



# MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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## MEMORANDUM

TO: The Governing Board

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

DATE: January 4, 2017

SUBJECT: **Agenda Item XIII: Consideration of resolution amending contract 030/02 with SCI Consulting Group for administration of the Santa Monica Mountains Open Space Preservation Assessment Districts No. 1 and 2 for fiscal years 2015-2016, 2016-2017 and 2017-2018.**

Staff Recommendation: That the Governing Board adopt the attached resolution amending contract 030/02 with SCI Consulting Group for administration of the Santa Monica Mountains Open Space Preservation Assessment Districts for fiscal years 2015-2016, 2016-2017 and 2017-2018 in an amount not to exceed \$164,000.

Background: The MRCA originally contracted with Shilts Consultants (now SCI Consulting Group) in 2001 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 extended through the 2014-2015 fiscal year. If accepted, the attached proposal will secure services for the 2015-2016, 2016-2017 and 2017-2018 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. As an authorized expense, the administration contract will be paid using District funds. SCI has a proven 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. Entering into a contract with a new consultant would likely prove to be prohibitively costly considering the intensive work that would be required to bring a new consultant up to speed.

Please see the attached proposal for details.