



# City of Culver City

## Staff Report

---

File #: 23-490, Version: 2

Item #: C-3.

---

**CC - CONSENT ITEM: Approval of a Two-Year Professional Services Agreement with RRM Design Group in an Amount Not-to-Exceed \$102,700 for Development of Pre-Approved Building Plans for Accessory Dwelling Units (ADUs) & ADU Design Manual.**

**Meeting Date:** January 9, 2023

**Contact Person/Dept.:** Erika Ramirez, Planning & Development Services- Current Planning  
**Phone Number:** 310-253-5710

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

**Attachments:** Yes  No

**Commission Action Required:** Yes  No     **Date:**  
**Commission Name:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (01/04/2023)

**Department Approval:** Jesse Mays, Assistant City Manager (12/13/2022)

---

### **RECOMMENDATION**

Staff recommends the City Council approve a two-year professional services agreement with RRM Design Group in an amount not-to-exceed \$102,700 for the development of pre-approved building plans for Accessory Dwelling Units (ADUs) and an ADU Design Manual for the City of Culver City, which will be made available to the public free of charge.

### **BACKGROUND**

Over the last few years, the State Legislature has approved numerous housing bills aimed at addressing the state's housing shortage and high housing costs. In support of this, the State has approved three formula based non-competitive grants to local agencies that will facilitate housing production. The Council has previously directed staff to apply for these grants, including the Senate Bill 2 (SB 2) Grant Funds. In 2020, the City of Culver City executed an agreement with the Department of Housing and Community Development (HCD) to accept and utilize \$160,000.00 of SB 2 one-time grant funding to update the Housing Element and create the Accessory Dwelling Unit Incentive Program. Specifically, \$82,500 was allocated towards the completion of the Housing Element and \$77,500 is available for the implementation of the ADU Incentive Program.

The intent of developing pre-approved building plans for ADUs and an ADU Design Manual is to promote the construction of ADU housing that is more affordable because of preapproved designs and preapproved building plans. In addition, this would create a manual to inform the public on the process and options for construction of an ADU.

## **DISCUSSION**

SB 2 grant fund expenditure deadline is December 31, 2023. Final reimbursement requests must be submitted no later than September 30, 2023. In order to expedite the commencement of the ADU Incentive Program, the City has selected an existing contract between another public agency and the vendor as a template to form a contract directly the City of Culver City and the vendor to procure the same services but negotiated to fit Culver City's program needs. This is a purchasing approach that is designed to save time and resources by leveraging another public agency's successful competitive bidding process and is referred to as "piggybacking". In order for the City of Culver City to enter into an agreement through this method the following documents must be reviewed by Finance and deemed acceptable:

1. A copy of the city's purchase order.
2. A copy of the RFP with supporting documentation.
3. A list of vendors who were sent the RFP or at least the ones that submitted a quote.
4. The analysis of the vendor quotes and the intent to award.
5. A quote from the vendor offering the same prices and terms to Culver City.
6. Verification that the contract between the vendor and the other public agency that is still valid and not expired/closed.

The listed documents from the City of Agoura Hills and RRM Design Group were received, reviewed, and deemed acceptable by the Current Planning Division and the Finance Department of the City of Culver City.

In August 2022, RRM Design Group was selected by the City of Agoura Hills to provide design professional consulting services for the development of pre-approved building plans for ADUs. The selection was made through a competitive RFP process that was released on February 11, 2022.

RRM Design Group is a multidiscipline design firm that offers public and private clients with architecture, landscaping architecture, planning, engineering, and surveying services. They have been in business for 47 years. They are in the process of creating or have completed ADU plans for the following jurisdictions:

- City of Agoura Hills
- City of Concord
- City of Dublin
- County of Mono
- City of Newport Beach
- City of Porterville
- County of San Luis Obispo
- City of San Ramon

- County of Santa Cruz
- City of Stanford
- City of Walnut Creek

The Current Planning Division requested a quote from RRM Design Group to provide pre-approved building plans for ADUs in addition to creating a design manual as included in the SB 2 funding grant application. RRM offered the same prices and terms to the City of Culver City as they had agreed to with the City of Agora Hills with the additional task of the manual.

#### Scope of Work:

The primary purpose of developing a series of pre-approved ADU units is to streamline the processing of ADUs utilizing those plans. The City is looking to enter into an agreement with RRM to generate three complete permit ready plan prototypes to support this new grant funded program. These plans will vary in size from 400 to 800 square feet. These plans will look to Culver City Design Guidelines to ensure there are elevation options that allow for personal taste and are appropriate to the community's architecture vernacular. In addition, RRM will produce a document of approximately 10+ pages that will walk residents through the process and provide information and options to them to develop an ADU on their property.

#### **FISCAL ANALYSIS**

The amount of the agreement with RRM Design Group is \$102,700 of which \$77,500 will be reimbursed with the previously awarded SB 2 grant. The remaining \$25,200 will be paid by available funds in the Adopted Budget for FY 2022-2023 in Account #10150200.610400 (Current Planning Division -Consulting Services). The project is to be completed no later than September 2023.

#### **ATTACHMENTS**

1. RRM Proposal

#### **MOTIONS**

That the City Council:

1. Approve a two-year professional services agreement with RRM Design Group for the development of pre-approved building plans for ADUs & ADU Design Manual; 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.

