



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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July 13, 2010

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  
ENVIRONMENTAL TESTING, INSPECTION, AND MONITORING SERVICES  
VARIOUS COUNTY PROJECTS  
AWARD OF CONSULTANT SERVICES AGREEMENTS  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This action is for award of four consultant contracts to be used on various County projects for as-needed environmental testing, inspection, and monitoring services.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Award and authorize the Director of Public Works or her designee to execute consultant services agreements with ATC Associates Inc., Coffey Environments, Mactec, and The Planning Center to provide as-needed environmental testing, inspection, and monitoring services for various County projects for a three-year term with two optional one-year extensions. The agreements shall not exceed \$1 million each for the five-year period.
2. Authorize the Director of Public Works or her designee to exercise the option of extending the contracts for the two optional one-year extensions.

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

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3. Authorize the Director of Public Works or her designee to extend the term of the contracts beyond the five-year period, as necessary, for the purpose of allowing the consultants to continue providing services on those projects that are underway, but have not yet reached completion.

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

Approval of the recommended action will enable the Department of Public Works (Public Works) to execute consultant services agreements with ATC Associates Inc., Coffey Environments, Mactec, and The Planning Center to provide as-needed environmental testing, inspection, and monitoring services for projects located throughout the County.

The use of independent firms providing environmental testing, inspection, and monitoring services during construction provides assurance that the materials, products, and the process used by the contractors meet the requirements of the construction documents and jurisdictional agencies. These agreements are an efficient means of providing as-needed technical services for large and small projects while reducing procurement costs associated with individual contracts.

The delegation of authority to the Director of Public Works, or her designee, to extend the term of contracts beyond the five-year period will only be exercised to allow the completion of projects that were underway before the end of the five-year period.

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

The Countywide Strategic Plan directs the provision of Organizational Effectiveness (Goal 3), by increasing our ability to manage fluctuations in workload in a responsive manner and provide responsive, efficient, and high-quality public service.

### **FISCAL IMPACT/FINANCING**

The contract period 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 agreement shall not exceed \$1 million for the five-year period. The term of the contracts may be extended to meet project completion schedules if necessary.

The contracts will be funded through the Public Works' Internal Service Fund-Facilities Project Management or from the appropriate project budgets. Services provided on disaster recovery projects will be reimbursed through the Federal Emergency Management Agency/Office of Emergency Services disaster claiming process,

insurance proceeds, and a net County cost commitment as appropriate. When services are required to meet the technical and schedule requirements of a specific project, a separate scope of work and work order will be negotiated and authorized for each within contract limitations.

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

The recommended contractors are ATC Associates Inc., located in Monterey Park, California; Coffey Environments located in Harbor City, California; Mactec, located in Los Angeles, California; and The Planning Center, located in Los Angeles, California. These contracts will commence on the date stipulated in the Notices to Proceed for a period of three years. With your Board's delegated authority, the Director of Public Works or her designee may renew the contracts for two optional one-year extensions to be exercised at the discretion of the Director of Public Works or her designee. The value of each agreement shall not exceed \$1 million for the five-year period. The term of the contracts may be extended to meet project completion schedules if necessary.

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The recommended contracts were solicited on an open-competitive basis and are in accordance with applicable Federal, State, and County requirements. The contractors are in compliance with the requirements of the Chief Executive Officer and your Board. The agreements will be in compliance with the Chief Executive Officer's and your Board's requirements.

The award of the contracts will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. The 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 and General Relief Opportunities for Work Programs (GAIN/GROW), 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 is on file with Public Works. The consultants were selected upon final analysis and consideration without regard to race, creed, color, or gender.

The agreements will include a cost-of-living adjustment provision in accordance with your Board Policy, which was approved on January 29, 2002.

### **ENVIRONMENTAL DOCUMENTATION**

A finding of environmental impact is not required for award of the consultant services agreements for this scope of work.

### **CONTRACTING PROCESS**

On February 2, 2010, Public Works issued a Request for Proposals (RFP) to 160 firms. Thirty-three firms responded to the RFP. An Evaluation Committee, consisting of Public Works' staff from Architectural Engineering and Project Management I and II Divisions, 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 ATC Associates Inc.; Coffey Environments; Mactec; and The Planning Center as the best-qualified firms to perform the specified services.

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 enclosed for your reference.

ATC Associates', Coffey Environments', Mactec's; and The Planning Center's Community Business Enterprises participation data and three-year contracting histories are on file with Public Works.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreements as these agreements are for non-Proposition A services.

The Honorable Board of Supervisors  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects during the performance of the recommended consultant services.

**CONCLUSION**

Please return one adopted copy of this 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:GF:SK  
DJT:RB:zu

Attachment

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

## Selected Bid Information

## Bid Detail Information

**Bid Number :** ENVIRON1

**Bid Title :** As-Needed Environmental Testing, Inspection, and Monitoring Services

**Bid Type :** Service

**Department :** Public Works

**Commodity :** CONSULTING SERVICES - ENVIRONMENTAL

**Open Date :** 2/2/2010

**Closing Date :** 3/2/2010 5:00 PM

**Bid Amount :** N/A

**Bid Download :** Not Available

**Bid Description :** The County of Los Angeles Department of Public Works is requesting proposals from qualified firms to provide As-Needed Environmental Testing, Inspection, and Monitoring Services for various locations throughout Los Angeles County.

If you require the RFP document, please e-mail your contact information to the e-mail address provided.

**Amendment Date : 2/18/2010** A Notice To Proposers "A" was released on February 18, 2010 to extend the deadline for submittal of proposals from February 23 to March 2, 2010.

**Amendment Date : 2/25/2010** A Notice To Proposers "B" was released on February 25, 2010. If you require a copy, please contact Cheryl Wong at [CWONG@dpw.lacounty.gov](mailto:CWONG@dpw.lacounty.gov) or (626) 300-2330.

**Contact Name :** Cheryl Wong

**Contact Phone# :** (626) 300-2330

**Contact Email :** [CWONG@dpw.lacounty.gov](mailto:CWONG@dpw.lacounty.gov)

**Last Changed On :** 2/18/2010 5:44:39 PM

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