

REPORT OF THE GENERAL MANAGER

NO. 03-364

DATE: November 5, 2003

CD. CW

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZATION FOR THE GENERAL MANAGER TO NEGOTIATE AND EXECUTE UP TO TWELVE (12) GRANT-WRITING CONSULTANT SERVICES CONTRACTS FOR PREPARATION OF PROPOSITION 40 GRANT APPLICATIONS

L. Barth _____
J. Combs _____
A. Corrales _____
H. Fujita _____

J. Kolb _____
*B. Lukehart KE JB BA
F. Mok _____
L. Barth _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Authorize the General Manager to negotiate the terms of up to twelve (12) contracts, each in an amount not to exceed \$24,950, for a term of three (3) months with an option to extend as necessary subject to future Board approvals, with one or more grant-writing consultants listed in the body of this report, for the preparation of Proposition 40 grant applications;
2. Find that the Department does not have available in its employ, personnel with sufficient time to undertake these specialized professional tasks in a timely manner and it is more feasible, economical, and in both the City's and Department's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit the proposed contract to the Mayor in accordance with Executive Directive 16, concurrently to the City Attorney for review as to form.
4. Subject to approval by the Mayor, approve the appropriation of \$350,000 from the Unreserved and Undesignated Fund Balance to various accounts as follows:

FROM: Unreserved and Undesignated Fund Balance – Fund 302, Dept 88 \$350,000

TO: Appropriation Account 1090, Salaries Overtime (Fund 302, Dept 88) \$ 50,000
Appropriation Account 3040, Contractual Services (Fund 302, Dept 88) \$300,000

REPORT OF GENERAL MANAGER

PG. 2

NO. 03-364

SUMMARY:

The LA for Kids Steering Committee (comprised of representatives of the Mayor, Chief Legislative Analyst, and City Administrative Officer) has been designated as the entity responsible for designating which projects will be submitted for State Proposition 40 (P-40) grant funding. Approximately 300 projects have been considered by the Steering Committee for grant applications. The Department presented grant funding matrices, listings of its "D" & "F" park facility needs, and possible land acquisitions to the representatives of the Steering Committee. From these projects, approximately 30 projects are currently deemed to be the most "project ready," socio-demographically needed, and competitive on a statewide basis. The final projects will be selected by the Steering Committee at their first meeting in November.

The Department has been designated as the lead in preparing and submitting these applications to the State. It is anticipated that the City Council will allocate funding for P-40 grant writing (for consultants and Department oversight) in the approximate amount of \$346,000. Pending transfer of these funds, the Department will appropriate funds from the Unreserved and Undesignated Fund Balance in order to initiate payment for both consultant and staff efforts on this grant writing. The selected projects will require applications to be completed within thirty (30) to forty-five (45) days. P-40 Murray Hayden grant applications are due on December 15, 2003, and P-40 Urban Park grant applications are due on January 15, 2004.

The Department requires immediate and temporary expert assistance to complete these applications. Due to the recent hiring freeze and staff attrition, the number of Department staff qualified to write grants has been significantly reduced. Furthermore, the extended Proposition K deadline is heavily impacting existing Department staff workload with overtime expected for grant preparation oversight. Department staff is also now responsible for both City and LAUSD joint-use Proposition K grant applications.

State Proposition 40 grant funds provide the best opportunity for the City to make substantial progress towards solving the Department's \$800M+ infrastructure needs: replacement or refurbishment of "D" & "F" graded park facilities in our most disadvantaged neighborhoods and to strive in solving the City's parkland acreage deficit.

P-40 offers four competitive grant programs totaling an available \$290M. They are:

- Murray Hayden (for recreation facilities): \$50M available statewide, due December 15, 2003;
- Urban Parks (for land acquisition and development): \$140M available statewide, due January 15, 2004;

REPORT OF GENERAL MANAGER

PG. 3

NO. 03-364

- Youth Soccer (for active field/court development): \$50M total combined with Healthy Communities, available statewide, due Summer 2004; and
- Healthy Communities (for land acquisition and development - best with "community partners"): \$50M total combined with Youth Soccer, available statewide, due Summer 2004.

The Department placed classified advertisements in the Los Angeles Times to solicit qualifications from grant writing consultants to assist the Department. Approximately forty-five (45) applications were received. From these applications, the following selected consultants have been deemed most eligible by the Department for rapid preparation of P-40 grants because of their prior strong and proven track record of technical experience in capital improvement project grant applications. While other consultants have varying levels of grant application experience, the selected consultants are the most qualified requiring a lesser amount of supervision by the Department.

Applied Development Economics

DJT Consulting Group

EDAW – Los Angeles

Wendy Katagi

Mark Briggs and Associates

Psomas – Costa Mesa

Steven S. Gross & Associates

Higman Doehle, Inc.

Rede Lar, PhD

Robin D. Scherr

Seliger & Associates

Martha Van Rooijen

Jamie Baker

Shelley Bartenstein

Judith Bowman

Evette De Luca

Elizabeth Hesik Consulting

Carrie Roberts and Associates

Robin D. Scherr

Betty Burston, PhD

Susan Harris

Images Plus

Eriko Kobayashi

Paula Leshay

Frank Loweree

Miriam Mack

Frank Paradise

Lily Phan

REPORT OF GENERAL MANAGER

PG. 4

NO. 03-364

Silbert Consulting Services
Stefanie H. Spikell
Sam Carlos Vega
Wendy Katagi
Laura Sanders
Rick Kropp
Alan Kouns

Upon approval of the Board, staff will meet with these potential consultants and ascertain appropriate assignment of grants between one or more, so that the Department can meet State deadlines. Based upon historical data, the Department estimates that each grant will cost approximately \$12,000 to prepare. It is anticipated that each application will require about two weeks for the consultant to complete, thus assigning 2 to 3 grants per consultant. Preparation costs include Department staff from Advance Planning, Environmental, Grants Administration, Real Estate, and Project Management as well as the costs of grant writer consultants. All potential consultants above are available to begin work immediately. All will comply with applicable City terms and conditions. Grant status updates will be provided by the Department at Steering Committee meetings.

These contracts are recommended for approval 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.

Prepared by John De Witt, Planning and Construction, Advance Planning.