



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

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IN REPLY PLEASE  
REFER TO FILE

July 18, 2017

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

Dear Supervisors:

**CONSTRUCTION RELATED CONTRACTS  
DEVELOPMENT SERVICES CORE SERVICE AREA  
CONSULTANT SERVICES AGREEMENTS FOR AS-NEEDED BUILDING AND  
SAFETY INSPECTION, PERMIT TECHNICIAN, AND RELATED SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This action is to authorize the Director of Public Works or his designee to execute 12 consultant services agreements for a total aggregate not to-exceed program amount of \$12 million, across all 12 agreements, for as-needed building and safety inspection, permit technician, and related services to augment the Department of Public Works' ability to rapidly provide as-needed building and safety services during times of high demand and emergencies that current staffing levels cannot support. The as-needed services will be utilized at various projects throughout the County's jurisdictional area for a 3-year term, plus two 1-year extension options.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the recommended action in this Board letter is not a project pursuant to the California Environmental Quality Act for the reasons stated in this Board letter.
2. Approve and authorize the Director of Public Works or his designee to execute consultant services agreements with the following five small-sized firms: Builders Protection Group, LLC; Gateway Science & Engineering, Inc.; Hayer Consultants, Inc.; J Lee Engineering, Inc.; and The G Crew; three medium-sized firms: Anderson Penna Partners, Inc.; JAS Pacific; and Koury Engineering & Testing, Inc.; and four large-sized firms: Bureau Veritas; Interwest Consulting Group; SAFEbuilt; and Willdan Engineering to provide specialized as-needed building and safety inspection, permit

technician, and related services for construction projects within the County's jurisdictional area for a total aggregate not-to-exceed program amount of \$12 million, across all 12 agreements, for a 3-year term, plus two 1-year extension options for each firm.

The term of each consultant services agreement shall commence on the date of the full execution of the contract and shall extend for a period of 3 years from such commencement date. The expiration of each of the consultant services agreements is subject to the following condition, where services for a given project have been authorized in writing by the County, but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

3. Delegate authority to the Director of Public Works or his designee to authorize additional services and extend the contract expiration date as necessary to complete those services when those additional services are: 1) previously unforeseen; 2) related to a previously assigned scope of work on a given project; and 3) are necessary for the completion of that given project.

4. Delegate authority to the Director of Public Works or his designee to supplement the initial aggregate not-to-exceed program amount of \$12 million for the above-referenced 12 agreements by up to 10 percent of the aggregate program amount.

5. Delegate authority to the Director of Public Works or designee to execute two 1-year extension options on the above-referenced 12 agreements at the discretion of the Director based upon workload demands and the level of satisfaction with the services provided.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Due to the discretionary and intermittent nature of construction work, the recommended action is to enable the Department of Public Works to contract for as-needed building and safety inspection, permit technician, and related services to meet potential demand from our customers. The consultant services agreements will provide Public Works with the flexibility to augment staffing levels on an as-needed basis. This flexibility is needed to meet the intermittent demands for additional inspection, permit technicians, and related services resulting from varying levels of construction activity due to economic forces and seasonal variations.

### **Implementation of Strategic Plan Goals**

The County Strategic Plan directs the provisions of Strategy III.1, Continually Pursue Development of our Workforce, and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The recommended action allows the use of flexible staffing resource augmentations to enhance services to the County's building and safety customers. The consultants who have the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

### **FISCAL IMPACT/FINANCING**

Funding for these services is included in the Public Works General Fund and various Public Works Funds' Fiscal Year 2017-18 Budgets. Funding for these services is fully offset by revenue. Funds to finance the remainder of the contract term will be requested through the annual budget process.

When the need arises for services under the agreements, financing the required service will be from the appropriate fund source. Total expenditures for these services will not exceed the amount approved by the Board.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The consultant services agreements will contain terms and conditions in compliance with the Chief Executive Office and the Board's requirements. The consultant services agreements will contain terms and conditions in compliance with the Board's ordinances, policies, and programs. The agreement also includes a provision requiring the consultant firms to track subcontractor's utilization of Local Small Business Enterprise (LSBE), Disabled Veterans Business Enterprise, and Social Enterprise businesses.

The consultants were selected upon final analysis and consideration without regard to race, creed, gender, or color.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed action is not a project pursuant to 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 CEQA Guidelines. The proposed action to award as-needed building and safety inspection, permit technician, and related services is an administrative activity of government, which will not result in direct or indirect changes to the environment. Public Works will return to the Board as necessary for consideration of appropriate environmental documentation pursuant to CEQA before the approval of any activities that constitute a project under CEQA.

### **CONTRACTING PROCESS**

On September 8, 2016, Public Works issued a Request for Proposals (RFP) for as-needed building and safety inspection, permit technician, and related services. The RFP was posted on the Doing Business with Us website, Public Works Contract Opportunities websites, and in three publications Daily Journal, La Sentinel, and La Opinion. Also, Public Works informed over 1,354 local small business enterprises regarding this business opportunity.

Public Works reached out to the selected firms on how to become LSBE and/or Small Business Enterprise (SBE) firms and to inform them and their sub-consultants of the benefits of being a certified LSBE and to encourage them to become an LSBE, if eligible. The enclosure reflects the selected and non-selected consultants' utilization participation. The Community Business Enterprises participation data and 3-year contracting history for the 12 selected firms are on file with Public Works.

The RFP allowed firms to compete as primes in one of three categories: small-, medium-, or large-sized firms. Each firm was requested to certify its own size based on number of personnel for competition with other firms in the same size category. The RFP stated that a total of up to seven firms would be awarded contracts as follows: four small-sized firms (with 25 or fewer personnel), two medium-sized firms (with 26 to 75 personnel), and one large-sized firm (with over 75 personnel).

On October 11, 2016, 12 firms submitted proposals. An evaluation committee, consisting of Public Works' technical staff, evaluated the proposals as outlined in the RFP. Public Works determined that each of the 12 firms were qualified to provide the required services based upon their technical expertise, proposed work plan, experience, personnel, qualifications, and understanding of the work requirements. The following firms were selected without regard to race, creed, color, or gender: five small-sized category: Builders Protection Group, LLC; Gateway Science & Engineering, Inc. (LSBE and SBE); Hayer Consultants, Inc.; J Lee Engineering, Inc. (LSBE and SBE); and The G Crew (LSBE and SBE); three medium-sized category: Anderson Penna Partners, Inc. (SBE); JAS Pacific; and Koury Engineering & Testing, Inc.; and four large-sized category: Bureau Veritas; Interwest Consulting Group; SAFEbuilt; and Willdan Engineering. The RFP allowed the County to increase the number of selected firms in each of the categories or the total number of contracts. Public Works has opted to accept all the proposals submitted due to need and to allow for a larger pool of available candidates. Public Works has negotiated and accepted the final rates with the firms.

The RFP was advertised for a total aggregate not-to-exceed program amount of \$28 million across all 12 agreements; however, per Section 1.1.1 of the RFP, the total aggregate not-to-exceed program amount has been decreased to \$12 million due to Public Works' reassessment of needs. All the proposers have been notified of this decrease in the aggregate not-to-exceed program amount via e-mail and have provided their concurrence to Public Works.

The consultant services agreements include a cost-of-living adjustment provision in accordance with the Board, Policy No. 5.070.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no negative impact on current County services or projects during the performance of the recommended consultant services agreements. These consultant services agreements will provide necessary as-needed building and safety inspection, permit technician, and related services to support and enhance the construction inspection process for our customer's projects.

### **CONCLUSION**

Please return one adopted copy of this Board letter to the Department of Public Works, Business Relations and Contracts Division.

The Honorable Board of Supervisors

7/18/2017

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" and last name "Pestrella" clearly distinguishable.

MARK PESTRELLA

Director

MP:DH:so:sd

Enclosures

c: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office  
Internal Services Department (Countywide  
Contract Compliance)

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
 CONSULTANT'S UTILIZATION PARTICIPATION FOR AS-NEEDED  
 BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN, AND RELATED SERVICES

SELECTED FIRMS

Small-Sized Business Category	Local SBE	SBE	Minority	Women	Disadvantaged	Disabled/Vet
<b>Consultant Name (Prime with subcontractors* listed below)</b> <b>*only subcontractors with Utilization Participation are listed.</b>						
<b>Builders Protection Group, LLC</b>						
Hoffman Management & Construction Corporation		X			X	
J Lee Engineering, Inc.	X	X	X			
The "G" Crew	X	X	X	X	X	
Hayer Consultants, Inc.				X		
<b>Gateway Science &amp; Engineering, Inc.</b>	X	X	X			
Anil Verma Associates, Inc.	X	X	X		X	
Martin Brothers Construction Services		X				
Strategic Building Services, Inc.		X				
<b>Medium-Sized Business Category</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>Disabled/Vet</b>
<b>Consultant Name (Prime with subcontractors* listed below)</b> <b>*only subcontractors with Utilization Participation are listed.</b>						
Anderson Penna		X		X	X	
Advanced Specialist		X				
JAS Pacific (not sbe or cbe)						
Koury Engineering and Testing, Inc.						
Advanced Special Inspection						
Anderson Penna		X		X	X	
Civil Source				X	X	
<b>Large-Sized Business Category</b>	<b>Local SBE</b>	<b>SBE</b>	<b>Minority</b>	<b>Women</b>	<b>Disadvantaged</b>	<b>Disabled Vet</b>
<b>Consultant Name (Prime with subcontractors* listed below)</b> <b>*only subcontractors with Utilization Participation are listed.</b>						
Bureau Veritas North America, Inc.						
Dick Nigra Inspections, Inc.	X	X		X		
Interwest Consulting Group						
SAFEbuilt						