



City of Culver City

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Staff Report

File #: 20-768, **Version:** 1

Item #: C-5.

CC - Amendment to Existing Professional Services Agreement with Sikand Engineering Associates for Subdivision Map Act and Plan Review Services in an Amount Not-to-Exceed \$50,000

Meeting Date: February 24, 2020

Contact Person/Dept: Mate Gaspar/Public Works

Phone Number: (310) 253-5602

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 (02/18/20)

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (02/16/20)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Sikand Engineering Associates for Subdivision Map Act and plan review services in an amount not-to-exceed \$50,000.

BACKGROUND/DISCUSSION

This fiscal year, an amendment to the existing professional services agreement with Sikand Engineering Associates was administratively approved in the amount of \$50,000 for Subdivision Map Act and plan review services. The \$50,000 contract amount has been expended. There has been an unprecedented increase in the amount of applications for development and utility projects in the City. Civil engineering consultant support is necessary to augment engineering staff in order to review development and utility project plans in a timely manner. Besides review of development and utility plans, the Engineering Division staff also manages an extensive capital improvement program. By supplementing Engineering staff with excellent plan check services, Sikand Engineering Associates has allowed staff more time to concentrate on delivery of capital projects.

In addition to development and utility plan checks, Sikand Engineering Associates supports staff by reviewing parcel maps, lot line adjustments, certificates of compliance, legal descriptions, easements, title reports and alley or street vacations.

Pursuant to Culver City Municipal Code Section 3.07.065, these professional services are exempt from formal bidding procedure, provided competitive quotes are obtained whenever practical, as determined by the City Manager. In this case, given Sikand's track record of providing quality services, its familiarity with the City's projects and development process, as well as several items being reviewed by Sikand that are in still in progress, the City Manager determined competitive quotes are not practical and are unnecessary at this time. In addition, staff has reviewed Sikand's hourly rates and they are competitive with other Engineering consultants approved for on-call services.

Staff intends to go through a Request for Proposals process for these services in the next fiscal year, assuming there is an available budget.

FISCAL ANALYSIS

There are sufficient funds available and approved in Fiscal Year 2019/20 budget for plan review services in line item 10160150.619800.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Sikand Engineering Associates for Subdivision Map Act and plan review services in an amount not-to-exceed \$50,000; and
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.