Los Angeles County
Department of Regional Planning

Planning for the Challenges Ahead

Jon Sanabria
Acting Director of Planning

June 16, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

DEPARTMENT OF REGIONAL PLANNING: HEARING REPORTER SERVICES (ALL DISTRICTS AFFECTED) (3 VOTES)

SUBJECT

Recommendation to award a two-year Contract to Huntington Court Reporters and Transcriptions, Inc. in a sum not to exceed $25,000 per year plus 15 percent ($3,750) for unforeseen additional work within the scope of the contract to provide stenographic recordings, audio recordings and transcripts for meetings of the Regional Planning Commission and related administrative hearings.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the enclosed two (2) year Contract with Huntington Court Reporters, Inc., effective the day after your Board's approval or June 22, 2009, whichever is later with three (3) one-year and six (6) month-to-month renewal options at a contract amount of $25,000 per year plus 15 percent contingency ($3,750) for unforeseen additional work.

2. Authorize the Director of Planning or designee to increase the contract award by an amount not to exceed 15 percent of the total contract sum for unforeseen additional work within the scope of the contract.

3. Authorize the Director of Planning or designee to approve and execute amendments to incorporate necessary changes to the Contract that do not significantly affect the scope of work or exceed the maximum contract sum

of $25,000 plus contingency; and to suspend work if, in the opinion of the Director of Planning, it is in the best interest of the County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Regional Planning Commission and Department of Regional Planning Hearing Officers require the services of hearing reporters to provide stenographic recordings and transcripts of Commission meetings and administrative hearings. Through this Contract, the Department of Regional Planning (DRP) will be able to secure the necessary hearing reporter services as required for these meetings. The existing Contract expires on June 21, 2009.

Implementation of Strategic Plan Goals

This action is consistent with the Countywide Strategic Plan Goal No. 1 (Operational Effectiveness) and Goal No. 3 (Community and Municipal Service). The recommended action will assist the DRP in meeting these goals by allowing the Department to continue to provide hearing reporter services efficiently and timely.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund. The contract sum is $25,000 per year plus 15 percent ($3,750) for unforeseen additional work within the scope of the contract. The contract sum is based on historical data on the frequency of use of the service and on the rates quoted by the contractor. Additional hearings may be required as the result of unforeseen emergency circumstances. The contingency will accommodate such additional services if needed.

The DRP's proposed Fiscal Year 2009-10 budget includes sufficient funding for the services and will be included in the Proposed Budget for Fiscal Year 2010-11.

The contract does not include provisions for cost of living adjustments throughout the term of this contract.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract contains all of the most recent required provisions including, but not limited to, Non-Responsibility and Debarment, Child Support Compliance, GAIN/GROW, Safely Surrendered Baby Law, and the provisions of Paid Jury Service time for the contractor's employees.

This is a non-Prop A contract. Consequently, there are no departmental employee relations issues and the contract will not result in a reduction of County services. Furthermore, the DRP evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this contract.

Data regarding the proposers' minority participation is on file with the DRP. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

The DRP will not require the contractor to perform services that exceed the Board-approved contract sum, scope of work, and/or contract term.

County Counsel has approved the contract as to form.

CONTRACTING PROCESS

The DRP conducted a competitive Request for Proposals (RFP) to solicit the services. The RFP was released on January 29, 2009. Consistent with the RFP process, interested contractors were required to submit a proposal demonstrating their ability to provide the services. The solicitation information was made available through the internet on the County of Los Angeles Internal Services Department website, and an advertisement was placed in the Los Angeles Times.

In response to the advertisement efforts, a copy of the RFP was provided to 12 potential contractors. Four proposals were received by the February 19, 2009 deadline. These proposals were reviewed using an initial "pass/fail" process to determine which proposals would be evaluated. The initial screening was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The four proposals received passed the initial screening of the RFP process.

An evaluation committee was formed to evaluate the proposals. The committee was comprised of representatives from the DRP, the Department of Social Services and the Board of Supervisors Executive Office. The evaluation committee members objectively evaluated the proposals submitted by the following proposers:

- DCR Litigation Services
- Demery-Gillam & Associates
- Huntington Court Reporters & Transcriptions, Inc.
- Kennedy Court Reporters, Inc.

The evaluation committee members reviewed the proposals consistent with the selection process and evaluation criteria set forth in the RFP which included price, experience, work plan, financial resources, and references. Informed Averaging was used to calculate the final score for each vendor. While Huntington Court Reporters was not the lowest-cost bid, this firm was the highest ranked proposer. Furthermore, Huntington Court Reporters offered a superior work plan and method of monitoring performance as compared to the competing proposals.

DEBRIEFING

On April 28, 2009, the DRP notified the non-recommended proposers that their firms were not recommended for contract award based on the evaluation of their proposal. In addition, the DRP offered to debrief the non-recommended proposers on their proposal evaluations. Two non-recommended proposers requested a debriefing. One non-recommended proposer was satisfied with the debriefing results and indicated to the DRP that they would not continue with the protest process.

The second non-recommended proposer indicated verbally during her debriefing that she was not satisfied with the results and that she would submit a request to continue with the protest process. She was reminded that the deadline to submit her request was within five business days after her debriefing. This proposer failed to submit a request to continue with the protest process within the specified time.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of this contract will not result in the displacement of any County employees as these services are presently contracted with the private sector. Upon approval of the Contract by your Board, the DRP will be able to continue to provide hearing reporter services efficiently and timely.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted, stamped Board letter, and two original signature copies of the Contract to the Director of Planning.

Respectfully submitted,

JON SANABRIA
Acting Director of Planning

JS:AO:ay

Attachment

c: Board Planning Deputies
Chief Executive Office
Acting County Counsel
Executive Officer, Board of Supervisors