

S P E C I A L   A G E N D A

BOARD OF RECREATION AND PARK COMMISSIONERS  
OF THE CITY OF LOS ANGELES

Wednesday, November 7, 2012, at 9:35 a.m.  
Or as soon thereafter as the Commission  
recesses its Meeting noticed for 9:30 a.m.

EXPO Center  
Comrie Hall  
3980 S. Bill Robertson Lane (Formerly Menlo Avenue)  
Los Angeles, CA 90037

(Parking located in "Lot 1", at the corner of Martin Luther King  
Boulevard and Bill Robertson Lane)

EVERY PERSON WISHING TO ADDRESS THE COMMISSION MUST COMPLETE A SPEAKER'S  
REQUEST FORM AT THE MEETING AND SUBMIT IT TO THE COMMISSION EXECUTIVE  
ASSISTANT PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM.

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS  
WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED, FOR A  
CUMULATIVE TOTAL OF UP TO FIFTEEN (15) MINUTES FOR EACH ITEM. ALL  
REQUESTS TO ADDRESS THE BOARD ON PUBLIC HEARING ITEMS MUST BE SUBMITTED  
PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM. EACH SPEAKER WILL BE  
GRANTED TWO MINUTES, WITH FIFTEEN (15) MINUTES TOTAL ALLOWED FOR PUBLIC  
PRESENTATION.

1.    GENERAL MANAGER'S REPORTS:

- |        |  |
|--------|--|
| 12-304 | As-Needed Environmental Impact Analysis - Award of Contracts   |
| 12-305 | As-Needed Environmental Site Assessment - Award of Contracts   |
| 12-306 | As-Needed Sewer Tie Repairs, Retrofit and/or New Installations - Award of Contracts  |
| 12-307 | Target Retail Center Project - Childcare Facility Requirements Pursuant to Section 6.G of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan; Request for In-Lieu Child Care Fee Payment Pursuant to Section 6.G.4 of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan |
| 12-308 | Hansen Dam Park - Discovery Science Center of Los Angeles - Lease Agreement with the Discovery Science Center for the Use, Operation, and Maintenance of Discovery Science Center of Los Angeles   |
| 12-309 | Fall 2012 Youth Baseball Program - Gift Agreement with the Los Angeles Parks Foundation and Donation from the Reviving Baseball in Inner Cities Program of Major League Baseball, Inc.   |

November 7, 2012

12-310 Establishment of Accounts in Fund 302 for Deposit of Fees and Donations Pursuant to Partnership Division Agreements

2. NEW BUSINESS:

Consultation with Rita Moreno of the Community Development Department on the City of Los Angeles Housing and Community Development Five-Year (2013-17) Consolidated Plan

3. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, November 21, 2012 at 9:30 a.m., at Bellevue Recreation Center, 826 Lucile Avenue, Los Angeles, CA 90026.

4. ADJOURNMENT:

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Meetings are allowed to bring tape recorders or camcorders in the Meeting.

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)202-2640.

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 are not final until the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session and if Council asserts jurisdiction during this five meeting day period the Council has 21 calendar days thereafter in which to act on the matter.

Commission Meetings can be heard live over the telephone through the Council Phone system. To listen to a meeting, please call one of the following numbers:

from Downtown Los Angeles	(213) 621-CITY (2489)
from West Los Angeles	(310) 471-CITY (2489)
from San Pedro	(310) 547-CITY (2489)
from Van Nuys	(818) 904-9450

For information, please go to the City's website:

<http://ita.lacity.org/Residents/CouncilPhone/index.htm>

The official electronic website posting location for the Agendas for the meetings of the Department of Recreation and Park Board of Commissioners and its Task Forces is at [WWW.LACITY.ORG](http://WWW.LACITY.ORG)

Information on agenda items may be obtained by calling the Commission Office at (213) 202-2640. Copies of the agenda and reports may be downloaded from the Department's website at [www.laparks.org](http://www.laparks.org).

REPORT OF GENERAL MANAGER

NO. 12-304

DATE November 7, 2012

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED ENVIRONMENTAL IMPACT ANALYSIS – AWARD OF CONTRACTS

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u><i>M. Shull</i></u>
V. Israel	_____	N. Williams	_____

*[Signature]*  
 General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board as the contract awarding authority:

1. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that the services to be provided are professional and special services of a temporary and occasional character for which competitive bidding is not practicable or advantageous as it is necessary for the Department of Recreation and Parks (Department) to be able to call on contractors to perform this work as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as-needed contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor;
2. Find in accordance with Charter Section 371(e)(10), that use of competitive bidding would be undesirable, impractical or impossible or is otherwise is excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by the Department to provide as-needed environmental impact analysis;
3. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of having available as-needed contractors who are assigned various projects on the basis of availability, price,

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and expertise, and that it is therefore necessary to have several as-needed contractors for this type of service available when called upon by the Department to perform services;

4. Find as the contract awarding authority, in accordance with Charter Section 1022, that the work can be performed more economically or feasibly by independent contractors than by City employees because the Department does not have, available in its employ, personnel with sufficient time or necessary expertise to environmental impact analysis and related work projects in a timely manner, and therefore it is more feasible, economical and in the Department's best interest, to secure these services by contract with multiple contractors to perform this work as-needed and on an occasional, but frequent basis, without engaging in a new competitive bidding process for each individual project to be performed;
5. Approve the proposed contracts substantially in the form on file in the Board Office and instruct staff to award contracts to the following eight (8) firms for as-needed environmental impact analysis for a term of three (3) years;
  - 1) CDW Smith  
523 West Sixth Street, Suite 400  
Los Angeles, CA 90014
  - 2) ESA  
626 Wilshire Boulevard, Suite 1100  
Los Angeles, CA 90017
  - 3) ICF Jones & Stokes, Inc.  
811 W. 7<sup>th</sup> Street, Suite 800  
Los Angeles, CA 90017
  - 4) Parsons Transportation Group, Inc.  
100 West Walnut Street  
Pasadena, CA 91124
  - 5) Rincon Consultants, Inc.  
180 North Ashwood Ave  
Ventura, CA 93003
  - 6) Terry A. Hayes Associates, Inc.  
8522 National Boulevard, Suite 102  
Culver City, CA 90232

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- 7)     The Planning Center  
       9841 Airport Boulevard, Suite 1010  
       Los Angeles, CA 90045
  
- 8)     URS Corp.  
       915 Wilshire Boulevard, Suite 700  
       Los Angeles, CA 90017
  
6.     Direct the Board Secretary to transmit the Contracts to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney for review and approval as to form; and,
  
7.     Authorize the Board President and Secretary to execute the Contracts upon receipt of the necessary approvals.

SUMMARY:

The Department is in need of environmental impact analysis services contracts that staff cannot provide, therefore one or more environmental impact analysis are required. Currently, the Department does not have contracts in place to perform environmental impact analysis as required by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). Because most of the Department proposed projects fall within the definition of a "project" as defined by the State CEQA Guidelines and require discretionary actions by the Board and/or City Council, they are subject to the provisions of CEQA, unless an exemption applies.

These contracts will provide the Department with environmental impact expertise and resources that otherwise cannot be performed by City staff, such as the preparation and processing of legally adequate Initial Studies (ISs), Negative Declarations (NDs), Mitigated Negative Declarations (MNDs), and Environmental Impact Reports (EIRs) in accordance with City and State CEQA Guidelines and the Los Angeles CEQA Thresholds Guide. They will also provide for the preparation and processing of legally adequate Environmental Assessments, Findings of No Significant Impact (FONSI)/Mitigated FONSI and Environmental Impact Statements (EISs) in accordance with the Council on Environmental Quality Regulations for Implementing NEPA (40 Code of Federal Regulations ((CFR)) 1500) and Federal Agency NEPA Procedures, including Army Corp of Engineers (ACOE) (33 CFR 230); Housing and Urban Development (HUD) (24 CFR PART 58); United States Forest Service (USFS) (36 CFR 220); and, Federal Highway Administration (FHWA) (23 CFR 771) as implemented by California Department of Transportation (CALTRANS) (23 CFR 773 §6004-6005).

On March 14, 2012, the Board approved a Request for Qualifications (RFQ) which was released

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June 19, 2012. On August 14, 2012, the Department received eleven (11) proposals in response to the RFQ for Environmental Impact Analysis.

- 1)     CDW Smith  
      523 West Sixth Street, Suite 400  
      Los Angeles, CA 90014
  
- 2)     ESA  
      626 Wilshire Boulevard, Suite 1100  
      Los Angeles, CA 90017
  
- 3)     ICF Jones & Stokes, Inc.  
      811 W. 7<sup>th</sup> Street, Suite 800  
      Los Angeles, CA 90017
  
- 4)     Michael Brandman Associates  
      220 Commerce, Suite 200  
      Irvine, CA 92602
  
- 5)     Parsons Transportation Group, Inc.  
      100 West Walnut Street  
      Pasadena, CA 91124
  
- 6)     Rincon Consultants, Inc.  
      180 North Ashwood Ave  
      Ventura, CA 93003
  
- 7)     Sapphos Environmental, Inc.  
      430 N. Halstead St  
      Pasadena, CA 91107
  
- 8)     Terry A. Hayes Associates, Inc.  
      8522 National Boulevard, Suite 102  
      Culver City, CA 90232
  
- 9)     The Planning Center  
      9841 Airport Boulevard, Suite 1010  
      Los Angeles, CA 90045
  
- 10)    Ultra Systems Environmental, Inc.  
      16431 Scientific Way

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Irvine, CA 92618

- 11)    URS Corp.  
      915 Wilshire Blvd, Suite 700  
      Los Angeles, CA 90017

Responders were required to provide evidence of their qualifications and were required to meet all of the following minimum requirements as stated below:

- 1)    Provide a brief (maximum of 2 pages) statement of its general background information related to conducting environmental impact analysis services, including the number of years performing both CEQA and NEPA work, the organizational approach and other resources that will be used in the performance of the contract work.

Note: This was for background information only and was not used to evaluate the Responder.

- 2)    Have an established office(s) in southern California (Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura counties). The response shall include the address of the office location(s) and the name and phone number of the office manager(s).
- 3)    Submit a list of ten (10) representative CEQA projects prepared by the Responder for a government agency comprised of seven (7) Mitigated Negative Declarations and three (3) Environmental Impact Reports that required State Clearinghouse circulation and that were completed from January 1, 2007 to January 31, 2012. Each project listing must contain the following information: the title and a brief description of the project, the service date, the agency name and a valid contact reference.

Projects related to the acquisition and/or development of public parks and recreational facilities that have been completed by the southern California office (as specified in Qualification #2) are preferred but not required to qualify.

- 4)    From the required list you have provided in Qualification #3, you must submit the following documents:
- a.    Three (3) Mitigated Negative Declarations (MNDs)  
      b.    One (1) Environmental Impact Report. (EIR)

Each document must be the final version with all associated technical appendices.

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and a Mitigation Monitoring and Reporting Plan. These documents must have been adopted or certified and must include a copy of the Notice of Determination. For the EIR document please include a copy of the Findings of Fact and Statement of Overriding Considerations prepared by the Responder in support of the certification process.

Provide one hard copy of each environmental document as well as one electronic copy on a compact disk (CD).

Note: All of the electronic documents for the MNDs may be submitted on one (1) CD.

- 5) Submit a list of five (5) representative NEPA projects prepared by the Responder for a government agency. The NEPA projects submitted must be comprised of Environmental Assessments (EA) or Joint EA/Mitigated Negative Declarations that were completed from January 1, 2007 to January 31, 2012. Each project listing must contain the following information: title, a brief description of the project, the service date, the agency name and a contact reference.

Projects related to the development of parks and recreational facilities on US Army Corp's land, completed by your Southern California office(s) as specified in Qualification #2 are preferred but not required to qualify.

- 6) From the required list you have provided in Qualification #5, you must submit the following documents:
  - a. One (1) Environmental Assessment/Finding of No Significant Impact (EA/FONSI)
  - b. One (1) joint Environmental Assessment/Mitigated Negative Declaration (EA/MND).

Each document must be the final version that was approved and must include a copy of the Record of Decision.

Provide one hard copy of each environmental document as well as one electronic copy on CD.

Only eight (8) of the eleven (11) responders submitted a responsive submittal to this RFQ. Three (3) responders failed to submit a completed submittal and thus had to be disqualified from any further review process. The following responders were disqualified because they submitted an incomplete RFQ package submittal response, specific details for the disqualifications can be found on Exhibit A.



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- 1) Michael Brandman Associates  
220 Commerce, Suite 200  
Irvine, CA 92602
- 2) Sapphos Environmental, Inc.  
430 N. Halstead St  
Pasadena, CA 91107
- 3) Ultra Systems Environmental, Inc.  
16431 Scientific Way  
Irvine, CA 92618

The following responders met the minimum qualifications for this RFQ for Environmental Impact Analysis specified above:

- 1) CDW Smith  
523 West Sixth Street, Suite 400  
Los Angeles, CA 90014
- 2) ESA  
626 Wilshire Boulevard, Suite 1100  
Los Angeles, CA 90017
- 3) ICF Jones & Stokes, Inc.  
811 W. 7<sup>th</sup> Street, Suite 800  
Los Angeles, CA 90017
- 4) Parsons Transportation Group, Inc.  
100 West Walnut Street  
Pasadena, CA 91124
- 5) Rincon Consultants, Inc.  
180 North Ashwood Ave  
Ventura, CA 93003
- 6) Terry A. Hayes Associates, Inc.  
8522 National Boulevard, Suite 102  
Culver City, CA 90232

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- 7) The Planning Center  
9841 Airport Boulevard, Suite 1010  
Los Angeles, CA 90045
- 8) URS Corp.  
915 Wilshire Boulevard, Suite 700  
Los Angeles, CA 90017

RFQ responses were evaluated solely for the minimum qualifications (as stated in RFQ Document). The minimum qualifications as set forth will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. It was determined through review of the submittals and verification of references by Department staff that the above listed responders have met and/or exceeded the minimum qualifications as set forth in the RFQ.

When staff checked the respondent's references, questions were posed regarding each respondent's ability to produce a quality product that met all necessary standards, in a timely manner. References were also asked if the respondent was timely and effective in their correspondence with governing agencies. All of the references for the respondents who met our minimum qualifications responded favorably to these questions and highly recommend the respective respondent. Staff then determined that the eight (8) respondents listed above should be selected as pre-qualified Environmental Impact Analysis contractors eligible to bid on future Department projects.

All responders who submitted and qualified performed and passed the City's Business Inclusion Program (BIP) outreach.

The Department is seeking authorization to direct staff to prepare contracts for each of the eight (8) qualified responders and authorize the Board President and Secretary to execute these contracts, subject to City Attorney and Mayor approval. The selected pre-qualified contractors are recommended to the Board for a three (3) year contract, in an amount not to exceed an annual expenditure of \$7,000,000 per contract. The contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached. The professional services that the Department is requesting shall be on an as-needed basis; the Department, in entering into an agreement, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts.

Funding for projects will be provided from various funding sources including to but not limited to Proposition K, Quimby, and Proposition 40.

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FISCAL IMPACT STATEMENT:

Executing these as-needed contracts has no impact to the Department's General Fund.

This report was prepared by Jim Newsom, Management Analyst II, Planning, Construction and Maintenance Branch.

## EXHIBIT A

### REQUEST FOR QUALIFICATION ENVIRONMENTAL IMPACT ANALYSIS

"NON RESPONSIVE" RESPONDERS	REASONS FOR 'NON-RESPONSIVENESS'
Michael Brandman Associates	1) Did not fill out "Article 16" (Page 27) of RFQ Document, 2) "Reporting Requirements After Award of a Contract" (Page 59) was not fill out and signed, 3) Did not fill out or sign the Contract Responsibility Ordinance on Pages 68-79 of RFQ Document.
Sapphos Environmental, Inc	1) Responder submitted a Response document that was missing the title headers from the following pages: Page 38, 39, 40, 61, 62, 63, 66, 67, 79, 80, 81, 82, 84, 118-128, 129, 134. This is important because this RFQ becomes the terms and conditions of the executed contract when awarded.
Ultra Systems Environmental Inc.	1) Responder did not fill out the "Contractor Government Project Reference Sheet" on page 39 of the RFQ document, 2) Responder did not fill out the "Contractor Key Employee Reference Sheet" on Page 40 of the RFQ document.

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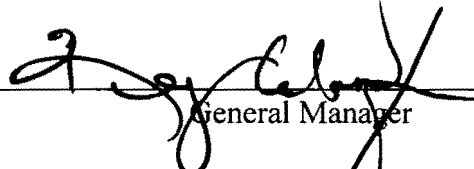
DATE November 7, 2012

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS – NEEDED ENVIRONMENTAL SITE ASSESSMENT – AWARD OF CONTRACTS

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u>RAK</u>
V. Israel	_____	N. Williams	_____

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board as the contract awarding authority:

1. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that the services to be provided are professional and special services of a temporary and occasional character for which competitive bidding is not practicable or advantageous as it is necessary for the Department of Recreation and Parks (Department) to be able to call on contractors to perform this work as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as-needed contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor;
2. Find in accordance with Charter Section 371(e)(10), that use of competitive bidding would be undesirable, impractical or impossible or is otherwise excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by the Department to provide as-needed environmental site assessments;
3. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of having available as-needed contractors who are assigned various projects on the basis of availability, price,

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and expertise, and that it is therefore necessary to have several as-needed contractors for this type of service available when called upon by the Department to perform services;

4. Find as the contract awarding authority, in accordance with Charter Section 1022, that the work can be performed more economically or feasibly by independent contractors than by City employees because the Department does not have, available in its employ, personnel with sufficient time or necessary expertise to environmental site assessments and related work projects in a timely manner, and therefore it is more feasible, economical and in the Department's best interest, to secure these services by contract with multiple contractors to perform this work as-needed and on an occasional, but frequent basis, without engaging in a new competitive bidding process for each individual project to be performed;
5. Approve the proposed contracts substantially in the form on file in the Board Office and instruct staff to award contracts to the following thirteen (13) firms for as- environmental site assessments for a term of three (3) years;
  - 1) Alta Environmental  
3777 Long Beach Boulevard  
Long Beach, CA 90807
  - 2) Alta EM., Inc.  
8280 Utica Ave, Ste 200  
Rancho Cucamonga, CA 91730
  - 3) ATC Associates, Inc.  
25 Cupania Circle  
Monterey Park, CA 91755
  - 4) California Environmental  
30423 Canwood Street, Suite 208  
Agoura Hills, CA 91301
  - 5) Converse Consultants  
222 E. Huntington Drive, Suite 211  
Monrovia, CA 91016
  - 6) Parsons Transportation Group, Inc.  
100 West Walnut Street  
Pasadena, CA 91124

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- 7) Partner Engineering & Science  
2154 Torrance Blvd, Ste 200  
Torrance, CA 90501
  - 8) Rincon Consultants, Inc.  
180 North Ashwood Avenue  
Ventura, CA 93003
  - 9) Sapphos Environmental, Inc.  
430 N. Halstead St  
Pasadena, CA 91107
  - 10) SCS Engineers  
3900 Kilroy Airport Way, Suite 100  
Long Beach, CA 90806
  - 11) Tetra Tech, Inc.  
3475 E. Foothill Boulevard  
Pasadena, CA 91107
  - 12) TRC Solutions, Inc.  
707 Wilshire Boulevard, Suite 3250  
Los Angeles, CA 90017
  - 13) URS Corporation  
915 Wilshire Blvd, Suite 1850  
Los Angeles, CA 90017
6. Direct the Board Secretary to transmit the Contracts to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney for review and approval as to form; and,
  7. Authorize the Board President and Secretary to execute the Contracts upon receipt of the necessary approvals.

SUMMARY:

The Department is in need of environmental site assessment services that staff cannot provide, therefore one or more environmental site assessment services contracts are required. Currently, the Department does not have contracts in place to perform the required due diligence in accordance

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with the U.S. Environmental Protection Agency's Standards and Practices for All Appropriate Inquiries (40 Code of Federal Regulation (CFR) Part 312) when it acquires property for park use through a purchase, a donation, or transfer. The scope of these contracts will include, but is not limited to, the preparation of Phase I site assessments in accordance with American Society for Testing and Materials (ASTM) Standard E1527-05, and Phase II site assessments in accordance with ASTM Standard E1903-11 and related standards.

On March 14, 2012, the Board approved a Request for Qualifications (RFQ) which was released June 19, 2012. On August 14, 2012, the Department received seventeen (17) proposals in response to the RFQ for Environmental Site Assessment.

1. Alta Environmental  
3777 Long Beach Boulevard  
Long Beach, CA 90807
2. Alta EM., Inc.  
8280 Utica Ave, Ste 200  
Rancho Cucamonga, CA 91730
3. ATC Associates, Inc.  
25 Cupania Circle  
Monterey Park, CA 91755
4. Andersen Environmental  
5261 West Imperial Highway  
Los Angeles, CA 90045
5. Antea Group  
911 South Primrose Avenue, Suite K  
Monrovia, CA 91016
6. California Environmental  
30423 Canwood Street, Suite 208  
Agoura Hills, CA 91301
7. Converse Consultants  
222 E. Huntington Drive, Suite 211  
Monrovia, CA 91016



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8.     ETIC Engineering  
      898 North Fair Oaks Ave, Suite A  
      Pasadena, CA 91103
  
9.     Parsons Transportation Group, Inc.  
      100 West Walnut Street  
      Pasadena, CA 91124
  
10.    Partner Engineering & Science  
      2154 Torrance Blvd, Ste 200  
      Torrance, CA 90501
  
11.    Rincon Consultants, Inc.  
      180 North Ashwood Avenue  
      Ventura, CA 93003
  
12.    Sapphos Environmental, Inc.  
      430 N. Halstead St  
      Pasadena, CA 91107
  
13.    SCS Engineers  
      3900 Kilroy Airport Way, Suite 100  
      Long Beach, CA 90806
  
14.    Tetra Tech, Inc.  
      3475 E. Foothill Boulevard  
      Pasadena, CA 91107
  
15.    The Planning Center  
      9841 Airport Boulevard, Suite 1010  
      Los Angeles, CA 90045
  
16.    TRC Solutions, Inc.  
      707 Wilshire Boulevard, Suite 3250  
      Los Angeles, CA 90017
  
17.    URS Corporation  
      915 Wilshire Blvd, Suite 1850  
      Los Angeles, CA 90017

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Responders were required to provide evidence of their qualifications and were required to meet all of the following minimum requirements as stated below:

1. Provide a brief (maximum of 2 pages) statement of its general background information related to conducting environmental site assessment services, including the number of years performing both Phases I and II site assessment work, the organizational approach and other resources that will be used in the performance of the contract work.

Note: This was for background information only and was not used to evaluate the Responder.

2. Have an established office(s) in Southern California (Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura counties). Responder will provide the address of the office location(s) and the name and phone number of the office manager(s).
3. Submit a list of ten (10) representative Phase I projects completed from January 1, 2006 to January 31, 2012. The list must contain the following information for each: the title, a brief description of the project, the service date, the client name and a valid contact reference.

Projects related to the acquisition of land for future park purposes, completed by southern California office (specified in Qualification #2) are preferred but not required to qualify. Satisfactory feedback from references provided by responder will be used as a basis for qualification.

4. From the required list provided in Qualification #3, Responder must submit the following documents:
  - a. Submit three (3) Phase I Environmental Site Assessment documents performed in accordance with ASTM Standards to the satisfaction of the client. Assessments must have been performed 100% by the Responder (no sub-consultants allowed).
  - b. Submittals related to park projects are preferred but will not affect qualification determination.
  - c. Provide one hard copy of each environmental document as well as one electronic copy on a compact disk (CD). All three electronic documents may

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be submitted on one (1) CD.

5. Submit a list of five (5) representative Phase II projects completed from January 1, 2006 to January 31, 2012. The list must contain the following information for each: the title, a brief description of the project, the service date, the client name and a valid contact reference.
  - a. The use of sub-consultants is acceptable. Projects related to the acquisition of land for future park purposes, completed by the southern California office (specified in Qualification #2) are preferred but not required to qualify.
  - b. Satisfactory feedback from references provided by Responder will be used as a basis for qualification.
6. From the required list provided in Qualification #5, Responder must submit the following documents:

One (1) Phase II Environmental Site Assessment document performed in accordance with applicable ASTM Standards to the satisfaction of the client. Provide one (1) hard copy and an electronic copy on a CD. Again, documents related to park projects are preferred, but will not affect qualification.

Only thirteen (13) of the seventeen (17) responders submitted a responsive submittal for this RFQ. Four (4) responders failed to submit a completed submittal and thus had to be disqualified from any further review process. The following responders were disqualified because they submitted an incomplete RFQ package submittal response, specific details for the disqualifications can be found on Exhibit A.

- 1) Andersen Environmental  
5261 West Imperial Highway  
Los Angeles, CA 90045
- 2) Antea Group  
911 South Primrose Avenue, Suite K  
Monrovia, CA 91016
- 3) ETIC Engineering  
898 North Fair Oaks Ave, Suite A  
Pasadena, CA 91103

REPORT OF GENERAL MANAGER

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- 4) The Planning Center  
9841 Airport Boulevard, Suite 1010  
Los Angeles, CA 90045

The following responders met the minimum qualifications for environmental site assessment specified above:

- 1) Alta Environmental  
3777 Long Beach Boulevard  
Long Beach, CA 90807
- 2) Alta EM., Inc.  
8280 Utica Ave, Ste 200  
Rancho Cucamonga, CA 91730
- 3) ATC Associates, Inc.  
25 Cupania Circle  
Monterey Park, CA 91755
- 4) California Environmental  
30423 Canwood Street, Suite 208  
Agoura Hills, CA 91301
- 5) Converse Consultants  
222 E. Huntington Drive, Suite 211  
Monrovia, CA 91016
- 6) Parsons Transportation Group, Inc.  
100 West Walnut Street  
Pasadena, CA 91124
- 7) Partner Engineering & Science  
2154 Torrance Blvd, Ste 200  
Torrance, CA 90501
- 8) Rincon Consultants, Inc.  
180 North Ashwood Avenue  
Ventura, CA 93003

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- 9) Sapphos Environmental, Inc.  
430 N. Halstead St  
Pasadena, CA 91107
- 10) SCS Engineers  
3900 Kilroy Airport Way, Suite 100  
Long Beach, CA 90806
- 11) Tetra Tech, Inc.  
3475 E. Foothill Boulevard  
Pasadena, CA 91107
- 12) TRC Solutions, Inc.  
707 Wilshire Boulevard, Suite 3250  
Los Angeles, CA 90017
- 13) URS Corporation  
915 Wilshire Blvd, Suite 1850  
Los Angeles, CA 90017

RFQ responses were evaluated solely for the minimum qualifications (as stated in RFQ Document). The minimum qualifications as set forth will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. It was determined through review of the submittals and verification of references by Department staff that the above listed responders have met and/or exceeded the minimum qualifications as set forth in the RFQ.

When staff checked the respondent's references, questions were posed regarding each respondent's ability to produce a quality product that met all necessary standards, in a timely manner. References were also asked if the respondent was timely and effective in their correspondence with governing agencies. All of the references for the respondents who met our minimum qualifications responded favorably to these questions and highly recommend the respective respondent. Staff then determined that the thirteen (13) respondents listed above should be selected as pre-qualified Environmental Site Assessment contractors eligible to bid on future Department projects.

All responders who submitted and qualified, performed and passed the City's Business Inclusion Program (BIP) outreach.

The Department is seeking authorization to direct staff to prepare contracts for each of the thirteen (13) qualified responders and authorize the Board President and Secretary to execute these contracts, subject to City Attorney and Mayor approval. The selected pre-qualified contractors are

REPORT OF GENERAL MANAGER

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recommended to the Board for a three (3) year contract, in an amount not to exceed an annual expenditure of \$7,000,000 per contract. The contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached. The professional services that the Department is requesting shall be on an as-needed basis; the Department, in entering into an agreement, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts.

Funding for projects will be provided from various funding sources including to but not limited to Proposition K, Quimby, and Proposition 40.

FISCAL IMPACT STATEMENT:

Executing these as-needed contracts has no impact to the Department's General Fund.

This report was prepared by Jim Newsom, Management Analyst II, Planning, Construction and Maintenance Branch.

**EXHIBIT A**  
**REQUEST FOR QUALIFICATION**  
**ENVIRONMENTAL SITE ASSESSMENT**

<b>"NON RESPONSIVE" RESPONDERS</b>	<b>REASONS FOR "NON-RESPONSIVENESS"</b>
Andersen Environmental	1) Responder did not sign the Contractor Responsibility Ordinance (CRO) form on Page 68, 2) Responder did not "Print, Sign and Date" on Page 69 of CRO Questionnaire, 3) Responder did not provide an answer to question #9 of the CRO, Page 72.
Antea Group	1) Responder did not sign the "Reporting Requirement after award of a Contract" on page 59 of the RFQ document, 2) Responder did not sign the CRO form on page 68 of the RFQ document, 3) Responder did not sign the CRO Questionnaire on page 75 of the RFQ document.
ETIC ENGINEERING	1) Responder did not sign the "Reporting Requirement After Award of a Contract" on page 59 of this RFQ document.
The Planning Center	1) Responder did not sign the "Bidder Certification CEC" form 50 on page 20 of the RFQ document.

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NO. 12-306

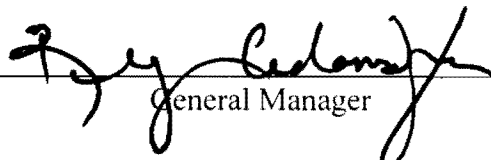
DATE November 7, 2012

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED SEWER TIE REPAIRS, RETROFIT AND/OR NEW INSTALLATIONS – AWARD OF CONTRACTS

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u>RAJ</u>
V. Israel	_____	N. Williams	_____

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that the services to be provided are professional and special services of a temporary and occasional character for which competitive bidding is not practicable or advantageous as it is necessary for the Department of Recreation and Parks (Department) to be able to call on contractors to perform this work as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as-needed contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor;
2. Find in accordance with Charter Section 371(e)(10), that use of competitive bidding would be undesirable, impractical or impossible or is otherwise excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by the Department to provide as-needed sewer tie repairs, retrofit and/or new installations;
3. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of having available as-needed contractors who are assigned various projects on the basis of availability, price,



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and expertise, and that it is therefore necessary to have several as-needed contractors for this type of service available when called upon by the Department to perform services;

4. Find as the contract awarding authority, in accordance with Charter Section 1022, that the work can be performed more economically or feasibly by independent contractors than by City employees because the Department does not have, available in its employ, personnel with sufficient time or necessary expertise to undertake sewer tie repairs, retrofitting and/or new installations and related work projects in a timely manner, and therefore it is more feasible, economical and in the Department's best interest, to secure these services by contract with multiple contractors to perform this work as-needed and on an occasional, but frequent basis, without engaging in a new competitive bidding process for each individual project to be performed;
5. Approve the proposed contracts substantially in the form on file in the Board Office and instruct staff to award contracts to the following two (2) firms for as-needed sewer tie repairs, retrofit and/or new installations for a term of three (3) years;
  - 1) MNR Construction, Inc.  
5103 Bleecker Street  
Baldwin Park, CA 91706
  - 2) Mike Prlich & Sons, Inc.  
5103 Elton Street  
Baldwin Park, CA 91706
6. Direct the Board Secretary to transmit the contracts to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney for review and approval as to form; and,
7. Authorize the Board President and Secretary to execute the contracts upon receipt of the necessary approvals.

SUMMARY:

Currently, the Department does not have contracts in place to perform any sewer tie repairs, retrofitting and/or new installations. With over 420 park locations under the jurisdiction of the Department, sewer tie contracts are critical to maintaining and expanding our facilities sewer and storm drain infrastructure.

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These contracts will provide the Department with the ability to repair, retrofit and/or replace existing sewer line systems at our current aging park facilities. In addition, these contracts will provide the Department's Planning, Construction and Maintenance Branch a tool to modernize current park locations and the creation of new parks.

On May 16, 2012, the Board approved a Request for Qualifications (RFQ) which was released June 19, 2012. On August 14, 2012, the Department received five (5) proposals in response to the RFQ for Sewer Tie Repairs, Retrofit and/or New Installations.

- 1) Select Trenchless Pipelines, Inc.  
283 Winfield Circle  
Corona, CA 92880
- 2) Vasilj, Inc.  
15531 Arrow Highway  
Irwindale, CA 91706
- 3) John T. Malloy, Inc.  
3032 Bandini Boulevard  
Los Angeles, CA 90058
- 4) MNR Construction, Inc.  
5103 Bleecker Street  
Baldwin Park, CA 91706
- 5) Mike Prlich & Sons, Inc.  
5103 Elton Street  
Baldwin Park, CA 91706

Responders were required to provide evidence of their qualifications and were required to meet all of the following minimum requirements as stated below:

- 1) Responders must have current and be in good standing with The California State License Board with the possession of a Classification "A" License (General Engineering Contractor) and/or Classification C-42 License (Sanitation System Contractor).
- 2) Must be current on all required California trenching and shoring certification and must be current with all excavation certificates as it relates to California Division of Occupational Safety and Health (Cal/OSHA) safety regulations.

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- 3) Must be familiar and able to perform shoring construction under Cal-OSHA's safety provision Article 29 (Erection and Construction).
- 4) Must meet all current bonding requirements with the City of Los Angeles.
- 5) Responders must have performed 15 "Saddle" sewer connections within the last three (3) years at a trenching depth of 10 feet or more. All projects submitted must have been performed in the City of Los Angeles under a "S" permit issued by the City of Los Angeles, Bureau of Engineering (BOE).

Only two (2) of the five (5) responders submitted a responsive submittal to this RFQ. Three (3) responders failed to submit a completed submittal and thus had to be disqualified from any further review process. The following responders were disqualified because they submitted an incomplete RFQ package submittal response, specific details for the disqualifications can be found on Exhibit A.

- 1) Select Trenchless Pipelines, Inc.  
283 Winfield Circle  
Corona, CA 92880
- 2) Vasilj Inc.  
15531 Arrow Highway  
Irwindale, CA 91706
- 3) John T. Malloy, Inc.  
3032 Bandini Boulevard  
Los Angeles, CA 90058

The following responders met the minimum qualifications for this RFQ for sewer tie repairs, retrofit and/or new installations specified above:

- 1) MNR Construction, Inc.  
5103 Bleecker Street  
Baldwin Park, CA 91706
- 2) Mike Prielich & Sons, Inc.  
5103 Elton Street  
Baldwin Park, CA 91706

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RFQ responses were evaluated solely for the minimum qualifications (as stated in RFQ Document). The minimum qualifications as set forth will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. It was determined through review of the submittals and verification of references by Department staff that the above listed responders have met and/or exceeded the minimum qualifications as set forth in the RFQ.

When staff checked the respondent's references, questions were posed regarding each respondent's ability to produce a quality product that met all necessary standards, in a timely manner. References were also asked if the respondent was timely and effective in their correspondence with governing agencies. All of the references for the respondents who met our minimum qualifications responded favorably to these questions and highly recommend the respective respondent. Staff then determined that the two respondents listed above should be selected as pre-qualified sewer tie repairs, retrofit and/or new installation contractors eligible to bid on future Department projects.

All responders who submitted and qualified performed and passed the City's Business Inclusion Program (BIP) outreach.

Staff recommends the Board approve the proposed contracts substantially in the form on file in the Board Office and authorize the Board President and Secretary to execute these contracts, subject to City Attorney and Mayor approval. The selected pre-qualified contractors are recommended to the Board for a three (3) year contract, in an amount not to exceed an annual expenditure of \$3,000,000 per contract. The contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached. The professional services that the Department is requesting shall be on an as-needed basis; the Department, in entering into an agreement, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by the Department, as provided in the Standard Provisions for City Contracts.

Funding for projects will be provided from various funding sources including to but not limited to Proposition K, Quimby, and Proposition 40.

### FISCAL IMPACT STATEMENT:

Executing these as-needed contracts has no impact to the Department's General Fund.

This report was prepared by Jim Newsom, Management Analyst II, Planning, Construction and Maintenance Branch.

# EXHIBIT A

## REQUEST FOR QUALIFICATIONS SEWER TIE REPAIRS, RETROFIT AND/OR NEW INSTALLATIONS

"NON RESPONSIVE" RESPONDERS	REASONS FOR "NON-RESPONSIVENESS"
John T. Malloy	1) Responder did not provide two (2) original RFQ Responses as instructed in the RFQ document (Page 5 Section 2, Page 8 Section 1, Page 13 Section a).
Select Trenchless Pipelines, Inc.	1) Responder did not sign and date the Contractor Responsibility Ordinance (CRO) on pages 66 and 72 of the RFQ document.
Vasili, Inc.	1) Responder did not fill out or sign the Childcare declaration sheet on Page 84 of the RFQ document.

**This item not included in the package**

12-307      Target Retail Center Project - Childcare Facility Requirements Pursuant to Section 6.G of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan; Request for In-Lieu Child Care Fee Payment Pursuant to Section 6.G.4 of the Vermont/Western Transit Oriented District/Specific Plan/Station Neighborhood Area Plan

**This item not included in the package**

12-308      Hansen Dam Park - Discovery Science Center of Los Angeles - Lease Agreement with the Discovery Science Center for the Use, Operation, and Maintenance of Discovery Science Center of Los Angeles

REPORT OF GENERAL MANAGER


NO. 12-309

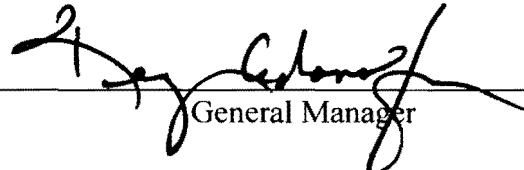
DATE November 7, 2012

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FALL 2012 YOUTH BASEBALL PROGRAM – GIFT AGREEMENT WITH THE LOS ANGELES PARKS FOUNDATION AND DONATION FROM THE REVIVING BASEBALL IN INNER CITIES PROGRAM OF MAJOR LEAGUE BASEBALL, INC.

R. Adams		K. Regan	_____
H. Fujita	_____	M. Shull	_____
*V. Israel	_____	N. Williams	_____

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Accept an in-kind donation valued up to \$50,000 from Major League Baseball, Inc. (MLB), consisting of player uniforms and baseball equipment and \$81,000 in funding to be dispensed through the Los Angeles Parks Foundation (LAPF) to support recreational youth baseball leagues at twelve (12) recreation centers in the Pacific and Metro Regions in the Fall of 2012 under the Reviving Baseball in the Inner Cities (RBI) program, as described in the Summary of this Report, and that appropriate recognition be provided to MLB;
2. Approve a proposed Gift Agreement (Agreement) with the LAPF, a California non-profit organization, substantially in the form on file in the Board Office, specifying the terms and conditions for a donation of \$81,000 in funding for the Fall 2012 Department Youth Baseball program at twelve (12) recreation centers in the Pacific and Metro Regions, subject to the approval of the Mayor and of the City Attorney as to form;
3. Direct the Board Secretary to transmit the proposed Agreement to the Mayor, in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form;
4. Authorize the Board President and Secretary to execute the Agreement subsequent to receipt of all necessary approvals; and,



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5. Direct the Department's Chief Accounting Employee to deposit funds received from LAPF into the appropriate accounts to pay for program expenses. The fund and account information are as follow:

- Ross Snyder Recreation Center, Fund 301, Dept 88, MRPXX239
- Rosecrans Recreation Center, Fund 301, Dept 88, MRPXX337
- Normandale Recreation Center, Fund 301, Dept 88, MRPXX354
- Central Recreation Center, Fund 301, Dept 88, MRPXX354
- 109<sup>th</sup> Street Recreation Center, Fund 301, Dept 88, MRPXX336
- Saint Andrews Recreation Center, Fund 301, Dept 88, MRPXX338
- Algin Sutton Recreation Center, Fund 301, Dept 88, MRPXX334
- Mount Carmel Recreation Center, Fund 301, Dept 88, MRPXX315
- Baldwin Hills Recreation Center, Fund 301, Dept 88, MRPXX651
- Highland Park Recreation Center, Fund 301, Dept 88, MRPXX217
- Montecito Heights Recreation Center, Fund 301, Dept 88, MRPXX219
- Lincoln Park Recreation Center, Fund 301, Dept 88, MRPXX256

### SUMMARY:

Baseball leagues for youth are hallmark programs for the Department. Due to the Department's long and successful history with RBI, in March 2012, MLB invited the Department to apply for youth baseball program funding under their RBI program. RBI started as a local program in collaboration with a number of south Los Angeles recreation center leagues in 1989. As the invitation was extended to the Department after the 2012 Spring Baseball League had already begun, the Department, through the Partnership Division, applied for MLB funding for uniforms, equipment, umpire fees, awards and trophies for summer and fall youth baseball programming.

As a result, MLB offered to supply the Department with baseball uniforms and equipment valued up to \$50,000 for the Fall 2012 season. MLB will also provide a cash donation to LAPF, who acting as a fiscal sponsor, will fund \$81,000 in program expenses, such as officials' fees, staffing, and other recreation center expenses.

The Fall 2012 Youth Baseball leagues has been launched in September and will run through November. Twelve (12) participating recreation centers in the Pacific and Metro Region will recruit youth from local schools to participate. It is expected that approximately 720 youth, ages 8 to 15 will participate. The program will be launched with "opening day" festivities, and will run for 12 weeks, including practices and games, and culminate with award banquets for players and their families at the leagues' conclusion.

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MLB will be acknowledged as the primary sponsor of this RBI program in 2012, and MLB has granted the Department express permission to use the MLB-RBI logo on banners, flyers and other material promoting RBI as a partner with the Department and Department leagues.

This collaboration with MLB and LAPF provides the Department with supplemental funding to reduce costs for families who want their children to participate in youth baseball leagues, but are often held back due to financial issues. The Board's approval of this report and the proposed Gift Agreement will authorize MLB-RBI and LAPF to fund this 2012 collaboration to enrich the lives young people. Additional collaborations may develop in 2013. Without this financial assistance, many youth in the target areas would be unable to participate in youth baseball leagues. Therefore, staff recommends that the Board accept the equipment and material and funding as a donation to the City of Los Angeles, and approve the proposed agreement with LAPF so the Department's relationship with MLB-RBI may provide beneficial sports programs to communities in need.

### FISCAL IMPACT STATEMENT:

The in-kind and cash donations from MLB permit the City to offer youth sport leagues to low-income communities at a reduced cost. Acceptance of this donation and approval of the gift agreement with LAPF results in no fiscal impact to the Department's General Fund, as MLB and the LAPF will subsidize up to \$131,000 in program-related expenses.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division.

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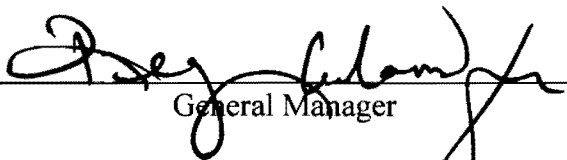
DATE November 7, 2012

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FINANCE – ESTABLISHMENT OF ACCOUNTS IN FUND 302 FOR DEPOSIT OF FEES AND DONATIONS PURSUANT TO PARTNERSHIP DIVISION AGREEMENTS

R. Adams _____	K. Regan _____
H. Fujita _____	M. Shull _____
*V. Israel <u>RAg</u>	N. Williams _____

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

1. Authorize the Department's Chief Accounting Employee to establish the following Partnership accounts in Fund 302/89 by category and sub-account under each category pursuant to permit or agreement of the Department's Partnership Division:
  - a. Childcare Operations
  - b. Community Gardens
  - c. General Recreation Activity Providers
  - d. Museum and Museums Support Groups
  - e. Senior Citizen Service Providers
  - f. Sports Organizations
  - g. Partnership-Donations and Gifts
2. Authorize the Department's Chief Accounting Employee to establish partnership accounts in Fund 302/89 by category and sub-account under each category as needed; and
3. Authorize the General Manager or his designee to make technical corrections as necessary to those transactions included in this Report.

SUMMARY:

In accordance with the Board's Policy on Partnerships, the Department's Partnership Division identifies collaborative opportunities and prepares Agreements for the benefit of the community. Also, in accordance with the Board's existing policies, collaborating organizations or individuals

## REPORT OF GENERAL MANAGER

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must accept a share of the expenses which fiscally impact the Department due to the organization's operation of public programs, including costs for utilities, trash, and Department staff. Through a series of Board actions, schedules of fees for reimbursement of costs for utilities (Report No. 11-202, July 13, 2011), trash (Report No. 12-028, February 1, 2012), and the impact on staff resources (Report No. 12-217, July 19, 2012), have been approved and are used to calculate cost recovery fees for collaborating organizations. Those fees, along with donations of in-kind services and materials, and cash payments, are approved as part of the terms of agreements when presented to the Board for consideration.

The revenue accrued through these cost recovery fees and cash donations needs to be paired with expenditures related to the associated facilities, activities, and programs for which they were collected. Since the collection of fees and reimbursements from the various collaborating organizations by the Partnership Division will be an on-going, long term process, establishing separate accounts for each category of collaboration will allow transparency and ease of tracking payments made by organizations authorized to operate on park property.

The Partnership Division categorizes the various collaborations with outside organizations into broad categories: Child Care Operations, Community Gardens, General Recreation Activity Providers (with Life Skills providers), Museums and Museum Support Groups, Senior Citizen Service Providers, Sports Organizations, and Partnership-Donations and Gifts. On June 15, 2011 (Board Report No. 11-190), the Board authorized an account for deposit of annual fees and utility payments from the various community gardens operated by outside groups inasmuch as the first collection of fees under new policies was to occur on July 1, 2011. In order to have transparent accounting and to be able to accurately and efficiently charge expenses to the appropriate activity, staff requests authority to establish accounts and subaccounts for Childcare Operations, Community Gardens, General Recreation Activity Providers, Museum and Museums Support Groups, Senior Citizen Service Providers, Sports Organizations, and Partnership-Donations and Gifts. The Donations account would also be used to receive deposits of program grants from non-government sources when the grant funds need direct expenditure for staff, materials, and services to execute the program for which the grant was made.

### FISCAL IMPACT STATEMENT:

Establishing an account for receipt of fees and donations from partnering organizations has no negative fiscal impact on the Department's General Fund, and may off-set General Fund expenditures incurred by the Department.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division.