County of Los Angeles
CHIEF EXECUTIVE OFFICE
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May 29, 2012

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 PUBLIC WORKS:
AS-NEEDED BUILDING EVALUATION SERVICES
VARIOUS COUNTY PROJECTS
AWARD CONSULTANT SERVICES AGREEMENTS
(ALL DISTRICTS) (3 VOTES)

SUBJECT

This action is to approve two consultant services agreements for a not-to-exceed fee of $300,000 each for as-needed building evaluation services for a three-year term with two one-year renewal options for each firm.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award and authorize the Director of Public Works, or her designee, to execute consultant services agreements with Owen Group and URS Corporation Americas to provide as-needed building evaluation services for various County projects for a three-year term with two optional one-year extensions commencing on the date of the initial Notice to Proceed. The consultant services agreements shall not exceed a fee of $300,000 each for a combined total of $600,000, and are for a maximum period of five years provided; however, that where services for a given project have commenced, but are not completed before the stated expiration date, the expiration date of the agreement will be automatically extended to allow for the completion of such services, subject to the stated monetary limitation.

2. Delegate authority to the Director of Public Works, or her designee, to exercise the two one-year extensions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended consultant services agreements will augment the Department of Public Works' (Public Works) ability to provide building evaluation services to various County departments. The volume of requests for engineering services and their turnaround time vary throughout the year. Frequent surges in workload and requests for specialized expertise create the need for as-needed engineering resources. The recommended consultant services agreements will enhance Public Works' ability to deliver engineering services efficiently, and complete project-related activities within established timeframes.

When services are required for a project, a project-specific scope of work will be negotiated and authorized within the contract limitations. The expiration date of the consultant services agreements is subject to the following contract condition: Where services for a given project have been started, but are not completed prior to the contract expiration date, the expiration date of the agreement will be, thereby automatically extended as necessary, to allow for completion of such services. This is to ensure that there is no loss of continuity of services. In all events, however, the work authorizations will be subject to the respective not-to-exceed monetary limits applicable to said contract.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by increasing our ability to manage fluctuations in workload in a responsive manner and provide responsive, efficient, and high-quality public services.

FISCAL IMPACT/FINANCING

The contract period for each firm will be for three years with two optional one-year extensions to be exercised at the discretion of the Director of Public Works, or her designee. The value of each consultant services agreement is $300,000, totaling $600,000 for the two consultant services agreements.

No impact to the County's General Fund is expected from this action. Sufficient funds to finance work orders for these consultant services agreements are included in the Fiscal Year 2011-12 Public Works' Internal Service Fund-Facility Project Management Budget.

Expenditures for this work posted to the Internal Service Fund-Facility Project Management will be reimbursed through approved individual project budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The agreements will be in compliance with the Chief Executive Office and your Board's requirements.

Award of the agreements will not result in unauthorized disclosure of confidential information, and will be in full compliance with Federal, State, and County regulations. The consultant services agreements will contain terms and conditions supporting your Board's ordinances, policies, and programs, including, but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation will be on file with Public Works. The contractors were selected upon final analysis and consideration without regard to race, creed, color, or gender.

The consultant services agreements include a cost-of-living adjustment provision in accordance with your Board's policy, which was approved on January 29, 2002.

ENVIRONMENTAL DOCUMENTATION

The proposed actions are not a project pursuant to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by Section 15378(b) of the State CEQA Guidelines. The proposed action, to establish consultant services agreements for anticipated future projects, is an administrative activity of government, which will not result in direct or indirect changes to the environment. We will return to your Board, as necessary, for consideration of

appropriate environmental documentation pursuant to CEQA prior to the commencement of any activities under the agreements that may constitute a project.

CONTRACTING PROCESS

On June 29, 2011, Public Works issued a Request for Proposals (RFP) to 30 firms. Ten firms responded to the RFP. Nine firms passed the initial selection phase. An Evaluation Committee, consisting of Public Works' technical staff, evaluated the proposals. Evaluation of the firms was based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on their review and evaluation of the proposals, the Evaluation Committee recommended Owen Group and URS Corporation Americas as the best-qualified firms to perform the specified services. Public Works has determined that the firms' proposed rates for performing the services are reasonable.

As requested by your Board on February 3, 1998, the RFP was listed on the Doing Business with Us website. A copy of the website posting is attached for your reference.

Owen Group's and URS Corporation Americas' Community Business Enterprises participation data and three-year contracting histories are on file with Public Works.

Public Works has evaluated and determined that Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended contracts.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects as a result of authorizing the recommended consultant services agreements. These consultant services agreements will provide necessary as-needed services for building evaluations in an efficient manner, enhancing the delivery of County capital and refurbishment projects.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
SW:RB:cvb

c: Executive Office, Board of Supervisors
County Counsel
Public Works

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