

STAFF REPORT

City of Lancaster

CC 8
5/27/2025
TN

Date: May 27, 2025

To: Mayor Parris and City Council Members

From: Marissa Diaz, Director - Public Works
Nicholas Godin, Assistant Director - PW City Engineering

Subject: Purchase Order Increase for the Revised Task Order for Multi-Year Professional Services (Service Group Category No. 13) for CDP 18-05

Recommendation:

Approve an increase in the Purchase Order 25000313 for Revised Task Order No. 1 with Antelope Valley Engineering, Inc., in the amount of \$100,000.00, and authorize the City Manager, or his designee, to sign all documents.

G.C. Section 84308: No

Fiscal Impact:

\$100,000.00, bringing the total Purchase Order to \$224,999.99. Sufficient funds are available in City Engineering's Operating Budget, GL Account 10147000.5710.

Background:

Due to a strong upsurge in submittals of final maps and right-of-way documents, the Purchase Order for this fiscal year must be increased. The cost for the services provided by this Task Order is based on sixty percent (60%) of the fees that are collected from private Developers. Corresponding revenues for these submittals have improved proportionately and will offset the requested operating budget increase.

On November 8, 2022, Council approved Multi-Year Services Agreements procured under Request for Qualifications (RFQ) 769-22. Antelope Valley Engineering, Inc. qualified under several Service Group Categories (SGCs) and their Multi-Year Services Agreement term will end on December 22, 2026.

On October 23, 2023, the City approved a Task Order, under the Multi-Year Services Agreement, for real property services, right-of-way acquisitions and mapping development plan check services with Antelope Valley Engineering, Inc., establishing a fee schedule for the various review services.

On September 12, 2024, the City approved Purchase Order 25000313, for the services provided in the Task Order in the amount of \$60,000.00.

On January 29, 2025, the City approved Revised Task Order 1 for the continuation of similar services, updating the fee schedule for the various review services.

On March 4, 2025, the City approved Purchase Order 25000313-001, for the services provided in the Task Order, increasing the amount by \$40,000.00, bringing the total amount in the Purchase Order to \$100,000.00.

On April 28, 2025, the City approved Purchase Order 25000313-002, for the services provided in the Task Order, increasing the amount by \$24,999.99, bringing the total amount in the Purchase Order to \$124,999.99.

With the approval of this Purchase Order Increase, Antelope Valley Engineering, Inc., will continue to provide development plan check services as described in the Task Order, in the additional amount of \$100,000.00, bringing the total amount in the Purchase Order to \$224,999.99.

SC/EW/js