



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

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**DATE: MAY 28, 2020**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: RECOMMENDATION TO APPROVE PROFESSIONAL SERVICES AGREEMENTS WITH CONVERSE CONSULTANTS AND NV5 WEST, INC. FOR ON-CALL AND AS-NEEDED MATERIAL TESTING AND SPECIAL INSPECTION SERVICES FOR CITY'S CAPITAL IMPROVEMENT PROGRAM AND RECOVERABLE PROJECTS IN AN AMOUNT NOT TO EXCEED \$100,000 FOR EACH FIRM FOR A THREE-YEAR TERM**

**MEETING**

**DATE: JUNE 10, 2020**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve professional service agreements with Converse Consultants and NV5 West, Inc. for On-call and As-needed Material Testing and Inspection Services for the City's Capital Improvement Program (CIP) and Recoverable in an amount not to exceed \$100,000 for each firm, for a three-year term.

**DISCUSSION/ANALYSIS:**

Material Testing and Special Inspection Services are an important and necessary component to preliminary design, project development and construction phase of the City's CIP projects to ensure quality control/quality assurance, conformance to project specifications and the State/Federal requirements. Material Testing and Special Inspection firms specialize in various services that range from soil and asphalt product testing and sampling, to concrete, masonry and steel inspection

and analysis. The majority of the City's CIP projects for the next few fiscal years require material testing and special inspections services.

The purpose of entering into an agreement with one or more qualified firms is to provide general material testing and special inspection services on an on-call time and material basis with a fixed fee schedule. This will eliminate the need to enter into agreements and negotiate fees for each individual project requiring this type of work. Furthermore, fee schedule rates for an on-call services agreement are typically more competitive than those presented on a project by project basis. Having two on-call firms ensure timely services when it is anticipated that there will be multiple design projects occurring around the same time.

City staff issued a Request for Proposal (RFP) for the aforementioned services on March 17, 2020. The services requested are for a three-year term with no option of extending the agreement beyond the term. Fourteen (14) proposals were submitted in response to the RFP. Staff evaluated the proposals using the criteria of relevant firm experience, team qualification, understanding and approach, and other factors. Based on the results of performed evaluation, NV5 West, Inc. and Converse Consultants ranked highest.

Both Converse Consultants and NV5 West, Inc. are well known and experienced in material testing and special inspections for street resurfacing projects, geotechnical investigations and structural testing. In addition, both firms provide engineering geology, soils testing and construction services.

The combined services of these two firms should meet the City's Material Testing and Special Inspection needs for the next three years.

Therefore, staff recommends contracting with Converse Consultants and NV5 West, Inc. for On-Call Material Testing & Special Inspection Services for CIP projects in amounts not to exceed \$100,000, with the option to make adjustment to the fee schedule based on the Consumer Price Index (CPI).

**FISCAL IMPACT/SOURCE OF FUNDING:**

Costs associated with the on-call services agreement are recoverable and charged to the project numbers requiring service (Fund 40).

**REQUESTED ACTION:**

Staff recommends that the City Council approve professional service agreements with Converse Consultants and NV5 West, Inc. for On-call and As-needed Material Testing and Inspection Services for the City's Capital Improvement Program (CIP) and Recoverable in an amount not to exceed \$100,000 for each firm, for a three-year term.

**ATTACHMENTS:**

Exhibit A: Professional Services Agreement with Converse Consultants.

Exhibit B: Professional Services Agreement with NV 5 West, Inc.