

**DEPARTMENT OF PUBLIC WORKS
BUREAU OF STREET LIGHTING
BUREAU OF CONTRACT ADMINISTRATION
JOINT BOARD REPORT NO. 1**

January 30, 2015

C.D. ALL

Honorable Board of Public Works
of the City of Los Angeles

**AUTHORITY TO AWARD AND EXECUTE PERSONAL SERVICE CONTRACT FOR A DETAILED
PLAN FOR LOS ANGELES CITY LIGHTING DISTRICT (LACLD) BALLOT PROCEEDING
W.O.L0700003**

RECOMMENDATIONS:

1. Approve and forward this report with transmittals to the Mayor requesting that the President or two Commissioners of the Board of Public Works be authorized to execute and award this contract to SCI Consulting Group (SCI) for a Detailed Plan for LACLD Ballot Proceeding, at a total cost \$183,461.
2. Upon the Mayor's approval, that the President or two Board members execute this contract.
3. Return the executed contracts to the Bureau of Street Lighting (BSL) for further processing. Contact Teresa Mendez at (213) 847-1483.

TRANSMITTALS:

1. Copy of the board report adopted April 16, 2014, authorizing the Bureau of Street Lighting to release a Request for Proposal and to negotiate the contract for the referenced contract.
2. Copy of the Request for Proposals (RFP) for Detailed Plan for LACLD Ballot Proceeding.
3. Copy of the proposed Personal Services Contract(s) with SCI. The originals will be delivered to the Board Office when the Bureau of Street Lighting has been notified that the contracts are ready for execution.

DISCUSSION

On April 16, 2014, the Board of Public Works authorized the Bureau of Street Lighting to release a Request for Proposal (RFP) for a Detailed Plan for LACLD Ballot Proceeding (Transmittal No. 1).

This contract will provide a detailed road map on how the City can best prepare for a Ballot Proceeding that includes approximately 500,000 parcels. Some of the items included will be a summary of other California municipalities' experiences with large ballot proceedings, a baseline polling of the affected property owners in the City of Los Angeles to determine the level of education and outreach needed for a public relations campaign, suggestions on the appropriate cost recovery adjustment, subsequent inflationary index, potential phasing of the ballot proceeding, and cost analysis and recommendations on timing for presenting this ballot measure to affected property owners.

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The RFP (Transmittal No. 2) was posted on the City's Business Assistance Virtual Network website and its availability was advertised in LA Times and Daily News. On June 11, 2014, two (2) proposals were received by the BSL. SCI submitted a proposal in the amount of \$183,461 and Harris and Associates submitted a proposal in the amount of \$248,210. The proposers were evaluated in accordance with the specifications of the RFP. Interviews of the prospective contractors were concluded on June 23, 2014. A three member selection committee consisting of BSL management and key staff was formed to review the proposals and interview the firms.

The selection committee evaluated the proposals according to the following criteria:

Stage 1 – Proposal Evaluation Criteria

- Methodology and Work Plan (25 points)
- Comparable Experience (30 points)
- Evaluation of Key Personnel (15 points)
- Fee for Service (30 points)

Stage 2 – Interview Evaluation Score

- Project Team, Qualifications, Organization, and Experience (50 points)
- Project Understanding and Approach to Addressing Issues (50 points)

Total Possible Evaluation Points: 200 points (per rater)

Based on staff evaluation of the proposals and interviews with the proposers, BSL recommends that the contract (Transmittal No. 3) be awarded to SCI. SCI received the higher total score based on the selection criteria. SCI submitted a proposal that indicated a thorough knowledge of assessment districts and experience with Proposition 218 and large ballot proceedings with cities throughout the State of California. Their proposal and interview were very comprehensive and well-presented. They demonstrated an in-depth insight into the assessment services and the potential public relation needs and preparatory work that is required for this type of endeavor.

Rank	Proposer	Total Score (average per rater)
1	SCI	195
2	Harris and Associates	185

LOCAL BUSINESS PREFERENCE PROGRAM

Proposers who submitted a response to this RFP were evaluated in accordance with Ordinance No. 181910 which established a Local Business Preference Program (LBPP) for the City's procurements of goods, equipment and services when the contract involves an expenditure in excess of \$150,000.

The City shall grant either 8% of the total possible evaluation points added to their evaluation score to those Proposers who are certified Local Business Enterprises (LBE) firms. Those Proposers who do

not qualify as a local business, but however identify qualified LBE-certified subconsultants to perform the work under the contract will receive a 1% preference, up to a maximum of 5%, of the

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total possible evaluation points added to their evaluation score for every 10% of the cost of the proposed work to be performed by LBE subconsultants.

For this RFP, Staff verified that neither of the two Proposers are certified LBEs. However, staff did verify that both Proposers listed LBE-certified subconsultants and therefore calculated the LBPP based on the total evaluation score of 200 points. The highest-ranked Proposer, SCI, listed one LBE-certified subconsultant for a total of 23.30 percent of their contract amount which resulted in a four-point addition to their evaluation score for proposal evaluation purposes. The second highest-ranked Proposer, Harris and Associates, listed one LBE-certified subconsultant for a total of 8.21 percent of their contract amount which resulted in a zero-point addition to their evaluation score. Therefore, when the LBPP is applied, as shown in the following table, it did not have a bearing on the ranking of the Proposers for this RFP.

Proposer	Total Initial Score	LBE Subconsultant Pledged Percentage	LBPP Points Applied	LBPP Adjusted Score
SCI	195	23.30%	4	199
Harris and Associates	185	8.21%	0	185

BUSINESS INCLUSION PROGRAM (BIP) EVALUATION

In compliance with the Mayor's Executive Directive No. 14 (ED 14), it is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veterans Business Enterprises (DBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts.

In order to be deemed responsive, proposers were required to submit BIP documentation as described in Attachment 7 of the RFP, and to successfully complete the seven (7) indicators of the BIP Outreach requirements. After a detailed review and evaluation by the Office of Contract Compliance of the BIP Outreach documentation submitted, **SCI Consulting Group** was found to be responsive.

For this RFP, the BSL has established anticipated participation levels of eight (8) percent MBE, two (2) percent WBE, ten (10) percent SBE, four (4) percent EBE, and zero (0) percent DVBE, based upon the potential areas of work on this project which may be subcontracted.

Gender/Ethnicity Codes:

AA= African American	HA = Hispanic American
SAA= Subcontinent Asian American	APA = Asian Pacific American
C= Caucasian	NA = Native American
M= Male	F = Female

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The pledged subconsultant information for **SCI Consulting Group** is as follows:

SUBCONSULTANT	GENDER/ ETHNICIT Y	MBE/ WBE/ SBE/EBE/ DVBE/ OBE	% OF CONTRACT AMOUNT	SUBCONSULTANT AMOUNT
S. Groner Associates, Inc. *	-	SBE/EBE	23.30%	\$42,750.00
Total MBE Pledged Participation			0.00%	\$0.00
Total WBE Pledged Participation			0.00%	\$0.00
Total SBE Pledged Participation			23.30%	\$42,750.00
Total EBE Pledged Participation			23.30%	\$42,750.00
Total DVBE Pledged Participation			0.00%	\$0.00
Total OBE Pledged Participation			0.00%	\$0.00
Total Contract Amount				\$183,461.00

Note: Subconsultants may be certified in multiple certification categories; therefore, per the requirements of ED 14, the dollar amounts were credited toward multiple pledged participation categories.

*Certified Local Business Enterprise

TERMS OF CONTRACT

The term of the contract will be four months (120 days) from the date of execution.

OTHER CITY REQUIREMENTS

SCI shall be required to comply with all of the City's requirements including:

- Nondiscrimination/Equal Employment Practices/Affirmative Action
- Living Wage and Service Contractor Worker Retention Ordinances
- Americans with Disabilities Act
- Insurance Requirements
- Child Support Obligations
- Business Tax Registration Certificate
- Equal Benefits Ordinance
- Slavery Disclosure Ordinance
- Municipal Lobbying Ordinance
- Non-collusion Affidavit
- City of Los Angeles Contract History
- Los Angeles Residence Information
- Contract Bidder Campaign Contribution and Fundraising Restrictions
- First Source Hiring Ordinance

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NOTIFICATION OF INTENT TO CONTRACT

The required Notification of Intent to Contract was filed on May 22, 2013 with the CAO Clearinghouse.

CHARTER SECTION 1022

The CAO issued the 1022 determination report on June 20, 2013 and determined that there was an insufficient number of City staff to perform the work proposed to be contracted and the work is of limited scope or intermittent nature and it is unlikely that the City would be able to continue the employment.

CONTRACTOR RESPONSIBILITY ORDINANCE

All contractors participating in this program are subject to compliance with the requirements specified in the City of Los Angeles's Contractor Responsibility Ordinance #173677, [Article 14, Chapter 1, Division 10, L.A.C.C.]. Failure to comply with the requirements specified in this ordinance will render the bidder's contract subject to termination pursuant to the conditions expressed therein.

CONTRACTOR PERFORMANCE EVALUATION

In accordance with Article 13, Chapter 1, Division 10 of the City of Los Angeles Administrative Code, the appropriate City personnel responsible for quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration upon completion of these contract.

LOS ANGELES RESIDENCE INFORMATION

The headquarters of SCI is 4745 Mangels Blvd, Fairfield, CA 95434. SCI employs 45 people, of which zero reside in the City of Los Angeles.

APPROVED AS TO FORM

The proposed contracts have been approved as to form by the Office of the City Attorney.

CONTRACT ADMINISTRATION

Responsibility for the administration of this contract will be with the Assessment Engineering Division of the Bureau of Street Lighting

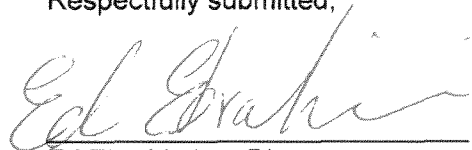
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STATUS OF FINANCING

Funding for this contract is available in the Street Lighting Maintenance Assessment Fund (SLMAF) No. 347, Department No. 50, Assessment District Analysis Appropriation Unit No. 50KLOO.

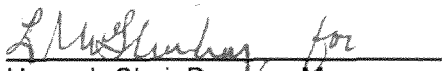

Respectfully submitted,



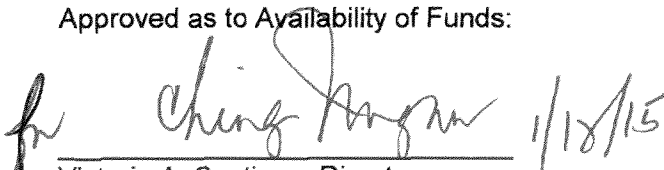
Ed Ebrahimian, Director
Bureau of Street Lighting

Prepared by:
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Compliance Review Performed and
Approved by:


Hannah Choi, Program Manager
Office of Contract Compliance
John L. Reamer, Jr.
Inspector of Public Works
Bureau of Contract Administration

Approved as to Availability of Funds:


Victoria A. Santiago, Director
Office of Accounting