

# LPO GUIDELINES

## KICK-OFF MEETING TOPICS

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TA surveying/mapping consultants will meet with LPO staff prior to beginning any mapping effort for a State Highway project. Potential discussion topics include:

- The default horizontal reference is NAD 83 (1992), Epoch 1991.35. However, exceptions are made under certain circumstances (e.g., remote locations, the precedent of other projects in the immediate vicinity). As of July 1, 2013, on-going discussions are being held at the State level to consider changing to a more current epoch. The District 4 Survey Control Coordinator must approve the choice of the project horizontal reference prior to initiating work on a State Highway project.
- The default vertical datum is NAVD 88. Again, exceptions may be considered.
- Adjoining, overlapping, and/or nearby projects are identified in order to plan appropriate ties in the Control Survey.
- Compliance with Section 8771(b) of the California Business and Professions Code is the responsibility of the Transit Authority, Local Agency, and/or the consultant surveyor.
- Key members of the Project Design Team are noted.
- The key elements of the Project Schedule, as far as LPO is concerned, are the planned submittals; start of appraisals; Certificate of Sufficiency, Right of Way Certification, Ready to List, start of construction, and end of construction.
- The use of the consultant's written Quality Control Plan for preparing Right of Way Engineering documents is required.
- LPO review of submittals will begin when prerequisites are satisfactorily completed and the submittal package is complete.
- Submittals are made electronically, with very few exceptions.
- Discuss the RWE documents that are needed.
- Determine who is responsible for preparing the closeout documents.
- Discuss any other special circumstances.