

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 20, 2017

CAO File No. 0150-11033-0001

Council File No. 16-1091

Council District: 15

To: The Mayor
The Council

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

Reference: Housing and Community Investment Department transmittal dated October 3, 2017;
Received by the City Administrative Officer on October 11, 2017

Subject: **REQUEST FOR AUTHORIZATION TO EXECUTE A CONTRACT WITH RSG, INC., SELECTED THROUGH A REQUEST FOR BIDS FOR A SLUM AND BLIGHT STUDY OF THE SAN PEDRO BEACON STREET AND PACIFIC CORRIDOR PROJECT AREAS**

RECOMMENDATIONS

1. That the Council, subject to the approval of the Mayor, authorize the General Manager, Housing and Community Investment Department (HCID), or designee to:
 - a. Execute a contract with RSG, Inc to provide a slum and blight study of the San Pedro Beacon Street and Pacific Corridor Project Areas, for a one-year term to commence on or about November 1, 2017 through October 31, 2018 and compensation in an amount not to exceed \$50,000, in conformance with the draft contract attached to the HCID transmittal dated October 3, 2017 and subject to the review and approval of the City Attorney as to form and compliance with City contracting requirements;
 - b. Prepare Controller instructions to make any necessary technical adjustments consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer and instruct the Controller to implement those instructions; and,
2. Authorize the Controller to expend funds in an amount not to exceed \$50,000 for the contract referenced in Recommendation 1. a. above within the Community Development Trust Fund No. 424, Account No. 43P609, San Pedro Pacific Slum Blight, upon proper written demand of the General Manager, HCID, or designee.

SUMMARY

The Housing and Community Investment Department (HCID) requests authority to execute a contract with RSG, Inc. selected as the result of a Request for Bids (RFB) process to provide a slum and blight study for the San Pedro Beacon Street and Pacific Corridor Project Areas. The proposed contract would have a one year term to commence on or about November 1, 2017 and compensation in an amount not to exceed \$50,000. Additional information regarding the RFB process and results can be found in the HCID transmittal dated October 3, 2017. The proposed contract would be fully funded by the Community Development Trust funds and there is no impact to the General Fund. This Office concurs with the recommendations of the Department.

The Personnel Department conducted a Charter Section 1022 determination on August 11, 2017. It found that although the City does have employee classifications with the necessary qualifications to perform the work, due to its temporary nature in that services will be rendered on an as-needed basis, any staff hired for this project would have to be laid off at project completion. This Office conducted a Charter Section 1022 determination for the slum and blight study and concurred with the Personnel Department that it would be more feasible to contract for the requested services because the work exceeds staffing availability, is of an intermittent nature such that it would be unlikely that the City would be able to continue the employment of persons hired to do this work, and specialized knowledge is required to perform the work.

FISCAL IMPACT STATEMENT

There is no impact to the General Fund. The recommendations of this report comply with the City's Financial Policies in that the proposed contract would be fully supported by the Community Development trust funds.

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