

Legislation Text

File #: BILL NO. 19-230, **Version:** 1

An Ordinance approving award of RFQ 2020-15 to Affinis Corporation and to Wilson & Company, Inc., for on-call yearly professional land surveying services for one-year contracts with four possible one-year renewal options, and authorizing the City Manager to enter into an agreement for the same. (PWC 10/07/19)

Issue/Request:

An Ordinance approving award of RFQ 2020-15 to Affinis Corporation and to Wilson & Company, Inc., for on-call yearly professional land surveying services. A one-year contract with four possible one-year renewal options. And authorizing the City Manager to enter into an agreement for the same.

Key Issues:

- City uses on-call surveying services to support several departments
- The term of the contract is for one year, with the potential for two one-year renewals, based upon performance
- Work for this contract is funded by specific projects or programs approved by Council in the City's annual budget
- Project Managers must identify scope and project specific funding to request services
- Two firms were selected, the City will execute a separate contract with each firm

Proposed City Council Motion:

FIRST MOTION: I move for a second reading of an Ordinance approving award of RFQ 2020-15 to Affinis Corporation and to Wilson & Company, Inc., for on-call yearly professional land surveying services for one-year contracts with four possible one-year renewal options, and authorizing the City Manager to enter into an agreement for the same.

SECOND MOTION: I move for approval of an Ordinance approving award of RFQ 2020-15 to Affinis Corporation and to Wilson & Company, Inc., for on-call yearly professional land surveying services for one-year contracts with four possible one-year renewal options, and authorizing the City Manager to enter into an agreement for the same.

Background:

Several departments within the City require land surveying services for a variety of reasons. The typical users are Public Works, Parks and Recreation, and Administration. The services needed include detailed topographic survey data to prepare in-house engineering design plans, performing boundary surveys, construction staking, emergency services for infrastructure repairs, surveying utility locations, prepare legal descriptions and

exhibits for property, right of way and easements, and many other miscellaneous services.

Staff selected two surveying companies based on their qualifications to increase the flexibility, responsiveness and expertise of the resources available to the City. The firms selected will provide a wide range of services that include construction support, advanced surveying technology in support of design, and extensive local historical records for boundary and legal survey issues.

Specific funding for the surveying services is not allocated in an on-call account. The funding is sourced from specific projects or programs where the work is performed in-house. The budgets for each program or project include money for land surveying, which is approved by Council as part of the annual budget process.

The Public Works Department issued RFQ 2020-015 on July 31, 2019. The RFQ was advertised in the City website and www.PublicPurchase.com. 289 possible firms were notified by Public Purchase along, and the RRQ was published on the City's website for public viewing. 47 firms downloaded the RFQ packet and 14 firms provided responsive submittals by the closing date of August 30, 2019. All submittals were evaluated by a four (4) member City Staff evaluation team from Public Works in consultation with Parks and Recreation. The evaluation team selected the top ranking firms to negotiate contracts for professional services.

Impact/Analysis:

- If not approved, Staff will be unable to perform activities that need survey services.
- The use of two firms will greatly expand the responsiveness of services.
- There is no additional fiscal impact; funding will be provided by specific projects or programs authorized by the annually approved City Budget.

Timeline:

Start: November 11, 2019

Finish: 1 to 5 years, depending on renewal options

Other Information/Unique Characteristics:

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Dena Mezger, Director of Public Works

Staff recommends approval an Ordinance approving award of RFQ 2020-15 to Affinis Corporation and to Wilson & Company, Inc., for on-call yearly professional land surveying services for one-year contracts with four possible one-year renewal options, and authorizing the City Manager to enter into an agreement for the same.

Committee Recommendation: The Public Works Committee voted unanimously 4-0 to recommend to City Council approval of Ordinance approving award of RFQ 2020-15 to Affinis Corporation and to Wilson & Company, Inc., for on-call yearly professional land surveying services for one-year contracts with four possible

one-year renewal options, and authorizing the City Manager to enter into an agreement for the same.