



City of Culver City

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

Staff Report

File #: 22-1098, **Version:** 1

Item #: C-7.

CC - CONSENT ITEM: Approval of a Professional Services Agreement with Willdan Engineering for General Planning Services in an Amount Not-to-Exceed \$82,000

Meeting Date: June 27, 2022

Contact Person/Dept: Erika Ramirez/Current Planning Division
Sol Blumenfeld/CDD
Phone Number: (310) 253-5727
(310) 253-5700

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☒ **Date:** N/A

Public Notification: (E-Mail) Meetings and Agendas - City Council (06/22/2022);

Department Approval: Sol Blumenfeld, Community Development Director (05/26/2022)

RECOMMENDATION

Staff recommends the City Council approve a professional services agreement with Willdan Engineering for general planning services in an amount not-to-exceed \$82,000.

BACKGROUND/DISCUSSION

On September 09, 2021, the City entered into an agreement with Willdan Engineering to provide professional planning services which was amended on February 9, 2022, to increase the not-to-exceed amount to \$142,000 to fill the vacant position of Current Planning Manager on a contract basis and to provide project management services on specific complex entitlement projects. With the recent hiring of a Current Planning Manager, the services rendered to the City have been limited to project management. In order to address current and anticipated temporary staff shortages over the next six months and to assist with the current increases in workload, staff recommends approval of an additional agreement in an amount not-to-exceed \$82,000 to provide general planning services at the Planning Tech and/or Planning Assistant levels.

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. Willdan Engineering has

provided prior services to the City with a high-level of expertise. The billing rates as provided by Willdan Engineering are consistent with similar past service procurements and these services will be funded by salary savings.

FISCAL ANALYSIS

There is sufficient funding for the Willdan agreement in the Proposed Budget for Fiscal Year 2022/2023 in 10150200 (Current Planning) including a projected \$22,000 in salary savings.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve a professional services agreement with Willdan Engineering for general planning services in an amount not-to-exceed \$82,000;
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.