

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

Meeting Date: <u>01/13/04</u>		Item Number: <u>C-2</u>	
CITY COUNCIL AGENDA ITEM: Approval of an Amendment to the Existing Professional Services Agreement with Marina Landscape, Inc. to Include the Maintenance of the National Boulevard Metro Bike Path in an Amount Not-to-Exceed \$16,560.74.			
Contact Person/Dept.: Patrick Reynolds, Parks Division Manager		Phone Number: (310) 253-6470	
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 (01/07/14)			
Department Approval: Dan Hernandez (01/02/14)		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)	
 <u>RECOMMENDATION:</u> Staff recommends the City Council approve an amendment to the existing Professional Services Agreement (Agreement) with Marina Landscape, Inc. to include the maintenance of the National Boulevard Metro Bike Path in an amount not-to-exceed \$16,560.74. <u>BACKGROUND:</u> On June 13, 2011, the City Council approved a tri-party Professional Services Agreement with Marina Landscape, Inc. (that is, an Agreement between the City, the former Culver City Redevelopment Agency, and Marina Landscape, Inc.) to provide landscape maintenance services for the period from July 1, 2011 through June 30, 2014 for sites overseen by the Parks Division of the Parks, Recreation and Community Services Department, the Engineering Division of the Public Works Department and those currently overseen by the Successor Agency to the Culver City Redevelopment Agency. The amount of the Agreement was not-to-exceed \$649,275 (Attachment), or approximately \$18,035.42 per month for thirty-six months. In May 2013, the Agreement was amended administratively to include the landscape maintenance for Phase 1 at Hetzler Road and Jefferson Boulevard, increasing the contract by \$165.00 per month (Amendment #1). In October 2013, the Agreement was amended administratively to include the landscape maintenance services for the Bristol Parkway and Braddock Drive Pump Stations increasing the total monthly fee by \$100 per month for a period of six months only (Amendment #2).			

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DISCUSSION:

In December 2013, staff was made aware that the following service areas needed to be added to the Marina Landscape, Inc. Agreement:

Amendment Number	# Months of Service (Dec. – June)	Monthly Amount	Total Amount	Service Area
3	7	\$2,040.00	\$14,280.00	Culver City Downtown Area & Plaza
4	7	\$2,365.82	\$16,560.74	National Boulevard Metro Bike Path
		\$4,405.82	\$30,840.74	Total

Taken together, these additional services exceed the \$30,000 administrative authority for professional services agreements. Therefore, Amendment #3 is currently being processed administratively and staff recommends the City Council approve Amendment #4 to the existing Professional Services Agreement with Marina Landscape, Inc. to include the maintenance of the National Metro Bike Path in an amount not-to-exceed \$16, 560.74. With the addition of Amendments #3 and #4, the Agreement now totals approximately \$22,706.24 per month.

Pursuant to Culver City Municipal Code § 3.07.085.A, a contract for professional and personal 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. Given the current positive working relationship with Marina, the City Manager has determined obtaining such competitive quotations is not practical at this time.

FISCAL ANALYSIS:

There are sufficient appropriations in account 10130300.619800 (General Fund/Parks Division/Other Contractual Services) to fund this proposed amendment to the Marina Landscape, Inc. Professional Services Agreement.

ATTACHMENTS:

None.

MOTION:

That the City Council:

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1. Approve an amendment to the existing Professional Services Agreement with Marina Landscape, Inc. to include the maintenance of the National Boulevard Metro Bike Path in an amount not-to-exceed \$16, 560.74; 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.