

REPORT OF GENERAL MANAGER

NO. 02-310

DATE August 14, 2002

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT NO. 5 TO CONSULTANT CONTRACT NO. 2605 WITH LEWIS S. SOLOFF DBA SOLOFF SURVEYING AND CONSULTING FOR AS-NEEDED LAND SURVEYING SERVICES

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

H. Fujita _____
*R. Fawcett FOR
M. Matthews _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve an increase in the term of the as-needed contract for an additional two (2) years for a total of ten (10) years;
2. Approve an increase in the contract amount for an additional \$300,000.00, for a new total of \$1,200,000.00;
3. Find that the Department does not have available in its employ personnel with sufficient time and the necessary expertise to undertake these specialized professional tasks in a timely manner and it is more feasible and economical as well as in the Department's best interest, to secure these services by contract; and,
4. Direct the Board Secretary to submit the Agreement to the City Attorney and Mayor for review and recommendation in accordance with Executive Directive No. 16, prior to execution by the Board President and Secretary.

SUMMARY:

On September 21, 1994, the Department entered into a personal services contract with Soloff Surveying and Consulting for as-needed land surveying services. The contract was for a duration of three (3) years, with maximum compensation to the consultant of \$150,000.00. The contract was subsequently amended on four occasions as follows:

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- Amendment No. 1, June 12, 1996 - Increased the contract amount by \$150,000.00 for a new total of \$300,000.00.
- Amendment No. 2, August 13, 1997 - Increased the contract amount by \$300,000.00 for a new total of \$600,000.00; and extended the term by 3 years for a new term of 6 years.
- Amendment No. 3, July 21, 1999 - Increased the contract amount by \$300,000.00 for a new total of \$900,000.00.
- Amendment No. 4, May 21, 2002 - Increased the term of the contract by 2 years for a new total of 8 years.

Currently the consultant's as-needed contract has expended \$ 845,679.15 of the maximum contract compensation of \$900,000.00, leaving a remainder of \$54,320.85 still available in their contract. Soloff Surveying and Consulting has an as-needed contract, therefore the consultant is hired on an as-needed basis and compensation to the consultant comes from each individual project that the consultant is working on.

Soloff Surveying and Consulting is currently working on the following projects:

Venice Beach Ocean Front Walk - Bikeway Widening (#1019E), Fund 302, Account 9120 and Potrero Canyon Park - Park Development Phase II (#1012B), Fund 302, Acct #9120.

The consultant has recently completed contract work with the Department on the following projects:

- *Ernest Debs Park - Park Development (#1167A)
- *Algin Sutton Sportsfield Improvements (#1231D)
- *Rancho Cienega Sportsfield Improvements (#1255D)
- *Yosemite RC - Gym Addition and Sportsfield Improvements (# 1704E)
- *East Wilmington Greenbelt Community Center (#1736D)
- *Barnsdall Park - Master Plan (#1026C)
- *Griffith Park - Roosevelt Golf Course (#1023E)

The Department is requesting the increase in the contract term and amount for the work being performed at both of their current projects. Soloff Surveying is the Surveyor of record for work at Potrero Canyon for Slide Stabilization which impacts the riparian habitat restoration. The project is 90% complete. Because the project has experienced several delays the consultants services continue to be needed to finish the project. Also, the consultant's services will continue to be needed

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at Venice Beach because of the expansion of the Ocean Front Walk Bikeway widening project. Soloff is the surveyor of record on the Venice Beach projects and they will be needed for the life of the project to provide aerial and ground surveys.

This contract is recommended for amendment 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 contract.

Soloff Surveying and Consulting currently has 1 out of 3 employees living in the City of Los Angeles.

The firm has agreed in writing to comply with and/or has submitted the appropriate, executed forms (listed below) as outlined on the CAO's "Analysis of Proposed Contract" form and the "Standard Provisions For City Contracts (rev. 10/01):"

- Child Care and Child Support Declaration Statements
- Affirmative Action Program
- Equal Benefits Ordinance
- Contractor/Consultant Pledge of Compliance
- MBE/WBE Policy
- Living Wage Ordinance
- Insurance Requirements
- Contractor Responsibility Ordinance Questionnaire (Service Contract)

This Amendment has been approved by the City Attorney's Office.

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

Prepared by Veronica Buenrostro, Management Assistant.