



CITY *of* CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: SEPTEMBER 27, 2004

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: CHARLES S. MINK, DIRECTOR OF PUBLIC WORKS/CITY ENGINEER

SUBJECT: RECOMMENDATION TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO RJR ENGINEERING GROUP FOR STORM DRAIN TRANSFER SERVICES, IN THE AMOUNT OF \$30,000

MEETING DATE: OCTOBER 6, 2004

SUMMARY RECOMMENDATION:

Staff recommends that a professional services contract, in the amount of \$30,000, be awarded to RJR Engineering Group for administrative work related to storm drain transfer.

BACKGROUND:

On July 27, 2004, four local firms were invited to propose on all work involved to prepare for the transfer of forty (40) storm drain facilities. The firms selected were:

Tetra Tech Inc., Camarillo CA
Willdan, Ventura, CA
Kimley-Horne, Woodland Hills, CA
RJR Engineering Group, Ventura, CA

The submission date for proposals was August 13, 2004, allowing for two and a half weeks for the preparation of proposals.

DISCUSSION/ANALYSIS:

Staff personally met with representatives of all four(4) companies during the proposal process to review the City's current files. Of the four (4) invited companies, only three(3) responded. Staff has analyzed the proposals a summary of the analysis is as follows:

- Willdan was responsive to a portion of the work involved and did not address the entire scope of work.
- Tetra Tech proposed fee (\$83,506) for work far exceeded our expectations.
- RJR Engineering Group proposed on all work with a fee (\$30,000) well within our expectations.

Staff is therefore recommending that Council award the contract for Storm Drain Transfer to RJR Engineering Group in the amount of \$30,000.

The scope of work includes file research, meetings with Los Angeles County Flood Control District (LACFCD), compiling deficiency lists, preparation of legal descriptions and preparations of documents for LACFCD acceptance into their maintenance program for storm drains.

It is anticipated that some construction/repairs will be required before the storm drains are accepted. When the bids are acquired, staff will present bids for the repair work for City Council approval.

FISCAL IMPACT/SOURCE OF FUNDING:

Funding for the contract is from the approved 2004-05 budget. Account number 40-319-6502-48 is set up to track all expenses related to the project. The approved budget for FY 04-05 is \$50,000.

REQUESTED ACTION:

Staff recommends that Council award the Storm Drain Transfer contract to RJR Engineering Group in the amount of \$30,000 and direct staff to proceed with work.

ATTACHMENTS: Summary of Proposal results
RJR Engineering Group's proposal
Professional Services Agreement