

**Purpose:**

The purpose of this policy is to provide a policy for the acquisition of services from legal survey firms.

**Policy Statement(s):**

1. The City shall use the services of the local legal survey firms which have handled City work in the past.
2. With the exception of tendering for major subdivisions where it may be advantageous to hire a firm that has been previously working in a general area, this practice will be continued.
3. Proposal calls shall be revised to exclude there from any requests for a fixed price reference and in its place the firms making submissions shall be requested to provide various item costs such as per diem costs for various employees, and an estimate as to the length of time required to perform the work.

**Authority/Responsibility to Implement:**

City Manager

**Document History:**

Approved: September 9, 1996
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**Administrative Revisions:**

Date:	Revision:
March 12, 2010	New template
May 13, 2010	Policy number changed from 4509 to 6209