

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

Meeting Date: 12/16/2013		Item Number: <u>C-1</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with VCA Code Group in an Amount Not-To-Exceed \$85,000 (for a Total Revised Not-To-Exceed Amount of \$180,000) 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 (12/11/13)			
Department Approval: Sol Blumenfeld (12/10/13)		City Attorney Approval: Carol Schwab (by H. Baker) (12/11/13)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (12/11/13)		City Manager Approval: John M. Nachbar (12/11/13)	
<u>RECOMMENDATION</u> Staff recommends that the City Council approve an amendment (Amendment) to an existing Professional Services Agreement (Agreement) in an amount not-to-exceed \$85,000 with VCA Code Group (VCA) for as-needed building inspection services. <u>BACKGROUND</u> In December 2012, an Agreement with VCA for as-needed building inspection services for the not-to-exceed amount of \$30,000 was approved administratively. On March 11, 2013, due to an unexpected volume of work, staff requested and the City Council approved a first amendment to the Agreement for a not-to-exceed amount of \$35,000 (increasing the total not-to-exceed amount of the Agreement to \$65,000). In October, 2013 a second amendment of \$30,000 was administratively approved (increasing the total not-to-exceed amount of the Agreement to \$95,000). <u>DISCUSSION</u> Over the last several months, the Building Safety Division has continued to receive an increase in applications for project plan reviews and inspections. Due to the volume of work, both on large and small scale projects (Attachment 1), plan reviews are beginning to back-up, and additional inspection services are			

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required to accommodate increased development activity. Staff is requesting the City Council approve an Amendment increasing the Agreement an additional \$85,000 (for a total not-to-exceed amount of \$180,000) for the remainder of Fiscal Year 2013/2014.

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

Funds are available in the City Council Adopted Budget for Fiscal Year 2013/2014 in the Building Safety Division Other Contractual Services account (10150150.619800).

ATTACHMENTS

1. Building and Safety Activity Reports
2. Contract with VCA Code Group with First and Second Amendments - #31300471

MOTION

That the City Council:

Approve a third amendment to the existing Professional Services Agreement with VCA Code Group for as-needed building inspection services in the amount of \$85,000 (for a total not-to-exceed amount \$180,000).