



City of Culver City

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Staff Report

File #: 22-596, **Version:** 1

Item #: C-8.

CC - (1) Approval of a Professional Services Agreement with JLee Engineering for Building Inspection Services in an Amount Not-to-Exceed \$75,000; and (2) Approval of an Amendment to the Existing Professional Services Agreement with Jlee Engineering for Plan Check Services for an Additional Amount Not-to-Exceed \$50,000 (Aggregate Amount Not-to-Exceed \$100,000)

Meeting Date: January 24, 2022

Contact Person/Dept: Tim Koutsouros/Building & Safety Division
Sol Blumenfeld/CDD

Phone Number: (310) 253-5802
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Fiscal Impact: Yes ☐ No ☐

General Fund: Yes ☐ No ☐

Public Hearing: ☐ **Action Item:** ☐ **Attachments:** ☐

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

Public Notification: (E-Mail) Meetings and Agendas - City Council (01/20/2022);

Department Approval: Sol Blumenfeld, Community Development Director (12/28/2021)

RECOMMENDATION

Staff recommends the City Council (1) approve a professional services agreement with JLee Engineering for building inspection services in an amount not-to-exceed \$75,000; and (2) approve an amendment to the existing professional services agreement with Jlee Engineering for plan check services for an additional amount not-to-exceed \$50,000 (aggregate amount not-to-exceed \$100,000).

BACKGROUND/DISCUSSION

A professional services agreement for plan check engineering services was administratively approved with JLee Engineering on September 9, 2021 for \$50,000 (contract #32200042), temporarily filling the vacancy in the Building and Safety Division. The position of Plan Check Engineer has been vacant since July 1, 2021. In September of 2021 the Deputy Building Official

stepped into the Acting Building Official role after the departure of the Building Official from the city. JLee Engineering was retrained to provide the plan check services to fill the gap. The vacant positions have impacted plan reviews and required reliance on consultant services and outsourcing of plan checks to meet customer service demand and manage workload. Staff recommends an amendment to this agreement in an additional amount not-to-exceed \$50,000 (for an aggregate not-to-exceed amount of \$100,000) to continue to provide these services until the vacancy can be filled.

The Division will also be recruiting a Building Inspector to fill a vacancy due to the retirement of a Building Inspector. To accommodate the workload due to the vacancy, the Division recommends retaining JLee Engineering to perform Building Inspection services on an interim basis in an amount no-to-exceed \$75,000 until the position is filled.

Pursuant to Culver City Municipal Code Section 3.07.065.A, professional services are exempt from competitive bidding procedures provided the contract is based on competitive quotes, whenever practical, as determined by the City Manager. In this case, the City Manager has determined competitive quotes impractical given the time exigency for services. JLee Engineering has provided prior services to the City with a high-level of expertise. The billing rates as provided by JLee Engineering are consistent with similar past service procurements and these services will be funded by salary savings.

A Request for Qualifications (RFQ) for as-needed building services will be conducted within the fiscal year to address additional future service needs.

FISCAL ANALYSIS

There is \$125,000 available due to salary savings in the Building Safety account 10150150.411100 and will be transferred to Other Contractual Services account 10150150.619800 to fund the contract additional service.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve a professional services agreement with JLee Engineering for building inspection services in an amount not-to-exceed \$75,000;
2. Approve an amendment to the existing professional services agreement with JLee Engineering for plan check services in an additional amount not-to-exceed \$50,000 (for an aggregate contract amount of \$100,000); and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,

4. Authorize the City Manager to execute such documents on behalf of the City.