



**Honorable Mayor and Members of the Hermosa Beach City Council**

**APPROVAL OF FOURTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL ARCHITECTURAL SERVICES BETWEEN WESTGROUP DESIGNS AND THE CITY OF HERMOSA BEACH**

(Public Works Director Joe SanClemente)

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**Recommended Action:**

Staff recommends City Council:

1. Approve the proposed fourth amendment to agreement with Westgroup Designs, Inc. to provide on-call architectural services extending the term to October 11, 2026; and
2. Authorize the City Manager to execute the proposed amendment, approve minor modifications if necessary, and execute all related documents, with the City Clerk attesting the agreement subject to approval by the City Attorney.

**Executive Summary:**

At its October 10, 2019, meeting, City Council awarded a professional services agreement to Westgroup Designs, Inc. to provide on-call architectural design services. The term for this agreement is currently set to expire on October 11, 2025. Staff requests approval of the proposed amendment to extend the term of the agreement to October 11, 2026 to ensure completion of ongoing work efforts with Westgroup Designs, Inc. in support of the Capital Improvement Program (CIP).

**Background:**

The Public Works Department relies on third-party professionals to provide architectural design services in support of the CIP and facilities operations. On October 10, 2019, the City Council approved an award for a professional services agreement to Westgroup Designs, Inc. to provide on-call architectural services to the City of Hermosa Beach. The term for this agreement is currently set to expire on October 11, 2025. The contract has previously been extended; however, further extension of the term of the agreement requires Council approval.

### **Past Council Actions**

<b>Meeting Date</b>	<b>Description</b>
<a href="#">October 10, 2019</a>	City Council awarded a Professional Services Agreement to Westgroup Designs, Inc.

#### **Discussion:**

Staff requests approval of the proposed amendment to extend the term of the agreement to October 11, 2026, to ensure completion of ongoing work efforts with Westgroup Designs. Westgroup Designs, Inc. is currently providing on-call architectural construction support services for CIP 633 – Base 3 Electrical Repairs and preliminary design work for CIP 635 – Community Center Windows. Staff requires the services of Westgroup Design, Inc., the designer of record, to provide ongoing construction support services for Base 3 in the event there are requests for information (RFIs) requiring specialized assistance or other unanticipated issues identified during construction. Completion of the ongoing preliminary assessment work for the Community Center is critical to advancing CIP 635 in a timely manner.

The additional one-year time extension will be sufficient to complete the ongoing tasks. In the meantime, staff has advertised a new Request for Qualifications (RFQ) for on-call architectural services to handle future work efforts; however, those future contracts remain subject to Council approval, will not be ready in time to address the current needs.

#### **Fiscal Impact:**

There is no fiscal impact associated with the recommended action.

#### **Attachments:**

1. Professional Services agreement with Westgroup Designs, Inc.
2. First Amendment to the Agreement with Westgroup Designs, Inc.
3. Second Amendment to the Agreement with Westgroup Designs, Inc.
4. Third Amendment to the Agreement with Westgroup Designs, Inc.
5. Proposed Fourth Amendment to the Agreement with Westgroup Designs, Inc.

**Respectfully Submitted by:** Michael Dell'Amico, Management Analyst

**Concur:** Joe SanClemente, Public Works Director

**Noted for Fiscal Impact:** Henry Chao, Finance Manager

**Concur:** Brandon Walker, Administrative Services Director

**Legal Review:** Jason Baltimore, Interim City Attorney

**Approved:** Steve Napolitano, Interim City Manager