

R-22-46  
Meeting 22-07  
April 14, 2022

**CONSENT ITEM #C2**

To: Board of Directors  
Open Space Authority

From: Andrea Mackenzie  
General Manager

**SUBJECT**

Award Contract to Cross Land Surveying, Inc. for Land Surveying Services

**REVENUE/COST**

The contract will be for land surveying services for a period of up to five (5) years on an as-needed basis. Costs for services under this contract and subsequent task orders will be budgeted as part of individual project budgets approved annually by the Board of Directors.

**BACKGROUND**

The Authority has numerous projects currently underway and anticipated to be proposed in the future that will require the expertise of land surveying professionals. This contract for services would span the Real Property, Planning and Field Operations Departments. Project work under this contract could include topographical and boundary surveys, trail alignment surveys, leveling and Global Positioning System (GPS) surveys, legal descriptions, plat maps and records of survey, review and interpretation of legal descriptions and plat maps, lot line adjustments, and other associated services. The firm selected under this contract will respond to Authority-issued task requests that describe the scope of work and will require Authority authorization to proceed on individual projects.

**DISCUSSION**

Authority Staff prepared a Request for Proposals (RFP) which was posted on the Authority website and at the Administration Office window on October 7, 2021, as well as a local newspaper on October 8 and October 15, 2021. A total of eight (8) proposals were received on November 5, 2021, as shown below.

*Proposals Received for RFP #2021-21*

<b>Proposals Received</b>	<b>Hourly Rate*</b>
Bellecci and Associates	\$247.00
BKF Engineers	\$247.00
Cross Land Surveying, Inc.	\$107.50
Hanna-Brunetti	\$187.50
Kier + Wright	\$247.00
R.E.Y. Engineers, Inc.	\$297.50
Ruggeri-Jensen-Azar	\$243.50
Sandis Civil Engineers Surveyors Planners	\$292.50

*\*Average rate to be charged for Principal and Project Management staff; actual rates charged could be lower for individual tasks based on team member performing the work.*

Proposals were evaluated based on demonstrated ability to best meet the needs of the service contract for land surveying services based on the Minimum Bidder Requirements and Evaluation Method Criteria as set forth in the RFP and as outlined below.

**Minimum Bidder Requirements:**

- Proven expertise in professional land surveying and related services.
- Relevant experience working in the region of the Authority's jurisdiction.
- Experience using ArcGIS Pro, ESRI mobile applications, and ArcGIS Online is preferred.
- Demonstrated ability to perform all phases of work requested under this contract.
- State of California Land Surveying licensure.
- State of California Division of Industrial Relations certification prior to contracting execution.

**Evaluation Method Criteria:**

- Experience of the Bidder and subconsultants (if applicable), including past performance of the firm on contracts of similar size and scope.
- Experience and qualifications of personnel employed by the Bidder and subconsultants (if applicable).
- Demonstrated understanding of the scope of the service.
- Best overall financial return to the Board of Directors on the contract; and,
- A responsible Bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, and experience to satisfactorily perform the work or provide the goods required.

A review of the proposals submitted finds that Cross Land Surveying, Inc. is the most responsible and qualified bidder which has the experience and qualifications that best fits the needs of the service contract required to complete the work outlined in the RFP.

**RECOMMENDATION**

Staff recommends that the Board adopt the resolution to award the contract for land surveying services to Cross Land Surveying, Inc. as the most responsible and qualified bidder and authorize the General Manager to enter into a contract for these services.

**Prepared by:**

Donna Plunkett, Planning Manager and Linda Kwong, Real Property Program Manager

**Attachment(s):**

*Resolution 22-35 -- A Resolution of the Governing Board of the Santa Clara Valley Open Space Authority Authorizing the General Manager to Enter into Contract with Cross Land Surveying, Inc. for Land Surveying Services*