



Date: December 4, 2015
To: Mayor and City Council
From: Tim Tucker, City Engineer
Subject: On-call City Surveyor Services Agreement

Recommendation

Resolution authorizing the City Manager to execute a three year agreement for professional consultant services with LCC Engineering and Surveying, Inc. and naming Christine M. Leptien-Parks, PE/LS as on-call City Surveyor for the City of Martinez.

Background

The California Subdivision Map Act and the Land Surveyors Act, administered by the Board of Professional Engineers and Land Surveyors, require a surveyor licensed by the State of California to perform certain duties related to municipal activities. These duties include certifying that subdivision maps and legal descriptions are technically correct.

Discussion

The City is in need of a designated City Surveyor to perform critical duties as required by the State on an infrequent basis. Staff recommends the Council enter into an on-call professional services agreement with LCC Engineering and Surveying, Inc. naming Christine M. Leptien-Parks, PE/LS as the on-call City Surveyor.

Fiscal Impact

Funds for the various City Surveyor task orders given to the consultant will be reimbursed by development fees or paid from previously allocated funds for Capital Improvement Projects. The resolution limits the cumulative value of the task orders assigned to said agreement not to exceed \$100,000 per contract year.

Due to the limited work hours needed per year for City Surveyor activities, it would not be economically prudent to have a full-time or part-time City Surveyor on staff.

Attachments

- Resolution

RESOLUTION NO. -15

**AUTHORIZING THE CITY MANAGER TO EXECUTE
A THREE-YEAR AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES WITH LCC
ENGINEERING AND SURVEYING, INC. AND NAMING CHRISTINE M. LEPTIEN-PARKS, PE/LS
AS THE ON-CALL CITY SURVEYOR FOR THE CITY OF MARTINEZ.**

WHEREAS, in 2015 the City requested statements of qualifications to provide on-call surveying services; and

WHEREAS, the City received Statements of Qualifications and evaluated the consultants to determine the consultant best qualified for the work; and

WHEREAS, the City determined that LCC Engineering and Surveying, Inc. of Martinez, California is best qualified to provide City Surveyor services; and

WHEREAS, Christine M. Leptien-Parks, PE/LS Principal of LCC Engineering and Surveying, Inc. is a licensed surveyor, and in good standing, with the California Board of Registered Engineers and Land Surveyors.

NOW, THEREFORE, BE IT RESOLVED the City Council authorize the City Manager execute a three year agreement for professional consultant services with LCC Engineering and Surveying, Inc. and naming Christine M. Leptien-Parks, PE/LS as on-call City Surveyor.

BE IT FURTHER RESOLVED the cumulative value of the task orders assigned to said agreement shall not exceed \$100,000 per contract year.

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I HEREBY CERTIFY the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 16th day of December, 2015, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ