Staff Report Details (With Text)

File #:	22-406	**Version:**	1	**Name:**	Amendment to Existing Professional Services Agreement with Sikand Engineering Associates for Subdivision Map Act and Plan Review
Type:	Minute Order			**Status:**	Consent Agenda
File created:	10/12/2021			**In control:**	City Council Meeting Agenda
On agenda:	10/25/2021			**Final action:**	
Title:	CC - Amendment to Existing Professional Services Agreement with Sikand Engineering Associates for Subdivision Map Act and Plan Review Services in an Amount Not-to-Exceed $50,000				
Sponsors:					
Indexes:					
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result

CC - Amendment to Existing Professional Services Agreement with Sikand Engineering Associates for Subdivision Map Act and Plan Review Services in an Amount Not-to-Exceed $50,000

Meeting Date: October 25, 2021

Contact Person/Dept: Mate Gaspar/Public Works

Phone Number: (310) 253-5602

Fiscal Impact: Yes [X] No [] **General Fund:** Yes [X] No []

Public Hearing: [] **Action Item:** [] **Attachments:** []

Commission Action Required: Yes [] No [X] **Date:**

Public Notification: (E-Mail) Meetings and Agendas - City Council (10/20/21)

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (10/15/2021)

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 $50,000.

BACKGROUND/DISCUSSION

This fiscal year (FY 2021/2022), an amendment to the existing professional services agreement with Sikand Engineering Associates was administratively approved in the amount of $50,000 for Subdivision Map Act and plan review services. The $50,000 contract amount has been expended. Along with the City Council approved City-wide Ting microfiber project, there has been an unprecedented increase in the number of applications for development and utility projects in the City. Civil engineering consultant support is necessary to augment engineering staff in order to review development and utility project plans in a timely manner. Besides 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 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.

FISCAL ANALYSIS

There are sufficient funds available and approved in Fiscal Year 2021/2022 budget for plan review services in line item 10160150.619800.

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 $50,000; 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.

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