

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 06/25/2007		Item Number: <u>C-4</u>	
AGENDA ITEM: Approve an Amendment to an Existing Professional Services Agreement with James Thernes and Associates, Inc. for Professional Consulting Services to Assist in Preparation of the City's Appeal to the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (OES) for Funding of the Cranks/Tellefson Slope Repair.			
Contact Person/Dept.: Curley Ross, Phone Number: (310) 253-5601 Public Works Administration; Associate Analyst			
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☐	
Public Notification: N/A			
Department Approval: Charles D. Herbertson (06/18/07)		City Attorney Approval: Carol A. Schwab (by H. Iker) (06/18/07)	
City Controller Approval: Marlee Chang (06/20/07)		City Manager Approval: Jerry B. Fulwood (06/20/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing Professional Services Agreement with James Thernes and Associates for consulting services to assist City staff in the preparation of the appeal to the requirements of the Federal Emergency Management Agency ("FEMA") and the California Governor's Office of Emergency Services ("OES") related to the funding of the Cranks/Tellefson slope repair, for a total amount not to exceed \$15,030.81. <u>DISCUSSION:</u> On April 6, 2007, the City entered into a professional services agreement with James Thernes and Associates, Inc. in the amount of \$10,000.00 for assistance with its appeal to FEMA and OES relating to the funding of the Cranks/Tellefson slope repair. During contract performance it was determined that the consultant's services would exceed the initial contract amount of \$10,000.00. However, it was important to continue with the work uninterrupted in order to meet a predetermined deadline set by FEMA and OES. Public Works Staff received the following proposal for this project: James Thernes and Associates Inc.....\$10,000.00			

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James Thernes and Associates Inc. was a sole source procurement. Along with its proposal, Thernes and Associates submitted copies of its Culver City Business Tax Certificate and Liability Insurance. Both documents are current and in good standing. Because the completion of the consultant's services will exceed the \$10,000 authorized in the existing agreement, staff is requesting that the Council approve an amendment to the agreement in an amount not to exceed \$5,030.81 (for a total contract of \$15,030.81)

FISCAL ANALYSIS:

Funding for this project has been allocated into the following Public Works Administration account 10160100.619800 (other contractual services). There are sufficient funds available in the department to accommodate this expense.

MOTION:

1. Approve an amendment to the existing the Professional Services Agreement, (Contract No. 2007 – 030) with James Thernes and Associates Inc. for consulting services to assist City staff in the preparation of an appeal to FEMA and OES, in the amount of \$5,030.81 (for a total contract amount of \$15,030.81); and
2. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.