



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** September 6, 2016

**TO:** Mayor and Councilmembers

**FROM:** Engineering Division, Public Works Department

**SUBJECT:** Contract For On-Call Survey Services

### **RECOMMENDATION:**

That Council authorize the Public Works Director to execute a City Professional Services contract with Cardenas and Associates Surveying, Inc., in the amount not to exceed \$100,000, for on-call services of various Capital Improvement Program projects.

### **DISCUSSION:**

#### Background

This work is intended to provide ongoing field survey assistance for the Capital Improvement Program (CIP) and related projects.

#### Project Description

Cardenas and Associates Surveying, Inc. (Cardenas), will provide on-call general professional survey services related to the design and construction of storm drains, sanitary sewers, streets, parks, facilities, and other miscellaneous projects.

The following are the basic tasks to be accomplished by Cardenas:

1. Prepare legal descriptions and plats including, but not limited to, records of survey.
2. Provide property line information and locate property corners.
3. Prepare monument documentation. Utilize AutoCAD Civil 3D to assist in the documentation of monuments with the City's Engineering Division and per the requirements of the County of Santa Barbara.
4. Provide topographical information to aid in the design of storm drain infrastructure, sanitary sewers, streets, parks, and other miscellaneous building projects.
5. Prepare sanitary sewer and storm drain infrastructure observation forms with associated digital photographs.

6. Provide locations of existing utilities and other surface features/structures.
7. Reference and re-establish City monuments, and prepare and file associated corner records.
8. Deliverables including, but not limited to, electronic topographic files, legal descriptions and plats, corner records, etc.

Cardenas was selected as part of a Request for Proposals process. A total of three firms submitted proposals and were subsequently interviewed. Cardenas was selected as the best qualified for this on-call contract and has successfully provided survey services for a number of City projects in the past.

#### Community Outreach

Community outreach will be performed as part of each of the individual CIP projects in the design and construction process.

#### **BUDGET/FINANCIAL INFORMATION:**

The majority of this survey work will be funded through individual CIP project budgets. Other surveying needs not related to a specific CIP project, such as ongoing monitoring projects, will be funded by the program that the work is supporting. Cost for each individual project and task will be negotiated in advance of and encumbered prior to the start of work. The estimated total cost of all survey work under this contract is not to exceed \$100,000. It is anticipated that this amount will last into Fiscal Year 2018.

A copy of the contract/agreement is available for public review in the City Clerk's Office.

**PREPARED BY:** John Ewasiuk, Principal Civil Engineer/AS/sk

**SUBMITTED BY:** Rebecca J. Bjork, Public Works Director

**APPROVED BY:** City Administrator's Office