

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**MAY 4, 2010 AGENDA**

<b>SUBJECT:</b>	<b>TYPE:</b>	<b>SUBMITTED BY:</b>
Pre-qualified Firms for Surveying Services	✓ Resolution Ordinance Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

**SYNOPSIS**

A motion is requested to pre-qualify ten firms for surveying services associated with FY10 and FY11 Community Investment Program (CIP) projects. The prequalification is proposed for a 2-year period.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals identified *Top Quality Village Infrastructure and Facilities*.

**FISCAL IMPACT**

N/A.

**RECOMMENDATION**

Approval on the May 11, 2010 consent agenda.

**BACKGROUND**

Professional land survey services including the preparation of easements and legal descriptions are required for work related to the streets, sidewalk and watermain replacement programs. Village staff can perform some of this work. The amount of survey services required exceeds staff capacity. Therefore, the Village hires qualified private firms to provide survey services. Pursuant to the purchasing policy, the Village uses a competitive, qualification based process for selecting firms. Prior to entering into a contract for services, the Village publishes a Request for Proposals, evaluates the proposals, selects a firm that is best suited to perform the requested work and then enters into a contract with the selected firm. As a first step in the competitive, qualification based selection process, staff recommends pre-qualifying ten firms. The Village would request proposals for survey services on a project by project basis from the ten pre-qualified firms

The Village published a request for qualifications. Twenty (20) firms responded to the request. A list of the responding firms has been attached to this report as well as the list of the recommended firms and a summary of each firm's qualifications. The qualifications were evaluated by staff using the following criteria: quality and completeness; relevance and conciseness; qualifications relating to the required scope of services; and qualifications and experience of proposed staff.

Staff recommends the establishment of a short-list of firms to be pre-approved with the Village for a two-year period. The list of recommended firms based on the Village's criteria is provided below:

- Robinson Engineering
- Engineering Resources Associates
- Gewalt-Hamilton & Associates
- Hampton Lenzini & Renwick
- V3 Companies
- Midwest Technical Consultants
- M. Gingerich Gereaux & Associates
- C.M. Lavoie Associates
- Trotter & Associates
- Thomson Surveying Ltd.

**ATTACHMENTS**

RFQ Respondents List

<b>FIRM</b>
Fehr-Graham & Associates
Landmark Eng Group
Engineering Resource Associates
Ciorba Group
Robinson Engineering
M. Gingerich Gereaux & Assoc
Gewalt-Hamilton & Associates
Dynasty Group Engineers & Surveyors
CM Lavoie & Assoc
Robert E. Hamilton Consulting Eng
Hampton Lenzini and Renwick
Webster Mcgrath & Ahlberg, Ltd
Haeger Engineering
Trotter & Associates
Thomson Surveying Ltd.
American Surveying & Engineering, P.C.
Ruettinger, Tonelli & Associates
Midwest Technical Consultants, Inc.
V3 Companies
Ridgeline Consultants