

APPROVED
AUG 14 2007

REPORT OF GENERAL MANAGER

NO. 07-180

DATE August 14, 2007

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **AMENDMENT TO CONTRACT NO. 3209 WITH ARTHUR M. MANASK & ASSOCIATES, INC.**

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	*F. Mok	<u>F.m.</u>
S. Huntley	_____	K. Regan	_____
V. Israel	_____	M. Shull	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the proposed Amendment to Contract No. 3209 with Arthur M. Manask & Associates, Inc., for consulting services, substantially in the form on file in the Board Office, and modify the term of the contract to commence on September 27, 2006 and accept services performed prior to execution, subject to all the terms, covenants, and conditions of the contract as amended;
2. Direct the Board Secretary to transmit the proposed amendment to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review as to form; and,
3. Authorize the Board President and Secretary to execute the Amendment, upon receipt of the necessary approvals.

SUMMARY:

On November 1, 2006, the Board of Recreation and Park Commissioners, through Board Report No. 06-327, approved the award of economic consulting services contracts to five consulting firms for the Department's Concession Program. Among the awarded firms was Arthur M. Manask & Associates, Inc. (Consultant). On April 5, 2007, the Department executed a thirty-six

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month contract with Consultant (Contract No. 3209), to secure economic consulting services on an as-needed basis.

At the request of the Department, the Consultant performed consulting services prior to the execution of Contract No. 3209. These services included the development of financial pro-forma applications and assembling an evaluation panel for the Sepulveda Golf Complex Professional Concession. The services were performed prior to the commencement of the term of Contract No. 3209. Staff prepared the attached amendment to Contract No. 3209, modifying the term of the contract to commence on September 27, 2006, to allow the Department to accept and pay for services performed prior to execution, subject to the terms, covenants, and conditions of the contract as amended.

FISCAL IMPACT STATEMENT:

Funding for this amendment will be provided through the Golf Concessions Improvement Account, Fund 302, Department 88, Account 400K. There will be no additional impact to the Department's General Fund.

Report prepared by Sherlan Abesamis, Management Assistant, Service Contracts Group, Administrative Resources Section, Finance Division.