



CITY of CALABASAS

CITY COUNCIL AGENDA REPORT

DATE: JUNE 13, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

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

SUBJECT: RECOMMENDATION TO APPROVE THE SECOND AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT FOR \$25,000 WITH CONVERSE CONSULTANTS FOR ON-CALL AND AS-NEEDED MATERIALS TESTING AND SPECIAL INSPECTION SERVICES WHICH WILL EXTEND THE CONTRACT DURATION UNTIL DECEMBER 31, 2024 AND INCREASE THE NOT TO EXCEED AMOUNT TO \$125,000

**MEETING
DATE: JUNE 26, 2024**

SUMMARY RECOMMENDATION:

Recommendation to approve the second amendment to the professional services agreement for \$25,000 with Converse Consultants for on-call and as-needed materials testing and special inspection services which will extend the contract duration until December 31, 2024 and increase the not to exceed (NTE) amount to \$125,000.

BACKGROUND:

The City has utilized materials testing and special inspection services for many years to ensure asphalt concrete, concrete, base materials, reinforcing steel, and many other components of public works infrastructure meet the requirements of project specifications and industry standards. On August 15, 2014 the City entered into a three-year professional services agreement with Converse Consultants (Converse) to provide on-call materials testing and special inspection services.

Subsequently, amendments were executed that served as extensions for 2017-2018, 2018-2020. In 2020, the City issued a new RFP and received 13 proposals. Converse was determined to be the best qualified and was awarded a new contract for the term of 2020-2023. The first amendment to the 2020 contract was executed on June 30, 2023 and extended the contract term from July 1, 2023 through June 30, 2024.

Staff is now requesting that the City Council approve the second amendment to the professional services to extend the term an additional six months from July 1, 2024 through December 31, 2024 and increase the total contract authority by an additional \$25,000, which would result in an amended NTE contract amount of \$125,000. For any services rendered after December 31, 2024 this will go out for Request for Proposals (RFP).

DISCUSSION:

Converse currently provides materials testing and special inspection services for two on-going Capital Improvement Program (CIP) projects currently under construction – (1) Old Topanga Canyon Road/Mulholland Highway Improvements and (2) Las Virgenes Road Green Street. Services provided by Converse have been satisfactory and staff recommends continuing to use the firm for these projects through completion.

The reasons staff is seeking a short-term contract extension with Converse is two-fold. First, staff is seeking to ensure that the two CIP projects currently under construction are inspected until they are completed by the same firm that has been working with the projects since the start of construction. Converse has familiarity with the project specifications, the contractor, the contractor’s methods, and the needs of city staff. Second, staff recommends keeping a materials testing/special inspection company under contract until a new professional services agreement is in place. The City recently started its annual resurfacing project and inspection services may be required for that project through the summer and early fall. Staff would not seek any future amendments to this contract. Further, the Public Works Department recently issued an RFP for materials testing and special inspection services on May 29, 2024 with proposals due June 27, 2024. Staff anticipates entering into a new multi-year contract with the best qualified firm by the end of the calendar year. In conclusion, this amendment would ensure continuity of service for two critical CIP projects and cover the city’s needs until a new contract is executed.

FISCAL IMPACT/SOURCE OF FUNDING:

Costs associated with the on-call services agreement are recoverable and charged to the projects requiring service (Fund 40 – Capital Improvement).

REQUESTED ACTION:

Recommendation to approve the second amendment to the professional services agreement for \$25,000 with Converse Consultants for on-call and as-needed materials testing and special inspection services which will extend the contract duration until December 31, 2024 and increase the NTE contract amount to \$125,000.

ATTACHMENTS:

Attachment A: Second Amendment to the Professional Services Agreement