

APPROVED
JUL 14 2010

REPORT OF GENERAL MANAGER

NO. 10-177

DATE July 14, 2010

**BOARD OF RECREATION
and PARK COMMISSIONERS**

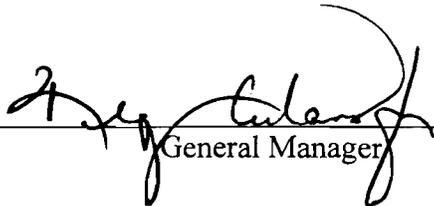
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO PERSONAL SERVICES CONTRACT NO. 3216 WITH AECOM TECHNICAL SERVICES, INC. FOR ECONOMIC CONSULTING SERVICES TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT

R. Adams _____
H. Fujita _____
S. Huntley _____
V. Israel _____

*F. Mok 2m.
K. Regan _____
M. Shull _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Supplemental Agreement to Personal Services Contract No. 3216, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and AECOM Technical Services, Inc., formerly known as Economic Research Associates, to extend the term of the contract from 36 months to 48 months and increase the contract amount from \$99,000 to \$150,000, subject to approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371 and Los Angeles Administrative Code Section 10.15(a)(2), that for the temporary continuation of professional services for the concessions program, a competitive bidding process is not practicable or advantageous;
4. Direct the Board Secretary to transmit forthwith the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney, for review and approval as to form; and,

REPORT OF GENERAL MANAGER

PG. 2

NO. 10-177

5. Authorize the Board President and Secretary to execute the Supplemental Agreement, upon receipt of the necessary approvals.

SUMMARY:

On August 28, 2006, the Department released a Request for Qualifications (RFQ) for As-Needed Economic Consultants. On February 21, 2007, the Board awarded contracts for a term of three-years with three economic consultants (Board Report No. 07-46); including ERA.

On May 17, 2007, the Department executed Personal Services Contract No. 3216, with Economic Research Associates (ERA), for a term of thirty-six months beginning May 17, 2007, to provide as-needed economic consulting services in order to assist the Department with the management, planning, and development of concession operations, including Requests for Proposals. ERA was acquired by AECOM and is currently known as AECOM Technical Services, Inc., a California corporation (Consultant).

As Contract No. 3216 expired on May 16, 2010, a supplement agreement to extend the term of the contract from 36 months to 48 months and increase the contract ceiling amount from \$99,000 to \$150,000 is necessary to provide a variety of as-needed economic consulting services as the need arises.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$130,466.

Charter Section 1022 Finding

Los Angeles City Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical and/or feasible to contract out the service.

On May 19, 2010, the Personnel Department completed a Charter Section 1022 review (Attached) and determined that although there are City classifications that can perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff and that the limited duration would require the layoff of staff at the end of the project. It is therefore more feasible to secure these services through an independent contractor.

Charter Section 371 Finding

Los Angeles City Charter Section 371 requires that all contracts valued at over \$25,000 require a competitive bid process. In accordance with Section 10.15(a)(2) of the LAAC, the requirement does not apply to contracts, as determined by the contracting authority, of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous.

REPORT OF GENERAL MANAGER

PG. 3

NO. 10-177

Contract No. 3216 was awarded based on an approved RFQ process and it is recommended that this supplemental agreement be approved until another RFQ process is initiated and completed and a multi-year agreement may be executed.

FISCAL IMPACT STATEMENT:

Funding for this contract is currently provided in Fund 302, Department 89, Account 400K and Fund 302, Department 89, Account 070K. This supplemental agreement has no impact on the Department's General Fund.

This report was prepared by Raymond Chang, Senior Management Analyst I, Finance Division, Administrative Resources Section, Service Contracts Group.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks

2. Contacts:

Department: Raymond Chang Phone No. (818) 243-6488 Fax No. 818-243-6451

CAO: Veronica Salumbides Phone No. (213) 473-7561 Fax No. 213-473-7514

3. Work to be performed:

The contract is to provide as-needed economic consulting services to provide management with information to plan and develop the Department's concession operations. The contract calls for providing market research and analysis, feasibility studies, profitability analysis, product evaluation, business development, facility design, and other technical services related to the development, planning, and maintaining of concessions.

4. Is this a contract renewal? Yes No (Contract No. 3211)

5. Proposed length of contract: Three years; amendment to extend contract by one year.
Proposed Start Date: Contract began May 17, 2007.

6. Proposed cost of contract (if known): \$99,000

7. Name of proposed contractor: Economic Research Associates, Inc.

8. Unique or special qualifications required to perform the work:

The contractor must have expertise in planning and developing concessions, including experience with market research and analyses.

9. Are there City employees that can perform the work being proposed for contracting?
Yes No City employees can perform **some of** the work.

Classification	Department(s)	List Expires
Concessions Manager (9247)	Airports	Exempt class
Senior Management Analyst (9171)	Various	No list
Operations and Statistical Research Analyst, 1779	DWP, Housing, Planning, Police	2/19/2011
Management Analyst (9184)	Various	No list
Financial Analyst (1549)	Airports, Harbor, and ITA	7/28/2010
Management Assistant	Various	6/14/10
Graphics Designer	Airports, Cultural Affairs, DWP, Harbor, ITA, Library, Personnel, Planning, Police, Recreation and Parks, Transportation, Zoo	No list

If yes,

- a. Which class(es) and Department(s): Please see above.
- b. Is there sufficient Department staff available to perform the work? Yes No
- c. Is there a current eligible list for the class(es)? Yes No Please see above.
- d. Estimated time to fill position(s) through CSC process? Unknown due to hiring freeze.
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No
- f. Are there City employees currently performing **some of** the work? Yes No

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform **some of** the work

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY:

The Department of Recreation and Parks is requesting Charter Section 1022 Contract Review for market research, planning, and economic forecasting for concession operations. The request is for an amendment to the original contract which began in May 2007. The amendment calls for extending the contract for an additional 12 months only, without augmentation to the contract amount. The original 1022 Contract review report was not completed and thus this report was prepared for reference purposes. Although there are City classifications that perform some of the work, the scope of work and time line does not allow for completion of the project with the current staff.

Submitted by:

Cathy T. Tanaka
Cathy T. Tanaka

Approved by:

Shelly Del Rosario
Shelly Del Rosario

Date:

5-17-13