

## REPORT TO CITY COUNCIL

**DATE:** MAY 12, 2021

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** NATHAN HAMBURGER, CITY MANAGER

**BY:** RAMIRO ADEVA, ASSISTANT CITY MANAGER

**SUBJECT:** APPROVE FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES WITH RRM DESIGN GROUP FOR ADDITIONAL MEETINGS OF THE AGOURA VILLAGE SPECIFIC PLAN CITIZENS ADVISORY GROUP (AVSP CAG)

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On August 12, 2020, the City Council approved an agreement for consultant services with RRM Design Group (RRM) to complete the Agoura Village Specific Plan (AVSP) Update. The scope of work included, among other things, a task to coordinate up to five (5) meetings with the AVSP Citizens Advisory Group (CAG).

The original plan was to have five total meetings, bi-monthly. However, more meetings are needed to ensure each planning principle is thoroughly discussed, so that comprehensive AVSP revisions can ultimately be recommended for the City Council's consideration.

With this in mind, staff and the CAG believe meetings should be held monthly, and are requesting seven (7) meetings be added to the schedule. RRM has agreed to provide the additional meetings at the same rate per meeting as the original contract.

The additional funding being requested is in the amount of \$26,880, an increase of 21.4% above the original contract of \$125,630. Section 4 of the contract agreement with RRM allows the City Manager to approve additional work up to 10% of the original agreement. Any amount exceeding 10% must be approved by the City Council.

If approved, no additional General Funds would be needed in the current fiscal year 2020-21, and meetings occurring after July 1, 2021 will be accounted for in the proposed FY 2021-22 budget.

### RECOMMENDATION

Staff respectfully recommends the City Council approve the First Amendment to the Agreement for Consultant Services with RRM Design Group in the amount of \$26,880, for seven (7) additional meetings of the Agoura Village Specific Plan Citizens Advisory Group (AVSP CAG).

Attachment: First Amendment to the RRM Agreement for Consultant Services

FIRST AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES  
WITH THE CITY OF AGOURA HILLS

NAME OF CONSULTANT:	RRM Design Group
RESPONSIBLE PRINCIPAL OF CONSULTANT:	Attn: Jami Williams
CONSULTANT'S ADDRESS:	3765 S. Higuera St., Ste. 102 San Luis Obispo, CA 93401
CITY'S ADDRESS:	City of Agoura Hills 30001 Ladyface Court Agoura Hills, CA 91301 Attn: City Manager
PREPARED BY:	Ramiro Adeva
COMMENCEMENT DATE:	May 13, 2021
TERMINATION DATE:	June 30, 2022
CONSIDERATION:	Amendment Amount: \$26,880.00  Total Contract Price Not to Exceed: \$152,510.00

**FIRST AMENDMENT TO AGREEMENT BETWEEN  
CITY OF AGOURA HILLS AND RRM DESIGN GROUP**

**AGOURA VILLAGE SPECIFIC PLAN UPDATE**

THIS FIRST AMENDMENT is made and entered into as of May 13, 2021, by and between the City of Agoura Hills, a municipal corporation (hereinafter referred to as "City"), and RRM DESIGN GROUP (hereinafter referred to as "Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Amendment is made with the respect to the following facts and purposes:

a. On August 12, 2020, the City and Consultant entered into that certain Agreement entitled "Agreement for Consultant Services", in the amount of (\$125,630), One Hundred Twenty Five Thousand Six Hundred Thirty Dollars and Zero Cents.

b. On May 13, 2021, the City and Consultant entered into the First Amendment to that certain Agreement entitled "Agreement for Consultant Services," to add scope of work and increase the payment in the amount of (\$26,880), Twenty Six Thousand Eight Hundred Eighty Dollars and Zero Cents.

2. Section 4 of the Agreement entitled "**PAYMENT**" at paragraph "a" is hereby amended to read as follows:

"The City agrees to pay Consultant monthly, in accordance with the payment rates and schedules and terms set forth in Exhibit B, Payment Rates and Schedule, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. Any terms in Exhibit B, other than the payment rates and schedule of payment, are null and void. The FIRST Amendment amount shall not exceed \$26,880, for additional Agoura Village Specific Plan Citizen's Advisory Group (CAG) Meetings for a total Agreement amount of (\$152,510), for a total of One Hundred Fifty Two Thousand Five Hundred Ten Dollars and Zero Cents (\$152,510)."

3. Exhibit "A" to the Agreement is hereby amended by adding thereto the items set forth on Attachment "A" to this Amendment, which is attached hereto and incorporated herein as though set forth in full.

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have caused this FIRST Amendment to Agreement to be executed the day and year first above written.

**CITY OF AGOURA HILLS**

\_\_\_\_\_  
Denis Weber,  
Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, MMC  
City Clerk  
*Date Approved by City  
Council* \_\_\_\_\_  
APPROVED AS TO FORM:

\_\_\_\_\_  
Candice K. Lee,  
City Attorney

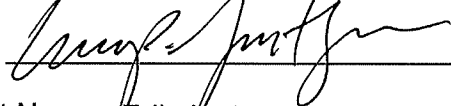
**CONSULTANT**

RRM Design Group  
3765 S. Higuera St., Ste. 102  
Jami Williams  
805-543-1794  
805-543-4609

By:  \_\_\_\_\_

Print Name: Jami Williams

Title: Principal/Vice President

By:  \_\_\_\_\_

Print Name: Erik Justesen

Title: CEO/President

**[Signatures of Two Corporate Officers Required]**

## ATTACHMENT A

*Attached hereto and incorporated herein is the additional scope of work and associated cost as provided by the Consultant.*

- *Add 7 AVSP Citizen Advisory Group (CAG) Meetings*

**ATTACHMENT B**  
**PAYMENT RATES AND SCHEDULE**

## EXHIBIT A-1 SCHEDULE 1

### Bill Rate Ranges

Subject to change effective March 1st each year

#### ARCHITECTURE

Architect	\$ 95 - \$ 155
Assistant Manager of Architecture	\$ 130 - \$ 195
Design Director	\$ 145 - \$ 240
Designer I	\$ 70 - \$ 100
Designer II	\$ 80 - \$ 125
Designer III	\$ 90 - \$ 150
Intern	\$ 45 - \$ 80
Job Captain	\$ 90 - \$ 150
Manager of Architecture	\$ 145 - \$ 255
Principal	\$ 180 - \$ 350
Project Architect	\$ 110 - \$ 185
Project Designer	\$ 110 - \$ 180
Project Manager	\$ 110 - \$ 185
Senior Architect	\$ 135 - \$ 220
Senior Designer	\$ 135 - \$ 210
Senior Project Manager	\$ 135 - \$ 230

#### ENGINEERING & SURVEYING

Associate Engineer	\$ 90 - \$ 135
Construction Inspector	\$ 105 - \$ 175
Designer I	\$ 55 - \$ 95
Designer II	\$ 75 - \$ 120
Designer III (Structural)	\$ 90 - \$ 135
Engineer I	\$ 85 - \$ 135
Engineer II	\$ 105 - \$ 160
Land Surveyor	\$ 115 - \$ 160
Manager of Engineering Services	\$ 170 - \$ 280
Manager of Surveying	\$ 150 - \$ 230
Party Chief	\$ 90 - \$ 145
Principal	\$ 180 - \$ 350
Project Engineer	\$ 125 - \$ 180
Project Manager	\$ 145 - \$ 230
Senior Associate Engineer	\$ 110 - \$ 185
Senior Designer	\$ 110 - \$ 185
Senior Land Surveyor	\$ 130 - \$ 195
Senior Party Chief	\$ 115 - \$ 185
Senior Project Engineer	\$ 135 - \$ 225
Supervisor of Surveying	\$ 135 - \$ 205
Survey Technician I	\$ 60 - \$ 90
Survey Technician II	\$ 75 - \$ 115
Survey Technician III	\$ 90 - \$ 155

#### Surveying Crew Rates

##### REGULAR

One person w/ GPS or Robotic Workstation	\$ 125 - \$ 155
Two person	\$ 175 - \$ 290
Three person	\$ 235 - \$ 390

##### PREVAILING WAGE

One person w/ GPS or Robotic Workstation	\$ 150 - \$ 180
Two person	\$ 225 - \$ 340
Three person	\$ 325 - \$ 490

#### INTERIOR DESIGN

Designer I	\$ 55 - \$ 85
Designer II	\$ 65 - \$ 115
Interior Designer I	\$ 75 - \$ 125
Interior Designer II	\$ 90 - \$ 150
Intern	\$ 45 - \$ 80
Senior Interior Designer	\$ 110 - \$ 195

#### LANDSCAPE ARCHITECTURE

Assistant Designer	\$ 70 - \$ 110
Associate Designer	\$ 80 - \$ 125
Designer	\$ 95 - \$ 135
Intern	\$ 45 - \$ 80
Landscape Architect	\$ 95 - \$ 145
Manager of Landscape Architecture	\$ 150 - \$ 245
Principal	\$ 180 - \$ 350
Principal Landscape Architect	\$ 135 - \$ 235
Senior Designer	\$ 105 - \$ 165
Senior Landscape Architect	\$ 110 - \$ 175

#### PLANNING

Assistant Planner	\$ 75 - \$ 120
Associate Planner	\$ 90 - \$ 155
Intern	\$ 45 - \$ 80
Manager of Planning	\$ 145 - \$ 26
Principal	\$ 180 - \$ 350
Principal Planner	\$ 140 - \$ 250
Senior Planner	\$ 115 - \$ 205
Senior Urban Designer	\$ 115 - \$ 205
Urban Designer	\$ 90 - \$ 155

#### CORPORATE SERVICES

Accounting Specialist	\$ 60 - \$ 110
Business Development Coordinator	\$ 85 - \$ 135
Chief Executive Officer	\$ 195 - \$ 500
Graphic Designer	\$ 80 - \$ 135
Marketing Manager	\$ 110 - \$ 220
Marketing Specialist	\$ 90 - \$ 150
Office Coordinator	\$ 70 - \$ 125
Project Accountant	\$ 65 - \$ 135
Project Administrator	\$ 70 - \$ 125
Receptionist	\$ 40 - \$ 80

