

# MEMORANDUM

**TO:** Kenneth McLawhon, Town Administrator  
**FROM:** Caryn Miller  
**DATE:** 9/28/2019  
**RE:** Alexander Property Soils Surveying Resolution 2019-022

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Resolution 2019-022, if passed by BOMA, approves the contract with OHM Advisors for the surveying work needed for the Alexander Drip Line Project.

Staff received many bids from companies which is attached to the Resolution for BOMA to review. The lowest bid came in from OHM Advisors in the amount of \$6,441.00. Their Contract is also attached to the Resolution for BOMA approval and execution.

I would like to add that I have worked with OHM Advisors in the past and they are a very reputable and good company.

The surveying work needs to take place before the soils can be tested. I have also attached the timeline for this portion of the project assuming BOMA approves it.

**RECOMMENDATION:**

BOMA approve the Resolution and Contract with OHM Advisors for the surveying portion of the Alexander Drip Fields Project and allow the Mayor to execute the same.