



# City of Culver City

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## Staff Report

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**File #:** 16-1038, **Version:** 1

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**CC - Approval of Three-Year On-Call Professional Services Agreements with SA Associates, Civil Source Inc., Dudek, Annealta Group, AMC, Inc., Builders Protection Group, FCG Consultants, and The Nickerson Company for General Public Works Inspection Services in an Aggregate Amount Not-to-Exceed \$700,000.**

**Meeting Date:** June 26, 2017

**Contact Person/Dept:** Christopher Evans/PW, Mate Gaspar/PW

**Phone Number:** 310.253.5621, 310.253.5602

**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 (06/21/17); All consultants who submitted by phone or email (06/05/17).

**Department Approval:** Charles D. Herbertson (06/13/17)

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### **RECOMMENDATION**

Staff recommends the City Council approve three-year on-call professional service agreements with SA Associates, Civil Source Inc., Dudek, Annealta Group, AMC, Inc., Builders Protection Group, FCG Consultants, and The Nickerson Company for General Public Works Inspection Services from July 1, 2017 to June 30, 2020, in an aggregate amount not-to-exceed \$700,000.

### **BACKGROUND/DISCUSSION**

The Public Works Department/Engineering Division's operating budget includes consultant support for general public works inspection. There has been a marked increase in the number of building permits issued in the private development sector and utility permits. The work includes considerable grading, site drainage improvements, and new sewer lines to serve the developments. Also there has been a substantial increase in the amount of telecommunications encroachment permits approved by the City Council requiring public works inspection. In order to provide public works inspection services on these large private developments, utility permits, and other permits, agreements have

been maintained with multiple inspection consultants who are placed on a 'short list'. The short listed consultants may receive an informal Request for Proposals (RFP) when on-call inspection services are needed. Staff will contact each firm starting with the lowest hourly billing rate. If an inspector is not available, staff will then contact the next firm and so forth until an inspector is found. A firm may not have an inspector always available. The purpose of the list of firms is to provide staff multiple resources to secure an inspector when needed.

On March 10, 2014 the City Council approved a list of consultants to perform on-call inspection services to supplement the existing one full time City employee public works inspector. Those consultant agreements will expire June 30, 2017. This arrangement of having on-call consultant support has worked successfully in the past and is recommended to continue on an as-needed basis.

Pursuant to Culver City Municipal Code Section 3.07.050, in the event the same supplier, contractor or consultant has been utilized for a period of five (5) years or more, formal or informal bidding procedures, as applicable, shall apply. Therefore, in April 2017, a Request for Qualifications (RFQ) was published on the City Website and sent to the current list of on-call inspection consultants. Ten (10) firms submitted proposals containing their statement of qualifications and hourly billing rate. After evaluation staff is recommending the approval of three-year on-call professional services agreements with the following eight (8) firms:

<u>Firm</u>	<u>City</u>	<u>Proposed Hourly Billing Rate</u>
AMC Inc.	Cerritos	\$135
Annealta Group	Huntington Beach	\$85-\$115*
Civil Source, Inc.	Irvine	\$85-\$118*
Builder's Protection Group	Hawthorne	\$75
Dudek	San Marcos	\$105- \$135*
FCG Consultants	Yorba Linda	\$100
SA Associates	Arcadia	\$105
The Nickerson Company	Los Angeles	\$95-\$125*

\*Based on job classification

Staff is recommending the City Council approve three-year professional services agreements with the aforementioned firms in an aggregate amount not to exceed \$700,000 for the period July 1, 2017 through June 30, 2020. These agreements will not obligate the City to guarantee that funding will be available for on-call inspection services. Staff may submit a budget request for funding of these services if it is deemed necessary based on projected inspection workload for the upcoming fiscal year.

## **FISCAL ANALYSIS**

The proposed Fiscal Year 2017/2018 budget includes \$200,000 for on-call general public works inspection services. Appropriations in subsequent years, up until Fiscal Year 2019/2020, will be requested through the regular budget process for these services, if necessary. The aggregate amount of these funding requests will not exceed \$700,000.

Per the adopted fee resolution, Public Works charges inspection fees that will offset the cost of using

these contract inspection services.

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

1. Approve three-year on-call professional services agreements with SA Associates, Civil Source Inc., Dudek, Annealta Group, AMC, Inc., Builders Protection Group, FCG Consultants, and The Nickerson Company for General Public Works Inspection Services in an aggregate amount of \$700,000 for the period July 1, 2017 through June 30, 2020; 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.