



Date: May 27, 2025

Honorable Mayor and Council Members:

Denyelle Nishimori, Community Development Director

Title: **Professional Service Contract Amendment with Psomas for Consulting Town Surveyor Services**

Jen Callaway, Town Manager

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**Recommended Action:** That the Town Council authorize the Town Manager to execute a professional services contract amendment with Psomas for miscellaneous land surveying consulting services in the amount of \$100,000.

**Discussion:** Presently, Psomas provides professional consulting services on various issues involving land surveying and technical map review on behalf of the Town. This includes review of subdivision, parcel maps and other documents involving plat maps and legal descriptions associated with private development activity. Stephen Williams, Psomas surveyor consultant, is currently designated as the individual who has primary signatory responsibility on all documents requiring signature by the Town Surveyor as outlined in the Truckee Municipal Code, including the Truckee Development Code. Psomas is also used by the Town for various surveying activities involving property research, field data collection and staking depending on availability, experience in the location of the survey work and cost.

Over the last year, the Town has expended just over \$50,000 in Town Surveyor services with Psomas and is currently waiting to approve additional invoices pending Council approval of the contract amendment. This higher than expected contract total is due to higher billable hours per project (i.e.-the Town Surveyor is spending more time per project) and an unanticipated increase in the number/complexity of land use applications being processed that require Town surveyor review (e.g.-Lot Line Adjustments, Parcel Maps, Certificates of Compliance, etc.)

Around 2021, the Town completed an RFP and called several surveyor companies to obtain quotes. None of the companies contacted were interested in providing a proposal and no quotes were received except from Psomas, the Town's existing surveyor. Staff anticipate doing an updated RFP process to ensure that the Town continues to receive competitive pricing for this service.

There is an immediate need to continue working with Psomas to avoid a disruption in service. The Planning Division is processing several land use applications that require Steve Williams' expertise and many of these applications need to be completed before property owners can move on to submit desired building permits. Contract Town Surveyor services are an important function for the Town and the requested budget amendment will allow for uninterrupted invoice processing.

**Priority:**

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

**Fiscal Impact:** None. Town Surveyor costs are paid for by project applicants.

**Public Communication:** Agenda posting.

**Attachments:** None