



HAINES CITY

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CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

Through: James R. Elensky, City Manager

From: Omar DeJesus, CPA, Finance Director

Date: October 4, 2023

Subject: Request for Qualifications (RFQ) 23-04 Surveying Continuing Services Agreement

Executive Summary

ERC recommendation of firms to select for RFQ 23-04 Surveying Continuing Services Agreement.
Staff Contact: Omar DeJesus, CPA, Finance Director

Introduction

The intent of this item is to request approval from the City Commission regarding the recommendation of the Evaluation and Recommendation Committee (ERC) regarding Request for Qualifications 23-04 Surveying Continuing Services Agreement.

Background

The City of Haines City solicited proposals from qualified firms for professional services for Surveying Continuing Services. On August 8, 2023, formal advertisements were placed in the Lakeland Ledger newspaper and on DemandStar, an online bid solicitation platform. Electronic proposals were due on September 12, 2023 at 2:00 PM.

The City received bid packages from the following six (6) firms:

CivilSurv Design Group Inc

Clymer Farner Barley Surveying, LLC

George F. Young

Southeastern Surveying and Mapping Corporation

SurvTech Solutions

John Todd Deliman PSM



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The three (3) firms with the highest scores are as follows:

CivilSurv Design Group Inc

George F. Young

SurvTech Solutions

Organizational Goal(s)

Quality of Life: Create an environment that enhances the quality of life and benefits the community culturally, recreationally and economically.

Budget Impact

This work is included in the FY24 budget under ADG account #001-10-51-5-3-31-10.

Recommendation

The ERC recommends the City Commission award the Continuing Services Agreement to the three (3) top-scoring firms which are CivilSurv Design Group Inc, George F. Young and SurvTech Solutions.