



TITLE: Consider/Discuss/Act on a Resolution Approving Qualified Firms to Provide Miscellaneous Surveying Services and Authorizing the City Manager to Execute Agreements for Professional Services

MEETING DATE: December 4, 2012

DEPARTMENT: Development Services/Engineering
Purchasing

CONTACT: Lissa M. Shepard, PE, CFM, Civil Engineer
Erin Boddie, CPPB, Contracts Administrator

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution.

ITEM SUMMARY:

- This Resolution approves qualified firms to provide miscellaneous surveying services and authorizes the City Manager to enter into contracts with these firms within the guidelines of City of McKinney Purchasing Policy.

BACKGROUND INFORMATION:

- The City of McKinney utilizes on-call professional services contracts to complete miscellaneous tasks.
- Occasions arise where Engineering and other departments require a surveyor to perform tasks such as developing a metes and bounds description of a parcel, obtaining cross sections of a creek, and verifying elevations on a construction project.
- The City of McKinney issued a request for qualifications (RFQ 13-04) for miscellaneous surveying services in September 2012.
- Twenty surveying firms submitted their statements of qualification information in response to the RFQ.
- A committee of four staff members from the Engineering department reviewed and ranked the statements of qualifications based on the following criteria:
 - Client satisfaction
 - Previous work experience
 - Service quality
 - Project approach

- Of the 20 firms that submitted statements of qualification, the following four firms were determined to be the most qualified in the selection pool:
 - Gorrondona & Associates, Inc.
 - Nathan D. Maier
 - North Texas Surveying
 - Teague, Nall & Perkins
- When surveying services are required, a fee proposal will be solicited from one of these firms in accordance with the Purchasing Policy approved in September 2012.
- The firms will remain pre-qualified for professional services contracts for 2 years.

FINANCIAL SUMMARY:

- The individual contracts will be funded through the approved City budget.
- The contracts will be prepared and executed in accordance with the Purchasing Policy.

BOARD OR COMMISSION RECOMMENDATION:

- N/A