

**EXECUTIVE SUMMARY**

**Professional Services Continuing Contracts  
Surveying Services**

**Miller, Legg & Associates, Inc. – Engenuity Group, Inc. –  
F.R. Aleman and Associates, Inc. – Keith and Schnars, P.A.  
RFQ 17-113C**

**PROJECT OVERVIEW:**

|                                       |   |
|---------------------------------------|---|
| <b>Type of Contract:</b>              | <b>Professional Services Continuing Contracts</b> |
| <b>Consultant(s):</b>                 | <b>See list of four (4) firms listed below</b>    |
| <b>Authorization to Proceed Date:</b> | <b>TBD for Projects as Assigned</b>               |
| <b>Budget:</b>                        | <b>See Contract terms below</b>                   |

**GENERAL OVERVIEW:**

Board approval to advertise RFQ 17-113C was received at the October 18, 2016 Board meeting (Agenda item J-8). The intent of this RFQ is to procure Continuing Contracts for Surveying Services for projects, as assigned, with fees to be paid to the consultant for all projects pursuant to the agreement up to a maximum of \$3,000,000 over the life of the initial three (3) year contract. The agreement may be extended by two (2) additional, one (1) year periods with a limit of one million dollars (\$1,000,000) in fees per year extension.

On January 10, 2017, a total of five (5) proposals were received. The Qualification Selection Evaluation Committee (“QSEC”) meeting was held on January 26, 2017. The Recommendation/Tabulation to award Surveying Services to the four (4) highest ranked firms was posted on January 30, 2017. Note: One firm submitted a late qualification statement. As such, that qualification was not opened and was not presented to the Evaluation Committee for review and scoring. Negotiations were concluded during the Summer of 2017. These contracts were initially intended to be submitted to the Board for approval in August 2017. At that time, a decision was made to delay request for approval and reformat the agreements to better align the specific language of the agreements to the services offered and defined in the Consultant’s submittals. That work has been completed. The need for these services still exist and will continue to be present in the future. Verification of this need has been received from Physical Plant Operations, Environmental Health and Safety, as well as the Office of Facilities and Construction. Consequently, in addition to the services required for SMART Program Projects, there is an ongoing requirement from BCPS operations for the same services. As such, Board approval is requested to approve QSEC recommendations and to award Continuing Contracts Surveying Services Agreements to the following Four (4) successful Consultant(s):

**First Ranked Proposer:** Miller, Legg & Associates, Inc.

**Second Ranked Proposer:** Engenuity Group, Inc.

**Third Ranked Proposer:** F.R. Aleman and Associates, Inc.

**Fourth Ranked Proposer:** Keith and Schnars, P.A.

Upon approval by the Board, Staff will initiate Roofing Services for projects, as assigned, up to a maximum of \$3,000,000 in fees per consultant over the life of the initial contract. It is essential to note that the award of this contract is not a guarantee of work to be assigned to any one consultant, neither is it a guarantee of a quantity of work, as work is ultimately assigned according to the needs of the District.

These Agreements have been reviewed and approved as to form and legal content by the Office of the General Counsel.