Report No. Board\_Report\_Unit\_(BRU)\_will\_insert\_Report\_No.

BRU\_will\_insert\_date

CD No(s). Insert\_Council\_District\_No(s).\_or\_ALL

***INSTRUCTIONS ON HOW TO USE THE BOARD REPORT TEMPLATE TO ISSUE A TASK ORDER > $150,000***

1. ***Gray Areas:*** *Click inside the gray shaded areas to type the required text.*
2. ***Red Areas:*** *Delete the red instructions once they have been read. Report writer needs to determine if they apply to the specific project.*
3. ***Blue Areas:*** *Texts in blue font are examples included for your reference and should be deleted before printing the board report.*

***Note:*** *Do not change the template revision date (at the bottom of the last page).*

**Issue the Task for Solicitation No. Insert\_TOS\_No. to Insert\_Firm\_Name from the Pre-Qualified On-Call Consultants List to Provide Insert\_Type\_of\_Services Services for the Insert\_Project\_Name Project (Work Order No. Insert\_Work\_Order\_No. , Contract No. C-Insert\_Contract\_No. )**

**Recommending the Board of Public Works (Board):**

# [If more than one, number each one.]

AUTHORIZE the City Engineer to issue the task to Insert\_firm\_name , Contract No. Insert\_Contract\_No. , from the Pre-Qualified On-Call (PQOC) Insert\_type\_of\_services List to provide Insert\_type\_of\_services services for the Insert\_project\_name , as stated in Task Order Solicitation (TOS) No. Insert\_TOS\_No. , with a budget authority of

$Insert\_amount , including contingency.

**Transmittal**

# [If more than one, change heading to Transmittals and number each item.]

Copy of TOS No. Insert\_TOS\_No. entitled “Insert\_TOS\_title ”.

# [If the task received a waiver for the MBE/WBE/OBE Subcontractor or Business Inclusion Program outreach requirements from the Mayor’s Office of Economic Development, include a copy of the document as a transmittal.]

**Discussion**

***Background***

On Insert\_date\_PQOC\_list\_was\_approved , the Board approved the PQOC list of consultants to provide Insert\_type\_of\_services services for the Insert\_program\_name Program. The contract with Insert\_firm\_name was executed on Insert\_execution\_date , and will expire on Insert\_expiration\_date .

Provide\_a\_description\_of\_the\_project\_including\_dollar\_amount\_and\_duration. **[Describe any Council Office communication and support for the project, if applicable.]**.

# [Include project dollar amount and duration, if applicable]

**[Include a photograph or picture such as an artist rendering or site plan and incorporate it into the Background discussion, if applicable. The inserted item should not exceed a half page in size.]**

***TOS Description***

# [Describe the scope as detailed in the TOS. Include the justification for using the PQOC list and identify the TOS as a transmittal.]

***Summary of Selection and Negotiations***

# [Explain to whom the TOS was distributed. State the number of TOS responses received. State the name of each prime consultant that submitted a response to the TOS. For selection, include the various departments, bureaus, or agencies involved in the review process. Describe the negotiations and include the negotiated base task, contingency and total budget authority requested.]

Documentation supporting the selection of the consultant as well as a record of the negotiations has been included in the project file.

# [If the task is federally funded, use Option A and delete Options B and C. For all other funding sources, use Option B if the task is subject to the MBE/WBE/OBE Subcontractor Outreach Program or Option C if the task is subject to the Business Inclusion Program, and delete the unused options.]

**Option A *Disadvantaged Business Enterprise (DBE) Program***

# [If the task is subject to the Underutilized Disadvantaged Business Enterprise (UDBE) program, use Example 1 and delete Example 2. If the task is subject to the DBE program, use Example 2 and delete Example 1.]

**[Example 1:** This task will be federally funded and subject to the City’s Race- Conscious/Race-Neutral DBE Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 Code of Federal Regulations (CFR), Part 26 and California Department of Transportation’s Race-Conscious Underutilized Disadvantaged Business Enterprise (UDBE)/Race-Neutral DBE Program. The consultant has **[Insert either “met the good faith effort outreach requirement” or “pledged to meet the Race-Conscious UDBE goal of x.xx percent”]** for the contract.

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Participation from African American, Asian Pacific American, Native American, and Women owned subconsultant firms will be considered race-conscious underutilized. Participation of DBE-certified Hispanic American and Subcontinent Asian American subconsultant firms will be considered race-neutral. Subconsultants not certified as DBE are considered Other Business Enterprises (OBE).

For this task, Insert\_firm\_name is pledging UDBE participation of x.xx percent. **[In the event the consultant is pledging below the UDBE APL for the contract, provide an explanation and include the details of how they plan to make up the deviation on future task orders.]**

On this particular task, the following firms are proposed to be utilized by the consultant: Gender/Ethnicity Codes:

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Prime or Subconsultants** | **Gender/ Ethnicity** | | | | **DBE/ UDBE/OBE** | **% of Base Task** | **Task Amount** |
| Prime\_Name |  | G / | E |  | Certified | x.xx % | $xxx,xxx |
| Subconsultant\_Name |  | G / | E |  | Certified | x.xx % | $xxx,xxx |
| Example |  | | | | OBE | x.xx % | $xxx,xxx |
| Total DBE Participation | | | | | | x.xx % | $xxx,xxx |
| Total UDBE Participation | | | | | | x.xx % | $xxx,xxx |
| Total OBE Participation | | | | | | x.xx % | $xxx,xxx |
| **Initial Base Task** | | | | | | **100%** | **$xxx,xxx** |
| Contingency **[Delete this and previous row if zero amount]** | | | | | | | $xxx,xxx |
| **Total Task Budget Authority** | | | | | | | **$xxx,xxx** |

**Example 2:** This task will be federally funded. The City will follow the U.S. Department of Transportation’s requirements for DBE participation. The City has set a goal of Insert\_DBE\_goal\_x.xx percent. For this task, the consultant is pledging DBE participation of x.xx percent.

On this particular task, the following firms are proposed to be utilized by the consultant:

Gender/Ethnicity Codes:

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Prime or Subconsultants** | **Gender/ Ethnicity** | | | | **DBE/OBE** | **% of Base Task** | **Task Amount** | | |
| Prime\_Name |  | G / | E |  | Certified | x.xx % | $ | xxx,xxx |  |
| Subconsultant\_Name |  | G / | E |  | Certified | x.xx % | $ | xxx,xxx |  |
| Example |  | | | | OBE | x.xx % | $ | xxx,xxx |  |
| Total DBE Participation | | | | | | x.xx % | $ | xxx,xxx |  |
| Total OBE Participation | | | | | | x.xx % | $ | xxx,xxx |  |
| **Initial Base Task** | | | | | | **100.00%** | **$xxx,xxx** | | |
| Contingency **[Delete this and previous row if zero amount]** | | | | | | | $xxx,xxx | | |
| **Total Task Budget Authority** | | | | | | | **$xxx,xxx** | | |

**Option B *Minority Business Enterprise/Women Business Enterprise/Other Business Enterprise (MBE/WBE/OBE) Subcontractor Outreach Program***

# [If the task has received a waiver from the Mayor’s Office of Economic Development, delete the following language and table. Include an explanation of why the waiver was requested and when it was granted. A copy of the approved waiver should be included as a transmittal.]

This task will be subject to the MBE/WBE/OBE Subcontractor Outreach Program requirements. The City has set anticipated participation levels of Insert\_MBE\_APL\_x.xx percent and Insert\_WBE\_APL\_x.xx percent for MBE/WBE participation, respectively. For this task, the consultant is pledging a MBE participation level of x.xx percent and a WBE participation level of x.xx percent. **[In the event the consultant is pledging below the City’s APLs, provide an explanation and include the details of how they plan to make up the deviation on future tasks.]**

On this particular task, the following MBE, WBE, and OBE firms are proposed to be utilized by the consultant:

Gender/Ethnicity Codes:

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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Subconsultants** | | | **Gender/ Ethnicity** | | | | **MBE/WBE/ OBE** | **% of Base**  **Task** | **Task Amount** | | |
|  | Subconsultant\_Name |  |  | G / | E |  | Certified | x.xx % | $ | xxx,xxx |  |
|  | Subconsultant\_Name |  |  | G / | E |  | Certified | x.xx % | $ | xxx,xxx |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Example |  | OBE | x.xx % | $xxx,xxx |
| Total MBE Participation | | | x.xx % | $xxx,xxx |
| Total WBE Participation | | | x.xx % | $xxx,xxx |
| Total OBE Participation | | | x.xx % | $xxx,xxx |
| **Subtotal Subconsultant Participation** | | | **x.xx %** | **$xxx,xxx** |
| Prime Participation | | | x.xx % | $xxx,xxx |
| **Initial Base Task** | | | **100 %** | **$xxx,xxx** |
| Contingency **[Delete this and previous row if zero amount.]** | | | | $xxx,xxx |
| **Total Task Budget Authority** | | | | **$xxx,xxx** |

# [List any new subconsultants that have been added and include an explanation for adding the subconsultants.]

**Option C *Business Inclusion Program (BIP)***

# [If the task has received a waiver from the Board or the Mayor’s Office of Economic Development, delete the following language and table. Include an explanation of why the waiver was requested and when it was granted. A copy of the approved waiver should be included as a transmittal.]

This task will be subject to the BIP outreach requirements. The City has set anticipated participation levels of x.xx percent minority-owned (MBE), x.xx percent women-owned (WBE), x.xx percent small (SBE), x.xx percent emerging (EBE), and x.xx percent disabled veteran-owned (DVBE) business enterprises. For this task, the consultant is pledging a MBE participation level of x.xx percent, a WBE participation level of x.xx percent, a SBE participation level of x.xx percent, an EBE participation level of x.xx percent, and a DVBE participation level of x.xx percent. **[In the event the consultant is pledging below the City’s APLs, provide an explanation and include the details of how they plan to make up the deviation on future tasks.]**

On this particular task, the following MBE, WBE, SBE, EBE, DVBE, and OBE firms are proposed to be utilized by the consultant:

Gender/Ethnicity Codes:

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Subconsultants** | **Gender/ Ethnicity** | | | | **MBE/WBE/ SBE/EBE/**  **DVBE/OBE** | **% of Base**  **Task** | **Task Amount** |
| Subconsultant\_Name |  | G / | E |  | Certified | x.xx % | $xxx,xxx |
| Subconsultant\_Name |  | G / | E |  | Certified | x.xx % | $xxx,xxx |
| Example |  | | | | OBE | x.xx % | $xxx,xxx |
| **Subtotal Subconsultant Participation** | | | | | | **x.xx %** | **$xxx,xxx** |
| Prime Participation | | | | | | x.xx % | $xxx,xxx |
| **Initial Base Task** | | | | | | **100%** | **$xxx,xxx** |
| Contingency **[Delete this and previous row if zero amount]** | | | | | | | $xxx,xxx |
| **Total Task Budget Authority** | | | | | | | **$xxx,xxx** |

# [List any new subconsultants that have been added and include an explanation for adding the subconsultants.]

The following is a summary of the subconsultant utilization pledged by the consultant by business enterprise:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Total Subconsultant Participation** | | | | | | |
| **Pledged** | **MBE** | **WBE** | **SBE** | **EBE** | **DVBE** | **OBE** |
| **% of Base Task** | x.xx % | x.xx % | x.xx % | x.xx % | x.xx % | x.xx % |
| **$ Amount** | $xxx,xxx | $xxx,xxx | $xxx,xxx | $xxx,xxx | $xxx,xxx | $xxx,xxx |

***Contractor Performance Evaluation***

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

**Status of Funding**

Provide\_a\_description\_of\_the\_funding\_available\_for\_this\_task.

The funding for this project comes from the Insert\_Fund\_Name Fund**,** Fund No. Insert\_Fund\_No. , Department No. Insert\_Dept\_No. , Appropriation Unit No. Insert\_Appropriation\_Unit\_No. **.**

The City's liability under this contract shall only be to the extent of the present City appropriation to fund the contract. However, if the City shall appropriate funds for any

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succeeding years, the City's liability shall be to the extent of such appropriation, subject to the terms and conditions of the contract.

( Insert\_Division\_Manager\_initials GV RMK Insert\_project\_Deputy's\_initials Insert\_other\_initials\_as\_appropriate )

Report reviewed by: Respectfully submitted, BOE (ADM and PAC)

Insert\_initials\_for\_divs/depts\_reviewing\_board\_report

Report prepared by:

Ted Allen, PE

Insert\_Division\_Name City Engineer

Bureau of Engineering

Insert\_Division\_Manager's\_Name Insert\_Title

Phone No. "(xxx) xxx-xxxx"

Statement as to funds approved by:

Miguel De La Peña, Director Office of Accounting

Date:

BRU\_will\_insert\_Document\_No.

Questions regarding this report may be referred to: Insert\_Name , Insert\_Title Phone No. "(xxx) xxx-xxxx" E-mail: Insert\_email\_address

Form Revised: March 2023