

# TOWN COUNCIL

## STAFF REPORT

### Engineering Department



---

**MEETING DATE:** June 8, 2021

**PROJECT:** Consideration of Contractual Agreements Related to As-Needed, On-Call Surveying Services

**PROJECT MANAGER:** Bryan McIlwee, Director of Engineering

---

#### **REQUEST:**

Staff requests that Town Council authorize the Town Manager to award a Master Services Agreement (MSA) for As Needed Surveying Services to three surveying consultants including Atlas Surveying, Inc, Surveying Consultants, Inc and ESP Associates, Inc. The selection of three firms rather than one provides the Town with a broader selection of surveying capabilities, allows staff the flexibility to negotiate fees, and will save time in procuring and contracting engineering services for multiple Capital Improvement Projects.

While Town Council will continue to approve any individual contracts over \$100,000.00, Staff is requesting that Town Council authorize the Town Manager to allow for the expenditures from this MSA's be permitted to exceed the combined aggregate threshold of \$100,000.00 for multiple projects during the life of the Agreements, which may be extended up to a total of four years.

#### **BACKGROUND/DISCUSSION:**

Surveying consulting services are required to facilitate design, permitting and the implementation of almost every project within the Capital Improvement Program (CIP). Each year the Staff typically contracts with multiple surveying firms in which the aggregate amount for these combined services could exceed \$100,000.00 in fees for multiple projects. The previous Surveying Master Services Agreement (MSA) expired in December 2020 and Staff is requesting that a new MSA be executed to facilitate surveying needs to implement the proposed 5-year CIP.

The CIP is evaluated each year during the Annual Strategic Planning and Budget approval process. Implementation of these Agreements would be consistent with the following Strategic Focus Areas and Guiding Principles adopted with the FY 21-22 Strategic Plan and Budget:

- **Infrastructure:** Establish long-term planning, prioritization and investment strategies for future infrastructure and facilities that improve the quality of life for citizens while being financially sustainable.
- **Community Quality of Life:** Support initiatives and evaluate community policies, programs, gathering places, and events that promote healthy and quality lifestyles for our diverse citizenry.
- **May River and Surrounding Rivers and Watersheds:** Support initiatives to improve water quality of the May, Okatie, Colleton and New Rivers and their watersheds

**CURRENT STATUS:**

The Town of Bluffton posted a solicitation on April 12, 2020 and received a total of seven responses to a Request for Qualifications (RFQu) for As Needed Professional Surveying Services. All responses were reviewed and evaluated by a four-member Evaluation Committee to determine the highest ranked firms meeting the evaluation criteria outlined in the RFQu (*Attachment 1*).

**NEXT STEPS:**

Upon Town Council approval, the Town Manger will execute MSA Contracts (*Attachment 2 – Contracts*) with the surveying companies listed above and begin individual Work Authorizations for surveying services related to Town Council approved CIP projects.

**ATTACHMENTS:**

1. Attachment 1 - Evaluation committee scoring sheet
2. Attachment 2 - Contracts
3. Attachment 3 - Recommended Motion