

ECONOMIC DEVELOPMENT COMMITTEE REPORT relative to establishing a list of pre-qualified consultants identified through a Request for Qualifications (RFQ) to provide professional services for the Economic and Workforce Development Department (EWDD).

Recommendations for Council action:

1. APPROVE the pre-qualified list of consultants identified through the RFQ categories enumerated in July 10, 2017 Municipal Facilities Committee (MFC) report, attached to the Council file, for a term of three years, effective July 1, 2017 through June 30, 2020, with an extension option of one year.
2. AUTHORIZE the General Manager, EWDD, or designee, to solicit bids and execute contracts with the pre-qualified list of firms on as as-needed basis, subject to compliance with the City's contracting policies, Charter 1022 review, funding availability, and approval of the City Attorney as to form and legality.
3. AUTHORIZE the General Manager, EWDD, or designee, to release a subsequent RFQ to augment the list of pre-qualified firms and expand the scope of services to provide the economic development functions needed in the department, subject to funding availability and Charter Section 1022 determination.
4. 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 MFC reports that approval of the recommendations contained in the July 10, 2017 MFC report, attached to the Council file, 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 No. 43F of the EWDD's Section 108 Program.

Community Impact Statement: None submitted.

Summary:

On August 8, 2017, your Committee considered a July 10, 2017 MFC report relative to establishing a list of pre-qualified consultants identified through a RFQ to provide professional services for the EWDD. According to the MFC, on February 17, 2016, Council authorized the EWDD to procure, negotiate and execute contracts for third-party services needed to implement the Section 108 program and manage the loan portfolio including, but not limited to credit reports, market data, title reports, appraisals and loan servicing (Council File No. 13-1090).

In an effort 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, EWDD released the Professional Consulting Services RFQ on November 10, 2016. A table listing procurement timeline of the key milestones in the RFQ process is attached to the MFC report. The due date for proposals was November 30, 2016.

The RFQ scope of requested services consisted of the following service areas: 1) relocation services; 2) construction cost estimator services; and 3) financial feasibility and real estate analysis services.

Before the proposals were evaluated and rated, EWDD briefed a total of 3 evaluators on the Professional Consulting Services RFQ process and trained them to use a scoring tool developed by EWDD (based on the narrative criteria outlined 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 three service areas with scores higher than the required threshold of 70 are attached to the MFC report.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the recommendations contained in the July 10, 2017 MFC report and detailed in the above recommendations. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

ECONOMIC DEVELOPMENT COMMITTEE



**MEMBER VOTE**

PRICE: YES

BUSCAINO: YES

HUIZAR: YES

ARL

8/8/17

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**