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## DDA ACTION SUMMARY SHEET

**MEETING DATE:** August 20, 2024

**TOPIC** Approve Single Source Quote – Survey Work

**BACKGROUND BRIEF:**

The Lumber Yard has been working off of a boundary survey, without staked corners, site conditions, or other important details. The legal descriptions for the entire property have been pulled from title information, and are not based on a land title based survey, or the detail that would provide working insight into the prescriptive easements for the utilities. The only known easement area is shown as an estimated path for the municipal sanitary lines running through the easterly third of the site.

This office has been working with several firms to coordinate quotes for the necessary survey work needed to induce proposals for public private partnership development concepts, as well as, the work needed to start site engineering the public space project for which we were awarded the MSOC grant.

To date: We received proposal information on survey related work from three sources and have contacted five in total;

1. Kennedy Survey. They have significant personal knowledge of the location, but would need to perform substantial background research to pull together legal descriptions and begin to unravel the railway lease/row issues. They have not provided a price.
2. OHM. They have the ability to complete the necessary survey and have submitted a service detail quote that would estimate the cost of the proposed work to fall between \$8,100 and \$10,400.
3. Wightman. Verbally responded but unable to start any work of the extent needed until October.
4. KEBS. No response received.
5. PEA Group. Will reconcile the discrepancies in legal descriptions, assess all adjoining lands to prefect boundary issues, complete planimetric survey and pre-design work, provide surveyed locational information for the preservation buildings, include additional preparation work for the Leo's lot redesign, and provide design survey information for the entirety of the paint creek trail adjacent to the site. THEY CAN START THE WEEK OF AUGUST 19 AND FINISH BY SEPTEMBER 1. They have quoted all work for \$9400.

**FINANCIAL IMPACT:**

This approval would be a single source quote, within the discretion of the Executive Director, but requiring review and approval of the DDA Board.

Basis for approving a single source for this scope of survey work.

1. Based on discussions with other groups, we would expect an additional two weeks to pull quotes for this work, all of which would range between \$6,000 and \$10,000.
2. Most firms would only be able to start and finish this work in September and October.
3. PEA completed and provided the rough boundary survey/plot plan that the DDA relied on to scope and close the acquisition.
4. PEA has already pulled historical information that will allow for a more robust planimetric approach to the survey rather than a base boundary and location survey.
5. PEA can start the work August 21, 2024 and conclude within two weeks (weather permitting).
6. The delay in seeking additional quotes, and the delay in completing this important part of site design and finding a PPP partner would likely cost the project an additional delay in engineering design, with additional quotes likely to be only marginally more competitive.

**RECOMMENDED MOTION:**

Move to approve the proposal from PEA Group dated August 7, 2024 in an amount not to exceed \$9,400, with funding charged to GL 301-901-950-00 Demolition.