



CITY OF CARSON

Legislation Text

File #: 2020-497, Version: 1

Report to Mayor and City Council

Tuesday, July 21, 2020

Consent

SUBJECT:

APPROVE CONTRACT AMENDMENT NO. 1 FOR INTERWEST CONSULTING FOR PUBLIC WORKS/COMMUNITY SERVICES/PARKS & RECREATION CONSULTING SERVICES (CITY COUNCIL)

I. SUMMARY

On June 22, 2020 the City entered into a professional services contract with Interwest Consulting Group, Inc. (Exhibit No. 1) to provide interim Public Works and Community Services/Parks & Recreation Departments Oversight and Organizational Review Services. The contract, which was signed under City Manager's authority for a sum not to exceed \$24,999, will provide for approximately five (5) weeks of funding for the consulting services. Staff is asking the City Council to approve Amendment No. 1 to the contract adding \$65,001 to the contract sum and extend the term to November 14, 2020.

II. RECOMMENDATION

1. APPROVE Amendment No. 1 to the Interwest Consulting Group, Inc. contract extending the term to November 14, 2020 and increasing the contract sum by \$65,001 for a sum of \$90,000.

2. AUTHORIZE additional professional services that may be required by the City in the future. The services will be provided by the Consultant on an hourly basis based upon the attached billing rate schedule, requested by the City on a task by task basis. The Consultant will provide a written scope of services, estimate of hours and associated rates to the City. Once accepted by the City, the City's Contract Manager will provide a notice to proceed in writing to the Consultant, not to exceed \$25,000, for a total sum of \$115,000.

3. AUTHORIZE the Mayor to execute Amendment No. 1 to the Interwest Consulting Group, Inc. contract after approval as to form by the City Attorney.

1.

III. ALTERNATIVES

TAKE another action the City Council deems appropriate.

IV. BACKGROUND

The Director of Community Services/Parks & Recreation and Director of Public Works positions have both been vacant since March 2020. Recruitments for both positions are underway and are expected to take on average three (3) months from the closing of the recruitment date to conclude, October 6, 2020 and November 14, 2020, respectively.

To assist executive leadership during this period, interviews were conducted to select an interim Public Works Director. Jim Ross, an employee with Interwest Consulting Group, Inc. (Interwest), was selected as the top candidate. On June 22, 2020, the City entered into a professional services contract with Interwest, Inc. for Jim Ross to serve as the interim Public Works Director and to provide oversight over all recovery operations including those of Community Services/Parks & Recreation. In addition, Terry Rodrigue, President of Interwest was retained to assist with organizational review services.

The initial contract, signed under City Manager contracting authority of up to \$25,000, provided funding for approximately five (5) weeks. This was done so that we could immediately address the request by Mayor Robles and City Councilmember, who serve on the CRA Board, to free up Assistant City Manager John Raymond so that he could focus his time on CRA matters. Until that point, among his other responsibilities, he was overseeing Public Works. It was anticipated that we would request additional funding from the City Council, assuming Interwest's services were satisfactory, which they have been.

Given the number of high priority items affecting both departments, additional funding is required as an extension of the terms to fill the leadership gap until both of the positions are filled. Also, to quickly address needs that have arisen as part of the corona virus pandemic, I am asking for additional funds to enable us to utilize the technical services of Interwest to, among other things, assess the options for adding state of the art air filtration throughout city buildings and to determine whether as part of this we should replace the HVAC system.

V. FISCAL IMPACT

The fiscal impact proposed amendment is \$115,000. Funds for this amendment are

included in FY 20/21 General Fund Budget.

VI. EXHIBITS

1. Interwest Consulting, Inc. Amendment No. 1 (pgs. 4-7)
2. City of Carson Interwest Consulting, Inc. Agreement (pgs. 8-45).

Prepared by: Sharon Landers, City Manager