



City of Culver City

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Staff Report

File #: 22-637, **Version:** 1

Item #: C-11.

CC - Approval of an Amendment to an Existing Professional Services Agreement with Willdan Engineering for Contract Planning Services for an Additional Amount Not-to-Exceed \$92,000 (Aggregate Contract Amount Not-to-Exceed \$142,000).

Meeting Date: January 24, 2022

Contact Person/Dept: Sol Blumenfeld / CDD
Lisa Pangelinan / CDD

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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 (01/20/2022);

Department Approval: Sol Blumenfeld, Community Development Director (01/10/2022)

RECOMMENDATION

Staff recommends the City Council approve an amendment to the existing professional services agreement with Willdan Engineering for contract planning services, for an additional amount not-to-exceed \$92,000 (aggregate contract amount not-to-exceed \$142,000).

BACKGROUND/DISCUSSION

An agreement was administratively approved with Willdan Engineering in September 2021 for a not-to-exceed amount of \$50,000 for contract planning services to address Division workload and administration of the Current Planning Division pending recruitment of the Current Planning Manager position. In addition to management assistance of the Current Planning Division, Willdan will continue with project management of the Apple office development and Wende Museum Cultural Community Center.

Staff is requesting that the City Council approve an amendment increasing the existing agreement

amount for an additional \$92,000 (for a total contract amount of \$142,000). Recruitment for the Current Planning Manager will be completed by March.

FISCAL ANALYSIS

There is \$92,000 available due to salary savings in the Current Planning Division account 10150200.411100 and will be transferred to Other Contractual Services account 10150200.619800 to fund the contract additional service.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve an amendment to the existing professional services agreement with Willdan Engineering for contract planning services, in an amount not-to-exceed \$92,000 (for a total not-to-exceed contract amount of \$142,000).
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.