



**Background Paper for Proposed Ordinance**

**COUNCIL MEETING DATE:** February 14, 2022

**TO:** President Heather Graham and Members of City Council

**CC:** Nicholas A. Gradisar, Mayor

**VIA:** Marisa Stoller, City Clerk

**FROM:** Andra Ahrens, Acting Wastewater Director

**SUBJECT:** AN ORDINANCE APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS FOR PROFESSIONAL SURVEYING SERVICES FOR SANITARY SEWER PROJECTS AND CITY-WIDE SURVEYING PROJECTS BETWEEN PUEBLO, A MUNICIPAL CORPORATION, AND BOHANNON-HUSTON, INC., CLARK LAND SURVEYING, INC., ENCOMPASS SERVICES, LLC, AND NORTHSTAR ENGINEERING AND SURVEYING, INC.

**SUMMARY:**

This Ordinance establishes an approved list of qualified licensed surveying firms to perform surveying services for sanitary sewer projects and City-wide surveying projects during calendar years 2022, 2023, 2024, and during renewal of the agreement for two successive one-year periods after the initial term. The attached fee schedule includes hourly rates submitted by bidders for surveying services under the project number 21-074 Request for Proposals (RFP).

**PREVIOUS COUNCIL ACTION:**

None

**BACKGROUND:**

The City of Pueblo owns and operates a sanitary sewer system to convey raw sewage for treatment to the James R. Dilorio Water Reclamation Facility. Parts of this existing system are beyond its life expectancy and need to be rehabilitated to secure a continuous service. Also, due to new development projects, there are existing sewer mains that need to be upsized because of their insufficient capacity with the additional flow.

In November 2021, the City of Pueblo solicited Requests for Proposals from licensed land surveying firms to provide on-call topographic surveys to the Wastewater Department, and other City departments. Seven proposals were received, and four firms were selected based on their initial submittals and fee schedules to receive future Request for Proposals to perform surveying services as needed. This Ordinance authorizes contracts under 21-074 RFP Surveying Services for Sanitary Sewer Projects and City-Wide Surveying Projects and will provide both competitive bid cost controls and rapid response capability by creating a list of qualified surveying firms(consultants) who have provided the attached fee schedules.

Upon approval of the Ordinance, the City will develop a complete scope of work and require the consultants to provide a not-to-exceed amount (limit) based on their hourly fee rate, and a delivery time for surveying services of each specific project assigned under this Agreement. The most advantageous proposal to the City, and in the best interest of the City, shall be determined based on the evaluation criteria set forth in the Request for Proposals.

Request for services shall be initiated and documented by a written work order agreement ("Work Order" with sample attached as Schedule 3) signed by the Wastewater Director of Client and approved by the Director of Finance and the Director of Purchasing. The Work Order shall set forth the work to be performed, the time for completion and the compensation, including maximum compensation, for performance of such work.

**FINANCIAL IMPLICATIONS:**

Funding for this project will come from Professional Services budget.

**BOARD/COMMISSION RECOMMENDATION:**

Not applicable

**STAKEHOLDER PROCESS:**

None

**ALTERNATIVES:**

Denial of this Ordinance will result in the City being unable to proceed with the agreement.

**RECOMMENDATION:**

Approval of the Ordinance.

**Attachment:**

Agreements for Surveying Services for Sanitary Sewer Projects and City-Wide Surveying Projects (with Schedule 1 - Scope of Services, Schedule 2 - Fee Schedules and Schedule 3 - sample Work Order)

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE AGREEMENTS FOR PROFESSIONAL SURVEYING SERVICES FOR SANITARY SEWER PROJECTS AND CITY-WIDE SURVEYING PROJECTS BETWEEN PUEBLO, A MUNICIPAL CORPORATION, AND BOHANNON-HUSTON, INC., CLARK LAND SURVEYING, INC., ENCOMPASS SERVICES, LLC, AND NORTHSTAR ENGINEERING AND SURVEYING, INC.

BE IT ORDAINED BY THE CITY COUNCIL OF PUEBLO that:

SECTION 1.

The Agreements for Professional Surveying Services (“Agreements”) between Pueblo, a municipal corporation and Bohannon-Huston, Inc., Clark Land Surveying, Inc., Encompass Services, LLC, and NorthStar Engineering and Surveying, Inc., copies of which are attached hereto, having been approved as to form by the City Attorney, are hereby approved.

SECTION 2.

The Mayor is hereby authorized to execute said Agreements for and on behalf of the City and the City Clerk is authorized to affix the seal of the City thereto and attest same.

SECTION 3.

The officers and staff of the City are authorized to perform any and all acts consistent with this Ordinance and the attached Agreement to implement the policies and procedures described herein. Work Orders under the Agreements shall only be approved upon written approvals of the Director of Purchasing and the Director of Finance that a balance of appropriation exists for the Work Order and funds are available. The Director of Purchasing is authorized to approve a Work Order which is determined to be most advantageous to the City and in the best interest of the City based upon the submitted hourly fee rates and delivery time for surveying services of each specific project which may be assigned under the Agreements.

SECTION 4.

This Ordinance shall become effective on the date of final action by the Mayor and City Council.

**Action by City Council:**

Introduced and initial adoption of Ordinance by City Council on \_\_\_\_\_.

Final adoption of Ordinance by City Council on \_\_\_\_\_.

\_\_\_\_\_  
President of City Council

**Action by the Mayor:**

- Approved on \_\_\_\_\_.
- Disapproved on \_\_\_\_\_ based on the following objections:

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\_\_\_\_\_  
Mayor

**Action by City Council After Disapproval by the Mayor:**

- Council did not act to override the Mayor's veto.
- Ordinance re-adopted on a vote of \_\_\_\_\_, on \_\_\_\_\_
- Council action on \_\_\_\_\_ failed to override the Mayor's veto.

\_\_\_\_\_  
President of City Council

ATTEST

\_\_\_\_\_  
City Clerk