

City of Culver City, California  
**City Council Agenda Item Report**

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| Meeting Date: 12/10/2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Item Number: <u>C-6</u>                                                                |  |
| <b>AGENDA ITEM: Approve a Professional Services Agreement with Fleming Environmental for Designated UST Operator Services, Environmental Compliance Testing, and Associated UST and AST Component Repair at Four (4) City Fuel Sites.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                        |  |
| Contact Person/Dept: Jane Leonard/Transportation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Phone Number: 310-253-6523                                                             |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input type="checkbox"/> |  |
| Public Notification:<br>Master Notification List via email and on the City website <a href="http://www.culvercity.org">www.culvercity.org</a> on 12/05/07; C.E. Thomas, Inc., Fleming Environmental, Tank Specialists, Miller Brooks Environmental, Ami Adini & Associates, Inc., HVN Environmental, Tait Environmental and Western Pump via email on 12/03/07.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                        |  |
| Department Approval:<br>Steve Cunningham 11/28/2007                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | City Attorney Approval:<br>Carol Schwab (by H. Iker) (12/05/07)                        |  |
| Fiscal Impact Review:<br>Marlee Chang (12/04/07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | City Manager Approval:<br>Jerry B. Fulwood (12/05/07)                                  |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approves a professional services agreement with Fleming Environmental for Designated Underground Storage Tank (UST) Operator Services, environmental compliance testing, and associated UST and above-ground storage tank (AST) repair for a three-year period in an amount not-to-exceed \$35,674.00, with a two-year optional extension in an amount not-to-exceed \$26,821.20. Services are to be performed at four (4) City fueling facilities: the Transportation Facility; Police Department Facility; Fire Station #1 and Fire Station #2.</p> <p><b><u>BACKGROUND / DISCUSSION:</u></b></p> <p>The operation, monitoring and environmental compliance testing for all USTs and ASTs are strictly legislated by the California Air Resources Board (CARB), the State Water Resources Control Board (SWRCB), and the regional Southern California Air Quality Management District (AQMD) to ensure protection of groundwater resources and air quality. All tank and fuel dispensing components are required to be monitored and inspected by individuals certified as Designated UST Operators. All monitoring equipment must be tested and certified annually, vapor recovery systems must be tested annually, and secondary containment systems and components must be tested triennially by technicians who possess special qualifications for this</p> |  |                                                                                        |  |

**City of Culver City, California**  
**City Council Agenda Item Report**

testing. In addition, all repairs on these components must be performed by certified tank specialists.

On October 22, 2007, Staff presented the City Council with a proposal to issue a Request for Proposal for the noted services. Staff recommended a three-year contract term, with one optional two-year extension to reduce costs and establish greater accountability for these services.

An RFP was released to qualified contractors on October 25, 2007, and advertised on the City's website and in the Culver City News. On November 15, 2007 the following eight (8) proposals were received and announced via a public opening. A ranking system was used to determine appropriate award. Proposal price included all work for a three-year term, plus a two-year option, hourly rate and parts mark-up costs; this component carried a weight of 50%. Contractor qualifications carried a weight of 35%; responsiveness to RFP components, 15%. Proposal details are as follows:

| PROPOSER<br>(by rank)            | 3-Year<br>Price | Add'l<br>2-Year<br>Option | Proposal<br>Total | Pricing<br>Score | Qualif./<br>Respons.<br>Score | <b>Overall<br/>Rank</b> |
|----------------------------------|-----------------|---------------------------|-------------------|------------------|-------------------------------|-------------------------|
| Fleming Environmental            | \$ 35,674.00    | \$ 26,821.20              | \$ 62,495.20      | 50               | 50                            | <b>1</b>                |
| Miller Brooks<br>Environmental   | \$ 37,005.00    | \$ 27,200.00              | \$ 64,205.00      | 45               | 45                            | <b>2</b>                |
| C. E. Thomas, Inc.               | \$ 32,835.75    | \$ 32,835.75              | \$ 65,671.50      | 40               | 50                            | <b>2</b>                |
| Tank Specialists                 | \$ 34,922.00    | \$ 35,968.00              | \$ 70,890.00      | 35               | 35                            | <b>3</b>                |
| HVN Environmental                | \$ 49,190.00    | \$ 51,650.00              | \$100,840.00      | 25               | 45                            | <b>3</b>                |
| Western Pump                     | \$ 52,426.00    | \$ 58,317.00              | \$110,803.00      | 20               | 50                            | <b>3</b>                |
| Ami Adini &<br>Associates, Inc.* | \$ 42,890.00    | Declined                  | \$ 42,890.00      | 15               | 50                            | <b>4</b>                |
| Tait Environmental               | \$ 50,020.00    | \$ 32,025.00              | \$ 82,045.00      | 30               | 25                            | <b>5</b>                |
|                                  |                 |                           |                   |                  |                               |                         |

\*Note: Ami Adini declined to quote the 2-year extension option. If this option component had not been weighted in the proposal scoring, and only the three-year price had been considered, Ami Adini would have received an overall rank of "3" along with two other proposers.

The proposals by the top three ranking proposers, Fleming Environmental, Miller Brooks Environmental and C.E. Thomas, Inc., were all very competitive. However, based on overall rank from the scoring system, Fleming Environmental submitted the lowest priced, most qualified and most responsive proposal. Their hourly rate and parts mark-up costs were also considerably lower than the other proposers.

City of Culver City, California  
**City Council Agenda Item Report**

**FISCAL ANALYSIS:**

Funds for Designated UST Operator services and environmental compliance testing have been identified in the FY07-08 and FY08-09 operational budgets for Building Repair & Maintenance in the Police (10140900.600100), Fire (10145100.600100) and Transportation (30868900.600100) Departments.

Any minor UST or AST modifications associated with changes in environmental compliance legislation, performed under this contract at General Funded fuel sites (Police Department and both Fire Stations), will be paid from funds identified in Capital Improvement Project No. 844. Similar minor modifications to Transportation Facility UST components will be paid from funds identified in the Transportation Department Capital Improvement account (20368300.732120) for FY07-08 and FY08-09.

**ATTACHMENTS:**

No attachments.

**MOTIONS:**

That the City Council:

1. Approve a three-year contract with Fleming Environmental in an amount not to exceed \$35,674.00 for Designated UST Operator Services, Environmental Compliance Testing, and Associated Repair of USTs and ASTs at all City fuel sites, with an optional two-year extension in an amount not-to-exceed \$26,821.20 for a total of \$62,495.20.
2. Authorize the City Attorney to review/prepare necessary documents and authorize the City Manager to execute said documents on behalf of the City.