



# *Camarillo City Council*

---

## **AGENDA REPORT**

Date: June 12, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Dave Klotzle, Public Works Director

Subject: Land Development Inspection Services – Professional Services Agreement

---

### **BACKGROUND**

Land Development inspection services are currently provided by a consultant to ensure that construction sites for new development and other City permitted work are in compliance with City ordinances, standards, project plans, and permits. To avoid a conflict of interest, these services may only be performed by firms which are not providing consultant engineering services to private developers for land development projects within the City of Camarillo.

Land Development inspection services are currently performed by Charles Abbott Associates, Inc. (CAA). The agreement with CAA was originally approved by City Council on June 10, 2020, and will expire on June 30, 2024.

### **DISCUSSION**

On December 14, 2023, staff posted a Request for Qualifications (RFQ) for professional services for Land Development inspection services on the City of Camarillo PlanetBids portal and the advertisement was also published in the Ventura County Star. Statement of Qualifications (SOQs) were received on January 16, 2024.

The City received three SOQs from the following consultants:

- Charles Abbott Associates, Inc.
- NV5 West, Inc.
- Willdan Engineering, Inc.

The consultant selection committee composed of City staff from the Public Works Land Development Division reviewed the SOQs and interviewed the top two most qualified,

highest-ranking consultant firms, Charles Abbott Associates, Inc. and Willdan Engineering, Inc. Based on the interview, their SOQ, and their experience in Land Development inspection services, CAA was unanimously selected by the consultant selection committee as the most qualified firm to provide inspection services for Land Development projects. Staff negotiated a scope of services and fee with CAA and recommends awarding a professional services agreement to CAA in the amount of \$1,200,000 to provide Land Development inspection services and authorize the City Manager to execute future amendments to the Agreement for minor revisions such as adding services to the scope of work or adding new/revised positions to the fee schedule, as needed. The agreement term will be from July 1, 2024, to June 30, 2027, with an option to extend the agreement for two one-year periods.

The FY 2024/25 Proposed Budget includes \$400,000 for Land Development inspection services. Budgeted amounts are based on the estimated amount of Land Development inspection services to be provided by the consultant. The budget is determined by estimating the number of private development projects that may be processed during the budget cycle. A mid-year or year-end budget adjustment may be needed if more projects are processed than anticipated. If this occurs, additional revenue will be collected from the projects to offset the increased expenditure.

### **FISCAL IMPACT**

Funds for Land Development inspection services will be included in the FY 2024/25 Proposed Budget, General Fund, Public Works Administration Account No. 101-3101-431.32-01.

### **RECOMMENDATION**

1. Authorize the City Manager to execute Agreement No. 2024-38 with Charles Abbott Associates, Inc. in the amount of \$1,200,000; and
2. Authorize the City Manager to execute future amendments to the Agreement with Charles Abbott Associates, Inc. up to the authorized amount.

### **ATTACHMENTS**

1. Agreement No. 2024-38

### **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

None