



## Legislation Details

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**On agenda:** 9/21/2022      **Final action:** 9/21/2022  
**Enactment date:**      **Enactment #:** 30499

**Title:** R139  
Authorization for Contract with Arthur A. Swallow Associates, LLC in the estimated budgeted sum of \$55,000 per contract year, for the unit prices as set forth in the Proposal to secure the services of a licensed surveying firm to provide a fully equipped two-person survey crew. This was competitively bid, and eight (8) proposals were received, one (1) was rejected.

By passing the resolution, Council notes proper procedures were followed based on the presentation, as follows: The City advertised the Solicitation on June 24, 2022, seeking to secure the services of a licensed surveying firm to provide a fully equipped two-person survey crew, including transportation, GPS equipment and electronic data collection equipment to perform topographic surveys and construction stakeout. On July 25, 2022, the public opening was held for which the City received eight (8) proposals, and initially two (2) proposals were rejected. The technical evaluation was held on August 15, 2022. All committee members were present. The Proposals were scored based on the RFP requirements, Qualifications of the personnel that will be performing the requested services (40 Points), Ability of the contractor to respond to the request on short notice (30 Points). An additional technical evaluation was held on August 30, 2022. One vendor was initially rejected because they failed to submit the signature page with their proposal. After investigation, it was determined that the signature page could be accepted later, and their proposal was accepted. All committee members were present. The Proposal was scored based on the RFP requirements, Qualifications of the personnel that will be performing the requested services (40 Points), Ability of the contractor to respond to the request on short notice (30 Points). Cost proposals were opened on August 15, 2022 for the original six (6) proposals and on August 30, 2022 for the later accepted proposal. Proposals were distributed to all committee members via Teams for evaluation after the completion of the technical evaluation. The cost evaluation committee meeting occurred on September 7, 2022, 9:00 AM. All voting committee members were present. The committee members discussed the Cost proposal (30 Points). After discussion, the committee members scored the Proposals based on Cost (30 Points). The Committee made the recommendation to not proceed with Oral interviews/presentations as they felt confident in deciding with the information provided in the Technical and Cost Proposals. The committee will award to the highest scored firm based on the final scores from the Technical and Cost Proposals. The committee is recommending award to Arthur A. Swallow Associates, LLC.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. R139 Swallow and Associates, 2. Resolution #30499

Date	Ver.	Action By	Action	Result
9/21/2022	1	City Council	approved	Pass