



Legislation Text

File #: 21-0570, **Version:** 1

Resolution to Authorize Professional Services Agreements with O. R. Colan Associates, LLC (\$200,000.00) and Land Matters LLC (\$200,000.00) for Easement and Right of Way Acquisition Services (RFP 21-06)

Attached for your approval is a resolution authorizing entry into Professional Services Agreements with O. R. Colan Associates, LLC (\$200,000.00) and Land Matters LLC (\$200,000.00) for Easement and Right-of-Way Acquisition Services.

Public Services regularly needs to acquire easements or rights-of-way to complete capital improvement projects and for existing infrastructure for which rights are not clearly documented. Acquisition of such rights often sits on the critical path for moving projects from design to bid. Due to Public Services' workload, the specialized nature of these acquisitions, and the aforementioned time pressures, retaining firms specialized in such work is the most efficient way to fulfill the City's needs.

In February 2021, the City issued a Request for Proposals (RFP-21-06) for Easement and Right of Way Acquisition Services and received proposals from 7 firms on February 25, 2021. The RFP required each consultant to submit a statement of qualifications, fee schedule, examples of experience with similar work, and resumes of personnel that would work on City projects. A selection committee comprised of Public Services staff reviewed the proposals and determined which firms were most qualified to perform the needed services. The firms were evaluated and scored on several criteria:

- Professional Qualifications (35%)
- Past Involvement with Similar Work (35%)
- Proposed Work Plan (10%)
- Fee Proposal (20%)

After reviewing and scoring the proposals, staff ranked the responding firms in the following order:

1. Land Matters, LLC
2. O.R. Colan Associates, LLC
3. West Erie Realty Solutions LTD
4. Commonwealth Associates, Inc.
5. NSI Consulting & Development, Inc.
6. Western Land Services, Inc.
7. ProSource Technologies, LLC

Staff recommends awarding contracts to the top two scoring firms: Land Matters, LLC and O.R. Colan Associates, LLC. Selecting two consultants provides additional resources and extra flexibility for City staff, brings specialized expertise designed to move projects from design to bidding, and

provides expertise to acquire other easements and rights needed for the operation of the City's infrastructure. These consultant services will be used on an as-needed basis only when acquisition needs arise. The professional services agreements are set up to be three-year contracts to provide year-to-year continuity for these services, with a maximum value of \$200,000.00 each.

The selected consultants are in compliance with the requirements of the City's Non-Discrimination and Living Wage ordinances.

Budget/Fiscal Impact: The services provided by these consultants will be paid for within approved project budgets and annual operating budgets as appropriate.

Prepared by: Nicholas Hutchinson, P.E., City Engineer

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Tom Crawford, City Administrator

Whereas, The City needs easement and right-of-way acquisition services beyond its current in-house expertise and capacity;

Whereas, It is desirable to obtain these services through more than one firm;

Whereas, Proposals were received and evaluated by City staff on the basis of qualifications, past involvement with similar services, and fees;

Whereas, O. R. Colan Associates, LLC, and Land Matters LLC submitted proposals, which are agreeable to the City;

Whereas, O. R. Colan Associates, LLC, and Land Matters LLC are in compliance with the City's Non-Discrimination and Living Wage ordinances; and

Whereas, The required funds for these services are available in approved capital budgets, and annual operating budgets as appropriate.

RESOLVED, That the City Council approves a Professional Services Agreement with O. R. Colan Associates, LLC, in the amount of \$200,000.00 for easement and right-of-way acquisition services (RFP 21-06);

RESOLVED, That the City Council approves a Professional Services Agreement with Land Matters LLC, in the amount of \$200,000.00 for easement and right-of-way acquisition services (RFP 21-06);

RESOLVED, That each of these Professional Services Agreements shall be in effect through June 30, 2024 or until completion of authorized assignments, whichever is later;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreements after approval as to form by the City Attorney and approval as to substance by the City Administrator; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.