



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 22-464      **Version:** 1      **Name:** 2021.11.08 MCC Sam Schwartz Amendment 2  
**Type:** Minute Order      **Status:** Action Item  
**File created:** 10/27/2021      **In control:** City Council Meeting Agenda  
**On agenda:** 11/8/2021      **Final action:**  
**Title:** CC - (1) Approval of an Amendment to the Professional Services Agreement with Sam Schwartz for the MOVE Culver City Project in an Amount Not-to-Exceed \$222,897.82; (2) Authorization to the City Manager to Negotiate and Approve the Final Terms of the Amendment; (3) Authorization to the Chief Transportation Officer to Approve Amendment(s) to the Agreement in an Amount Not-to-Exceed \$57,146.26 to Cover Contingency Costs; (4) FOUR-FIFTHS VOTE REQUIREMENT: Appropriation of \$250,070 in Revenue to Project Account 20370117.386100.PS017 for the Funding Received from the Downtown Business Association for the Downtown Study and Appropriation of \$250,070 in Additional Expenditures to Project Account 20370117.610400.PS017; and (5) FOUR-FIFTHS VOTE REQUIREMENT: Appropriation of \$170,000 from Measure M Fund Balance (Fund 435) and Authorize to Transfer the Funding to Project Account 20370117.610400.PS017 for Professional Services.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
11/8/2021	1	City Council Meeting Agenda		

**CC - (1) Approval of an Amendment to the Professional Services Agreement with Sam Schwartz for the MOVE Culver City Project in an Amount Not-to-Exceed \$222,897.82; (2) Authorization to the City Manager to Negotiate and Approve the Final Terms of the Amendment; (3) Authorization to the Chief Transportation Officer to Approve Amendment(s) to the Agreement in an Amount Not-to-Exceed \$57,146.26 to Cover Contingency Costs; (4) FOUR-FIFTHS VOTE REQUIREMENT: Appropriation of \$250,070 in Revenue to Project Account 20370117.386100.PS017 for the Funding Received from the Downtown Business Association for the Downtown Study and Appropriation of \$250,070 in Additional Expenditures to Project Account 20370117.610400.PS017; and (5) FOUR-FIFTHS VOTE REQUIREMENT: Appropriation of \$170,000 from Measure M Fund Balance (Fund 435) and Authorize to Transfer the Funding to Project Account 20370117.610400.PS017 for Professional Services.**

**Meeting Date:** November 8, 2021

**Contact Person/Dept:** Diana Chang / Transportation Department

**Phone Number:** (310) 253-6566

**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 (11/04/2021)

Department Approval: Rolando Cruz (10/27/2021)

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## **RECOMMENDATION**

Staff recommends the City Council (1) approve an amendment to the professional services agreement with Sam Schwartz (“Consultant”) for the MOVE Culver City project in an amount not-to-exceed \$222,897.82; (2) authorize the City Manager to negotiate and approve the final terms of the amendment; (3) authorize the Chief Transportation Officer to approve amendment(s) to the agreement in an amount not-to-exceed \$57,146.26 to cover contingency costs; (4) appropriate \$250,070 in revenue to Project account 20370117.386100.PS017 for the funding received from the Downtown Business Association for the Downtown Study and appropriate \$250,070 in additional expenditures to Project account 20370117.610400.PS017 **(requires a four-fifths vote)**; and (5) appropriate \$170,000 from Measure M Fund balance (Fund 435) and authorize to transfer the funding to Project account 20370117.610400.PS017 for professional services **(requires a four-fifths vote)**.

## **BACKGROUND**

On May 18, 2020, City Council directed City Transportation Department to capitalize on reduced traffic as a result of the pandemic by reclaiming space on the street and installing dedicated bus lanes to improve mobility throughout the City. This project, known as the MOVE Culver City Project, includes three corridors: Downtown/E Line/Arts District corridor on Culver and Washington Boulevards (Downtown Corridor), Sepulveda Boulevard, and Jefferson Boulevard. The first phase of this project has focused on the Downtown Corridor.

The design development of the Downtown Corridor Project was split into developing two sets of plans , one for the overall corridor project (excluding WB Culver Blvd in Downtown) and one for the westbound segment of Culver Boulevard in Downtown, where some street space has been allocated for outdoor dining during the pandemic. On May 10, 2021, City Council approved the 100% plans for the overall project corridor (excluding WB Culver Blvd in Downtown).

Staff engaged with the Community Project Advisory Committee, the Downtown Business Association, and the Mobility Subcommittee from April through May to evaluate design options for the Westbound Culver Boulevard design and presented the options to the City Council at the May 24, 2021 Council meeting. The City Council directed Staff to move forward with designing Option 1 (Mirror Version 4 plans) for the Westbound segment of Culver Boulevard in Downtown, which includes one bus lane, one bike lane, and one general traffic lane. City Council further directed staff to retain existing outdoor dining until Labor Day and prepare Option 1 design plans for approval in a future City Council meeting.

On July 12, 2021, City Council awarded construction contracts for the implementation of the MOVE Culver City Downtown Corridor Project PS017.

On August 9, 2021, City Council approved the 90% Design Plans for westbound Culver Boulevard design and authorized staff to construct westbound Culver Boulevard per the approved plans.

On September 13, 2021, City Council approved the final plans and specifications for the Project westbound Culver Boulevard design.

## **DISCUSSION**

An amendment to the Consultant professional services agreement is necessitated by the additional scope of services due to the extended project timeline, additional work on the Westbound Culver Boulevard, and the work associated with the filming policy in response to the addition of mobility lanes in the downtown corridor.

### **Extended Project Timeline**

The Downtown Corridor was originally anticipated to go-live in August 2021 but was postponed due to multiple factors. First, the bid for mobility lane construction was rejected pursuant to CCMC Sections 3.07.075.F.1 and 3.07.090.E, as the proposed cost in the bid was significantly higher than the independent cost estimate and surpassed the available City budget. Second, construction materials, such as MMA paints, traffic signals and K-71 delineators, have much longer than anticipated lead time due to nationwide supply chain issue and limited delivery options. To minimize construction costs and project delay, staff obtained City Council authorization to: 1) separate the construction scope of work into two contracts (striping and signals); and 2) directly procure the construction materials. The project delay gave the City an opportunity to fold the Westbound Culver Boulevard mobility lane into the main project, eliminating multiple rounds of construction and easing the process of evaluation and analysis. However, due to the need to accommodate outdoor dining on westbound Culver Boulevard through October 31<sup>st</sup>, the overall project timeline and construction was extended to November 20, 2021. This three-month extension on the timeline has resulted in additional project support by the Consultant that includes weekly project meetings and additional public outreach meetings.

### **Westbound Culver Boulevard Work**

The inclusion of Westbound Culver Boulevard design to the main project led to additional costs for the design services with the Consultant. The Consultant developed detailed striping and traffic signal plans for Westbound Culver Boulevard and consolidate the plans into the main project plan set for construction. Additional design efforts included field work on the segment to verify curb lane dimensions, development of mobility lane design options, consolidation of permit plans to main project design, labor for asphalt art, data evaluation on the segment, and the sidewalk dining assessment.

### **Additional Scope on Filming Policy for Move Culver City Downtown Corridor**

The City has been engaging filming companies on the Downtown Corridor mobility lane during the project design phase. The filming companies have requested the City to establish a policy and general operations plans for filming on the Move Culver City Downtown Corridor that would require temporary use of the mobility lane, temporary removal and replacement of tactical materials, and temporary masking of tactical materials to allow for filming. In response to this request, Staff added the scope for the Consultant to establish a filming policy and the permit process for the Downtown Corridor that will address the temporary use of the mobility lane for filming purposes. The Consultant will also provide conceptual operations plans in response to filming activities that will assess film operations and identify tangible processes to facilitate the operations needs that work for both the City and filming companies. This is a multi-departmental effort led by the City Manager's Office in coordination with Police Department, Community Development Department, Public Works Department, Fire Department, and Transportation Department.

Staff is recommending the City Council approve an amendment to the professional services agreement with the Consultant for the MOVE Culver City project in an amount not-to-exceed \$222,897.82 for the additional scope of services described above.

### **FISCAL ANALYSIS**

The total cost for the additional scope of services is estimated at an amount not-to-exceed \$222,897.82. These costs are listed in the table below as Items 7 and 8. The table below also lists additional previously approved project professional service costs and the total anticipated project construction cost for both this proposed authorization and the previously authorized expenditures.

#### **Anticipated Project Professional Services Costs**

1	Corridor 1 Full Design	\$ 410,396.00
2	Corridor 2 Preliminary Design	\$ 130,062.34
3	Corridor 3 Preliminary Design	\$ 130,062.34
4	Corridor 1 Additional Scope (Amendment 1)	\$ 324,031.01
5	Expo Reimagine (Amendment 1)	\$ 129,066.65
6	DBA Downtown Study (Amendment 1)	\$ 220,070.00
7	Corridor 1 additional support for design, project meetings, public outreach, asphalt art implementation, and sidewalk dining assessment (Amendment 2)	\$ 183,798.82
8	Filming Process Support (Amendment 2)	\$ 39,099.00
9	Contingency	\$ 57,146.26
<b>Total Anticipated Professional Services Costs</b>		<b>\$ 1,623,732.42</b>

#### **Previously Authorized Professional Service Costs**

The table below lists the previously authorized project professional service costs and budget. The total professional service authorization is \$1,473,732.42.

1	Corridor 1 Full Design	\$ 418,440.08
2	Corridor 2 Preliminary Design	\$ 130,062.34
3	Corridor 3 Preliminary Design	\$ 130,062.34
4	Corridor 1 Additional Scope (Amendment 1)	\$ 324,031.01
5	Expo Reimagine (Amendment 1)	\$ 129,066.65
6	DBA Downtown Study (Amendment 1)	\$ 220,070.00
7	Contingency	\$ 122,000.00
<b>Total Previously Authorized Service Costs</b>		<b>\$ 1,473,732.42</b>

#### Current Available Budget for the Project Professional Services

1	Local Transit Fund (Acct.#20370100.619800)	\$ 918,662.42
2	PW Funding (Acct.#10160100.612100 - General Fund Allocated for Expo/Downtown Bike Connector)	\$ 315,000.00
3	DBA Funding (Downtown Study Only)	\$ 250,070.00
4	Fund 435 (PW Metro Measure M Local Return Funds)	\$ 170,000.00
<b>Total Available Budget</b>		<b>\$ 1,653,732.42</b>

There is sufficient funding to cover the total Project professional service costs. The funding for the professional services is outlined in the table above. Currently, the Project has \$1,233,662.42 (funding sources #1-2 in the table above) in authorized funding under the professional services budget. To bridge the gap in project funding, staff is recommending the City Council to: 1). Appropriate \$250,070 in revenue to Project account 20370117.386100.PS017 for the funding received from the Downtown Business Association (funding source #3 in the table above) for the Downtown Study and appropriate \$250,070 in additional expenditures to Project account 20370117.610400.PS017 (**budget amendment requires four-fifths vote**); and 2). Appropriate \$170,000 from Measure M fund balance (Fund 435) (funding source #4 in the table above) and authorize to transfer the funding to Project account 20370117.610400.PS017 for professional

services **(budget amendment requires four-fifths vote)**.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Approve an amendment to the professional services agreement with Sam Schwartz for the MOVE Culver City project in an amount not-to-exceed \$222,897.82;
2. Authorize the City Manager to negotiate and approve the final terms of the amendment;
3. Authorize the Chief Transportation Officer to approve change orders to the agreement in an amount not-to-exceed \$57,146.26 to cover contingency costs;
4. Appropriate \$250,070 in revenue to Project account 20370117.386100.PS017 for the funding received from the Downtown Business Association for the Downtown Study and appropriate \$250,070 in additional expenditures to Project account 20370117.610400.PS017 **(requires a four-fifths vote)**;
5. Appropriate \$170,000 from Measure M Fund balance (Fund 435) and authorize to transfer the funding to Project account 20370117.610400.PS017 for professional services **(requires a four-fifths vote)**;
6. Authorize the City Attorney to review/prepare the necessary documents; and
7. Authorize the City Manager to execute such documents on behalf of the City.