

APPROVED

SEP 19 2007

REPORT OF GENERAL MANAGER

NO. 07-215

DATE: September 19, 2007

BOARD OF RECREATION and PARK COMMISSIONERS

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT NO. 3 TO CONSULTANT CONTRACT NO. 2911 WITH JONES AND STOKES ASSOCIATES FOR AS-NEEDED ENVIRONMENTAL CONSULTING SERVICES

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

[Signature]

 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve Amendment No. 3 to Contract No. 2911, substantially in the form on file in the Board Office, with Jones and Stokes Associates (JSA), extending the term of the contract by six years for a new total of fifteen years and increasing the contract amount by \$600,000 for a total of \$1,500,000, subject to the approval of the Mayor, 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 forthwith 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 July 21, 1999, the Department entered into a personal services contract with JSA for as-needed environmental consulting services. The term was for six years, expiring on July 20, 2005, with an amount of \$300,000. On April 16, 2003, the Board approved Amendment No. 1 to the consultant contract, which increased the amount by \$300,000, for a new total amount of \$600,000 (Board Report No. 03-124). Amendment No. 2 was approved by the Board on October 20, 2004, (Board Report No. 04-321) which increased the term by three years, for a total of nine years and increased the contract amount by \$300,000, for a new contract amount of \$900,000.

The firm has worked on several Department projects over the years. JSA recently completed work on the Bellevue Recreation Center Outdoor Improvements and the Banning Museum Fencing Project and is currently involved in the following projects: Camp Radford-Seismic Retrofit and Campground Rehabilitation, Brand Park Community Building, and the Griffith Park Fire Recovery. The Brand Park Community Building project, because of its proximity to the San Fernando Mission, has required extensive archaeological data recovery, documentation and monitoring, and CEQA documentation services resulting in nearly \$243,000 in consulting costs, which has consumed 81% of the additional amount approved in Amendment No.2. Given the other projects that JSA is working on, the remaining contract balance will be expended in the near term with little or no funding available for the other planned projects. With regard to future projects, JSA was used as a technical consultant in the development of a Proposition O application for the proposed Machado Lake Ecosystem Rehabilitation Project that was approved for funding in November 2006. This project is expected to start planning and design work soon and will require extensive biological, hydrological, and CEQA documentation services over the next five years that will cost several hundred-thousand dollars. Because no single consultant may be able to be used for the entire scope of work, and because JSA has demonstrated expertise and previous involvement in the project's development, it would be advantageous to have JSA available as one of the potential consulting firms for these projects.

It should be noted that due to the longer term of this Agreement, the consultant was requested to submit 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.

Jones and Stokes is not a Minority Business Enterprise/Women Business Enterprise/Other Business Enterprise (MBE/WBE/OBE) 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.

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Child Support Declarations
Affirmative Action Program
Business Tax Registration Certificate
Equal Benefits Ordinance
MBE/WBE Policy
Living Wage Ordinance
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.

FISCAL IMPACT STATEMENT:

All compensation to the consultant will be provided on an as-needed basis through a variety of local, state and federal funding sources that have been established specifically for the development and implementation of each project, and includes authorized work by the consultant on the project, up to the limits of the contract. Therefore, there will be no decrease in revenues or increase in costs to the Department's General Fund.

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