

0150-07288-0012

TRANSMITTAL

TO The City Council	DATE JUL 31 2014	COUNCIL FILE NO.
FROM The Mayor		COUNCIL DISTRICT Citywide

**Request to Approve Nineteen on-call Contracts
for the provision of Environmental Consulting Services**

Approved and transmitted for further processing.
See the City Administrative Officer report attached.

ERIC Conner
MAYOR

Rich Llewellyn
(Rich Llewellyn)

MG:02150003c

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor and Council	Date: 07-29-14	C.D. No. All	CAO File No.: 0150-07288-0012
Contracting Department/Bureau: Department of City Planning		Contact: Maria Ortiz 213-978-1291	
Reference: DCP Transmittal dated June 19, 2014; Request for report from the Mayor dated June 26, 2014			
Purpose of Contract: On-call Environmental consulting services.			
Type of Contract: (x) New contract () Amendment		Contract Term Dates: Sixty (60) months from the date of execution.	
Contract/Amendment Amount: N/A These are zero dollar on-call contracts: no minimum or maximum contract amount is included in the contract. The Department requests bids for specific projects and funding is provided for based on the successful bid for that work.			
Proposed amount N/A + Prior award(s) \$ 0 = Total \$ N/A			

Source of funds: General Fund budget allocations to the Department of City Planning and other sources that arise from specific projects.

Name and Address of Contractors: (Percent of Workforce that resides in the City)

AMEC Environmental & Infrastructure, Inc. 104 W. Anapamu Street, Suite 204A, Santa Barbara, CA 93101 (N/A)
Chambers Group, Inc. 315 W. 9th Street, Suite 400, Los Angeles, CA 90015 (N/A)
Conestoga-Rovers & Associates, Inc. 175 Technology Drive, Suite 150, Irvine, CA 92618 (N/A)
Dudek 38 North Marengo, Pasadena, CA 91101 (N/A)
EcoTierra Consulting, Inc. 555 W. 5th Street, 31st Floor, Los Angeles, CA 90013 (N/A)
FirstCarbon Solutions 11755 Wilshire Boulevard, Suite 1660, Los Angeles, CA 90012 (N/A)
Impact Sciences, Inc. 803 Camarillo Springs Road, Suite C, Camarillo, CA 93012 (N/A)
MIG/Hogle-Ireland 1500 Iowa Avenue, Suite 110, Riverside, CA 92507 (N/A)
Matrix Environmental 6701 Center Drive West, Suite 900, Los Angeles, CA 90045 (N/A)
Paleo Solutions, Inc. 911 S. Primrose Avenue, Suite J, Monrovia, CA 91016 (N/A)
PCR Services Corporation 80 S. Lake Avenue, Suite 570 Pasadena, CA 91191 (N/A)
PMC 3900 Kilroy Airport Way, Suite 120, Long Beach, CA 90806 (N/A)
RECON Environmental, Inc. 1927 Fifth Avenue, San Diego, CA 92101 (N/A)
Rincon Consultants, Inc. 180 N. Ashwood Avenue, Ventura, CA 93003 (N/A)
Sapphos Environmental, Inc. 430 N. Halstead Street, Pasadena, CA 91107 (N/A)
Terry A. Hayes Associates Inc. 8522 National Boulevard, Suite 102, Culver City, CA 90232-2400 (N/A)
The Planning Center/DC&E 3 MacArthur Place, Suite 1100 Santa Ana, CA 92707 (N/A)
UltraSystems Environmental, Inc. 16431 Scientific Way Irvine, CA 92618-7443 (N/A)
ICF Jones & Stokes, Inc. 601 W. 5th Street, Suite 900 Los Angeles, CA 90071 (N/A)

	Yes	No	N/A*	8. Contractor has complied with:	Yes	No	N/A*
1. Council has approved the purpose			x	a. Equal Employmt. Oppty./Affirm. Action	x		
2. Appropriated funds are available	x			b. Business Inclusion Program	x		
3. Charter Section 1022 findings completed	x			c. Equal Benefits Ordinance	x		
4. Proposals have been requested	x			d. Contractor Responsibility Ordinance	x		
5. Risk Management review completed	x			e. Slavery Disclosure Ordinance	x		
6. Standard Provisions for City Contracts included	x			f. Bidder Certification CEC Form 50	x		
7. Workforce that resides in the City: see above			N/A	*N/A = not applicable ** Contracts over \$100,000			

COMMENTS

The Department of City Planning (DCP) requests authority to negotiate and execute nineteen on-call contracts (See Attachments) for environmental consulting services for New Community Plans, Policy Planning, and Environmental review and related services. The proposed term for the contracts is sixty months from the date of execution, with the option of two additional one-year terms, not to exceed a

		
MG	Analyst 02150003	Assistant CAO City Administrative Officer

total of seven years, subject to the approval of the City Attorney as to form. In addition, City Charter Section 373 and Administrative Code 10.5 mandates that contracts longer than 3 years must be approved by the City Council.

The DCP conducted a Request for Qualifications (RFQ) on August 21, 2013 for environmental consulting services to establish a list of on-call environmental consultants. Thirty-four interested parties attended the DCP's pre-proposal conference on September 10, 2013. A total of nineteen firms submitted Statements of Qualifications (SOQs) by the due date and qualified for at least one task as outlined in the scope of work with a qualifying score of at least 70%. As a result of the competitive process, the following nineteen consultants were selected based on the evaluation scores of a panel of City Planning staff and the anticipated needs of the DCP:

- AMEC Environmental & Infrastructure
- Chambers Group, Inc.
- Conestoga-Rovers and Associates, Inc.
- Dudek
- EcoTierra Consulting, Inc.
- FirstCarbon Solutions
- ICF Jones & Stokes, Inc.
- Impact Services, Inc.
- Matrix Environmental
- MIG/Hogle-Ireland
- Paleo Solutions, Inc.
- PCR Services Corporation
- PMC
- RECON Environmental, Inc.
- Rincon Consultants, Inc.
- Sapphos Environmental, Inc.
- Terry A. Hayes Associates, Inc.
- The Planning Center/DC&E
- UltraSystems Environmental Inc.

The list of Contractors will be established to:

- Prepare Environmental Impacts Reports (EIR) for the New Community Plan Program;
- Prepare environmental clearances for General Plan Elements and Amendments, specific plans, overlays and supplemental use districts, nexus studies, facilities financing plans, and other implementing ordinances;
- Compile, revise, and update CEQA regulatory framework, mitigation measures and conditions of approval, conduct 3rd party review of CEQA documents, providing CEQA training to City Staff, develop CEQA documentation and preparation software and provide Technology updates and additional technology-based services;
- Complete other tasks as needed to include CEQA compliance and other related environmental services.

Pursuant to Charter Section 1022, the Personnel Department determined on July 3, 2013 that the work proposed to be contracted can be performed more feasibly by a contractor since there is insufficient existing City staff to perform the work, the work is limited in scope and intermittent in nature, and additional staff cannot be employed and trained in a timely manner to meet the DCP's needs. DCP surveyed departments with the classes of employees qualified to perform the work, but no department reported available staff to provide these services.

The proposed contract includes language stating that expenditures will be based on approved work orders for specific projects and the DCP is not obligated to utilize any or all the consultants for any percentage of work. The DCP states that only the specific work order amount for each project will be encumbered. The DCP requests bids for specific projects from the list of on-call consultants and funding is provided for based on a successful bid for that work.

The DCP reports that the proposed contracts will be funded through a combination of funding sources that will include General Fund annual budget appropriations to the DCP. DCP reports that other funding sources may be identified for specific projects as they arise throughout the term of the contract. This report's recommendation is in compliance with the City's Financial Policies in that the cost of the services will be fully recovered through a combination of these funding sources.

The Department reports that the Board of Public Works Office of Contract Compliance (OCC) is still pending verification of compliance with the City's contracting requirements for these Contracts. These Contracts should be executed subsequent to the online verification of these requirements by OCC.

RECOMMENDATION

That the Mayor and Council authorize the General Manager of the Department of City Planning, or designee, to negotiate and execute nineteen on-call contracts with AMEC Environmental & Infrastructure; Chambers Group, Inc.; Conestoga-Rovers and Associates, Inc.; Dudek; EcoTierra Consulting, Inc.; FirstCarbon Solutions; ICF Jones & Stokes, Inc.; Impact Services, Inc.; Matrix Environmental; MIG/Hogle-Ireland; Paleo Solutions, Inc.; PCR Services Corporation; PMC; RECON Environmental, Inc.; Rincon Consultants, Inc.; Sapphos Environmental, Inc.; Terry A. Hayes Associates, Inc.; The Planning Center/DC&E; and UltraSystems Environmental Inc. for environmental consultant services on an on-call basis, for a term of sixty months from the date of execution, with the option of two additional one-year terms, not to exceed a total of seven years, subject to the review and approval of the City Attorney as to form and the Public Works Bureau of Contract Administration as to compliance with the City's contracting requirements.

FISCAL IMPACT STATEMENT

Funding for these services will be from annual budget allocations to the Department of City Planning (DCP). Other funding will be provided from developers and/or other funding sources for specific projects that may arise throughout the term of the contract to be identified with an associated project. The recommendation in this report complies with the City's Financial Policies in that the costs of the services are fully recovered through annual appropriations to DCP.

Attachments

DEPARTMENT OF
CITY PLANNING
200 N. SPRING STREET, ROOM 525
LOS ANGELES, CA 90012-4801
AND
6262 VAN NUYS BLVD., SUITE 351
VAN NUYS, CA 91401

CITY PLANNING COMMISSION

RENEE DAKE WILSON
PRESIDENT
DANA M. PERLMAN
VICE-PRESIDENT

ROBERT L. AHN
DAVID H. J. AMBROZ
MARIA CABILDO
CAROLINE CHOE
RICHARD KATZ
JOHN W. MACK
MARTA SEGURA

JAMES K. WILLIAMS
COMMISSION EXECUTIVE ASSISTANT II
(213) 978-1300

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

DST *ACA*

EXECUTIVE OFFICES

MICHAEL J. LOGRANDE
DIRECTOR
(213) 978-1271

ALAN BELL, AICP
DEPUTY DIRECTOR
(213) 978-1272

LISA M. WEBBER, AICP
DEPUTY DIRECTOR
(213) 978-1274

JAN ZATORSKI
DEPUTY DIRECTOR
(213) 978-1273

FAX: (213) 978-1275

INFORMATION
www.planning.lacity.org

June 20, 2014

TO: Mandy Morales
Office of the Mayor

FROM: Maria Ortiz 
Department of City Planning

SUBJECT: EXECUTIVE DIRECTIVE 3 LETTER FOR 19 NEW
ENVIRONMENTAL CONSULTANTS ON-CALL CONTRACTS
FOR THE DEPARTMENT OF CITY PLANNING

Enclosed for you review are 19 new Environmental Consultants on-call contracts for the Department of City Planning.

If you have any questions, and when the Transmittal is ready for pick-up, please call me at (213) 978-1291.

Thank you.

Enclosures

2014 JUN 27 PM 3:42
CITY ADMINISTRATIVE OFFICER

- PCR Services Corporation
- PMC
- RECON Environmental, Inc.
- Rincon Consultants, Inc.
- Sapphos Environmental, Inc.
- Terry A. Hayes Associates, Inc.
- The Planning Center/DC&E
- UltraSystems Environmental Inc.

BACKGROUND

The City Charter Section 373 and Administrative Code 10.5 mandates that contracts shall not be longer than three (3) years unless approved by City Council. Currently, DCP has three (3) on-call environmental consultants whose original terms were extended to February 24, 2015, for a total of five (5) years as approved by the City Council.

On August 21, 2013, DCP issued a RFQ for the New Community Plans, Policy Planning, and Environmental Review Services to develop a pre-qualified list of on-call environmental consultants. A letter regarding the availability of the RFQ was posted on the City's BAVN (Business Assistance Virtual Network) website. A pre-proposal conference was held on September 10, 2013, to review the City's compliance requirements, review the project's Scope of Work, and respond to questions. A total of 34 interested parties attended the pre-proposal conference.

The objective of the RFQ was to develop a prequalified list of on-call environmental consultants. A total of 19 firms submitted a Statement of Qualifications (SOQ) by the due date of October 3, 2013. The SOQ's were evaluated based upon the evaluation criteria established in the RFQ and the anticipated needs of the Department. Firms were evaluated by each individual task within the scope of work. This would allow smaller firms with more specialized skills to qualify for the on-call list. All 19 firms qualified for at least one task as outlined in the scope of work. The attached scores show the tasks for which the consultants are qualified for. A passing score was 70% and above.

The new on-call environmental consulting services contracts will list out the tasks the consultants have qualified for with a score of at least 70%. Consultants will be unable to provide a competitive bid on the tasks for which they did not qualify for.

RECOMMENDATION

That the Mayor, subject to approval of the City Council, authorize the Director of Planning, or his designee, to negotiate and execute 19 on-call contracts for environmental consultants for a term of sixty (60) months, subject to the approval of the City Attorney as to form.

FISCAL IMPACT

Funding for services will come from the annual budget allocations to the Department of City Planning. Other funding from developers and/or other funding sources for specific projects may arise throughout the term of the contract and will be identified with an associated project.

Please contact Maria Ortiz at (213) 978-1291, or email: maria.ortiz@lacity.org if you have any questions.

Sincerely,

MICHAEL J. LOGRANDE
Director of Planning



JAN ZATORSKI
Deputy Director

MJL:JZ:mo

Attachments – 19 proposed contracts
Consultant Scores

cc: Jason Killeen , CAO
Laurel Lightner, City Attorney