

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

Meeting Date: 03/10/2014		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Approval of Professional Services Agreements with APA Engineering, Inc., APD Consultants, Inc., CivilSource Inc., Dudek, Interwest Consulting Group, KOA Corporation, Project Partners, RTI Consulting, Inc., and The Nickerson Company for General Public Works Inspection Services			
Contact Person/Dept.: Mate Gaspar/PW		Phone Number: 310-253-5602	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (03/04/14); (E-Mail) APA Engineering, Inc., APD Consultants, Inc., CivilSource Inc., Dudek, Interwest Consulting Group, KOA Corporation, Project Partners, RTI Consulting, Inc., The Nickerson Company (03/05/14)			
Department Approval: Charles D. Herbertson (02/27/14)		City Attorney Approval: Carol Schwab (by H. Baker) (03/03/14)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (03/04/14)		City Manager Approval: John M. Nachbar (03/04/14)	

RECOMMENDATION:

Staff recommends the City Council approve professional services agreements with APA Engineering, Inc., APD Consultants, Inc., CivilSource Inc., Dudek, Interwest Consulting Group, KOA Corporation, Project Partners, RTI Consulting, Inc., and The Nickerson Company to support the Public Works Department/Engineering Division for general public works inspection for an aggregate amount of \$500,000 with the agreements expiring on June 30, 2017.

BACKGROUND:

The Public Works Department/Engineering Division's operating budget includes consultant support for general public works inspection. There has been a marked increase in the number of large projects in the private development sector. The work includes considerable grading, site drainage improvements, and new sewer lines to serve the developments. Also there has been a substantial increase in the amount of telecommunications encroachment permits approved by the City Council requiring public works inspection. In order to provide public works inspection services on these large private developments, utility permits, and other permits, the City Council previously approved on-call consultant inspection services to supplement the existing one full time City employee public works inspector as part of the Fiscal Year 2013/2014 budget process. This arrangement of having on-call consultant support has worked successfully in the past and is recommended to continue on an as-needed basis.

City of Culver City, California
Agenda Item Report

DISCUSSION:

On January 13, 2014, the City Council approved the release of the request for qualifications (RFQ) for on-call public works inspection services.

Staff sent the RFQ to nineteen consulting firms known to provide on-call public works inspection services to other local agencies. Ten firms submitted proposals containing their statement of qualifications and hourly billing rate. Staff reviewed each firm's statement of qualifications and their proposed fee schedule to determine which firms are capable of providing the requested inspection services.

Staff is recommending the following nine firms be approved for on-call inspection services:

Consulting Firm	City	Proposed hourly billing rate
APA Engineering	Irvine	\$95
APD Consultants Inc.	Irvine	\$95
CivilSource Inc.	Irvine	\$79-\$98
Dudek	San Marcos	\$105
Interwest Consulting Group	Huntington Beach	\$75-\$85
KOA Corporation	Gardena	\$90-\$95
Project Partners	Laguna Hills	\$72.25 - \$86.50
RTI Consulting	Westchester	\$85
The Nickerson Company	Inglewood	\$85-\$100

Staff is not recommending one firm that submitted a proposal due to their hourly rates being much higher than the other firms.

As an interim measure, in November 2013 staff administratively approved a professional services agreement with The Nickerson Company in the amount of \$30,000 to provide the on-call public works inspection services. The contract amount will soon be exhausted.

Staff is recommending that the City Council approve the professional services agreements with the aforementioned firms in an aggregate amount not to exceed \$500,000 and expiring on June 30, 2017. These agreements will not obligate the City to guarantee that there will be funding available for on-call inspection services. Staff may submit a budget request for funding of these services if it is deemed necessary based on projected inspection workload for the upcoming fiscal year.

When on-call inspection services are needed, staff will contact each firm starting with the lowest hourly billing rate. If an inspector is not available, staff will then contact the next firm and so forth until an inspector is found. During the RFQ

City of Culver City, California
Agenda Item Report

process it was understood that a firm may not have an inspector always available. The purpose of the list of firms is to provide staff multiple resources to secure an inspector when needed.

FISCAL ANALYSIS:

The Fiscal Year 2013/2014 budget includes \$150,000 for on-call general public works inspection services. Appropriations in subsequent years, up until Fiscal Year 2016/2017, will be requested through the regular budget process for these services. The aggregate amount of these funding requests will not exceed \$500,000.

Per the adopted fee resolution, Public Works charges inspection fees that will more than offset the cost of using these contract inspection services.

MOTIONS:

That the City Council:

1. Approve professional services agreements with APA Engineering, Inc., APD Consultants, Inc., CivilSource Inc., Dudek, Interwest Consulting Group, KOA Corporation, Project Partners, RTI Consulting, Inc., and The Nickerson Company for general public works inspection services in an aggregate amount of \$500,000 and expiring on June 30, 2017; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.