



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**May 2, 2023**

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**TOPIC:** On-Call Professional Land Surveying Services Agreements

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**AGENDA TITLE**

Approve Agreements with Johnson-Frank & Associates, Inc., Stantec Consulting Services, Inc., and Towill, Inc. for On-Call Professional Land Surveying Services, with an Aggregate Amount Not to Exceed \$2,450,000 for Three-Year Terms (RFP No. 19-090) (Non-General Fund).

**RECOMMENDED ACTION**

1. Authorize the City Manager to execute federal Caltrans agreements with Johnson-Frank & Associates, Inc., Stantec Consulting Services, Inc., and Towill, Inc. to provide on-call land surveying services on an as-needed basis, in an aggregate amount not to exceed \$950,000 for a three-year term beginning May 2, 2023 and expiring May 1, 2026, with an option for two, one-year extensions, subject to non-substantive changes approved by the City Manager and City Attorney.
2. Authorize the City Manager to execute non-federal agreements with Johnson-Frank & Associates, Inc., Stantec Consulting Services, Inc., and Towill, Inc. to provide On-Call Land Surveying Services on an as-needed basis, in an aggregate amount not to exceed \$1,500,000 for a three-year term beginning May 2, 2023 and expiring May 1, 2026, with an option for two, one-year extensions, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

The Public Works Agency released Request for Proposals No. 19-090 on the City's online procurement portal, PlanetBids, soliciting proposals from qualified firms for professional land surveying services on an as-needed basis. Eleven proposals were received. All proposals were deemed responsive and were subsequently evaluated and ranked by a review committee composed of personnel from the Public Works Agency Capital Improvement Program (CIP) Engineering staff. Ranking criteria included relevant firm experience, understanding of need, relevant project experience, and references. The ranking of the firms is as follows:

<b>Firm</b>	<b>City</b>	<b>Rank</b>
Johnson-Frank & Associates, Inc.	Anaheim, CA	1
Stantec Consulting Services, Inc.	Irvine, CA	2
Towill, Inc.	Orange, CA	3

The City selected Johnson-Frank & Associates, Inc., Stantec Consulting Services, Inc., and Towill Inc. as the top three firms from this Request for Proposals because each of the firms submitted proposals that demonstrated sufficient capacity to complete land surveying services within industry standard rates and expertise in the land surveying field.

The recommendation to award contracts was delayed until the City received authorization and clarity from Caltrans regarding Federal requirements. Those matters have been resolved and the top rated firms have agreed to honor their proposals. Based upon the scope of work and selection criteria outlined in RFP 19-090, staff recommends awarding two sets of agreements for each selected firm: one set of agreements to provide land surveying services per Caltrans requirements, on an on-call basis, and one set of agreements to provide land surveying services not subject to Caltrans requirements, on an on-call basis.

Approval of the recommended action will allow the City to retain land surveying services for current and future construction projects. The three selected firms are expected to provide professional land surveying work, involving preparing legal descriptions for subdividing property, researching existing County and City records for survey monuments within project areas, performing boundary line adjustments, and providing other land surveying services when required. Task orders for grant-funded projects subject to Caltrans Architecture and Engineering (A&E) requirements will be issued to the Caltrans versions of the on-call agreements (Exhibits 1-3). Task orders for locally-funded or discretionary-funded projects will be issued to the standard versions of the consultant agreements (Exhibits 4-6), which are not subject to Caltrans requirements.

### **FISCAL IMPACT**

There is no fiscal impact at this time. The Public Works Agency will follow the established on-call services process during the FY 2023-2026 contractual term for requesting necessary fiscal review and authorization. Prior to utilizing the on-call services for any of these future task orders, PWA staff must receive Finance and Management Services Agency approval of funding and project activities to be used to ensure funds are available under the authorization limit of \$950,000 for any federally funded projects, and under the shared \$1,500,000 aggregate for any projects using local or discretionary funds. Upon successful completion of the fiscal review, a corresponding Notice to Proceed containing the specific scope and maximum expenditure for the task order will be issued. The current fiscal year funding is available

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in the FY 2022-23 budget and future fiscal year funding will be included in the proposed budgets for City Council consideration.

**EXHIBIT(S)**

1. Johnson-Frank & Associates, Inc. Federalized Agreement
2. Stantec Consulting Services, Inc. Federalized Agreement
3. Towill, Inc. Federalized Agreement
4. Johnson-Frank & Associates, Inc. Agreement
5. Stantec Consulting Services, Inc. Agreement
6. Towill, Inc. Agreement

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Kristine Ridge, City Manager