



# City of Culver City

Mike Balkman Council  
Chambers  
9770 Culver Blvd.  
Culver City, CA 90232

## Staff Report

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**File #:** 19-14, **Version:** 1

**Item #:** C-8.

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**CC - (1) Waiver of Formal Bidding Procedures, Pursuant to Culver City Municipal Code Section 3.07.090.E; and (2) Authorization to Release Request for Proposals (RFP) for the Automatic Vehicle Wash System Replacement Project, RFP #1905**

**Meeting Date:** July 23, 2018

**Contact Person/Dept:** Allison Cohen/Transportation

**Phone Number:** (310) 253-6543

**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 (07/18/18);

**Department Approval:** Art Ida, Transportation Director (07/03/18)

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### **RECOMMENDATION**

Staff recommends the City Council (1) waive formal bidding procedures, pursuant to Culver City Municipal Code Section 3.07.090.E, and (2) authorize the release of a Request for Proposals (RFP) for the replacement of the automatic vehicle wash system, RFP #1905.

### **BACKGROUND/DISCUSSION**

The existing vehicle wash system located at the City's Transportation Facility was originally constructed in 1997 and, after several extensive overhauls, is due for replacement. The work consists of the following: demolition/dismantling/disposal of the existing bus wash system; furnishing and installing one (1) state-of-the-art, industrial quality, Automatic Drive-through Vehicle Wash System inclusive of any and all design and engineering calculations; all associated mechanical systems, electrical systems, plumbing and all other related work items, including construction signage, traffic control, water pollution control, health and safety compliance; and furnishing all additional labor, materials, tools, equipment, services, supervision, and incidental work items as required to complete the project. The new wash system should be capable of washing vehicles up to 40 feet in length without damage to side mirrors or other exterior

accessories. The prime contractor is encouraged to utilize the services of small business enterprises (SBEs) and disadvantaged business enterprises (DBEs) for subcontracted services whenever possible.

Based on the scope of work, the replacement constitutes a public works project. Per Culver City Municipal Code Section 3.07.075, the award of contracts for public works projects must be made by the City Council to the Lowest Responsive and Responsible Bidder. However, evaluating bids based on factors other than price will help ensure that this equipment will not only be replaced with a system that best meets the City's needs and provides the best value to the City over its estimated 15 year lifecycle, but also that the project is awarded to a contractor whose technical innovation, technical approach, qualifications and experience are taken into consideration during the RFP evaluation process.

The proposed evaluation criteria for this project are set forth below. The maximum score for a proposal will be 100 points, which will be allocated as follows:

- Design/Build Cost Proposal (40 points)
  - Total cost of replacement project
  - Cost of any options or alternatives
  - Lifecycle costs
- Technical Innovation (10 points)
  - Innovative and/or creative technical approach that delivers the best value
- Technical Approach (25 points)
  - Benefit of the technical solutions offered
  - Coordination and staging of new installations with operable existing systems
  - Availability of replacement and repair parts and technical support for the system over its lifecycle
  - Reliability and maintainability of proposed system
- Qualifications & Experience (25 points)
  - Team resources and organization
  - Experience of firm, subcontractors, and key staff
  - Past performance (including on-time performance, quality management, design management, construction management, and construction safety and security)

Transportation Department staff recommends waiver of formal bidding procedures, pursuant to Culver City Municipal Code Section 3.07.090.E, and requests authorization from the City Council to release the Request for Proposals (RFP) for the Automatic Vehicle Wash System Replacement Project as RFP #1905.

## **FISCAL ANALYSIS**

There is no fiscal impact associated with the authorization to solicit proposals. Funding for the Automatic Vehicle Wash System Replacement Project is included in the Transportation Department's Fiscal Year 2018-19 Adopted Budget, utilizing Federal Transportation Administration (FTA) Section 5307 Discretionary funds awarded through a competitive process.

### **ATTACHMENTS**

None

### **MOTION**

That the City Council:

- 1) Waive Formal Bidding Procedures, Pursuant to Culver City Municipal Code Section 3.07.090E; and,
- 2) Authorize the Release of a Request for Proposals (RFP) for the Automatic Vehicle Wash System Replacement Project, RFP #1905