

REPORT TO CITY COUNCIL

DATE: APRIL 26, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

**BY: DENICE THOMAS, COMMUNITY DEVELOPMENT DIRECTOR
JESSICA CLEAVENGER, PRINCIPAL PLANNER**

**SUBJECT: APPROVE SECOND AMENDMENT TO AGREEMENT FOR
CONSULTANT SERVICES WITH RRM DESIGN GROUP FOR
ADDITIONAL SERVICES RELATED TO THE AGOURA VILLAGE
SPECIFIC PLAN AMENDMENT**

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.

On May 13, 2021, the City Council approved a first amendment to the agreement to add additional AVSP Citizens Advisory Group (CAG) meetings to the scope of work. The original agreement included five bi-monthly meetings. However, more meetings were needed to ensure each planning principle was thoroughly discussed, so that comprehensive AVSP revisions could ultimately be recommended for the City Council's consideration.

On June 3, 2021, the City entered into an Additional Services Agreement with RRM to prepare additional site design and density studies related to three Housing Opportunity Sites (Sites O, P, and Q).

The proposed second amendment to the agreement will extend the term of the agreement to October 31, 2023, and add an additional scope of work which will include the preparation of an electronic copy of the AVSP and participation in additional conference calls. The additional funding being requested is in the amount of \$45,000, an increase of 29.5% above the contracted amount after the first amendment of \$152,510.

If approved, no additional General Funds would be needed in the current Fiscal Year 2022-23. Additional work occurring after July 1, 2023, will be accounted for in the Fiscal Year 2023-24 budget.

The proposed Amendment has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff respectfully recommends the City Council approve the Second Amendment to the Agreement for Consultant Services with RRM Design Group in the amount of \$45,000, for the additional meetings of the Agoura Village Specific Plan Citizens Advisory Group (AVSP CAG) and additional preparation of documents.

Attachment: First Amendment to the RRM Agreement for Consultant Services

SECOND 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:	Jessica Cleavenger
COMMENCEMENT DATE:	April 26, 2023
TERMINATION DATE:	October 31, 2023
CONSIDERATION:	Amendment Amount: \$45,000 Total Contract Price Not to Exceed: \$ 207,010

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

AGOURA VILLAGE SPECIFIC PLAN UPDATE

THIS SECOND AMENDMENT is made and entered into as of April 26, 2023, 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 with the City of Agoura Hills", in the amount of One Hundred Twenty Five Thousand Six Hundred Thirty Dollars and Zero Cents (\$125,630).

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 seven Agoura Village Specific Plan (AVSP) Citizen Advisory Group (CAG) meetings to the scope of work. The First Amendment increased the payment of the Agreement in the amount of Twenty Six Thousand Eight Hundred Eighty Dollars and Zero Cents (\$26,880) for a total of One Hundred Fifty Two Thousand Five Hundred Ten Dollars and Zero Cents (\$152,510).

c. On June 3, 2021, the City and Consultant entered into an Additional Services Agreement "Agoura Village Specific Plan Update Additional Services Agreement," to prepare land use, site design and density studies for three special Housing Opportunity Sites (O, P, and Q). The Additional Services Agreement increased the payment of the Agreement in the amount of Nine Thousand Five Hundred Dollars and Zero Cents (\$9,500) for a total of One Hundred Sixty Two Thousand Ten Dollars and Zero Cents (\$162,010).

d. The parties now desire to add to the scope of work and extend the term of the agreement to October 31, 2023. The additional scope of work will include preparation of an electronic copy of the AVSP for public review and participation in conference calls and meetings. The additional scope of work will increase the payment in the amount of Forty Five Thousand Dollars and Zero Cents (\$45,000) for a total of , increase the contingency in the amount of Two Hundred Seven Thousand Ten Dollars and Zero Cents (\$207,010), and to amend the Agreement as set forth in this Amendment.

2. Section 1 of the Agreement entitled "**TERM**" is hereby amended to read as follows:

"This Agreement shall remain and continue in effect until tasks herein are completed, but in no event later than October 31, 2023 unless sooner terminated pursuant to the provisions of this Agreement."

3. 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 terms and the schedule of payment as 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 SECOND Amendment amount shall not exceed Forty Five Thousand Dollars and Zero Cents (\$45,000), for additional document preparation and participation in conference calls and meetings for a total Agreement amount of Two Hundred Seven Thousand Ten Dollars and Zero Cents (\$207,010), for a total of Two Hundred Seven Thousand Ten Dollars and Zero Cents (\$207,010)."

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 SECOND Amendment to Agreement to be executed the day and year first above written.

CITY OF AGOURA HILLS

Chris Anstead,
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: Errik P. Justesen

Title: CEO

By: _____

Print Name: Jeff Ferber

Title: Principal, Senior V.P.

[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. SERVICE AUTHORIZATION

Date: March 6, 2023	
Client: City of Agoura Hills	Task ID Number: Task 19
Project Name: Agoura Village Specific Plan Update	Project Number: 1800-01-UR19

DESCRIPTION OF WORK TO BE PERFORMED

RRM Design Group, a California Corporation ("RRM Design Group"), has entered into an agreement with the City of Agoura Hills (the "Client") dated August 12, 2020 (the "Prime Agreement") for the project: Agoura Village Specific Plan Update (the "Project"). Additional Services Authorized by the Client are subject to the Terms and Conditions of the Prime Agreement.

Task 19: Prepare Final Draft AVSP Update

RRM will prepare the Final Draft Agoura Village Specific Plan Update (AVSP) and allow for necessary coordination between the project team members and City staff.

Deliverables:

- RRM will provide an electronic copy of the public review draft document and will participate in conference calls to discuss changes

Estimated Fee: Time and Materials – Hourly

- \$45,000 (see footnote)

Fee Footnote

Estimated fees for tasks shown as "Time and Materials" (T&M) are provided for informational purposes. Amounts billed for these tasks, which will reflect actual hours worked, may be more or less than the estimate given.

Total Estimated Additional Fees: **\$45,000**

**Agoura Village Specific Plan Update
Additional Services Agreement**

March 6, 2023

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Any work outside the scope of the original agreement between RRM Design Group and the Client, and authorized by the Client, is subject to the Terms and Conditions of the Prime Agreement.

AUTHORIZATION TO PROCEED BY CLIENT REPRESENTATIVE:

Sign

Date

Print Name, Title

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