

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Professional Surveying Services for Finance Department/Revenue Division and Engineering Department (Annual Contract) – RFP No. 24-0002
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of annual contracts with Moon Meeks & Associates, Inc. (Columbus, GA), Primary Contractor, and EMC Engineering Services, Inc. (Columbus, GA), Secondary Contractor, to provide professional surveying services for Finance Department/Revenue Division and Engineering Department. These services will be utilized on an “as needed” basis. In the event the services are needed, the Primary Contractor will be contacted first. If the Primary Contractor is unable to provide the services, the City will contact the Secondary Contractor to render the needed services. The estimated annual usage for this contract is \$48,735.

The surveying services requested are in conjunction with the application process for an Alcoholic Beverage License in Muscogee County, Section 3-7(a)(4) of the Code of Ordinances, City of Columbus, Georgia, requires all applications for new Alcoholic Beverage Licenses to include a certificate from a registered surveyor showing a scale drawing of the location of the proposed premise and the distance of the proposed premises from any prohibited locations covered in Section 3-5 of the Code of Ordinances, City of Columbus, Georgia.

Further, the surveying services being requested are in conjunction with the application process to have Class B Coin Operated Amusement Machines in Muscogee County, per section 14-264 of the Code of Ordinances, City of Columbus, Georgia.

Each surveying projects for the Engineering Department is different and may require both administrative and field work. Services for the Engineering Department include: general surveying services related to the sale or purchase of real estate/right of way to include, but are not limited to, re-plats, plats for lot combinations/subdivisions, plats or drawings for easements, legal descriptions, field locate and verification of property lines/right of way limits, flood plain limits, etc. Documenting and certifications of existing/proposed topographic information, finished floor elevation, location of utilities, building locations, drainage structures, etc.

The contract term shall be for two years with the option to renew for three additional twelve-month periods. The contract renewals shall be contingent upon the mutual agreement of the City and the Contractors.

Annual Contract History:

The previous five-year contract was awarded on August 14, 2018 (Resolution No. 271-18) to Moon, Meeks, Mason & Vinson, Inc. (now Moon Meeks & Associates, Inc.) (Columbus, GA). The term of the contract ran from September 1, 2018 through August 31, 2023. The vendor agreed to a nine-month extension to allow time for the RFP process to be completed.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry and DemandStar on December 19, 2023. This RFP has been advertised, opened and evaluated. Two (2) proposals were received by the due date of January 19, 2024, from the following vendors:

Moon Meeks & Associates, Inc. (Columbus, GA)

EMC Engineering Services, Inc. (Columbus, GA)

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation	2/22/2024	The Purchasing Manager advised evaluation committee of the RFP rules and process. The proposals were distributed to committee members for review.
1 st Evaluation	3/7/2024	Committee members discussed the proposals from all vendors. No further clarifications were requested. All members of the Committee indicated they were ready to evaluate.
Evaluation Forms Sent	3/7/2024	Evaluation forms forwarded to voting committee members.
Evaluation Forms Completed	4/17/2024	Final set of evaluation forms completed and returned to Purchasing.
Evaluation Results Forwarded	4/26/2024	The Evaluation Results were compiled, completed and forwarded to Committee members for review.
Evaluation Review / Recommendation	4/30/2024	The Committee met to discuss the evaluation results. It is the pleasure of the Committee to recommend award of a Primary and Secondary Contractor.
Notification to Vendors	2/12/2024	Vendors were notified of the intended award recommendation. Cost proposals were requested.
Vendor Response Received	5/1/2024	Both vendors responded agreeing to accept recommended award of a Primary and

		Secondary contractor. Cost proposals submitted.
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Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of one voting member from Revenue, one voting member from Engineering and one voting member from Inspections and Code.

Serving as a non-voting advisor was a representative from the Finance Department and two representatives from the Engineering Department.

Award Recommendation:

The voting Committee members recommend award to Moon Meeks & Associates, Inc. (Columbus, GA), as the Primary Contractor, and EMC Engineering Services, Inc. (Columbus, GA), as the Secondary Contractor, for the following reasons:

- **Moon Meeks & Associates, Inc.**

- The firm is a Columbus, Georgia, based business.
- Moon Meeks & Associates has a lengthy work history with the Columbus Consolidated Government and have always been very professional in every task.
- Their service plan includes details as to how long it will take to provide the results of the survey.
- Qualifications/Experience:
 - Moon Meeks & Associates has been serving the community since 1946.
 - The firm employs two Registered Land Surveyors, one Registered Landscape Architect, one Registered Environmental Manager and three field crews in addition to drafting and support staff.
 - Their services include ALTA surveys, property boundary surveys, easement surveys topographic surveys, alcohol licensing surveys, aerial drone services, legal descriptions, floodplain surveys and construction staking.
 - Below are the last three clients for which the contractor has performed similar services, at the time the contractor submitted a proposal:
 - Columbus Consolidated Government 2018 – Present
Columbus, GA
Prepared Surveyor’s Reports for Alcohol License Request for Revenue Division.
Prepared Surveys and Legal Description for Engineering Department.
 - Kaizen Collaborative/Dragonfly Trails 2015 – Present
Tucker, GA
Prepared Surveys of Roadways for design of Multi-Use Paths throughout the City, known as the Dragonfly Trail Network.

- Heath & Lineback 2012 – Present
Marietta, GA
Prepared Surveys of Roadways for design and improvement, and survey of former Fort Benning Railroad, for Multi-Use Path.

- **EMC Engineering Services, Inc.**

- EMC Engineering Services has been in business for over forty-five (45) years and they have contracts in numerous Cities.
- EMC has many years of experience and the manpower to accurately perform the City's surveying needs.
- Their surveys include different views and detailed information.

- Qualifications/Experience:

- Incorporated in 1978, EMC began as a partnership of three professional engineers providing environmental, marine and civil engineering to the local municipalities, industries and private developers in Savannah, Georgia.
- EMC has Georgia branch offices in Albany, Augusta, Brunswick, Columbus, Statesboro and Thomaston.
- The firm employs a staff of 113 experienced engineers, surveyors, landscape architects, geologists, construction inspectors and technicians.

- Below are the last three clients for which the contractor has performed similar services, at the time the contractor submitted a proposal:

- Jay Keshav, Inc. 04/2021 – 05/2021
Leesburg, GA
Professional Surveying Services as related to providing all surveying services required for preparation of an Alcoholic Beverage Survey in accordance with all State and local proximity requirements.
- Soniyaben Dodhia 06/2022 – 09/2022
Peachtree City, GA
1121 Zebulon Road Survey. Professional Surveying Services as related to providing all surveying services required for preparation of an Alcoholic Beverage Survey in accordance with all State and local proximity requirements.
- Soniyaben Dodhia 04/2022 – 12/2022
Peachtree City, GA
Train Depot Alcohol Survey. Professional Surveying Services as related to providing all surveying services required for preparation of an Alcoholic Beverage Survey in accordance with all State and local proximity requirements.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information have been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing expense: General Fund – Finance – Revenue-Occupation Tax – Revenue Collections – Contractual Services; 0101-200-2200-REVS-6319. Stormwater (Sewer) Fund – Engineering – Stormwater – Contractual Services; 0202-250-2600-STRM-6319 and Paving Fund – Engineering – Highways and Roads – Contractual Services; 0203-250-2200-ROAD-6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF ANNUAL CONTRACTS WITH MOON MEEKS & ASSOCIATES, INC. (COLUMBUS, GA), PRIMARY CONTRACTOR, AND EMC ENGINEERING SERVICES, INC. (COLUMBUS GA), SECONDARY CONTRACTOR, TO PROVIDE PROFESSIONAL SURVEYING SERVICES FOR THE FINANCE DEPARTMENT/REVENUE DIVISION AND ENGINEERING DEPARTMENT. THE SERVICES WILL BE UTILIZED ON AN “AS NEEDED” BASIS. THE ESTIMATED ANNUAL USAGE FOR THIS CONTRACT IS \$48,735.

WHEREAS, an RFP was administered (RFP No. 24-0002) and two (2) proposals were received; and,

WHEREAS, the proposals submitted by Moon Meeks & Associates, Inc. (Columbus, GA), and EMC Engineering Services, Inc. (Columbus, GA), met all proposal requirements and were evaluated most responsive to the RFP; and,

WHEREAS, in the event the services are needed, the Primary Contractor will be contacted first. If the Primary Contractor is unable to provide the services, the City will contact the Secondary Contractor to render the needed services; and,

WHEREAS, the contract term shall be for two years, with an option to renew for three (3) additional twelve-month period, if agreeable to both parties.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute annual contracts with Moon Meeks & Associates, Inc. (Columbus, GA), Primary Contractor, and EMC Engineering Services, Inc. (Columbus, GA), Secondary Contractor, to provide professional surveying services for Finance Department/Revenue Division and Engineering Department. Funds are budgeted each fiscal year for this ongoing expense: General Fund – Finance – Revenue-Occupation Tax – Revenue Collections – Contractual Services; 0101-200-2200-REVS-6319. Stormwater (Sewer) Fund – Engineering – Stormwater – Contractual Services; 0202-250-2600-STRM-6319 and Paving Fund – Engineering – Highways and Roads – Contractual Services; 0203-250-2200-ROAD-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2024 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen	voting _____
Council District 1 Seat	voting _____
Councilor Begly	voting _____
Councilor Cogle	voting _____
Councilor Crabb	voting _____

Councilor Davis voting _____
Councilor Garrett voting _____
Councilor Huff voting _____
Councilor Thomas voting _____
Councilor Tucker voting _____

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor