

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

Meeting Date: 11/16/09		Item Number: J-1	
JOINT CITY COUNCIL/REDEVELOPMENT AGENCY BOARD AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Marina Landscape.			
Contact Person/Dept.: John Fisanotti		Phone Number: (310) 253-5767	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-mail) Meetings and Agendas – City Council (11/11/09); (E-Mail) Meetings and Agendas – Redevelopment Agency (11/11/09); (USPS) Marina Landscape (11/02/09).			
Department Approval: Sol Blumenfeld: 10/30/09		City Attorney Approval: Agency General Counsel Approval: Carol Schwab (by H. Baker) (11/11/09) Murray O. Kane (10/30/09)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (11/11/09)		City Manager/Executive Director Approval: Mark Scott (11/11/09)	

RECOMMENDATION:

Staff recommends the City Council and Redevelopment Agency Board approve an Amendment to the existing professional services agreement between the City and Marina Landscape to: a) add the Redevelopment Agency as a party to the contract; b) add additional properties to the scope of work; and c) increase the total compensation by an additional \$34,500 to be funded by the Agency.

BACKGROUND:

On November 5, 2007 the Board awarded a two-year landscape maintenance contract to Merchants Landscape to maintain various Agency owned or operated properties. The contract expires on November 30, 2009.

On June 22, 2009 the City Council awarded a two-year landscape maintenance contract to Marina Landscape (Marina) to maintain various City properties. A copy of the staff report from the June 22, 2009 meeting is included as Attachment Number One.

In anticipation of the upcoming expiration of the Agency's contract with Merchants Landscape, staff consulted with Agency Counsel and the City Attorney and concluded that to duplicate the recently completed contractor search efforts would be an unnecessary effort, and instead, submitted a proposal to Marina to amend its existing agreement with the City to add the Agency's properties to the scope of service.

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

DISCUSSION:

There are three reasons staff is recommending that the City Council and Agency Board approve the proposed amendment with Marina Landscape:

Performance

Since it began work for the City this past summer, Marina has performed in exemplary fashion and the Parks, Recreation, and Community Services Department staff, which oversees Marina's work, is very pleased. Marina has outperformed all previous landscape maintenance contractors used by either the City or the Agency.

Cost

The price quoted by Marina to take over maintenance of the Agency properties is less than what the Agency is paying its current contractor.

Efficiency

Staff time and expense was minimized by seeking a proposal to amend an existing contract, as opposed to preparing and distributing a request for proposals and then evaluating the subsequent proposals. In addition, by having all the landscape maintenance work under one contract, it will also reduce paperwork in the Purchasing Division.

Because the City's contract with Marina and the Agency's contract with Merchants Landscape conclude at different times, the proposed amendment would expand Marina's services by adding the Agency's properties for the remaining 19 months of the City's contract (to June 30, 2011) and synchronize the Agency's contract period with the City's. The City's contract does have two, one-year extensions. However, the length of time and the amount of authorized expenditure proposed for the amendment is only sufficient to service the Agency's properties until the expiration of the base contract. If staff should recommend a future extension, then staff will return to the City Council and/or Redevelopment Agency Board for authorization to extend the contract at the appropriate time.

FISCAL ANALYSIS:

The cost of the proposed Amendment, over a 19 month time span will add a not-to-exceed additional amount of \$34,500.00. Invoices for service to the Agency properties would be separate from the invoices for service to the City properties and paid for by the Agency from Account No. 55091000.619800, which has a sufficient amount budgeted in the current year. If the proposed amendment is approved, the

City of Culver City, California
Agenda Item Report

new maximum compensation authorized under the contract would increase from \$308,904.00 to \$343,404.00.

ATTACHMENTS:

1. City Council Staff Report from the June 22, 2009 Agenda.

MOTION:

That the City Council and Redevelopment Agency Board:

1. Approve an amendment to the existing professional services agreement with Marina Landscape to: a) add the Agency as a party to the contract; b) increase the scope of work to include the specified properties owned or operated by the Agency; and c) increase the compensation from \$308,904.00 to \$343,404.00 for the period December 1, 2009 through June 30, 2011.
2. Authorize the City Attorney and Agency Counsel to review/prepare the necessary documents.
3. Authorize the City Manager and the Executive Director to execute such documents on behalf of the City and the Agency respectively.