



City of Culver City

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

Staff Report

File #: 19-696, **Version:** 1

Item #: A-3.

CC - Selection of, and Approval of a Professional Services Agreement with, the Consultant Team led by Raimi + Associates or Interface Studio to Provide General Plan Update (GPU) Services in Response to Request for Proposals (RFP) #1802 in an Aggregate Amount Not-To-Exceed \$1,829,835 or \$1,998,241, Respectively.

Meeting Date: January 28, 2019

Contact Person/Dept: Ashley Hefner/CDD

Phone Number: (310) 253-5744

Fiscal Impact: Yes **General Fund:** Yes

Public Hearing: No **Action Item:** Yes **Attachments:** Yes

Commission Action Required: No

Public notification: (E-Mail) Meetings and Agendas - City Council (01/23/19); Notify Me - Culver City News and Events, General Plan Update, and Public Notifications (01/23/19); and City's Social Media Accounts (various dates).

Department Approval: Sol Blumenfeld, Community Development Director (01/11/19)

RECOMMENDATION

Staff recommends the City Council: (1) select, and approve a professional services agreement with, the team led by Raimi + Associates to perform General Plan Update (GPU) services in response to Request for Proposals (RFP) #1802 in an aggregate amount not to exceed \$1,829,835; or (2) select, and approve a professional services agreement with, the team led by Interface Studio to perform General Plan Update (GPU) services in response to Request for Proposals (RFP) #1802 in an aggregate amount not to exceed \$1,998,241.

BACKGROUND

- August 20, 2017: City Council approved issuance of Request for Qualifications (RFQ)
- September 6, 2017: RFQ was issued

- September 29, 2017: 36 submittals received in response to RFQ
- November 16, 2017: City Council approved qualified consultants list based on submittals to RFQ
- April 23, 2018: City Council approved issuance of Request for Proposals (RFP)
- April 26, 2018: RFP was issued
- June 21, 2018: Nine proposals received in response to RFP
- September 6, 2018: Subcommittee agreed to interview the four top teams, based on proposal scores
- October 18, 2018: Four top scoring teams interviewed
- November 6, 2018: Subcommittee agreed to recommend City Council interview the two top teams, based on proposal and interview scores
- January 24, 2019: City Council interviewed teams led by Raimi + Associates and by Interface Studio

DISCUSSION

On January 24, 2019, the City Council held a special meeting to interview the top two consulting teams for GPU Services-Raimi + Associates and Interface Studio. Each interview was approximately one hour with a half hour presentation and a half hour for questions and answers. The City Council decided to conduct deliberations at its meeting of January 28, 2019.

The Raimi + Associates team presented an added scope and budget for an Arts and Cultural Planning subconsultant. If City Council were to select the Raimi + Associates team and approve the added scope, the budget included in staff's recommendation would increase. (See Attachment 3).

FISCAL ANALYSIS

The cost to provide GPU Services for the two recommended firms varies from \$1,829,835 (Raimi + Associates) to \$1,998,241 (Interface Studio). The nine proposals submitted to the City for this project ranged in cost from \$1,799,835 to \$2,725,891. There are sufficient funds appropriated in the Community Development Department (10150400.619800) fiscal year 2018/2019 budget to cover costs incurred.

ATTACHMENTS

1. Top two team details
2. Raimi + Associates team proposal
3. Raimi + Associates team Arts and Cultural Planning scope and budget
4. Raimi + Associates team GHG Inventory scope

5. Raimi + Associates team budget
6. Raimi + Associates team schedule
7. Interface Studio team proposal
8. Interface Studio team GHG Inventory scope
9. Interface Studio team budget
10. Interface Studio team schedule
11. Request for Proposals #1802

MOTION

That the City Council:

1. Select, and approve a professional services agreement with, the team led by Raimi + Associates to perform General Plan Update (GPU) services in response to Request for Proposals (RFP) #1802 in an aggregate amount not to exceed \$1,829,835; or
2. Select, and approve a professional services agreement with, the team led by Interface Studio to perform General Plan Update (GPU) services in response to Request for Proposals (RFP) #1802 in an aggregate amount not to exceed \$1,998,241; and
3. Authorize the City Attorney to review and prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.