

**City of Culver City, California
Redevelopment Agency Agenda Item Report**

Meeting Date: 02/17/09		Item Number: <u>A-3</u>	
AGENDA ITEM: Approval of an Agreement with CBM Consulting, Inc. for General Engineering Services.			
Contact Person/Dept. Michael Pasternak, Management Analyst		Phone Number: (310) 253-5708	
Fiscal Impact: Yes ☐ No ☐		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (02/11/09).			
Department Approval: Sol Blumenfeld (02/11/09)		Executive Director Approval: Jerry B. Fulwood (02/11/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (02/11/09)			
<u>RECOMMENDATION:</u> Staff recommends the Culver City Redevelopment Agency (the “Agency”) approve an agreement with CBM Consulting, Inc. (“CBM”) for general civil engineering services. <u>BACKGROUND:</u> For the past fifteen (15) years, the Agency has contracted with CBM for general civil engineering services. CBM has fulfilled many roles on critical redevelopment projects, including, but not limited to, project management services for the Ince Parking Structure, Town Plaza, and the Pacific Theaters construction projects; and more recently, design and construction management services for the Washington Boulevard Realignment. The Agency’s contract with CBM has expired. The Public Works Department has often used a Statement of Qualification (SOQ) to identify qualified civil engineering consultants. Staff is recommending this process at this time as it will reduce administrative costs, and improve efficiency by relying on existing contractor research that has been prepared by the Public Works Department. On June 5, 2007, the Public Works Department issued a SOQ for general engineering services to thirteen (13) civil engineering firms. The Public Works Department staff evaluated respondents based on experience, track record, fee schedule, and references. Of the twelve (12) respondents, the Public Works Department staff recommended seven (7) engineering firms, including CBM, for professional services agreements with the City.			

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On July 23, 2007, the City Council approved the agreements, which allowed the Public Works Department to submit capital projects for competitive bidding exclusively among the selected firms. Bypassing the formal RFP for each project saves time, and allows the Public Works Department staff to better focus on completing capital improvement projects.

DISCUSSION:

The Agency regularly utilizes general engineering services in developing and managing projects. Without a consulting engineer to assist with construction management and construction pricing the Agency cannot effectively administer projects. CBM is intimately familiar with both Agency and City processes, having worked with the City for over fifteen (15) years.

If a contract is approved, CBM will provide the following services:

- Construction management for Town Plaza Expansion
- Construction management for Real-Time Parking Monitors
- Preparation of civil engineering plans and ALTA survey for Hayden Tract Spur Parking Project
- Digitization of street configuration plans for Washington/National TOD Project

FISCAL ANALYSIS:

The table below provides a summary comparison of average fee schedules for those contractors currently under agreement with the Public Works Department. Fee schedules were taken from contractor responses to the Public Works Department's request for SOQ, and averaged across hourly fees for various personnel categories (e.g. project manager, construction manager, engineer, and admin support). Staff contacted each firm and verified that their 2007 fee schedules still apply in 2009. CBM responded with the lowest average fees.

COMPARISON OF FEE SCHEDULE AVERAGES

Contractor	CBM	Paller Roberts	KDM Meridian	Norris- Repke	Psomas
Avg. Fee	\$101.25	\$105.00	\$113.33	\$119.06	\$132.94

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Staff proposes entering into an Agreement for general civil engineering services in the amount of \$60,000. Within the contract limit, staff will reserve the amount of \$30,000 for project specific engineering services, such as construction management, and the remaining \$30,000 will be reserved for unforeseen engineering needs.

The 2008-2009 Adopted Budget allocates sufficient funds within Program 90400, and funds will be allocated to this Program in the 2009-2010 Budget.

ATTACHMENTS:

1. 2009 Comparison of Fee Schedule Hourly Rates for Civil Engineering Contractors

MOTION:

That the Agency:

1. Approve an Agreement with CBM Consulting, Inc., in a form approved by Agency General Counsel, for general civil engineering services, in an amount not to exceed \$60,000; and,
2. Authorize the Agency General Counsel to review/prepare the necessary documents; and,
3. Authorize the Executive Director to execute the Agreement on behalf of the Agency.