



Memorandum 22-077

TO: Mayor Castner and City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Janette Keiser, PE, Director of Public Works
DATE: April 26, 2022
SUBJECT: Term Contracts for Survey Services

I. Issue: The purpose of this Memorandum is to recommend award of Term Contracts for survey services.

II. Background:

The City's practice for engaging survey services is to use a Term Contract methodology. Under this methodology, Term Contracts are issued to multiple firms, who submit Proposals in response to a Request for Proposal (RFP). The Proposals are evaluated and Term Contracts are issued to multiple firms deemed qualified to perform survey services. Task Orders, with project-specific scopes, schedules and budgets, are later negotiated and issued to cover work related to a particular project. The City currently has Term Contracts with three engineering firms. These contracts expired in April 2022.

A RFP for new Term Contracts for survey services was publicly advertised in early April, 2022. The RFP identified a number of projects the City was contemplating over the next few years, which could involve survey services. Proposals were accepted no later than April 25, 2022. They were evaluated by a team consisting of myself and Owen Meyer, Project Technician.

The RFP identified a selection process as well as multiple evaluation criteria, including costs. While this is not a low bid process, firms were asked to provide billing rates for a 4-member Unit Team, consisting of specified personnel, so the City could compare apples to apples. Budgets for specific projects will be developed as Task Orders for such projects are issued.

Proposals were received from six firms, including some familiar, and some new, names:

Firm	Office
1. Ability Survey	Homer
2. Bell & Associates	Anchorage
3. Edge Survey & Design	Anchorage, Soldotna

4. HDL	Anchorage, Kenai
5. Geovera, LLC	Homer
6. Seabright Survey & Design	Homer
7. R & M Consultants	Anchorage

III. Recommendations

All firms had similar levels of experience and expertise, bringing the selection to a matter of their proposed billing rates and reports from professional references. We recommend awarding Term Contracts to the following firms:

- Edge Survey & Design
- HDL
- Geovera, LLC
- Seabright Survey & Design
- Ability Survey