DATE: January 31, 2023

TO: Mayor and Council Members

FROM: Public Works Department

SUBJECT: Braden Consulting Invoice Payment

RECOMMENDATION:
It is recommended that the Mayor and Council Members authorize payment of invoices submitted by Braden Consulting (Consultant) for professional management services, in the total amount of $25,947. (Various Funds)

BACKGROUND:
The Public Works Department (Department) is responsible for the management and delivery of Capital Improvement Program (CIP) projects. These projects require a wide range of professional services, including engineering, design, construction management, and project management. Several projects are vital to transportation improvements and support of access to major City venues, including SoFi Stadium and the Forum.

To ensure timely project delivery, the Department uses professional services to assist staff, as needed, and has developed and uses a system to rapidly issue task orders for as-needed professional engineering services. This system greatly reduces the time required to commence and complete services, especially for priority and time-critical projects.

On June 4, 2019, the City Council approved Agreement No. 19-202 with the Consultant to provide professional management services. The services were approved in support of the annual Capital Improvement Program (CIP). The Consultant also performed additional tasks and duties, as assigned by the Public Works Director or his designees. The Consultant’s support has contributed to the successful completion of over 20 CIP projects per year and annual CIP program expenditures of over $50 million.

DISCUSSION:
Agreement No. 19-202 had a termination date of May 28, 2022. Due to the critical nature of project support being provided by the Consultant, including preparation of the Fiscal Year 2022-2023 CIP Budget, the Consultant was directed to continue services, pending approval of a new agreement. The Consultant has submitted Invoice No. 19-202-058, in the amount of $12,648, for services completed from June 1, 2022, through June 30, 2022, and Invoice No. 19-202-059, in the amount of $13,299, for services completed from July 1, 2022, through August 8, 2022. Consultant services have continued under a new agreement (Agreement No. 22-301) with a Notice to Proceed issued August 9, 2022, which has allowed CIP program support to continue without interruption.
FINANCIAL/FUNDING ISSUES AND SOURCES:
There is no impact to the General Fund. Consultant services were provided on an on-call basis in response to task orders. The outstanding invoice amounts have been reported to the Finance Department and accrued as Fiscal Year 2022-2023 expenditures.

Adequate appropriations are available in the annual CIP Budget for payment of the invoices, in a total amount of $25,947. The invoices will be paid from various CIP account code numbers. (See attachment).

DESCRIPTION OF ANY ATTACHMENTS:
Attachment No. 1 - Invoices

PREPARED BY:
Eloy Castillo, P.E., Principal Civil Engineer

COUNCIL PRESENTER:
Louis A. Atwell, P.E., Public Works Director
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD/
ASSISTANT CITY MANAGER APPROVAL:  
Louis A. Atwell, PW Director/Asst. City Mgr.

CITY MANAGER APPROVAL:  
Artie Fields, City Manager
Attachment No. 1
INVOICE No. 19-202-058

Invoice Submitted To:
City Of Inglewood
Public Works Department
Attn: Public Works Director
One Manchester Blvd.
Inglewood, CA 90301
Phone No. (310) 412-5333

Remit Payment to:
BRADEEN CONSULTING
19301 Halsted Street
Northridge, CA 91324
Phone: (818) 970-7774
robertmbraden@gmail.com
rbraden@cityofinglewood.org

Invoice For:
Professional Management Services Performed By

Robert M. Braden, MPA

Work Summary For Invoice Period: Professional management services in support of Public Works Dept. and capital projects

CIP project management and support for FY22 Projects and project closeout: Street, ITS, Utilities and Transportation projects. 1) Review project status and expenditure updates 2) Review Eden System reports 3) Meetings with Principal Engineers / Division Heads regarding CIP project status 4) Update project e-files 5) Perform budget & cost analysis, project cash flow analysis 6) Advise Project Engineers regarding fiscal year cash flow and invoice payments 7) Review purchase order encumbrances 8) Prepare budget adjustment requests 9) Review FY22 Q3 10) Prepare estimate of fund balances and draft FY23 CIP budget

PO Amount:
Previous Billings:
Amount This Invoice: $12,648.00
Billings To Date: $12,648.00
Balance Remaining:

Work Period:
Start: 6/1/2022
End: 6/30/2022
Gratiz Hours This Period: 8.50
Billable Hours This Period: 136.00
Rate per hour: 93.00
Total Amount Due: $12,648.00

Invoice Approvals:

Payment Approved:

Invoice Received by City of Inglewood

Payment Request: HOLD CHECK FOR PICK UP

Contract Year Three Summary
Contract 19-202 term date 5-28-22
Work requested by City pending approval of new agreement

Braden Consulting  19301 Halsted Street, Northridge, CA 91324
### Project Work Detail

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Hours</th>
<th>$ Amount</th>
<th>Account No.</th>
<th>Proj Mgr</th>
</tr>
</thead>
<tbody>
<tr>
<td>P647 ITS Master Plan</td>
<td>32.00</td>
<td>2,976.00</td>
<td>062.100.P647.44860</td>
<td>E. Puglese</td>
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<tr>
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<td>3,348.00</td>
<td>065.100.P632.44860</td>
<td>E. Castillo</td>
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<tr>
<td>P619 Centinela Ave Improvements</td>
<td>34.00</td>
<td>3,162.00</td>
<td>067.100.P619.44860</td>
<td>E. Castillo</td>
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<tr>
<td>P672 HSIP Improvement Project</td>
<td>34.00</td>
<td>3,162.00</td>
<td>067.100.P672.44860</td>
<td>E. Puglese</td>
</tr>
</tbody>
</table>

#### Work Activities - June 2022 Period 1 and 2
- CIP project management and support for FY22 Projects and project closeout: Street, ITS, Utilities and Transportation related projects. 1) Review project status and expenditure updates 2) Review Eden System reports 3) Meetings with Principal Engineers/Division Heads regarding CIP project status 4) Update project e-files 5) Perform budget & cost analysis, project cash flow analysis 6) Advise Project Engineers regarding fiscal year cash flow and invoice payments 7) Review purchase order encumbrances 8) Prepare budget amendments or adjustment requests as needed 9) Review FY22 Q3 status 10) Prepare estimate of fund balances and draft FY23 CIP budget

### Billable

- **Total** 136.00
- **$12,648.00**

### Gratis Hours

- **P911 Police Dept Locker Room Facilities**
  - 0.50 Review budget and projects status
- **P953 Civic Center Master Plan**
  - Review budget and projects status
- **P961 Permit Parking Signage Program**
  - 1.00 Assist to prepare and review staff reports
- **O&M & Department Support**
  - 3.00 Review budget, bid docs, draft staff reports
- **Assessment Districts**
  - 4.00 Review Wiildan Engineers' Reports

**Total** 8.50

### Project Work Summary

- **Total work days for the period** = 20.00
- **Average billed hours per work day** = 6.80
- **Average gratis hours per work day** = 0.43

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*Braden Consulting  19301 Halsted Street, Northridge, CA 91324*
INVOICE No. 19-202-059  
Invoice Date: 8/30/2022  
Vendor No. 024297  
PO No.  
Agreement No. 19-202

<table>
<thead>
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<th>Invoice Submitted To:</th>
<th>Remit Payment to:</th>
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</thead>
<tbody>
<tr>
<td>City Of Inglewood</td>
<td>BRADEN CONSULTING</td>
</tr>
<tr>
<td>Public Works Department</td>
<td>19301 Halsted Street</td>
</tr>
<tr>
<td>Attn: Public Works Director</td>
<td>Northridge, CA 91324</td>
</tr>
<tr>
<td>One Manchester Blvd.</td>
<td>Phone: (818) 970-7774</td>
</tr>
<tr>
<td>Inglewood, CA 90301</td>
<td><a href="mailto:robertmbraden@gmail.com">robertmbraden@gmail.com</a></td>
</tr>
<tr>
<td>Phone No. (310) 412-5333</td>
<td><a href="mailto:rbraden@cityofinglewood.org">rbraden@cityofinglewood.org</a></td>
</tr>
</tbody>
</table>

Invoice For:  
Professional Management Services Performed By  

Robert M. Braden, MPA

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Work Summary For Invoice Period: Professional management services in support of Public Works Dept. and capital projects  
CIP project management and support for FY22 Projects and project closeout: Street, ITS, Utilities and Transportation projects. 1) Review project status and expenditure updates 2) Review Eden System reports 3) Meetings with Principal Engineers / Division Heads regarding CIP project status 4) Update project e-files 5) Perform budget & cost analysis, project cash flow analysis 6) Advise Project Engineers regarding fiscal year cash flow and invoice payments 7) Review purchase order encumbrances 8) Prepare budget adjustment requests 9) Review FY22 Q3 10) Prepare estimate of fund balances and draft FY23 CIP budget

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PO Amount:  
Previous Billings:  
Amount This Invoice: $13,299.00  
Billings To Date: $13,299.00  
Balance Remaining:  

Work Period:  
Start: 7/1/2022  
End: 8/8/2022  
Gratis Hours This Period: 9.00  
Billable Hours This Period: 143.00  
Rate per hour: 93.00  
Total Amount Due: $13,299.00

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Invoice Approvals:  
Work Accepted By:  

Payment Approved:  
Engineering Division Head  
Public Works Director  

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Payment Request: HOLD CHECK FOR PICK UP

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Invoice Received by City of Inglewood

Contract Year Three Summary  
Contract 19-202 term date 5-28-22  
Work requested by City pending approval of new agreement
<table>
<thead>
<tr>
<th>Project</th>
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<th>Proj Mgr</th>
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<tbody>
<tr>
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<tr>
<td>P647 ITS Master Plan</td>
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<td>2,046.00</td>
<td>062.100.P647.44860</td>
<td>P. Pugese</td>
</tr>
<tr>
<td>P632 Street and Alley Rehabilitation</td>
<td>28.00</td>
<td>2,604.00</td>
<td>065.100.P632.44860</td>
<td>E. Castillo</td>
</tr>
<tr>
<td>P619 Centinela Ave Improvements</td>
<td>25.00</td>
<td>2,325.00</td>
<td>067.100.P619.44860</td>
<td>E. Castillo</td>
</tr>
<tr>
<td>P672 HSIP Improvement Project</td>
<td>14.00</td>
<td>1,302.00</td>
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<td>P. Pugese</td>
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<tr>
<td>P500 Sewer System Improvements</td>
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<td>T. Lee</td>
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<tr>
<td>P804 Water Distribution System Upgrade Program</td>
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<td>1,395.00</td>
<td>110.100.P804.44860</td>
<td>T. Lee</td>
</tr>
</tbody>
</table>

**Billable** 143.00 $13,299.00

<table>
<thead>
<tr>
<th>Gratis Hours</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>P911 Police Dept Locker Room Facilities</td>
<td>1.00</td>
<td>Review budget and projects status</td>
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<td>Assessment Districts</td>
<td>4.00</td>
<td>Review Wildan Engineers' Reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** 9.00

**Project Work Summary**

Total work days for the period = 23.00  
Average billed hours per work day = 6.22  
Average gratis hours per work day = 0.39

CIP project management and support for FY22 Projects and project closeout:  
1) Review project status and expenditure updates  
2) Review Eden System reports  
3) Meetings with Principal Engineers/Division Heads regarding CIP project status  
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