



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: JUNE 17, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

**FROM: MICHAEL MCCONVILLE, DEPUTY CITY MANAGER
CAROLINE LEWIS, MANAGEMENT ANALYST**

SUBJECT: AUTHORIZATION TO AWARD A ONE-YEAR PROFESSIONAL SERVICES AGREEMENT IN AN AMOUNT NOT TO EXCEED \$100,000 TO CBRE, INC. TO UPDATE THE CITY’S CURRENT INVENTORY AND APPRAISAL OF VARIOUS VACANT LAND PARCELS LOCATED WITHIN CALABASAS.

MEETING DATE: JUNE 26, 2024

SUMMARY RECOMMENDATION:

That the City Council authorize the award of a one-year Professional Services Agreement in an amount not to exceed \$100,000 to CBRE, Inc. to update the City’s current inventory and appraisal of various vacant land parcels located within Calabasas.

BACKGROUND/DISCUSSION:

In December 2023, the City of Calabasas received a \$200,000 grant from the Santa Monica Mountains Conservancy (SMMC) for the purpose of updating the City’s current inventory and appraisal of various vacant parcels located within Calabasas.

In February 2024, the City issued a Request for Proposals (RFP), receiving bids from the following companies:

Bender Rosenthal, Inc.	MT Associates, Inc.	Winthum
CBRE, Inc.	Thompson and Thompson	Worth Valuations

A selection committee comprised of staff from the Administrative Services Department conducted an evaluation of proposals based on each company’s background, qualifications, prior experience, costs, and responsiveness to the RFP, with the following three firms selected as finalists:

Proposer	Project Cost
MT Associates, Inc.	\$24,000
Thompson and Thompson	\$57,000
CBRE, Inc.	\$65,000

After receiving proposed timeliness for completion, interviewing project managers and concluding reference checks (including with Mountains Recreation and Conservation Authority staff who have an active contract with all three finalists), the selection committee determined that CBRE, Inc. provided the best combination of background and experience, responsiveness, and costs for project completion.

Staff is recommending a one-year PSA for an amount not to exceed \$100,000. This amount will fund the appraisal of the 18 properties listed in the City’s current open space inventory, while also providing the opportunity for up to 9 additional property appraisals, should the need arise, at \$3,600 per parcel.

The estimated project completion date is September 1, 2024.

FISCAL IMPACT/SOURCE OF FUNDING:

There is no impact to the General Fund. The project is funded through a \$200,000 grant received from the Santa Monica Mountains Conservancy (SMMC).

REQUESTED ACTION:

That the City Council authorize the award of a one-year Professional Services Agreement in an amount not to exceed \$100,000 to CBRE, Inc. to update the City’s current inventory and appraisal of various vacant land parcels located within Calabasas.

ATTACHMENTS:

- A. Professional Services Agreement – CBRE, Inc.