



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 13, 2023

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: ERICA L. GREEN, COMMUNITY SERVICES DIRECTOR

SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH COA ASSOCIATES INCREASING THE NOT TO EXCEED AMOUNT TO \$220,000 TO PROVIDE NEW AND UPGRADED AUDIO/VIDEO EQUIPMENT TO THE CALABASAS COMMUNITY CENTER INCLUDING A NEW SECURITY SYSTEM FEATURING A STATE-OF-THE-ART CAMERA SYSTEM

MEETING OCTOBER 25, 2023
DATE:

SUMMARY RECOMMENDATION:

That the City Council authorize to approve amendment #1 to the professional services agreement with COA Associates, increasing the not to exceed amount to \$220,000. Funding will be used to provide new and upgraded audio/video equipment to the Calabasas Community Center including a new security system featuring a state-of-the-art camera system.

BACKGROUND:

The City of Calabasas is currently undertaking a complete renovation of the Calabasas Community Center in preparation to reopen the facility early 2024. The project to install a new roof on the entire facility has just been completed. The City is working in cooperation with the City of Agoura Hills to utilize the \$1,000,000 Federal Earmark Grant that the City of Agoura Hills has received to paint the entire interior and exterior of the facility as well as provide a new gymnasium floor and interior flooring for the remainder of the facility.

Unfortunately, the \$1,000,000 grant is not enough to fund all of the identified improvements, of which audio/visual is included.

The Calabasas Community Center's equipment, fixtures, and fixed furniture are over 20 years old. Replacing and upgrading the equipment is imperative to reopen the Community Center and maximize its safety, visitation, participation, rentals, membership and generate revenue. Additionally, the upgrades will strengthen safety inside and outside of the facility for the participants and staff as well as provide upgrades that will enhance the attractiveness for large ballroom event rentals.

DISCUSSION/ANALYSIS:

The \$1,000,000 Federal Earmark Grant was given to the City of Agoura Hills to renovate the building which was to include all new audio/video equipment as well as a new security system including a modern camera system. With all of the numerous reporting requirements associated with the grant, the City of Agoura Hills felt that it was best to formally bid for a General Contractor to oversee the entire project which included hiring the needed subcontractors to complete the work. By doing this, the General Contractor would be required to meet all of the reporting and diversity of labor requirements, then send the needed reports to the City of Agoura Hills who will in turn send them to the Federal Grant Administrators, ensuring federal compliance.

Unfortunately, there is a cost for hiring a General Contractor which increased the project's total cost by 20-25% leaving required renovation items unfunded.

COA Associates is currently contracted to provide A/V services and the amendment will allow the essential audio/visual upgrades to be completed and maintained at the Community Center to meet the reopening date in early 2024.

FISCAL IMPACT/SOURCE OF FUNDING:

No additional funding is requested. The funding will be fully absorbed in the City Council approved operational budget for the Calabasas Community Center. The funding will come from a variety of line accounts including Contractual Services.

REQUESTED ACTION:

Staff request that City Council authorize and approve amendment #1 to the professional services agreement with COA Associates to provide the new audio/video and security equipment for the Calabasas Community Center.

ATTACHMENTS:

Amendment #1 to Professional Services