

APPROVED
SEP 16 2015
BOARD OF RECREATION
& PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 15-210

DATE September 16, 2015

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ENVIRONMENTAL HEALTH AND SAFETY SERVICES REQUEST FOR QUALIFICATIONS (RFQ) - REISSUANCE

R. Barajas _____
H. Fujita _____
V. Israel _____

K. Regan _____
*N. Williams NDW



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the reissuance of the Request for Qualifications (RFQ) for Environmental Health and Safety Services, substantially in the form on file in the Board Office and subject to the review and approval of the City Attorney as to form, from which qualified contractors will be selected to enter into respective contracts with a termination date that corresponds with the termination date specified in the contracts awarded under the original RFQ;
2. Direct the Board Secretary to transmit the RFQ to the City Attorney for approval as to form; and,
3. Authorize the Department to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney review and approval as to form.

SUMMARY:

On September 16, 2015, the Board of Recreation and Park Commissioners (Board) was presented with an item for consideration relating to the RFQ for Environmental Health and Safety Services, in which the Department requested approval of two contract awards. The RFQ allowed respondents to apply under one or both of the following two categories: Hazardous Materials Analysis/Surveying/Monitoring and/or Industrial Hygiene Services. The scope of work for the Hazardous Materials Analysis/Surveying/Monitoring category included but was not

REPORT OF GENERAL MANAGER

PG. 2

NO. 15-210

limited to: 1) comprehensive asbestos and lead surveys; and, 2) asbestos and lead abatement oversight and monitoring. The Industrial Hygiene Services scope of work included but was not limited to: 1) industrial hygiene assessments for noise, indoor air quality, and mold; 2) health risk assessments; and, 3) injury and incident investigations.

Of the eleven RFQ respondents, only two passed threshold review and were eligible for a contract award; however, neither of the two successful applicants submitted a response in the Industrial Hygiene Services category. It is therefore requested that the Department be authorized to reissue the RFQ to solicit the contractual services of service providers under both categories. Currently, there are no providers under contract with the Department to perform the work detailed in the RFQ. With over 420 park locations under the jurisdiction of the Department, the additional contract providers resulting from the reissued RFQ will provide essential resources to ensure the health and safety of Department patrons and employees.

The reissued RFQ will be substantially in the form of the existing RFQ; the only substantive changes to the document will be the dates of the various deadlines associated with the RFQ process. Upon Board approval, the Department will advertise the RFQ on the Department's website and upload the documents on the Los Angeles Business Assistance Virtual Network (LA BAVN). The Planning, Construction and Maintenance Branch, which oversees Department construction and maintenance projects, has reviewed the RFQ to confirm that the scope of work and qualifying criteria encompasses the Department's required service needs.

A proposers' conference will be held approximately two weeks after the release of the RFQ in order to provide potential respondents with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program as required by Board policy and Executive Directive No. 14. The deadline to submit responses will be two to four weeks after the proposers' conference.

Evaluation Process

Responses will be evaluated in two phases. The Level I review consists of a staff review to verify that the respondent meets the minimum qualifications as stated in the RFQ. The result of the Level I review will determine whether the respondent possesses the requisite knowledge and experience to perform under the terms and conditions of the RFQ and resultant contract. If a respondent does not meet the minimum qualifications of the Level I review, the respondent will be disqualified and no further evaluation will be performed; each respondent must successfully pass the Level I review before proceeding to Level II. The Level II review will evaluate the compliance and RFQ submittal documents as required by City ordinance.

The Department will return to the Board at a subsequent meeting to recommend the respondent(s) selected for a contract award under the reissued RFQ. In the interest of

REPORT OF GENERAL MANAGER

PG. 3

NO. 15-210

maintaining a competitive environment and maximizing the City's contracting options, the Department may choose to award a contract to multiple providers. If contracts are awarded to more than one provider as a result of the RFQ, all providers will be given the opportunity to submit a competitive bid for each as-needed contract as issued by the Planning, Construction and Maintenance Branch. For respondents who have met the City's qualification requirements and were awarded contracts under the original or reissued RFQ, their proposals for future as-needed contracts will be evaluated and selected based solely on the price(s) submitted.

The contract(s) term will be three years, and the termination date for contracts awarded under the reissued RFQ will be the same as the termination date specified in the contracts awarded under the original RFQ. Compensation for each contract will be in a not-to-exceed amount of \$7,000,000 per year; in addition, because the contracted services are to be provided on an as-needed basis, the contract language will stipulate that the Department will neither guarantee that the contract maximum will be reached, nor will it guarantee a minimum amount of business or compensation. Furthermore, contracts will include language stating that awards resulting from the RFQ shall be subject to funding availability and early termination by the Department, as provided in the Standard Provisions for City Contracts.

FISCAL IMPACT STATEMENT:

Reissuing the Request for Qualifications has no impact on the Department's General Fund.

Report prepared by Jimmy Newsom, Senior Management Analyst I, and Lisa Shinsato, Management Analyst II, Contracts Unit.