

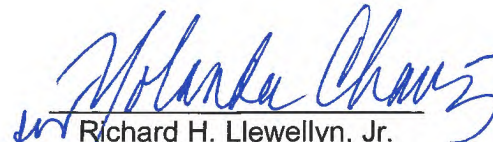
TRANSMITTAL

To: Council	DATE 10-30-17	COUNCIL FILE NO. 13-1090
From: Municipal Facilities Committee	COUNCIL DISTRICT All	

At its meeting of October 26, 2017, the Municipal Facilities Committee approved recommendations in the attached Economic and Workforce Development Department (EWDD) report and instructed staff to transmit to Council for consideration.

Council approval of the report recommendations would approve the augmented List of Pre-Qualified Consultants in six service areas identified through a supplemental Request for Qualifications (RFQ) for a term of three years, effective July 1, 2017 through June 30, 2020. The report also recommends that Council authorize the EWDD to solicit bids from and execute contracts with pre-qualified firms on an as-needed basis, and release subsequent RFQs to augment the list or add service areas.

Fiscal Impact Statement: Approval of the recommendations in this report will have no impact on the General Fund. The proposed contract for consulting services will be funded using the Miscellaneous and Program Income from Fund 43F of EWDD's Section 108 program.


Richard H. Llewellyn, Jr.
Interim City Administrative Officer
Chair, Municipal Facilities Committee

RHL:JVW:BA:15180035

Attachment



October 16, 2017

Council File: 13-1090
Council District Nos.: All
Contact and Phone Numbers:
Samuel Hughes, (213) 744-9723

Richard H. Llewellyn, Jr., Interim City Administrative Officer
Chair, Municipal Facilities Committee
Room 1500, City Hall East

COMMITTEE TRANSMITTAL: REQUEST TO APPROVE THE RESULTS OF THE PROFESSIONAL CONSULTING SERVICES SUPPLEMENTAL REQUEST FOR QUALIFICATIONS (RFQ)

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests your review, approval, and processing of the recommendations in this transmittal to the appropriate Council Committee(s) and the City Council for their review and consideration.

RECOMMENDATIONS

The General Manager of the Economic and Workforce Development Department (EWDD) respectfully requests that the Municipal Facilities Committee (MFC), appropriate Council Committee(s), City Council, and Mayor:

1. APPROVE the augmented EWDD prequalified list of consultants identified through the Professional Consulting Services supplemental Request for Qualifications (RFQ) categories enumerated in Attachment A, for a term of three (3) years, effective July 1, 2017 through June 30, 2020, with an extension option of one (1) year;
2. AUTHORIZE the General Manager, EWDD, or designee, to solicit bids and execute contracts with the firms identified in this transmittal, augmented to the existing EWDD prequalified list of consultants on an as-needed basis subject to approved funding to expend funds within Fund No. 100/22 Account No. 3040 Contractual Services, compliance with the City's contracting policies, Charter 1022 review, and approval of the City Attorney as to form and legality; and
3. AUTHORIZE the General Manager, EWDD, or designee, to prepare Controller instructions and/or make any technical adjustments needed and consistent with this action, subject to the approval of the City Administrative Officer, and request the Controller to implement these instructions

FISCAL IMPACT STATEMENT

The recommendations contained in this report will have no additional impact on the General Fund. The proposed professional consulting services contracts will be funded using EWDD's contractual services account Fund 100/22. The prequalified firms' contracts will contain a financial liability clause which limits the City's financial obligation to the amount approved by the Mayor and Council for such work, which is consistent with the City's Financial Policies. As such, the recommendations in this report comply with the City's Financial Policies as project funding will support project expenditures.

SUMMARY

The General Manager of the Economic and Workforce Development Department requests that the Mayor and the City Council approve the EWDD recommended contractors selected through the Professional Consulting Services supplemental Request for Qualifications (RFQ) process, and provide authority to negotiate and execute contracts with the 19 selected contractors for a term of three (3) years, effective July 1, 2017 through June 30, 2020, with an extension option of one (1) year. Contract extensions will be subject to contractor performance reviews, funding availability, and City Council and Mayor approval.

BACKGROUND

On August 16, 2017, the City Council adopted the EWDD prequalified list of consultants identified through a Request for Qualifications (RFQ) to provide Professional Consulting Services, and authorized the EWDD to release a subsequent RFQ to augment the list of prequalified firms and expand the scope of services to provide economic development functions needed by the department to better perform its daily functions to develop, deliver, and promote the best in class economic services to generate, sustain, and grow individual, business, and community prosperity in the City of Los Angeles.

On June 14, 2017, the EWDD released the Professional Consulting Services supplemental Request for Qualifications which included the following service areas: 1) appraisal services, 2) environmental assessment services, 3) labor/wage compliance services, 4) construction management /inspector services, 5) title/escrow services, and 6) property management services.

The table below lists procurement timeline of key milestones in the RFQ process.

Milestone	Date
Professional Consulting Services RFQ Released	June 14, 2017
Technical Assistance Deadline	July 12, 2017
RFQ Responses Due	July 26, 2017
EWDD notified respondents of scores	September 21, 2017

Evaluation

The EWDD received responses from a total of 23 firms and individuals interested in the six service areas. Before the proposals were evaluated and rated, EWDD briefed a total

of 13 evaluators, three per service area, on the Professional Consulting Services supplemental RFQ process and trained them to use a scoring tool developed by EWDD (based on the narrative criteria outlined below in the RFQ). All eligible proposals' narrative responses were rated accordingly. The final scores for all eligible proposals and contractor recommendations for each of the six service areas with scores higher than the required threshold of 70 are attached for reference.

The RFQ's three narrative components and their respective point values are described below.

Narrative	Points
Demonstrated Ability <ul style="list-style-type: none">Firm's qualifications and experience in the categories of services being proposed.	40
Team Identification <ul style="list-style-type: none">Team identification, qualifications, experience, and competency of specific personnel and sub-consultants listed to work with the City.	40
Understanding of Scope <ul style="list-style-type: none">Understanding of Project Scope (thoroughness, logic, and completeness of the Statement of Qualifications).	20
TOTAL	100

CONCLUSION

Having concluded the Professional Consulting Services supplemental RFQ process, EWDD respectfully requests that the MFC, appropriate Council Committee(s), City Council, and the Mayor approve the augmented EWDD prequalified list of consultants for the six (6) service areas as recommended in Attachment B.

If this list is approved, EWDD will be able to request for bids and enter into contract agreements with these firms for three (3) years on an as-needed basis, with up to one (1) optional one-year renewal period, subject to Charter 1022 review, funding availability, compliance with City's contracting policies, and City Attorney's approval as to form and legality. All firms selected for the prequalified list will be required to comply with the City's insurance requirements.



JAN PERRY
General Manager

JP:SH:CO

Attachment A: Professional Consulting Services Supplemental RFQ Scoring and Results

Attachment B: EWDD Professional Consulting Services Prequalified List of Consultants

Professional Consulting Services Supplemental RFQ
Scoring and Results

The table below reflects the RFQ scores and the recommended prequalified firms for each of the six (6) service areas.

	<u>Service Area</u>	<u>Scores</u> <u>/100</u>
1	Appraisal Services	
	Integra Realty Resources	99
	Mason & Mason	99
	Bender Rosenthal, Inc.	93
	Epic Land Solutions, Inc.	93
	Peregrine Realty Partners	89
	Valentine Appraisals & Associates	83
	Norris Realty Advisors	82
	Tierra West Advisors	75
2	Environmental Assessment Services	
	The Source Group, Inc.	98
	TRC Solutions, Inc.	98
	Partner Engineering and Science, Inc.	96
	Alta Environmental	93
	Ninyo & Moore	93
3	Labor/Wage Compliance Services	
	Pacifica Services, Inc.	92
	Petteway Management Group	92
4	Construction Management/Inspector Services	
	Red Brick Consulting	98
	KDG Construction Consulting	92
	Tierra West Advisors	71
5	Title and Escrow Services	
	Commonwealth Land Title Company	75
6	Property Management Services	
	Total Commercial Real Estate, Inc.	99

EWDD Professional Consulting Services Prequalified List of Consultants
(Including recommendations and Service Areas from Attachment A)

Service Area	Consultants
Relocation Services	Paragon Partners, Ltd.
	Epic Land Solutions, Inc.
	Overland, Pacific, & Cutler, Inc.
	RSG
	CPSI
Construction Estimator Services	Lenax Construction Services
	MGAC
	Cumming Construction Management, Inc.
	RSG
Financial Feasibility/Real Estate Analysis	Asset Strategies
	JLL
	RSG
Property Management	Total Commercial Real Estate, Inc.
Title/Escrow Services	Commonwealth Land Title Company
Construction Management /Inspector Services	KDG Construction Consulting
	Red Brick Consulting
	Tierra West Advisors
Labor/Wage Compliance Services	Petteway Management Group
	Pacifica Services, Inc.
Environmental Assessment Services	Ninyo & Moore
	The Source Group, Inc.
	Alta Environmental
	Partner Engineering and Science, Inc.
	TRC Solutions, Inc.
Appraisal Services	Integra Realty Resources
	Peregrine Realty Partners
	Mason & Mason
	Bender Rosenthal, Inc.
	Epic Land Solutions, Inc.
	Valentine Appraisal & Associates
	Norris Realty Advisors
Tierra West Advisors	