

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

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| Date: 07/28/08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | Item Number: <u>A-3</u>                                                                           |  |
| <b>AGENDA ITEM: Approval of an Amendment to an Existing Professional Services Agreement with Rollins Consulting, Inc. for Construction Management Services for the Fire Station No. 3 Project, P-857.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                                                                                                   |  |
| Contact Person/Dept.: Andy O'Connell/PW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | Phone Number: (310) 253-5606                                                                      |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                 |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification: RCI on July 15, 2008; Master E-Mail Notification List (07/24/08).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                   |  |
| Department Head Approval:<br>Charles D. Herbertson (07/17/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (07/23/08)                                  |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by M. Noller) (07/23/08)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | City Manager Approval:<br>Jerry B. Fulwood (07/23/08)                                             |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approve an amendment to the existing Professional Services Agreement with Rollins Construction, Inc. (RCI) which provides for (1) an increase of \$119,750 in compensation and (2) a contract extension to January 31, 2009 for the Fire Station No. 3 project.</p> <p><b><u>BACKGROUND/DISCUSSION:</u></b></p> <p>On May 5, 2005, the City Council approved a Professional Services Agreement (Agreement) with RCI for construction management services for the Fire Station No. 3 project. The Agreement was for \$309,423 and authorized the Public Works Director to increase the Agreement by an amount not to exceed 10% (or \$30,942.30), if necessary. The Agreement was executed on August 9, 2005.</p> <p>Due to a redesign of the station to add a third apparatus bay, construction did not start until August 7, 2007. During this extended time, RCI expended additional hours for design development and pre-construction services, and funding was remaining in the contract. Additionally, RCI experienced a rise in employee costs, which were permitted in the contract. Therefore, on July 11, 2007, the Public Works Director authorized a \$24,028 change order to RCI's contract. Currently, the estimated completion date for the project is the end of January, 2009. The six month delay in construction has been caused by unforeseen conditions, such as rain days and quality control issues that have taken time to correct. Based on the increased construction duration, it is recommended that RCI's contract amount be increased by \$119,750. The \$119,750 is in addition to the previously approved change order of \$24,028. This change order exceeds the Director's administrative change order authority of 10%.</p> |  |                                                                                                   |  |

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In order to provide fiber optic service to the new Fire Station No. 3 site, new fiber optic cable and conduit will need to be installed that will extend from the intersection of Overland Avenue and Sawtelle Boulevard to the project site. A portion of the conduit has been installed from the project site on Bristol Parkway to Slauson Avenue at the SR 90 Freeway. Since RCI will be at the project site managing Fire Station No. 3, they have agreed to provide construction management services for the fiber optic project within the same budget as the contract increase that is proposed herein.

**FISCAL ANALYSIS:**

There are sufficient funds in the Fire Station No. 3 capital project budget to accommodate this increase in RCI's agreement. Additionally, any unapproved delay in the project schedule by the Fire Station No. 3 construction contractor will subject the contractor to \$1,000 per day in liquidated damages payable to the City.

**ATTACHMENT:**

1. July 17, 2008, Rollins Consulting, Inc. proposal.

**MOTIONS:**

That the City Council:

1. Approve an Amendment to the Existing Professional Services Agreement with RCI which includes an increase of \$119,750 (to a total not-to-exceed amount of \$453,201) and a contract time extension to January 31, 2009 for Construction Management Services for the Fire Station No. 3 project; 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.