

City of Culver City, California
Agenda Item Report

Meeting Date: 01/13/2014		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Authorization to Release a Request for Proposals for On-Call General Public Works Inspection Services			
Contact Person/Dept.: Mate Gaspar		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 (01/07/2014)			
Department Approval: Charles D. Herbertson (12/30/13)		City Attorney Approval: Carol Schwab (by H. Baker) (01/07/14)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (01/07/14)		City Manager Approval: John M. Nachbar (01/07/14)	

RECOMMENDATION:

Staff recommends the City Council authorize the release of a Request for Proposals for on-call general public works inspections services.

BACKGROUND:

The Public Works Department/Engineering Division is responsible for the inspection of all construction conducted in the public right-of-way and 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.

DISCUSSION:

It is anticipated there will be significantly more private development and utility projects during the remainder of this fiscal year that will require additional public works inspection. In anticipation of this work, funding was approved this fiscal year to hire a contract public works inspector.

In November 2013, staff administratively approved a \$30,000 contract with the Nickerson Company to provide on-call general public works inspection services.

City of Culver City, California
Agenda Item Report

The Nickerson Company previously performed the same on-call general public works inspection contract work for the City. The owner of the Nickerson Company is the retired Senior Public Works Inspector that worked for the City from 1985 to 2001. The not-to-exceed limit of this contract will soon be exhausted.

Should the City Council authorize its release this evening, the Request for Proposals will be sent to engineering firms that are known to provide staffing for on-call general public works inspection services for other cities. The selection criteria will be based on competitive hourly rate, experience, and availability for inspections. At a future City Council meeting, staff will present to the City Council recommended professional services agreements with several inspection firms.

FISCAL ANALYSIS:

There are \$150,000 in the City Council Adopted Budget for Fiscal Year 2013/2014 for on-call general public works inspection services.

ATTACHMENTS:

None.

MOTIONS:

That the City Council

Authorize the release of a Request for Proposals for on-call general public works inspection services.