



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: March 14, 2012

SUBJECT: **Agenda Item VI(h): Consideration of resolution authorizing awarding professional services contract to SCI Consulting Group for engineering and administrative services related to Santa Monica Mountains Open Space Preservation Assessment Districts No. 1 and 2, City of Los Angeles.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing awarding professional services contract to SCI Consulting Group ("SCI") for engineering and administrative services related to Santa Monica Mountains Open Space Preservation Assessment Districts No. 1 and 2 (collectively, "Districts"), City of Los Angeles.

Background: The MRCA originally contracted with SCI to compile the Engineer's Reports for the two districts and to administer the vote by mail process by which the Districts were created. The third phase of the original contract was for the ongoing administration and management of the Districts. These services include calculating reapportionment of assessments, ongoing project analysis, and continuing disclosure services. The current contract extends through the 2011-2012 fiscal year. If accepted, the attached proposal will secure services through the 2014-2015 fiscal year. Additionally, approval of this resolution will authorize the Executive Officer or his designee to exercise options for up to two additional fiscal years.

Staff has confirmed that awarding this contract is in compliance with MRCA purchasing and contracting procedures and recommends that the Governing Board adopt the attached resolution. SCI has an intimate familiarity with the subject matter, has proven to be competent and responsive in all matters related to the Districts and, therefore, is uniquely qualified to continue as the consultant for the Districts.

Please see the attached proposal for details.