

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

Meeting Date: 3/11/2013		Item Number: <u>C-1</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with VCA Code Group for Building Inspection Services.			
Contact Person/Dept.: Craig Johnson		Phone Number: (310) 253-5802	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☐		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (03/05/13)			
Department Approval: Sol Blumenfeld: (02/27/13)		City Attorney Approval: Carol Schwab (by H. Baker) (03/04/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (03/04/13)		City Manager Approval: John M. Nachbar (03/05/13)	
<u>RECOMMENDATION</u> Staff recommends the City Council approve an amendment to the existing professional services agreement with VCA Code Group (VCA) for as-needed Building Inspection Services in an additional amount not-to-exceed \$35,000. <u>BACKGROUND</u> Over the last several months, the Building Safety Division of the Community Development Department has received an increase in project plan reviews and inspections due to the volume of work, both on large and small scale projects. On December 26, 2012, an agreement with VCA was administratively approved for as-needed building inspection services for the not-to-exceed amount of \$30,000. <u>DISCUSSION</u> VCA has been utilized on numerous occasions by the Building Safety Division to assist intermittently with plan checks when inspectors have been unable to do them due to inspection workload. Since January, VCA has been working on an as-needed basis with the Building Safety Division to conduct plan reviews for smaller projects to help maintain service levels within the Division. The Division workload has not diminished and additional services are required for the remainder of the fiscal year in an additional amount not-to-exceed \$35,000.			

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Pursuant to Culver City Municipal Code § 3.07.085.A, a contract for professional services may be awarded without complying with formal competitive bidding procedures; provided, the contract is based upon competitive quotations, whenever practical, as determined by the City Manager. In this case, the Building Safety Division has been satisfied with the services provided by VCA thus far and, therefore, the City Manager has determined receiving competitive quotations is not practical at this time..

FISCAL ANALYSIS

An administrative contract, not-to-exceed \$30,000, was initially approved in December 2012 (Attachment 1). Staff is requesting an additional \$35,000 for a total amount not-to-exceed \$65,000 for Fiscal Year 2012/2013. Funds are available in Building Safety Other Contractual Services account 10150150.619800.

ATTACHMENTS

None

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with VCA Code Group for as-needed building inspection services in an additional amount not-to-exceed \$35,000 for a total contract amount not-to-exceed \$65,000; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City