

## Purchasing Summary

<b>EVENT #</b> 6782	<b>TITLE:</b> Surveying and Drafting Services	<b>COST:</b> not to exceed \$50,000.00
<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>

**CONTRACT TERM (IF APPLICABLE)**  
February 28, 2019 through December 31, 2019

**DBE (IF APPLICABLE)**  
This project was not identified as an SBE project because the requirement of three certified SBEs could not be met at the time this bid was released.

**MATRIX (IF APPLICABLE)**

Proposer	Proposer's Qualifications and experience (40 Points)	Specific personnel experience (30 points)	Fees (25 points)	Local Vendor Participation (5 points)	Total (100 points)
Coleman Company	37.67	27.67	21.52	5	91.85
EMC Engineering	36.83	28.83	20.24	5	90.90
Brewer Land Surveying	34.83	26.00	25.00	0	85.83
Maxwell-Reddick & Associates	31.67	24.83	20.24	0	76.74
Cardno, Inc.	34.67	27.17	14.41	0	76.24

### NOTES

Recommend approval to award an annual contract for surveying and drafting services from Coleman Company (primary contractor), EMC Engineering (secondary contractor), and Brewer Land Surveying (tertiary contractor) in an amount not to exceed \$50,000.00. The surveying and drafting services will be used by various City departments and divisions to conduct property boundary surveys, plat preparation, topographic surveys, maps, utility surveys, tree surveys, construction layout surveys, as-built surveys, record drawings, and other services.

The method used for this procurement was the request for proposals (RFP), which evaluates criteria in addition to cost. The criteria used for this RFP were proposer's qualifications and experience, specific personnel experience, local vendor participation, and fees.

After the initial term, there are two renewal options available.

The proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The bidders were:

B.P.	Coleman Company (Savannah, GA) <sup>B</sup>	\$98.75*
B.P.	EMC Engineering (Savannah, GA) <sup>B</sup>	\$105.00*
B.P.	Brewer Land Surveying (Pooler, GA) <sup>B</sup>	\$85.00*
	Maxwell-Reddick & Associates (Statesboro, GA) <sup>D</sup>	\$105.00*
	Cardno, Inc (Peachtree Corners, GA) <sup>D</sup>	\$147.50*

A pre-bid conference was conducted and two vendors attended. (B) Indicates local owned business. (D) Indicated non-local owned business. (\*) Indicates average hourly rate. Recommend approval.

Local Available: Yes

Total Sent: 528

Total Received: 5

Vendor Federally Debarred/Suspended: No

