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Staff Report for a Resolution to Approve a Consulting Services Agreement with Accurate Land Solutions for On-Call Land Surveying Services in an Amount Not-to-Exceed \$100,000 for Three Years

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve and authorize the City Manager to execute a Consulting Services Agreement (CSA) with Accurate Land Solutions in an amount not to exceed \$100,000 for a period of three years. The consultant will provide land surveying support services on various projects for the Engineering and Transportation Department.

BACKGROUND

The Engineering and Transportation Department Project Development and Land Development Divisions provide engineering services for public projects and private land development applications. Because of a thriving economy as well as quadrupling of Measure BB funding approved by voters in 2014, demands for service from the Engineering and Transportation Department have increased significantly. Furthermore, the City’s proposed biennial budget includes significant increases in expenditures for Capital Improvement Program (CIP) projects that will further stretch the capacity of the department. To continue providing timely and efficient service to residents, visitors, other City departments and private land developers, it is necessary to outsource certain tasks to consultants. Retaining qualified consultants to support the City’s staff will provide options and flexibility while satisfying the expected demands. Additionally, the Engineering and Transportation Department does not have a Land Surveyor or Surveying Crew and therefore must contract this service to complete projects.

Land surveying services provided by Accurate Land Solutions may include the following:

- Topographic surveying and mapping services in support of the Project Development Division's CIP projects.
- Map checking services in support of the Land Development Division's subdivision review process.
- Title research for City properties and easements.

The consultant's scope of work will be defined at the time of each project assignment.

Analysis

In February 2017, staff issued a Request for Qualifications (RFQ) for civil engineering and land surveying consulting firms to assist with engineering projects as needed. The consultant will primarily function as an extension of City staff on surveying tasks related to public improvement projects and private land development projects.

Eight consulting firms responded to the City's RFQ. After evaluation of the responses, staff selected Accurate Land Solutions as one of three firms to provide consulting services based on presentation, responsiveness, approach, capacity, ability, availability, experience and references. Accurate Land Solutions is also a local San Leandro based business.

A blanket purchase order will be requested for the consulting firm. Consultant costs will be charged either to projects in the CIP or as a direct cost to land developers applying for entitlements or permits.

Current Agency Policies

- Place San Leandro on a firm foundation for long-term fiscal sustainability.
- 2017 City Council Goal: Maintain and enhance San Leandro's infrastructure.

Applicable General Plan Policies

- **Policy T-5.3 Maintenance** - Regularly maintain City streets and traffic control devices to ensure that streets operate safely and efficiently. The City will strive for an overall Pavement Condition Index of 76, which is the lower limit of industry best practices.
- **Policy CD-7.5 Street Beautification** - Upgrade the City's commercial thoroughfares by building upon their existing strengths and improving their aesthetic qualities. The City should implement programs to underground utilities, abate weeds and graffiti, eliminate litter, improve facades, improve buffers to adjacent residential uses, prohibit excessive or out-of-scale signage, remove billboards, and provide streetscape amenities and landscaping along these thoroughfares.
- **Policy CSF-6.4 Wastewater Collection and Treatment** - Maintain efficient, environmentally sound, and cost-effective wastewater collection and treatment services in San Leandro.
- **Policy CSF-6.8 Maintenance** - Ensure that sufficient funding is provided for the ongoing maintenance of City-owned facilities, including streets, street lights, traffic signals, landscaping, street trees, storm drains, public buildings and other infrastructure.

Fiscal Impacts

A blanket purchase order will be requested for the consulting firm, with tasks assigned to the consultant charged either to specific projects in the CIP, or to specific development applications where direct costs can be recovered. There are no additional fiscal impacts beyond those originally identified in the CIP or adopted budget.

Budget Authority

The following CIP funding accounts are examples of accounts that may be used to fund the agreement over three years:

143-38-402 Annual Street Sealing 2018-19
123-38-279 East 14th Street Undergrounding
593-52-266 Sanitary Sewer Point Repair 2019
144-38-377 Annual Overlay/Rehabilitation 2016-17

ATTACHMENT

CSA - Accurate Land Solutions

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