




**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: MARCH 29, 2017**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM:  ROBERT YALDA, P.E., T.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
BENJAMIN K. CHAN, DEPUTY PUBLIC WORKS DIRECTOR**

**SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH KOA CORPORATION FOR ON-CALL AND AS-NEEDED CONSTRUCTION MANAGEMENT/ENGINEERING AND DESIGN SERVICES IN AN AMOUNT NOT TO EXCEED \$200,000 AND TO AWARD ENGINEERING DESIGN SERVICES FOR THE MULHOLLAND GAP CLOSURE PROJECT TO KOA CORPORATION IN THE AMOUNT NOT TO EXCEED \$94,041**

**MEETING DATE: APRIL 26, 2017**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve a professional services agreement with KOA Corporation (KOA) for an on-call and as-needed construction management/engineering and related services in an amount not to exceed \$200,000 for a three year term.

Staff also recommends that City Council award the engineering design services for the Mulholland Gap Closure Project to KOA Corporation in the amount not-to-exceed \$94,041.

## **DISCUSSION/ANALYSIS:**

Public Works staff issued a "Request For Proposal" (RFP) to prepare plans, specifications and estimates for the Mulholland Gap Closure Project on September 9, 2016.

Four firms responded to the RFP. An interview was conducted to review, evaluate, and rate all four firms. The interview panel comprised of Public Works engineering staff. The rating criteria included approach and understanding of the City's needs, conformance to the requirements of the technical specifications, prior experience with similar scope of work, delivery, and cost.

Based on the aforementioned criteria, KOA Corporation was ranked first. A copy of their proposal is shown in Attachment A. KOA's proposed fee for this project is \$85,492. Staff recommends appropriating a 10% contingency of the total contract value of \$8,549 for potential change orders that are typical with projects of this complexity. Staff is recommending total appropriations of \$94,041 to cover costs associated with this project.

The Mulholland Highway Gap Closure Project is located on Mulholland Highway and Old Topanga Canyon Road from 770 feet east of the intersection along Mulholland Highway and ending at 1000 feet north along Old Topanga Canyon Road.

The project will focus on constructing a new sidewalk connecting the gap between the driveway entrance to Calabasas High School on Mulholland Highway to the parking lot exit on Old Topanga Canyon Road. It will also extend the bike lane to the intersection on Mulholland Highway at Old Topanga Canyon Road. Through this project, the soft shoulder will be graded, new ramps will be installed, retaining walls will be erected where needed, and the current dirt pathway will also be reconstructed.

Completion of this project will improve pedestrian access and promote bicycling as a safe and attractive transportation choice in the City.

Staff has checked the references provided in their proposal and received favorable reports about the competency and reliability of the company as well as the quality of the design projects that they have completed. KOA Corporation has a good working history with the City and is currently as the on-call construction engineering firm for the City. The proposed agreement is shown in Attachment B.

Staff anticipates that the design will be completed by the end of 2017 and construction to begin in the summer of 2018.

KOA has had a Professional Services Agreement (PSA) for an on-call and as-needed construction management/engineering and design services with the City in the amount not to exceed \$100,000. KOA has provided exemplary service and has fulfilled the department's needs to the City's standards. To date, the remaining contract amount has dwindled which is insufficient to cover the design fee for the Mulholland Gap Closure Project. Therefore, staff recommends executing a new contract in an amount not to exceed \$200,000, with KOA to include design fees for the project in addition to continued coverage of future as-needed construction management/engineering and design work requiring their services.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Account No. 40-319-6503-36 will be used to track all costs associated with the project. The project will be funded through the Call For Projects by the Los Angeles County Metropolitan Transit Authority with 20 percent matching funds from the City. The City matching funds will be supported from Citywide Mitigation Funds.

The remaining amount of \$105,959 for the as-needed services will be funded through the department's current Engineering and Administration budget (Fund 10).

**REQUESTED ACTION:**

Staff recommends that the City Council approve a professional services agreement with KOA Corporation (KOA) for an on-call and as-needed construction management/engineering and related services in an amount not to exceed \$200,000 for a three year term.

Staff also recommends that City Council award the engineering design services for the Mulholland Gap Closure Project to KOA Corporation in the amount not-to-exceed \$94,041.

**ATTACHMENTS:**

- Attachment A: KOA Corporation Proposal for the Mulholland Gap Closure Project
- Attachment B: Professional Services Agreement