



Legislation Text

File #: 2017-259, Version: 1

Report to Mayor and City Council

Tuesday, May 16, 2017

Consent

SUBJECT:

CONSIDERATION OF THE SECOND AMENDMENT TO THE CONSULTANT RETAINER AGREEMENT WITH W.G. ZIMMERMAN ENGINEERING INC. TO PROVIDE STAFF AUGMENTATION TO IMPLEMENT CAPITAL IMPROVEMENT PROGRAM PROJECTS AND VARIOUS DEVELOPMENT PROJECTS (CITY COUNCIL)

I. SUMMARY

On December 23, 2015, the Engineering Services Division submitted a Request for Proposal (RFP) for professional staffing extension services in order to manage the design and construction of various Capital Improvement Program (CIP) projects and other private development projects in the City.

On April 19, 2016, the City Council approved a Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. (WGZE) to provide staff augmentation, in the amount of \$70,000.00 (Exhibit No. 1).

On October 18, 2016, the City Council approved the First Amendment to the Consultant Retainer Agreement with WGZE involves additional services, and an increase in compensation in order to continue the services provided by WGZE. (Exhibit No. 2)

The proposed Second Amendment to the Consultant Retainer Agreement with WGZE involves further services and an increase in compensation in order to continue the services provided by WGZE (Exhibit No. 3).

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the Second Amendment to the Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. to reflect an increase in compensation in the amount of \$88,000.00, resulting in a total contract sum not-to-exceed \$263,000.00.
2. AUTHORIZE the Mayor to execute the Second Amendment to the Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. following approval as to form by the City Attorney.

III. ALTERNATIVES

1. DO NOT APPROVE the Second Amendment to the Consultant Retainer Agreement.
2. TAKE another action the City Council deems appropriate consistent with the requirements of the law.

IV. BACKGROUND

The City's CIP that was approved by the City Council includes numerous projects that are currently in design or under construction. There are also a number of private development projects that staff needs to review and approve in order to allow private developers to move forward with the completion of their projects, Considering the number of projects and the limited staff resources available within the City's Engineering Services Division, staff was authorized to prepare and advertise a Request for Proposal (RFP) for staff augmentation.

On December 23, 2015, staff solicited proposals from five consultants to provide professional staffing extension services in order to manage the design and construction of various CIP projects and review of other private development projects in the City.

On April 19, 2016, City Council approved a contract to WGZE to provide staff augmentation in the amount of \$70,000.00.

On October 18, 2016, City Council approved the First Amendment to the Professional Services Agreement that extends the duration of services and to increase the compensation in the amount of \$105,000.00, resulting in a total contract sum not-to-exceed \$175,000.00.

Aside from the continued staff augmentation service, WGZE's scope of work will be slightly expanded to: (i) Assist with negotiations with MTA to further reduce the judgement of an audit of Project 921: Avalon Boulevard Interchange Modifications at the I-405 freeway; (ii) Assist with transfer and acceptance of easements from Los Angeles County Flood Control District to Caltrans as part of Project 919: Wilmington Avenue Interchange Modification at the I-405 Freeway; and (iii) Conduct a study of the public parking concerns at Recreation Road as requested by the City Manager.

Staff has found the professional staffing extension services provided by WGZE to be cost effective, and is requesting the City Council approve the Second Amendment to the Consultant Retainer Agreement with WGZE for the negotiated fee specified above.

V. FISCAL IMPACT

Additional cost of \$88,000.00 that were not included in the FY 2016/17 budget; however there are currently vacant and funded positions within the Engineering Services Division that will cover the expenses associated with the Second Amendment to the Consultant Retainer Agreement if it is awarded. Funds in the amount of \$88,000.00 should be appropriated from the designated general fund balance account 01-80-820-004-5004 to account no. 01-80-820-004-6004 (Exhibit No. 4).

VI. EXHIBITS

1. Minutes, April 19, 2016, Item No. 15. (pg. X)
2. Minutes, October 18, 2016, Item No. 22. (pg. X)
3. Second Amendment to the Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. (pgs. X-X).
4. Resolution 17-###. (pgs. X-X).

1.

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