



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

---

**DATE:** OCTOBER 28, 2024

**TO:** HONORABLE MAYOR AND COUNCILMEMBERS

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

**SUBJECT:** RECOMMENDATION TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH MESA ENERGY SYSTEMS, INC., (DBA EMCOR SERVICES MESA ENERGY) FOR HEATING, VENTILATION, AND AIR CONDITIONING SYSTEMS MAINTENANCE

**MEETING DATE:** NOVEMBER 13, 2024

---

**SUMMARY RECOMMENDATION:**

Staff recommends that the City Council authorize the City Manager to negotiate and execute Amendment No. 1 to the Professional Services Agreement (contract #885076) with Mesa Energy Systems, Inc. dba EMCOR Services Mesa Energy (EMCOR) for the Heating, Ventilation, and Air Conditioning (HVAC) Systems Maintenance of City Hall, Calabasas Library, Calabasas Senior Center, Community Center, Juan De Anza Park Multi-Purpose Room, Tennis and Swim Center, and Creekside Park, in the amount \$225,476, resulting in a total not-to-exceed contract amount of \$481,952.

**BACKGROUND:**

Through an open and competitive public procurement process, EMCOR was selected as the most qualified contractor to perform HVAC maintenance at City facilities and was subsequently awarded a five-year agreement on December 6,

2023. During the summer of 2024, the City experienced malfunctioning and failing HVAC units at multiple facilities. Due to the urgency of the situation and the need to keep the buildings open to staff and the community, the City’s HVAC maintenance contractor was utilized to perform large-scale repairs and the complete replacement of certain systems. All repairs and replacements were successful, and no City facilities were closed despite the issues with the HVAC systems. However, the original contract scope of work for EMCOR was intended for regular, quarterly maintenance and not major repairs and replacements. Utilizing EMCOR for major HVAC work has exhausted the original contract budget, and staff seeks to restore the budget so that regular maintenance can continue for the next three years. It is important to note that EMCOR is qualified for both maintenance work and full HVAC system replacements. Their team includes qualified technicians, installers, and licensed engineers.

**DISCUSSION/ANALYSIS:**

EMCOR was originally awarded a five-year contract for \$256,476. This amount was based on 20 quarterly billings of \$11,658 plus a ten percent contingency and generally covered the following scope work: cleaning and replacement of filters, oil motors, and blowers; checking of refrigerant pressures; checking motor amperages; adjusting controls including thermostats, switches, valves, and relays; checking and clearing condensate drains; adjusting louvers for minor air balancing; checking and cleaning heat exchangers, vents, burners mixing tubes, and pilots; and performing other minor repairs and part replacements. However, aging equipment and a very hot summer resulted in more complicated and involved work to be performed. A list of the major unforeseen repairs is shown below in Table 1.

Table 1. Major Unforeseen HVAC Work at City Facilities

Facility	Cost	Description
Community Center	\$129,750	Full replacement of two 25-ton rooftop units
Juan de Anza Park	\$31,132	Replacement of major parts, including a compressor, which required a crane due its location

Staff has exhausted the original contract budget with EMCOR while approximately three and half years remain in the contract term. EMCOR was able to provide routine maintenance for the first year. Staff is seeking to add the Tennis and Swim Center to the facility list and restore the budget for the next three years to ensure regular routine maintenance is performed moving forward. The budget for Amendment No. 1 was calculated by utilizing the original contract quarterly billing rate of \$11,658, adding \$4,000 per quarter for the Tennis and Swim Center

maintenance, and adding a contingency. Although a 10% contingency was used with the original contract budget calculation, staff is proposing a 20% contingency with this amendment due to the age and condition of many of the HVAC systems. See Table 2 for the budget calculation.

Table 2. Amendment No. 1 Budget Calculation

Item	Quantity	Unit Cost	Total
Quarterly Maintenance	12	\$15,658	\$187,896
		Contingency (20%)	\$37,580
		Total	\$225,476

While regular maintenance of these systems remains a priority, the challenges experienced this past summer have emphasized the importance of a thorough, city-wide HVAC assessment.

To address the most pressing needs, staff distributed an RFP at the end of October to replace critical HVAC units at Creekside, De Anza, and the Tennis and Swim Center, as these are expected to become inoperable within the next few months. Staff anticipates a potential Council award for this RFP in December.

In addition, staff is preparing a comprehensive RFP, scheduled for release in early 2025, to procure an engineering consultant. This consultant will conduct a full evaluation of our HVAC systems across all City facilities and develop design and construction documents for their upgrade and/or replacement.

**FISCAL IMPACT/SOURCE OF FUNDING:**

The repairs at the park facilities shown in Table 1 were paid from the appropriate accounts within the Community Services Department budget. The City Council has already approved funding for the regular maintenance service in the General Fund budget. HVAC services are budgeted under account number 10-136-5239-00, Civic Center Operations and Management, Equipment Maintenance, in the City’s 2024-2025 and 2026-2027 Fiscal Year Operating budget. The budget for the future years is contingent upon City Council approval.

The cost of current repair services for the City facilities' HVAC systems is shared with the Public Works Department (City Hall), Library, and Community Services Department (Senior Center, Community Center, Tennis & Swim, park facilities), and it will continue to be shared among the departments.

**REQUESTED ACTION:**

Staff recommends that the City Council authorize the City Manager to negotiate and execute Amendment No. 1 to the Professional Services Agreement (contract #885076) with EMCOR for the HVAC Systems Maintenance of City facilities, in an amount of \$225,476 resulting in a total not-to-exceed contract amount of \$481,952.

**ATTACHMENTS:**

A. Amendment No. 1 to Professional Services Agreement with EMCOR