



City of Culver City

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

Staff Report

File #: 19-297, Version: 1

Item #: PH-1.

CC - (1) PUBLIC HEARING AND FOUR-FIFTHS VOTE REQUIREMENT: 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 Vehicle Lift Replacement Project, RFP #1920

Meeting Date: October 22, 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 (10/18/18); Notice of Public Hearing posted to City website (10/11/18)

Department Approval: Art Ida (09/11/18)

RECOMMENDATION

Staff recommends the City Council (1) conduct a public hearing and waive formal bidding procedures, pursuant to Culver City Municipal Code (CCMC) Section 3.07.090.E (**four-fifths vote required**), and (2) authorize the release of a Request for Proposals (RFP) for the replacement of four (4) in-ground vehicle lifts located at the Transportation Facility, RFP #1920.

PROCEDURES

1. The Mayor seeks a motion to receive and file the affidavit of publication and posting of the public hearing notice.
2. The Mayor calls on staff for a brief staff report and City Council poses questions to staff as desired.
3. The Mayor seeks a motion to declare the public hearing open and the City Council receives public comment.

4. The Mayor seeks a motion to close the public hearing after all testimony has been presented
5. The City Council discusses the matter and arrives at its decision

BACKGROUND/DISCUSSION

The Equipment Maintenance and Fleet Services Division utilizes seven (7) hydraulic vehicle lifts for equipment maintenance purposes. These lifts are installed below ground and employ one or more hydraulic pistons depending on the type of vehicle and how much weight is to be lifted. Light-duty lifts use one or two posts while heavy-duty in-ground lifts feature three posts. The City's heavy-duty, three-post lifts were replaced in 2017 and are primarily used for Refuse and Fire equipment. The City's four (4) two-post lifts are used for transit buses and have reached the end of their useful lives and must be replaced.

Based on the scope of work, the replacement constitutes a public works project. Per CCMC Section 3.07.090.D, 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 be replaced with a system that best meets the City's needs and provides the best value to the City over the equipment's estimated 15-year lifecycle.

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
 - Availability of replacement and repair parts and technical support for the system over its lifecycle
 - Reliability and maintainability of proposed lift systems
- 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 CCMC 3.07.090.E, and authorization to release Request for Proposals (RFP) for the Vehicle Lift Replacement Project, RFP #1920.

Pursuant to CCMC Section 3.07.090.E, in order to proceed with an RFP process for this public works project, the City Council must first waive the formal bidding procedures by a four-fifths vote; provided, a public hearing is held on the award of the contract and notice of the public hearing is provided at least 10 days prior to the hearing. Consistent with this Section, public notice was posted on the City's website on October 11, 2018.

FISCAL ANALYSIS

There is no fiscal impact associated with waiver of the bidding requirements and authorization to release the RFP. Funding for the Vehicle Lift 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 3.07.090.E (**requires a four-fifths vote**); and,
2. Authorize the Release of a Request for Proposals (RFP) for the Vehicle Lift Replacement Project, RFP #1920