



CITY *of* CALABASAS

MEMORANDUM

DATE: JUNE 24, 2020

TO: MEMBERS OF THE HISTORIC PRESERVATION COMMISSION

FROM: TOM BARTLETT, A.I.C.P., CITY PLANNER

SUBJECT: UPDATE ON THE STATUS OF THE HISTORIC SITES MARKERS

BACKGROUND:

Based on the Historic Preservation Commission's recommended layout for informational markers at the City's seven historic sites, the City Council approved the overall design for the proposed site markers in October 2018. Based on funding in an approved City budget, in July 2019 Staff prepared and issued a Request for Proposals (RFP) for the services of a qualified manufacturer and installer. Six firms submitted proposals in response to the RFP.

Following a thorough review of the proposals by Staff, Sea Reach, LTD. was selected as the best-qualified and most responsive firm. A formal written contract was then executed, and Sea Reach, LTD commenced the detailed design and fabrication effort in November 2019. Installation of completed markers was anticipated to take place in the February to March of 2020 timeframe.

Unfortunately, as the members of the Commission well know, the COVID-19 pandemic came along in early 2020, which precipitated substantial changes to City operations, as well as to the functions of commercial enterprise. As a result, Staff had to adjust the project schedule, and amend the written contract with Sea Reach, LTD. accordingly.

CURRENT STATUS:

The markers (finished plaques and their support bases or posts) have now been fabricated, and all components were delivered from the Oregon-based fabricator to the City on June 12th. Each marker is individually wrapped in protective coverings, and all the markers and base components are arranged inside a fully enclosed and secure wooden crate. The crate is stored temporarily in the Public Works Department storage yard on Calabasas Road. Staff from the Community Development Department and from the Public Works Department are now coordinating with the team at Sea Reach, LTD. on the details for accomplishing marker installations.

REQUESTED ACTION:

This item is a status report for information and discussion only; no action is required by the commission.