

REPORT OF GENERAL MANAGER

**APPROVED**

NO. 15-011

DATE January 21, 2015

**JAN 21 2015**  
**BOARD OF RECREATION**  
**& PARK COMMISSIONERS**

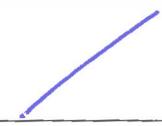
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED PERSONAL SERVICE CONTRACTS FOR ENVIRONMENTAL HEALTH AND SAFETY SERVICES -- REQUEST FOR QUALIFICATIONS

R. Adams	_____	V. Israel	_____
*R. Barajas	<u>RTB</u>	K. Regan	_____
H. Fujita	_____	N. Williams	_____

  
 \_\_\_\_\_  
 General Manager

Approved  Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for As-Needed Environmental Health and Safety Services, for three (3) year contracts, in an amount not to exceed \$7,000,000 per year per contract awarded, subject to the review and approval 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 undertake these specialized professional tasks in a timely manner, and that these services can be performed more feasibly by a qualified independent contractor than by a City employee;
3. Direct the Board Secretary to transmit the RFQ to the City Attorney for review and approval as to form; and,
4. Authorize staff to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney review and approval as to form.

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### SUMMARY:

The Department of Recreation and Parks (Department) is in need of environmental health and safety services that staff cannot provide; therefore, one or more environmental health and safety services contracts are required. Currently the Department does not have contracts in place to determine whether its buildings and other structures contain asbestos, lead, mold or other hazardous materials that could expose park patrons and employees to health hazards, nor for conducting air monitoring services during the abatement of identified hazards. The scope of these contracts will include, but is not limited to: the systematic process of developing and conducting surveys, investigations, assessments, programs, plans, training, emergency response, inspecting, identifying, sampling, analytical testing, quantifying, monitoring, analyzing, auditing, evaluating, assessing, interpreting, mitigating, impact review and analysis, managing and overseeing abatement or remediation activities, disposing, transporting, documenting and/or reporting of hazardous materials (i.e. lead, asbestos, mold, radon, toxic pollutants or contamination of soil, air, or water) and nuisances (noise, dust, particulates, fumes, etc.), or providing industrial hygiene services for other building or workplace hazards.

Staff has developed and is now ready to release, at the direction of the Board, a RFQ which will be advertised per Mayor's Executive Directive No. 14 which states, "...every Department will utilize the Los Angeles Business Assistance Virtual Network (BAVN) as the exclusive means for posting all opportunities for RFQ's..." In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by the Department. The Planning, Construction and Maintenance Branch, which oversees the Department's construction and maintenance projects, has reviewed and provided input on the RFQ.

A pre-qualification conference will be held approximately four (4) weeks after the release of the RFQ in order to provide potential responders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program (BIP) as required by Executive Directive No. 14.

### Evaluation Process

Responses will be evaluated in two (2) levels. Level I will be a review by Department staff for the minimum qualifications, as stated in the RFQ document. The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of the contract. If a responder's minimum qualification cannot be verified by staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. The responder must successfully pass Level I before staff will proceed to Level II.

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If any responders are successful in meeting the City's minimum qualifications requirements, then a recommendation will be made to the Board for award of contracts to them. In the interest of maintaining a competitive environment and maximizing the City's contracting options, staff may choose to recommend awarding a contract to multiple vendors. If multiple vendors are awarded this contract, they will have the opportunity to submit a competitive quote for each project issued by Department's Planning, Construction and Maintenance Branch, within the terms of this contract. Projects will be awarded solely on the prices submitted by the vendors.

The selected responders will be recommended to the Board for a three-year (3) contract, in an amount not to exceed \$7,000,000 per year, per contract. The contract amount is an estimate, and Department does not guarantee that the contract maximum amount will be reached. The environmental health and safety services that Department will be requesting shall be on an as-needed basis. Department, in entering into a contract, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts.

All projects awarded through this contract will be on an as-needed basis. Funding for projects will be provided from the various Contractual Services Account accounts and other qualified funding sources.

FISCAL IMPACT STATEMENT:

Releasing the Request for Qualification has no fiscal impact on the Department's General Fund.

This Report was prepared by Jim Newsom, Management Analyst II and reviewed by Cid Macaraeg, Senior Management Analyst II, Planning, Construction and Maintenance Branch.