



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: FEBRUARY 5, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: MICHAEL MCCONVILLE, DEPUTY CITY MANAGER

SUBJECT: AUTHORIZATION TO APPROVE AMENDMENT NO. 1 FOR ADDITIONAL FUNDING AND THE EXTENSION OF THE TERM DATE TO THE EXISTING PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL BAKER INTERNATIONAL, INC.

MEETING DATE: FEBRUARY 14, 2024

SUMMARY RECOMMENDATION:

That the City Council approve Amendment No. 1 for additional funding in the amount of \$50,000 and the extension of the term date through August 31, 2025 to the existing Professional Services Agreement with Michael Baker International, Inc. for Community Development Block Grant (CDBG) and Permanent Local Housing Allocation (PLHA) services.

BACKGROUND/DISCUSSION:

In June 2022, the City entered into a Professional Services Agreement with Michael Baker International, Inc. for Community Development Block Grant (CDBG) and Permanent Local Housing Allocation (PLHA) administration services, in the amount not to exceed \$50,000, that ran through May 31, 2025.

For CDBG program year 2022-2023, the City Council approved a \$454,121 ADA Access Improvement Project to repair and replace sidewalks and curb ramps throughout the City. This action by the City Council ensured that no City CDBG funds were lost during a time when the Residential Rehabilitation was inactive, and also offset general funds that would have been used for the ADA improvements. In order labor compliance monitoring

Due to prevailing wage and labor compliance monitoring requirements, Michael Baker International devoted a significantly higher number of hours to the Project than what was budgeted for during the drafting on the agreement with the City. As a result, there are no remaining funds left on the current agreement with Michael Baker International.

To ensure enough time to complete all reporting requirements for the current ADA Access Improvement project, fully implement the City's PLHA program, and further train M6 on Residential Rehabilitation Program duties, staff is requesting an extension of Michael Baker International term date through August 31, 2025 and an increase in funding to the contract in the amount of \$50,000.

Concurrent with this proposed extension, staff will prepare and issue a new Request for Proposals (RFP) for CDBG and PLHA program administration services in February 2025.

FISCAL IMPACT/SOURCE OF FUNDING:

The \$50,000 in additional funding to the Michael Baker International PSA will be appropriated accordingly to both the CDBG and General Fund budgets for FY 2023/24 and 2024/25.

REQUESTED ACTION:

That the City Council approve Amendment No. 1 for additional funding in the amount of \$50,000 and the extension of the term date through August 31, 2025 to the existing Professional Services Agreement with Michael Baker International, Inc. for Community Development Block Grant (CDBG) and Permanent Local Housing Allocation (PLHA) services.

ATTACHMENTS:

- A. Amendment No. 1 to Professional Services Agreement
- B. Current Professional Services Agreement