

Cedar Rapids Public Works Department Standard Operating Procedure



Procedure Name On-Call Survey Contract		Approved By: Dave Wallace	
Original Author(s): Terry Tiedemann		Original Date Issued: 01/12/2021	
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Published Locations (manuals/websites/etc.): Project Development and Management Manual – After any revisions to this document, replace the obsolete version stored on this webpage			

Purpose:

To summarize and document the process for requesting design survey and other land surveying services.

Background:

Design survey and other land surveying services (e.g. staking of easements) are currently outsourced to local consultants. Two on-call land surveying service companies are selected based on responses to a Request for Proposal issued by the Purchasing Services Division. One consultant is the primary service provider while the other consultant is selected as the backup or secondary service provider. These contracts are established for a two-year period.

The current Consultants are:

- Primary – Foth Infrastructure and Environment
- Secondary – Snyder & Associates

Foth’s contract number is PUR0420-188A, approved via Resolution 0676-06-20.

Snyder’s contract number is PUR0420-188B, approved via Resolution 0677-06-20.

Both contracts expire on June 30, 2022.

Additional details of the contracts can be obtained from the Purchasing Services Division or the Public Works Department’s project manager.

Procedures:

1. The City Project Manager (PM) shall complete the survey request form and email the form to the Primary Consultant. The request should include an aerial image showing the project or survey limits along with some background information explaining the purpose of survey.

Refer to template – [Survey Request Form](#)

If the survey is time sensitive and the Primary Consultant cannot meet the requested timeline, the request may be sent to the Secondary Consultant.

2. The Consultant will provide an estimate of fee for the requested survey work for the PM to review.
3. Upon approval of the fee, the PM shall send an email to the Consultant authorizing beginning the work. The PM shall also complete a Purchase Order Request and email to the Accounts Payable Specialist in Finance.

Refer to template – [Purchase Order Request Form](#)

4. When a purchase order number is provided by Finance, the PM shall provide the number to the Consultant for billing purposes.
5. Upon completion of the survey work, the Consultant will upload information and data to the City's ftp site and notify the PM.
6. Requests for preparation of easement documents are made using the same process but are typically requested at a later date, after design has commenced.