



City of Culver City

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

Staff Report Details (With Text)

File #: 24-501 **Version:** 1 **Name:**

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

File created: 11/17/2023 **In control:** City Council Meeting Agenda

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

Title: CC- CONSENT ITEM: Approval of an Amendment to the Existing Professional Services Agreement with KOA Corporation, in an Amount Not-to-Exceed \$24,076 for Additional Construction Management and Inspection Services on City Owned Property at 3900 Sepulveda Boulevard.

Sponsors:

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Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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CC- CONSENT ITEM: Approval of an Amendment to the Existing Professional Services Agreement with KOA Corporation, in an Amount Not-to-Exceed \$24,076 for Additional Construction Management and Inspection Services on City Owned Property at 3900 Sepulveda Boulevard.

Meeting Date: December 11, 2023

Contact Person/Dept: Elaine Warner / Office of Economic and Cultural Development
Tevis Barnes/ Housing and Human Services Department

Phone Number: (310) 253 - 5777
(310) 253 -5782

Fiscal Impact: Yes No

General Fund: Yes No

Attachments: Yes No

Public Notification: (E-Mail) Meetings and Agendas - City Council (12/05/2023)

Department Approval: Jesse Mays, Assistant City Manager (12/11/2023)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with KOA Corporation in an amount not-to-exceed \$24,076 for additional construction management and inspection services on City owned property at 3900 Sepulveda Boulevard.

BACKGROUND

The City of Culver City acquired one- and two-story motel structures, at 3868 Sepulveda Blvd. (Deano's Motel), and an adjoining facility at 3900 Sepulveda Blvd. (Sunburst Spa and Suites), both located in the City of Culver City, for reuse as interim and permanent supportive housing as part of Project Homekey. Construction began in October 2022, and KOA has been actively involved in the oversight of the project, supervising, and verifying the work of the contractor, sub-contractors, change orders and project schedule. The construction timeline was extended on numerous occasions to account for unforeseen conditions as well as enhancements to the project. Three amendments to KOA's agreement were executed in February, August, and October 2023 to provide additional services relative to the extensions and additional work related to the installation of a new boiler.

DISCUSSION

Additional hours required for both the financial close-out and related inspections due corrections to the project were not included in KOA's previous proposal to the City. KOA has remained responsive to the City during the project's transition from construction to operation and assisting with the requirements to achieve the final Certificate of Occupancy. This anticipated cost of \$24,076 was not accounted for in the last amendment; however, hourly rates will remain consistent with the initial agreement.

FISCAL ANALYSIS

The Adopted Budget for Fiscal Year 2023-2024 includes sufficient funding in CIP PF035 (Permanent Housing - Sunburst) and Account No. 10135600.619830 (Permanent Housing Homekey - Other Contractual Services Unhoused) that can be allocated to fund the amended KOA agreement. The total KOA contract amount to date, including the proposed amendment, will be \$1,046,706 which includes all construction services since July 2022.

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Approve an amendment to the existing professional services agreement with KOA Corporation, (KOA) in an amount not-to-exceed \$24,076 for additional construction management services on City owned property at 3900 Sepulveda Boulevard; 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.