

APPROVED
APR 16 2008

REPORT OF GENERAL MANAGER

NO. 08-97

DATE April 16, 2008

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO SUPPLEMENTAL AGREEMENT TO CONSULTANT
CONTRACT NO. 2894 WITH THE PLANNING CENTER FOR AS-NEEDED
ENVIRONMENTAL CONSULTING SERVICES

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	<u>MS</u>


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the proposed Amendment to the Supplemental Agreement to Contract No. 2894, substantially in the form on file in the Board Office, extending the term of the contract for The Planning Center by three years for a new total of twelve (12) years, and increasing the contract amount by \$300,000, from \$600,000 to \$900,000, subject to approval of the Mayor, the City Council, and the City Attorney as to form;
2. Find that the Department does not have, available in its employ, personnel with sufficient time or the necessary expertise to undertake these specialized professional tasks in a timely manner, and, it is more feasible, economical and in the Department's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit the Amendment to the Supplemental Agreement to Contract No. 2894 to the Mayor in accordance with Executive Directive No. 3. and concurrently to the City Attorney for review as to form; and,
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the Amendment to the Supplemental Agreement to Contract No 2894.

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SUMMARY:

On May 21, 1999, the Department entered into a personal services contract with The Planning Center for as-needed environmental consulting services. The term was for six (6) years, expiring on May 20, 2005, and the amount was for \$300,000. On April 16, 2003, the Board approved an Amendment to the consultant contract, increasing the amount to \$600,000 (Board Report No. 03-125). On June 15, 2005, the Board approved a Supplemental Agreement to Contract No. 2894 (Board Report No. 05-170) extending the term of the contract from six years to nine years.

To date, the firm has worked on several Department projects including, but not limited to, the following: Barnsdall Park Phase I Master Plan Implementation (#1026C), Hansen Dam Soccer Field Complex (#1347A), and South Seas House Renovation Project, the Greek Theatre Improvements Project, the Runyon Canyon Park-Fuller Entrance Parking, and the 11th Avenue Surplus Property Transfer. They have been assigned to provide the CEQA documentation for the proposed 109th Street Pool Replacement. In the future, it is anticipated that this consultant will continue to work on various aspects of these projects, as well as others, including the Griffith Park Framework Plan, Norman Houston Park Improvements, Harvard Skatepark and additional surplus property transfers. At this time, the consultant has been assigned work that will extend beyond the current term of the contract. The Department does not have available personnel to perform these specialized professional tasks in a timely manner because of the huge workload to meet other project requirements and deadlines. The adjustments in yearly hourly rates from 2009 through 2011 and the reimbursable automobile mileage expense are acceptable industry practice and conform to normal cost of living adjustments. This Amendment to Supplemental Agreement will allow the consultant to continue working on the various projects through their completion.

This Amendment to the Supplemental Agreement to Contract No 2894 is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of the contracts. Principals of the firm are not employees or officials of the City; are free to make recommendations or perform the services specified in the contract; and have no authority, with respect to the City's decisions relating to the project, beyond fulfilling the provisions of the Amendment to the Supplemental Agreement to Contract No. 2894.

FISCAL IMPACT STATEMENT:

All compensation to the consultant is provided in the funding of each individual project that the firm works on; therefore, there will be no decrease in revenue or increase in costs to the City.

Prepared by Gino Ogtong, Management Analyst II, Planning and Development.