



City of Culver City

Staff Report

File #: 23-60, **Version:** 1

Item #: C-11.

CC - CONSENT ITEM: Amendment to Existing Professional Services Agreement with Sikand Engineering Associates for Subdivision Map Act and Plan Review Services in an Amount Not-to-Exceed \$25,000 and expiring on September 30, 2022.

Meeting Date: August 8, 2022

Contact Person/Dept: Mate Gaspar/Public Works Department

Phone Number: (310) 253-5602

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☐ No ☒

Commission Action Required: Yes ☐ No ☒ **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (08/03/22)

Department Approval: Yanni Demitri, Public Works Director/City Engineer (07/27/22)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Sikand Engineering Associates for Subdivision Map Act and plan review services in an amount not-to-exceed \$25,000, extending this services agreement through September 30, 2022.

BACKGROUND/DISCUSSION

In October 2021, the City Council approved an amendment to the existing professional services agreement with Sikand Engineering Associates in the amount of \$50,000 for Subdivision Map Act and plan review services. The \$50,000 contract amount has been expended.

Civil engineering consultant support is necessary to augment engineering staff in order to review development and utility project plans in a timely manner. Besides the review of development and utility plans, the Engineering Division staff also manages an extensive capital improvement program. By supplementing Engineering staff with excellent plan check services, Sikand Engineering Associates has allowed staff more time to concentrate on the delivery of capital projects.

In addition to development and utility plan checks, Sikand Engineering Associates supports staff by reviewing parcel maps, lot line adjustments, certificates of compliance, legal descriptions, easements, title reports, and alley or street vacations. Sikand Engineering Associates has been providing excellent service to the City.

Given Sikand's track record of providing quality services, its familiarity with the City's projects and development process, as well as several items being reviewed by Sikand that are in still in progress, it is the recommendation of Staff to amend this agreement. In addition, staff has reviewed Sikand's hourly rates and determined they are competitive with other Engineering consultants approved for on-call services.

Sikand has been utilized for these services for five consecutive years, since 2017; therefore, in compliance with Culver City Municipal Code ("CCMC") Section 3.07.045, a new request for proposals (RFP) is being issued. To ensure the continuation of services during the RFP process, the staff recommends City Council authorize an extension to the existing agreement with Sikand Engineering Associates until September 30, 2022.

FISCAL ANALYSIS

There are sufficient funds included in the Adopted Budget for Fiscal Year 2022/2023 for plan review services in Account # 10160150.619800 (Public Works Engineering - Other Contractual Services).

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Sikand Engineering Associates for Subdivision Map Act and plan review services in an amount not-to-exceed \$25,000, and expiring on September 30, 2022; 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.