

APPROVED

SEP 11 2013

REPORT OF GENERAL MANAGER

NO. 13-232

DATE September 11, 2013

BOARD OF RECREATION
AND PARK COMMISSIONERS

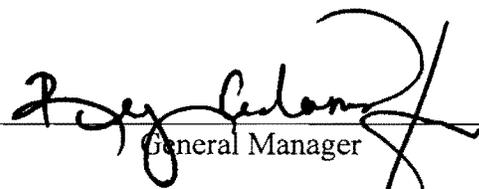
C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CABRILLO MARINE AQUARIUM – PROFESSIONAL SERVICES AGREEMENT WITH ROYAL POLARIS SPORTFISHING, INC., TO RETAIN THE ROYAL POLARIS FISHING VESSEL FOR A WHALE-WATCHING AND ECOLOGICAL TOURS EXCURSION TO BAJA CALIFORNIA, MEXICO

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
M. Shull _____
*N. Williams Cy/2/2013



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed one-year Professional Services Agreement, with a one-year option to extend at the sole discretion of the General Manager, with Royal Polaris Sportfishing, Inc., substantially in the form on file in the Board Office, allowing Cabrillo Marine Aquarium to charter the Royal Polaris vessel for the 40th and 41st annual whale-watching and ecological tour excursions to Baja California, Mexico, in the amounts of sixty-seven thousand dollars (\$67,000.00), and seventy thousand three hundred eighteen dollars (\$70,318.00) the subsequent year, should the contract be extended, subject to the approval of the Mayor and of the City Attorney as to form;
2. Direct the Chief Accounting Employee to appropriate sixty-seven thousand dollars (\$67,000.00) from Fund 301, Department 88, Account 035M, Municipal Recreation Program (MRP) MRPXX830 for chartering the Royal Polaris vessel from March 6, 2014 through March 14, 2014, and seventy thousand three hundred eighteen dollars (\$70,318) if in July 2014 or before, the General Manager exercises the option to extend the contract for the 2015 trip;
3. Find that, in accordance with Charter Section 1022, the City does not have available the vessel or in its employ personnel with the expertise to undertake these specialized professional tasks and that it is more feasible to secure the services by contract;

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4. Find that, in accordance with Los Angeles Administrative Code Section 10.15(a)(2), competitive bidding is not practicable or advantageous to secure these services because the agreement is for the performance of professional, technical, or other special services of a temporary and occasional character;
5. Direct the Board Secretary to transmit the proposed Professional Service Agreement, concurrently, to the Mayor's Office in accordance with Executive Directive No. 3, and the City Attorney for approval as to form; and,
6. Authorize the Board President and Secretary to execute the Agreement, upon receipt of the necessary approvals.

SUMMARY:

The Department of Recreation and Parks' Cabrillo Marine Aquarium is a non-profit public aquarium that engages all visitors in education, recreation, and research of the marine life of Southern California, and has sponsored the annual whale-watching and ecological tour excursion, known as the "Meet the Friendly Whales of Baja" trip for the past thirty-nine (39) years. The Cabrillo Marine Aquarium Baja trip attracts passengers from across the country and furthers the Aquarium's international reputation as one of the finest teaching aquariums in the United States. The goal in sponsoring the trip is to further Cabrillo Marine Aquarium's mission of promoting knowledge, appreciation, and conservation of the marine life of Southern California. Staff recommends continuing the sponsorship of these next two trips, the first of which is scheduled for March 6, 2014 through March 14, 2014.

In accordance with Los Angeles Administrative Code Section 10.15 (a)(2), competitive bidding for this agreement is not practical or advantageous to the Department. Staff contacted other vendors that could provide similar services and had the necessary permits from the Mexican government to allow access to San Ignacio Lagoon; however, the vessels were smaller and had a limited passenger load that would have prevented the Cabrillo Marine Aquarium from conducting an adequate program. The Royal Polaris is the only sports fishing boat of adequate size and quality to comfortably accommodate the thirty-nine (39) passengers for the excursion and that had the necessary permits issued by the Mexican government to allow access to San Ignacio Lagoon.

The excursion starts from the Cabrillo Marine Aquarium. For a fee of two thousand six hundred and fifty dollars (\$2,650.00) per person, passengers will be transported to San Diego to board the Royal Polaris vessel and begin their (9) nine-day whale watching and ecological tour. Passengers will explore the pristine coastal environments, diverse geological formations, and native vegetation of Baja. During the course of the trip, passengers may catch a glimpse of elephant seals, sea lions, dolphins, marine birds, and whales within camera range on board small motorized boats (skiffs) in San Ignacio Lagoon.

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The excursion will include thirty-nine (39) passengers, plus a crew of eight (8), which is a total of forty-seven (47) persons making the trip. The passengers include three (3) Cabrillo Marine Aquarium staff, and three (3) volunteers who possess expertise in the fields of geology botany, ornithology, and marine biology. The Team Leader for this trip will be the Cabrillo Marine Aquarium Program Director who will be assisted by the Aquarium's Education Curator. Cabrillo Marine Aquarium employees will be paid their normal salary and will be provided with food and accommodations throughout the nine-day trip. The volunteer experts will not receive financial remuneration, but will be provided room and board. In the event of last minute cancellations that cannot be filled from a waiting list of paying passengers, Cabrillo Marine will offer passage to Cabrillo Marine Aquarium staff or volunteers who can contribute an in-kind service or can cover the cost of their food and permits. Selection will be made by the Program Director and Aquarium Administrator.

A request for a Charter Section 1022 determination was submitted to the Personnel Department on August 5, 2013. It was determined that although the City uses some classifications that perform some of the duties outlined in the contract, the employees do not have the skills, experience and necessary permits to perform the scope of work sought by the Department and that the City does not possess the necessary sea worthy vessel. (See Attachment A)

The Department will pay Royal Polaris Sportfishing, Inc., sixty-seven thousand dollars (\$67,000.00) for the 2014 excursion, and seventy thousand three hundred eighteen dollars (\$70,318.00) the subsequent year, should the contract be extended, not-to-exceed one hundred thirty-seven thousand three hundred eighteen dollars (\$137,318.00) for two (2) nine (9) day tour excursions.

Royal Polaris Sportfishing, Inc. currently employs staff with the experience and expertise to provide the equipment and perform the necessary services. Therefore, it is more feasible to contract out the services in order to ensure the needs of the public are met.

FISCAL IMPACT STATEMENT:

Funds to pay for the charter are advances and reimbursed to Fund 301, Department 88, Municipal Recreation Program Account 035M/MRPXX830. This program is self-sustaining in that the fees from the passengers offset the expense of the program. Cabrillo Marine Aquarium expects to recover all costs associated with this program. There is no impact on the Department's General Fund.

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

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Nancy Jeffers Phone No. 213-202-4352 Fax No. 818-243-6451

CAO: Claudia Aguilar Phone No. 213-473-7579 Fax No. 213-473-7514

3. Work to be performed:

The Department's Cabrillo Marine Aquarium seeks a contractor for an annual nine-day Whale Watching and Ecological Tour Excursion to San Ignacio Lagoon in Baja, Mexico. The contractor will be responsible for the transport and safety of thirty-nine (39) passengers. Passengers and crew will depart from 2838 Garrison Street in San Diego Harbor on March 6, 2014, and will return to this location nine days later.

4. Is this a contract renewal? Yes No

5. Proposed length of contract: 2 years

Start Date: November 28, 2013

6. Proposed cost of contract (if known): \$ 137,319

7. Name of proposed contractor: Royal Polaris Sportfishing, Inc.

8. Unique or special qualifications required to perform the work:

The contractor must provide a 113-foot sea-worthy vessel with an experienced crew that possesses current U.S. passports; the ability to communicate in both English and Spanish with the local community; has knowledge of the natural history of the areas that will be visited; and that has navigational experience in the San Ignacio Lagoon. The contractor must also possess the excursion permit issued by the Mexican Government for entrance to the protected islands found in and around the Sea of Cortez and San Ignacio Lagoon.

9. Are there City employees that can perform the work being proposed for contracting?

Yes No

If yes,

a. Which class (es) and Department(s):

b. Is there sufficient Department staff available to perform the work? Yes No

c. Is there a current eligible list for the class(es)? Yes No Expiration Date

d. Estimated time to fill position(s) through CSC process?

e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No

f. Are there City employees currently performing of the work? Yes No

10. Findings

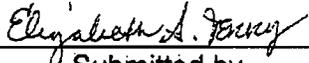
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work. (Please see summary below.)

Check if applicable (explanation attached) and send to CAO for further analysis

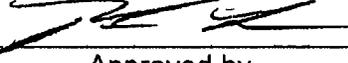
- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

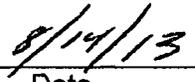
SUMMARY:

The Department of Recreation and Parks is seeking the services of an experienced contractor to conduct its annual whale watching and ecological tour of San Ignacio Lagoon in Baja, Mexico as part of the Cabrillo Marine Aquarium's annual event. Although the City uses some classifications that perform some of the duties outlined in the contract, the employees do not have the skills, experience and necessary permits to perform the scope of work sought by the Department. In addition, the City does not possess the necessary seaworthy vessel.


Submitted by
Elizabeth A. Terry
Sr. Personnel Analyst I

Reviewed by
Shelly Del Rosario
Sr. Personnel Analyst II


Approved by
Raul Lemus
Chief Personnel Analyst


Date