



**CITY of CALABASAS**

**CITY COUNCIL AGENDA REPORT**

---

**DATE: AUGUST 14, 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: APPROVE PROFESSIONAL SERVICES AGREEMENTS WITH RMA GROUP, AESCO, INC., AND EARTH SYSTEMS PACIFIC FOR ON-CALL AND AS-NEEDED MATERIALS TESTING AND SPECIAL INSPECTION SERVICES FOR THE CITY'S CAPITAL IMPROVEMENT PROGRAM IN AN AMOUNT NOT TO EXCEED \$100,000 FOR EACH FIRM, FOR A THREE-YEAR TERM**

**MEETING**

**DATE: AUGUST 28, 2024**

---

**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council approve professional service agreements with RMA Group, AESCO, Inc. (AESCO), and Earth Systems Pacific (Earth Systems) for On-Call and As-Needed Materials Testing and Inspection Services for the City's Capital Improvement Program (CIP) in an amount not to exceed \$100,000 for each firm, for a three-year term.

**DISCUSSION/ANALYSIS:**

Materials testing and special inspection services are an important and necessary component of preliminary design, project development, and the construction phase of the City's CIP projects to ensure quality control/quality assurance, and conformance to project specifications and state/federal requirements. Materials testing and special inspections firms specialize in a range of services from soil and asphalt testing and sampling, to concrete, masonry and steel inspection and

analysis. Many of the City's CIP projects planned for upcoming fiscal years will require materials testing and special inspections services.

The purpose of entering into an agreement with one or more qualified firms is to provide materials testing and special inspection services on an on-call, time and material basis with a fixed fee schedule. This eliminates the need to enter into separate agreements and negotiate fees for each individual project requiring these services. Furthermore, fee schedule rates for an on-call services agreement are typically more competitive than those presented on a project-by-project basis. Entering into agreements with multiple on-call firms ensures timely services when multiple projects are on-going at the same time.

City staff issued a Request for Proposals (RFP) for the aforementioned services on May 22, 2024. The services requested are for a three-year term. Six (6) proposals were submitted on June 27, 2024, in response to the RFP. Staff evaluated the proposals using the criteria of relevant firm experience, team qualifications, understanding and approach of the requested services, and other factors. Based on the results of staff's evaluation, RMA Group, AESCO, and Earth Systems ranked highest.

All three selected consultants are well respected and experienced in materials testing and special inspections for street resurfacing projects, geotechnical investigations and structural testing. In addition, all three firms provide engineering geology, soils testing and construction inspection services.

The need for these services can fluctuate yearly depending on the CIP projects planned. For example, in Fiscal Year 2023-23, the City spent approximately \$80,000 for materials testing and special inspections. Staff anticipates that the combined services of these three firms should meet the City's materials testing and special inspection needs for the next three years.

Therefore, staff recommends contracting with RMA Group, AESCO, and Earth Systems for On-Call Material Testing and Special Inspection Services for CIP projects in amounts not to exceed \$100,000 each, with the option to make adjustments to the fee schedule based on the Consumer Price Index (CPI).

**FISCAL IMPACT/SOURCE OF FUNDING:**

Costs associated with the on-call services agreement are recoverable and charged to the CIP project numbers requiring service (Fund 40).

**REQUESTED ACTION:**

Staff recommends that the City Council approve professional service agreements with RMA Group, AESCO, and Earth Systems for On-Call and As-Needed Material Testing and Inspection Services for the City's Capital Improvement Program (CIP) in an amount not to exceed \$100,000 for each firm, for a three-year term.

**ATTACHMENTS:**

- A: Professional Services Agreement with RMA Group
- B: Professional Services Agreement with AESCO
- C: Professional Services Agreement with Earth Systems