FORM GEN. 160 (Rev. 11-02) .

Date: May 25, 2007

CITY **OF LOS ANGELES**

## INTERDEPARTMENTAL CORRESPONDENCE

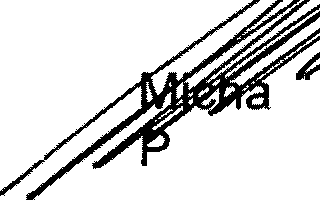
Attachment 6.4-:7

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To: Program Managers *I* Division Heads

CC:

From:



Gary Lee Moore, City Engineer Bradley Smith, Deputy City Engineer Tim Haug, Deputy City Engineer

Deborah Weintraub, Deputy City Engineer PSCS Contract Coordinators

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e Cs ger roject Award and Control Division

Subject: Preparing Board Reports Related to Personal Services Contracts

In an effort to expedite the board report review process, draft board reports related to personal services contracts, including issuance of Request for Qualifications or Proposals, execution of contract or contract amendment, or issuance of a notice of award to a Pre-Qualified On-Call Consultant should be forwarded to the Project Award and Control Division (PACO) for review prior to processing by the Board Reports Unit (BRU). The board report packages will be audited by PACO for all necessary and appropriate information and transmittals before they are routed for approval.

Currently, Program Managers are directed to send all draft board reports related to Personal Services Contracts to the BRU for processing.· The board reports are then routed through various divisions/departments for review, recommendations, revisions and approval. The board report is then returned to the originating group for revision and preparation for final board review.

However, the current process has shown to cause a delay to the final board report approval for reports related to personal services contracts. When incomplete draft board report packages are submitted, it may be sent back to the originating group for additions and re-routing. If various information is missing and discovered at different points in the routing/review process, the process of resubmission and re-routing might occur multiple times for the same board report.

In order to process the board reports concerning personal services contracts more effectively, Program Managers are reminded that the following basic components will be verified for submitted board reports. ·

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* The board report should be formatted with these report headings:
  + Subject
  + Recommendation
  + Transmittals
  + Fiscal Impact Statement (N/A for RFQs and RFPs)
  + Discussion (include Background, MBElwBE/OBE Subcontractor Outreach Program, Compliance with the City Policies and with the Board's Policy)
  + Conclusion (optional)
  + Status of Financing
  + Initials (include initials for those responsible for reviewing the board report)
  + Report Reviewed By (include abbreviations for all other divisions/districts, bureaus or departments responsible for reviewing the draft)
  + Report Prepared By (include division/district office that prepared the report)
* For reports issuing a Notice of Award for a Task Order and for executing amendments, an MBE/WBE/DBE/OBE Subconsultant Utilization Profile should be submitted as part of the board report package, but not as a transmittal.
* For reports for executing amendments, an MBE/WBE/OBE or DBE/OBE participation table should reflect the percentage breakdown from PSCS. Have the contract coordinator check the table for accuracy.
* If the board report is for a contract amendment, and the contract amendment has additional subconsultants as compared to the original list, include an explanation as to why the subconsultant(s) were added.
* Subconsultant Utilization Table headings should contain the following for the various board reports:

o Execute contracts for list of consultants with no cost ceiling

Subconsultants Gender/

MBE/VVBE/

Ethnici QBE

o Execute contracts for specific projects with cost ceiling

Subconsultants Gender/

Ethnici

MBE/VVBE/ OBE

% of Contract

Dollar ($) Contract

Amount

* Contract amendments ·
  + Contract amendments for time extnsions should include a description of the original MBE, WBE, or DBE (if applicable) pledged amounts and what has been achieved to date. Provide

OCC with a printout of the Subconsultant Utilization Report from the Personal Services Contract System (PSCS).

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Subconsultants Gender/

Ethnicit

MBE/WBE/ % of Invoiced OBE To Date

Dollar ($) Amount Invoiced To-Date

* Contract amendments for additional funds, with or without time extensions, should include the original MBE, WBE, or DBE (if applicable) pledged amounts and the new overall pledged amounts included in the amendment. · include two tables showing (1) what has been invoiced to date *(see previous example)* and (2) what is planned with the amendment *(see example below).* Provide OCC with the completed Schedule A - Subcontractor Information Form with the total subcontract amounts to be paid to the · Subconsultants.

*/*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subconsultants | Gender/ | MBE/WBE/ | % of Amended | Dollar ($) of |
|  | Ethnicity | OBE . | Contract | Amended Contract Amount |

o Notice of Award for Task Order Solicitation > $1OOK



Prime or Gender/

Subconsultants Ethnicit

MBE/WBE/ % of

OBE Task Order

Task Order

$ Amount

o Task Order Amendments for additional funds

Prime or Gender/ Subconsultants Ethnicit

MBEIWBE/ % of Amended Amended Task OBE Task Order Order $ Amount

It is essential to the timeliness of board report approval that all submitted draft board reports be complete. For a more detailed description on preparation of board reports, please refer to the BOE intranet [http://boedata.enq.ci.la.ca.us/,](http://boedata.enq.ci.la.ca.us/) Tech Document Center, and click on Board Report Procedure Manual March 2007, and/or refer to the attached · sample board reports.

If you have any questions, please contact Miu-Ying Tam of PACO at (213) 847-0604.

Attachments:

* Sample Board Report to Issue an RFQ for PQOC Consultants, Select Consultant(s), and Negotiate Contract
* Sample Board Report to Execute Personal Services Contract
* Sample Board Report to Execute Personal Services Contract Amendment

o Sample Board Report to Issue Notice of Award to PQOC Consultant

o Sample of Board Report to Amend Task Order o Schedule A - Subcontractors Information Form o Subconsultant Utilization Report from PSCS

o Subconsultant Utilization Profile

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CD All

### [Bracketed sections are to be completed by the Program/Project Manager. Remove the brackets and complete as indicated. Items in italics are given as examples or explanations and need to be deleted from the final document.]

**Comment [tk1]:** Page:

Unless there is a compelling reason for attendance, the City Attorney disfavors making this a mandatory pre-submittal meeting.

**REQUEST FOR AUTHORITY TO EXECUTE AMENDMENT NO. [INSERT #] TO CONTRACT NO. [INSERT CONTRACT C-#] WITH [INSERT NAME OF CONSULTANT] FOR [INSERT TYPE OF SERVICES], [INSERT PROJECT TYPE AND PROGRAM] - [INSERT WORK ORDER #, IF APPLICABLE]**

**RECOMMENDATIONS**

1. Approve and forward this report with transmittals to the Mayor [When extending contract from the original term up to but not exceeding 5 years] and City Council [Applicable to City Council only if cumulative term of contract exceeds 5 years] requesting the following:
   1. Approve Amendment No. [Insert #] to the Contract between the City of Los Angeles (City) and [Insert name of Consultant] to increase the total contract [enter the word “amount” and/or “term”] from [Insert original amount and/or original term] to [Insert new amount desired and/or total term desired].
   2. Authorize the President or two members of the Board of Public Works to execute the Amendment No. [Insert #].
2. Notify the Bureau of Engineering, [Insert Program Name (contact person and number)] when this Amendment is ready to be executed by your Board, whereupon five (5) original documents will be delivered to the Secretary of the Board for signature.
3. Upon execution, request the City Clerk to attest and certify the five original copies of Amendment No. [Insert #]. The City Clerk and the Board of Public Works each are to retain an original copy, and three original copies are to be returned to the Bureau of Engineering, [Insert Program name and contact person].

**TRANSMITTALS**

1. A copy of Proposed Amendment No. [Insert #].
2. A copy of the executed contract [Insert C-#] with [Insert name of Consultant] for [Insert type of services] dated [Insert date contract was executed].

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**[ITEMS IN ITALICS ARE GIVEN AS EXAMPLES OR EXPLANATIONS. PLEASE DELETE EXAMPLES OR EXPLANATIONS FROM THE FINAL DOCUMENT]**

**FISCAL IMPACT STATEMENT**

**[PROVIDE A BRIEF DESCRIPTION OF THE FISCAL IMPACT OF FUNDING THIS AMENDMENT]**

*[Example: There is no direct impact on the General Fund. Funding for this Agreement is provided from the proceeds of the sale of Proposition Q - Public Safety General Obligation Bonds authorized in the March 5, 2002 Election.]*

**DISCUSSION**

**[PROVIDE A DESCRIPTION OF THE PROGRAM AND THE NEED FOR THE AMENDMENT]**

**Background**

*[Example: A contract between the City of Los Angeles (City) and HOK in Association with Tetra Design for A&E design services was executed by the Board on August 22, 2003. The original contract was six years with a cost ceiling of $4,760,000. This contract covers the design of one of the projects in Proposition Q, a new Type I, 512- bed 179,000-square-foot Metro Jail Facility (also known as Metro Detention Center) as a replacement for the existing Central Jail at Parker Center. The City initially selected the First and Alameda Streets site for the Metro Detention Center to be co-located with the Emergency Operations Center/LAFD Dispatch/LAPD Operations Center, Fire Station No. 4, and the Metro Bomb Squad Building in a “Campus Setting Design” site plan.*

*On July 26, 2003, the Proposition Q Program Management Team, Councilmember Jan Perry’s District 9 Office, and interested City departments conducted a Community Workshop as part of the Civic Center Master Plan community outreach process. The community voted overwhelmingly to re-locate the Metro Detention Center to the Parker Center site on the northwest surface parking lot adjacent to the existing Central Jail that is to be replaced. Based on this community input, the plan was revised to locate the facility to the Parker Center Site. On June 23, 2003, the City Council approved the Public Safety Civic Master Plan.*

*As a result of the spatial analysis performed by the architect, the existing spiral access ramp on the current site which extends beneath Los Angeles Street to underground parking level P-2 at City Hall East and the existing one-story Parker Center auditorium would have to be demolished in order to provide adequate buildable area for the Metro Jail Facility. The existing ramp would have to be replaced by a new tunnel ramp running parallel to and terminating at Temple Street to provide necessary access for City vehicles in and out of the P-2 level.*

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*On May 26, 2004, preliminary findings from the Environmental Impact study performed by the Environmental Management Group of the Bureau of Engineering indicated that the Parker Center complex, including the auditorium, may qualify as a historical property under the California Register of Historical Resources and City Historic-Cultural Monuments, and thus, the auditorium could not be demolished until a final determination is adopted by the City Council. Since the final determination was still several years away, it was necessary to redesign the Metro Detention Center in order to avoid demolition of the Parker Center auditorium and to meet the Proposition Q Master Schedule. The redesign would have to account for the new limits of the buildable area, while not sacrificing any functional and operational building program elements.*

*This Amendment implements the changes discussed above. It raises the total contract ceiling amount by $317,806 from $4,760,000 to $5,077,806. This total contract ceiling amount is a net result of an increase of $417,806 in the Professional Services Fees and a reduction of $100,000 in the Reimbursable Expenses. This Professional Services fee increase is the net cost of the following changes in the required services:*

1. *To provide additional services for the Programming, Spatial Study, Floor Plan Layout and Schematic Design for Metro Detention Center at the corner of Los Angeles and Temple Streets in the Parker Center surface parking lot.*
2. *To provide additional design services for the demolition of the existing spiral P-2 access ramp and the design of the new replacement ramp.*
3. *To provide additional design services for the re-designing Metro Detention Center to avoid the demolition of the auditorium.*
4. *To provide additional services for the 6-month extension of the construction administration period from twenty-four (24) to thirty (30) months of construction.*

*HOK in Association with Tetra Design has demonstrated previous technical expertise in the design of Metro Detention Center and essential public buildings and has experienced personnel capable of performing this extended service.]*

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

[Please list any new subconsultants that have been added since the original board report to execute the contracts and give reason for adding the subconsultants.]

[If Amendment is for time extension, describe the original MBE/WBE/DBE pledge amount and what has been done to date. Table I needs to show what has been invoiced to date. Please refer to the information from the PSCS Subconsultant Utilization report.]

- OR -

[If Amendment is for additional funds, with or without time extension, need to state original MBE/WBE/DBE pledge, new overall pledge with the amendment, and what has been achieved to date. Use Table I to show what has been invoiced to date. Please refer to the information from the PSCS Subconsultant Utilization report. Use Table II to show what is planned with the amendment. Please submit a revised Schedule A.]

*[Example: The City had established an MBE/WBE/OBE Subcontractor Outreach Program for this contract with anticipated MBE and WBE participation levels of 23 percent and 7 percent, respectively. The participation levels that HOK in Association with Tetra Design originally pledged were 12 percent MBE, 2 percent WBE and 27.50 percent OBE. The current participation levels as of May 2006 are 14.04 percent MBE,*

*4.00 percent WBE, and 29.05 percent OBE. With the addition of Amendment 1, HOK in Association with Tetra Design’s pledged MBE/WBE/OBE participation levels are 14.56 percent, 3.31 percent, and 25.51 percent respectively. Overall, there were some changes to the Subconsultants List through the duration of the contract. Selbert Perkins Design was originally listed as an OBE but became certified as a WBE before work commenced. Horton Lee Brogden, OBE, was removed as the final design did not require a specialty lighting consultant. However, final design changes resulted in HOK in Association with Tetra Design adding three more firms to support the various tasks to meet the final design changes. The three firms are 1) Loisos+Ubbelohde; 2) Lerch, Bates & Associates; and 3) Robert Cloud AIA. (These final design changes were not foreseeable at the time of award.) Also, certain originally listed subconsultants were not required to provide some of the needed resources which resulted in a decrease from their originally pledged amount. These decreases affected four of the thirteen originally listed subconsultants. VSA & Associate’s amount was reduced from $44,600 to*

*$37,500; Lynn Capouya, Inc. from $89,200 to $72,670; Rolf Jensen & Associate’s from*

*$89,200 to $46,400; and Cini Little International from $66,900 to $34,250.]*

*As of May 2006, the MBE/WBE/OBE sub-consultants’ information for HOK in Association with Tetra Design were as follows:*

Gender/Ethnicity Codes:

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AA = African American HA = Hispanic American

APA = Asian Pacific American SAA = Subcontinent Asian American NA = Native American C = Caucasian

M = Male F = Female

Table I

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Listed Subconsultants** | **Gender/ Ethnicity** | **MBE WBE OBE** | **% of Invoiced to Date** | **Dollar ($) Amount Invoiced to Date** | |
| TMAD Engineering | M/SAA | MBE | 9.75 | $ | 322,100 |
| Delon Hampton Associates | M/AA | MBE | 3.26 | $ | 107,721 |
| VSA & Associates, Inc. | M/SAA | MBE | 1.03 | $ | 34,000 |
| Lynn Capouya, Inc. | F/C | WBE | 1.88 | $ | 62,067 |
| Selbert Perkins Design | F/C | WBE | 2.12 | $ | 70,000 |
| John A. Martin & Assoc., Inc. |  | OBE | 7.95 | $ | 262,562 |
| Carter Goble Assoc., Inc. |  | OBE | 7.26 | $ | 240,000 |
| Iskander Associates, Inc. |  | OBE | 4.05 | $ | 133,800 |
| Rolf Jensen & Associates, Inc. |  | OBE | 1.40 | $ | 46,400 |
| Buford Goff, Inc. |  | OBE | 4.91 | $ | 162,292 |
| Cini Little International |  | OBE | 0.92 | $ 30,280 | |
| Loisos + Ubbelohde |  | OBE | 1.31 | $ 43,340 | |
| Lerch, Bates & Assoc., Inc. |  | OBE | 0.65 | $ 21,400 | |
| Robert Cloud, AIA |  | OBE | 0.60 | $ 19,695 | |
| **Total MBE Participation** | | | **14.04** | **$ 463,821** | |
| **Total WBE Participation** | | | **4.00** | **$ 132,067** | |
| **Total OBE Participation** | | | **29.05** | **$ 959,769** | |
| **Total Invoiced to Date** | | | | **$3,303,640** | |

Total Invoiced to Date may include Tasks <$100K. The Office of Contract Compliance has verified the sub-consultants’ certifications.

*Pledged participation including Amendment 1:*

Table II

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Listed Subconsultants** | **Gender/ Ethnicity** | **MBE WBE OBE** | **% of Amended Contract** | **Dollar ($) of Amended Contract Amount** | |
| TMAD Engineering | M/SAA | MBE | 9.50 | $ | 463,168 |
| Delon Hampton Associates | M/AA | MBE | 4.31 | $ | 210,000 |
| VSA & Associates, Inc. | M/SAA | MBE | 0.77 | $ | 37,500 |
| Lynn Capouya, Inc. | F/C | WBE | 1.49 | $ | 72,670 |
| Selbert Perkins Design | F/C | WBE | 1.83 | $ | 89,200 |

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| John A. Martin & Assoc., inc. |  | OBE | 8.82 | $ | 430,215 |
| Carter Goble Assoc., Inc. |  | OBE | 4.92 | $ | 240,000 |
| Iskander & Associates |  | OBE | 2.99 | $ | 45,800 |
| Rolf Jensen & Associates |  | OBE | 0.95 | $ | 46,400 |
| Buford Goff, Inc. |  | OBE | 4.74 | $ | 231,261 |
| Cini Little International |  | OBE | 0.70 | $ | 34,250 |
| Loisos + Ubbelohde |  | OBE | 0.96 | $ | 47,000 |
| Lerch, Bates & Assoc., Inc. |  | OBE | 0.82 | $ | 40,000 |
| Robert Cloud |  | OBE | 0.61 | $ | 29,700 |
| **Total MBE Participation** | | | **14.57** | **$** | **710,668** |
| **Total WBE Participation** | | | **3.32** | **$** | **161,870** |
| **Total OBE Participation** | | | **25.52** | **$ 1,244,626** | |
| **Total Contract Less Reimbursable Expenses** | | | | **$4,877,806** | |

The Office of Contract Compliance has verified the subconsultants’ certifications.

**COMPLIANCE WITH CITY POLICIES AND WITH THE BOARD’S POLICY**

On [Insert Date Notice was sent to CAO], the Notification of Intent to Contract was filed with the City Administrative Office (CAO). In compliance with Charter Section 1022, on [Insert Date CAO gave its Charter 1022 determination], the CAO found that the work proposed to be contracted can be performed more feasibly by a contractor than by City employees. OR [If Personnel found that there were no City classifications capable of doing the work, use the following language.] On [Insert Date Personnel stated there were no City classifications], it was determined by the Personnel Department that there were no City classifications capable of doing the work. A Charter 1022 Determination from the CAO was not necessary.

All consultants participating in this program are subject to compliance with the following City of Los Angeles’ ordinances and policies: Contractor Responsibility Ordinance; Business Tax Registration Certificate; Non-Discrimination, Equal Employment Practices, and Affirmative Action; Insurance Requirements; Equal Benefits Ordinance; Child Support Obligations Ordinance; Americans with Disabilities Act; Service Contractor Worker Retention Ordinance; Living Wage Ordinance; Slavery Disclosure Ordinance; Non- Collusion; and Discount Terms.

Businesses are encouraged to locate or remain within the City of Los Angeles to preserve and enhance the economic base and well-being of the City. According to the Los Angeles Residence Information form, Consultant currently staffs [Insert # of employees] employees, with the number and percentage of employees residing in the City of Los Angeles being [Insert # of employees residing in Los Angeles] and [Insert % of employees residing in Los Angeles], respectively.

The quality of the work performed by the consultants will be monitored in accordance with the Contractor Evaluation Ordinance #173018 (Division 10, Chapter 1, Article 13 Los Angeles Administrative Code) and the Rules for the Evaluation of Service Contractors

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which require departments to prepare performance evaluations upon completion of all service contracts over $25,000 and at least three months in duration. The critiques are kept on file in the Bureau of Contract Administration, Special Research & Investigation Section for reference by other City Departments and Agencies.

**AMENDMENT REVIEW**

The proposed Amendment has been approved as to form by the City Attorney’s Office.

**STATUS OF FINANCING**

*The increase in the contract amount of $317,806 is available in Fund 16A Account W306.*

( MPB [Insert other initials, as appropriate] WHH WFB )

Report Reviewed by:

[Insert initials for div./dept. reviewing board report]

Report Prepared by: Respectfully submitted, [Insert Name of Group/Program]

[Insert Program Manager] [Title]

[Contact Number] Gary Lee Moore, P.E. City Engineer

Compliance Review Performed And Approved by:

Hannah Choi, Program Manager II John L. Reamer, Jr.

Office of Contract Compliance Inspector of Public Works Bureau of Contract Administration

Statement as to Funds Approved by:

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Craig V. Bloomquist, Director

Office of Accounting Date:

Questions regarding this report may be referred to:

Writer or Project Manager: [Insert Name] Phone No. [Insert Phone #]

Fax No. [Insert Fax #]

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[Insert Date]

CD Nos. All

### [Bracketed sections are to be completed by the Program/Project Manager. Remove the brackets and complete as indicated. Items in italics are given as examples or explanations and need to be deleted from the final document.]

**Comment [tk1]:** Page:

Unless there is a compelling reason for attendance, the City Attorney disfavors making this a mandatory pre-submittal meeting.

**REQUEST FOR AUTHORITY TO EXECUTE PERSONAL SERVICES CONTRACTS WITH PRE-QUALIFIED ON-CALL [INSERT TYPE OF SERVICE] CONSULTANTS**

**RECOMMENDATIONS**

1. Approve and forward this report with transmittals to the Mayor requesting that he approve and authorize the President or two Commissioners of the Board of Public Works to execute the Personal Services Contracts between the City and the Pre- Qualified On-Call (PQOC) [Insert Type of Service] Consultants. The consultants will provide as-needed services for various Public Works projects. The [Insert # of Consultants] PQOC [Insert Type of Service] Consultants are:

[Insert Pre-Qualified On-Call Consultants in a column]

2. Notify [Insert name of Project Manager specified in the contract and Phone Number], Project Manager, for the Bureau of Engineering (BOE) when the Contracts are ready to be executed by the Board. Five (5) original copies of the each of the Contracts will be provided to the Secretary of the Board for signature.

1. Request the City Clerk to attest and certify the five (5) original copies of the Personal Services Contracts. The City Clerk and your Board will each retain one original copy and forward three (3) original copies to the BOE.
2. Request that the Board randomly select the names of the pre-qualified on-call consultants to create the initial PQOC [Insert Type of Service] Consultants List for use in future assignments of work.

**FISCAL IMPACT STATEMENT**

Because the proposed contracts are for as-needed services, the contracts do not have any financial impact on the City. The BOE will ensure that adequate funds are available to cover the costs for work on a specific project prior to requesting proposals from the firms for specific projects.

Joint Report No. Page 2 **TRANSMITTALS**

1. One (1) copy of the Board Report, adopted on [Insert Date BPW adopted BR], authorizing advertisement of the Request for Qualifications (RFQ).
2. One (1) copy of Request for Qualifications (RFQ) for [Insert Title of RFQ].
3. List of Consultant Firms Responding to the RFQ for [Insert Title of RFQ].
4. One (1) copy of the Statement of Qualifications as submitted by each firm selected for the PQOC [Insert Type of Service] List.
5. One (1) master copy of the Personal Services Contract between the City and the listed firms for PQOC [Insert Type of Service] Consultant Services.
6. One (1) copy of the Master RFQ/RFP Contract Checklist, Items 11-14 completed.
7. One (1) copy of the Personal Services Contracting Process Checklist, Items 7-9 completed.
8. One (1) copy of the letter, dated [Insert Date of OCC’s GFE recommendation letter], from the Office of Contract Compliance (OCC) on their review and recommendations of the consultant’s Minority Business Enterprise/Women-owned Business Enterprise/Other Business Enterprise (MBE/WBE/OBE) participation and Good Faith Effort.
9. Copy of signed MBE/WBE/OBE waiver form.

**DISCUSSION BACKGROUND**

On [Insert the Date BPW adopted the Board Report] (Transmittal No. 1), the Board of Public Works authorized the City Engineer to advertise and issue an RFQ (Transmittal No. 2) to provide [Insert Type of Service] services, on a pre-qualified, as needed, basis. The City Engineer was also authorized to negotiate a Personal Services Contract with each of the selected consultant firms. The required Notice of Intent to Contract has been filed with the City Administrative Office (CAO). The employee unions were notified of the BOE’s intent to contract. A Charter Section 1022 Determination was requested and received from the Personnel Department and the CAO making the determination that it was more feasible [If the CAO determined it was more cost effective, use cost effective instead of feasible.] to utilize consultants rather than City employees for this

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work. [If Personnel found that there were no City classifications capable of doing the work, than the last sentence will need to be revised to: It was determined by the Personnel Department that there were no City classifications capable of doing the work.] A Notice to Advertise the RFQ was placed in newspapers, with marketing and A/E associations, and on websites. The RFQ and its attachments were uploaded to the Mayor’s site for the Los Angeles Business Assistance Virtual Network (LA BAVN), where respondents downloaded the RFQ and attachments.

[Insert Number of Firms downloading the RFQ and then delete the statistics above] consultants downloaded the RFQ from the LA BAVN website. [Insert Number of Firms submitting SOQ] consultants submitted their Statement of Qualifications (SOQ) on [Insert Due Date of SOQs] (Transmittal No. 3). The SOQs were rated by a panel from the BOE based on the following criteria:

[Insert Evaluation Criteria from the RFQ or from a previous Board Report]

A short list of the most qualified PQOC [Insert Type of Service] Consultants was developed (Transmittal No. 4). Staff briefed the Board of Public Works Commissioners before contract negotiations began. BOE staff completed contract negotiations on [Insert date the contracts were completed].

[If interviews were held as part of the selection process include the following paragraph.] An initial short list of PQOC [insert type of consultant services] Consultants was selected. The short listed consultants were interviewed and given an opportunity to present their firms’ qualifications. Interviews were held on [Insert interview dates]. Based upon a combined ranking of the SOQ and the interview, another short list of [insert # of selected firms] of the most qualified [insert type of consultant services] consultants was selected. Staff briefed the Board of Public Works Commissioners before contract negotiations began. BOE staff completed contract negotiations on [Insert date the contracts were completed].

All PQOC [Insert Type of Service] Consultants signed the Personal Services Contract (Transmittal No. 5) by [Insert date when the last consultant signed the contract]. The City Attorney has approved the Contract as to form.

**COMPLIANCE WITH BOARD OF PUBLIC WORKS POLICY**

The Board’s personal services contracting policies have been followed (Transmittals No. 6 and No. 7).

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All participants in this program are subject to compliance with the requirements specified in the City of Los Angeles’ Contractor Responsibility Ordinance No. 173677, (Division 10, Chapter 1, Article 14, Los Angeles Administration Code (L.A.A.C.)) Failure to comply with all requirements specified in the Ordinance will render the consultant’s contract subject to termination pursuant to the conditions therein.

In accordance with Division 10, Chapter 1, Article 13 of the L.A.A.C., 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.

The PQOC consultants will comply with the requirements of the Equal Benefits Ordinance, the Service Contractor Worker Retention Ordinance, the Living Wage Ordinance, all Child Support Obligations, the Americans with Disabilities Act, and the Minority Business Enterprise / Women Business Enterprise / Other Business Enterprise (MBE/WBE/OBE) Subcontractor Outreach Program.

Businesses are encouraged to locate or remain within the City of Los Angeles to preserve and enhance the economic base and well-being of the City. According to the Los Angeles Residence Information form, Consultants provided the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| Consultant Firm | Total # of Employees in Firm | # of Employees who are L.A. Residents | % of Employees who are L.A. Residents |
| [Add or delete rows, as needed] |  |  |  |
|  |  |  |  |
|  |  |  |  |

**MBE/WBE/OBE SUBCONTRACTOR OUTREACH PROGRAM**

The City has set anticipated participation levels of [insert APL] MBE and [insert APL] WBE for project task orders over $100,000 based upon the potential scopes of work which may be subcontracted. The MBE/WBE anticipated participation levels will not apply for project task orders under $100,000, however, consultants are still encouraged to utilize MBE/WBE subconsultants where feasible*.*

[If applicable, use this paragraph or delete from Board Report.]

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The City has not set anticipated participation levels. For task orders that are estimated to be in excess of $100,000, the Project Manager will determine anticipated MBE/WBE levels based on the specific scope of work prior to issuing the task order. Those participation levels will be submitted to the Board prior to issuing a Notice of Award for individual task orders.

[If an MBE/WBE/OBE waiver was approved, use this paragraph or delete from Board Report.]

On [Insert Date of Waiver], the BOE received approval from the Mayor’s Office to waive the Minority/Women-Owned/Other Business Enterprise Subcontractor Outreach Program requirements. Approval to waive the outreach program requirements was due to [Indicate reason(s) as stated in the waiver form] (Transmittal No. 9).

On [Insert Date of OCC’s GFE analysis memo] (Transmittal No. 8), the Office of Contract Compliance provided the following subconsultant information for each of the selected consultants.

[Insert the information from OCC’s Good Faith Effort analysis. You may want to include separate tables for each of the selected consultants.]

Gender/Ethnicity Codes:

AA = African American

SAA = Subcontinent Asian American C = Caucasian

M = Male

HA = Hispanic American APA = Asian Pacific American

NA = Native American F = Female

|  |  |  |
| --- | --- | --- |
| **Subconsultants** | **Gender/ Ethnicity** | **MBE/ WBE/ OBE** |
| [Consultant] |  |  |
| [Subconsultants] |  |  |
|  |  |  |
| [Consultant] |  |  |

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|  |  |  |
| --- | --- | --- |
| [Subconsultants] |  |  |
|  |  |  |
| [Consultant] |  |  |
| [Subconsultant] |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

The Office of Contract Compliance has verified the subconsultants’ certifications.

### OR, IF THE PRE-QUALIFIED ON-CALL CONTRACTS HAVE DBE REQUIREMENTS

**DBE Program**

This project is federally funded. The City will follow the U.S. Department of Transportation’s requirements for Disadvantaged Business Enterprise (DBE) participation. The respondents were required by the RFQ to either pledge to meet the DBE participation goal of **[ X ]** percent set by the City or submit documentation of their Good Faith Effort documentation to meet the goal. The Office of Contract Compliance reviewed the proposals and found that all the [Insert #] consultants did not need to submit Good faith Effort documentation since they pledged to meet the **[ X ]** percent participation goal. The [Insert #] consultants submitted potential lists of subconsultants, which they will use to solicit proposals from for the upcoming projects. All DBE certifications have been verified at the time of this report. When a task order is issued, the [Program] staff will include a line item directing the consultant to submit a copy of all subcontracts, regardless of certification status or amount, and the certifications will again be verified. The following is the subconsultant information for the [Insert #] consultants.

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

|  |  |  |
| --- | --- | --- |
| **Prime or Subconsultants** | **Gender/ Ethnicity** | **DBE/OBE** |
| [Consultant] |  |  |
| [Subconsultants] |  |  |
|  |  |  |
|  |  |  |

Department of Public Works Bureau of Engineering

Bureau of Contract Administration Joint Report No.

[Insert Date]

Page 7

( MPB [insert other initials as needed] WHH WFB ) Report Reviewed by:

[Insert initials for div./dept. reviewing board report]

Report Prepared by:

[Insert Program or Department Name]

[Insert Program/Project Manager] [Title]

Phone No. (213) [Phone Number]

Compliance Review performed and Approved by:

Respectfully submitted,

Gary Lee Moore, P.E. City Engineer

Hannah Choi, Program Manager

Contract Compliance Manager Bureau of Contract Administration

Questions regarding this report may be referred to:

Writer: [Insert Contact] Phone No. (213) [Phone #] Fax No. (213) [Fax #]

John L. Reamer, Jr. Inspector of Public Works

Bureau of Contract Administration

Department of Public Works

Bureau of Engineering Report No.

(Date) CD No.

### [Bracketed sections are to be completed by the Program/Project Manager. Remove the brackets and complete as indicated. Items in italics are given as examples or explanations and need to be deleted from the final document.]

**Comment [tk1]:** Page:

Unless there is a compelling reason for attendance, the City Attorney disfavors making this a mandatory pre-submittal meeting.

**REQUEST FOR AUTHORITY TO AMEND TASK ORDER TO [INSERT FIRM] CONTRACT NO. [INSERT**

**#] TO [INSERT TYPE OF SERVICES] FOR THE [INSERT PROJECT]– [INSERT W.O. #] RECOMMENDATION**

Authorize the City Engineer to issue a Task Order (TO) Amendment to TO No. [Insert #] to the [Insert Firm] increasing the cost ceiling from [Insert amount] to [Insert amount] for [Insert Type of Services].

**TRANSMITTALS**

1. Copy of the TO No. [Insert No.]
2. Copy of the adopted board report.

**DISCUSSION**

Background

[Provide a description of the project and the need for an amendment.]

**MBE/WBE/OBE SUBCONTRACTOR OUTREACH PROGRAM**

[Subconsultant utilization table needs to show what the MBE/WBE/OBE utilization will be with the amendment.]

[List any new subconsultants added since the original board report to execute the contract and give reason for adding.]

This task order will be subject to the MBE/WBE/OBE Subcontractor Outreach Program requirements. The City has set anticipated participation levels (APL) of [X] percent and [X] percent for MBE/WBE participation, respectively. During the procurement phase of this contract, the [Insert Consultant’s Name] complied with the Good Faith Effort documentation requirements. [If the selected consultant meets or exceeds the MBE/WBE/DBE APLs, state that the consultant will meet or exceed the previously established APLs.] **OR** [If the consultant cannot meet the APLs as set in the

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RFQ/contract, provide a detailed explanation as to why the consultant cannot meet the APLs on this Task Order. Explain how the selected consultant will make up the deviation or the consultant’s commitment to exceed the APLs on future task orders should be included.]

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBCONSULTANTS** | **GENDER/ ETHNICITY** | **MBE/WBE/ OBE** | **% of Amended Task Order** | **Amended Task Order $ Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
| Total MBE Participation | | |  |  |
| Total WBE Participation | | |  |  |
| Total OBE Participation | | |  |  |
| Total Amended Task Order | | | |  |

### OR, IF THIS TASK ORDER HAS DBE REQUIREMENTS

**DBE PROGRAM**

This project is federally funded. The City will follow the U.S. Department of Transportation’s requirements for Disadvantaged Business Enterprise (DBE) participation. During the procurement phase of this contract, the [Insert Consultant’s Name] complied with the DBE Program requirements. The City has set an anticipated participation level (APL) of [X] percent. The consultant has pledged to meet or exceed the previously established APL. On this particular Task Order, the following firms are proposed to be utilized by the consultant:

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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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRIME OR SUBCONSULTANTS** | **GENDER/ ETHNICITY** | **DBE/OBE** | **% of Amended Task Order** | **Amended Task Order $ Amount** |
|  |  |  |  |  |
| Total DBE Participation | | |  |  |
| Total OBE Participation | | |  |  |
| Total Amended Task Order | | | |  |

**OR**

[Provide explanation why you requested approval from the Mayor’s Office for a waiver to the MBE/WBE/OBE participation levels and state that the approval was granted. The approved waiver from the Mayor's Office will be a transmittal.]

**STATEMENT AS TO FUNDS**

[Provide funding source(s).]

( MPB [Insert appropriate initials] )

Report Reviewed by:

[Insert initials for div./dept. reviewing board report]

Report Prepared by: Respectfully submitted, [Insert Group’s Name]

[Insert Contract Manager] [Insert Title]

Phone No. Gary Lee Moore, P.E.

City Engineer

Statement as to Funds approved by:

Craig V. Bloomquist, Director

Office of Accounting Date:

Questions regarding this report May be referred to:

Writer: Phone No.

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Fax No.

Revised 9Feb07

Bureau of Engineering

Bureau of Contract Administration **[Add other Bureau(s) as appropriate]** Joint Report No.

CD Nos. All

### [Bracketed sections are to be completed by the Program/Project Manager. Remove the brackets and complete as indicated. Items in italics are given as examples or explanations. Please remove the italics from the final document.]

**Comment [tk1]:** Page:

Unless there is a compelling reason for attendance, the City Attorney disfavors making this a mandatory pre-submittal meeting.

**REQUEST FOR AUTHORITY TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) AND NEGOTIATE PERSONAL SERVICES CONTRACTS FOR PRE-QUALIFIED ON-CALL [Insert type of Service] CONSULTANTS FOR VARIOUS PUBLIC WORKS PROJECTS**

**RECOMMENDATIONS**

1. Authorize the City Engineer to issue and advertise the transmitted “Request for Qualifications” for the purpose of establishing a pre-qualified on-call (PQOC) list of  **[Insert type of Service]** consultants.
2. Authorize the staff from the Department of Public Works to evaluate and pre-qualify the respondents based upon the requirements and procedures set forth in the RFQ.
3. Authorize the City Engineer to negotiate a Personal Services Contract with each of the highest rated and most responsive firms.
4. Direct the City Engineer to report to the Board with recommendations on executing the negotiated contracts.

**TRANSMITTALS**

1. One copy of the Bureau of Engineering’s proposed “Request for Qualifications” (RFQ) for the PQOC **[Insert type of service]** consultants list for various public works projects
2. One copy of the Notice to Advertise
3. One copy of the Personal Services Contracting Process Checklist (Items 1-6 completed)
4. One copy of the Master RFP/RFQ Contract Checklist (Items 1-10 completed)

**DISCUSSION**

### [Insert synopsis of why the RFQ is being issued, include proposed scope of work.]

**DISCUSSION**

*[Example scope: The Bureau of Engineering is requesting the authority to develop a PQOC list of Architectural Consultants to be used when the need arises for various municipal facilities projects. The list will enable the Bureau to handle workload spikes during periods when too many projects need architectural and related expertise, and there is not enough City staff to perform the architectural work. This will allow City staff to improve their efficiency by combining forces with consultants.*

*The PQOC list will provide a pool of competitive consultants that are pre-qualified to perform architectural and related services. Pre-qualifying the firms will greatly expedite the contracting process by completing the most time consuming contracting steps ahead of time, eliminating the need to perform these steps for each individual project. This will streamline the contracting process and help ensure that project timelines and schedules are maintained.*

*The proposed scope of work for the PQOC architectural consultants may include, but are not limited to urban planning, master planning, programming, schematic designing, design development, construction documents, design services during construction, interior space planning, adaptive reuse studies, as-built documentation, document filing and permitting, code research, computer assisted design and drafting (CADD) drafting, constructability reviews, sustainable design consulting and policy formulation, project scheduling, project estimating, specification writing, rendering, model building, construction management, project management, and specialty consulting such as landscape architecture, engineering design, including civil, structural, mechanical, and electrical engineering, archaeology/historical preservation, forensics, acoustical, audio visual, fire/life safety, Leadership in Energy and Environmental Design (LEED) documentation and commissioning, or other consulting services as needed or required.*

*The utilization of the PQOC list will involve the architectural design and project management of recreational facilities, swimming pools, child care centers, senior citizen centers, and neighborhood constituent service centers. In addition, task orders may be issued for work involving Bureau of Sanitation and Bureau of Street Services maintenance yards, liquefied natural gas (LNG) and compressed natural gas (CNG) fueling and vehicle maintenance facilities, and various transportation projects.*

***EXISTING ARCHITECTURAL CONSULTANT CONTRACT***

*On December 13, 2002, your Board authorized the BOE to issue a RFQ and negotiate Personal Services Contracts for PQOC Architectural Consultants (Transmittal No. 1).*

*Subsequently, on February 9, 2004, your Board adopted and authorized the BOE to execute Personal Services Contracts with PQOC Architectural Consultants (Transmittal*

*No. 2). These contracts were executed on March 23, 2004 and will expire four years after full execution on March 23, 2008.*

*The BOE would like to continue this contracting vehicle in the Architectural Division by developing the next PQOC list of consulting firms to provide architectural services to the Municipal Facilities program on an as-needed basis. There is little downside risk to developing a PQOC list because no work is guaranteed at the time the list is established. The BOE would assume management responsibility for the contracts. In accordance with established Board of Public Works’ (BPWs) policy, the City Engineer may authorize consultant work for tasks up to $100,000. Prior Board approval is required for tasks above that amount.*

*The duration of a typical municipal facilities project from the start of design until the end of construction is three to five years. In some cases, the larger more complex projects can take over five years from start to finish. With the current PQOC Consultant List expiring in March 2008, it is important that a new list be put in place to accommodate upcoming, future projects expected to last three years or more. Establishing a new list at this time will also allow sufficient overlap and give the BOE the flexibility to transition from the current list to the second list.]*

**ADVERTISING AND DISTRIBUTING THE RFQ**

*Upon the adoption of this report by your Board, the proposed RFQ (Transmittal No. 3) will be advertised via a Notice of Request for Qualifications (Transmittal No. 4) which will be placed in the Daily Journal and various appropriate minority publications. The Notice will also be posted on the City’s “Bids and RFQ’s” web site and other professional web sites. The RFQ and attachments will be posted on, and can be downloaded from, the City of Los Angeles Business Assistance Virtual Network (BAVN) website at* [*http://www.labavn.org.*](http://www.labavn.org/)

**CONSULTANT SELECTION PROCESS**

### [Insert a synopsis of the selection process from the RFQ]

*Staff from the Department of Public Works will then screen the responses and may schedule interviews with the representatives of the qualified firms. The Evaluation Criteria summarized below will be used in evaluating the respondents’ Statement of Qualification (SOQ) to determine which respondents are deemed most qualified for the successful performance of the type of work included for each project. Respondents submitting the highest-rated SOQs may be called for an oral interview to further assess their qualifications. If the consultant has complied with other City requirements, a contract will be negotiated with the successful respondent. Upon the adoption of the*

*recommended PQOC list and the approval and execution of a consulting contract, consultants on the established list will be assigned work by one of four methods: all consultants on the list will be asked to submit proposals on an upcoming project; the top three consultants on the list will be asked to submit proposals; the first consultant on the list will be asked to submit a proposal; or in certain circumstances, it may be necessary to assign a sole source task order to a consultant on the PQOC list. For each task order solicitation, the project will be awarded to the pre-qualified on-call list proposer whose proposal represents the best overall value to the City for the requested work.*

### Evaluation Criteria

**[Quality of the MBE/WBE/OBE Program should not be included as one of the evaluation criteria]**

*x* ***Technical Qualifications and Past Experience 30%*** *This includes the firm’s background, experience, and familiarity with architectural design and project management of municipal facility projects and tasks, and the qualifications of personnel.*

#### *x Record of Past Performance 20%*

*This includes quality of work, completion of work on time and within budget, the response of references, and commitment to diversity.* ***[Commitment to diversity must be included in one of the Evaluation Criterion.]***

#### *x Approach to Work 20%*

*This includes project management and coordination methodologies, and approaches to analyses and studies.*

#### *x Cost Control 30%*

*This includes cost control procedures, preliminary cost estimates, personnel utilization, and fee schedules.*

**MBE/WBE/OBE SUBCONTRACTOR OUTREACH PROGRAM**

The Mayor’s Executive Directive 2001-26, Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Other Business Enterprise (OBE) Subcontractor Outreach Program requirements will apply to all of the **[Insert type of service/project]** projects covered under this RFQ. For the purpose of this RFQ, the City has set anticipated participation levels of **[Insert MBE percentage]** percent **[or use %]** MBE and **[Insert WBE percentage]** percent **[or use %]** WBE based upon the potential scopes of work which may be subcontracted. In accordance with previously established Board policy, these percentages will be applied to project task orders exceeding

$100,000. For smaller tasks, the limited nature of the work sometimes makes the use

of subconsultants more difficult. The MBE/WBE/OBE anticipated participation levels will not be applied to project task orders under $100,000, however, project managers will still encourage MBE/WBE/OBE participation to the maximum extent practicable. For task orders exceeding $100,000, the Board’s approval will be requested prior to the issuance of a Notice to Proceed to the consultant.

**COMPLIANCE WITH CITY POLICIES AND WITH THE BOARD’S RFQ POLICY**

On December 24, 2002, the Board of Public Works adopted, as policy, the recommendations of the Advertising/Outreach Committee for advertising and outreach for personal services contracts. These procedures have been followed (Transmittals 4 and 5).

On **[Insert Date Notice was sent to CAO]**, the Notification of Intent to Contract was filed with the City Administrative Office (CAO). On **[Insert Date notification was sent to the employees’ union, normally EAA]**, a memo was sent to the Engineer’s and Architect’s Association notifying them of the Bureau’s intent to contract. In compliance with Charter Section 1022, on **[Insert Date CAO gave its Charter 1022 determination]**, the CAO found that the work proposed to be contracted can be performed more feasibly by a contractor than by City employees. **OR [If Personnel found that there were no City classifications capable of doing the work, use the following language.]** On **[Insert Date Personnel stated there were no City classifications]**, it was determined by the Personnel Department that there were no City classifications capable of doing the work. A Charter 1022 Determination from the CAO was not necessary.

All consultants participating in this program will be subject to compliance with the following City of Los Angeles’ ordinances and policies: Contractor Responsibility Ordinance; Business Tax Registration Certificate; Non-Discrimination, Equal Employment Practices, and Affirmative Action; Insurance Requirements; Equal Benefits Ordinance; Child Support Obligations Ordinance; Americans with Disabilities Act; Service Contractor Worker Retention Ordinance; Living Wage Ordinance; Slavery Disclosure Ordinance; Non-Collusion; and Discount Terms.

The quality of the work performed by the consultants will be monitored in accordance with the Contractor Evaluation Ordinance #173018 (Division 10, Chapter 1, Article 13, Los Angeles Administrative Code) and the Rules for the Evaluation of Service Contractors which require departments to prepare performance evaluations upon completion of all service contracts over $25,000 and at least three months in duration. The critiques are kept on file in the Bureau of Contract Administration, Special Research

& Investigation Section for reference by other City Departments and Agencies.

**STATUS OF FUNDING**

The contract to be entered into with the selected PQOC consultants will not have a single, specific source of funds attached to it. Instead, funds will be encumbered on a project-by-project basis from various sources at the time the specific Task Order Proposals are requested from the consultants.

**RFQ REVIEW**

The proposed RFQ has been reviewed and approved by the Office of Contract Compliance and approved as to form by the City Attorney’s Office.

( MPB **[Insert other initials as appropriate]** WHH WFB ) Report Reviewed by:

### [Insert initials for divisions/dept. reviewing board report]

Report Prepared by: Respectfully submitted,

### [Insert Name of Group]

**[Insert Program/Project Manager] [Title]**

**[Contact Number]** Gary Lee Moore, P.E. City Engineer

Compliance Review Performed and Approved by:

Hannah Choi, Program Manager John L. Reamer, Jr.

Office Contract Compliance Inspector of Public Works

Bureau of Contract Administration Bureau of Contract Administration

### [If joint report with other Bureaus, add signature space]

Questions regarding this report may be referred to:

Department of Public Works Bureau of Engineering

Bureau of Contract Administration

**[Add other Bureau(s) as appropriate]**

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**[Insert Date]**

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Writer: **[Insert Name]**

Phone No. **[Insert Contact Number**] Fax No. **[Insert Fax #]**

## Page 30 of 37

Department of Public Works

Bureau of Engineering Report No.

(Date) CD No.

### [Bracketed sections are to be completed by the Program/Project Manager. Remove the brackets and complete as indicated. Items in italics are given as examples or explanations and need to be deleted from the final document.]

**Comment [tk1]:** Page:

Unless there is a compelling reason for attendance, the City Attorney disfavors making this a mandatory pre-submittal meeting.

**REQUEST FOR AUTHORITY TO ISSUE A NOTICE OF AWARD TO [INSERT NAME OF CONSULTANT], [INSERT CONTRACT C#] TO PROVIDE [INSERT TYPE OF SERVICES], [INSERT WORK ORDER #]**

**RECOMMENDATION**

Authorize the City Engineer to issue a Notice of Award to [Insert Name of Consultant] , [Insert C#], from the Pre-Qualified On-Call (PQOC) [Insert Type of Service] Consultants List to provide [Insert Type of Services] in the amount of [Insert Amount of Task Order].

**TRANSMITTALS**

1. Copy of the PQOC List at time of distribution of Task Order Solicitation and a list of the firms who submitted proposals for the Task Order.
2. Copy of the Task Order Solicitation [Insert TOS Title].
3. (if applicable…..MBE/WBE/OBE Waiver from Mayor's Office)

**DISCUSSION**

[Provide a short history of how the RFQs were sent out and when the Board approved the PQOC list. Describe the list at the time of TOS distribution (Transmittal #1).]

[Provide a write up of what is included on the Task Order Solicitation (Transmittal #2), by including explanations of the following: what is the project, estimated dollar amount of project, duration of project, justification for using the PQOC list, solicitation method, evaluation criteria, selection panel, and how the consultant was selected.]

**MBE/WBE/OBE SUBCONTRACTOR OUTREACH PROGRAM**

[Please include a copy of the subconsultant utilization profile.]

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Report No. Page 2

This task order will be subject to the MBE/WBE/OBE Subcontractor Outreach Program requirements. The City has set anticipated participation levels (APL) of [X] percent and [X] percent for MBE/WBE participation, respectively. During the procurement phase of this contract, the [Insert Consultant’s Name] complied with the Good Faith Effort documentation requirements. [If the selected consultant meets or exceeds the MBE/WBE/DBE APLs, state that the consultant will meet or exceed the previously established APLs.] **OR** [If the consultant cannot meet the APLs as set in the RFQ/contract, provide a detailed explanation as to why the consultant cannot meet the APLs on this Task Order. Explain how the selected consultant will make up the deviation or the consultant’s commitment to exceed the APLs on future task orders should be included.]

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBCONSULTANTS** | **GENDER/ ETHNICITY** | **MBE/WBE/ OBE** | **% of Task Order** | **Task Order $ Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
| Total MBE Participation | | |  |  |
| Total WBE Participation | | |  |  |
| Total OBE Participation | | |  |  |
| Total Task Order | | | |  |

### OR, IF THIS TASK ORDER HAS DBE REQUIREMENTS

**DBE PROGRAM**

This project is federally funded. The City will follow the U.S. Department of Transportation’s requirements for Disadvantaged Business Enterprise (DBE) participation. During the procurement phase of this contract, the [Insert Consultant’s Name] complied with the DBE Program requirements. The City has set an anticipated participation level (APL) of **[ X ]** percent. The consultant has pledged to meet or exceed the previously established APL. [If the consultant cannot meet the APLs as set in the RFQ/contract, provide a detailed explanation as to why the consultant cannot meet the

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Department of Public Works

Bureau of Engineering Report No.

Page 3

APLs on this Task Order. Explain how the selected consultant will make up the deviation or the consultant’s commitment to exceed the APLs on future task orders should be included.]

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PRIME OR SUBCONSULTANTS** | **GENDER/ ETHNICITY** | **DBE/OBE** | **% of Task Order** | **Task Order $ Amount** |
|  |  |  |  |  |
| Total DBE Participation | | |  |  |
| Total OBE Participation | | |  |  |
| Total Task Order | | | |  |

**OR**

[Provide explanation why you requested approval from the Mayor’s Office for a waiver to the MBE/WBE/OBE participation levels and state that the approval was granted. The approved waiver from the Mayor's Office will be a transmittal (Transmittal #3).]

**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 termination of the Contract.

**STATEMENT AS TO FUNDS**

[Provide funding source(s).]

Revised 16Feb07

Report No. Page 4

( MPB [Insert appropriate initials])

Report Reviewed by:

[Insert initials for div./dept. reviewing board report]

Report Prepared by: Respectfully submitted, [Insert Group’s Name]

[Insert Contract Manager] [Insert Title]

Phone No. Gary Lee Moore, P.E.

City Engineer

Statement as to Funds approved by:

Craig V. Bloomquist, Director

Office of Accounting Date:

Questions regarding this report May be referred to:

Writer: Phone No. Fax No.

Revised 16Feb07

## DEPARTMENT OF PUBLIC WORKS MBE/WBE/OBE SUBCONTRACTORS INFORMATION FORM

SCHEDULE A

I RFP/RFQ Title

|  |  |
| --- | --- |
| Proposer | Address |
| Contact Person | Phone/Fax |

LIST OF ALL SUBCONTRACTORS ( SERVICE PROVIDERS/SUPPLIERS/ETC.)

NAME, ADDRESS, TELEPHONE NO. OF

SUBCONTRACTOR

DESCRIPTION OF WORK OR MBE/ CALTRANS/C DOLLAR VALUE

SUPPLY WBE/ ITY/MTA OF

OBE CERT. NO SUBCONTRACT

|  |  |  |  |
| --- | --- | --- | --- |
| PERCENTAGE OF MBE/WBE PARTICIPATION | | |  |
|  | DOLLARS | PERCENT |
| TOTAL MBE AMOUNT | $ | % | Signature of Person Completing this Form  Title Date |
| TOTAL WBE AMOUNT | $ | % |
| BASE BID AMOUNT | $ | |

MUST BE SUBMITTED WITH PROPOSAL

Contract Description: Design Services for North Central Animal Services Center

Contract Number: **C102336** Consultant: **Choy Associates** Execution Date: **11/15/2001** Expiration Date: **8/31/2010**

Bureau: **PW, Bureau of Engineering**

Division: **Animal Facilities Program**

Project Manager: **Alan Espiritu**

Phone: **(213) 580-3702**

**Contract**

### Financial Summary

**Latest Invoice Data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A. Contract Ceiling: |  | $1,302,755.23 |  | Total Number of Invoices: | 34 |
| B. Amendments (1): |  | $0.00 |  | Latest Invoice Date: | 6/25/2007 |
| Sum of Monitored Tasks (3): | $27,317.23 |  |  | Latest Invoice Amount: | $1,750.00 |

Sum of Tasks Exempted (0): $0.00

C. Total Tasks:

Revised Contract Ceiling (RCC):

(if A>C, then RCC=A+B, else C+B) =

$27,317.23

$1,302,755.23

**Invoice Summary**

Total Invoice Amounts:

For Monitored Tasks :

$1,279,842.89

Invoice To Date:

- $1,302,261.29

For Exempted Tasks :

$22,418.40

Balance:

= $493.94

Total: Nearest Planned Amount (5/31/2006):

$1,302,261.29

$1,234,958.66

### MBE Firms:

**Total MBE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subconsultant | | Invoiced Amount To Date | Monitored Invoices | Participation To Date |
| 1 | Construction Specifications Service (C2S) | $8,209 | $8,013 | 0.63% |
| 2 | Gotama Building Engineers, Inc. | $186,669 | $183,298 | 14.32% |
| 3 | Kanda & Tso Associates | $75,822 | $74,042 | 5.79% |
|  | | $270,700 | $265,353 | 20.73% |

Planned Amount Planned Pct

MBE Anticipated Participation

Percent Deviation =

|  |  |  |
| --- | --- | --- |
| MBE Planned to Date (From Cummulative Expenditure Plan) $292,306 | 23.67% | 18.00% |
|  | 2.73% |  |

### WBE Firms:

**Total WBE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subconsultant | | Invoiced Amount To Date | Monitored Invoices | Participation To Date |
| 1 | Ashba Engineers Limited | $30,204 | $29,504 | 2.31% |
| 2 | Cornerstone Studios, Inc. | $30,852 | $30,147 | 2.36% |
| 3 | Lynn Capouya, Inc. | $0 | $0 | 0.00% |
| 4 | Melendrez | $0 | $0 | 0.00% |
|  | | $61,056 | $59,651 | 4.66% |

Planned Amount Planned Pct

WBE Anticipated Participation

Percent Deviation =

|  |  |  |
| --- | --- | --- |
| WBE Planned to Date (From Cummulative Expenditure Plan) $64,695 | 5.24% | 4.00% |
|  | 0.66% |  |

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Contract Description: Design Services for North Central Animal Services Center

Contract Number: **C102336** Consultant: **Choy Associates** Execution Date: **11/15/2001** Expiration Date: **8/31/2010**

Bureau: **PW, Bureau of Engineering**

Division: **Animal Facilities Program**

Project Manager: **Alan Espiritu**

Phone: **(213) 580-3702**

### OBE Firms:

**Total OBE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subconsultant | | Invoiced Amount To Date | Monitored Invoices | Participation To Date |
| 1 | CTG Energetics, Inc. | $47,186 | $46,066 | 3.60% |
| 2 | Electrical Building Systems, Inc. | $0 | $0 | 0.00% |
| 3 | Gillette Associates | $19,760 | $19,760 | 1.54% |
| 4 | Lenax Construction Services, Inc. | $0 | $0 | 0.00% |
| 5 | Mia Lehrer & Associates | $0 | $0 | 0.00% |
| 6 | Shimahara Illustrations | $7,500 | $7,500 | 0.59% |
| 7 | Tracy A. Stone Architect | $112,901 | $110,341 | 8.62% |
|  | | $187,347 | $183,667 | 14.35% |

Planned Amount Planned Pct

OBE Anticipated Participation

Percent Deviation =

|  |  |  |
| --- | --- | --- |
| OBE Planned to Date (From Cummulative Expenditure Plan) $0 | 0.00% | 0.00% |
|  | 14.35% |  |

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**EXHIBIT C**

**to**

**PERSONAL SERVICES CONTRACT**

**MBE/WBE/DBE/OBE UTILIZATION PROFILE**

|  |  |
| --- | --- |
| Firm: |  |
| Title: |  |
| Contract: |  |
| Execution Date: |  |
| Expiration Date: |  |
| Contract Ceiling: |  |

Month Ending

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Total**  **Planned** | | **Prime** | | | **MBE** | | | **WBE** | | | **DBE** | | | **OBE** | | |
| **Contractual:** | | **$** | **-** | **0.00%** | **$** | **-** | **0.00%** | **$** | **-** | **0.00%** | **$** | **-** | **0.00%** | **$** | **-** | **0.00%** |
| $ | | $ | | % of Planned Payments to Date | $ | | % of Planned Payments to Date | $ | | % of Planned Payments to Date | $ | | % of Planned Payments to Date | $ | | % of Planned Payments to Date |
|  | |  | |  |  | |  |  | |  |  | |  |  | |  |
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| 7 |  | $ | - | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! |
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| 10 |  | $ | - | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! |
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| 27 |  | $ | - | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! |
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| 36 |  | $ | - | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! | $ | - | #DIV/0! |
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= to be filled out by Consultant and Project Manager - other fields are calculated

Notes:

MBE/WBE/DBE/OBE Util Profile Exhibit C of Contract

10/23/2007