



# City of Culver City

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

## Staff Report

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Item #: PH-2.

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**CC - (1) PUBLIC HEARING AND FOUR-FIFTHS VOTE REQUIREMENT: Waiver of Formal Bidding Procedures for a Public Works Project, Pursuant to Culver City Municipal Code Section 3.07.090.E; and (2) Approval of an Agreement with Westmatic Corporation for the Replacement of the Existing Automatic Vehicle Wash System in an Amount Not-to-Exceed \$508,000 (\$381,000 Base Proposal Plus \$115,000 in Contingency Authority and \$12,000 for Two Years of Post-Warranty Maintenance Services)**

**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 on City's website (10/11/18)

**Department Approval:** Art Ida, Transportation Director (09/27/18)

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### **RECOMMENDATION**

Staff recommends the City Council (1) waive the formal bidding procedures for a public works project, pursuant to Culver City Municipal Code (CCMC) Section 3.07.090.E (**requires a four-fifths vote**); and (2) approve an agreement with Westmatic Corporation in an amount not-to-exceed \$508,000 (\$381,000 base proposal plus \$115,000 in contingency authority and \$12,000 for two years of post-warranty maintenance services) for the replacement of the existing automatic vehicle wash system located at the Culver City Transportation Facility.

### **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 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. At the July 23, 2018 City Council meeting, City Council authorized the Automatic Vehicle Wash Replacement System Project be handled through a request for proposals (RFP) process rather than the formal competitive bid process typically required for a public works project, where the contract would be awarded to the lowest responsive and responsible bidder. It was determined that evaluating potential contractors based on factors other than price would 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 scope of work proposed in the RFP consisted 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.

On August 2, 2018, staff released a Request for Proposal (RFP #1905) to qualified firms to the replacement of the vehicle wash system. The prime contractor was encouraged to utilize the services of small business enterprises (SBEs) and disadvantaged business enterprises (DBEs) for subcontracted services whenever possible. The request was posted on the City's website, and published in the August 8, 2018 edition of the *Culver City News* and the August 20, 2018 edition of *Passenger Transport Magazine*.

One mandatory job walk was conducted, and attended by four prospective contractors. At the request of one of the prospective contractors, the original proposal due date of September 6, 2018 was delayed by one week. On September 13, 2018, two (2) proposals were received from:

1. NS Corporation
2. Westmatic, Inc.

Each proposal was carefully reviewed to ensure project compliance, and staff found that both proposals were compliant not only with the requirements of the scope of work proposed by the City,

but also with Federal Transit Administration (FTA) requirements. Proposals were then evaluated by staff based on several criteria including cost (40%), technical approach and innovation (35%), and the proposing firm's qualifications and experience (25%).

After careful evaluation of the proposal, additional responses to questions raised by evaluators, and reference checks, site visits and examination of systems recently installed by both proposers, staff determined that Westmatic Corporation provided the most thorough response and that the system proposed within their response would be of the best value to the City. Transportation Department staff recommends Westmatic Corporation be awarded the contract for the replacement of the automatic vehicle wash system.

Within the last five years, Westmatic Corporation has completed over 150 similar new vehicle wash equipment installations throughout the United States for both public and private entities. Over the same period, Westmatic's sister companies in Canada and Sweden completed an additional 200 installations. The design proposed by Westmatic reduces the space requirements for wash bay in comparison to traditional systems, and provides a number of advanced technological features including system connectivity for remote programming and troubleshooting, drastically increased energy and water efficiency, and the limited use of cleaning detergents and drying aids.

Pursuant to CCMC Section 3.07.090.E, the City Council may award a contract for a Public Works Project without complying with formal bid procedures (requiring the contract be awarded to the lowest responsive and responsible bidder); provided, a public hearing is held on the award of the contract. In accordance with Section 3.07.090.E, notice of the public hearing on this matter was posted on the City's website on October 11, 2018 (at least 10 days prior to the date set for the public hearing).

### **FISCAL ANALYSIS**

Sufficient funding for this project has been allocated from a number of grant sources, including Federal Transportation Administration (FTA) Section 5307 transit capital funds and local Prop C Discretionary funds. Project expenditures are budgeted in Transportation capital account 20370300.732120 in FY2018-19 for the initial replacement project and contingency. Funding for two additional years of maintenance services will be identified in associated future fiscal year budgets.

### **ATTACHMENTS**

None

### **MOTION**

That the City Council:

1. Waiver of the formal competitive bidding procedures for a public works project, pursuant to Culver City Municipal Code Section 3.07.090.E **(four-fifths vote requirement)**;

Approve an agreement with Westmatic Corporation for the Automatic Vehicle Wash

Replacement Project in an amount not-to-exceed \$381,000 and \$12,000 for two years of post-warranty maintenance services in an amount not-to-exceed \$12,000;

2. Authorize the City Manager to approve amendments to the agreement in an additional amount of \$115,000 for unanticipated costs;
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.