



City of Culver City

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

Staff Report

File #: 22-418, **Version:** 1

Item #: C-8.

CC - (1) Approval of an Amendment to the Existing Agreement with SWA Group in an Additional Amount Not-to-Exceed \$49,200 to Provide Design Development Drawings and Project Specifications for the Downtown Outdoor Space Project; and (2) Authorization to Proceed with a Request for Qualifications for Contractors for the Project.

Meeting Date: November 8, 2021

Contact Person/Dept: Elaine Warner/CDD
Todd Tipton/CDD

Phone Number: (310) 253 - 5777
(310) 253 - 5783

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐

Action Item: ☒

Attachments: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☒ **Date:**

Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (11/04/2021); The Downtown Business Association (10/11/2021)

Department Approval: Sol Blumenfeld, Community Development Director (11/01/2021)

RECOMMENDATION

Staff recommends the City Council (1) approve an amendment to the existing agreement with SWA Group in an additional amount not-to-exceed \$49,200 to prepare design development drawings and specifications for the Downtown Outdoor Space Project; and (2) authorization to proceed with a Request for Qualifications (RFQ) for contractors for the Project.

BACKGROUND/DISCUSSION

Since July 2020, the City has provided temporary outdoor dining space along the north side of Culver Boulevard to support area businesses during the COVID-19 pandemic and provide opportunities for economic recovery. In anticipation of the upcoming MOVE Culver City project, the City entered into

an agreement with SWA Group in July 2021 to study and prepare conceptual and schematic drawings to increase sidewalk outdoor dining opportunities along the north side of Culver Boulevard between Duquesne and Canfield Avenues in Downtown Culver City (Attachment 1). Initial recommendations include:

1. Removing the large in ground planters (that do not contain trees) and replacing them with a flat, paved area that matches existing design details to create a walkable surface;
2. Removing existing street furnishings that interfere with the expanded dining space and creating pedestrian nodes that do not interfere with restaurant uses; and,
3. Creating a cohesive planting palette

Staff recommends the City Council approve an amendment to the existing agreement with SWA to prepare design development drawings and specifications in accordance with the City's direction and approved schematic design drawings. The scope of services would include:

- Preparing details for the demolition and removal of large inground planters and concrete walls and curbs
- Developing paving plans for planter infill and matching existing grade of adjacent surfaces;
- Assessing existing and City standard furnishings for potential reuse or relocation throughout the corridor;
- Studying potential feasibility to accommodate trees in certain planters at-grade and similar tree grate condition in Downtown Culver City; and,
- Preparing related project specifications/details for construction.

SWA anticipates that the design development phase will take approximately 5-6 weeks. Once the design development drawings and specifications are complete, staff would work with SWA to prepare a Request for Qualifications for contractors to complete the project by Spring 2022.

Given this expedited schedule, staff recommends contractors be limited to those that have successfully worked with SWA on similar projects in order to facilitate a streamlined Project. As part of the selection process, City staff will require that none of the potential contractors are a source of income to SWA, since SWA may be involved in making a recommendation on the selected contractor and potentially assisting with administration of the work.

If City Council authorizes an RFQ process for this Project, then, in accordance with the requirements of Culver City Municipal Code (CCMC) Section 3.07.090.E, a public hearing will be scheduled at which City Council will consider waiver of the formal competitive bidding procedures (which requires a four-fifths vote) and award of a contract to the recommended contractor. Public notice will be provided at least 10 days prior to the date set for public hearing, as required by CCMC Section 3.07.090.E.

FISCAL ANALYSIS:

The cost to develop the design development drawings, bid specifications, and related construction observation is \$49,200. Funds are available to be transferred from appropriated reserve Account# 10116100.910200 to Account # 10150120.619800 for this work.

Staff will return to City Council to present the total projected construction costs and the selected

contractor. During the FY 2021/2022 Mid-Year process, staff will also request a budget appropriation for the total project costs and replenish the appropriated reserve account.

ATTACHMENT:

1. Downtown Outdoor Space Schematic Drawings

MOTION

That the City Council:

1. Approve an amendment to the existing agreement with SWA Group in an additional amount not-to-exceed \$49,200 to prepare design development drawings and project specifications for the Downtown Outdoor Space Project.
2. Authorize the City Attorney's Office to review/prepare the necessary documents.
3. Authorize the City Manager to execute such documents on behalf of the City.