



CITY COUNCIL MEETING STAFF REPORT

Submitting Department: Public Works
Submitted By: Pam Bush
Meeting Date: May 20, 2019

I. AGENDA ITEM TITLE: ON-CALL SURVEY SERVICES (RFP 19-110)

II. RECOMMENDATION:

Please award RFP #19-110 to TerraMark Land Surveying, Inc. for On Call Survey Services and authorize the Mayor to execute all necessary documents.

III. REPORT IN BRIEF:

The City has a continuing need for the services of a reliable and responsive surveyor. These services are needed to assist the City in programming future design-build projects, to provide surveys of projects to be designed by City staff, and to prepare documents and exhibits necessary to acquire easements.

The Department of Public Works, with guidance from the Finance Department, prepared a Request for Qualifications (RFQ) and advertised for Statement of Qualifications (SOQ) in October and November of 2018. On November 16, 2018, the City received SOQs from a total of 18 surveying firms. Staff from the Department of Public Works reviewed and scored the qualifications and shortlisted six firms: Cardno, Inc., Gaskins Surveying Company, Inc., KCI Technologies, Inc., Moreland Altobelli Associates Inc., Southeastern Engineering, Inc., and TerraMark Land Surveying, Inc.

The shortlisted firms were then invited to participate in a Request for Proposals (RFP). The six shortlisted firms were provided survey scopes for three projects and instructed to prepare proposals for the requested survey work and provide samples of completed surveys of a similar nature. On April 16, 2019, the City received six proposals from the shortlisted firms. Staff from the Department of Public Works reviewed and scored the proposals on the basis of cost and delivery time (60%) and quality (clarity, legibility, etc.) of the submitted sample surveys (40%). The resulting scores were as follows:

- 4.63 TerraMark Land Surveying, Inc.
- 4.10 Gaskins Surveying Company, Inc.
- 3.57 KCI Technologies, Inc.
- 2.47 Moreland Altobelli Associates, Inc.
- 2.07 Cardno, Inc.
- 1.73 Southeastern Engineering, Inc.

The high scoring firm, TerraMark Land Surveying, Inc. (TerraMark), is an experienced surveyor and has worked on numerous projects with similar scopes of work in Georgia for several agencies including the City of Dunwoody and the City of Brookhaven. The contacted references stated that TerraMark provided reliable work on time and within budget and would utilize their services again. Staff from the Department of Public Works has also had experience working with TerraMark as a sub-contractor on previous design projects including Alpha Loop and the northern extension of the Big Creek Greenway. Therefore, Staff recommends award of RFP #19-110 On Call Survey Services to TerraMark Land Surveying, Inc.

There will be no fiscal impact to the City in awarding this contract. Funding for services obtained through this contract is accounted for in the total programmed account funds for each project currently developed or to be developed in the future.

IV. ALTERNATIVES:

V. ATTACHMENTS: