

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: May 18, 2018

CAO File No. 0220-04582-0014

Council File No. 09-2722

Council District: All

To: The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Results of the Office of Economic Analysis Request for Qualifications (C.F. 09-2722)

Subject: **REQUEST TO APPROVE THE RESULTS OF A REQUEST FOR QUALIFICATIONS FOR A PANEL OF CONSULTANTS FOR THE OFFICE OF ECONOMIC ANALYSIS**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Approve the prequalified list of consultants identified through the Request for Qualifications (RFQ) for three years plus two one-year extensions, in the categories enumerated in the Attachment to this Report;
2. Authorize the City Administrative Officer, or designee, to solicit bids from and execute contracts with pre-qualified firms on an as-needed basis, subject to compliance with the City's contracting policies, approval of the City Attorney as to form and, and funding availability; and,
4. Authorize Department General Managers, or designees, to solicit bids from and execute contracts with these prequalified consultant firms on an as-needed basis, subject to compliance with the City's contracting policies, approval of the City Attorney as to form, and funding availability.

SUMMARY

The Office of the City Administrative Officer (CAO) requests Council and Mayor approval of the results of the Request for Qualifications (RFQ) and to re-establish a panel of pre-qualified consultant firms for as-needed economic analysis services in the CAO's Office of Economic Analysis (OEA) for a term of three years with two optional one-year extensions. The seven consultant firms selected through the RFQ process and recommended for inclusion on the pre-qualified OEA panel are included in the Attachment to this Report (Attachment). The CAO also requests authority to solicit bids and execute contracts with prequalified consultant firms for as-

needed services, subject to compliance with the City's contracting policies, approval of the City Attorney as to form, and funding availability.

The OEA was established by the Council in 2011 (C.F. 09-2722) as a Pilot Program in the Office of the CAO with the purpose of engaging pre-qualified consultants to provide economic and fiscal analysis, subject to requests and the availability of funds, in order to incorporate economic impact analysis into the City's legislative decision-making process. In November 2017, the Council approved the continuation of the OEA Program and authorized the CAO to release a Request for Qualifications (RFQ) to re-establish a panel of on-call economic consultants for the OEA, and report to Council for approval of recommendations for the proposed Panel (C.F. 09-2722). The proposed OEA panel of consultants will be available to departments Citywide for as-needed economic and fiscal impact analysis services.

Pursuant to Los Angeles City Charter Section 1022, the Personnel Department completed a review and found that, due to the intermittent need for services and wide range of needed expertise, no City classifications could perform the work.

DISCUSSION

On January 31, 2018, the CAO issued a RFQ to re-establish an OEA panel of pre-qualified consultants for proposals and projects requiring economic and fiscal analysis services. The deadline to submit responses was 4:00 PM, March 21, 2018, and the RFQ was posted to the Los Angeles Business Assistance Virtual Network (LA BAVN) and the CAO's website. A Presubmittal Conference for potential bidders, with optional attendance, was held on February 27, 2018 and attended by seven firms. Firms on the current OEA panel were required to reapply in order to be eligible for selection to the re-established panel. Questions from potential bidders were accepted via email through February 13, 2018, and a list of questions and answers was posted to LA BAVN and the CAO's website following the Presubmittal Conference. Respondents were requested to provide a description of their experience and ability to provide economic and fiscal impact analysis in one or more of nine service categories identified in the Attachment. The nine service categories include taxes, revenue, and forecasting; legislation and policy; labor and employment; housing; transportation; real estate and urban planning; energy, environment, and sustainability; recreation and entertainment; and public safety. The service categories cover potential OEA study subject areas. It should be noted that none of the respondents to the RFQ identified experience or ability in the public safety service category.

The CAO received a total of 13 Statements of Qualifications by the submittal deadline. Of the 13, two respondents did not provide a binding offer of services under the submission requirement format, and one respondent did not provide a binding offer with City contract compliance. As a result, these three firms were found non-responsive and ineligible for further consideration in the OEA RFQ process. The balance of 10 responses were scored by the evaluation team consisting of staff from the CAO, Office of the Chief Legislative Analyst, and the Harbor Department. The evaluation criteria consisted of the following:

- Qualifications and experience in fiscal and economic analysis within the categories of

services being proposed (Maximum: 40 points)

- Competency and experience in fiscal and economic analysis of specific personnel and consultants listed to work with the City (Maximum: 30 points)
- Thoroughness, logic, and completeness of the Statement of Qualifications (Maximum: 30 points).

Pursuant to the RFQ, the maximum number of possible points is 100, and respondents achieving a score of 80 or higher were to be recommended for appointment to the OEA. Of the 10 submissions reviewed by the evaluation team, seven firms received a qualifying score of 80 or higher and are recommended for inclusion on the OEA panel, while three firms received scores less than 80. Proposers were permitted to appeal results on procedural issues only.

Appeals were accepted in writing within 10 business days following notification of the results. A total of one appeal was received by the CAO during the designated period. The Appeals Board, consisting of CAO staff not part of the original evaluation team, reviewed and subsequently denied the appeal due to the applicant's non-responsiveness.

The OEA requests for bids will be submitted to all consultant panelists for response. The seven firms which received a qualifying score of 80 or higher and the service categories associated with their RFQ responses are included in the Attachment.

FISCAL IMPACT STATEMENT

There is no immediate impact to the General Fund. Requests for economic analysis that are presented to the OEA should identify a funding source to pay for the study. Compliance with City Financial Policies is reviewed on a case-by-case basis as the sources of funds for requested studies are determined.

RHL:SAM:02180109C

Attachment

CAO - Office of Economic Analysis
Firms Recommended for the Pre-Qualified Consultant Panel

Company Name	Economic Analysis - Service Categories								
	Taxes, Revenue, and Forecasting	Legislation and Policy	Labor and Employment	Housing	Transportation	Real Estate and Urban Planning	Energy, Environment, and Sustainability	Recreation and Entertainment	Public Safety
AECOM	X	X	X	X	X	X	X	X	
Alvarez & Marsal Public Sector Services	X		X	X	X	X			
BAE Urban Economics	X	X		X	X	X	X	X	
Blue Sky Consulting Group	X	X	X	X	X	X	X	X	
Economic & Planning Systems, Inc.	X	X	X	X	X	X		X	
HR&A Advisors	X			X	X	X	X	X	
WSP USA	X	X		X	X	X	X		