



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**

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

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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

December 17, 2024

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

44 December 17, 2024

EDWARD YEN  
EXECUTIVE OFFICER

Dear Supervisors:

**CONSTRUCTION-RELATED CONTRACTS  
MUNICIPAL SERVICES CORE SERVICE AREA  
AWARD OF CONSULTANT SERVICE AGREEMENTS FOR  
ON-CALL BUILDING AND SAFETY PLAN CHECK AND RELATED SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to award ten consultant service agreements to provide on-call building and safety plan check and related services on behalf of the County of Los Angeles.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed work is not a project pursuant to the California Environmental Quality Act for the reasons stated in this Board letter.
2. Award and delegate authority to the Director of Public Works or his designee to execute ten consultant service agreements with the following firms: three small-sized firms (True North Compliance Services, Inc.; J. Lee Engineering, Inc.; and Hayer Consultants Inc.); three medium-sized firms (Jason Addison Smith Consulting Services, Inc.; BPR Consulting Group LLC; and TRB and Associates); and four large-sized firms (The Code Group, Inc.; Shums Coda Associates, Inc.; Bureau Veritas North America, Inc.; and CSG Consultants, Inc.). The firms will provide specialized on-call building and safety plan check and related services for construction projects within the County's jurisdictional area for an aggregate not-to-exceed program amount of \$20,000,000 across all ten agreements for the entire 3-year term plus two 1-year extension options if exercised. These consultant service agreements will be subject to the additional extension provisions specified below.

3. Delegate authority to the Director of Public Works or his designee to authorize additional services and extend the contract expiration date for each of the ten agreements as necessary to complete those services when those additional 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.

4. Delegate authority to the Director of Public Works or his designee to supplement the initial not-to-exceed program amount of \$20,000,000 by up to \$330,000 per amendment. The aggregate amount of such amendments shall not exceed 25 percent of the original program amount based on workload requirements.

5. Delegate authority to the Director of Public Works or his designee to administer the agreements and at the discretion of the Director of Public Works or his designee to exercise the options extending these agreements for the two 1-year extension options based upon project demands and the level of satisfaction with the services provided with no change to the initial not-to-exceed program amount, and to suspend/terminate these agreements for convenience, if necessary and appropriate to do so in the discretion of the Director of Public Works or his designee.

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

The purpose of the recommended actions is to contract for on-call building and safety plan check and related services to meet the potential demand from our customers. The consultant service agreements will provide Public Works with the flexibility to augment staffing levels on an on-call basis. This flexibility is needed to meet the intermittent demands for additional plan check and related services resulting from varying levels of construction activity due to economic forces, seasonal variations, and emergencies.

Public Works is committed to providing a high-level of customer service. In times of peak development, it is essential to maintain customer service levels to support development by a wide range of customers. Customers include homeowners, contractors, private developers, and County sponsored development. To support this customer base, when the workload exceeds staff capacity during peak periods, on-call building plan check, and related services may be used to supplement production. During emergencies, such as the COVID-19 pandemic, maintaining streamlined inspections to support the local economy and development is critical.

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

These recommendations support the County Strategic Plan: North Star 1, Make Investments that Transform Lives, Focus Area Goal B, Employment and Sustainable Wages, Strategy i, Remove Barriers, Strategy iii, Job Creation, and Strategy iv, Sustainable Wages; and Focus Area Goal C, Housing and Homelessness, Strategy i, Affordable Housing, and Strategy iii, Homelessness, by allowing the use of flexible staffing resource augmentations to enhance services to the County's Building and Safety customers. The consultants, who have the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner, will support Public Works in meeting these goals.

### **FISCAL IMPACT/FINANCING**

The total cost of the on-call consultant services will be for an initial aggregate total program amount of \$20,000,000 for ten consulting firms over a 3-year period with two optional 1-year extensions. The

total aggregate amount may be supplemented by up to \$330,000 per amendment. The total amount of such amendments shall not exceed 25 percent of the initial aggregate program amount. It is expected that the initial 3-year term of the agreements will start during Fiscal Year (FY) 2024-25. When the 25 percent supplement is exercised by Public Works, the Board will be notified.

Total expenditures for these services will not exceed the amount approved by the Board. Funding for the services is available in various Public Works funds (Services and Supplies) FY 2024-25 Budgets. When the need arises for services under these contracts, financing the required services will be from the appropriate fund source. No work will be assigned to the consultants without appropriate funding authorization. Funding to finance the contracts' remaining years and supplemental funding for the amendments will be requested through the annual budget process.

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

A standard consultant service agreement, in the form previously approved by County Counsel, will be used. The consultant service agreements contain terms and conditions in compliance with the Chief Executive Officer's and the Board's requirements.

The term of each consultant service agreement shall commence on the date of the full execution of the agreement and shall extend for a period of 3 years from such commencement date, plus two 1-year extension options for each firm, for a maximum agreement duration of 5 years. The expiration of each of the consultant service agreements is subject to the following condition: where services for a given project have been authorized in writing by the County but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

Enclosure A reflects each consultant's minority participation and the Community Business Enterprises participation data.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not a project pursuant to the California Environmental Quality Act (CEQA) because they are activities that are excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action, to award as-needed consultant service agreements for anticipated future projects and maintenance activities, is an administrative activity of government that will not result in direct or indirect changes to the environment. Public Works will return to the Board as necessary for consideration of appropriate environmental documentation pursuant to CEQA prior to commencement of activities under the agreements.

### **CONTRACTING PROCESS**

On October 17, 2023, Public Works released a Request for Proposals (RFP) for on-call building and safety plan check and related services. The RFP was advertised on the County's "Doing Business with Los Angeles County" website (Enclosure B) and Public Works' "Do Business with Public Works" website, and in the Los Angeles Daily Journal, Los Angeles Sentinel, La Opinión, San Gabriel Valley Tribune, Pasadena Star News, Press Telegram, Santa Monica Daily Press, Daily Breeze, The Signal, and World Journal. Also, Public Works informed 1,499 Local Small Business Enterprises, 179 Social Enterprises, 162 Disabled Veteran Business Enterprises, 906 Community Business Enterprises, and 1,385 Community Based Organizations. Nineteen firms registered on Public

Works' website for this RFP.

The RFP allowed firms to compete as primes in one of three categories: small-, medium-, or large-sized firms. Each firm was requested to certify its own size based on the number of personnel for competition with other firms in the same size category. The RFP stated that a total of up to ten firms would be awarded contracts as follows: four small-sized firms (with 25 or fewer personnel), three medium-sized firms (with 26 to 75 personnel), and three large-sized firms (with over 75 personnel). The RFP also stated that prior to the award, the County reserves the right to increase or decrease the number of selected firms in any category or the total number of contracts. Public Works notified the union of this solicitation.

On November 29, 2023, a total of 16 proposals were received: four small-sized firms, three medium-sized firms, and nine large-sized firms. One small-sized firm was disqualified for failure to meet the minimum mandatory requirements of the RFP, which was a pass/fail requirement. During the selection process, Public Works decreased the number of small-sized firm contracts by one and increased the number of large-sized firm contracts by one, as allowed by the RFP.

An evaluation committee, consisting of Public Works' staff, evaluated the proposals based on the criteria described in the RFP, including technical expertise, experience, personnel, qualifications, and understanding of the work requirements. Based on the evaluation of the proposals, the following firms were selected without regard to race, creed, color, or gender: three small-sized firms (True North Compliance Services, Inc.; J. Lee Engineering, Inc.; and Hayer Consultants Inc.); three medium-sized firms (Jason Addison Smith Consulting Services, Inc.; BPR Consulting Group LLC; and TRB and Associates); and four large-sized firms (The Code Group, Inc.; Shums Coda Associates, Inc.; Bureau Veritas North America, Inc.; and CSG Consultants, Inc.).

The firms selected represent the highest rated firms to provide the required services. Public Works has determined that the firms' proposed rates for performing the services are reasonable. Three-year contracting history for the selected firms is on file with Public Works.

Public Works has evaluated and determined that the Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended agreements. These agreements are exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

The consultant service agreements include a cost-of-living adjustment provision in accordance with Board Policy No. 5.070 – Multi-Year Services Contract Cost-of-Living Adjustments.

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

There will be no negative impact on current County services or projects during the performance of the recommended consultant service agreements. These consultant service agreements will provide necessary on-call building and safety plan check and related services to support and enhance the permitting process and increase customer service during peak demand.

### **CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Building and Safety Division.

The Honorable Board of Supervisors

12/17/2024

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is written in a cursive, flowing style.

MARK PESTRELLA, PE

Director

MP:SK:sc

Enclosures

c: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR  
ON-CALL BUILDING AND SAFETY PLAN CHECK AND RELATED SERVICES**

**SELECTED FIRMS**

	<b>Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.</b>	<b>Local Small Business Enterprise (LSBE)</b>	<b>Small Business Enterprise (SBE)</b>	<b>Minority</b>	<b>Women-Owned</b>	<b>Disadvantaged Business</b>	<b>Disabled Veteran Business Enterprise</b>	<b>Social Enterprise</b>	<b>Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise</b>
<b>Small-Sized Business Category</b>									
1	<b>Hayer Cosultants Inc.</b>								
2	<b>J. Lee Engineering, Inc.</b>	X	X						
3	<b>True North Compliance Services, Inc.</b>								
<b>Medium-Sized Business Category</b>									
4	<b>BPR Consulting Group LLC</b>								
5	<b>Jason Addison Smith Consulting Services, Inc. dba JAS Pacific</b>								
	IDC Engineers, Inc.			X	X	X			
6	<b>TRB and Associates</b>								
	<b>Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.</b>	<b>Local Small Business Enterprise (LSBE)</b>	<b>Small Business Enterprise (SBE)</b>	<b>Minority</b>	<b>Women-Owned</b>	<b>Disadvantaged Business</b>	<b>Disabled Veteran Business Enterprise</b>	<b>Social Enterprise</b>	<b>Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise</b>
<b>Large-Sized Business Category Proposer Name</b>									
7	<b>Bureau Veritas North America, Inc.</b>								
	Francison Consulting	X	X			X			

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR  
ON-CALL BUILDING AND SAFETY PLAN CHECK AND RELATED SERVICES**

	JCE Structural Engineering Group		X	X		X			
8	<b>CSG Consultants, Inc.</b>								
	VCA Engineers, Inc.	X	X	X		X			
9	<b>Shums Coda Associates, Inc.</b>								
10	<b>The Code Group, Inc. dba VCA Code</b>								

**NON-SELECTED FIRMS**

	Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.	Local Small Business Enterprise (LSBE)	Small Business Enterprise (SBE)	Minority	Women-Owned	Disadvantaged Business	Disabled Veteran Business Enterprise	Social Enterprise	Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise
	<b>Large-Sized Business Category Proposer Name</b>								
1	<b>4Leaf, Inc.</b>								
	Crystallogy	X	X	X	X		X		
2	<b>Interwest Consulting Group, Inc.</b>								
3	<b>Nova Geotechnical and Inspection Services - So Cal dba Universal Engineering Sciences</b>								
4	<b>West Coast Code Consultants, Inc.</b>								
5	<b>Willdan Engineering</b>								
	E.W. Moon, Inc.		X	X		X			

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR ON-CALL BUILDING AND SAFETY PLAN CHECK AND RELATED SERVICES**

<b>FIRM INFORMATION*</b>		<b>BPR Consulting Group LLC</b>	<b>Bureau Veritas North America, Inc.</b>	<b>CSG Consultants, Inc.</b>	<b>Hayer Consultants, Inc.</b>	<b>J. Lee Engineering, Inc.</b>	<b>Jason Addison Smith Consulting Services, Inc. dba JAS Pacific</b>	<b>Shums Coda Associates, Inc.</b>
<b>BUSINESS STRUCTURE</b>		Limited Liability Company	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER/% OF OWNERSHIP</b>						
<b>OWNERS/PARTNERS</b>	Black/African American	0	0	8	0	0	0	0
	Hispanic/Latino	0	0	47	0	0	0	0
	Asian or Pacific Islander	0	0	87	0	1/100%	0	0
	Native American	0	0	1	0	0	0	0
	Subcontinent Asian	0	0	2	2/100%	0	0	0
	White	100%	0	216	0	0	1/100%	1/100%
	<i>Female (included above)</i>	0	0	107	100%	0	0	0
		<b>NUMBER</b>						
Total No. of Employees		66	2,651	361	10	25	62	98
<b>COUNTY CERTIFICATION</b>								
CBE		N/A	N/A	N/A	N/A	N/A	N/A	N/A
LSBE		N/A	N/A	N/A	N/A	N/A	N/A	N/A
<b>OTHER CERTIFYING AGENCY</b>		N/A	N/A	N/A	N/A	N/A	N/A	N/A

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.



**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR ON-CALL BUILDING AND SAFETY PLAN CHECK AND RELATED SERVICES**

<b>FIRM INFORMATION*</b>		The Code Group, Inc. dba VCA Code	TRB and Associates	True North Compliance Services, Inc.				
<b>BUSINESS STRUCTURE</b>		Corporation	Corporation	Corporation				
<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER/% OF OWNERSHIP</b>						
<b>OWNERS/PARTNE</b>	Black/African American	0	0	0				
	Hispanic/Latino	0	0	0				
	Asian or Pacific Islander	1	0	0				
	Native American	0	0	0				
	Subcontinent Asian	2	0	0				
	White	9	1/100%	1/100%				
	Female (included above)	1	0	0				
		<b>NUMBER</b>						
Total No. of Employees		98	65	22				
<b>COUNTY CERTIFICATION</b>								
CBE		N/A	N/A	N/A				
LSBE		N/A	N/A	N/A				
<b>OTHER CERTIFYING AGENCY</b>		N/A	N/A	N/A				

Home (/LACoBids/)

**+ Solicitation Information**

<b>Solicitation Number:</b>	BRC0000487		
<b>Title:</b>	On-Call Building and Safety Plan Check and Related Services		
<b>Department:</b>	Public Works		
<b>Bid Type:</b>	Service	<b>Bid Amount:</b>	\$20,000,000.00
<b>Commodity:</b>	CONSULTING SERVICES - ENGINEERING		
<b>Description:</b>	<p>Visit Public Works website at <a href="https://dpw.lacounty.gov/contracts/opportunities.aspx">https://dpw.lacounty.gov/contracts/opportunities.aspx</a> , to access RFP documents. Proposals received after the deadline will not be accepted.</p> <p>The County of Los Angeles Public Works is inviting proposals from qualified firms to provide on call building and safety plan check and related services located throughout the County of Los Angeles.</p> <p>The objective of this solicitation is to select qualified small, medium, and large size firms to provide the requested services. A total of up to 10 on-call contracts will be awarded from this solicitation; four (4) small sized category firms, three (3) medium sized category firms, and three (3) large sized category firm. Each selected Consultant will be awarded an aggregate not-to-exceed program amount of \$20,000,000.</p> <p>A pre-proposal virtual conference to answer questions concerning the project will be held on Wednesday November 1, 2023 at 2:00 p.m., via Microsoft Teams. Those who wish to attend must click the link titled "Pre-Proposal Conference Meeting (Live)" on the project page located at the website below to join.</p> <p><a href="https://dpw.lacounty.gov/contracts/opportunities.aspx">https://dpw.lacounty.gov/contracts/opportunities.aspx</a></p> <p>Submit questions relating to this solicitation to person listed below.</p>		

Less

<b>Open Day:</b>	10/17/2023	<b>Closed Date:</b>	11/29/2023 5:30:00 PM
<b>Contact Name:</b>	Rori Rubio	<b>Contact Phone:</b>	(626) 458-2584
<b>Contact Email:</b>	rrubio@dpw.lacounty.gov		
<b>Notice of Intent to Award (0):</b>	<a href="#">➕ Click here to view notice intent to award list.</a>		
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