



Council Agenda Report

To: Mayor Silverstein and the Honorable Members of the City Council

Prepared by: Brandie Ayala, Administrative Analyst

Reviewed by: Rob DuBoux, Public Works Director/City Engineer

Approved by: Steve McClary, City Manager

Date prepared: June 2, 2023 Meeting date: July 10, 2023

Subject: Amendment to Professional Services Agreement for On-Call Land Surveying Services

RECOMMENDED ACTION: Authorize the Mayor to execute Amendment No.1 to Professional Services Agreement with MNS Engineers, Inc. for On-Call Land Surveying Services to extend the term of the existing agreement for one-year and update the rates.

FISCAL IMPACT: No appropriation is required. Funding for this agreement is included in the Adopted Budget for FY 2023-24 in Account No.100-3008-5100 (Professional Services). The agreement amount is per the updated rates attached to the amendment and is based on an hourly rate for services rendered.

WORK PLAN: This item was not included in the Adopted Work Plan for FY 2022-23. This project is part of normal staff operations. Staff continue to work on ongoing projects and normal business while the FY 2023-24 Work Plan is finalized.

DISCUSSION: The On-Call Land Surveying Services agreement provides various land surveying services to the City including performing topographic and construction surveys, preparing legal descriptions, right-of-way maps and other survey reports, and reviewing certificate of compliances, tract maps, parcel maps and other surveying documents.

On August 10, 2020, the City entered into an agreement with MNS Engineers, Inc. to provide On-Call Land Surveying Services. This agreement has been used for a variety of tasks including reviewing certificate of compliances, tract maps, parcel maps, and performing land surveying and land record research.

MNS Engineers, Inc. has performed successfully with the tasks assigned to them. The term of the agreement is scheduled to expire on August 10 and Amendment No. 1 will extend the term of the agreement for one additional year.

Staff recommends the City Council approve Amendment No.1 to the Agreement with MNS Engineers, Inc. extending the term of the agreement for one year and updating their rate schedule.

ATTACHMENTS:

1. Amendment No. 1 to MNS Engineers, Inc.

AMENDMENT NO. 1 TO AGREEMENT

THIS AMENDMENT NO. 1 TO AGREEMENT is made and entered in the City of Malibu on July 10, 2023, by and between the CITY OF MALIBU, hereinafter referred to as City, and MNS Engineers, Inc., hereinafter referred to as Consultant.

The City and the Consultant agree as follows:

RECITALS

- A. On August 10, 2020, the City entered into an Agreement with Consultant for on-call land surveying services (the "Agreement").
- B. The City desires to amend the Agreement extending the term of this agreement and update the rate schedule.

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. Section 2.0 – Term of Agreement, of the Agreement, is hereby extended to August 10, 2024.
2. Section 4.0 – Compensation for Services, of the Agreement, is hereby amended as set forth in Exhibit B attached hereto.
3. The Parties agree that this Amendment will be considered signed when the signature of a party is delivered physically or by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.
4. All terms and conditions of the Agreement not amended by this Amendment No. 1 remain in full force and effect.

This Agreement is executed on _____, at Malibu, California, and effective as of August 10, 2023.

CITY OF MALIBU:

BRUCE SILVERSTEIN, Mayor

ATTEST:

KELSEY PETTIJOHN, City Clerk
(seal)

APPROVED AS TO FORM:

THIS DOCUMENT HAS BEEN REVIEWED
BY THE CITY ATTORNEY'S OFFICE

TREVOR RUSIN, Interim City Attorney

CONSULTANT:



By: Jeff Edwards
Title: Vice President

EXHIBIT B



2023 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$325
Senior Project/Program Manager.....	310
Project/Program Manager	260
Assistant Project/Program Manager	245
Senior Project Coordinator	185
Project Coordinator	155

ENGINEERING

Principal Engineer	\$290
Lead Engineer	255
Supervising Engineer	245
Senior Project Engineer	225
Project Engineer.....	200
Associate Engineer	180
Assistant Engineer.....	165

SURVEYING

Principal Surveyor	\$265
Lead Surveyor	255
Supervising Surveyor	220
Senior Project Surveyor	200
Project Surveyor.....	175
Associate Project Surveyor.....	165
Assistant Project Surveyor	150
Party Chief (PW).....	180
Chainperson (PW)	150
One-Person Survey Crew (PW).....	215

CONSTRUCTION MANAGEMENT

Principal Construction Manager	\$315
Senior Construction Manager.....	275
Senior Resident Engineer.....	250
Resident Engineer	240
Structure Representative.....	235
Construction Manager	220
Assistant Resident Engineer.....	200
Sr. Construction Inspector (PW)	175
Construction Inspector (PW)	168
Office Administrator.....	130

TECHNICAL SUPPORT

CADD Manager	\$200
Supervising Technician	170
Senior Technician	160
Engineering Technician.....	125

ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$185
Management Analyst.....	155
IT Technician.....	140
Graphics/Visualization Specialist	150
Administrative Assistant.....	100

GOVERNMENT SERVICES

City Engineer	\$250
Deputy City Engineer	225
Assistant City Engineer.....	215
Plan Check Engineer.....	190
Permit Engineer.....	185
City Inspector	185
Senior City Inspector (PW)	195
City Inspector (PW)	185
Principal Stormwater Specialist.....	180
Senior Stormwater Specialist.....	170
Stormwater Specialist.....	160
Stormwater Technician	140
Building Official.....	220
Senior Building Inspector.....	235
Building Inspector	165
Planning Director.....	225
Senior City Planner	205
Assistant Planner	195
Senior Grant Writer.....	180
Grant Writer.....	170
Associate Grant Writer	150
Assistant Grant Writer	130

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.