



# City of Culver City

Mike Balkman  
Council Chambers  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5851

## Staff Report Details (With Text)

**File #:** 24-515      **Version:** 1      **Name:** On-Call Services SMA and Tract/Parcel Map Review

**Type:** Minute Order      **Status:** Consent Agenda

**File created:** 11/27/2023      **In control:** City Council Meeting Agenda

**On agenda:** 12/11/2023      **Final action:**

**Title:** CC - CONSENT ITEM: Approval of On-Call Professional Services Agreements with the Following Five Firms to Provide Subdivision Map Act and Tract and Parcel Map Review Services for the Period January 1, 2024, to June 30, 2028, for an Aggregate Amount Not-to-Exceed \$125,000 (\$25,000 for the Remainder of Fiscal Year 2023/2024 and \$25,000 Annually for Fiscal Years 2024/2025, 2025/2026, 2026/2027 and 2027/2028): Sikand Engineering Associates, Ladayu Consulting Group, RKA Consulting Group, NV5, Inc., and Psomas.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Meeting Date:** December 11, 2023

**Contact Person/Dept:** Sammy Romo, Public Works Department/Engineering

**Phone Number:** (310) 253-5619

**Fiscal Impact:** Yes  No       **General Fund:** Yes  No

**Attachments:** Yes  No

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (12/06/2023); (E-Mail) Sikand Engineering Associates, Ladayu Consulting Group, RKA Consulting Group, NV5, Inc., and Psomas (11/27/2023)

**Department Approval:** Yanni Demitri, Public Works Director/City Engineer (11/27/2023)

### RECOMMENDATION

Staff recommends the City Council approve on-call professional services agreements with the following five firms to provide Subdivision Map Act and Tract/Parcel Map Review Services for the period January 1, 2024, to June 30, 2028, for an aggregate amount not-to-exceed \$125,000 (\$25,000 for the remainder of Fiscal Year 2023/2024 and \$25,000 annually for Fiscal Years 2024/2025, 2025//2026, 2026/2027 and 2027/2028): Sikand Engineering Associates, Ladayu Consulting Group, RKA Consulting Group, NV5, Inc., and Psomas.

## **BACKGROUND/DISCUSSION**

The Public Works Department/Engineering Division requires the services of expert civil engineering and land surveying consulting firms on an on-call or as-needed basis to assist in the specialized area of Subdivision Map Act review and processing. The services include review and processing of parcel maps, lot line adjustments, certificates of compliance, legal descriptions, easements, title reports, and alley or street vacations. The Public Works Department/Engineering Division has historically maintained on-call contracts for these services.

In September 2023, the City published Request for Qualifications (RFQ) #2414 on Planetbids, seeking proposals from qualified consulting firms interested in providing on-call and professional Subdivision Map Act services as needed. Six statements of qualifications (SOQ) were received by the due date. Staff reviewed and evaluated each firm's SOQ, including their experience, education, references, and technical training of the personnel proposed to provide the required services and fees.

After the evaluation of each SOQ, staff is recommending awarding on-call professional services contracts to the following firms:

1. Sikand Engineering Associates
2. Ladayu Consulting Group
3. RKA Consulting Group
4. NV5, Inc.
5. Psomas

If the City Council approves entering into agreements with the recommended firms, they will be placed on the "Public Works- Engineering Division Official List of Qualified On-Call Professional Services Firms" which will be made available to staff and will be utilized on an as-needed basis.

## **FISCAL ANALYSIS**

There are sufficient funds included in the Adopted Budget for Fiscal Year 2023/2024 for Subdivision Map Act services in Account No. 10160150.619800 (Public Works Engineering - Other Contractual Services). Funds for future years of the agreements will be included in future fiscal year budgets.

## **ATTACHMENTS**

None

## MOTION

That the City Council:

1. Approve on-call professional services agreements with the following five firms to provide Subdivision Tract Map and Plan Review Services for the period January 1, 2024, to June 30, 2028, for an aggregate amount not-to-exceed \$125,000 (\$25,000 for the remainder of Fiscal Year 2023/2024 and \$25,000 annually for Fiscal Years 2024/2025, 2025//2026, 2026/2027 and 2027/2028): Sikand Engineering Associates, Ladayu Consulting Group, RKA Consulting Group, NV5, Inc., and Psomas; 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.