

REPORT OF GENERAL MANAGER

NO. 01-274

DATE August 8, 2001

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DEPARTMENT PROCEDURES FOR THE SELECTION OF TECHNICAL CONSULTANTS

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
*M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board adopt the attached, revised procedure (Exhibit A) as the Department's selection process for technical consultants.

SUMMARY:

On September 21, 1994, in Board Report 424-94, the Board adopted a formal procedure for the selection of technical consultants. Because of recent reorganization and position reclassifications, staff is recommending that the revised procedures (Exhibit A) now be adopted.

The Department currently has 73 technical consulting firms under contract (as-needed consultant list attached as Exhibit B). Twenty (20) other as-needed firms that provide project management, land surveys, mapping, structural engineering, and landscape architectural services, have been awarded contracts by the Board. These are currently in the approval process and will be added to the consultant report when the contracts are executed. In addition, staff is preparing to recommend for awards, nine (9) more as needed contracts, three (3) each for civil, mechanical and electrical engineering services.

Less frequently, the Board awards contracts to firms to provide services for specific, usually high profile projects such as the Griffith Observatory and the Barnsdall Park project. There are currently eight (8) of these contracts in force. The Department does not engage in a competitive bidding process when selecting a technical consultant but instead evaluates the professional credentials and experience of several firms. Staff has attempted to spread the work to as many firms as possible to make the selection process fair and to encourage diverse architectural and engineering designs.

All criteria for the selection of consultants outlined in the Department's procedures were adhered to when both the as-needed and specific project firms and those firms now in the approval process but not yet executed, were selected.

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In order to attract new qualified consulting firms, Planning and Construction staff maintains a close relationship with the Mayor's Office of Economic Development. This includes membership on the Los Angeles Minority Business Opportunity Committee (MBOC) and the Interdepartmental Contract and Procurement Task Force, which promotes citywide contract and procurement, bid opportunity promotions and subcontractor referrals to City Departments.

In addition, Planning and Construction staff participates in events sponsored by the Society for Marketing Professional Services (SMPS), Los Angeles Chapter, an organization that promotes interaction between the public and private sector through regular roundtable events. During these events, staff is able to present opportunities available with the Department for consultant services.

By participating in the Interdepartmental Contract and Procurement Task Force, MBOC, and SMPS, staff has been able to contact and compile qualifications in a data bank for over 450 firms, offering a wide range of consulting services. This information can be accessed whenever new consultants are required.

To insure the widest circulation of available opportunities, staff also places consultant opportunity announcements in the Southwest Wave, Eastside Sun, L.A. Sentinel, La Opinion, Rafu Shimpo, Korea Times, and the California Examiner. Firms contacting the Department as a result of these announcements are also filed in the data bank and considered for contracts.

Once a new consultant is selected, or in some cases, an existing consultant contract is amended, the item is submitted to the Board for award or approval. It is then sent to the Mayor and City Attorney for approval. The Mayor sends it to the City Administrative Officer for a report before final approval. The document then must be considered by Council Committee (usually Arts Health and Humanities) and then by full Council. When all of this is completed, it is signed by the consultant, the Board President and Secretary and finally executed by the City Attorney. At that point, the consultant can begin work.

Due to the steps necessary to approve new contracts, staff sometimes utilizes existing consultants who's contracts may be close to expiration and or to the maximum dollar amount of their contract in order to meet project deadlines.

It is believed that expanded design opportunities can be provided once new contracts for professional services are in place due to recent Board approvals.

Prepared by Jess Miller, Contract Administration.