

# STAFF REPORT

## City of Lancaster

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1/9/2024
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Date: January 9, 2024

To: Mayor Parris and City Council Members

From: Marissa Diaz, Director – Public Works  
Michael Livingston, Manager – PW City Engineering

Subject: Approval of Multi-Year Professional Service Agreements for Public Works  
Inspections Services

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### Recommendation:

Approve Multi-Year Professional Service Agreements with each of the pre-qualified consulting firms, and authorize the City Manager, or his designee, to execute all task orders within existing signature authority limits.

### Fiscal Impact:

Varies by project; source of funding: Capital Improvement Program and Operating Budget.

### Background:

In November 2023, the City advertised a Request for Qualifications (RFQ 806-24) for Multi-Year Public Works Inspection Services for the term of January 2024 to June 2027 from professional consulting firms to support the Capital Improvement Program and departmental operations. The RFQ included one (1) major service category for which professional service firms were being sought. Firms that provide services were encouraged to submit a Statement of Qualifications (SOQ) and a Proposal. The RFQ was listed on the City's online bidding services: Planet Bids and Public Purchase.

Seven (7) firms submitted proposals on December 1, 2023. A selection committee consisting of three (3) members reviewed and assessed the submittals. All qualified firms have been placed on a short-list from which inspections services will be utilized on an as needed basis.

The firms on the attached list are recommended to be pre-qualified service providers until June 2027. The Multi-Year Agreement will permit City staff to issue task orders for individual projects. This process will expedite the completion of Council approved projects.

ML:AK/km

**Attachment:**

List of Pre-Qualified Firms

Sample Agreement