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REVISED

July 03, 2018

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:

**REQUEST FOR APPROVAL AND AWARD OF AS-NEEDED ARCHITECTURAL AND
ENGINEERING SERVICES MASTER AGREEMENTS WITH FOURTEEN CONTRACTORS
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

Requesting approval to award and execute 14 master agreements for a not-to-exceed annual contract amount of \$1.5 million each for as-needed architectural/engineering and support services for various small projects.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed actions are exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter.
2. Authorize the Director of Internal Services Department (ISD), or designee, to execute 14 master agreements listed on Attachment 1 to provide as-needed Architectural and Engineering (A&E) services effective upon execution by the Director of ISD, or designee, July 1, 2018, each for an initial term of one year, with the option to extend the term by 4 additional one-year periods, for an annual contract amount not-to-exceed \$1.5 million for each contract, and an aggregate amount of \$21 million for the initial one-year term.
3. Delegate authority to the Director of ISD, or designee, to execute contract amendments by up to \$75,000, for each master agreement, whereby the aggregate increase for each master agreement shall not exceed \$375,000 of the original not-to exceed amount of \$1.5 million.
4. Delegate authority to the Director of ISD, or designee, to authorize additional services and extend the contract expiration date as necessary to complete additional services when such

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. Examples of additional services include but are not limited to, upgrades necessary to comply with new jurisdictional code requirements (e.g., electrical, plumbing, waste removal, etc.), changes necessary to address hazardous materials (e.g., lead, asbestos, etc.), and/or unforeseen conditions discovered of after start of a renovation or repair project.

5. Authorize the Director of ISD or his designee to exercise the options to extend the term of the 14 agreements; execute individual work orders; and execute applicable contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended A&E services master agreements will augment ISD's ability to provide prompt as-needed A&E support services to be utilized on renovation and repair projects. Over the next 5 years, ISD anticipates a substantial increase in required A&E services to allow for the completion of the most critical repair work required at County-owned facilities. Repair projects have been prioritized based on criticality as identified in building condition assessments completed to support the County's Deferred Maintenance Program.

ISD provides repair, maintenance, and refurbishment services to County facilities. Some County renovation and repair work requires programming, design, or engineering to fully define the work and obtain the required local jurisdictional approvals (e.g., building permits). ISD does not have sufficient in-house engineering and design capabilities to perform this work. The recommended A&E master agreements will provide ISD with an avenue to obtain the as-needed design and engineering services. The services will allow ISD to complete design and engineering for repairs, maintenance, and refurbishment projects, as well as ensure that A&E services can continue past the July 1, 2018 expiration date of the current agreements.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provisions of Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The recommended actions support the Strategic Plan by investing in public infrastructure that will sustain and improve County services and facilities for County of Los Angeles residents and visitors.

FISCAL IMPACT/FINANCING

Approval of the recommended agreements does not guarantee a contractor any minimum amount of work. The County only incurs an obligation as individual Work Orders are issued. These agreements will only be used where sufficient budgeted funds are available from departments requesting work. ISD will incur A&E expenditures not-to-exceed \$21 million per year to the extent that they are offset through County department billings and within available appropriation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The standard County terms and conditions of the recommended agreements have been approved as to form by County Counsel. The master agreements contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for

layoffs, as well as qualified GAIN/GROW participants for employment openings, and compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program.

ISD has determined that the proposed master agreements are not subject to the County's Living Wage Program. County Code 2.201 does not apply to the A&E services as these agreements are for non-Proposition A services. The A&E services agreements are temporary and intermittent, and the work performed by these firms is highly technical. ISD notified the Union on this solicitation.

Ten of the 14 recommended firms (Attachment 1) are certified as Local Small Business Enterprises (LSBEs). A summary of the Community Business Enterprise (CBE) Firm Organization Information for the 14 recommended firms is provided in Attachment 2. Selections were made without regard to gender, race, creed, or color or national origin.

When A&E services under these agreements are required, ISD will request the services via Work Order from 1 of the 14 recommended firms on a rotation basis. It is ISD's intent to equitably distribute A&E services among the 14 recommended firms.

ENVIRONMENTAL DOCUMENTATION

The proposed action is not a project pursuant to 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 A&E support services is an administrative activity of government, which will not result in direct or indirect changes to the environment. We 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 October 3, 2017, ISD released a Request for Statement of Qualifications (RFSQ) for As-Needed A&E Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with Us" web site (Attachment 3). ISD notified the Union of this solicitation.

To increase opportunities for County Preference Programs (i.e., Local Small Business, Disabled Veterans Business, and Social Enterprises) and CBEs, ISD regularly coordinates outreach efforts such as vendor fairs with the Department of Consumer and Business Affairs, and other County departments. In addition, ISD participated in Possible LA, an Entrepreneur Summit attended by over 2,000 Small Businesses aimed to provide resources to grow their business.

Representatives from 41 firms attended the mandatory proposer's conference held on October 23, 2017. Fifteen Statements of Qualification (SOQs) were received on December 4, 2017. Each SOQ was reviewed for compliance with the minimum requirement criteria stated in the RFSQ.

One SOQ was disqualified because a representative from the firm did not attend the Mandatory Proposers' Conference.

The 14 SOQs that met the minimum requirements were evaluated by a committee in accordance with the evaluation process identified in the RFSQ. The Evaluation Committee consisted of representatives from ISD and the Department of Public Works.

There were no protests resulting from this solicitation. The 14 firms, BOA Architecture, BOA Government Services, Choy Associates, Inc., GA Design, Inc., HH Fremer Architects, Inc., IDS Group, Inc., J.C. Chang & Associates, Inc., JTC Architects, Inc., La Cañada Design Group, Inc., Owen Group Inc., RAW International, Inc., SRD Architects, Inc., STV Incorporated, and Viniegra & Viniegra Architecture, LLP are being recommended for Master Agreement awards.

The A&E service agreements include a cost-of-living adjustment provision in accordance with Board policy.

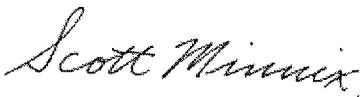
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these contracts are required for the completion of maintenance, repair, and refurbishment of County infrastructure and facilities work managed by ISD. There will be no negative impact on current County services or projects during the performance of the recommended A&E services master agreements.

CONCLUSION

The Executive Office of the Board of Supervisors is requested to return two stamped and signed copies of each of the approved agreement to the Director of ISD.

Respectfully submitted,



SCOTT MINNIX

Director

SM:JS:CC:ME:jl

Enclosures

c: Chief Executive Officer
County Counsel

**AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES
SELECTED FIRMS**

FIRM	ADDRESS	CITY/STATE/ZIP
BOA Architecture	1511 Cota Avenue	Long Beach, CA 90813
BOA Government Services	370 Crenshaw Blvd., Suite E104	Torrance, CA 90503
Choy Associates, Inc.	2627 Manhattan Beach Blvd., #206	Redondo Beach, CA 90278
GA Design, Inc.	19191 South Vermont Avenue, Suite #640	Torrance, CA 90502
HH Fremer Architects, Inc.	2121 Wilshire Blvd., Suite 210	Santa Monica, CA 90403
IDS Group, Inc.	11845 W. Olympic Blvd., Suite 515	Los Angeles, CA 90064
J.C. Chang & Associates, Inc.	385 Van Ness Ave., Suite 208	Torrance, CA 90501
JTC Architects, Inc.	65 North First Ave., Suite 201	Arcadia, CA 91006
La Cañada Design Group	630 N. Rosemead Blvd., Suite 400	Pasadena, CA 91107
Owen Group, Inc.	811 Wilshire Blvd, Suite 1050	Los Angeles, CA 90017
RAW International, Inc.	800 S. Figueroa Street, Suite 600	Los Angeles, CA 90017
SRD Architects, Inc.	3920 E. Coronado Street, Suite #201	Anaheim, CA 91807
STV Incorporated	1055 West 7 th Street, Suite 3150	Los Angeles, CA 90017
Viniegra & Viniegra Architecture, LLP	5232 Otis Avenue	Tarzana, CA 91356

Community Business Enterprise Program Information

FIRM INFORMATION*		BOA Architecture	BOA Government Services	Choy Associates	GA Design	HH Fremer Architects	IDS Group	J.C Chang & Associates
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
NUMBER / % OF OWNERSHIP								
CULTURAL/ETHNIC COMPOSITION								
Black/African American	0	0	0	0	0	0	0	0
Hispanic/Latino	0	0	1 / 50%	0	0	0	0	0
Asian or Pacific Islander	1 / 100%	2 / 67%	0	0	0	0	0	1 / 25%
American Indian	0	0	0	0	0	0	0	0
Filipino	0	0	0	0	0	0	0	0
White	0	1 / 33%	1 / 50%	1 / 100%	1 / 100%	2 / 100%	3 / 75%	0
<i>Female (included above)</i>	0	1 / 33%	1 / 50%	0	0	0	0	0
NUMBER								
MANAGER								
Black/African American	0	0	0	0	0	1	0	0
Hispanic/Latino	0	0	0	0	0	0	0	0
Asian or Pacific Islander	0	0	1	0	0	0	0	0
American Indian	0	0	0	0	0	0	0	0
Filipino	0	0	0	0	0	0	0	1
White	0	1	0	4	0	0	8	1
<i>Female (included above)</i>	0	0	0	2	1	1	1	1
Black/African American	0	0	0	0	0	0	0	0
Hispanic/Latino	2	0	1	0	0	0	6	8
Asian or Pacific Islander	2	0	2	2	2	0	22	6
American Indian	0	0	0	0	0	0	0	0
Filipino	0	0	0	0	0	0	0	5
White	2	0	1	2	2	0	39	10
<i>Female (included above)</i>	2	0	2	1	1	0	13	6
Total # of Employees	7	4	7	9	2	2	77	35
COUNTY CERTIFICATION								
CBE	Y	Y	Y	Y	Y	N	N/A	N
LSBE	Y	Y	Y	Y	Y	Y	N/A	Y
OTHER CERTIFYING AGENCY								
	State of California	State of California	State of California	State of California	N/A	N/A	N/A	N/A
	City of Los Angeles	LA Unified School District						

*Information provided by vendors in response to the RFSQ, and subsequent requests by ISD. On final analysis and consideration of award, vendors were selected without regard to race, creed or color.

Community Business Enterprise Program Information

FIRM INFORMATION*	JTC Architects	La Canada Design Group	Owen Group	RAW International	SRD Architects	STV Incorporated	Viniegra & Viniegra Atchitecture
BUSINESS STRUCTURE	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	LLP
NUMBER / % OF OWNERSHIP							
CULTURAL/ETHNIC COMPOSITION	0	0	2 / 100%	0	0		0
Black/African American	0	0	0	1 / 50%	0		0
Hispanic/Latino	2 / 67%	0	0	0	1 / 100%		2 / 100%
Asian or Pacific Islander	0	0	0	0	0		0
American Indian	1 / 33%	0	0	0	0		0
Filipino	0	1 / 100%	0	1 / 50%	0		0
White	0	0	0	1 / 50%	0		1 / 50%
<i>Female (included above)</i>	0	0	0	1 / 50%	0		
NUMBER							
OWNERS/PARTNERS	0	0	0	0	0		0
Black/African American	0	0	0	0	0		0
Hispanic/Latino	0	1	0	0	0		0
Asian or Pacific Islander	2	1	2	1	2		0
American Indian	0	0	0	0	0		0
Filipino	2	4	0	0	0		1
White	0	0	0	0	0		0
<i>Female (included above)</i>	1	3	1	0	0		1
MANAGER	0	0	1	0	0		0
Black/African American	1	0	0	0	0		0
Hispanic/Latino	7	1	1	2	4		1
Asian or Pacific Islander	1	0	2	0	0		0
American Indian	1	0	0	0	0		0
Filipino	1	2	4	1	0		1
White	4	1	0	2	0		0
<i>Female (included above)</i>	18	10	12	7	1		5
Total # of Employees							
COUNTY CERTIFICATION							
CBE	N/A	N	N	Y	N/A	N/A	Y
LSBE	N/A	Y	Y	Y	N/A	N/A	Y
OTHER CERTIFYING AGENCY	Supplier Cleaninghouse	N/A	N/A	LACMTA	Metro	N/A	CA Unified Certification
	So. Cal. Minority Supplier Development			SBA			

*Information provided by vendors in response to the RFSQ, and subsequent requests by ISD. On final analysis and consideration of award, vendors were selected without regard to race, creed or color.

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^ Award information has not been added at this time.

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104595

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Bid Information

Bid Number : 104595

Bid Title : RFSQ for As-needed Architectural and Engineering Services

Bid Type : Service

Department : Internal Services Department

Commodity : ARCHITECT SERVICES, PROFESSIONAL

Open Date : 10/3/2017

Closing Date : 11/27/2017 12:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : N/A

Bid Download : [Available](#)

Bid Description : The Internal Services Department (ISD) is seeking qualified consultants to provide as-needed Architectural, Engineering, and Space Planning services to assist ISD in the planning, evaluation/study, documentation, and design of emerging facility maintenance, refurbishment, and Space Planning projects.

Contact Name : Michael Preston

Contact Phone# : (323) 267-2483

Contact Email : Mpreston@isd.lacounty.gov

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