



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: **SEPTEMBER 28, 2004**

TO: **HONORABLE MAYOR AND COUNCILMEMBERS**

FROM: **MAUREEN TAMURI, COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: **RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH W.R. LIND INC., TO PERFORM PROFESSIONAL SURVEYING SERVICES FOR THE CIVIC CENTER PROJECT, IN THE AMOUNT NOT TO EXCEED \$38,000.**

MEETING DATE: **OCTOBER 6, 2004**

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve an increased Professional Services Agreement (PSA) with W. R. Lind, Inc. for professional surveying services for the Civic Center Project in a not to exceed amount of \$38,000 (thirty eight thousand dollars and no cents) for the Civic Center project, for a duration of one year.

BACKGROUND:

As part of the City's Civic Center Project, Council approved a contract on January 21, 2004 with W.R. Lind, Incorporated, to undertake a survey of the Civic Center property in the amount of \$27,140.00. Subsequent to this effort, the project team authorized minor additional work, which was completed in May 2004. Billing for the work in the amount of \$27,340.00 was received in July of 2004.

The Architects have requested additional work by the surveying team to support the design efforts. Staff is requesting Council to approve an agreement, which would permit payment of the past billing, and allow an additional authorization of \$10,000 (ten thousand dollars) to cover anticipated additional services.

The City considered advertisement for the new surveying work to outside vendors. However, due to the immediate need for services and because W.R. Lind Incorporated has preformed all surveying design services to date, Staff determined that it is in the best interest of the City for them to continue given issues of professional liability and consistency of work product. This interpretation is consistent with Municipal Code Section 3.40.040 (B) which reads as follows:

The City shall not be restricted to engaging in a competitive bidding procedure when seeking to retain specially trained and experienced persons, firms or corporations which are in the business of rendering unique and/or specialized services and/or advice on matters such as accounting, finance, legal advice and/or analysis, public relations, insurance, medical, code publications and other specialized matters. (Ord. 95-94 § 2 (part), 1995).

FISCAL IMPACT:

The funding for this specific activity is available from the contingency established within the approved project budget for the Civic Center.

REQUESTED ACTION:

Staff recommends that the City Council approve an increased Professional Services Agreement (PSA) with W. R. Lind, Inc. for professional surveying services for the Civic Center Project in a not to exceed amount of \$38,000 (thirty eight thousand dollars and no cents) for the Civic Center project, for a duration of one year.

ATTACHMENTS:

Professional Services Agreement
Exhibit A: Scope of Work
Exhibit B: Approved Fee Schedule