



AGENDA REPORT

Meeting Date: May 20, 2014
Item Number: D-13
To: Honorable Mayor & City Council
From: Mark Cuneo, City Engineer

Subject: AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND GLADWELL GOVERNMENTAL SERVICES, INC. FOR CONSULTING SERVICES RELATED TO THE CITY'S ENGINEERING / PUBLIC WORKS RECORDS MANAGEMENT PROGRAM AND RELATED SERVICES; AND

APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$79,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$128,120.

Attachments: 1. Amendment No. 1 to Agreement No. 05-14

RECOMMENDATION

It is recommended that the City Council approve Amendment No. 1 to Agreement No. 05-14 between the City of Beverly Hills and Gladwell Governmental Services, Inc. and a purchase order in the amount of \$79,000 for records management services to process existing permanent infrastructure records.

INTRODUCTION

The City of Beverly Hills has a records management program and has developed record retention schedules for a variety of records maintained by each City Department. Over the years, records maintained by the Public Works and Transportation Department associated with infrastructure improvements and public right of way use permits have been retained at several locations. This amendment to agreement will provide for the inventorying, analysis and organization of existing records to ensure proper preservation and storage or disposal of existing records in accordance with the City's retention policy.

DISCUSSION

In January 2014, the Engineering Division of the Capital Asset Department contracted with Gladwell Governmental Services, Inc., an expert in California local government records, to provide various analysis and supervision services to process records, including infrastructure drawings and public right of way use permits, stored at 338 Foothill Road, the former Virgin Records Building.

The original project to process the documents is nearing completion, and has produced the following results:

1. 2,000 large format engineering drawings of City infrastructure have been sorted, quality checked if scanned or prepared for scanning.
2. 132 boxes of public right of way use permit records and miscellaneous records have been processed and inventoried and prepared for retention or destruction.

As part of the reorganization of the Public Works and Transportation Department, into two new Departments, additional records and drawings stored at the Public Works Building at 345 Foothill Road, have been identified and require processing in accordance with the City's record retention schedule. The scope of additional work includes the inventorying, preparation for scanning, quality checking of scanning and indexing of permanent records. Processing of these additional records by Gladwell Governmental Services will insure important records are scanned and stored properly so they can be retrieved as required. Records that are required to be permanently retained will be moved to the Public Works Warehouse facility.

This project would result in disaster recovery protection for important records pertaining to the City's infrastructure and enable the City to more efficiently maintain infrastructure systems including water, sewer and storm drains, public buildings and parking structures.

FISCAL IMPACT

Funds for this project are available in the Capital Assets Department budget.

David Lightner 
Approved By

Attachment 1

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND GLADWELL
GOVERNMENTAL SERVICES, INC. FOR CONSULTING
SERVICES RELATED TO THE CITY'S ENGINEERING/
PUBLIC WORKS RECORDS MANAGEMENT PROGRAM
AND RELATED SERVICES

NAME OF CONSULTANT: Gladwell Governmental Services, Inc.

RESPONSIBLE PRINCIPAL
OF CONSULTANT: Diane R. Gladwell, CMC

CONSULTANT'S ADDRESS: 1028 Tirol Lane
P.O. Box 62
Lake Arrowhead, CA 92352-0062

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Mark Cuneo, City Engineer

COMMENCEMENT DATE: January 7, 2014

TERMINATION DATE: March 31, 2015

CONSIDERATION: Original Agreement Not to Exceed:
\$49,120.00

Amendment No. 1 Not to Exceed:
\$79,000.00, based on the rates set forth in
Exhibit B

Total Consideration Not to Exceed:
\$128,120.00

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND GLADWELL GOVERNMENTAL SERVICES, INC. FOR CONSULTING SERVICES RELATED TO THE CITY'S ENGINEERING/PUBLIC WORKS RECORDS MANAGEMENT PROGRAM AND RELATED SERVICES

THIS AMENDMENT NO. 1 is to that certain Agreement dated January 10, 2014 and identified as Contract No. 05-14 (the "Agreement"), a copy of which is on file in the Office of the City Clerk, between the City of Beverly Hills, a municipal corporation ("City"), and Gladwell Governmental Services, Inc. ("Consultant") for records management services.

RECITALS

A. City entered into the written Agreement for City Engineering/Public Works records management services.

B. City and Consultant desire to amend the Scope of Work to include additional work and invoice the compensation for such services.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Consideration shall be amended as set forth above.

Section 2. The Termination Date shall be amended as set forth above.

Section 3. Exhibit A, "Scope of Services" of the Agreement is hereby amended as set forth in Exhibit A, attached hereto and incorporated herein.

Section 4. Exhibit B, "Schedule of Rates and Payment" is hereby amended as set forth in Exhibit B, attached hereto and incorporated herein.

Section 5. Except as specifically amended by this Amendment No. 1, all terms and conditions set forth in the Agreement shall remain in full force and effect.

EXECUTED the ____ day of _____, 201__.

CITY OF BEVERLY HILLS
A Municipal Corporation

LILI BOSSE
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

CONSULTANT:
GLADWELL GOVERNMENTAL SERVICES,
INC.



DIANE GLADWELL
President



ROBERT C. GLADWELL
Secretary

APPROVED AS TO FORM:

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY KOLIN
City Manager

DAVID LIGHTNER
Director of Capital Assets

MARK CUNEO
City Engineer

KARL KIRKMAN
Risk Manager

EXECUTED the _____ day of _____, 201__.

CITY OF BEVERLY HILLS
A Municipal Corporation

LILI BOSSE
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

CONSULTANT:
GLADWELL GOVERNMENTAL SERVICES,
INC.

DIANE GLADWELL
President

ROBERT C. GLADWELL
Secretary

APPROVED AS TO FORM:



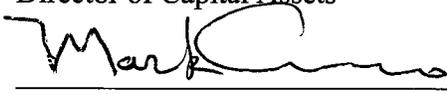
LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY KOLIN
City Manager



DAVID LIGHTNER
Director of Capital Assets



MARK CUNEO
City Engineer



KARL KIRKMAN
Risk Manager

EXHIBIT A

SCOPE OF WORK

Consultant shall provide management and supervision of the Engineering/Public Services Records Management team as directed by City. Services shall include analysis of systems, development of procedures and policies, training and supervision of employees to inventory and properly manage the records for City's Engineering / Public Works divisions.

Deliverables shall include the following:

1. Analyze systems and past data for each type of record;
2. Develop methodology and procedures to be used by temporary employees for each type of record;
3. Develop benchmarks and project management tools;
4. Analyze, reorganize, and recommend disposition for complex Engineering/ Public Works records.
5. Inventory, Prepare for scanning and/or placement of records in Map Room, or other records storage facilitation.
6. Train and supervise temporary employees;

EXHIBIT B

SCHEDULE OF RATES AND PAYMENT

City shall pay Consultant compensation at the rates set forth in this Exhibit. The total sum shall not exceed the amount of One-Hundred Twenty-Eight Thousand One-Hundred Twenty Dollars (\$128,120), at the rates as set forth below. Said compensation shall constitute reimbursement of Consultant's fee for the Services as well as the actual cost of any hardware, software, cabling, equipment, materials and supplies necessary to provide the Services (including labor, materials, delivery, tax, assembly and installation, as applicable).

Services to be provided on a time and materials basis at the following hourly rates:

Diane Gladwell, Records Management Consultant: **\$120/hour**

ORIGINAL AGREEMENT

Description of Services and Estimated Cost:

Analysis of Systems, Development of Policies & Procedures (Approximately 2 days on site)	16 hrs x \$120/hr = \$1,920
Training of Temporary Employees (Approximately 10 days on site)	80 hrs x \$120/hr = \$9,600
Supervision of Temporary Employees (Approximately 11 days on site)	88 hrs x \$120/hr = \$10,560

Temporary Staffing:

Temporary Agency Employees (Approximately 13 weeks on site)	1,040 hrs x \$26/hr*= \$27,040
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*Hourly rate for temporary employees of \$26/hour is an estimate.
Consultant to be compensated at the actual hourly rate plus a \$1/hour processing fee. The hourly rate including the processing fee shall not exceed \$26/hour.

Total Estimated Cost (not to exceed): \$49,120

AMENDMENT NO. 1

Description of Services and Estimated Cost:

Analysis of Systems, Development of Policies & Procedures, Training and Supervision of Temporary Employees (Approximately 26 days on site) **207.66 hrs x \$120/hr = \$24,920**

Temporary Staffing:

Temporary Agency Employees (Approximately 26 weeks on site) **2,080 hrs x \$26/hr*= \$54,080**

*Hourly rate for temporary employees of \$26/hour is an estimate. Consultant to be compensated at the actual hourly rate plus a \$1/hour processing fee. The hourly rate including the processing fee shall not exceed \$26/hour.

Estimated Cost (not to exceed): \$79,000

TOTAL Cost (not to exceed): \$128,120

Consultant shall invoice City on a form approved by City. Each invoice that Consultant submits shall consist of an itemized statement to City for its services performed, which shall include documentation setting forth in detail a description of the services rendered. City shall pay Consultant the amount of such undisputed billing within thirty (30) days of receipt of same.