



Memo

To: Honorable Mayor Armitage; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: July 26, 2022
Re: Staff report on DPW Garage Survey

Background

In February City Council approved a study by Sidock Group to evaluate the facilities at the DPW garage. One of the options in their proposal was for a boundary survey of the properties that make up the garage. The option for the survey was not part of the Council approved contract with Sidock. The contract pages of the proposal did not specifically list which parts of the proposal were accepted. There was a miscommunication with the project manager (who has since left the company) from Sidock about what was approved. Through an email, I see where it was construed that I approved the land survey in addition to the survey of the garage buildings that was the main body of the project. The land survey has been completed and billed by Sidock, which is when the situation came to light. I have asked them to not deliver it until such time that the City agrees to pay for it. The survey has value to the Department, and can be used if future if any improvements are recommended.

Recommendation

We are recommending paying the Sidock Group for the additional land surveying in the amount of \$20,300.00 per their proposal.

Financial Impacts

The fees will be charged to the Motor Vehicle Pool Fund and will have no effect on the General Fund. While not budgeted, it can be taken from reserves and a budget amendment would be necessary.

Suggested Motion

City Council approves the contract for additional services with Sidock Group in the amount of \$20,300.00 with funds available in the Motor Vehicle Pool.

DESCRIPTION OF FEES

CITY OF CHARLOTTE DEPARTMENT OF PUBLIC WORKS



Sidock Group Inc. as proposer, proposes to furnish to the City of Charlotte, according to the terms, conditions and instructions that are part of the Request for Proposal for this work, Sidock Group Fees shall be as follows.

DPW Facility Needs Assessment.....**\$24,560.00**

Optional Services

Facility Site Survey

1) Title Commitment.....	\$ 1,100.00
2) Boundary Survey.....	\$ 6,000.00
3) Topographic Survey with 50ft Overlap.....	\$11,500.00
4) Easements (with Title Commitment).....	<u>\$ 1,700.00</u>
Site Survey Total :	\$20,300.00

TOTAL FEE.....**\$44,860.00**

The above listed fees include all reimbursable expenses such as printing and travel expenses. Any change in scope items shall be treated as change orders and shall be billed as a time and material basis. Refer to the attached Rate Schedule for Hourly rates.