REPORT OF GENERAL MANAGER

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June 6, 2011 DATE

JOARD OF RECREATION and PARK COMMISSIONERS C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT:

GRIFFITH OBSERVATORY - AMENDMENT TO PERSONAL SERVICES CONTRACT NO. 3296 WITH ANDREW DALZELL DBA DIABLO SOUND TO EXTEND THE TERM AND INCREASE THE CONTRACT AMOUNT TO **PROVIDE** PROFESSIONAL MUSIC SUPERVISION. SOUND ENGINEERING AND TECHNICAL SERVICES FOR SPECIALIZED

EQUIPMENT USED FOR PUBLIC PROGRAMS

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Approve	d	I	Disapproved		Withd	rawn

RECOMMENDATIONS:

That the Board:

- 1. Approve a proposed Amendment to Personal Services Contract No. 3296, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Andrew Dalzell dba Diablo Sound to extend the term of the contract from 36 months to 48 months and increase the contract amount from \$50,000 to \$100,000, subject to the approval of the Mayor and of the City Attorney as to form;
- 2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more economical or feasible to secure these services of an independent contractor;
- 3. Find in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that for the temporary continuation of professional services for the Griffith Observatory Samuel Oschin Planetarium, competitive bidding is not practicable or advantageous;
- Direct the Board Secretary to transmit the proposed Amendment to the Mayor in 4. accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for review and approval as to form; and,
- 5. Authorize the Board President and Secretary to execute the Amendment, upon receipt of the necessary approvals.

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SUMMARY:

The Griffith Observatory has a tradition of providing live presentations for its visitors at the Samuel Oschin Planetarium (Planetarium) and Leonard Nimoy Event Horizon Theater, which opened as part of the renovated and expanded Observatory in 2006. An audio technician with specific training and experience in development, mixing, and installation of sound track elements for the exhibits and theater programs is a critical component of the Observatory's success.

On February 18, 2009, the Board approved a Personal Services Contract with Andrew Dalzell dba Diablo Sound in order to provide the Observatory with a capable and reliable source of sound track creation for programs (Board Report No. 09-036). On June 29, 2009, Personal Service Contract No. 3296 was executed and is set to expire on November 30, 2011.

Staff recommends increasing the contract ceiling for Personal Services Contact No. 3296 from \$50,000 to \$100,000 and extending the terms from thirty-six (36) months to forty-eight (48) months to November 30, 2012. This approval will allow the Department to continue to meet the on-going needs of Griffith Observatory and ensure the continued success of the program.

In accordance with Section 10.5(b)(2) of the Los Angeles Administrative Code (LAAC), Council approval is not required as annual payments will not exceed \$100,000 plus increases to the consumer price index, currently set at a maximum of \$131,620.

Charter Section 1022 Determination

City of Los Angeles Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical or more feasible to contract out the service.

On December 31, 2008, as part of the initial award process, the Personnel Department completed a Charter Section 1022 review (Attachment A) and determined that City employees do not have the expertise to perform the work. It is therefore more feasible to contract out the service.

FISCAL IMPACT:

There is no impact to the Department's General fund as funding is available in the Observatory Programming and Operation Contractual Services Account (Fund 302, Department 88, Account 3040).

This report was prepared by Nancy Jeffers, Management Analyst II, Service Contracts Group, Finance Division.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

Attachment A

1.	. Requesting Department: <u>Department of Recreation and Parks</u>					
2.	. Contacts					
	Department:	Raymond Chang	Phone No.	(818) 243-6488	Fax No.	818-243-6451
	CAO:	<u>Veronica</u> <u>Salumbides</u>	Phone No.	(213) 473-7561	Fax No.	213-473-7514
3.	Work to be perf	ormed:				
The contractor, Andrew Dalzell, dba Diablo Sound, will provide as-needed sound engineering, m supervision and technical assistance for the specialty equipment used in executing programs performances at the Griffith Observatory.						
4.	Is this a contrac	t renewal? Yes	□ No ⊠			
5.	Proposed length	n of contract: <u>Three</u>	<u>years</u> Pro	posed Start Date	: <u>January</u>	12, 2009.
6.	3. Proposed cost of contract (if known): \$50,000 maximum during the length of the contract.					
7.	Name of propos	sed contractor: And	drew Dalzell, d	dba Diablo Sound	!	
8.	. Unique or special qualifications required to perform the work:					
	The contractor must have knowledge and expertise to provide technical assistance with sound engineering including oversight of acquiring a music library or original musical compositions, audio mix, and sound production. In addition, the contractor must provide expert advice on equipment upgrades, maintenance, and assist technical staff to adjust sound equipments used for executing programs at the Observatory's theaters and exhibit galleries including the Samuel Oschin Planetarium.					
9.	9. Are there City employees that can perform <u>some of</u> the work being proposed for contracting? Yes ⊠ No □					
	Classification	Departi				List Expires
	ludio Visual Tech		WP, Harbor,	Police Zoo		No list
_	Playback Operato		in and Dark	Cultural Affaira		No list
	heater Technicia	in Recreat	ion and Faik	s, Cultural Affairs		No list
	If yes,					
		s(es) and Departm				PT FT
	b. Is there sufficient Department staff available to perform the work? Yes \(\subseteq \) No \(\subseteq \)					
	c. Is there a current eligible list for the class(es)? Yes \(\subseteq\) No \(\subseteq\) Expiration Date: See above. d. Estimated time to fill position(s) through CSC process? 2 to 8 months depending on the class.					
	u. Estillateu	rittle to till hosition(s, unough Co	O process: 2 to		oponanty on the elass.

е.	Can the requesting department continue to employ staff hired for the project after project completion? Yes \(\simega\) No \(\simega\)
f.	Are there City employees currently performing the some of the work? Yes No
10.	Findings
\square	City employees DO NOT have the expertise to perform the work City employees DO have the expertise to perform <u>some of</u> the work
	Check if applicable (explanation attached) and send to CAO for further analysis Project of limited duration would have to layoff staff at end of project Time constraints require immediate staffing of project Work assignment exceeds staffing availability

SUMMARY:

The main purpose of the contract is to provide special sound effects including audio editing and sound mixing for the theaters located at the Griffith Observatory. Although there are City employees who can perform some of the duties required of the contractor, there is not a City classification whose essential function is to produce sound effects by calibrating equipment and mixing sound from original compositions and/or a library of music.