

## Purchasing Summary

<b>EVENT #</b> 7686	<b>TITLE:</b> Surveying and Drafting Services	<b>COST:</b> Up To \$75,000
<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)**  
Contract term expires on August 12, 2021

**DBE (IF APPLICABLE)**  
This event had an open DBE goal. One recommended proposer Coleman Company submitted DBE participation at the subcontractor level in the amount of 17% using Coastal Engineering & Consulting (Savannah, GA)<sup>(A)</sup>. The other recommended proposer EMC Engineering Services, Inc submitted DBE participation at the subcontract level using Where Matters, LLC (Savannah, GA)<sup>(C)</sup> in the amount of 5% and SEI, Inc. (Marietta, GA)<sup>(C)</sup> in the amount of 5%

**MATRIX**

Proposer	Proposer's Qualifications and Experience (25 points)	Specific Personnel Experience (10 points)	Fees (50 points)	DBE Participation (10 points)	Local Participation (5 Points)	Total (100 points)
Coleman Company	24.25	10	50	5	5	94.25
EMC Engineering Services, Inc	23.25	9.5	41.59	3	5	82.34
HRC Company	10	3.5	31.90	6	0	51.40

### NOTES

Recommend approval to award two contracts for surveying and drafting services with Coleman Company (primary) and EMC Engineering (secondary) for up to \$75,000. The Office of Capital Projects will use the contract for ongoing design, computer-aided-drafting (CAD) services, plat preparation and multiple types of surveys including: property boundary, topographic, maps, utility, tree, construction layout and as-built surveys.

The method used for this procurement was the request for proposals (RFP), which evaluates criteria in addition to cost. The proposals were evaluated on the basis of qualifications and experience, specific personal experience, DBE, local preference, and fees.

Three proposals were received in response to this RFP. All proposals were reviewed and fully evaluated by a selection committee of City staff.

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

- |      |   |           |
|------|---|-----------|
| B.P. | Coleman Company (Savannah, GA) <sup>(B)</sup> | \$148.33* |
| 02.  | EMC Engineering (Savannah, GA) <sup>(B)</sup> | \$178.33* |
| 03.  | HRC Company (Douglasville, GA) <sup>(D)</sup> | \$232.5*  |

The Contract expires on August 12, 2021 and has three renewal options.

A pre-proposal conference was not conducted. (\*) Indicates average hourly rate. (A) indicates local, DBE-owned business. (B) indicates local, non-DBE owned business. (C) indicates non-local, DBE-owned business. (D) Indicates non-local, non-DBE business. Recommend approval.

Local vendors notified via the supplier portal: Yes

Total sent: 689

Total received: 3