

REPORT TO CITY COUNCIL

DATE: JUNE 23, 2010

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: GREG RAMIREZ, CITY MANAGER 

BY: RAMIRO ADEVA, CITY ENGINEER 

SUBJECT: REQUEST TO APPROVE EXTENSION TO THE AGREEMENT WITH PMC FOR UPDATING THE CITY'S ARTERIAL STREET SYSTEM DEVELOPMENT FEE, MORE COMMONLY KNOWN AS THE TRAFFIC IMPACT FEE (TIF), AND ESTABLISH A SEPARATE FEE TO BE KNOWN AS THE PARKING IMPROVEMENT FEE (PIF) FOR THE AGOURA VILLAGE SPECIFIC PLAN AREA

On October 7, 2008, the City Council approved an agreement with PMC to complete the much anticipated update of the City's Traffic Impact Fee (TIF). In addition, the original scope of work included the analysis to potentially create a second fee known as the Agoura Village Impact Fee (AVIF).

However, because of its reliance on the completion of the General Plan Update, the TIF update was put on hold until the General Plan Update was formally adopted. With that now complete, PMC can resume their work. In light of this, staff is requesting an extension of their contract through June 30, 2011.

Although the original contract amount will remain unchanged at \$38,800, the scope of work for the project has slightly changed. The Agoura Village Infrastructure Fee (AVIF) analysis has now been replaced with an analysis to create a Parking Improvement Fee (PIF) for the Agoura Village Specific Plan Area. PMC has agreed to do the PIF study, in lieu of the AVIF study, at no additional cost.

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

RECOMMENDATION

Staff recommends the City Council approve an extension to the agreement with PMC for updating the City's Arterial Street System Development Fee, more commonly known as the Traffic Impact Fee (TIF) through June 30, 2011, and to also establish a separate fee to be known as the Parking Improvement Fee (PIF) for the Agoura Village Specific Plan area.

Attachment: Agreement

**AGREEMENT FOR CONSULTANT SERVICES
WITH THE CITY OF AGOURA HILLS**

NAME OF CONSULTANT: PMC

RESPONSIBLE PRINCIPAL OF CONSULTANT: Attn: Philip O. Carter, President

CONSULTANT'S ADDRESS: 2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670

CITY'S ADDRESS: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, CA 91301
Attn: City Manager

COMMENCEMENT DATE: October 8, 2008
TERMINATION DATE: June 30, 2011

CONSIDERATION: Contract Price
Not to Exceed: \$38,800

ADDITIONAL SERVICES <i>(Describe Services, Amount, and Approval):</i>

Date: _____ Amount: \$ _____ Authorized By: _____
(Not to Exceed 10% of Contract Price) City Manager

**AGREEMENT FOR CONSULTANT SERVICES BETWEEN
THE CITY OF AGOURA HILLS AND PMC**

THIS AGREEMENT is made and effective as of July 1, 2010, between the City of Agoura Hills, a municipal corporation ("City") and PMC ("Consultant"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM.** This Agreement commenced on October 8, 2008, and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2011, unless sooner terminated pursuant to the provisions of this Agreement.

2. **SERVICES.** Consultant shall perform the services and tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A.

3. **PERFORMANCE.** Consultant shall at all times faithfully, competently and to the best of his or her ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

4. **PAYMENT.**

A. 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. This amount shall not exceed \$38,800 ("Contract Price") for the initial Term of the Agreement unless additional payment is approved as provided in this Agreement.

The City Manager may approve additional work up to ten percent (10%) of the amount of the Contract Price. Any additional work in excess of this amount shall be approved by the City Council.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City Council and Consultant at the time City's written authorization is given to Consultant for the performance of said services.

C. Consultant will submit invoices monthly for actual services performed. Invoices shall be submitted between the first and fifteenth business day of each month, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of consultant's fees it

shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

5. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE.

A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this Section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section 4.

6. DEFAULT OF CONSULTANT.

A. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.

B. If the City Manager or his or her delegate determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, it shall serve the Consultant with written notice of the default. The Consultant shall have (10) days after service upon it of said notice in which to cure the default by rendering performance in accordance with this agreement. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

7. OWNERSHIP OF DOCUMENTS.

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of City or its designees at reasonable times to such books and records, shall give City the right to examine and audit said books and records, shall permit City to make transcripts there from as necessary, and shall allow inspection of all work, data, documents, proceedings and activities

related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant shall not be responsible for any reuse of the City-owned documents for purposes outside of this agreement.

8. INDEMNIFICATION. The Consultant agrees to defend, indemnify, protect and hold harmless the City, its officers, officials, employees and designated volunteers from and against any and all claims, demands, losses, defense costs or expenses, including reasonable attorney fees and expert witness fees, or liability of any kind or nature which the City, its officers, agents and employees may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property to the extent caused by the Consultant's negligent acts or omissions arising out of in any way related to the performance or non-performance of this agreement, excepting only liability arising out of the negligence of the City.

9. INSURANCE REQUIREMENTS. Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

1) Insurance Services Office Commercial General Liability form No. CG 00 01 11 85 or 88.

2) Insurance Services Office Business Auto Coverage form CA 00 01 06 92 covering Automobile Liability, code 1 (any auto). If the Consultant owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.

3) Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance. If the Consultant has no employees while performing under this Agreement, worker's compensation insurance is not required, but Consultant shall execute a declaration that it has no employees.

4) Professional Liability Insurance shall be written on a policy form providing professional liability for the Consultant's profession.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

1) General Liability: \$1,000,000 per accident with a \$3,000,000 aggregate for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

3) Worker's Compensation as required by the State of California; Employer's Liability: One million dollars (\$1,000,000) per accident for bodily injury or disease.

4) Professional Liability: One million (\$1,000,000) per claim with a \$3,000,000 aggregate.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and designated volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. Other Insurance Provisions. The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1) The City, its officers, officials, employees and designated volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or designated volunteers.

2) For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and designated volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or designated volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or designated volunteers.

4) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days' prior written notice by U.S. Mail, has been given to the City.

E. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City. Self insurance shall not be considered to comply with these insurance requirements.

F. Verification of Coverage. Consultant shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the City. All endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Consultant's insurer may provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

10. INDEPENDENT CONTRACTOR.

A. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, agents, or designated volunteers shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

11. LEGAL RESPONSIBILITIES. The Consultant shall keep itself informed of all local, State and Federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

12. RELEASE OF INFORMATION.

A. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents or subcontractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to

interrogatories or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

13. NOTICES. Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by Notice. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

To City: City of Agoura Hills
30001 Ladyface Court
Agoura Hills, California 91301
Attention: City Manager

To Consultant: PMC
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670
Attention: Philip O. Carter, President

14. ASSIGNMENT. The Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant.

15. LICENSES. At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

16. **GOVERNING LAW.** The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the City of Agoura Hills. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

17. **PROHIBITED INTEREST.** No officer, or employee of the City of Agoura Hills shall have any financial interest, direct or indirect, in this Agreement, the proceeds thereof, the Consultant, or Consultant's sub-contractors for this project, during his/her tenure or for one year thereafter. The Consultant hereby warrants and represents to the City that no officer or employee of the City of Agoura Hills has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Consultant or Consultant's sub-contractors on this project. Consultant further agrees to notify the City in the event any such interest is discovered whether or not such interest is prohibited by law or this Agreement.

18. **ENTIRE AGREEMENT.** This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

19. **AUTHORITY TO EXECUTE THIS AGREEMENT.** The person or persons executing this Agreement on behalf of Consultant represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

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

CITY OF AGOURA HILLS

William D. Koehler
Mayor

ATTEST:

Kimberly M. Rodrigues, CMC
City Clerk

APPROVED AS TO FORM:

Craig A. Steele,
City Attorney

CONSULTANT

PMC
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670
Philip O. Carter, President
(916) 361-8384
(916) 361-1574 Fax

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

[Signatures of Two Corporate Officers Required]

EXHIBIT A

TASKS TO BE PERFORMED

I. Analyze previous TIF Study

A copy of the 1988 TIF report will be provided. Consultant shall read and understand all aspects of the report, and be able to make recommendations and/or provide comments on how the new report will/or should be different, and provide the justifications for such recommendations.

II. Define Formula used for Calculating Updated TIF fees/rates

Consultant shall clearly identify the steps and important points used to come up with the formula for calculating the new TIF rates. All assumptions should be duly noted in the report, and should always be approved by the City before using them in any calculation.

For example, formula from the 1988 study takes the estimated cost of deficiencies within the arterial street network, and divides it by the anticipated "pm peak-hour" trips within a 17-year timeframe.

III. Determine Deficiencies in the Arterial Street Network and Estimate Associated Construction Costs to Correct Those Deficiencies

Using the General Plan Update Circulation Element and available traffic modeling data (current version is dated October 2009) as the framework, the consultant is expected to determine where deficiencies exist and the share that is attributable to growth.

Consultant shall prepare realistic, planning level cost estimates for correcting those deficiencies related to growth. Such estimate may include cost estimates that vary by terrain, intersection type, right-of-way needs, utility complexity and environmental complexity. In addition to using any available data from the City, consultant should account for two field visits complemented with virtual field visits using Google maps in order to conduct an analysis that is as comprehensive as possible. An inflation factor shall be formulated and noted in the report to account for expected increases in construction costs each year.

Consultant shall consider other potential funding from Measure R funds that become available to the City in the fee calculation.

IV. Determine updated Traffic Impact Fee (TIF) Rate for the Following Categories:

- 1) Residential
- 2) Commercial
 - a) Shopping Center
 - b) Retail/Service
 - c) Motel/Hotel
 - d) Business Park/Manufacturing

- e) Business Park-Office/Retail
- f) Mixed Commercial/Residential
- g) Commercial Recreation
- h) Private Schools

With the exception of item "h," these categories are all listed in the 1988 report, and are used to calculate a development's TIF. Consultant is expected to update these rates, and identify/recommend any other categories that may need to be considered. The Final Report should include a matrix comparing rates from the 1988 report to the new report.

V. Prepare Reports

The consultant shall prepare up to two administrative draft reports for review by City staff. Upon receipt of comments, consultant shall prepare a final report for Council consideration.

VI. Meetings

The Consultant's compensation includes up to one (1) stakeholder TIF workshops and one public hearing. PMC will assist staff with presenting the proposed Fees and answer questions.

VII. Determine an In-Lieu Fee amount for the Agoura Village Parking Structure

The Consultant shall create a justifiable formula for calculating an In-Lieu Fee for parking. It is anticipated that this fee will be within a separate area of benefit from the Citywide TIF, generally encompassing the Agoura Village Specific Plan Area.

The City shall provide Consultant the parameters for the parking structure, setting forth an anticipated number of parking spaces that will be provided. Consultant shall use this information in providing a planning level cost estimate for the parking structure.

The Parking In-Lieu Fee shall also include estimated financing costs.

Necessary documentation to establish the Parking In-Lieu Fee shall be provided as a separate report.

The specific scope of work includes:

1. **Initial Meeting.** Meet with City staff to discuss the scope of the work, the strategies for approaching the analysis and cost apportionment, the proposed improvements to be included and other information regarding the proposed fee. This meeting will ensure that all parties understand all aspects of the analysis before any work begins.

2. **Research.** Obtain all available information from the City regarding the area subject to the fee, including the Agoura Village Specific Plan and Strategic Parking Study for Agoura Village Specific Plan, information on entitled properties, estimated cost of improvements and identification of parcels to be included.
3. **Cost Distribution Analysis.** Based on the information received from the City, determine a cost per parking space to include soft costs and financing costs. The intent is to develop a fee that would allow, as an option, developers within the area to comply with the City's parking requirements by paying a fee in-lieu of providing all or a portion of on-site parking. Includes up to 2 meetings.
4. **Draft Fee Study.** PMC will prepare a Draft Parking In-Lieu Fee Study for the Agoura Village Specific Plan Area. The Study will outline:
 - Fee Boundary (8 ½ x 11)
 - Estimate of Costs
 - Apportionment of Costs

Upon receiving comments from City staff, PMC will prepare the Final Fee Study.

5. **Final Fee Study.** PMC will prepare a Final Fee Study for Council consideration consistent with the City's Municipal Code and Agoura Village Specific Plan which requires provision of parking spaces as a condition of development.
6. **Stakeholder Workshop/Public Hearing.** PMC will prepare and present information at up to one stakeholder workshop and attend one public hearing to assist staff with presenting the proposed In-Lieu Fee and answer questions.

VIII. Prepare Periodic Updated Schedule of Deliverables and Meetings

The Consultant's compensation includes time and cost for progress meetings with City staff to discuss the status of the studies and preparation of the final reports.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Payment Rates:

Position	Hourly Rate
Senior Transportation Planner	\$135
Project Manager	\$145
Project Engineer	\$130
Various Staff Resources	\$100

Schedule:

Task #	Task Description
1	Kick-Off Meeting/Analyze 1988 TIF Study
2	Determine TIF Fee Formula
3	Determine Deficiencies and Costs
4	Determine Updated TIF Rates
5 and 6	Deliver and Present Final Report
7	Determine Parking In-Lieu Fee
8	Meetings

A. Tentative Schedule

The schedule shown below provides an estimated timeline for the Fee Study proceedings based on a tentative start date in early May.

This schedule will be confirmed at the initial meeting and updated periodically based on the actual dates when information is provided.

Task	May	June	July	August
Initial Meeting	X			
Research	X			
Cost Distribution Analysis		X		

Draft Report	X
Stakeholder Meeting	X
Final Report	X
Council Hearing	X

Fee for work shall be \$38,800. The TIF component will be billed monthly based on percent complete in an amount not to exceed \$20,800. The Agoura Village parking in-lieu fee will be billed monthly based on percent complete in an amount not to exceed \$18,000. The contract amount shall remain at \$38,800 as previously approved but shall include the revised scope of work for the Transportation Impact Fee and the new scope of work for the Parking In-Lieu Fee.