

REPORT OF GENERAL MANAGER

NO. 04-352


DATE November 17, 2004

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO CONSULTANT CONTRACT NO. 2924 WITH HOWARD LAKS, AIA ASSOCIATES ARCHITECTS FOR AS-NEEDED ARCHITECTURAL DESIGN AND CONSTRUCTION MANAGEMENT SERVICES

* K. Chan	<u>hc</u>	J. Kolb	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	G. Stigile	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve Amendment to Contract No. 2924, substantially in the form attached, increasing the contract amount by \$300,000.00 for a new total of \$900,000.00, and increasing the term by three years for a new total of nine years;
2. Find that the Department does not have, available in its employ, personnel with sufficient time or the necessary expertise to undertake these specialized professional tasks in a timely manner, and, pursuant to Charter Section 1022, it is more feasible, economical, and in the Department's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit the proposed Amendment to the Mayor in accordance with Executive Directive No. 16, concurrently to the City Attorney for review as to form; and,
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the Amendment.

REPORT OF GENERAL MANAGER

PG. 2

NO. 04-352

SUMMARY:

On January 20, 2000, the Department entered into a personal services contract with Howard Laks, AIA Associates Architects for as-needed architectural design and construction management services. The term is for six (6) years, expiring on January 19, 2006, and the amount is for \$600,000.00.

The firm has worked on several Department projects including, but not limited to, the following: Brand Park Community Building (#2800N), Nordhoff Adult Care Center (#1813A), and Runyon Canyon Park – Park Improvement (#1807A). It is anticipated that this Consultant will continue to work on various aspects of these projects, as well as others, in the future. At this time, the Consultant has been assigned work with a projected value over their current contract amount that will extend past the term of the contract. This Amendment will allow this Consultant to continue working on the various projects through their completion.

It should be noted that due to the longer term of this Contract, the consultant was requested to and has submitted their hourly rates and reimbursable expenses for the extended period. These rates and expenses are acceptable to staff and have been incorporated into the Amendment.

Howard Laks, AIA Associates Architects is not a MBE/WBE firm. However, they have agreed to conduct an outreach effort if the services of a sub-consultant are required.

The firm is already in compliance with the policies and ordinances listed below, as outlined in the "Analysis of Proposed Contract" and the Standard Provisions for City Contracts, revised 10/03 form:

- Child Care and Child Support Declarations Statements
- Affirmative Action Program
- Business Tax Registration Certificate
- Equal Benefits Ordinance
- MBE/WBE Policy
- Living Wage, Service Retention Ordinance
- Insurance Requirements

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.

REPORT OF GENERAL MANAGER

PG. 3

NO. 04-352

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

Report prepared by Cid Macaraeg, Sr. Management Analyst I, and Damian A. Pacheco, Management Assistant, Planning and Development.