



WILLIAM T FUJIOKA  
Chief Executive Officer

# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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April 10, 2012

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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

26 April 10, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
SUNSET THE LOS ANGELES COUNTY  
ARCHITECTURAL EVALUATION BOARD,  
AN ADVISORY BODY TO LOS ANGELES COUNTY  
(ALL DISTRICTS) (3 VOTES)**

### **SUBJECT**

Based upon your Board's instruction, the Chief Executive Office has worked with County departments to explore opportunities to consolidate, or as appropriate, curtail County advisory bodies in order to improve efficiency, reduce costs, and produce savings or other benefits for the County. Toward this end, we have concluded that the County's Architectural Evaluation Board is no longer needed in order to ensure a competitive process for architect/engineer selection because the legal mandates of Proposition 35 and a related statute independently ensure a competitive, qualifications-based process for the selection of architectural/engineering consultants. Therefore, we recommend that the Architectural Evaluation Board be sunsetted.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Sunset the Architectural Evaluation Board effective April 10, 2012.
2. Authorize the Director of Public Works, or her designee, to implement an open, competitive, qualifications-based solicitation process for the procurement of architectural/engineering services contracts for County capital projects.

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

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

Approval of the recommended actions will allow the County to improve the efficiency of the County capital projects process, ensure fair and impartial solicitation and selection procedures for architectural/engineering (A/E) services, and enhance the architectural excellence of County buildings.

### **Background**

The Architectural Evaluation Board (AEB) was established by Board Order No. 113 on April 8, 1969. The purpose of the AEB was to assist the Board of Supervisors in selecting the most-qualified architectural firms for the design of County capital projects. Traditionally, the AEB maintains a list of A/E firms and, based on project-specific criteria, produces a shortlist of A/E firms upon request. The firms on the shortlist receive a Request for Proposals (RFP) for A/E services, which is jointly developed by the Chief Executive Office, user department, and for certain projects, the Board office that has jurisdiction over district in which the project is located.

This AEB process has remained largely unchanged since 1969. Recently, the increased use of the design-build procurement strategy has resulted in the majority of the design work being accomplished by the selected design-builder. Therefore, projects no longer require a detailed design document to solicit design-build proposals.

The use of the design-build approach combined with the enactment of the voter-approved Proposition 35 in November 2000 (also known as the Public Works Projects Act of 2000) which requires that a California governmental agency procure A/E services through a fair, competitive qualification-based process, has significantly diminished the AEB's traditional role. This legal requirement ensures that the goals underlying the County's AEB process will be achieved and eliminates the continued need for the AEB Process. We are, therefore, recommending the sunset of the Los Angeles County Architectural Evaluation Board.

By sunsetting the AEB, the capital projects delivery process will be streamlined by the elimination of the AEB's project review time and staff hours associated with the administration of the AEB's process. Projects may also realize an indirect savings in soft costs because of the greater efficiency in delivery.

### **Solicitation and Selection Procedures for A/E Services**

An open, competitive RFP process is the best way to ensure a "fair, competitive, qualifications-based selection process to obtain the best quality and value for California taxpayers" as mandated by Proposition 35 and a related California statute. To make sure that the best-qualified firms are selected, it is essential that the project-specific criteria used in the ranking of the firms are well established. Therefore, the Chief Executive Office, Department of Public Works (Public Works), and user departments will jointly develop these project-specific criteria. Input from interested Board offices will be incorporated in the development of these project-specific criteria to make sure the criteria reflect the vision of your Board.

In general, the evaluation committee ranking the submitted proposals for A/E services will consist of representatives from the Chief Executive Office, user department, and Public Works. Upon the completion of the evaluation rankings, we will return to your Board with our recommendations for award of contract(s) to the highest-ranked A/E firms.

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

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by improving the efficiency, quality, and responsiveness of County services to all residents. Under Goal 1, the recommendations support the Strategies of: 1) Fiscal Sustainability and 2) Service Excellence and Organizational Effectiveness. Under Community and Municipal Services (Goal 3), the recommendations advance the Strategies of Cultural and Recreation Enrichment and Public Works Infrastructure. The recommendations also improve the cost-effective delivery and coordination of key County services embraced by all other Strategic Plan Goals: Children and Families' Well-Being (Goal 2), Community and Municipal Services (Goal 3), Health and Mental Health Services (Goal 4), and Public Safety (Goal 5).

### **FISCAL IMPACT/FINANCING**

We expect implementation of the recommended actions will result in indirect County cost savings due to reduction in project delivery time.

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

Sunsetting the AEB is consistent with your Board's instruction to explore streamlining and cost reduction opportunities with respect to the County's advisory bodies.

The Honorable Board of Supervisors  
April 10, 2012  
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### **ENVIRONMENTAL DOCUMENTATION**

The proposed activity is not a project pursuant to the 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 State CEQA Guidelines. The proposed actions are an administrative activity of the government, which will not result in direct or indirect changes to the environment.

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

The recommended procedure for the solicitation and selection of A/E services will result in an improved County capital projects delivery process.

### **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:RLR:DJT  
SW:RB:zu

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