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Approach and Project Plan Presented by:



Vallee Surveying, LLC  
1010 Commons Way  
Building G  
Toms River, NJ 08753  
**Project Lead Contact:**  
Robert Vallee, PLS  
Phone: (609) 845-3268  
Fax: (609) 845-3269  
[Robert@ValleeSurveying.com](mailto:Robert@ValleeSurveying.com)



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## Management Overview and Approach

### Our Advantage

Vallee Surveying, LLC was founded in 2008 by Robert Vallee. Robert is a Professional Land Surveyor licensed in the State of New Jersey and holds over 17 years experience in Land Surveying. Vallee Surveying is educated, organized, managed, and equipped solely to provide all types of Land Surveying services. The company has a full time staff consisting of computer drafters, surveyors, mapping technicians and field crews supervised by experienced Professional Land Surveyors. At the forefront of technology, Vallee Surveying utilizes state of the art surveying equipment including electronic total stations, robotic total stations, data collectors, high precision digital levels, Ground Penetrating Radar and Global Positioning Satellite systems that will help assure the quality of our locations. Some key service offerings which qualify this team for the project are:

- Surveying, Mapping & Planning
- CAFRA Permits
- Elevation Certificates
- Farm Preservation
- Route Surveys
- As-built Surveys
- Grading Plans
- Legal Descriptions
- GPS Field Data Collection
- Ground Penetrating Radar (GPR)
- Right of Way Acquisition
- Highway Control Survey
- Title Surveys
- Tide Land Riparian Surveys
- ALTA Surveys
- Green Acres/Open Space
- Boundary Surveys
- Topographic Survey
- Final Plats & Minor/Major Subdivisions
- Construction Layout Services
- GIS Data Storage
- Utility Easements
- Agriculture Easement

## Methodology

Vallee Surveying provides a great deal of assurance in the quality and practice of Land Surveying. The company utilizes new technology that collects, processes, stores, transmits, and displays information which ultimately offers reduced budgets and shortened project timelines. Vallee Surveying carries out a methodology that is embedded into everything we do. Our **A.C.C.U.R.A.T.E.** vision allows us to focus on providing the upmost level of service. Land surveying is based on accuracy which is why our project management methodology is based on A.C.C.U.R.A.T.E.

<b>A</b> ssurance	All projects are managed and reviewed by a Professional Land Surveyor, providing our clients with security and confidence.
<b>C</b> ommunication	We believe our clients should always be in the know. On a regular basis we provide status updates and communicate project details throughout the timeline.
<b>C</b> ollaboration	Working together is a necessity to a successful project. Whether it's working with clients, other vendors, or both, we believe collaboration is a key element to achieving accuracy.
<b>U</b> ndivided Attention	Our small business atmosphere allows each and every client to get the attention that they are looking for. When communicating with us you speak directly to the Professional Land Surveyor.
<b>R</b> eliability	Dependability is important to us and our clients. We make every effort to be available when necessary whether it's to complete work in the field, answer questions over the phone, or attend meetings in person.
<b>A</b> dvocate	We work for you and with you. It is important that our clients feel they can trust their surveyor and we are always there to present and explain information to all parties involved.
<b>T</b> imely	Being on time is a mission that we always strive to achieve. It is clearly understood that our work is the upmost and timely fashion.
<b>E</b> xcellence	Achieving excellence is a complex task that we strive for in every aspect of our business. Accuracy and excellence are hand in hand in creating strong business relationships and producing top notch surveying work.

## Approach

### Project Management Approach



### Setup

Project Kickoff: A meeting, or series of meetings, designed to meet the key team members, review the Scope of Work. During the meeting(s) the Project Plan and Timeline will be discussed and established.

Project Plan: During the setup phase of the project a detailed Project Plan will be created. The Project Plan set forth in this proposal is meant to be a starting point and will be adjusted as needed to fit the needs of the project and the likings of the client.

Timeline: The project timeline is established at the start of the project and will be held to by the surveying company. However, it is understood that throughout the course of a project factors come up which inevitably alter the timeline. Our timelines are built to suit and are designed with flexibility in mind. Therefore, though a timeline is presented at the start of a project, we will adjust as necessary through the lifespan of the project.

### Execute

Collect Data: Data will be collected in the field with high accurate equipment, including GPS and Robotic Instrumentation; locations will be stored in accordance with the most recent standards of land surveying. With these locations and our professional knowledge of surrounding possession lines we will setup a series of search points to look for monuments and/or property corners that have been called for and recorded throughout the title and history of the property.

## Proposal for Surveying Services

Analyze: After searching and storing the location of various property corners and studying the chain of title along with possession lines, a preliminary boundary survey plan is prepared.

Consult: Data collected and analyzed will be reviewed by the Professional Land Surveyor(s) and discussed with the client as necessary. We understand the importance of knowledge and we keep our clients up to speed on the work that is complete. A project, and all important components, is deliberated with the client and all parties involved until an agreement is made or the Scope of Work is appropriately satisfied.

## Finalize

Present: Toward the end of the project final deliverables will be presented to the client either in a formal or informal manner. This is the point in the project where final deliverables are reviewed and discussed and final edits are requested and implemented.

Deliver: At the conclusion of the project the final deliverables will be provided inclusive of all requested edits. The final deliverables will be provided in a format consistent with discussion and decisions made during the Project Setup phase. At the conclusion of the project all property corners and markers will also be set.

## Project Plan

The Project Plan is a crucial and necessary part of all projects. The plan keeps all parties involved in sync and provides a detailed guide showcasing the various project steps. Once the Project Plan is established durations and timing are added in, creating a well rounded timeline. For the purpose of this proposal a Project Plan and timeline have been provided. Upon being awarded the contract, Vallee Surveying and the client team will review and discuss the Project Plan during the kickoff meeting. It is during the project Setup phase that the project tasks and timelines will be reviewed, edited and established. Weekly reoccurring status meeting may also be scheduled if necessary. During the status meetings the Project Plan and timeline will be reviewed and adjustments may be implemented.

### Setup

1. Research the County, Municipal, and State records to obtain adjoining deeds, filed maps, and other related maps that may be available and useful to this project.
2. Kickoff Meeting(s) to meet project team members and review and finalize Project Plan and timeline.

### Execute

3. Plot deed and review available filed maps and other information obtained during research to facilitate our methods of field data collection.
4. Perform survey field work, traversing, and GPS control observations.
5. Adjust field control to assure the utmost precision in measurements.
6. Review field work.
7. Perform boundary analysis.
8. Submit preliminary deliverables to client for review and comments.
9. Receive/discuss client requested edits.
10. Respond to client comments and implement map and description revisions.

### Finalize

11. Present final deliverables and gain agreement/receive signoff.
12. Set property monuments and corners.

## Proposed Timeline

# Project Timeline

Description of Task	Start Date	End Date	Duration
Research	1/09/2013	1/11/2013	3 days
Kickoff Meeting	1/07/2013	1/07/2013	1 day
Plot deed and review available filed maps	1/09/2013	1/9/2013	1 day
Perform survey field work, traversing, and GPS control observations	1/11/2013	1/15/2013	3 days
Adjust field control	1/16/2013	1/16/2013	1 day
Review field work	1/16/2013	1/18/2013	2 days
Perform boundary analysis	1/18/2013	1/18/2013	1 day
Submit preliminary deliverables to client for review and comments	1/21/2013	1/21/2013	1 day
Receive/discuss client requested edits	1/22/2013	1/22/2013	1 day
Respond to client comments and implement map and description revisions	1/22/2013	1/22/2013	1 day
Present final deliverables and gain agreement/receive signoff	1/23/2013	1/23/2013	1 day
<i>Set property monuments and corners (optional)</i>	1/24/2013	1/25/2013	1-2 days



## Team Members

In addition to the graphical representation above, a detailed table of Key Team Members, their associated firm, role in the project, and description of responsibility has also been provided below.

Key Team member	Firm	Role in Project	Description of responsibility
Robert Vallee, PLS	Vallee Surveying	Principal Supervisor	Primary point of contact, manager responsible for contracts and client satisfaction, Land Surveyor who signs and seals the survey map & description. Responsible for checking all work and insuring that all deliverable are sent to the client in the format specified in the contract. Evaluates and ensures scope of work is properly met.
Josh Neuman	Vallee Surveying	Project Manager /Lead Party Chief	Party Chief responsible for field work and collection of field data. Performs necessary deed research, plotting and surveying calculation to determine boundary lines. Performs related GPS, dual frequencies observations and makes necessary calculations. Responsible of managing the project and over sees the computer drafting department.
Michele Melton	Vallee Surveying	Project Manager / Lead CAD Technician	Lead CAD Technician and Department Manager. Performs necessary deed research, plotting and surveying calculation to determine boundary lines. Responsible of managing the CAD department.
Michael Haley	Vallee Surveying	Party Chief	Party Chief responsible for field work and collection of field data. Performs necessary deed research, plotting and surveying calculation to determine boundary lines. Responsible of field calculations on various survey tasks including Construction, Title, Elevation, Site plans etc.

Proposal for Surveying Services

Mark McGuiness	Vallee Surveying	Instrument Operator	Responsible for the operation of all field equipment and performs routine Calibrations.
Austin Fiore	Vallee Surveying	Instrument Operator	Responsible for the operation of all field equipment and performs routine Calibrations.
Cindy McGuiness	Vallee Surveying	Administration Assistant	Responsible for project setup, clientele data entrée, billing and inventory status. Performs necessary deed research. In charge of daily organization and filing of data.