



City of Culver City

Mike Balkman
Council Chambers
9770 Culver Blvd.
Culver City, CA 90232
(310) 253-5851

Staff Report

File #: 16-223, Version: 2

Item #: C-7.

CC - Approval of an Amendment to the Existing Professional Services Agreement with Utility Systems, Science and Software (US3), for the Maintenance of the Emergency Notification System and the Sewer Flow Monitoring System (ENS/SFMS): (1) Extending the Term of the Agreement an Additional Four Months in an Additional Amount Not-to-Exceed \$9,2440 (Plus \$9,240 in Contingency Authority); and (2) Authorizing Funding for Emergency Services/Maintenance and Equipment and Parts, in a Further Additional Amount Not-to-Exceed \$133,000 (Plus \$13,000 in Contingency Authority).

Meeting Date: 09/26/2016

Contact Person/Dept: Gabe Garcia/Public Works Department
Phone Number: 310-253-5633

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

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

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (09/20/16);

Department Approval: Charles D. Herbertson (09/12/16)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Utility Systems, Science and Software (US3), for the maintenance of the Emergency Notification System and the Sewer Flow Monitoring System (ENS/SFMS): (1) extending the term of the agreement an additional four months in an additional not-to-exceed amount of \$92,440 (plus \$9,240 in contingency authority); and (2) authorizing funding for emergency services/maintenance and equipment and parts, in a further additional amount not-to-exceed \$133,000 (plus \$13,000 in contingency authority).

BACKGROUND/DISCUSSION

On June 13, 2016, the City Council authorized a three-month extension to the professional services agreement with US3 until September 30, 2016. The extension allowed staff time to receive recommendations from two different consultants about the Request for Proposals (RFP) prior to its

release. The consultants provided their input during August and September. The RFP is currently being circulated internally for staff's review, which is anticipated to be completed within the next month or so.

The current US3 extension will expire on September 30, 2016, prior to the finalization of the RFP and its release. Staff projects needing another four-month extension (October 2016 to January 2017) of the US3 agreement, to accommodate the RFP process, including its finalization, release, receipt of proposals, evaluation, and staff's return to the City Council to make a recommendation for approval of a new professional services agreement with the competitively selected engineering consultant.

Emergency Work Funding Request

Also, during the past several months, the ENS-SFMS and pump stations have had equipment failure that required emergency work be performed by US3 beyond the scope of work and funding of the previous three-month extension to their professional services maintenance agreement. Staff has exhausted its administrative spending authority for the emergency work and parts. For this reason, during the extension period recommended in this report, staff recommends additional funding in case of the need for maintenance beyond the norm or emergency work on the ENS/SFMS and the pump stations.

Also the emergency work required over the past several months necessitated the purchase and repair of variable frequency drives for the Braddock Pump Station, a critical component of the ENS/SFMS and the pump station. The professional services agreement with US3 does not contain funding for equipment and parts. For this reason, during the extension period recommended in this report, staff also recommends additional funding in case of need for equipment and parts.

FISCAL ANALYSIS

US3 has agreed to provide an extension to their services for four months, and has provided a proposal letter in the amount of \$92,440. The cost proposal for the four-month extension reflects the cost of \$23,110 per month. This cost holds the price the City has paid during the last three contract terms, \$277,325 per year.

Based on the equipment-failure experience over the past few months, in case of a need for maintenance beyond the normal maintenance and/or for emergency services, staff recommends funding in the amount of \$85,000. There are sufficient funds in the Sewer Enterprise Fund, 20460300.600800 to cover this request. Additionally, similarly based on the equipment-failure experience over the past several months, and because equipment and parts are not included in the professional services agreement with US3, staff recommends funding of \$48,000. This amount would be used only if needed. There are sufficient funds in the Sewer Enterprise Fund, 20460300.600200 to cover this request.

Staff recommends that the existing professional services agreement with US3 be amended to extend the term, and to increase the contract amount as of October 1, 2016, in an amount not-to-exceed \$92,440, plus \$9,240 in contingency authority.

The requested amounts, in aggregate, total \$225,440, plus \$22,240 in contingency authority.

ATTACHMENTS

None

RECOMMENDED MOTIONS

That the City Council:

1. Approve an amendment to the existing professional services agreement with Utility Systems, Science, and Software, Inc., for the maintenance of the Emergency Notification System and the Sewer Flow Monitoring System (ENS/SFMS), to extend the term of the agreement an additional four months, in an additional amount not-to-exceed \$92,440, plus \$9,240 in contingency authority for a total of \$101,680; and
2. Authorize funding for the extension, emergency services/maintenance (if necessary), and equipment and parts (if needed), in an amount-not-to-exceed \$133,000, plus \$13,000 in contingency authority, for a total of \$146,000; and
3. Authorize the Public Works Director/City Engineer to approve amendments to the US3 agreement consistent with the above contingency amounts; and
4. Authorize the City Attorney to review/prepare the necessary documents; and
5. Authorize the City Manager to execute such documents on behalf of the City.