

City of Culver City, California
Redevelopment Agency Agenda Item Report

Meeting Date: 12/10/07		Item Number: <u>C-4</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with Creelman and Associates to Perform Sewer Flow Data Analysis and Reporting as Required per the Amalgamated Agreement with the City of Los Angeles.			
Contact Person/Dept.: Mate Gaspar/PW		Phone Number: (310) 253-5602	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master Notification List (12/05/07); Lynn Creelman and Associates (12/05/07) per e-mail.			
Department Approval: Charles D. Herbertson 11/28/07		City Attorney Approval: Carol Schwab (by H. Iker) (12/03/07)	
Fiscal Impact Review: Marlee Chang (12/04/07)		City Manager Approval: Jerry B. Fulwood (12/05/07)	

RECOMMENDATION:

Staff recommends the City Council approve a professional services agreement with Creelman and Associates to perform monthly, quarterly, and annual sewer flow data analysis and reporting for a five-year period in an amount not to exceed \$349,000 (\$65,880 annually).

BACKGROUND:

Culver City obtains sewage treatment services from the Hyperion Sewage Treatment Plant through an Amalgamated Agreement with the City of Los Angeles. This Agreement was approved by the City Council on March 22, 1999. Culver City is required to pay for treatment of Culver City's sewage, the associated maintenance and repair of the treatment facilities, and the portion of the conveyance system owned by the City of Los Angeles. The City pays its fair share based on the amount and quality of the sewage flow. The data is required to be collected by Culver City and reported to the City of Los Angeles. The amount of sewage flow is measured by flow meters that are installed and maintained at 17 locations through a contract with Utility Science, Systems, and Software, Inc. The wastewater analysis is done by sample collections done on a quarterly basis at four (4) locations through a contract with Chem Pro Laboratory, Inc.

DISCUSSION:

The task of gathering the sewer flow data, performing statistical analysis, meetings with staff, consultants, and the City of Los Angeles, documentation, and specific reporting requirements, is assigned to a Senior Civil Engineer in the Engineering Division. Since December 2002, the position has gone through four (4) staff

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turnovers. During the intervals of hiring new staff for the position, the required monthly, quarterly, and annual flow data reports were inconsistently reported to the City of Los Angeles. In the most recent turnover of the Senior Civil Engineer, it took about eight (8) months to fill the position. Meanwhile, to alleviate the concerns expressed by the City of Los Angeles on the inconsistent data reporting, a contract in the amount of \$10,000 was entered with Creelman and Associates to conduct sewer flow data reporting over the past several months.

Creelman and Associates is an information technology and environmental consulting firm that can manage the sewer flow data reporting requirements. Creelman and Associates is a certified woman-owned and disadvantage business enterprise company (WBE/DBE). After negotiations, staff is recommending that the City Council approve a contract with Creelman and Associates (\$65,880 annually) for a total 5 year contract amount of \$349,000. The proposed contract does include meetings and coordination time with City of Los Angeles, training new staff, and special projects, if necessary.

It was difficult to find a consultant that has experience on managing sewer flow data reporting. Staff contacted other Agencies and determined that their staff manages the sewer flow reporting. One Agency stated that they use a consultant; however, they did not recommend them due to unsatisfactory work.

Staff is recommending that the recently hired Senior Civil Engineer focus on the management of capital improvement projects for the Public Works Department, Parks, Recreation, and Community Services Department, and the Redevelopment Agency, and that the task of sewer flow data reporting be performed instead by a consultant. Staff believes that this is the most efficient use of staff and consultants, to implement and complete the capital improvement program and fulfill our contract obligations with the City of Los Angeles by consistently reporting the sewer flow data to avoid any potential penalties.

FISCAL ANALYSIS:

There are sufficient funds available in the sewer enterprise budget account 20466100 to pay for these consulting services.

ATTACHMENTS:

1. Statement of Qualifications – Creelman and Associates
2. Scope of Service

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MOTIONS:

That the City Council:

- 1) Approve a Professional Services Agreement with Creelman and Associates for Sewer Flow Data Reporting to the City of Los Angeles for a five-year period for an amount not to exceed \$349,000 (\$65,880 annually) per the scope of service and contingent upon adequate funding available in each Fiscal Year;
- 2) Authorize the City Attorney to review/prepare the necessary documents and authorize the City Manager to execute said documents on behalf of the City.