

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 8/13/07		Item Number: <u>A-3</u>	
AGENDA ITEM: Authorization to Release a Request for Proposals for a Professional Turnkey Project to Implement the Culver City Citywide BMP Treatment "Train" Project.			
Contact Person: Cathy Chang/PW		Phone Number: (310) 253-5619	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Santa Monica Bay Restoration Commission and State Water Resources Control Board by e-mail on August 21, 2007.			
Department Approval: Charles D. Herbertson (07/25/07)		City Attorney Approval: Carol Schwab (by H. Iker) (08/07/07)	
City Controller: Marlee Chang (08/07/07)		City Manager Approval: Jerry B. Fulwood (08/08/07)	

RECOMMENDATION:

Staff recommends that the Council authorize the release of a Request for Proposals (RFP) for a professional turnkey project, including design, construction, monitoring, reporting, and public education activities, to implement the Culver City Citywide BMP Treatment "Train" Project.

BACKGROUND:

On October 10, 2005 and September 25, 2006, the City Council approved Resolution Nos. 2005-R068 and 2006-R066 (an amendment to Resolution No. 2005-R068) accepting \$1,252,600 in reimbursable Proposition 50 grant funds from the State Water Resources Control Board for the Culver City Citywide Best Management Practice (BMP) Treatment "Train" Project. The phrase "BMP treatment train" in this project broadly refers to a combination of treatment and source control technologies to be implemented at various locations within the City for the purpose of reducing or treating urban runoff to remove pollutants.

To complete this project by September 2008, the current grant deadline for project completion, it is necessary to retain a qualified consultant team to provide a professional turnkey project which includes design, construction, monitoring, reporting, and public education activities.

It is recommended that the City not follow its formal bidding procedures in this instance, but rather release an RFP to a select number of pre-identified firms, as the pool of qualified consulting firms for the requested services is rather limited. The

City of Culver City, California
City Council Agenda Item Report

City's Charter provisions regarding public works contracts¹ give the Council the authority, by a four-fifths vote, to award a contract without complying with the bidding procedures, provided a public hearing is held on the award of the contract. As such, it would be legally permissible for the City to release an RFP for this project. Therefore, should the City Council authorize the release of the RFP this evening, when staff returns the results of the RFP process, should the City Council desire to award a contract, then a Public Hearing and 4/5ths vote would be required.

In October, staff will return to the Council with recommendation to award a contract to a firm with the most responsive and complete Proposal based on the evaluation criteria stated in the RFP.

The tentative project schedule, including the contract procurement process, is as follows:

• Release of RFP	August 14, 2007
• Proposal Due	September 11, 2007
• Proposal Applicant Presentations	September 13, 2007
• Award of Contract	October 8, 2007
• Contract Negotiation/Approval	October 8-12, 2007
• Project Initiation	October 12, 2007
• Project Completion	August 30, 2008

FISCAL ANALYSIS:

Approval of this action will have no direct, significant fiscal impact on the City. However, the item will presumably lead to the City entering into a contract with a consultant team to perform services for compensation. The Proposition 50 grant is expected to cover all of the expenses related to this project, including professional services.

ATTACHMENTS:

1. Draft Request for Proposal
2. Project Description
3. Scope of Services

¹ Charter Section 2007 provides that the procedures for awarding public works contracts as set forth in the "old" Charter will remain in effect until such time as the City Council establishes, by ordinance, different procedures. Therefore, the current procedures are set forth in "old" Charter Section 1304.

City of Culver City, California
City Council Agenda Item Report

4. Council Agenda Report dated September 25, 2006
5. Resolution No. 2005-R068
6. Council Agenda Report dated October 10, 2005
7. Resolution No. 2006-R066

MOTIONS:

That the City Council:

Authorize the release of a Request for Proposals (RFP) for a professional turnkey project, including design, construction, monitoring, reporting, and public education activities, to implement the Culver City Citywide BMP Treatment "Train" Project .