



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: MARCH 9, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: TATIANA HOLDEN, P.E., DEPUTY PUBLIC WORKS DIRECTOR
JOSE LUIS HERNANDEZ, PUBLIC WORKS SUPERINTENDENT**

SUBJECT: RECOMMENDATION TO APPROVE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH MESA ENERGY SYSTEMS INC. (DBA EMCOR SERVICES, MESA ENERGY) FOR HVAC EMERGENCY REPAIR, REPLACEMENT PARTS SERVICES, EMERGENCY CALL-OUT BASIS/RESPONSE AND AS-NEEDED/ON-GOING ROUTINE MAINTENANCE FOR THE CALABASAS CIVIC CENTER (CITY HALL, LIBRARY AND CALABASAS SENIOR CENTER) BUILDINGS IN AN AMOUNT NOT TO EXCEED ONE HUNDRED TWENTY-SIX THOUSAND DOLLARS (\$126,000.00)

MEETING

DATE: MARCH 22, 2023

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve Amendment No. 1 to the Professional Services Agreement with Mesa Energy Systems Inc. (DBA Emcor Services, Mesa Energy) to provide HVAC Emergency Repair, Replacement Parts Services, Emergency Call-Out Basis/Response and As-Needed/On-Going Routine Maintenance in an amount not to exceed one hundred twenty-six thousand dollars (\$126,000.00).

BACKGROUND:

The City currently has a contract with Mesa Energy Systems Inc. (DBA Emcor Services, Mesa Energy) for Emergency Repair, Call-Out Response and Replacement Parts Services for the Calabasas Civic Center (Library, City Hall, Senior Center) in

the amount not to exceed sixty thousand dollars (\$60,000) with the expiration date of September 30, 2023.

Staff encountered emergency repairs needed for the City Hall HVAC system (air condensers) last year in September 2022. When the Civic Center was built in 2007-2008 the HVAC system was installed with the criteria required to comply with the standards necessary to qualify the City as a Green/LEED Gold status building. Due to the lack of maintenance, response and inadequacy of service required by the previous contractor Circulating Air and coordinating/designate staff at the time, the Public Works Superintendent was in need of a contractor that could repair and locate the necessary parts/equipment needed for the problematic, outdated and special HVAC system immediately. Due to the special operating system, there were no local contractors able to repair nor maintain the HVAC system with the requirements needed for service. Staff did their due diligence and contacted six (6) various HVAC repair contractors. Contractors were not familiar nor able to service the special "green" outdated system. Fortunately staff was referred to Emcor Services based out of Ventura, a well known contractor who specializes in HVAC services and was able to obtain the necessary replacement parts from Japan needed for our system. The City entered into an agreement with Emcor for emergency repair services in an amount not to exceed sixty thousand dollars. (\$60,000)

Shortly after the emergency repair for City Hall, the Library and subsequent Senior Center also required immediate repair services for their HVAC systems (air conditioners) and Emcor was able to assist with the necessary repairs. Most recently, mid-late February 2023 one of the heating components (boilers) for the City Hall system had seized working. Staff is working with Emcor to obtain the necessary part to repair and replace the failed component. The City currently does not retain an HVAC contractor for regular routine and preventive maintenance for the Civic Center (City Hall, Library) HVAC system.

DISCUSSION/ANALYSIS:

Staff identified and is concerned with the current/existing contract amount of sixty thousand dollars (\$60,000) as the contract amount has already been expended by 77% (through January 2023) from past emergency repairs to the HVAC system. The recent emergency repair for City Hall's heating system (boiler) is not inclusive in this amount. Unfortunately, the current contract amount does not include additional funding required to cover expenses for additional repair costs in addition to the required scheduled routine and on-call maintenance that will be needed for the HVAC system once the required repair is completed. Mesa Energy dba Emcor Services under the supervision of the City's Public Works Superintendent has responded promptly to requests within the current scope of work, however a

routine maintenance program is needed to ensure the current HVAC systems for the Civic Center facilities operate efficiently and uninterrupted.

With the recent need for repair services for the Civic Center, it is recommended the City amend the existing agreement with Emcor Services to ensure the HVAC systems have routine repair and maintenance service to prevent any additional repair costs due to the lack of routine maintenance and repair from our previous contractor (Circulating Air). Staff requests to extend the scope of services and amend the current contract amount in an amount not to exceed one hundred twenty-six thousand dollars (\$126,000), which includes a 10% contingency. The Public Works Superintendent will manage the contract and costs associated with these services. This will afford staff adequate time to maintain the HVAC system and to prepare and issue/advertise an RFP (Request for Proposal) for regular routine maintenance and on-call/emergency services needed for the Calabasas Civic Center.

Based on staff's experience and communications with Emcor Services, staff has had a great working relationship with the company. Emcor Services demonstrates that they can (and do) respond to all requests for repair and emergency services and at times, on a moment's notice.

<u>Current Contract Amount</u>	
Fiscal Years 2022/2023 (October 2022 - February 2023)	\$60,000
Additional funding through contract expiration (September 2023)	\$60,000
10% Contingency	\$6,000
	Total \$126,000.00

FISCAL IMPACT/SOURCE OF FUNDING:

Budgeted monies from the Public Works and Library Departments current operating 2022/2023 Fiscal Year Budget will be utilized for emergency repairs and on-going routine maintenance services.

REQUESTED ACTION:

Staff recommends that the City Council approve Amendment No. 1 to the Professional Services Agreement with Mesa Energy Systems Inc. (DBA Emcor Services, Mesa Energy) to provide HVAC Emergency Repair, Replacement Parts Services, Emergency Call-Out Basis/Response and As-Needed/On-going Routine Maintenance in an amount not to exceed one hundred twenty-six thousand dollars (\$126,000.00).

ATTACHMENTS:

ATTACHMENT A – Professional Services Agreement

ATTACHMENT B - Amendment No. 1 to the Professional Services Agreement