

REPORT OF GENERAL MANAGER

APPROVED
AUG 14 2007

NO. 07-181

DATE August 14, 2007

C.D. ALL

**BOARD OF RECREATION
and PARK COMMISSIONERS**

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SUBJECT: SUPPLEMENTAL AGREEMENT TO CONSULTANT CONTRACT NO. 3022 WITH JPL ZONING SERVICES, INC., FOR AS-NEEDED RADIUS AND ZONING MAPPING SERVICES

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

[Signature]

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the proposed Supplemental Agreement, substantially in the form on file in the Board Office, to Contract No. 3022 with JPL Zoning Services, Inc., extending the term of the contract by three (3) years for a new total of nine (9) years and increasing the contract amount by \$100,000 to \$700,000, subject to approval of the Mayor, the City Council, and the City Attorney as to form;
2. Find that the Department does not have personnel available in its employ 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 Supplemental Agreement to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review as to form; and,
4. Upon receipt of necessary approvals, authorize the Board President and Secretary to execute the Supplemental Agreement.

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SUMMARY:

On August 23, 2001, the Department entered into a personal services contract with JPL Zoning Services, Inc., (JPL) for as-needed radius and zoning mapping services. The term was for six years, expiring on August 22, 2007, and the amount was not to exceed \$600,000.

It is the intent of the Department to undertake a broad-based participatory and strategic planning process that will result in the development of a comprehensive Citywide Needs Assessment final report. A critical element of the Citywide Needs Assessment effort will be ongoing opportunities for public involvement in the process. An extensive, proactive community engagement effort will be undertaken which will employ multiple outreach tools including public workshops/meetings, participation in focus groups and interviews, a mailed survey, and an interactive website.

As a part of the implementation of this public participation process, JPL will be responsible for the distribution and collection of the mailed survey. The mailed survey is an important part of the overall public participation process and will also provide statistically valid data to corroborate information gathered from other sources during the project. The survey will be randomly distributed to households in Los Angeles in proportion to populations within each of the seven planning areas of the city. It is anticipated that the survey will be up to six pages in length and allow for 21 to 25 questions, many with multiple components. A minimum of 2,800 completed surveys will be collected, including regional breakdowns for the seven planning areas. The survey will be provided in both English and Spanish, and provisions for other languages will be discussed. The overall results of the 2,800 households (approximately 400 within each of the seven planning areas) will have a 95% level of confidence with an error margin of plus or minus 5.8%.

At this time, the consultant has been assigned work that will extend beyond the current term of the contract. The Department does not have available personnel to perform these specialized professional tasks in a timely manner due to the existing staff workloads; therefore, it is impossible for existing staff to take on additional project requirements with deadlines. The adjustment in JPL's yearly hourly rates from 2008 through 2010 is an acceptable industry practice and conforms to normal cost of living adjustments. Approval of this Supplemental Agreement will allow this consultant to continue working on the various aspects of the project through its completion.

This proposed Supplemental Agreement is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of 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 proposed Supplemental Agreement.

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FISCAL IMPACT STATEMENT:

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

Prepared by Gino Ogtong, Management Analyst II, Planning and Development.