



*CITY of CALABASAS*

**CITY COUNCIL AGENDA REPORT**

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**DATE: FEBRUARY 28, 2024**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

**FROM: CURTIS CASTLE, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
TATIANA HOLDEN, P.E., DEPUTY PUBLIC WORKS DIRECTOR**

**SUBJECT: RECOMMENDATION TO APPROVE AN AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN  
ENGINEERING FOR PROFESSIONAL CIVIL ENGINEERING SERVICES  
FOR A THREE-YEAR TERM IN AN AMOUNT NOT TO EXCEED ONE  
HUNDRED EIGHTY-THOUSAND DOLLARS (\$180,000)**

**MEETING**

**DATE: MARCH 13, 2024**

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**SUMMARY RECOMMENDATION:**

Staff recommends that City Council approve Amendment No. 1 for the Professional Services Agreement (PSA) with Willdan Engineering for professional civil engineering and geotechnical services dated January 15, 2024 for the total contract amount not to exceed \$180,000.00 for a three-year term.

**BACKGROUND:**

Willdan Engineering was selected as a qualified firm to perform on-call civil engineering and geotechnical services through the Request for Proposal (RFP) process in 2021, which followed the City's formal bidding procedures. Willdan has been providing civil engineering and geotechnical services specifically for the City's Land Development review needs. The contract was for a total amount not to exceed \$60,000 a duration of two years. On April 22, 2023, an amendment was issued extending the contract end date for additional six months.

On January 1, 2024 a new \$60,000 professional service agreement (PSA) was executed to continue the services provided by Willdan for two more years. Due to recent staffing levels in the Public Works Department and to conserve resources, staff relied on the earlier RFP process to engage Willdan for the current contract. Staff will issue a new RFP for on-call engineering services in 2026.

**DISCUSSION/ANALYSIS:**

Willdan Engineering has been providing timely and quality services during the duration of previous years' and existing contracts. Willdan has worked closely with staff to provide expert reviews in all facets of Land Development subdivision plan review, inspection, and land surveying. Additionally, Willdan is involved in reviews for various major development projects, including the Commons Lane, Cruzan and West Village projects. It would benefit the City to retain Willdan for their past work experience, quality service, and institutional knowledge of the major development projects listed above.

This year, in absence of Environment Services Division staff, the Public Works Department required additional help with the National Pollution Discharge Elimination System (NPDES) Permit and its reporting provisions. Filing NPDES Permit reports is required for the City to stay in compliance with the state and federal requirements. Willdan was asked to prepare and submit a proposal for the services for Fiscal Year (FY) 2023/24 and FY 2024/25. The proposal is included in the attachments to a PSA amendment.

Staff requests Council increase the not-to-exceed amount from \$60,000 to \$180,000 and extend the contract until December 31, 2026. This amendment will ensure continuity of currently provided services and enable to staff to quickly engage the consultant when additional support is needed.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The City collects deposits (fees) from development project applicants to pay for the services required for their developments. Each major development project has reimbursable account associated with it. Deposits collected from developers are deposited in reimbursable accounts (Fund 11), which are used to pay for costs associated with the processing of the project, including review services provided by Willdan.

The Los Angeles County Flood Control District's (District) Safe Clean Water Program (SCWP) funds projects and programs to better manage urban and stormwater runoff. The Measure W – Safe Clean Water account (Fund 62) is used to pay for NPDES services.

**REQUESTED ACTION:**

Staff recommends that City Council approve Amendment No. 1 for the Professional Services Agreement (PSA) with Willdan Engineering for professional civil engineering and geotechnical services dated January 15, 2024 for the total contract amount not to exceed \$180,000.00 for a three-year term.

**ATTACHMENTS:**

Attachment A: Contract with Willdan Engineering

Attachment B: Amendment No. 1