

STAFF REPORT

City of Lancaster

NB {{item.number}}
9/10/2024
TN

Date: September 10, 2024

To: Mayor Parris and City Council Members

From: Chenin Dow, Assistant Director – Community Development
Sam McNutt, Assistant Manager – Community Preservation

Subject: Professional Services Agreement for Community Preservation Consulting & Supplementary Services – Willdan

Recommendations:

1. Approve a Professional Services Agreement for as-needed services with Willdan for Community Preservation Consulting & Supplementary Services for a three-year term and up to two optional one-year extensions.
2. Annual task orders will be for an amount not-to-exceed \$704,000, with a grand total not to exceed \$3,520,000 for the entirety of the contract.
3. Authorize the City Manager or his designee to finalize and execute all related documents, including up to two one-year extensions upon confirming satisfactory performance during the initial term.

G.C. Section 84308: No

Fiscal Impact:

Sufficient funds are available in the FY 2024-2025 approved budget. Funding for future years will be allocated during the budget process.

Background:

The City of Lancaster has recently transitioned the Community Preservation team, formerly known as Code Enforcement, from the Lancaster Police Department to the Community Development Department. With this transition comes a new opportunity to augment Community Preservation

services within the City, with an emphasis on enhancing public safety, boosting property values, and enriching aesthetics.

In an effort to increase efficiencies and maximize available resources, the City conducted a competitive Request for Proposals (RFP) for various services to develop and enhance the new Community Preservation division. These included acting as a force multiplier to existing staff to cover Lancaster's 94-square-mile service area, training in best practices for staff new to Community Preservation, caseload analysis and recommendations for optimal staffing levels as well as productivity metrics, and preparation of updated policies and procedures to reflect current best practices. These services are designed to optimize the Community Preservation division and its positive impact on local residents.

Through the RFP process, Willdan was selected as one of two providers for the above-outlined services. Services will be billed on an as-needed basis in accordance with the proposed rate schedule. Annual costs will not exceed \$704,000.

SM/js

Attachments:

1. Professional Services Agreement
2. Levin Act Disclosure Statement
3. Proposal