



**CITY of CALABASAS**  
**CITY COUNCIL AGENDA REPORT**

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**DATE: FEBRUARY 29, 2024**

**TO: HONORABLE MAYOR AND COUNCILMEMBERS**

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

**SUBJECT: RECOMMENDATION TO APPROVE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH BURNS PACIFIC CONSTRUCTION, INC. TO PROVIDE AS-NEEDED EMERGENCY DEBRIS REMOVAL SERVICES RESULTING IN A THREE-YEAR TERM IN AN AMOUNT NOT TO EXCEED SIX HUNDRED THOUSAND DOLLARS (\$600,000)**

**MEETING DATE: MARCH 13, 2024**

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**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve Amendment No. 1 for the Professional Services Agreement with Burns Pacific Construction, Inc. (Burns Pacific) to provide as-needed emergency cleaning services, debris/dirt removal and disposal, and other clean-up activities associated with hillside erosion, excessive rain and other natural or manmade disasters on an as-needed or emergency call-out basis for a three-year term in an amount not to exceed six hundred thousand dollars (\$600,000.00).

**BACKGROUND:**

A Request for Proposal (RFP) for as-needed emergency cleaning and other clean-up services was advertised on July 6, 2023 on the City’s website and was published

with six web-based Plan Rooms to solicit proposals. Staff followed the formal RFP posting process for this solicitation. The scope of work consists of debris/dirt removal and disposal, and other clean-up activities associated with hillside erosion, excessive rain and other disasters, emergency call-outs and other services on an as-needed basis. All the work performed would be in the City's public right-of-way.

Two proposals were received in response to the RFP on October 10, 2023. The companies that responded were Burns Pacific and DRC Pacific, Inc. The proposals were reviewed and evaluated by staff. Both proposals were scored satisfactory by evaluating criteria including past performance, understanding of the scope of work, response time, rates and references. Staff decided to proceed with both companies in order to increase availability and response time to emergency calls. The City issued \$60,000 contracts in early January 2024 to both companies to ensure timely clean-up and repair services in anticipation of winter storms.

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

Rain events in 2023 and recent rainstorms in 2024 contributed to mud slides, washouts, debris flows and storm drain catch basin blockages in the rural areas of Calabasas. Based on last years' experience, staff wanted to secure one or more contracts with qualified contactors for the clean-up services and for stand-by services in advance of the winter 2024 rainstorms.

Staff had a very positive experience working with Burns Pacific in the past. The contractor is always responsive, able to arrive on site and complete the work in a timely manner and to fully provide services including emergency response outside of regular working hours, on weekends, and on holidays., Services provided included, but have not been limited to, post-storm clean-up, mud/land slide clean-up, placement of traffic barricades, traffic control and slope restoration.

The storms of January and February 2024 created extensive emergency clean-up and repair work along Old Topanga Canyon Road approximately 1/3-mile west of Mulholland Highway. The work included emergency response to deploy traffic control, remove approximately 400 cubic yards of dirt and debris, placement of 30 cubic yards of riprap rock to stabilize the creek bank, and re-grading the westbound roadway shoulder. As a result of the emergency response work, approximately \$48,000 (90%) of the current contract amount has already been expended as of February 2024. With potentially more rain events this year and work remaining to address other storm-related damages staff anticipates additional expenses in excess of the standard 10% contingency. Further, to facilitate responses to future emergency situations, staff recommends a multi-year agreement moving forward. Amendment No.1 (attached) for the Professional Services Agreement between the City and Burns Pacific would increase the total contract sum to a not-to-exceed

amount of \$600,000 and extend the contract from one (1) year to a three (3) year term.

A contract with DRC Pacific was executed in order to have a second vendor available in case Burns Pacific is not immediately available or already utilized for other services. However, DRC Pacific's estimated response time and cost of services were higher and longer, respectively, than Burns Pacific. DRC Pacific does maintain sufficient capacity and ability to assist the City and staff will retain DRC Pacific on an existing contract for possible post-emergency work, if future cost proposals are reasonable.

Staff will also continue using the Los Angeles County Department of Public Works as a back-up to the contracted vendors for post-emergency work that includes larger scale debris removal activities. Unfortunately, with a large service area, Los Angeles County crews are not always available to respond to emergency calls or to complete the scheduled work in a timely manner.

**FISCAL IMPACT/SOURCE OF FUNDING:**

Costs are insignificant unless the City faces other unforeseen emergency events that require debris and dirt removal and/or other emergency services. Any emergency related work will be funded by the Measure R Local Return. If an emergency event is declared by the State, the City will work with the Federal Emergency Management Agency (FEMA) and the Governor's Office of Emergency Services (CalOES) to recover the costs of emergency response services. All other as-needed clean-up and services requested by the City will be paid through the Roadway Safety, Parkway and Shoulder Maintenance Fund (10-312). Depending on the number and severity of emergency situations encountered in any one year, impacts could include scope reductions to City's annual paving program and other Public Works capital projects. Staff will make every effort to limit impacts to existing programs.

**REQUESTED ACTION:**

Staff recommends that the City Council approve Amendment No. 1 for the Professional Services Agreement with Burns Pacific to provide as-needed emergency cleaning services, debris/dirt removal and disposal, and other clean-up activities associated with hillside erosion, excessive rain or other natural or manmade disasters on an as-needed or emergency call-out basis/response for a three-year term in an amount not to exceed six hundred thousand dollars (\$600,000.00).

**ATTACHMENTS:**

Attachment A - Professional Services Agreement with Burns Pacific Construction Inc.  
Attachment B – Amendment No. 1