

**MEMORANDUM**

**To:** Mayor and City Council  
**From:** Carl Thomas, Stormwater Utility Manager  
**Date:** July 12th, 2021  
**Subject:** Approval of On-Call Contract for Stormwater Easement Acquisition Services

**ITEM DESCRIPTION**

Approval of contract with Sustainable Water Planning and Engineering, LLC for storm water easement acquisition services on an as needed basis.

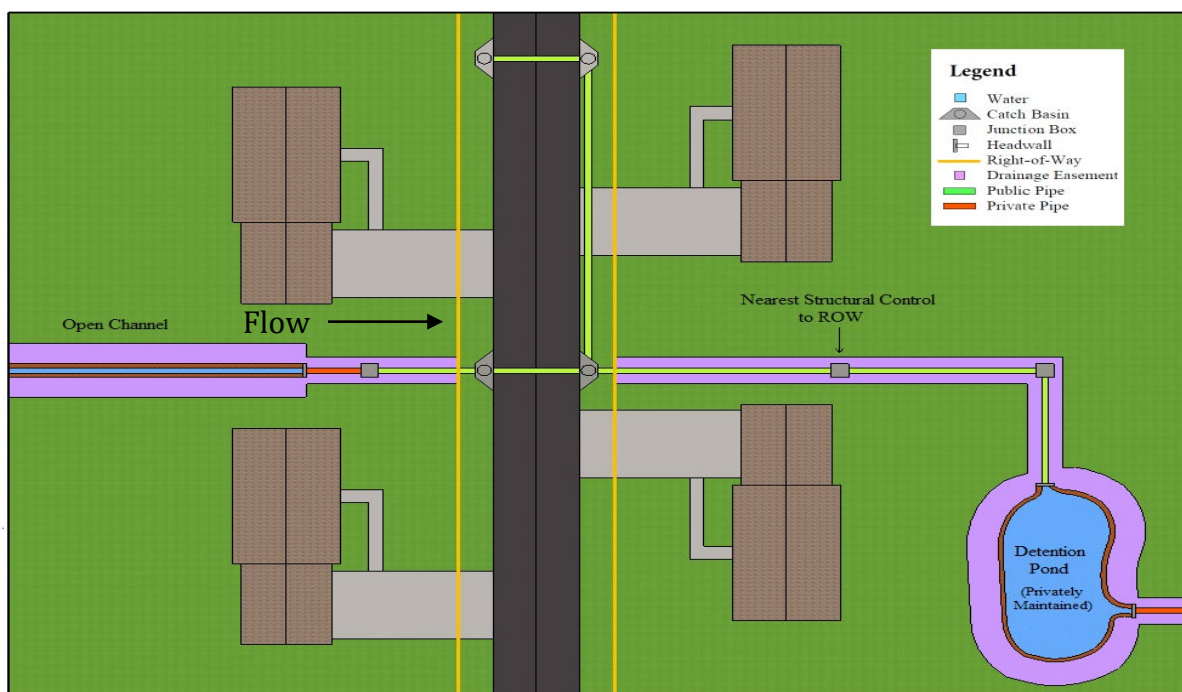
**BACKGROUND**

Many stormwater capital and maintenance projects in Dunwoody extend off the right of way based on the City’s Extent of Service Policy which states that for residential areas:

“Pipes draining City streets are publically maintained in the upstream direction to the nearest stormwater structural control (typically junction box or headwall) from the public ROW.”

And “In the downstream direction, pipes draining City streets are maintained to the downstream headwall.”

This Extent of Service is illustrated in the following diagram.



For the city to accept maintenance of physical infrastructure beyond the city's right of way in residential areas, the infrastructure must be shown in an easement on the subdivision plat and a permanent maintenance easement must be granted to the City. Because most infrastructure was installed prior to Dunwoody's incorporation, the City often encounters situations where there is not an established maintenance easement agreement between the property owner and the City.

Before accepting private infrastructure, the City's EOS policy requires the property owner(s) to review and sign temporary and permanent easement agreements. In most instances, the agreement outlines a transferral of ownership of the existing drainage easement boundaries indicated on the final plat. If the homeowner accepts the terms, the City agrees to pay for 100% of repair costs and accepts maintenance responsibility for the private structure(s) in perpetuity. Therefore, financial compensation for these types of easements is generally not provided to landowners.

The City has historically contracted with a firm to coordinate easement acquisition. With the expiration of the existing contract, the City posted a request for proposals (RFP) seeking continued support from a firm with the experience and qualifications to meet with the property owner(s) and acquire the necessary documents before the City initiates any repairs. Stormwater staff received five proposals and scored each firm based on project experience, references, resumes, approach, and cost to acquire temporary and permanent easements for one property. After careful consideration, the staff decided to renew the existing contract with Sustainable Water Planning & Engineering, LLC.

### **RECOMMENDED ACTION**

Staff recommends award of contract for easement acquisition services to Sustainable Water Planning and Engineering, LLC.

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

Solicitation: RFP 21-07

Date: 5-21-2021

	COMPANY
1	PROSOURCE ✓
2	Sustainable Wtr. Planning + Engineering ✓
3	GRESHAM SMITH ✓
4	GREATER DATA TECH ✓
5	THC, INC. ✓
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## RFP 21-07 EVALUATION MATRIX

	AVERAGE SCORE	Greater Data Tech	Gresham-Smith	ProSource	SWPE	THC
PROJECT EXPERIENCE AND REFERENCES: The proposal indicates the firm has the required experience and peer references to perform the desired task of easement acquisitions for the City in a professional manner, focusing on timeliness and customer service.	0-35 POINTS	16.0	21.3	18.3	32.3	26.7
RESUME AND QUALIFICATIONS: The proposal demonstrates that the firm's staff has the qualifications, industry experience, licenses, and certifications to perform the desired tasks stated in the RFP for the City.	0-25 POINTS	11.0	20.0	14.0	24.3	21.3
APPROACH: The proposal illustrates an approach to easement negotiations tailored to meet the City's individual needs based on the firm's advanced understanding of the procurement procedures for private property.	0-15 POINTS	6.0	9.7	9.7	14.7	14.0
COST (TEMP & PERMANENT EASEMENT)		\$460.00	\$2,800.00	\$2,700.00	\$775.00	\$2,500.00
COST GRADE: WEIGHTED SCORE 25 PTS (LOWEST) TO 0 PTS(HIGHEST)	0-25 POINTS	25	0	0	8	0
<b>TOTAL SCORE</b>	<b>0-100 POINTS</b>	<b>58.0</b>	<b>51.0</b>	<b>42.0</b>	<b>79.2</b>	<b>62.0</b>