



City of Culver City

Staff Report

File #: 20-1102, Version: 1

Item #: C-9.

CC - Approval of a Professional Services Agreement with JorgensenFM for Transportation Facility Asset Management and Condition Assessment Services in an Amount Not-To-Exceed \$91,194 (\$55,209 Base plus \$35,985 Contingency for Predefined Optional Services).

Meeting Date: July 13, 2020

Contact Person/Dept: Allison Cohen/Transportation Department

Phone Number: (310) 253-6543

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 (07/08/2020); JorgensenFM. (07/07/2020)

Department Approval: Rolando Cruz, Transportation Director (06/26/2020)

RECOMMENDATION

Staff recommends the City Council approve a professional services agreement with JorgensenFM for Transportation Facility asset management and condition assessment services in an amount not-to-exceed \$91,194 (\$55,209 base plus \$35,985 contingency for predefined optional services).

BACKGROUND

The City of Culver City's Transportation Department is the primary occupant of the Transportation Facility built in 1999 (Facility). The City's Purchasing Division is also located within the Facility.

The Facility supports activities of the Culver City Transportation Department including Culver City Municipal Bus Lines (Culver CityBus) and the Fleet Services Division (Culver CityFleet) which is responsible for maintaining the entire city fleet of more than 300 vehicles ranging from passenger sedans and emergency vehicles to wheel loaders and refuse trucks. The Facility's parking structure, which provides parking for personal vehicles owned by employees, serves all the above Departments and Divisions, as well as the employees of the City's Public Works and Parks and Recreation Departments.

To ensure the Facility is maintained in a state of good repair (SGR) and in support of Culver CityBus's Transit Asset Management (TAM) Plan, the Transportation Department requires assistance to compile a complete inventory listing and condition assessment of the Facility and supporting equipment and create a comprehensive facility maintenance plan.

DISCUSSION

On June 3, 2020, staff released a Request for Proposals (RFP #2032) to qualified firms to provide services for the development of a new comprehensive facility plan for the Transportation Facility. The final plan is anticipated to include a validated asset equipment listing, an assessment of each item (identifying those critical assets requiring maintenance), detailed work orders, a balanced maintenance work order plan over a 52-week period, and a capital rehabilitation/replacement plan. At the time of the RFP closing, JorgensenFM was the sole proposing vendor.

After carefully reviewing the proposal, staff determined that JorgensenFM fully met the scope of work as specified in RFP #2032. Based on adequate notification and the number of prospective proposers who registered to view the RFP through PlanetBids, staff believes the process allowed for competition. The proposal submitted by JorgensenFM and its pricing is considered to be responsive, fair and reasonable.

Staff recommends the City Council approve a professional services agreement with JorgensenFM for Transportation Facility Asset Management and Condition Assessment Services. As proposed, the services will be divided into several tasks:

1. Base Agreement Services: Asset Inventory Compilation, Condition Assessment of the Assets, Work Order Maintenance, 52-Week Maintenance Schedule Development, and Capital Rehabilitation/Replacement Planning
2. Optional Services: Parking Structure Foundation Review, Energy Consumption Study, CAD Design and Drafting

FISCAL ANALYSIS

The City Council Adopted Budget for Fiscal Year 2020/2021 includes sufficient funding in 20370300.732120 to cover the cost of this procurement. All purchases will be made with Transportation Department funds. No General funds will be used.

ATTACHMENTS

None

RECOMMENDED MOTIONS

That the City Council:

1. Approve a professional services agreement with JorgensenFM in an amount not-to-exceed \$55,209;
2. Authorize the Chief Transportation Officer to approve amendments to the agreement in an additional amount not-to-exceed \$35,985 for predefined optional services; and
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.