

**APPROVED**  
JUL 11 2007

REPORT OF GENERAL MANAGER

NO. 07-160

DATE July 11, 2007

**BOARD OF RECREATION  
and PARK COMMISSIONERS**

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT NO. 4 TO CONTRACT NO. 3032 WITH HARRIS & ASSOCIATES, INC., FOR AS-NEEDED LANDSCAPE PROGRAM AND CONSTRUCTION MANAGEMENT CONSULTING SERVICES

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

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the proposed Amendment No. 4 to Contract No. 3032, substantially in the form on file in the Board Office, to extend the term of the contract by three years, for a new total of nine (9) years, subject to approval of the Mayor, the City Council, and the City Attorney as to form;
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. 3, and concurrently to the City Attorney for review and approval as to form; and,
4. Authorize the President and Board Secretary to execute the amendment, upon receipt of necessary approvals.

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### SUMMARY:

On October 3, 2001, the Department entered into a personal services contract with Project Management Associates, Inc., for as-needed program and construction management consulting services. The term was for six (6) years, expiring on October 2, 2007, and the amount was for \$600,000.

On April 3, 2002, Board Report No. 02-143 was approved, which authorized Amendment No. 1 to increase the contract amount by \$900,000, for a new total of \$1,500,000. This Amendment No. 1 was executed on November 6, 2002.

On April 17, 2002, Board Report No. 02-163 was approved, which authorized Amendment No. 2 to officially recognize the change of name of the business entity to Harris & Associates, Inc., from Project Management Associates, Inc. This Amendment No. 2 was executed on May 21, 2002.

On April 16, 2003, Board Report No. 03-99 was approved, which authorized Amendment No. 3 to increase the contract amount by \$4,500,000, for a new total of \$6,000,000. This Amendment No. 3 was executed on September 18, 2003.

The firm has worked on several City projects including, but not limited to the following: Audit of the Los Angeles City Lighting District (LACLD) and Other Two Categories of Districts (Assessment Engineering); Street Lighting Maintenance Assessment District (Assessment Engineering); Santa Monica Boulevard Transit Parkway Project (Construction Management); and Proposition K Parks Projects (Program Management). The consultant provides various professional and technical tasks such as document control, project management, project scheduling, and financial management of various grants and projects. Since the consultant was assigned the task of financial management for all the projects by providing project budget sheets and closeouts and Proposition K Parks projects previously, their involvement in these projects will make every aspect run smoothly. At this time, the consultant has been assigned work on the above projects that will extend over 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 demand on staff workload, thereby, making it impossible for staff to meet additional project requirements and deadlines. This Amendment will allow this consultant to continue working on the Proposition K Parks projects through their completion. The proposed amendment includes adjustments of rates due to inflation. These adjustments are acceptable industry practice and conform to normal cost of living adjustments.

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This contract is recommended for extension 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.

FISCAL IMPACT STATEMENT:

All compensation to the consultant is provided from the funding of each individual project. Therefore, there will be no decrease in revenue or increase in costs to the City's General Funds.

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