



City of Culver City

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Staff Report

File #: 19-957, **Version:** 1

Item #: C-5.

CC - Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Services Through June 30, 2019 in an Additional Amount Not-to-Exceed \$37,000.

Meeting Date: March 18, 2019

Contact Person/Dept: Sol Blumenfeld/CDD
Michael Allen/Current Planning
Lisa Pangelinan/CDD

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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 (03/13/19);

Department Approval: Sol Blumenfeld, Community Development Director (03/08/18)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Willdan Engineering ("Willdan") for a contract Sr. Planner, in an additional amount not-to-exceed \$37,000.

BACKGROUND/DISCUSSION

In September 2018, an agreement with Willdan for an amount not-to-exceed \$27,000 was administratively approved for contract planning services to address the Current Planning Division workload for the following projects: 9405 Jefferson, 3710 & 3750 Robertson Blvd., 8740 Washington, and 3928-3950 Van Buren Place, including related Comprehensive Plans and Entitlement documents. The current workload for the Planning Division continues to necessitate the need to contract with Willdan through June 30, 2019. The amendment of \$37,000 along with the current

contract amount of \$27,000 exceeds the City Manager's administrative authority and thus requires City Council Approval.

FISCAL ANALYSIS

There is \$37,000 available in the FY 2018/2019 Budget in the Current Planning Division, Other Contractual Services Acct. No. 10150200.619800.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing (\$27,000) professional services agreement with Willdan Engineering for contract planning services, in an additional amount not-to-exceed \$37,000 (for an aggregate not-to-exceed contract amount of \$64,000);
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.