



# MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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## MEMORANDUM

TO: The Governing Board

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

DATE: July 3, 2013

SUBJECT: **Agenda Item VI(b): Consideration of resolution authorizing a contract with Leavitt & Associates for strategic planning in the Santa Monica Mountains National Recreation Area.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing a contract with Leavitt & Associates for strategic planning in the Santa Monica Mountains National Recreation Area. in an amount not to exceed \$75,000.

Background: The National Park Service issued Cooperative Agreement #J8548090033 to the MRCA to fund joint planning projects throughout the Santa Monica Mountains National Recreation Area. A large percentage of these funds are allocated to a mountains-wide Trail Management Plan. NPS supports the use of some of the remaining funds to conduct staff training and strategic planning exercises for work throughout the mountains.

Leavitt & Associates will help to fulfill these planning goals. NPS staff have worked with this consultant before and have been very pleased with the quality of the work. In addition MRCA staff reviewed the following items per the MRCA's Purchasing and Contracting Procedures, Section 3.3, Professional Services:

- List of names and contact information for clients for which services were performed in the last five years
- Samples of the services performed including the scope and cost
- Disclosure of any actions taken against the professional
- A statement of change order(s) to plans or specifications or projects for which services were provided and the reason for the change order(s)

Consideration: The proposed action would authorize a professional services contract to Leavitt & Associates in an amount not to exceed \$75,000 to be paid out of Cooperative Agreement #J8548090033.