

DATE SUBMITTED 8/27/25
 SUBMITTED BY PUBLIC SERVICES
 DATE ACTION REQUIRED 9/3/25

COUNCIL ACTION
 PUBLIC HEARING REQUIRED
 RESOLUTION
 ORDINANCE 1ST READING
 ORDINANCE 2ND READING
 CITY CLERK'S INITIALS

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT:	DISCUSSION/ACTION: 1. Accept Task Order Proposal for On-Call Land Surveying Services from Desert Surveying & Engineering for Record of Survey and Right-of-Way Dedication for APN 064-180-006
DEPARTMENT INVOLVED: Public Services	
BACKGROUND/SUMMARY: On September 18, 2024, the City Council awarded two contracts for On-Call Land Surveying Services: One to Dynamic Consulting Engineers from Imperial, California, and Desert Land Surveying & Engineering from Yuma, Arizona. Public Services staff issued a task order request on July 22, 2025, for land surveying services related to the Claypool Sewer Pump Station. The city received two cost proposals: (1) Desert Surveying & Engineering \$38,760.00 (2) Dynamic Consulting Engineers \$32,250.00 After discussing the project with Dynamic Consulting Engineers, Public Services Staff recommends awarding the project to Desert Surveying & Engineering for \$38,760.00. Although Dynamic Consulting Engineers has a lower proposed cost, it has the capacity to complete only one of the recently issued task order requests.	
FISCAL IMPACT: \$38,760.00 Wastewater Enterprise Funds through account 54-861-5210. The project is in the FY 25-26 Capital Improvement Plan.	FINANCE INITIALS <u>JMS</u>
STAFF RECOMMENDATION: Approve Request	DEPT. INITIALS <u>[Signature]</u>
MANAGER'S RECOMMENDATION: <i>approve staff recommendation</i>	CITY MANAGER'S INITIALS <u>DHM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> REFERRED TO:
REJECTED <input type="checkbox"/> DEFERRED <input type="checkbox"/>	



September 3, 2025

Dear Honorable Councilmembers:

Requested Action:

1. Accept Task Order Proposal for On-Call Land Surveying Services from Desert Surveying & Engineering for Record of Survey and Right-of-Way Dedication for APN 064-180-006

Background:

On September 18, 2024, the City Council awarded two contracts for On-Call Land Surveying Services: One to Dynamic Consulting Engineers from Imperial, California, and Desert Land Surveying & Engineering from Yuma, Arizona.

Public Services staff issued a task order request on July 22, 2025, for land surveying services related to the Claypool Sewer Pump Station. No records or maps show that the area where the location of the pump station has ever been dedicated to the City of Imperial. It is located in the fairground parcel, which is owned by the County of Imperial. The Marshall Street right-of-way within said parcel has also not been dedicated.



The Land Surveying services in this proposal include, but are not limited to, the following:

1. Attend a kickoff meeting with city staff.
2. Research and obtain all existing survey maps and documentation. The city has ordered the Preliminary Title Report (PTR), which is attached to this task request.
3. Prepare a topographic survey of the immediate surrounding area (200 feet radius from the existing pump station, not the entire fairgrounds parcel), including existing above-ground utilities and signs, roads, buildings, and other structures. Search and find all existing monuments as needed for the survey. If no monument is found, note "Searched, not found."
4. Locate right-of-way boundaries and show on the map.
5. Prepare street right-of-way dedication (to the City of Imperial) documentation for Marshall Avenue and the pump station within the fairgrounds parcel. It appears that it was never formally dedicated to the city and is likely prescriptive. Prepare legal descriptions. Note all existing easements or other encumbrances.
6. Prepare a Record of Survey (ROS) for the fairgrounds parcel and city parcel and submit it to the County of Imperial Surveyor's office for review and approval. Tie the Record of Survey to the found recorded monuments.
7. Install up to 18 monuments (If necessary) per the approved Record of Survey.
8. All work will comply with the Subdivision Map Act and the Professional Land Surveyors Act (latest editions).

The city received two cost proposals:

(1) Desert Surveying & Engineering	\$38,760.00
(2) Dynamic Consulting Engineers	\$32,250.00

After discussing the project with Dynamic Consulting Engineers, Public Services Staff recommends awarding the project to Desert Surveying & Engineering for \$38,760.00. Although Dynamic Consulting Engineers has a lower proposed cost, it has the capacity to complete only one of the recently issued task order requests.

Fiscal Impact:

Funds will be expended from wastewater enterprise funds through account 54-861-5210. The project is in the FY 25-26 Capital Improvement Plan.



Arizona, California and New Mexico Land Surveyors and Civil Engineers

670 East 32nd Street - Suite #2 - Yuma, Az 85364

August 12, 2025

Jenell Guerrero, MPA
Public Services Manager
City of Imperial Public Services Department
420 S. Imperial Avenue,
Imperial CA 92251

Proposal for Topographic Survey, ROW & LS Dedication & Record of Survey for the Claypool Lift Station site
APN 064-180-006

Jenell:

As per your request, Desert Surveying & Engineering, is submitting this proposal for professional Land Surveying services concerning the above referenced project site. Services offered by this proposal are as follows:

Task No.1: Topographic Survey

1. Research County Survey records for as needed for Topographic Survey for Claypool Lift Station.
2. Conduct GPS based field survey data to locate existing boundary control monuments.
3. Perform boundary analysis and make survey calculations as required.
4. Conduct GPS based field survey data to collect topographic data.
5. Deliver results of field surveys for topographic mapping and boundary survey in draft Topographic Survey plat to City.

Task No.2: Right of Way & Lift Station Dedication

1. Review of City supplied title documents and land use data as needed.
2. Prepare legal descriptions & plat exhibits for the dedication of Marshall Avenue and Lift Station to City.
3. Forward legal descriptions & plat exhibits to city for processing by city staff.
4. Attend 1 Planning Commission meeting & 1 City Council meeting.
5. Review City comments and make revisions/additions as requested by City Engineer to legal descriptions and plat exhibits.
6. Upon completion approval by City DSE will send 1 signed set of stamped final legal descriptions for dedication of Marshall Avenue and Lift Station to City Engineer for filing and recording by city staff.

Task No.3: Provide Record of Survey:

1. Prepare draft Record of Survey for technical review by County Surveyor.
2. Complete required ICPW application for ROS and signature by city.
3. Assemble ROS submittal package for 1st review and deliver same to ICPW for review and processing.
4. Receive and review ICPW plan check review and comments for draft ROS.
5. Make additions/revisions to draft ROS per ICPW plan check comments.
6. Re-submit revised draft ROS to ICPW for review and approval.
7. Make final additions/revisions per ICPW final plan check & print, sign and stamp final mylars for ROS.
8. Set new boundary monuments for the Fairgrounds parcel as indicated by the ROS.
9. Submit final mylars for Record of Survey to ICPW for signature by County Surveyor and recording.
10. Coordinate payment of fees, if required, by City including ICPW fees and County Recorder fees.

DSE's fees for the services offered above as Task No.1, 2 & Task No.3 is \$ 38,760.00

Email: DSE@desertsurveying.com
Yuma Phone: 928-318-2043

Proposal - City of Imperial
Topographic Survey, Right of Way & Lift Station Dedication & Record of Survey
Claypool Lift Station - APN 046-180-006
8/12/2025

Conditions and Exceptions

- City to prepare, complete and process the Grant of ROW Deeds required to obtain the Marshall Avenue ROW & LS Dedication. DSE to prepare the accompanying legal descriptions and exhibits for same only.
- This proposal includes only those services listed above. Any work required for items, other than those specifically listed herein, are not included and would be offered via a separate proposal if desired.
- This proposal does not include any fees for charged by any other agencies in conjunction with the work including but not limited to Title Company fees and/or County fees. Any such fees are to be paid by City.

Client Supplied Documents

- The city is to supply a Preliminary Title Report as well as all required title documents including documents listed in the Title Commitment.

Anticipated Schedule

The draft legal descriptions and plat exhibits for the dedication of Marshall Avenue and the Lift Station could be completed and delivered to City staff within 30 days of the Notice to Proceed. Subsequent review, approval and recordation being dependent upon city processing of same.

It is anticipated that the field work required for the Topographic Survey could be completed within 30 days of the Notice to Proceed with delivery of the Topographic Survey plat within the following 30 days.

The Record of Survey would be submitted to the County Surveyor within 30 days of the recordation of the dedication of Marshall Avenue and the Lift Station. Note that ultimate recordation of the Record of Survey is dependent upon review and approval by the County Surveyor.

Project Team

It is anticipated DSE staff involved would include a minimum of one 2 man survey crew and 1 Professional Surveyor as well as a 1 CAD technician.

Conclusion

We look forward to the opportunity to work with you on this project. If you require any additional information on services that we may provide please feel free to call.

Best regards,
Development Design & Engineering, Inc.



Gordon O. Olson, PLS, PE
Principal Engineer

Task No. 1, 2 & Task No. 3: Topographic Survey/ Right of Way & Lift Station Dedication /Record of Survey

Accepted by: _____ Date: _____

*Enc: City of Imperial Task Order Request dated 7-22-25.
Topographic Survey Mapping Limits
Record of Survey Mapping Limits*

Cc: file



8-12-25

E-mail: DSE@desertsurveying.com
Yuma Phone: 928-318-2043
