

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

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------|--|
| Meeting Date: 01/24/11                                                                                                                                                                    |  | Item Number: <u>C-4</u>                                                                |  |
| <b>REDEVELOPMENT AGENCY BOARD AGENDA ITEM: Approval of the Second Amendment to the Existing Professional Services Agreements with KOA/CBM Corporation for Civil Engineering Services.</b> |  |                                                                                        |  |
| Contact Person/Dept.: Glenn Heald/CDD<br>Todd Tipton/CDD                                                                                                                                  |  | Phone Number: 310.253.5752                                                             |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                        |  | General Fund: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                  |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input type="checkbox"/> |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                           |  | Date: _____                                                                            |  |
| Public Notification: (E-Mail) Meetings and Agendas – Redevelopment Agency (01/21/11).                                                                                                     |  |                                                                                        |  |
| Department Approval:<br>Sol Blumenfeld: (01/13/11)                                                                                                                                        |  | Agency General Counsel Approval:<br>Murray Kane: (01/06/11)                            |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by N. Kimball): (01/19/11)                                                                                                                |  | Executive Director Approval:<br>John Nachbar (01/19/11)                                |  |

**RECOMMENDATION:**

Staff recommends the Redevelopment Agency Board (Agency Board) approve the second amendment to the existing professional services agreement with KOA/CBM Corporation (formerly CBM Consulting Inc.) for civil engineering services related to Agency projects for an amount not to exceed \$208,000.

**BACKGROUND:**

On February 17, 2009, the Agency Board approved a professional services agreement with KOA/CBM Corporation (KOA/CBM), for civil engineering services for a not-to-exceed amount of \$60,000. On June 14, 2010, the Agency Board approved the first amendment to this agreement for a not-to-exceed amount of \$270,000. Staff anticipates a necessity for additional civil engineering services during the remainder of Fiscal Year 2010/2011 and the beginning of Fiscal Year 2011/2012, and therefore requests this contract be amended for the specified amount to meet this need.

**DISCUSSION:**

In June 2009 the City's Public Works Department issued a request for a Statement of Qualifications (SOQ) for general civil engineering firms in order to identify qualified firms that may be utilized without issuing a Request for Proposal (RFP) for every project. As a result of staff's evaluation of twenty-one respondents, on July 13, 2009, the City Council authorized multi-year contracts with specific firms recognized as preferred vendors due to their experience, expertise, prices and prior service to

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the City. Among the highest-rated firms was CBM Consulting. The Agency has contracted with KOA/CBM for civil engineering services for over fifteen years. KOA/CBM has consistently offered responsive service at competitive prices. Services provided by KOA/CBM include construction management, preparation of civil engineering plans, American Land Title Association surveys, and digitization of street configuration plans. The Public Works Department does not have staff available to perform the services proposed to be contracted to KOA/CBM. During the past contract term, KOA/CBM has assisted the Agency with the Sepulveda Metro grant project, the Hayden Tract MTA Spur parking lot project, the proposed Washington-National transit-oriented-development project, and the Farmers' Market street drain improvement.

During the remainder of Fiscal Year 2010/2011, staff anticipates requiring the services of KOA/CBM for several projects, including approximately \$100,000 for consulting work and construction documents preparation and review for affordable housing projects by the Housing Division and approximately \$40,000 for streetscape related work for the Redevelopment Division. Including an additional \$40,000 for unanticipated efforts and a twenty percent (20%) contingency, the total amount requested is the not-to-exceed sum of \$208,000. KOA/CBM will only be paid for work authorized by staff.

| <b><u>Project</u></b>                  | <b><u>Anticipated cost</u></b> |
|----------------------------------------|--------------------------------|
| Affordable housing project(s)          | \$100,000                      |
| Sepulveda Blvd streetscape             | \$ 40,000                      |
| Contingency for unanticipated services | \$ 68,000                      |
| <b>Total</b>                           | <b>\$208,000</b>               |

**FISCAL ANALYSIS:**

The Agency Board Adopted Budget for Fiscal Year 2010/2011 includes sufficient funds for this expenditure.

**ATTACHMENTS:**

None

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**MOTION:**

That the Agency Board:

1. Approve the Second Amendment to the Professional Services Agreements with KOA/CBM Corporation for Civil Engineering Services for an Additional Amount Not to Exceed \$208,000 (for a total not-to-exceed amount of \$478,000); and,
2. Authorize Agency General Counsel to review/prepare the necessary documents; and,
3. Authorize the Executive Director to execute such documents on behalf of the Agency.