

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

Meeting Date: 06/13/2011		Item Number: <u>C-11</u>	
CITY COUNCIL AGENDA ITEM: (1) Approval of a Professional Services Agreement with Project Partners for Citywide Sidewalk Inspection Services and (2) Authorization to Purchase the MaintStar Internet Based Module to be Used in Conjunction with the Proposed Sidewalk Inspection Services.			
Contact Person/Dept.: Eric Mirzaian/Public Works		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Agenda and Meetings - City Council (06/08/11); Project Partners, Wildan Engineering and KOA Corporation (06/06/2011)			
Department Approval: Charles D. Herbertson(06/06/11)		City Attorney Approval: Carol Schwab (by H. Baker) (06/08/11)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (06/08/11)		City Manager Approval: John M. Nachbar (06/08/11)	
<u>RECOMMENDATION:</u> Staff recommends the City Council (1) approve a professional services agreement with Project Partners for citywide sidewalk inspection services and (2) authorize the purchase of the MaintStar Internet based module to be used in conjunction with the proposed sidewalk inspection services. <u>BACKGROUND:</u> The City of Culver has approximately 8.85 million square feet of public sidewalk. Currently, the Public Works Department utilizes an informal approach to sidewalk inspection. On a daily basis, staff receives numerous requests from residents and property owners to inspect reported displaced and damaged sidewalks. Upon inspection of the sidewalk, staff will also inspect the surrounding properties for damaged or displaced sidewalk and make a determination for the appropriate type of repair. Generally, there are three repair options: (1) complete removal and replacement of existing deteriorating sidewalk; (2) grinding displaced sidewalk at the joints if the displacement is generally one inch or less and (3) using asphalt material, "ramp" displacements of an inch or more. Options 1 and 2 are considered long-term and permanent repairs, while Option 3, , is considered an intermediate term repair which will eventually be followed up by either grinding or sidewalk replacement.			

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While this informal inspection process has been past practice, staff is proposing a new process which will improve maintenance and repair efforts related to the City's sidewalks.

DISCUSSION:

On March 29, 2011, the Public Works Department released a Request For Proposal (RFP) to qualified engineering and construction inspection firms that will assist the City in measuring and documenting all significant sidewalk displacements; as well as, incorporating findings into a database that will be used to prioritize future repairs of the sidewalks.

On April 28, three firms responded to the RFP and the results were as follows:

KOA Corporation.....	\$35,780 (\$85/hour)
Project Partners.....	\$36,920 (\$71/hour)*
Wildan Engineering.....	\$85,500 (\$95/hour)

**The proposal submitted by Project Partners only indicated the hourly rate of \$71/hour. The total amount of \$36,920 was confirmed by Project Partners to City Staff via email on April 29, 2011*

Based upon the company's profile, qualifications, references and project approach, staff believes that Project Partners demonstrated the best understanding of the RFP requirements.

Per Culver City Municipal Code Section 3.07.085, professional services are exempt from competitive bidding provided the contract is based on competitive quotations whenever practical, as determined by the City Manager. As noted above, competitive quotations were solicited.

In addition, the Public Works Department utilizes a work order system (MaintStar) to monitor and document all infrastructure maintenance needs throughout the City. As part of the proposed sidewalk inspection services, staff is requesting authorization to purchase the internet-based module for MaintStar to allow field inspectors to remotely input findings directly into the MaintStar database. These entries will be used to generate work orders for potential repairs. The total cost for the module is \$36,000; which includes a one-time software purchase fee of \$29,500 and the fee for the first year of the annual maintenance of \$6,500.

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FISCAL ANALYSIS:

The table below shows the budgeted funding sources for this project:

Funding Source	Amount
41800428 (Gas Tax Fund)	175,781
42000428 (Capital Improvement and Acquisition Fund)	500,000
Total	675,781

The \$500,000 in the Capital Improvement and Acquisition budget was appropriated by the City Council on July 26,2010 as a part of the \$2 million appropriation for capital projects. An additional \$100,000 allocation from the Gas Tax Fund is included in the City Manager's Proposed Budget for Fiscal Year 2011/2012. If adopted by the City Council, those funds will be added to this project.

The above referenced funding will be utilized to fund the services that will be provided by Project Partners and to purchase the MaintStar internet-based software. The remaining funds will be utilized at a future date to implement a citywide sidewalk repair program that will be based on the outcome of the inspection services provided by Project Partners. Staff will return to the City Council at a later date for approval of a Request for Proposal release and subsequent award of contract for the repair services.

ATTACHMENTS:

1. Project Partner's proposal letter
2. MaintStar proposal for internet-based module

MOTION:

That the City Council:

1. Approve a professional services agreement with Project Partners in the aggregate amount of \$40,612 (\$36,920 base plus \$3,692 in contingency); and
2. Approve the purchase of the internet-based module for the MaintStar work order system in the amount of \$36,000; and
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.