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# Memorandum

The City of Traverse City  
Engineering Department



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TO: Jered Ottenwess, City Manager

FROM: Timothy J. Lodge, City Engineer

DATE: December 22, 2014

SUBJECT: Request for Proposals- 2013-14 Public Improvement Projects  
Topographic Surveying and Mapping

We have solicited proposals from professional surveying consultants for completing a Storm Sewer Structure Inventory and Benchmark Survey for the 2014-15 SAW Grant Project. As part of the grant, the City must complete an inventory of our storm sewer system. That includes surveying approximately 760 storm sewer structures (i.e. manholes, catch basins) and 270 benchmarks city-wide. This survey will focus on collecting rim elevations for the storm water collection system manholes and catch basins to facilitate the development of a hydraulic model and collecting elevations of the City-Wide benchmarks within the area to convert historic data to current standards. The City budgeted \$30,000 in the SAW Grant and \$10,000 in the CIP of the General Fund (Project ID 777) for this work.

The RFP was issued on November 17, 2014 with nine firms responding to our request on December 17, 2014 as follows:

Consultant	Location	Cost
Leading Edge Surveying	Traverse City	\$ 38,950.00
UP Engineering	Ishpeming	\$ 44,300.00
Abonmarche	Benton Harbor	\$ 46,400.00
Metro Consulting Associates	Traverse City	\$ 49,075.10
Tri-Media	Marquette	\$ 50,075.00
Prein & Newhof	Grand Rapids	\$ 66,362.90
Gourdie Fraser	Traverse City	\$ 67,015.00
Gosling Czubak	Traverse City	\$ 70,781.00
Fleis & Vandenbrink	Traverse City	\$ 92,570.00

After reviewing the submittals, we recommend that the Mayor and City Clerk be authorized to execute a consultant agreement with Leading Edge Surveying, LLC., in the amount of \$ 38,950.00 with funds available in the Public Improvements Fund and reimbursement of up to \$30,000 from the SAW Grant, subject to approval as to substance by the City Manager and as to form by the City Attorney.