



City of Freeport, Illinois

Community Development Department
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COMMUNITY DEVELOPMENT DIRECTOR
Alexander S. Mills

April 7, 2016

To: Mayor James Gitz

From: Community Development Director Alexander S. Mills

Re: Request for Proposals – Award for Land Surveying Services

On April 4th, 2016, city council awarded land surveying services to Arc Design Resources Inc., Willet-Hoffman & Associates and Fehr-Graham. In the nature of expediency as related to the Blight Reduction Program demolitions, I am assigning each of these firms three (3) of the overall nine (9) lot surveys that must be completed immediately in order for demolition work to proceed. Per bid specifications, the demolitions must be accomplished no later than June 1st.

Moving forward I am proposing that as lot surveys are needed, I assign each of the awarded firms lot survey work in a rotating manner such that Arc Design receive an individual order, then Willet-Hoffman, then Fehr-Graham, then Arc Design, Willet-Hoffman, and so forth. If a firm receives an assignment but is unable to proceed in a timely manner due to staffing or other factors, I will then assign the next firm in-line the lot survey. The firm that was unable to proceed will be assigned a survey at the next opportunity per the rotating pattern.

As all firms perform quality and responsive land surveying services, in this manner I hope to satisfy the City's need for timely survey work and desire to utilize local firms when possible.