

2.0 DEFINITIONS

The following definitions shall be part of any site-specific engagement awarded or order placed with prequalified vendors or in connection with prequalification.

2.1 STANDARD DEFINITIONS

Addendum – Written clarification or revision to this document or any site-specific engagement award.

Amendment – A change in the scope of work to be performed by the Contractor.

Applicant – A prequalified individual or business entity submitting a response to a site-specific engagement RFP.

Contract – Responses to RFP, any addendum to RFP, and the prequalified applicant's response to RFP, as accepted by the State.

Contractor - The contractor is the prequalified applicant responding to a site-specific RFP and awarded a site-specific engagement.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property

Evaluation Committee - A committee established by the State to review and evaluate qualifications submitted in response to the Request for Qualifications in order to prequalify applicants for site-specific engagement awards.

May - Denotes that which is permissible, not mandatory.

Project - The undertaking or services that are the subject of the RFP for site-specific engagement..

Request for Proposal (RFP) – The document which establishes the contract requirements for a site-specific engagement for prequalified applicants.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a Response to RFP for site-specific engagement as materially non-responsive.

Should - Denotes that which is recommended, not mandatory.

State Contract Manager – The individual responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work.

Subtasks – Detailed activities that comprise the actual performance of a task.

State - State of New Jersey.

Task – A discrete unit of work to be performed.

Using Agency - The entity for which the State will award a site-specific engagement.

2.2 CONTRACT SPECIFIC DEFINITIONS

Acquisition – Generally used to refer to the parcel or parcels to be acquired in fee (although the term may be used loosely to refer to any interests in land, fee or easement that may be purchased); project area. This term also refers to the act of acquiring lands by contract for sale or condemnation proceedings.

Additions - Additional properties (parcels, blocks, lots) to be added to a project.

Administering Agency – The agency that will have overall management responsibility for the property or property interests following acquisition.

All-inclusive Surveying Cost – The total cost of performing a site-specific engagement, prohibiting additional billings. Includes all direct and indirect costs including, but not limited to factors for: overhead, fee or profit, clerical support, travel expenses, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof.

Control Survey – A survey performed to obtain the basis of bearing system, north reference, and coordinate values for the description point of beginning for a property survey. A Control Survey may be completed using conventional surveying methods such as traversing, triangulation or trilateration, or by utilizing Global Positioning System (GPS) surveying methods. Regardless of the method utilized, all Control Surveys must meet the standards and requirements established in the site-specific engagement contract between the Using Agency and the Contractor.

Corner Marker Description Sheet – A form used to identify corner markers set for a site-specific engagement. Use of this form is only required if specified at the time of request for a site-specific engagement.

Corner Number - The number used to identify corner markers set in the field. The Corner Number consists of the four-digit file number or owner identification number, followed by a dash, followed by a sequential number of the corner. The description point of beginning is point number one, and each corner shall be numbered in sequence thereafter in a clockwise manner.

Cover – See Impervious Cover Calculations.

Deed Overlap – The situation that exists when the deed descriptions of adjoining parcels, when laid out on the ground, both describe and include the same lands; lands claimed by adjoining parties.

Due Date – Relative to a site-specific engagement, this is the date that all materials specified in the site-specific engagement contract are to be delivered in accordance with the requirements spelled out on the Detail Sheet.

Detail Sheet – The document transmitted with a site-specific engagement RFP announcement that provides specific project information and requirements for the land survey. The Detail Sheet may serve to clarify or modify standard requirements for a site-specific engagement.

Entire Taking - The acquisition of an entire parcel as indicated by a single municipally designated tax lot.

Environmental Infrastructure Funding Program (EIFP) - a funding source that is administered by NJDEP for acquiring interests in lands that provide a water quality benefit. The area funded by this program is encumbered with a specific restrictive covenant that requires it be marked in the ground by concrete monuments and described in a separate metes and bounds description of easement. The area so encumbered by Environmental Infrastructure Trust (EIT) restrictions must have clear, quiet title, no structures or improvements, no easements, and no adverse use. Essentially, the area must be in its natural state.

File # - a sequence number that identifies the seller of the property. Same as Offer # or Owner ID #.

Formal Date of Award – The effective date of site-specific engagement contract and work initiation.

Geographic Information System/Land Information System (GIS/LIS) –

For the purpose of site-specific engagement awards, the system within NJDEP or other New Jersey state agencies consisting of computer hardware, software and resources that integrates a wide variety of data and explores interrelationships between different types of complex information compiled in geographic and associated tabular databases.

Green Acres Administration or Green Acres Program – The division within the NJDEP that provides funding to non-profit groups, or municipal and county governments to acquire land for recreation or open space and serves as the real estate agent for the DEP, acquiring land for state parks, forests, natural areas, and wildlife management areas.

Green Acres Participation Limit Lines - Survey lines defined by metes and bounds within the surveyed deed lines that identify the limits of covenants and restrictions pursuant to Green Acres rules. Defined buffer lines for areas that are not encumbered by Green Acres restrictions.

Green Acres Survey - A property survey of land conducted for the purpose of open space acquisition in cooperation with the State of New Jersey, Department of Environmental Protection, Green Acres Program. A Green Acres Survey prepared for the Local and Nonprofit Acquisition Program follows specific guidelines and specifications promulgated by the Green Acres Program pursuant to NJAC 7:36 Appendix 2. The full scope of work for Green Acres Surveys provides the desired format, research requirements, field methodology, presentation of findings on the plan of survey and the format of the corresponding metes and bounds description of property, and specifies the other deliverables. A Green Acres Survey is one that is performed in accordance with Green Acres Guidelines and approved for use by the Green Acres Program (as per Section 3.5 of this document). The ultimate determination of whether or not work is a “Green Acres survey” is dependent upon approval by Green Acres.

Green Acres Encumbrance Area - The net area for which funding has been expended for the acquisition or development of land, pursuant to Green Acres rules and regulations. The area subject to subject to restrictive covenants with the NJDEP Green Acres Program.

Green Acres Partners or Parties – The parties entering a tenancy in common for the common preservation of a parcel of land. The percentage of undivided interest for each Green Acres Partner, generally stated to two decimal places, may be used to derive an acreage of partner participation for each funding source that contributed toward the acquisition.

Impervious Cover Calculations – Generally, the sum and total calculation in square feet for any macadam or concrete roads, parking areas, walkways or driveways; structures or buildings (calculated to drip lines of buildings) or any permanent man-made obstacle that impedes the flow of rain directly into the soil below for any such object within the perimeter lines of the survey. This information is required on the plan of survey, only if requested on the Detail Sheet for a site-specific engagement RFP.. A more specific definition may accompany any request for Impervious Cover Calculations requested on the Detail Sheet.

Interest – Relative to the Green Acres Land Survey Guidelines, the extent and nature of the acquisition of interests in a tax lot. The extent is either E/T –(entire taking) or P/T –(partial taking), and the nature of the acquisition is Fee –(fee simple absolute), CE –(conservation easement or restriction without public access), PE (permanent easement of conservation with public access), or AG –(conservation restriction specific to agricultural) e.g. E/T Fee; P/T Fee; E/T CE; P/T CE; etc.

Mathematical Survey Expressions – Units of measurement to define lines of survey. Angular units shall be stated as bearings in degrees, minutes, and whole seconds of arc. Horizontal distances, radii

of curves, or lengths of arc shall be stated in US survey feet to two decimal places. All curves shall be defined by radius, arc length, delta, chord bearing, and chord distance.

NJDEP – New Jersey Department of Environmental Protection

New Jersey State Plane Coordinate System (NJSPCS) – North American Datum 1983 83. For surveys prepared pursuant to site-specific engagement awards, coordinate values (Northing or Y values and Easting or X values) for the description point of beginning shall be provided in US Survey feet, rounded to two decimal places after application of the grid factor. All bearings are provided in degrees, minutes, and rounded to whole seconds of arc. Distances are to be stated for horizontal ground distance with no grid factor applied in US Survey feet, stated to two decimal places.

Notification of Engagement - Written authorization for the designated applicants to commence the survey project.

Offer # - A sequence number that identifies the seller of the property. Same as Owner # or File #.

Owner ID # - A sequence number that identifies the seller of the property. Same as Offer # or File #.

Partial Taking - The acquisition of a part of a municipally designated lot where the remaining portion of the lot is of the same ownership as the portion to be acquired.

Project Manager – Responsible party within the Using Agency who is responsible for coordinating the acquisition of the project between the using agency and the seller.

Purchase Order - A Purchase Bureau document formalizing a purchase transaction with a Contractor. The result of a site-specific engagement award, it is, in effect, a contract between the Contractor and the State of New Jersey.

Project Area - One or more tax lots being surveyed simultaneously or as part of the same site-specific engagement.

Revision - A change made in the scope of acquisition, either in the area of an individual parcel or the interest to be acquired, i.e., fee or easement.

Site-Specific Engagement – (a) The body of work performed after authorization to proceed has been granted by the State to a Contractor on a specific site, pursuant to the terms and conditions of the site-specific engagement award, including performance in accordance with Green Acres Guidelines); (b) a land survey contract for a particular project area.

State Surveyor – A New Jersey licensed Professional Land Surveyor employed by the New Jersey Department of Environmental Protection or other Using Agencies who is responsible for the technical aspects of the site-specific land survey contract and land survey document review for the Green Acres Program or other Using Agencies.

State's Project Manager - The individual assigned by the State to be responsible for coordinating the activities of the Contractors.

Survey Contract Manager – Responsible party within the Using Agency who is responsible for the administration of site-specific engagement land survey contracts. The Green Acres Survey Contract Manager solicits the request for Response to RFP for site-specific engagements, receives all contract deliverables, and processes vouchers for final payment.

Sweep Survey – (a) In the context of land surveys and title in New Jersey, a survey of lands previously held by the Board of Proprietors of Eastern New Jersey or the Board of Proprietors of Western New Jersey for the purpose of including any “vacancies” or unconveyed parcels that may

exist between survey returns or prior conveyances from the Boards of Proprietors. (b) A similar process applied by the Using Agency when the survey on the ground indicates that more land exists than may be described within the deed of record for the parcel being surveyed.

Unit Price - A price per specified unit of measure for individual line items entered on the cost schedule; the Unit Price may incorporate all associated costs such as clerical costs, equipment maintenance, fuel, printing, mailing, etc.

Update - A report reflecting the current physical status of the property, showing alterations caused by the passage of time since the original survey. Updates shall include but not be limited to physical changes in fences, tree rows, hedges, streams, ditches or buildings which influence property line determination, property value, or tax lot designations.

Using Agency – relative to Green Acres state land acquisition and Green Acres local assistance acquisition surveys, the “Using Agency” includes the Green Acres program, meaning that Green Acres becomes an Ultimate User of the deliverables.

Vacancy – In the context of land surveys and title in New Jersey, the sliver of land that exists between “survey returns”, or conveyances, made by The Board of Proprietors of Eastern New Jersey or The Board of Proprietors of Western New Jersey such that, having never been conveyed, is still owned by the respective Board of Proprietors.