



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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MEMORANDUM

TO: The Governing Board

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

DATE: March 4, 2009

SUBJECT: **Agenda Item V(b): Consideration of resolution authorizing entering into a professional services contract with SCI Consulting Group for administration and management services for Santa Monica Mountains Open Space Preservation Assessment Districts No. 1 and 2.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing entering into a professional services contract with SCI Consulting Group (hereinafter "SCI") for administration and management services for Santa Monica Mountains Open Space Preservation Assessment Districts No. 1 and 2 (collectively, "Districts").

Background: The MRCA originally contracted with Shilts Consultants 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 2008-2009 fiscal year. If accepted, the attached proposal will secure services for the 2009-2010, 2010-2011 and 2011-2012 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. Entering into a contract with another consultant would likely prove to be prohibitively costly due to demands on District funds and the intensive work that would be required to bring a new consultant up to speed.

Please see the attached proposal for details.