



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 22-646      **Version:** 1      **Name:** Approval of an Amendment to the Existing Professional Services Agreement with Psomas  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 1/6/2022      **In control:** City Council Meeting Agenda  
**On agenda:** 1/24/2022      **Final action:**  
**Title:** CC - (1) Approval of an Amendment to the Existing Professional Services Agreement with Psomas for Design Survey Services in an Additional Amount Not-to-Exceed \$26,200, for an Aggregate Contract Amount of \$40,600; and (2) Authorization to the City Manager to Approve Additional Amendment(s) to the Agreement up to an Amount of \$6,090 (15% Contingency for Unexpected Costs).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Meeting Date:** January 24, 2022

**Contact Person/Dept:** Michael Tobin/Transportation Department

**Phone Number:** (310) 253-6593

**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 (01/20/2022);

**Department Approval:** Rolando Cruz, Chief Transportation Officer (01/08/2022)

## RECOMMENDATION

Staff Recommends the City Council (1) approve an amendment to the existing professional services

agreement with Psomas for costs related to a design survey in an amount not-to-exceed \$26,200, for an aggregate contract amount of \$40,600; and (2) authorize the City Manager to approve additional amendment(s) to the agreement in an amount up to \$6,090 (15% contingency for unexpected costs).

## **BACKGROUND/DISCUSSION**

On October 11, 2021, the City Manager approved an agreement for \$14,400 with Psomas for surveyor services as a part of preparatory activities related to the siting of a temporary charging equipment for the City's initial four battery electric buses. As progress advances towards full electrification infrastructure, a larger design level survey is needed to inform the requirements related to designing physical assets for long-term placement of charging equipment and reconfiguring the existing bus yard as well as parking structure to accommodate.

In order to leverage the previously conducted survey work, staff requested Psomas provide a quote for the additional scope for a design survey. Additionally, staff sought quotes from other survey providers to establish fair and reasonable price. Of the three contacted, two were responsive, Psomas being the lowest cost.

Generally, an amendment of this amount rests within the City Manager's administrative contracting authority of \$50,000 per vendor per fiscal year. However, given other existing City agreements with Psomas, City Council authority is required at this time, as the aggregate contracted amount with this consultant citywide exceeds the City Manager's authority for this fiscal year.

## **FISCAL ANALYSIS**

The City Council Adopted Budget for Fiscal Year 2020-21 includes sufficient funding in account 203780000.619800.PB002 to cover the cost of these services. All services will be paid for with Transportation Department funds. Transportation will seek full reimbursement for the cost of the design services via Prop. C Local Return funding designated for transit facility projects.

## **ATTACHMENTS**

None

## **RECOMMENDED MOTIONS**

That the City Council:

1. Approve an amendment to the existing professional services agreement in an amount not-to-exceed \$26,200, for an aggregate contract amount of \$40,600; and
2. Authorize the City Manager to approve additional amendment(s) to the agreement in an amount up to \$6,090 (15% contingency for unexpected costs); 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.