

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/10/05		Item Number: <u>C-5</u>	
AGENDA ITEM: Authorization to Award Professional Services Agreements with Project Partners, Bureau Veritas - Berryman and Henigar, and 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: ☒
Public Notification: Project Partners, Bureau Veritas – Berryman and Henigar, Nickerson Company via telephone call on October 5, and Master Notification List on October 5.			
Department Approval: Charles D. Herbertson 9/28/05		CAO Approval: Scott Bixby for Jerry Fulwood 10/4/05	
City Controller Approval: Mary Noller for Marlee Chang 10/4/05			

RECOMMENDATION:

Staff recommends that the City Council authorize professional services agreements with Project Partners, Berryman and Henigar, and Nickerson Company, to support the Public Works Department for public works inspection, for a total aggregate not-to-exceed cost of \$65,000. The contracts will expire on June 30, 2006.

BACKGROUND:

The Public Works Department/Engineering Division is responsible for the inspection of all construction in the public right-of-way including grading and construction of driveways and parking lots on private property. The position assigned for these tasks is the Public Works Inspector. The detailed inspections required to be performed by the Public Works Inspector include inspection of streets, curb and gutter, sidewalks, storm drains, utility excavation, and sewer mains, to ensure compliance with the approved engineering plans, specifications, contracts and agreements. The position processes public works permits, conducts technical research, and provides office and field support as required.

The Engineering Division currently has one Public Works Inspector on staff. In September 2001, the Senior Public Works Inspector retired. The position was not filled and during the 2002/03 budget year, the Senior Public Works Inspector position was eliminated due to budget cuts. The Public Works Inspector has been the only one conducting inspections since September 2001.

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DISCUSSION:

There are many private development projects proposed for construction this fiscal year. Some of the projects are large such as the new Symantec building and Fox Hills Mall expansion/renovation. Also, there are major utility projects proposed in the public right-of-way. Due to this expected increase in workload, the City Council approved inclusion of a contract inspector in the current fiscal year's budget to support the Engineering Division.

Staff is recommending awarding professional services agreements to three companies for contract inspection work. The firms are Project Partners of Irvine, Berryman and Henigar of Santa Ana, and Nickerson Company of Manhattan Beach. These three companies together have five construction inspectors that have extensive experience working with local cities on public works inspections. Several of the inspectors have worked in the past with staff in the Engineering Division. The resumes of all the inspectors are attached to this report.

Based on availability, one of the companies will provide an inspector to support the public works inspection needs based on project requirements. These inspectors will be utilized on an as needed basis. Since these contract inspectors are also providing inspection services to other agencies and may not always be available when we need them, having several inspectors will ensure that one is always available to serve Culver City.

The proposed agreements will expire on June 30, 2006. The City retains the right to terminate these agreements upon thirty days notice and any time during the term of agreements. Also, the City will have the right to contract with other inspectors when it is in the City's best interest.

FISCAL ANALYSIS:

Project Partners, Berryman and Henigar, and Nickerson Company's hourly rate charge for public works inspection services is \$75 an hour. The budget for contract inspection is \$65,000. Based on the hourly rate charge and budget, there are sufficient funds for 866 hours of inspection performed by the contract inspectors until the end of the fiscal year.

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ATTACHMENTS:

- Project Partners inspectors' resumes
- Berryman and Henigar inspectors' resumes
- Nickerson Company inspector's resume

MOTIONS:

That the City Council:

1. Approve professional services agreements with Project Partners, Berryman and Henigar, and Nickerson Company for public works inspection services for a total aggregate not-to-exceed cost of \$65,000 and expiring on June 30, 2006;
2. Direct the City Attorney to prepare the necessary documents and the Chief Administrative Officer to approve the documents.