



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

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**DATE: JUNE 8, 2022**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: TOM BARTLETT, CITY PLANNER  
GLENN MICHITSCH, SENIOR PLANNER**

**SUBJECT: RECOMMENDATION TO APPROVE A FIVE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH ENVICOM CORPORATION FOR ENVIRONMENTAL SERVICES, IN AN AMOUNT NOT-TO-EXCEED \$500,000.**

**MEETING DATE: JUNE 22, 2022**

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**SUMMARY RECOMMENDATION:**

That the City Council award a five-year Professional Services Agreement to Envicom Corporation in the amount of \$500,000.00 (Five Hundred Thousand Dollars and no cents).

**BACKGROUND:**

Under State Law, the Community Development Department is required to study the environmental impacts of all development projects in the City and sphere of Calabasas. Additionally, the City performs various other activities related to the study, analysis, and protection of environmental resources and public safety, and requires the assistance of various technical experts (i.e. oak tree specialists, biologists, archaeologists, wildfire safety professionals, geologists/geotechnical engineers, etc.) to augment the City's technical capabilities. Finally, from time to time, the City may require on-call planning services to temporarily augment Planning

Department staff due to staff turnover, unexpected increases in workload, and/or offer expedited development review services so that the City can continue to provide high-quality work and timely customer service to applicants and the community. To this end, the Community Development Department relies on various companies to perform these services on behalf of the City and its applicants.

In 2004, the City evolved from contracting with a single environmental consulting firm for all its environmental service needs to a system of having three qualified on-call firms to provide the same service. This approach provided more expeditious and less costly service for the City and all of its applicants. Since August 2014 (the last re-procurement), the three firms providing these services to the City are Rincon Consultants, Inc., Environmental Science Associates (ESA), and Dudek. However, in order to ensure the City is getting the most qualified, cost effective, and knowledgeable firms, the Department has generally re-procured environmental services every 5 years through a competitive selection process. Through this process (discussed more specifically below) staff typically recommends the top three qualified firms be awarded not-to-exceed contracts to provide on-call environmental services to the City on a task-order basis in support of immediate City and applicant needs.

#### **DISCUSSION/ANALYSIS:**

On April 1, 2022, the City issued an RFQ for environmental services. The RFQ was sent to all known firms, the American Planning Association (Los Angeles County chapter), Association of Environmental Professionals (AEP), and posted on the City's website, with all firms given a period of 30 days to submit qualifications. The City received qualifications from 4 firms. A committee of two senior-level staff was formed to review all proposals. Evaluation of the proposals was based on the following weighted criteria:

- 1) Experience (20 points)
- 2) Personnel and Project Management Qualifications (20 points)
- 3) Understanding of the project (15 points)
- 4) Product (20 points)
- 5) Cost (15 points)
- 6) Approach and Methodology (10 points)

In evaluating each submittal, staff assigned a score of between 1 (weak) to either 10, 15 or 20 (strong) for each category and calculated a composite score. Based on the composite scores, the committee ranked all respondents. All four firms provided strong Statement of Qualifications (SOQs); however, SOQs from three of the firms clearly stood out, and were unanimously selected as the most qualified.

The committee selected Envicom Corporation for a variety of reasons. Envicom Corporation has previously worked as one of the City's environmental consultants

from 2009 to 2015, during which time they were responsive, thorough, and produced a solid work product at a reasonable cost while working out of their Westlake Village office. In addition, Envicom Corporation's SOQ demonstrated knowledge of local issues, thorough CEQA knowledge (including recent amendments to the law and guidelines and recent case law), and continued ability to be responsive to the City's needs. Furthermore, Envicom Corporation maintains a diverse team of highly qualified technical professionals in-house, reducing the need to manage a wide array of sub-consultants. Based on these factors, staff recommends that Envicom Corporation be awarded a five-year contract for an amount not-to-exceed \$500,000.00. Should additional funding be required in the future, staff would return to the Council with a request to increase the contract amount.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Funding for these consultant services is accomplished primarily through applicant recoverable deposits (Fund 11), and therefore has no fiscal impact on the City. If the need arises to use the services of these firms for a City project not covered by a recoverable deposit, then those individual projects must be budgeted separately through the Community Development Department's Annual Budget. Other City departments utilizing this professional service may allocate funds acquired through their annual budgets, applicant fees, grants or other sources.

**REQUESTED ACTION:**

That the City Council award a five-year Professional Services Agreement to Envicom Corporation in the amount of \$500,000.00 (Five Hundred Thousand Dollars and no cents).

**ATTACHMENTS:**

- A Professional Services Agreement
- B Statement of Qualifications
- C Request for Qualifications