



CITY OF MENIFEE

SUBJECT: Amendment to On-Call Land Surveying and Mapping Services Agreement

MEETING DATE: April 5, 2023

TO: Mayor and City Council

PREPARED BY: Kristen Jensen, Financial Analyst

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute Amendment No. 1 to Professional Services Agreement with Dennis Janda, Inc. for on-call land survey and mapping services in an amount not-to-exceed \$45,000, for a total agreement amount of \$110,000.

DISCUSSION

The Public Works Land Development Engineering Division (“Engineering”) is responsible for processing and approving developer submittals for private residential, commercial, and industrial developments. Each of these development types require verification of the placement of survey monuments to ensure facilities are easily locatable and installed per plan in alignment with City Standards.

The City has experienced unprecedented growth in recent years. As large development projects complete construction, final survey monument inspections are required for final acceptance of improvements and release of project related developer securities. In September 2023, the City Council approved a Professional Services Agreement (“Agreement”) with Dennis Janda, Inc. (“DJI”) to provide on-call land survey and mapping services, including survey monument verification/inspection services. The Agreement was initially established in a not-to-exceed amount of \$65,000 for fiscal year 2022/23.

Due to the continued fast pace of construction on projects, Engineering continues to receive a high volume of requests for final inspections related to survey monuments. While staff is working towards being able to assist with these inspections in the future, the current demand for survey inspection cannot be met with current staffing levels.

The proposed Amendment No. 1 (“Amendment”) with DJI is required to ensure the City remains responsive to current survey monument inspection requests. The Amendment would increase the current contract amount of \$65,000 by \$45,000 for a total contract not-to-exceed amount of \$110,000. It is important to note that all costs associated with survey monument inspection services are recoverable and fully supported by pre-paid developer deposits.

STRATEGIC PLAN OBJECTIVE

Responsive and Transparent Community Government

FISCAL IMPACT

There is no additional budget appropriation needed for this item. Associated funding required for proposed Amendment No. 1 in the amount of \$45,000 is available in FY2022/23 operating budget, within account 100-4551-52825 Professional Services (Recoverable). Additionally, as noted in the discussion section, all costs associated with contract inspection services are recoverable and fully supported by pre-paid developer deposits.

ATTACHMENTS

1. Original Agreement
2. Amendment No. 1