



# City of Culver City

## Staff Report Details (With Text)

**File #:** 19-957      **Version:** 1      **Name:** Contract Amendment Sr. Planner - Willdan Engineering  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 2/20/2019      **In control:** City Council Meeting Agenda  
**On agenda:** 3/18/2019      **Final action:**  
**Title:** CC - Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Services Through June 30, 2019 in an Additional Amount Not-to-Exceed \$37,000.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**CC - Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Services Through June 30, 2019 in an Additional Amount Not-to-Exceed \$37,000.**

**Meeting Date:** March 18, 2019

**Contact Person/Dept:** Sol Blumenfeld/CDD  
Michael Allen/Current Planning  
Lisa Pangelinan/CDD

**Phone Number:** (310) 253-5700  
(310) 253-5727  
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**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 (03/13/19);

**Department Approval:** Sol Blumenfeld, Community Development Director (03/08/18)

### RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Willdan Engineering (“Willdan”) for a contract Sr. Planner, in an additional amount not-to-exceed \$37,000.

## **BACKGROUND/DISCUSSION**

In September 2018, an agreement with Willdan for an amount not-to-exceed \$27,000 was administratively approved for contract planning services to address the Current Planning Division workload for the following projects: 9405 Jefferson, 3710 & 3750 Robertson Blvd., 8740 Washington, and 3928-3950 Van Buren Place, including related Comprehensive Plans and Entitlement documents. The current workload for the Planning Division continues to necessitate the need to contract with Willdan through June 30, 2019. The amendment of \$37,000 along with the current contract amount of \$27,000 exceeds the City Manager’s administrative authority and thus requires City Council Approval.

## **FISCAL ANALYSIS**

There is \$37,000 available in the FY 2018/2019 Budget in the Current Planning Division, Other Contractual Services Acct. No. 10150200.619800.

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

1. Approve an amendment to the existing (\$27,000) professional services agreement with Willdan Engineering for contract planning services, in an additional amount not-to-exceed \$37,000 (for an aggregate not-to-exceed contract amount of \$64,000);
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.