LOS ANGELES COUNTY
ISD
INTERNAL SERVICES

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COUNTY OF LOS ANGELES
Internal Services Department
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To enrich lives through effective and caring service.

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May 2, 2006

Agenda Date: May 16, 2006

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:

**APPROVE JOC PROJECT MANAGEMENT SERVICES
FOR VARIOUS PROJECTS
(ALL DISTRICTS – 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Internal Services Department (ISD) to finalize and execute a Consultant Services Contract with Vanir Construction Management, Inc. to provide project management for repairs and refurbishments to ISD Facilities Operation Service (FOS) for a term of one-year with four (4) one-year renewal options, for a not to exceed amount of $3.5 million per year.

2. Authorize the Director of ISD to exercise the renewal options under the terms of the Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

Management of deferred maintenance repair and refurbishment projects and energy efficiency projects requires dedicated project management services. ISD supplements in-house resources with contract project managers to perform these services.

The current Contract for project management service expires on June 30, 2006. The current contractor is Vanir Construction Management, Inc. The recommended Contract will ensure continuation of project management services to support ISD building maintenance and energy management programs for County-owned, and/or leased facilities.

Implementation Of Strategic Plan Goals:

The award of this Contract supports the County's Strategic Plan Goals No. 1 and No. 4 for Service Excellence and Fiscal Responsibility respectively by effectively managing County resources.

FISCAL IMPACT/FINANCING:

Funding will be provided through a combination of the Utilities Budget and ISD appropriations for Fiscal Year 2006-07. The estimated breakdown is approximately $600,000 from the Utilities Budget, and $2,900,000 from ISD appropriations. ISD will only incur project management expenditures to the extent that they are offset through billings to other County departments requesting the work. Energy program costs will be offset by client billings in the utilities budget. Funding in subsequent fiscal years will be requested on an annual basis. The annual contract value will not exceed $3.5 million.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

A standard services Contract is being used for these services, which has been approved as to use by County Counsel. The Contract contains provisions for termination of services upon prior written notice and for annual renewal based on available funding from year-to-year with the total contract period not to exceed five (5) years from July 1, 2006 to June 30, 2011.

The Consultant Services Contract also requires the Firm to offer employment to qualified County employees on re-employment lists or who are targeted for layoff, as well as qualified GAIN/GROW participants for employment openings. In addition, the Jury Service Program and Safely Surrender Baby Law clauses are part of the contract.

The Contract also provides that the Firm must comply with the Child Support Compliance Program. The Child Support Services Department has confirmed that Vanir Construction Management, Inc. has filed a Principal Owner Information Form with their office. In addition, the Firm is in compliance with all Board, CAO, and County Counsel requirements.

The Firm will not be asked to perform services exceeding the approved Contract amount, scope of work, or contract period of performance.

The department has evaluated and determined that the Living Wage Program (County Code 2.201) does not apply to the construction/project management services, as this Contract is for non-Proposition "A" services.

Upon completion of negotiations, the Contract will be presented to County Counsel for approval as to form.

ENVIRONMENTAL DOCUMENTATION:

California Environmental Quality Act (CEQA) is not applicable to this Contract.

CONTRACTING PROCESS:

On March 6, 2006, ISD issued a Request for Proposals (RFP) for as-needed project management consultant services. Notice of the solicitation was also posted on the County's website. A Proposers' conference was held on March 20, 2006 to discuss project requirements. Responses to the solicitation were received from three (3) firms by the April 4, 2006 submission deadline. An Evaluation Committee consisting of ISD representatives evaluated the responses in accordance with the evaluation criteria in the RFP and recommended Vanir Construction Management, Inc. as the most qualified proposer to provide the required as-needed project management consultant services.

Community Business Enterprise (CBE) Program participation information for the Firm is shown in Attachment A. The proposed Firm was selected without regard to gender, race, creed, or color for award of a contract.

This Contract includes the Cost of Living Adjustments (COLA) increases.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

This is a re-solicitation of an existing contract; there will be no County employee impact as a result of the award of this Contract. The proposed Consultant Services Contract is intended to augment ISD's staff on an "as-needed" basis.

CONCLUSION:

The proposed Consultant Services Contract will provide the resources necessary for ISD to provide timely facility project services to County departments and agencies. The Executive Office is requested to return one stamped copy of the approved Board letter to the Director, ISD.

Respectfully submitted,

Dave Lambertson
Director

DL:TB:suec
Attachment

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel

Attachment A

County of Los Angeles – Community Business Enterprise Program (CBE)

Request for Local SBE Preference Program Consideration and CBE Firm/Organization Information Form

INSTRUCTIONS: All proposers/bidders responding to this solicitation must complete and return this form for proper consideration of the proposal/bid.

I. LOCAL SMALL BUSINESS ENTERPRISE PREFERENCE PROGRAM:

FIRM NAME: Vanir Construction Management

☒ **I AM NOT**
☐ **I AM**

A Local SBE certified by the County of Los Angeles Office of Affirmative Action Compliance as of the date of this proposal/bids submission.

☐ As an eligible Local SBE, I request this proposal/bid be considered for the Local SBE Preference.

My County (WebVen) Vendor Number :_____

II. FIRM/ORGANIZATION INFORMATION: The information requested below is for statistical purposes only. On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

Business Structure: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ Non-Profit ☐ Franchise ☐ Other (Please Specify) _____

Total Number of Employees (including owners): **245**

Race/Ethnic Composition of Firm. Please distribute the above total number of individuals into the following categories:

Race/Ethnic Composition	Owners/Partners/ Associate Partners		Managers		Staff	
	Male	Female	Male	Female	Male	Female
Black/African American			1		5	15
Hispanic/Latino	1	1	3		9	14
Asian or Pacific Islander			1		10	4
American Indian					2	0
Filipino					2	2
White	2	1	28	3	95	46

III. PERCENTAGE OF OWNERSHIP IN FIRM: Please indicate by percentage (%) how ownership of the firm is distributed.

	Black/African American	Hispanic/ Latino	Asian or Pacific Islander	American Indian	Filipino	White
Men	%	21.3	%	%	%	13%
Women	%	44.4%	%	%	%	21.3%

IV. CERTIFICATION AS MINORITY, WOMEN, DISADVANTAGED, AND DISABLED VETERAN BUSINESS ENTERPRISES:
If your firm is currently certified as a minority, women, disadvantaged or disabled veteran owned business enterprise by a public agency, complete the following and attach a copy of your proof of certification. (Use back of form, if necessary.)

Agency Name	Minority	Women	Dis-advantaged	Disabled Veteran	Expiration Date
City of Los Angeles	X`				9-26-2007
Commonwealth of Virginia	X				6-13-08

V. DECLARATION: I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE.

Print Authorized Name	Authorized Signature	Title	Date
Mansour Aliabadi		President/ CEO	3/27/06