



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
dunwoodyga.gov | 678.382.6700

## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Carl Thomas

**Date:** October 8, 2018

**Subject:** Approval of an Annual Stormwater Inventory and Survey Contract

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### **ITEM DESCRIPTION**

Approval request for an annual contract with TerraMark Land Surveying Incorporated to conduct stormwater structural inspections, surveying, and dry weather screenings (*RFP 18-05*).

### **BACKGROUND**

The City of Dunwoody is required by the NPDES Phase II Stormwater Permit to re-assess 100% of its stormwater and outfall inventory during the 2018-2022 reporting period. The data collected during these inspections is critical in assessing the current condition of City's stormwater infrastructure, prioritizing future maintenance projects, and identifying pollutants discharging into our waterways. The scope of services for this contract includes higher accuracy survey data and pipe video rather than still photos at the end of City-maintained pipes. The survey data will be used to study the capacity of the city's infrastructure to handle high intensity rainfall events. While the video will provide more information on the condition of pipes.

Proposals for *RFP 18-05* were reviewed and scored based on qualifications, past experience, cost, and project approach. The highest scoring firm was TerraMark Land Surveying, Incorporated.

### **RECOMMENDED ACTION**

Staff recommends the selection of TerraMark Land Surveying, Incorporated for an annual contract renewable for up to five years. The contract will be based on unit prices and the actual number of structures, conveyances and pond inspected. The first year of the contract is anticipated to be approximately \$62,000 as outlined in the attached TerraMark letter.

Adding this expenditure to the remaining projects budgeted for completion in FY2018 would create a deficit in the Stormwater Repairs & Maintenance account (see attached summary). For emergency repairs, Public Works prefers to keep a balance of \$1,000,000 in the Stormwater Reserve Fund Account. At the end of FY2017, this account had a balance of over \$2.4 million. Staff recommends deducting the cost of this project from the surplus available in the Stormwater Reserve Fund.



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**BID/PROPOSAL RESPONSES**  
**CITY OF DUNWOODY**

Solicitation: RFP 18-05

Date: 9-7-2018

	COMPANY
1	S & ME, INC.
2	BROWN AND CALDWELL
3	TERRAMARK LAND SURVEYING, INC.
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MS4 Inventory Proposal Evaluation Matrix					
Evaluation Criteria Breakdown	Points	Brown & Caldwell	TerraMark	S&ME	
<b>Completeness of Response to RFP (Pass/Fail)</b>	Pass/Fail	PASS	PASS	PASS	
ALL required schedules, forms and informational items have been submitted. <b>Do not continue if proposal fails to meet the minimum requirement.</b>					
<b>A. Proposer Qualifications &amp; Experience*</b>	<b>25 Points</b>				
Demonstrates ability to provide timely results for project and prior experience with stormwater infrastructure inspections.	0-10	5.3	10.0	4.7	
Team (organizational) qualifications and strengths for all partners; company background and years in business. Strength of assigned team members years of prior experience in stormwater management, surveying, dryweather screening, and inventorying.	0-10	6.3	10.0	5.7	
Strength and relevance of references per RFP submittal requirements for all project phases. Minimum 3 references for successfully completed projects of similar size.	0-5	3.0	5.0	3.3	
<b>B. Technical Proposal*</b>	<b>25 Points</b>				
Completeness and quality of technical documentation. Vendor demonstrates they possess the personnel, equipment, and clearly stated objectives to inventory/inspect 100% of infrastructure & outfalls based on requirements stated in Scope of Services.	0-25	13.0	23.5	12.3	
<b>C. Project Costs</b>	<b>50 Points</b>				
Unit rate costs of 5-year inspection term (2018-2022) for: stormwater structure, stormwater conveyance, outfall screening, G/LID structure, Stormwater pond. Lowest bid: 50 points, within 10% of lowest bid: 40 points, 10-25%; 30 points, 25-50%; 20 points, Greater than 50%; 10 points	0-50	30.0	50.0	10.0	
<b>TOTAL</b>	<b>100 Points</b>	<b>57.7</b>	<b>98.5</b>	<b>36.0</b>	
*average score based on 3 reviews					



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September 27, 2018

Carl B. Thomas Sr., CFM – Stormwater Utility Manager  
**City of Dunwoody**  
4800 Ashford Dunwoody Road  
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RE: **2018-2022 MS4 Inspections and  
Dry Weather Screening  
"2018 Pricing Alternative"**

Dear Carl:

Per our phone conversation yesterday afternoon, please find below our estimate for completing the 2018 Inspection Year, only. The scope of work will conform to the previous contract work product except for the following:

1. **Culvert Locations at Streams** - TerraMark will locate existing structures that lie within public right of way and within a stream buffer, to a designated sub 0.1 foot accuracy. All other existing structures that lie within the basin will be located and inspected based on sub-foot accuracy as in previous years. TerraMark will also provide videos of these conveyances in accordance to the recent RFP. All other classified conveyances will continue to be supported with a still photo.

TerraMark offers the following Unit Pricing and Estimated **2018 Budget** for the completion of the required work this year.

<u>Task</u>	<u>Unit Cost</u>	<u>Assets</u>	<u>2018 Cost</u>
Structures (Public/Video)	\$ 85.00	61	\$ 5,185
Structures (Private/Still Photo)	\$ 22.00	1749	\$38,478
Conveyance	\$ 3.00	1860	\$ 5,580
Outfall Screening	\$110.00	118	\$12,980
GI/LID Facility	\$495.00	0	\$ 0
Stormwater Pond	\$330.00	0	\$ 0
		<b>Total Estimate</b>	<b>\$62,223</b>



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YTD Stormwater Repairs & Maintenance Budget	
FY 2018 Balance	\$ 1,726,883.00
YTD Activity (Through 9/12/2018)	\$ 915,808.44
14 projects outstanding	\$ 671,671.09
General Maintenance Contract (Optech) - 4 months remaining	\$ 124,000.00
<b>Remaining balance</b>	<b>\$15,403.47</b>
Stormwater Reserve Fund	
FY 2018 Balance	\$ 2,444,892.00
2 approved CIPP projects (9/11/18 Council Meeting)	\$ 236,028.38
2 approved Stormwater projects (9/24/18 Council meeting)	\$ 48,544.10
Stormwater Inventory (pending 10/8/18 Council approval)	\$ 62,223.00
<b>Remaining balance</b>	<b>\$ 2,146,640.62</b>