



City of Culver City

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

Staff Report

File #: 20-199, **Version:** 1

Item #: C-5.

CC - Ratification of the Revised Scope and Budget in the Executed Professional Services Agreement with Raimi + Associates for General Plan Update (GPU) Services in an Aggregate Amount Not-To-Exceed \$2,164,531.

Meeting Date: October 14, 2019

Contact Person/Dept: Ashley Hefner/CDD

Phone Number: (310) 253-5744

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 (10/09/19)

Department Approval: Sol Blumenfeld, Community Development Director (09/12/19)

RECOMMENDATION

Staff recommends the City Council ratify the revised scope and budget in the executed professional services agreement with Raimi + Associates for General Plan Update (GPU) Services in an aggregate amount not-to-exceed \$2,164,531.

BACKGROUND/DISCUSSION

On January 28, 2019, City Council selected the consultant team led by Raimi + Associates (R+A) to provide GPU Services. The City and R+A executed an agreement in June, and while processing the agreement a discrepancy was discovered between the not-to-exceed amount recorded in the January 28, 2019, minutes and the executed agreement amount.

The discrepancy is related to two optional items mistakenly excluded in the City Council motion approving the contract, which were intended to be included: 1) \$135,000 for a cultural arts expanded work scope requested by the GPU City Council Subcommittee; and 2) \$200,000 for a 10% contingency fee. The Cultural Planning Group (CPG) was added to the R+A team to provide the expanded cultural arts scope and CPG presented at the January 24, 2019 City Council interviews

with the rest of the R+A team. The not-to-exceed amount approved by the City Council at the January 28, 2019 meeting was \$1,829,835; whereas, the agreement was executed in an amount not-to-exceed \$2,164,531. The adjustment to the contract budget is related exclusively to the two optional items discussed above.

The following items were also revised during contract negotiations but had a minimal financial impact to contract's total budget:

- The scope and budget for CPG were modified to show that they will prepare an Arts, Culture, and Creative Economy Report and a Culture Element as part of the GPU, instead of a stand-alone Cultural Arts Plan. This will better address the GPU Subcommittee request and avoid duplication of efforts being undertaken separately by the Cultural Affairs and Economic Development Divisions. CPG's budget decreased from \$135,000 to \$83,584 (-\$51,416).
- The scope and budget for Veronica Tam & Associates were modified to show that they will lead the Housing Element update efforts. The original proposal assumed City staff as the lead due to a misunderstanding resulting from the pre-proposal conference. Their budget increased from \$20,286 to \$75,020 (+\$54,734).
- Nelson/Nygaard will not prepare the mobility analysis or transportation impact analysis as City Council approved an amendment to Fehr & Peers' separate agreement on May 13, 2019, to perform these services. Nelson/Nygaard's scope includes hours to collaborate on these items, and their budget decreased from \$149,510 to \$146,270 (-\$3,240).
- Global Green was removed, and their scope and cost were folded into R+A's, as R+A hired the person from the Global Green who will be working on the project.
- Other modifications were made for minor grammatical, style, and technical needs.

FISCAL ANALYSIS

The executed agreement amount is \$2,164,531 and there are sufficient funds appropriated in Community Development Department Account 10150400.619800 (Other Contractual Services) for FY 2019/2020 to cover this amount.

ATTACHMENTS

1. 2019-10-14_ATT_January 28 Meeting Motion
2. 2019-10-14_ATT_R+A Executed GPU Services Agreement
3. 2019-10-14_ATT_Original R+A Proposal
4. 2019-10-14_ATT_Original CPG Scope
5. 2019-10-14_ATT_Original GPU Budget, Including CPG Scope

MOTION

That the City Council:

Ratify the revised scope and budget in the executed professional services agreement with Raimi + Associates for General Plan Update (GPU) Services in an aggregate amount not-to-exceed \$2,164,531.