

REPORT OF GENERAL MANAGER

NO. 04-321

DATE: October 20, 2004

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT NO. 2 TO CONSULTANT CONTRACT NO. 2911 WITH JONES AND STOKES ASSOCIATES FOR AS-NEEDED ENVIRONMENTAL CONSULTING SERVICES

* K. Chan	<u><i>[Signature]</i></u>	J. Kolb	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	G. Stigile	_____

*[Signature]* for JKM  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve Amendment No. 2 to Contract No. 2911 with Jones and Stokes Associates, substantially as attached, extending the term of the contract by three (3) years for a new total of nine (9) years and increasing the contract amount by \$300,000.00 for a total of \$900,000.00;
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, 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 to the City Council for approval; and,
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the Amendment.

SUMMARY:

On July 21, 1999, the Department entered into a personal services contract with Jones and Stokes Associates for as-needed environmental consulting services. The term was for six (6) years, expiring on July 20, 2005, and the amount was for \$300,000.00.

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The firm is the recognized environmental engineer and consultant of record for the following projects: L.A. Equestrian Center, Ernest Debs Park, White Point Park, Del Rey Lagoon, West Wilshire Senior Citizen Center, Hansen Dam Soccer Complex, and Potrero Canyon Park Development- Phase III. It is anticipated that this consultant will continue to work on various aspects of these projects, as well as others, in the future. The current assigned work will extend over the current term of the contract which expires in 2005.

Recently, this consultant acquired Myra Frank and Associates, another environmental engineering firm under contract with the Department. It is expected that Jones and Stokes will assume work on any existing projects that Myra Frank and Associates were awarded. The total project awards to the consultant, including those projects assumed from Myra Frank exceed \$200,000.00. The proposed amendment will allow this consultant to continue working on various projects through completion and make it available for any future projects that will require their services.

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

Jones and Stokes 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.

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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.

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