County of Los Angeles
Sheriff's Department Headquarters
4700 Ramona Boulevard
Monterey Park, California 91754-2169

LEROY D. BACA, SHERIFF

August 29, 2006

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

Dear Supervisors:

AWARD AS-NEEDED PROJECT MANAGEMENT AND RELATED SERVICES AGREEMENTS VARIOUS CAPITAL PROJECTS (ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Sheriff to execute a Consultant Services Agreement with Vanir Construction Management, Inc. (Vanir) for a not-to-exceed fee of $1,000,000 per year and with Anil Verma Associates, Inc., (Anil Verma), for a not-to-exceed fee of $250,000 per year both of which will be funded from the Los Angeles County Sheriff's Department's (Department) operating budget, to provide as-needed project management and related services for a one (1) year term, commencing on the date of the initial Notice to Proceed, with additional three (3) one (1) year options to be exercised at the discretion of the Sheriff. Renewal determinations will be based upon the level of satisfaction with the services performed and the Department's workload.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will enable the Department to obtain project management and related support services to enhance the Department's project management capabilities.

The Department is currently involved in numerous capital and refurbishment projects that are in various stages of programming, design, and/or construction. The Department's Facilities Planning Bureau has not yet been able to fill vacant positions due to a limited number of qualified applicants in the current construction management

work force, as well as the Department's background review process. On August 1, 2006, your Board approved the proposed Custody Master Plan which substantially increased the number of capital projects to be managed.

There are insufficient in-house resources to fulfill ongoing and upcoming Department project requirements for programming, designing, and refurbishing of existing facilities. The timely delivery of these projects will secure safe facilities for employees, inmates, and the public. The consultant staff, under the Department's supervision, will perform various project management duties for the planning, programming, and designing of new and refurbishment projects of detention facilities, Sheriff's stations and various other Sheriff's facilities to fulfill the Department's capital projects requirements. To ensure adequate resources with the appropriate level of training and experience to execute work on schedule without loss of continuity, we are requesting an as-needed Project Management Service Contract with Vanir and Anil Verma on a temporary basis to supplement our project management activities over the next year, until such time permanent County employees can be hired to join the Department's workforce. We are requesting that the Sheriff be delegated the authority to renew the contracts for up to three (3) one (1) year extensions, if the Sheriff determines that additional staff is needed to manage the workload.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility since the construction projects will support investment in public infrastructure and will provide improved facilities within the Department. The use of an as-needed Consultant Services Agreement will enable the Department to better manage fluctuations in workload and thereby provide safe and secure facilities for our employees, inmates, and the public.

FISCAL IMPACT/FINANCING

The Department will negotiate a not-to-exceed amount of $1,000,000 with Vanir and a not-to-exceed amount of $250,000 with Anil Verma, which represents the estimated costs to provide services for the first year.

The recommended project management services will be funded by the Department's Fiscal Year 2006-07 operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the form previously approved by County Counsel, will be used. The agreement also includes Board-mandated provisions, including contract

termination, re-negotiations, Jury Service Compliance, Safety Surrendered Baby Law Compliance, consideration for hiring County employees targeted for work-force reduction, consideration for hiring GAIN/GROW participants, notification to the County when 75 percent of the contract sum is reached, no payment for services following expiration, and contractor responsibility and debarment.

ENVIRONMENTAL DOCUMENTATION

The award of this contract will have no possible impact on the environment, and as such this action is not subject to the California Environmental Quality Act.

CONTRACTING PROCESS

On August 22, 2005, the Department of Public Works issued a Request for Proposal (RFP) soliciting proposals to provide as-needed construction project management related services to assist in the management of the County's Capital Projects Program. On January 19, 2006, your Board approved the selected firms that are best qualified from each size category to provide the required services based upon their proposed organizational structure, support resources, technical and administrative expertise, experience, and proposed work plan.

The objective of the solicitation was to identify the most qualified consultant firms that demonstrate the highest level of experience and capability to provide the required services. The RFP allowed firms to compete based on one of three sizes: small, medium, or large. Each firm identified themselves based on their annual revenue and number of employees, and competed with firms of the same size.

The Department has determined that, based on its current and future needs, it needs to contract with one medium-sized firm, and one small-sized firm to provide as-needed project management related services. The Department of Public Works determined that three (3) medium and four (4) small-sized firms met the qualification criteria of the solicitation process and previously obtained approval from your Board to contract with two of the three medium-sized firms and one of four small-sized firms. The Department is now requesting approval from your Board to select the next highest ranked firm, Vanir, from the list of medium-sized firms and to select the next highest ranked firm, Anil Verma, from the list of small-sized firms that met the qualifications, based on the solicitation process and the evaluation conducted by the Department of Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This contract will allow the Department to manage and implement the Department's Capital Projects Program with as-needed consultant services agreements to better manage fluctuations in workload and thereby provide more responsive service and assure safer and more secure facilities.

CONCLUSION

Upon Board approval, please provide two (2) Board-adopted copies of this letter to the Department's Facilities Planning Bureau.

Sincerely,

LEROY D. BACA
SHERIFF