



City of Culver City

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Staff Report Details (With Text)

File #: 18-0705 **Version:** 1 **Name:**
Type: Minute Order **Status:** Consent Agenda
File created: 1/10/2018 **In control:** City Council Meeting Agenda
On agenda: 1/22/2018 **Final action:**
Title: CC - (1) Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Services Relating to the Culver Studios Comprehensive Plan Amendment No. 7 Project, in an Additional Amount Not-to-Exceed \$20,000; and (2) Approval of a New Professional Services Agreement with Willdan Engineering for Contract Planning Services Relating to the Wesley Comprehensive Plan Project in an Amount Not-to-Exceed \$30,000.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Meeting Date: January 22, 2018

Contact Person/Dept: Sol Blumenfeld/CDD
Lisa Pangelinan/CDD

Phone Number: (310) 253-5700
(310) 253-5761

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

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☐

Public Notification: (Email) Meetings and Agendas - City Council (01/17/18);

Department Approval: Sol Blumenfeld, Community Development Director (01/11/18)

RECOMMENDATION

Staff recommends the City Council (1) approve an amendment to an existing professional services agreement with Willdan Engineering for contract planning services relating to the Culver Studios Comprehensive Plan Amendment No. 7 project in an additional amount not-to-exceed \$20,000; and (2) approve a new professional services agreement with Willdan Engineering for contract planning services relating to the Wesley Comprehensive Plan project in an amount not-to-exceed \$30,000.

BACKGROUND/DISCUSSION

The Culver Studios Comprehensive Plan

In January 2017, The Culver Studios (“TCS”) executed a Reimbursement Agreement for \$30,000 with the City to retain a consultant, on behalf of the City, to perform services related to the processing of the application for Comprehensive Plan Amendment No. 7 (the “CPA 7 Project”). TCS and the City agreed to retain the consultant and entered into a reimbursement agreement whereby TCS agreed to reimburse the City for any and all costs related to the consultant’s planning services. The City entered into a contract for \$30,000 with Willdan Engineering (“Willdan”) for consultant Planning Services to work on the CPA 7 Project. In September, the funds initially deposited by TCS were expended and an amendment to the contract was administratively approved for an additional \$30,000 which TCS reimbursed the City. As of December 31st, the outstanding balance for consultant fees on the CPA 7 Project is \$20,951. The remaining balance of the contract, \$5,907, will be applied to the current invoice, but funds are still needed to pay the outstanding balance of \$15,044 and charges not yet billed for January. A request is being made to the City Council to amend the contract with Willdan for the Project for an additional amount not-to-exceed \$20,000. If approved, the City will notify TCS to deposit the funds to the City to cover the consultant’s services on the CPA 7 Project. Per the Reimbursement Agreement, the City will refund to TCS unused funds in the deposit account, if any.

Wesley Comprehensive Plan

The City has been asked by Karney Properties to retain a consultant, on behalf of the City, to perform services related to the processing of an application for a Comprehensive Plan for The Wesley (the “Wesley Project”). Karney Properties has agreed to enter into a Reimbursement Agreement with the City, with an initial deposit of \$30,000, to reimburse the City for any and all costs related to a consultant’s planning services. Staff recommends the City Council approve an agreement with Willdan for contract planning services for the Wesley Project in an amount not-to-exceed \$30,000.

FISCAL ANALYSIS

Consultant services billed to the City are paid through a deposit account as specified in the respective Reimbursement Agreement(s) as a pass through.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to an existing professional services agreement with Willdan Engineering for contract planning services relating to the Culver Studios Comprehensive Plan Amendment No. 7 project in an additional amount not-to-exceed \$20,000; and
2. Approve a new professional services agreement with Willdan Engineering for contract planning services relating to the Wesley Comprehensive Plan project for an amount not-to-exceed \$30,000; 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.