

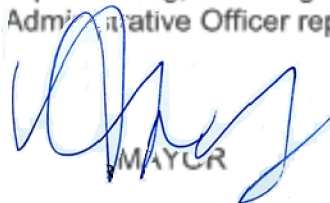
0150-10647-0000

TRANSMITTAL

TO Deborah Flint, Executive Director Department of Airports	DATE 3/31/16	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT 6, 11, City of Ontario	

**Proposed First Amendment to Contract DA-4845 with Ricondo & Associates, Inc., to
Extend the Term and Increase Funding for Environmental Consulting and
Entitlement Support Services at Los Angeles World Airports**

Transmitted for further processing, including Council consideration.
See the City Administrative Officer report, attached.



MAYOR

(Ana Guerrero)

MAS:AVM:10160081t

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 31, 2016

CAO File No. 0150-10647-0000
Council File No.
Council District: 6, 11, City of Ontario

To: The Mayor

From: Miguel A. Santana, City Administrative Officer



Reference: Communication from the Department of Airports dated March 8, 2016; referred by the Mayor for a report on March 10, 2016

Subject: **PROPOSED FIRST AMENDMENT TO CONTRACT DA-4845 WITH RICONDO & ASSOCIATES, INC. TO EXTEND THE TERM AND INCREASE FUNDING FOR ENVIRONMENTAL CONSULTING AND ENTITLEMENT SUPPORT SERVICES AT LOS ANGELES WORLD AIRPORTS**

SUMMARY

The Executive Director of the Department of Airports (Department) requests approval to execute a first amendment (Amendment) to Contract DA-4845 (Contract) with Ricondo & Associates, Inc. (Ricondo). The proposed Amendment will extend the term and increase funding to continue providing as-needed environmental consulting and entitlement support services at Los Angeles World Airports. Approval of the proposed Amendment will extend the Contract term by two years and add \$894,000 to the Contract budget, thereby revising the Contract term to five years which then establishes a September 19, 2018 expiration date, and increasing the Contract budget to an amount not-to-exceed \$3,894,000.

The Board of Airport Commissioners (BOAC) approved the proposed Ricondo Amendment at a meeting on March 17, 2016. The above-referenced Amendment, and this report, incorporates revised information received from the Department subsequent to the initial request submittal. Pursuant to Charter Section 373 and Los Angeles Administrative Code Section 10.5(b)2, Council approval of the proposed Amendment is required because the cumulative term will exceed three years.

Background

Staff in the Department's Environmental Programs Group (EPG) Environmental Planning and Engineering Section manages all environmental documentation, pursuant to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), and performs related entitlement work for all Airports projects – capital improvement, landside, airfield and

terminal planning. To support Department-wide on-going business initiatives, special technical studies and capital project implementation, on-call environmental consultants may perform tasks as-needed when additional analysis for more involved work is required or when factors to consider require specialty/complexity of analysis. In April 2013, Department staff posted a Request for Proposals (RFP) seeking professional environmental consulting and entitlement support services, on an as-needed basis, at Los Angeles International Airport (LAX), LA/Ontario International Airport (LA/ONT), Van Nuys Airport (VNY) and Los Angeles World Airports land holdings at Palmdale.

In response to the RFP, six firms submitted proposals to the Department. The competitive selection process included an Evaluation Panel of five Department executive-level personnel who reviewed the proposals in accordance with the evaluation criteria outlined in the RFP, as follows:

Evaluation Criteria	Criteria Weight
Project Manager, Organizational Chart and Proposed Team	25
General Environmental Consulting Experience and Expertise of the Prime Team	20
Experience and Capabilities of Technical Experts	20
Entitlement Support Services and Public Outreach	20
Fee Schedule	<u>15</u>
Total Points	100

Proposers from the six firms were interviewed and the panel members' scores were tabulated and ranked. The consensus choice of the evaluation panel was the two proposals with the lowest overall combined ranking. CDM Smith, Inc. and Ricondo & Associates, Inc. were the two firms selected by the evaluation panel which proposed the best qualified teams to provide requested as-needed environmental consulting and entitlement support services.

Proposed First Amendment with Ricondo & Associates, Inc. for Environmental Consulting Services

Approval of the proposed Amendment will extend the Ricondo Contract term by two years and add \$894,000 to the Ricondo Contract budget. A revised expiration date of September 19, 2018 will be set for the amended five-year Contract and the increased Contract budget will total an amount not-to-exceed \$3,894,000. Approval of the proposed Amendment will ensure that Ricondo has the resources to continue providing as-needed environmental consulting and entitlement support services at LAX, LA/ONT, VNY and Los Angeles World Airports land holdings at Palmdale.

Staff reports that during the existing Contract, Ricondo has helped the Department to meet construction, funding and federal mandates on capital projects. Furthermore, Ricondo has (1) assisted with the preparation of the environmental analysis and documentation for Department projects such as the Midfield Satellite Concourse and Runway Safety Area Projects for runways

at LAX and LA/ONT, (2) provided technical support to assist Department staff with the production of aviation forecasts and quarterly air service reports, and (3) produced numerous airfield construction traffic analyses and air quality analysis for Department projects.

From the current Contract budget of \$3 million, total tasks issued to date to Ricondo are approximately \$2.6 million. Staff reports the balance of approximately \$400,000 and the proposed \$894,000 Contract increase will support the completion of CEQA and NEPA environmental documentation work for capital projects that extend beyond the current Contract expiration date of September 19, 2016. Such projects expected to utilize Ricondo services are the Midfield Satellite Concourse North Extension and the Crossfield Taxiway Projects. Professional environmental consultants assisting on an as-needed basis provide services and perform tasks when staff is unable to address potentially evolving environmental documentation and review requirements for the Department's capital projects.

Alternative to the Proposed Amendment Considered by Staff

Department staff considered to forgo developing an amendment for the Ricondo agreement and instead to begin a Request for Proposals / Request for Qualifications process. The latter action could result in securing a new consultant to continue the scope of work. Department staff reports the process could also (1) delay the approval of the projects if the timing of environmental documentation process is interrupted, (2) be a costly venture, and, (3) result that changing consultants would likely extend the approval process as new consultants become familiar with the status of existing projects. Therefore staff decided to develop an amendment for the Ricondo Contract.

City Contract Compliance

The proposed Amendment is subject to approval as to form by the City Attorney. Ricondo has approved insurance documents on file with the Department, in the terms and amounts required as well as an assigned Business Tax Registration Certificate number. In addition, Ricondo has submitted the Bidder Contributions City Ethics Commission (CEC) Form 55 and will comply with its provisions. Ricondo has submitted the Contractor Responsibility Program Questionnaire and Pledge of Compliance and will comply with provisions of the Contractor Responsibility Program. Pursuant to the provisions of Charter Section 1022, Use of Independent Contractor, it has been determined that the Contract work may be performed more feasibly or economically by an independent contractor than by City employees. Furthermore, Ricondo has been determined by the Department of Public Works, Office of Contract Compliance, to be in full compliance with provisions of the Equal Benefits Ordinance.

In accordance with the proposed Amendment, Ricondo is required to comply with the following City standard contract provisions of the: Affirmative Action Program; Child Support Obligations Ordinance; First Source Hiring Program for all non-trade LAX Airport jobs and, Living Wage Ordinance. The proposed Amendment is exempt from the requirements of California Environmental Quality Act (CEQA), pursuant to Article II, Section 2.f of the Los Angeles City

CEQA Guidelines because it is a continuing administrative, maintenance and personnel-related activity.

The Department's Procurement Services Division staff has reviewed this action (File No. 10035935) and established a mandatory 15 percent Small Business Enterprise (SBE) participation goal for this project. Department staff reports that Ricondo has committed to the 15 percent goal and has achieved a 7.82 percent SBE level of participation to date.

Actions taken on this item by the BOAC will become final pursuant to Charter Section 373, "Long Term Contracts Approved by Council," and Administrative Code 10.5, "Limitation and Power to Make Contracts". City Council approval is required because approval of the proposed Amendment will result in the term exceeding three years.

RECOMMENDATIONS

That the Mayor:

1. Approve, subject to approval by the City Attorney as to form, a proposed first amendment (Amendment) to Contract DA-4845 (Contract) with Ricondo & Associates, Inc. (Ricondo) to extend the Contract term for two additional years, establishing a new expiration date of September 19, 2018, and to increase the Contract budget by \$894,000, providing a total Contract budget not-to-exceed \$3,894,000, to continue the provision of as-needed environmental consulting and entitlement support services at Los Angeles World Airports, and
2. Return the request to the Department of Airports for further processing, including Council consideration.

FISCAL IMPACT STATEMENT

Approval of the proposed Amendment between Ricondo and the Department of Airports (Department) will have no impact on the General Fund. Department staff reports that costs related to the proposed Amendment will be recovered through landing fees, terminal and building rates and charges, as well as through non-aeronautical revenues. This project complies with the Department of Airports adopted Financial Policies.

TIME LIMIT FOR COUNCIL ACTION

Pursuant to Charter Section 373, "Long Term Contracts Approved by Council", and the Los Angeles Administrative code Section 10.5, "Limitation and Power to Make Contracts", unless the Council takes action disapproving a contract that is longer than three years within 60 days after submission to Council, the contract shall be deemed approved.