



City of Culver City

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Staff Report

File #: 22-625, **Version:** 1

Item #: C-4.

CC:HA - CONSENT ITEM: Approval of an Amendment to an Existing Agreement with KOA Corporation to Provide On-Call Construction Bidding Services, and Construction and Project Management Services in an Additional Amount Not-to-Exceed \$174,310.

Meeting Date: May 9, 2022

Contact Person/Dept: Todd Tipton CDD/Economic Development
Tevis Barnes CDD/Housing

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Fiscal Impact: Yes ☒ No ☐ **General Fund:** Yes ☒ No ☐

Attachments: Yes ☐ No ☒

Commission Action Required: Yes ☐ No ☒

Commission Name:

Public Notification: (E-Mail) Meetings and Agendas - City Council (05/04/2022) Culver City Chamber of Commerce (E-mail on 04/20/2022);

Department Approval: Sol Blumenfeld, Community Development Director (04/18/2022)

RECOMMENDATION

Staff recommends the City Council and Housing Authority Board approve an amendment to an existing agreement with KOA Corporation (KOA) to provide on-call construction bidding services, and construction and project management services in an amount not-to-exceed \$174,310.

BACKGROUND/DISCUSSION

KOA was established in 1987 and is 100 percent employee owned. In addition to being a leader in construction/project management and engineering field, KOA is also one of the largest providers of project/construction management services in the Los Angeles County. The City of Culver City (City) has relied on KOA to provide on-call construction and project management services to assist with numerous City and former Culver City Redevelopment/Successor Agency projects.

The current agreement with KOA was executed in late 2021 after undertaking a Request for

Proposals (RFP) process. The agreement authorizes the expenditure of \$50,000 annually over the next three years (with two one-year extensions). KOA is currently assisting staff to close out The Culver Steps, install decorative crosswalks at the intersection of Washington and National Boulevards in the Transit Oriented Development (TOD) District and the reroofing of City owned property on Jackson Avenue among other things.

KOA's agreement must be amended in order to fund work that materialized after the current agreement was executed. The additional work relates to construction management services related to Housing properties on Jackson and Braddock Avenues, construction bidding services related to Ivy Substation improvements and project management services while the recruitment to replace a vacant Project Manager position in the Economic Development Division is underway.

FISCAL ANALYSIS

The cost of KOA's additional one-time services is \$174,310. Of this amount, the Housing Division will fund \$66,310 for construction management services related to the Jackson (\$28,010) and Braddock (\$38,300) properties. The Economic Development Division will fund \$108,000 for construction bidding services related to the Ivy Substation (\$9,000) and project/construction management services (\$98,000) while the recruitment to replace a vacant Project Manager position is underway

Staff is currently working to accommodate responsibilities previously assigned to the vacant Economic Development Project Manager position and will only utilize KOA's project/construction management services if staff is unable to perform the responsibilities. KOA's project/construction management services will be funded from salary savings realized while the Economic Development Project Manager position remains vacant.

KOA's existing agreement funds \$50,000 in annual services over the next three years with two optional one-year extensions (five years total at a cost of \$150,000 to \$250,000 total). The proposed contract amendment increases the total services for Fiscal Year 2021-2022 to \$224,310 and does not change the five-year term.

Sufficient funds exist in Economic Development Division Accounts 10150120.610400 and Account 10150120.610200 for project related work and 10150120.411100 for project management services (derived from salary savings). Sufficient funds exist in Housing Division Account 47650710.618100 to fund KOA's additional services.

ATTACHMENTS

None.

MOTIONS

That the City Council and Housing Authority Board:

1. Approve an amendment to an existing agreement with KOA Corporation to provide on-call construction and project management services in an additional amount not-to-exceed \$174,310.
2. Authorize the City Attorney/Housing Authority General Counsel to review/prepare the necessary documents.
3. Authorize the City Manager/Executive Director to execute such documents on behalf of the City.