenues Feasibility Study. Professional services include survey and right-of-way, drainage design, public involvement, project and contract management services, roadway, traffic, landscape and irrigation design, alternatives development and evaluation, cultural data recovery, utility coordination, and post design support. **Scott is responsible for** the management of the contract, preparing scope and fee estimates, assisting staff with boundary resolutions, and providing QA/QC services to ensure accuracy.

EXPERIENCE

- Total Years: 24
- Years with AZTEC: 1

EDUCATION

- BS, Project Management (Colorado State University)
- BS, Civil Engineering (Michigan State University)

CERTIFICATIONS

- Registered Land Surveyor / Arizona #60798
- Professional Land Surveyor / Colorado #38432
- Certified Federal Surveyor / CFedS #1701

- **On-Call Surveying Services; Scottsdale, AZ (City of Scottsdale)**

Project Principal. Projects under this contract consist of Aerial Mapping Control and Airborne GPS, Topographic Surveys, Construction Staking, As-Built Surveys, Boundary and ALTA Surveys, R/W Surveys and Plans, and Legal Descriptions. **Scott is responsible for** client management, overseeing the development of cost proposals, assisting with boundary resolutions, and directing staff's QA/QC procedures for deliverables.

- **San Luis-Yuma-Quartzsite Highway, Imperial Dam Road to Aberdeen Road; Yuma, AZ (ADOT)**

Project Registrant Surveyor. Monumentation recovery and verification for PLSS Section 36 in T6S, R21W and Sections 1, 12, 13, 14 and 23 in T7S, R21W. Field Survey includes accessories and controlling corners set by the GLO/BLM, as well as locating R/W monuments within the corridor. A survey analysis will compare found monuments to existing maps and plans to assess conformance to the existing ADOT R/W report. The current task involves the preparation of a Results of Survey drawing, calculations book, and a modified cover sheet for posting on the ADOT R/W existing plans index web page. **Scott is responsible for** overseeing the work of internal staff on the performance of the field survey.

- **San Luis-Yuma-Quartzsite Highway, Welton/Mohawk Canal to Imperial Dam Road; Yuma, AZ (ADOT)**

Project Registrant Surveyor. Monumentation recovery and verification for PLSS Sections 26 & 35 in T7S, R21W and Sections 2, 3 & 4 in T8S, R21W. Field Survey includes accessories and controlling corners set by the GLO/BLM, as well as locating R/W monuments within the corridor. A survey analysis will compare found monuments to existing maps and plans to assess conformance to the existing ADOT R/W report. The current task involves the preparation of a Results of Survey drawing, calculations book, and a modified cover sheet for posting on the ADOT R/W existing plans index web page. **Scott is responsible for** overseeing work with internal staff on the performance of the field survey.

- **I-25 GAP Project, 18-Miles; Castle Rock to Monument, CO (CDOT):**

CDOT Survey & R/W Manager. Scott was responsible for overseeing subconsultants and CDOT staff during the determination of R/W covering an 18-mile project lying adjacent to the BNSF & UPRR corridors. Managed meetings and conversations between the Colorado Attorney General's office, CDOT's Transportation Director, CDOT's Real Estate Division, project designers, and the Transportation Commission of Colorado during the identification of required easements, acquisitions, and condemnation areas.

- **US 85, C470 to Castle Rock; Douglas County, CO (CDOT)**

Project Manager. As part of a joint effort between ADOT and local agencies, 5 separate R/W and surveying projects were required to complete the transformation of US 85 from a two-lane, local road to a four-lane multi-purpose highway. This expansion was completed to accommodate future residential and commercial construction and alleviate traffic from I-25. **Scott was responsible for** contracting, training and coordinating with subconsultants on all surveying, right-of-way and utility locating aspects of the project.

- **US 6, I-70 B Right-of-Way, Road Improvement Project; Clifton, CO (CDOT)**

Project Manager. US 6/I-70B to 33 Road project was designed to improve corridor and intersection operations, safety and drainage, enhance multimodal connectivity and modify traffic pattern configurations. **Scott was responsible for** boundary location, topographic information, utility investigation and mapping, review of property title policies, analysis of existing ownership and property rights, creation of property descriptions based on corridor acquisition needs, preparation of right-of-way plans for CDOT review and approval for implementing a hybrid solution involving photogrammetric mapping, 3D laser scanning and traditional surveying practices.



MAYNARD SARBER

- R/W Field Coordinator



EXPERIENCE

- Total Years: 40
- Years with AZTEC: 2

EDUCATION

- Boundary Control and Legal Principles and Writing (Phoenix College)

WHY MAYNARD?

Maynard Sarber has 40 years of field and management experience providing land surveying Construction services for projects in Arizona, California, Nevada, Texas, Colorado, Michigan, Minnesota, Wisconsin, and North Dakota. He is proficient in the application of TBC, Leica Infinity for coordinate transformations and is responsible for the coordination of field crews and field activities on a myriad of projects, including ADOT R/W and monumentation efforts. His vast experience helps field crews adhere to best practices and ensures the safety of our personnel when they are working in the field.

RELEVANT EXPERIENCE

■ On-Call Right of Way Survey and Right of Way Plans; Statewide, AZ (ADOT)

R/W Field Coordinator. In total, we have prepared more than 250 miles of R/W plans for ADOT highways through the duration of these four contracts. Our responsibilities include performing field surveys to retrace existing right of way lines, preparing results of survey maps, preparing exhibits and legal descriptions for R/W acquisitions, monumenting new R/W lines, and preparing R/W plans. **Maynard is responsible for** the coordination of field activities, assisting with the verification of horizontal and vertical control points, performing QA/QC of field notes and point data, attending weekly internal progress report meetings, and ensuring the availability of AZTEC's field resources for ADOT awarded scoping activities.

■ On-Call Engineering/Consulting Services; Phoenix, AZ (City of Phoenix)

Field Coordinator/Chief of Parties. Professional services include survey and right-of-way, drainage design, public involvement, project and contract management services, roadway, traffic, landscape and irrigation design, alternatives development and evaluation, cultural data recovery, utility coordination, and post design support. **Maynard is responsible for** ensuring scoped activities align the field efforts, managing field activities, attending client meetings, and providing QA/QC services.

■ On-Call Surveying Services; Scottsdale, AZ (City of Scottsdale)

Field Coordinator/Chief of Parties. Projects under this contract consist of Aerial Mapping Control and Airborne GPS, Topographic Surveys, Construction Staking, As-Built Surveys, Boundary and ALTA Surveys, R/W Surveys and Plans, and Legal Descriptions. **Maynard is responsible for** developing proposals and cost estimates for scheduled activities, coordinating activities with subconsultants, and verifying results satisfy planned deliverables.

- **Sarival Avenue, Yuma Road To Elwood Drive; Goodyear, AZ (City of Goodyear)**

Field Coordinator/Chief of Parties. AZTEC is preparing permit-ready plans, specifications, coordinating with all utilities and associated relocations, and all design services for this arterial street widening project. The project consists of improvements to an approximately 1.5-mile-long section of Sarival Avenue from Yuma Road to Elwood Drive. The planned improvements will reconstruct and widen the west half of Sarival Avenue to provide two southbound through lanes and median with landscaping from Yuma Road to Elwood Drive, including curb and gutter, sidewalk, landscaping and irrigation, roadway infrastructure for drainage improvements, signage, and pavement markings. **Maynard is responsible for** coordinating activities with all survey tasks and verifying results satisfy planned deliverables.

- **Traffic Signal Design and Support Services; Phoenix, AZ (City of Phoenix)**

Field Coordinator/Chief of Parties. AZTEC provided traffic signal design and traffic signal drafting services as part of the City's ongoing effort to install new warranted traffic signals, left turn arrows and pedestrian signals. AZTEC's responsibilities included providing an initial ADA assessment of the intersections with redesign of the existing ADA facilities as needed, preliminary and final traffic signal design along with adjustments to the roadway signing and marking as needed. All new construction (ADA ramps and traffic signals) occurred within existing R/W and roadway. To date, AZTEC has evaluated over 133 intersections – 43 of those are rebuilds or updates to existing traffic signals, 14 are new pedestrian signals and seven are new signals. We also completed 98 signals, 30 HAWK signals and 5 CFB's. The plans completed by AZTEC have helped the City to stay ahead of construction in order to fulfill planned construction commitments or required updates to signals. **Maynard is responsible for** coordinating activities with all survey tasks and verifying results satisfy planned deliverables.

- **Cooper Road - Insight Loop Extension; Chandler, AZ (City of Chandler)**

Field Coordinator/Chief of Parties. AZTEC is leading the preliminary and final design efforts to develop a roadway concept based on the City of Chandler standard Industrial Collector Typical Section for the portion of Cooper Road extending north from Queen Creek Road, turning east, to the intersection of Emmett Drive and Insight Way. The project design will also include drainage improvements, traffic signal design, signing/marketing design, streetlight design, utility coordination, water design, sidewalk ramp design, survey, airport coordination, legal descriptions and subsurface utility locating. **Maynard is responsible for** coordinating activities with all survey tasks and verifying results satisfy planned deliverables

- **Bullard Avenue Tech Corridor; Goodyear, AZ (City of Goodyear)**

Field Coordinator/Chief of Parties. AZTEC provided technical review for the traffic and ITS analysis for the Bullard Avenue Tech Corridor Study, which was awarded under AZTEC's on-call for general engineering services for the City of Goodyear. AZTEC prepared a Project Assessment (PA) for the installation of conduit along the identified future technical business corridor of Bullard Avenue for the City to install conduit and allow the City to lease conduit space to future providers. **Maynard was responsible for** coordinating activities with all survey tasks and verifying results satisfy planned deliverables.



GARY GREEN, RLS

- R/W TECHNICIAN



WHY GARY?

Gary joined AZTEC in 2017 after 35 years in the surveying profession with the Salt River Project Land Department SRP and other private firms in Arizona. His background includes experience in the field and office. Gary is proficient in CADD platforms, TBC, Leica Infinity, and coordinate transformations, and has spent his careers coordinating field packages, providing survey calculations, checking field data, providing QA/QC oversight, and preparing subdivision plats, record of surveys, ALTA Surveys, and legal descriptions & exhibits. Gary spent 16 years as a Survey Technician for SRP and gained valuable experience, having encountered a wide variety of survey issues that commonly arise in Arizona. Gary has an active role in the R/W plans for the South Mountain Freeway project and is routinely consulted for his expertise on coordinate transformations, geometry resolution, and QA/QC related issues.

RELEVANT EXPERIENCE

- **On-Call Right of Way Survey and Right of Way Plans; Statewide, AZ (ADOT)**

Survey Technician. In total, we have prepared more than 250 miles of R/W plans for ADOT highways through the duration of these four contracts. Our responsibilities include performing field surveys to retrace existing right of way lines, preparing results of survey maps, preparing exhibits and legal descriptions for R/W acquisitions, monumenting new R/W lines, and preparing R/W plans. **Gary is responsible for** assisting with the preparation of R/W, legal descriptions and exhibits, conducting research, and assisting with QA/QC procedures as needed.

- **On-Call Engineering/Consulting Services; Phoenix, AZ (City of Phoenix)**

Project Manager. Professional services include survey and right-of-way, drainage design, public involvement, project and contract management services, roadway, traffic, landscape and irrigation design, alternatives development and evaluation, cultural data recovery, utility coordination, and post design support. **Gary is responsible for** client communication, preparing scope & fee proposals, coordinating field and office activities, meeting deadlines, monthly invoicing, providing QA/QC, and serving as the Registered Land Surveyor in charge of project deliverables.

- **On-Call Surveying Services; Scottsdale, AZ (City of Scottsdale)**

Project Manager. Projects under this contract consist of Aerial Mapping Control and Airborne GPS, Topographic Surveys, Construction Staking, As-Built Surveys, Boundary and ALTA Surveys, R/W Surveys and Plans, and Legal Descriptions. **Gary is responsible for** client communication, preparing scope & fee proposals, coordinating field and office activities, meeting deadlines, monthly invoicing, providing QA/QC, and serving as the Registered Land Surveyor in charge of project deliverables.

EXPERIENCE

- Total Years: 42
- Years with AZTEC: 28

EDUCATION

- Boundary Control and Legal Principles and Writing and Interpreting Legal Descriptions (Phoenix College)
- 5+ years of ADOT R/W Experience

CERTIFICATIONS

- Registered Land Surveyor / Arizona #54334

■ SR202L South Mountain Freeway; Phoenix, AZ (ADOT)

Survey Technician. The SR202L South Mountain Freeway project is the largest single project ADOT has ever undertaken, and the first public-private partnership/design-build-maintain agreement ADOT has entered into. The 22-mile-long project will provide a much-needed link between the East Valley and the West Valley and an alternative to I-10 through downtown Phoenix. **Gary was responsible for** survey services, including providing pavement surveys and bridge clearances along I-10 from 75th Avenue to 43rd Avenue and detailed topographic surveys at all tie-in locations throughout the corridor. AZTEC mapped all existing utilities, provided legal descriptions for R/W acquisition and completed the R/W plans.

■ Salt River Pima-Maricopa Indian Community On-call (SRP-MIC); SRP-MIC, AZ (SRP-MIC)

Registered Land Surveyor. Gary is responsible for serving SRP-MIC as a review authority checking plans, plats, exhibits and legal descriptions prepared by others for conformance to the Bureau of Indian Affairs (BIA) rules, regulations and guidelines. In addition to these activities, Gary provides SRP-MIC with lot plans and exhibits covering BIA tracts associated with lease renewal activities.

■ South Central Light Rail Extension; Phoenix, AZ (Valley Metro)

Survey Technician. Gary prepared an existing property base map for a 5-mile corridor along Central Avenue in South Phoenix for the extension of the Central Phoenix Light Rail project. All existing land parcels, rights of way and easements were included. The base map was used to develop new rights of way and easement requirements for the project. **Gary was responsible for** performing calculations and CADD drafting for approximately 250 exhibits and legal descriptions for the right of way and easement acquisitions.

■ Tempe Streetcar Project; Tempe, AZ (Valley Metro)

Survey Technician. The Tempe Streetcar project consists of a 3 ½ mile corridor running along Mill Avenue and Apache Boulevard in downtown Tempe. **Gary was responsible for** performing land parcel calculations and drafting, existing and proposed easement calculations, drafting of exhibits and the creation of legal descriptions used in the procurement of the new right of way and easements for the project.

■ 48th Street South Pointe Parkway; Phoenix, AZ (City of Phoenix)

Survey Technician. Gary prepared an existing property base map for the City of Phoenix of 48th Street project from Baseline Road south through the Pointe at South Mountain. **Gary was responsible for** all existing land parcels, rights of way, and easements were included. The base map was used to develop new rights of way and easement requirements for the project. Gary performed calculations and CADD drafting for approximately 16 exhibits and legal descriptions for the right of way and easement acquisitions

■ Avenida Rio Salado; Phoenix, AZ (City of Phoenix)

Survey Technician. Gary was responsible for approximately 1 ½ miles of land parcel calculations and drafting, existing and proposed easement calculations, drafting of exhibits and the creation of legal descriptions used in the procurement of land rights.

■ Penny Saver ALTA; Tempe, AZ (Hines Interest, LP)

Survey Technician. Gary performed calculations and CADD drafting for an ALTA/NSPS Land Title Survey for a historic parcel of land in downtown Tempe. **Gary was responsible for** obtaining record information dating back to 1893 to supplement a title report for the parcel, overlaid field survey information, and produced the final drawing.

From: [ADOT Business Engagement and Compliance Office](#)
To: [Kelly Kaysonepheth](#)
Cc: ContractorCompliance@azdot.gov
Subject: Bidders List for AZTEC Engineering Group, Inc.
Date: Thursday, March 28, 2024 10:35:55 AM

AZTEC Engineering Group, Inc., AZUTRACS Number: [11419](#) has submitted a Bidder/Proposer list for **2024-016** on 03/28/2024 at 10:35 AM MST (UTC - 07:00).

Bidders/Proposers for this firm include:

Firm Name	AZUTRACS #	Expiration Date	Email Address	Phone Number
AeroTech Mapping Inc	21420	06/06/2026	leotorres@atmlv.com	702-228-6277

Engineering Consultants Section

Katie Hobbs, Governor
Jennifer Toth, Director
Greg Byres, Deputy Director for Transportation/State Engineer
Steve Boschen, Division Director

Date: March 19, 2024

TO: ALL INTERESTED PARTIES

SUBJECT: AMENDMENT NUMBER 01

REFERENCE: REQUEST FOR QUALIFICATIONS
CONTRACT NUMBER 2024-016
ON-CALL RIGHT OF WAY SURVEYS,
RIGHT OF WAY PLANS AND MONUMENTATION SURVEYS

The following questions have been asked in reference to the above Request for Qualifications package:

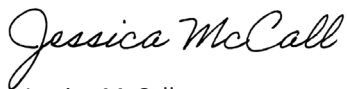
Question 1:

Will Consultant Information Pages be posted with this procurement, or should consultants use the forms posted here: <https://azdot.gov/business/engineering-consultants/forms-and-templates-engineering-consultants>

Answer 1:

The "Consultant Information Pages (CIP)-Race Neutral Contract" can be found at:

<https://azdot.gov/sites/default/files/media/2022/02/Consultant%20Information%20Pages%20-%20Race%20Neutral%20Contract-Rev1.pdf>



Jessica McCall
Contract Specialist
Engineering Consultants Section

AN OFFEROR MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT BY SIGNING BELOW AND INCLUDING ALL PAGES OF THIS AMENDMENT IN THE SOQ SUBMITTAL. FAILURE TO DO SO SHALL RESULT IN REJECTION OF THE PROPOSAL.

AZTEC Engineering Group, Inc.

CONSULTANT NAME


SIGNATURE

* This amendment is not included in the total page count in the Statement of Qualification submittal.

CONSULTANT INFORMATION PAGES (CIP)

CONTRACT NO.: 2024-016

CONTACT PERSON: Rob Desautels

E-MAIL ADDRESS: rdesautels@aztec.us

TITLE: Project Manager

CONSULTANT FIRM: AZTEC Engineering Group, Inc.

ADDRESS: 501 N. 44th Street, Suite 300

CITY, STATE ZIP: Phoenix, AZ 85008

TELEPHONE: 480.223.7565

FAX NUMBER: 602.454.0203

DUNS #: 827205162

ADOT CERTIFIED DBE FIRM? (YES/NO)

No

SUBCONSULTANT(S):	TYPE OF WORK	ADOT CERTIFIED DBE FIRM (YES/NO)
AeroTech Mapping, Inc.	Land Surveying	Yes

NOTE: This page is not evaluated by the Selection Panel but is used by Engineering Consultants Section for administrative purposes.

SUBCONSULTANT(S) TABLE:

SUBCONSULTANT FIRM NAME:	AeroTech Mapping, Inc.
CONTACT PERSON:	Alicia Mendoza
E-MAIL ADDRESS:	aliciamendoza@atmlv.com
TITLE:	Business Development Manager
ADDRESS:	8433 N. Black Canyon Hwy Suite 120
CITY, STATE ZIP:	Phoenix, AZ 85021
TELEPHONE:	602-245-5088
FAX NUMBER:	N/A
DUNS #:	DUNS#128567802

SUBCONSULTANT FIRM NAME:	_____
CONTACT PERSON:	_____
E-MAIL ADDRESS:	_____
TITLE:	_____
ADDRESS:	_____

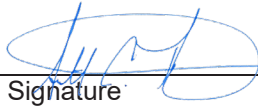
CITY, STATE ZIP:	_____
TELEPHONE:	_____
FAX NUMBER:	_____
DUNS #:	_____

NOTE: Each Subconsultant listed in the SOQ must be included in the Subconsultant Table of the CIP. Add additional Subconsultant Table pages as necessary. The CIP is not evaluated by the Selection Panel but is used by Engineering Consultants Section for administrative purposes.

DBE GOAL ASSURANCE/DECLARATION

This Contract is Race Neutral (No DBE Goal-DBE use encouraged).

By signing below, and in order to submit an SOQ proposal and be considered to be awarded for this contract, in addition to all other pre-award requirement, the consultant/Proposer certifies that they will meet the established DBE goal or will make good faith efforts to meet the goal for the contract and that arrangements with certified DBEs have been made prior to SOQ and/or Cost Proposal submission. The proposer will meet the established DBE goal or will make good faith efforts to meet the goal on each Task Order assignment associated with the contract and that arrangements with certified DBEs have been made prior to SOQ and/or Task Order proposal submission.



Signature

March 29, 2024

Date

Scott Throm, RLS, CFedS

Printed Name

Vice President/Project Principal

Title

SOQ SUBMITTAL CHECKLIST

Place a check mark on the left side of the table indicating compliance with the following:

<input checked="" type="checkbox"/>	Required Page Limit Met
<input checked="" type="checkbox"/>	One PDF Document no larger than 15 MB
<input checked="" type="checkbox"/>	All Amendments Included
<input checked="" type="checkbox"/>	Introduction Letter (Including all required elements/statements)
<input checked="" type="checkbox"/>	SOQ Proposal Formatted According to Requirements Listed in Part C and any applicable amendments
<input checked="" type="checkbox"/>	Correct SOQ Certification List Signed and Dated by a Principal or Officer of the Firm
<input checked="" type="checkbox"/>	Completed Consultant Information Page (Including listing DBE firms, if applicable)
<input checked="" type="checkbox"/>	Supplemental Services Disclosure Form (REQUIRED for Supplemental Services Contract)
<input checked="" type="checkbox"/>	All Subconsultants & Proposed Work Type (Including listing DBE firms, if applicable)
<input checked="" type="checkbox"/>	Any Additional Required Documents (Specific Requirements in RFQ such as Resumes, etc.)
<input checked="" type="checkbox"/>	Commenting or User Rights Feature Enabled in SOQ PDF Document
<input checked="" type="checkbox"/>	DBE Goal Assurance/Goal Declaration completed

NOTE: This page is not evaluated by the Selection Panel but is used by Engineering Consultants Section for administrative purposes.