

## AGENDA

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

Wednesday, September 16, 2015 at 9:30 a.m.

EXPO Center Comrie Hall  
3980 South Bill Robertson Lane  
Los Angeles, CA 90037

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SYLVIA PATSAOURAS, PRESIDENT  
LYNN ALVAREZ, VICE PRESIDENT  
MELBA CULPEPPER, COMMISSIONER  
MISTY M. SANFORD, COMMISSIONER  
IRIS ZUÑIGA, COMMISSIONER

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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. COMMENTS BY THE PUBLIC ON ALL OTHER MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD WILL BE HEARD DURING THE "PUBLIC COMMENTS" PERIOD OF THE MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES, WITH FIFTEEN (15) MINUTES TOTAL ALLOWED FOR PUBLIC PRESENTATION.

1. SPECIAL PRESENTATION:

Councilmember Mitch O'Farrell, Chairperson of Arts, Parks and River Committee

2. APPROVAL OF THE MINUTES:

Approval of Minutes for the Regular Meeting of September 2, 2015

3. GENERAL MANAGER'S REPORTS:

15-207	Various Communications
15-208	Pershing Square Events – Amendment to Pageantry Props and Décor Personal Services Contract No. 3487 to add Spring Street Park, Extend the Term and Increase the Contract Total
15-209	As-Needed Environmental Health and Safety Services – Award of Contracts
15-210	Environmental Health and Safety Request for Qualifications – Reissuance
15-211	White Point Nature Reserve – Authorization to Submit Grant Application in Response to the State of California Department of Parks and Recreation Habitat Conservation Fund Request for Proposal; Acceptance of Grant Funds

September 16, 2015

4. UNFINISHED BUSINESS:

15-196            Addendum to General Manager's Report No. 15-196 – Personal Services  
Continued        Contract with Hugo E. Pérez for Marketing, Community Outreach and Other  
Item                Services in Relation to the Implementation of the Hugo E. Pérez Soccer  
League, a Youth Soccer Program at Various Recreation and Park Facilities  
(Original Date – September 2, 2015)

5. COMMISSION TASK FORCES:

- Commission Task Force on Concessions Report – Commissioners Zuñiga and Culpepper
- Commission Task Force on Facility Repair and Maintenance Report – Commissioners Sanford and Alvarez

6. PRESENTATION:

- Construction Signage Informational Report – Oral Presentation by Planning, Construction and Maintenance Branch (Continued from July 8, 2015 Board Meeting)

7. GENERAL MANAGER'S ORAL REPORT:

Report on Department Activities and Facilities

8. PUBLIC COMMENTS:

Any comments that require a response or report by staff will be automatically referred to staff.

9. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

10. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, October 7, 2015, 9:30 a.m., at Green Meadows Recreation Center, 431 East 89<sup>th</sup> Street, Los Angeles, CA 90003.

11. 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.

September 16, 2015

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/ForResidents/CouncilPhone/index.htm>

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. 15-207

DATE September 16, 2015

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

The following communications have been received by the Board and recommended action thereon is presented.

From:

Recommendation:

1) Mayor, relative to a proposed Use Agreement with the Los Angeles County Flood Control District for the Caballero Creek Project.

Referred to staff for further processing.  
(Report No. 15-131)

2) Mayor, relative to a proposed Agreement with the Harbor Community Development Corporation for the operation and maintenance of the Wilmington Teen Center.

Referred to staff for further processing.  
(Report No. 15-151)

3) Mayor, relative to a proposed Amendment to the Memorandum of Understanding with the Friends of Oakridge.

Referred to staff for further processing.  
(Report No. 15-176)

4) Mayor, transmitting Executive Directive No. 10, "Vision Zero".

Note and File.

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- 5) City Clerk, relative to renaming the pedestrian walkway from Dorsey High School to Jackie Robinson Stadium in Rancho Cienega Sports Complex, as the Coach Paul Knox Walk of Champions. Referred to General Manager.
- 6) City Clerk, relative to the Proposition A-1 project agreements for the Hansen Dam Recreation Area, Mid-Valley Multipurpose Center, and Sheldon Arleta Phase III. Referred to General Manager.
- 7) City Clerk, relative to funds for the acquisition of 427 North Gaffey Street for access to Welcome and Bandini Parks. Note and File.
- 8) City Clerk, relative to the 2014-15 Summer Food Service Program grant from the California Department of Education. Referred to General Manager. (Report No. 15-086)
- 9) City Clerk, relative to prohibit vending of commercial items and camping within parks. Note and File.
- 10) City Clerk, relative to adding Alma Park to the list of City parks identified as being closed at sunset and open at sunrise. Referred to General Manager.
- 11) Joyce Dillard, relative to a proposed Agreement with Pershing Square Renew for Pershing Square Park. Referred to General Manager. (Report No. 15-171)
- 12) Sixteen residents, relative to the Department operating the Greek Theatre as an open venue. Note and File. (Report No. 15-111)

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|---|---|
| 13) Abraham Hoffman, relative to historical records stored at Andres Pico Adobe.                    | Referred to staff for further processing. |
| 14) Jose Arevalo, relative to trees in Devonwood Park.  | Referred to General Manager.              |
| 15) Mr. and Mrs. Simon Bacola, relative to Camp Hollywoodland in Griffith Park.                     | Referred to General Manager.              |
| 16) Nicholas Previsich, two communications relative to the drinking fountain at Spring Street Park. | Referred to General Manager.              |
| 17) Linda Howat, relative to poisons allegedly being used in parks.                                 | Referred to General Manager.              |

This Report was prepared by Paul Liles, Clerk Typist, Commission Office.

REPORT OF GENERAL MANAGER

NO. 15-208

DATE September 16, 2015

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE EVENTS – AMENDMENT TO PAGEANTRY PROPS AND DÉCOR PERSONAL SERVICES CONTRACT NO. 3487 TO ADD SPRING STREET PARK, EXTEND THE TERM AND INCREASE THE CONTRACT TOTAL.

R. Barajas \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
V. Israel \_\_\_\_\_

K. Regan \_\_\_\_\_  
\*N. Williams nbw

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve an Amendment to Personal Services Contract No. 3487, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and Pageantry Props and Décor, Inc. to continue the rental of stage, sound and light equipment installed, serviced and removed on an as-needed basis subject to the approval of the Mayor and City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the City does not have personnel available in its employ with sufficient expertise to provide these professional services and that it is more economical and feasible to secure the 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 these services, competitive bidding is not practicable or advantageous;
4. Find, in accordance with Administrative Code Section 10.5(b)(2), that this contract amendment does not require approval by the Council, as annual payments to or by the City do not exceed the current annual Consumer Price Index (CPI) adjusted Contract Exemption Limit of One Hundred Forty-One thousand, Nine Hundred Forty-Nine Dollars (\$141,949.00);

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5. Direct the Board Secretary to transmit forthwith 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;
6. Authorize the Board President and Secretary to execute forthwith the Amendment, upon receipt of the necessary approvals; and,
7. Authorize the General Manager, or designee, to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY:

Pershing Square is an outdoor concert and event center located in the heart of Downtown Los Angeles at 530 South Olive Street. Pershing Square hosts an array of free programs for the downtown community five (5) days and/or evenings a week during the summer months through early fall and provides an ice rink, with various additional entertainment events, seven (7) days a week during the winter season. The various concert and entertainment events require specific and generic stage, sound and light equipment which are rented, installed, serviced and removed on an as-needed basis.

This contract amendment would add another park, Spring Street Park at 426 South Spring Street Los Angeles, located approximately three and one half blocks from Pershing Square, where events requiring stage, sound and light equipment will be hosted. The yearly and total contract dollars for these services will increase due to the increase in the number of events at Pershing Square and the additional events planned at Spring Street Park. A three (3) year extension to the contract is appropriate while the Request for Proposal (RFP) parameters for the staging, lighting and sound equipment requirements for both parks are assessed over the next two (2) years.

The current contract for rental of stage, sound and light equipment on an as-needed basis at Pershing Square Park (Personal Services Contract No. 3487) was awarded on August 14, 2013 (Report No. 13-217), and this contract, with Pageantry Props and Décor, Inc., was executed for a term of one (1) year with two (2) one-year options to renew, which have all been exercised by the General Manager in amounts not exceeding Twenty-Five Thousand Dollars (\$25,000.00) per year or a total of Seventy-Five Thousand Dollars (\$75,000.00) through the current contract expiration date of August 1, 2016.

Staff recommends extending the term by one (1) year with two (2) one-year options to renew at the sole discretion of the General Manager. Execution of this amendment will increase the not-to-exceed yearly compensation amount by Fifty Thousand Dollars (\$50,000.00) to Seventy-Five Thousand Dollars (\$75,000.00) for year three (3) and for each subsequent year the contract is



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renewed. This amendment will increase the total contract compensation ceiling to a not-to-exceed Three Hundred Fifty Thousand Dollars (\$350,000.00) with an expiration date of August 1, 2019, should all renewal options be exercised.

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 One Hundred Thousand Dollars (\$100,000.00) plus increases to the consumer price index, currently set at a maximum of One Hundred Forty-One Thousand Nine Hundred Forty Nine Dollars (\$141,949.00).

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 June 10, 2013, the Personnel Department completed a Charter Section 1022 review (Attachment A). While it was determined that the classifications such as electrician, Maintenance and Construction Helper, and the Carpenter class series may be able to perform the work, it was also found that the Department does not own the type of specialized equipment required and that ownership would be required to train staff on the equipment's proper operation and repair. It is therefore more feasible to contract out the service.

FISCAL IMPACT STATEMENT:

Funding for this contract amendment will be provided from Fund 301, Department 88, Accounts 012M and 015M. There will be no impact upon the Department's General Fund.

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

## PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Nancy Jeffers Phone No. 213-202-4352 Fax No. 213-202-3213

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

3. Work to be performed:

Recreation and Parks is seeking an amendment to its current agreement #K1009 with Pageantry Props & Décor Inc. The amendment will add three, one-year renewal options to the original one-year agreement, and will increase the maximum compensation to \$25,000 per year or a total of \$75,000. The amendment will allow the contractor to continue to provide temporary staging, stage lighting, and sound equipment for entertainment events at Pershing Square Park on an as-needed basis. Examples include stage and speaker platforms, stage trussing, spot lights, lighting boards, microphones, mixing boards and public address systems. The contractor will also provide all needed accessory items such as cables, connection boxes and insurance. The equipment is rented, delivered, installed, maintained, taken down and removed by the contractor and remains the responsibility of the contractor while on park property. The contractor provides repair service or replacement for any equipment in use, if required.

Is this a contract renewal? (amendment) Yes  No

4. Proposed length of contract (amendment): To add three, one-year options to renew

Start Date: September 2013

6. Proposed cost of contract (if known): Not to exceed \$25,000 per year or \$75,000 total

7. Name of proposed contractor: LOA No. K1009 with Pageantry Props & Décor Inc.

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

The contractor must have enough stock to allow the change-out of equipment when required by special entertainment bookings. The contractor must have the design capability and staff to move in, install, tear down, and move out equipment on an as-needed basis.

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 the work? Yes  No

10. Findings

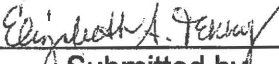
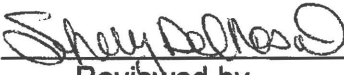
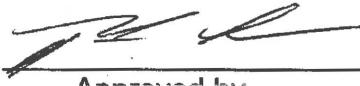
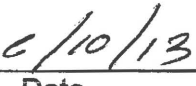
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work.

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:**

Recreation and Parks seeks an amendment to its current agreement with Pageantry Props & Décor Inc. to continue to provide staging, stage lighting, sound equipment, and related accessories for events at Pershing Square Park on an as-needed basis. There are classifications such as Electrician, Maintenance and Construction Helper, and the Carpenter class series that may be able to perform the work. However, the Department does not own the type of specialized equipment required, and it would need to possess that equipment in order to train staff on the equipment's proper operation and repair. This is the first 1022 review because the original contract was for \$20,000 and therefore did not meet the 1022 review threshold.

			
Submitted by	Reviewed by	Approved by	Date
Elizabeth A. Terry	Shelly Del Rosario	Raul Lemus	
Sr. Personnel Analyst I	Sr. Personnel Analyst II	Chief Personnel Analyst	

REPORT OF GENERAL MANAGER

NO. 15-209

DATE September 16, 2015

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED ENVIRONMENTAL HEALTH AND SAFETY SERVICES –  
AWARD OF CONTRACTS

R. Barajas \_\_\_\_\_

K. Regan \_\_\_\_\_

H. Fujita \_\_\_\_\_

\*N. Williams NDW

V. Israel \_\_\_\_\_



General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Find, in accordance with Charter Section 1022, that the Department of Recreation and Parks (RAP) does not have, available in its employ, personnel with sufficient time or necessary expertise to undertake specialized professional environmental health and safety tasks in a timely manner, and it is more feasible, economical and in RAP's best interest, to secure these services by contract with several 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;
2. Find, in accordance with Charter Section 371(e)(2), that a competitive bidding is not practicable or advantageous as it is necessary for RAP 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;
3. Find, in accordance with Charter Section 372 and Los Angeles Administrative Code Section 10.15(a)(2), 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 RAP's interests of having available as-needed contractors who are assigned various projects on the basis of availability, price, and expertise, and that it is

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therefore necessary to have several as-needed contractors for this type of service available when called upon by RAP to perform services;

4. 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 RAP to provide as-needed environmental health and safety services;
5. Approve proposed Personal Services Contracts (Contracts), substantially in the form on file in the Board Office, between the City of Los Angeles, Department of RAP and the following firms for hazardous materials analysis, surveying and monitoring services, specifying the terms and conditions for a three (3) year contract, subject to approval of the Mayor and of the City Attorney as to form:
  - 1) Converse Consultants  
222 East Huntington Drive, Suite 211  
Monrovia, CA 91016
  - 2) Ninyo & Moore  
355 South Grand Avenue, Suite 2450  
Los Angeles, CA 90071
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;
7. Approve the selection process for the selection of qualified firms;
8. Deny the appeal filed by Andersen Environmental; and,
9. Authorize the Board President and Secretary to execute the contracts upon receipt of the necessary approvals.

SUMMARY:

RAP is in need of environmental health and safety services that staff cannot provide, therefore one or more environmental health and safety services contracts are required. Currently, RAP does not have contracts in place to determine if its buildings and other facilities contain asbestos and/or

REPORT OF GENERAL MANAGER

lead-based materials, mold, or other hazardous materials that could expose park patrons and employees to health hazards. In addition, RAP does not have contracts in place for oversight and air monitoring during abatement activities to protect the public and park employees, or contractual services for injury and incident investigations, workplace hazard assessments, safety training, and compliance audits.

On January 21, 2015, the Board approved a Request for Qualifications (RFQ) (Report No. 15-011), which was released January 29, 2015. The RFQ allowed responders to submit proposals in one (1) or both of the following two (2) service categories: Hazardous Materials Analysis, Surveying, and Monitoring; and, Industrial Hygiene.

The scope of the resulting contracts include, but are not limited to, comprehensive asbestos and lead surveys; asbestos and lead abatement oversight and monitoring; industrial hygiene assessments for noise, indoor air quality, and mold; health risk assessments; and injury/incident investigations.

On March 10, 2015, RAP received eleven (11) proposals from the contractors listed in the table below:

Name	Address	Application Category
ACC Environmental Consultants, Inc.	1055 Wilshire Bl., Suite 1450 Los Angeles, CA 90017	Hazardous Materials Analysis, Surveying & Monitoring
Ambient Environmental, Inc.	1464 Sixth Street Norco, CA 92860	Both
Andersen Environmental	5261 West Imperial Highway Los Angeles, CA 90045	Both
A-Tech Consulting, Inc.	1748 W. Katella Av., Suite 112 Orange, CA 92867	Hazardous Materials Analysis, Surveying & Monitoring
Citadel Environmental Services, Inc.	1725 Victory Bl. Glendale, CA 91201	Industrial Hygiene
The Converse Professional Group dba Converse Consultants	222 E. Huntington Dr., Suite 211 Monrovia, CA 91016	Hazardous Materials Analysis, Surveying & Monitoring
Health Science Associates, Inc.	10771 Noel Street Los Alamitos, CA 90720	Both
National Econ Corporation	1899 S. Santa Cruz Street Anaheim, CA 92805	Hazardous Materials Analysis, Surveying & Monitoring

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Ninyo & Moore	355 S. Grand Av., Suite 2450 Los Angeles, CA 90071	Hazardous Materials Analysis, Surveying & Monitoring
SCA/LA Environmental, Inc.	3605 Long Beach Bl., Suite 108 Long Beach, CA 90807	Both
TRC Solutions, Inc	707 Wilshire Bl., Suite 3250 Los Angeles, CA 90017	Both

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

- 1) Provide a brief (maximum of three (3) pages) statement of the firm's general background information related to conducting environmental health and safety services, including at least ten (10) years of performing hazardous materials analysis, surveying and environmental monitoring work, and/or industrial hygiene services, the organizational approach and range of services, and other resources that will be used in the performance of the contract work.
- 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) Have had no severe violations or citations lodged by Cal/OSHA or other regulatory agencies in the last three (3) years, particularly any involving the suspensions or revocations of professional licenses or registrations;
- 4) Have certified and technical specialists that have current State of California or applicable governing entity certifications, including: Certified Asbestos Consultant and Certified Site Surveillance Technician; Certified Lead Inspector/Assessor, Lead Project Monitor, Lead Project Designer, and Lead Sampling Technician; Certified Mold Consultant; and, Certified Industrial Hygienist and Certified Safety Professional;
- 5) Submit a list of ten (10) representative projects in the applicable pre-qualification category(ies) completed principally by the company from January 1, 2010 to January 31, 2015; each project listing must contain the following information for each item: the title, a brief description of the project, the service date, the client name and a valid contact reference.
  - Hazardous Materials Analysis, Surveying, and Monitoring: Five (5) asbestos abatement oversight and air monitoring projects and five (5) comprehensive building surveys for both asbestos-containing and lead-containing projects.

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- Industrial Hygiene: Five (5) industrial hygiene surveys for noise, indoor air quality, and mold and five (5) health risk assessment and injury/incident investigations.

### Results of the RFQ Process

Responses were evaluated solely to determine if each responder met the minimum qualifications as stated in the RFQ Document. The minimum qualifications as set forth determined the responder's knowledge and experience to perform according to the terms and specifications of the resulting contract. Of the eleven (11) responders, only two (2) responders (Converse Consultants and Ninyo & Moore) submitted a responsive pre-qualification package for this RFQ and are therefore being recommended for a contract award. The remaining nine (9) responders failed to submit a completed pre-qualification package, and thus had to be disqualified from any further review of qualifications. Attachment 1 lists the responders and, where applicable, the reason(s) for disqualification.

The Board Office received a letter of protest dated February 13, 2015 from Mr. Jason Ironi of Andersen Environmental (Andersen), provided as Attachment 2 of this report. In the letter, Mr. Ironi raises an objection to the manner in which the pre-proposal conference was conducted. The meeting was scheduled for 10:30 a.m. on February 11, 2015 at the Valley Region Headquarters. Attendance was mandatory, however, Mr. Ironi contends that a number of proposers arrived between 10:30 a.m. and the meeting's conclusion at approximately 11:00 a.m. The RAP staff who conducted the meeting made an allowance for late arrivals and the meeting's sign-in sheet did not record the arrival time, therefore it is not possible to ascertain the late arrivals from those who attended on time.

The protest letter argues that individuals arriving after 10:30 a.m. should be considered as having failed to attend the mandatory meeting (and therefore ineligible to submit a proposal), taking into consideration the timely arrival of Mr. Ironi and a number of other proposers. RAP is recommending that Mr. Ironi's protest be overturned on the grounds that the pre-proposal conference is held for the benefit of prospective proposers, as it provides information to assist proposers in preparing a complete proposal that meets the requirements as stated in the RFQ; as such, it is at RAP's discretion whether to allow late arrivals. The decision to overturn the protest will have no bearing on Andersen's status as a result of the RFQ, because the firm was disqualified for failing to pass the Level I requirements as noted in Attachment A. Also, because the pre-proposal conference's sign-in sheet does not contain arrival times, it would be difficult to accurately assess whether the two firms being recommended for contract awards were among the proposers who arrived late.

Mr. Ironi and the other disqualified proposers were notified of their disqualification status and the pending reissuance of the RFQ in which they would be invited to resubmit proposals.



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Mr. Ironi in particular was informed of the date and time of the Commission meeting in which this item would be considered so that he would have the opportunity to address the Board with his concerns. The RAP representative who conducted the meeting is also available to address any questions the Board may have.

### Recommended Proposers

Upon review and verification by RAP staff, it was determined that two proposers, Converse Consultants and Ninyo & Moore met and/or exceeded the minimum qualifications of the RFQ. In addition, the two responders passed the City's Business Inclusion Program (BIP) outreach requirements. Both applied under the hazardous materials analysis, surveying, and monitoring services category and are being recommended for contract awards. Neither responder submitted a proposal under the industrial hygiene services category.

Once it was determined that the two responders had met the minimum qualifications, RAP staff contacted the responders' provided references. Questions were posed regarding the responders' ability to produce a quality product that met all necessary standards in a timely manner. They were also asked if the responder was timely and effective in their correspondence with contracting agencies. All of the references responded favorably to these questions and highly recommended the respective responder. As a result, the two responders are recommended as pre-qualified Environmental Health and Safety Services contractors who will be eligible to bid on future RAP projects.

It is therefore requested that the Board approve contracts for each of the two qualified responders and authorize the Board President and Secretary to execute the contracts, subject to Mayor and City Attorney approval. Each contract will be for a three (3) year term, in an amount not to exceed an annual expenditure of Seven Million Dollars (\$7,000,000.00). The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The professional services that RAP is requesting shall be on an as-needed basis. RAP, 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 RAP, as provided in the Standard Provisions for City Contracts.

### ENVIRONMENTAL IMPACT STATEMENT:

Staff has determined that the authorized as-needed environmental health and safety contracts will establish administrative and funding mechanisms that do not involve any commitment to specific projects, which may result in potentially significant physical impacts on the environment, and therefore, is by definition not a "project" that is subject to CEQA pursuant to Article 20, Section 15378 State CEQA Guidelines. Further CEQA compliance will be addressed as each as-needed contract for a specific project is awarded from the list of pre-qualified contractors.

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FISCAL IMPACT STATEMENT:

Funding for projects will be provided from various project-specific, non-RAP funding sources including but not limited to Proposition K, Quimby, and other State and local grants. Therefore, executing these as-needed contracts will have no impact to the RAP's General Fund.

This Report was prepared by Jim Newsom, Senior Management Analyst I, Contracts Unit.

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
 RFQ-ENVIRONMENTAL HEALTH AND SAFETY SERVICES  
 SUBMITTAL VERIFICATION  
 4/1/15

PROPOSALS RECOMMENDED FOR CONTRACT AWARD			
Responder Name	Contact Person	Mailing Address	Comments
Converse Consultants	Norman S. Eke	222 E. Huntington Drive, Suite 211 Monrovia, California 91016	Proposal deemed responsive and is recommended for contract award.
Ninyo & Moore	David Richter	475 Goddard, Suite 200 Irvine, California 92618	Proposal deemed responsive and is recommended for contract award.
NON-RESPONSIVE PROPOSALS			
Responder Name	Contact Person	Mailing Address	Comments
ACC Environmental Consultants, Inc.	Justin Graham, Sr. Project Coordinator	1055 Wilshire Bl., Suite 1450 Los Angeles, CA 90017	Responder did not sign the Child Care Declaration Statement on Page 84 of the RFQ document (Both Copies).
Ambient Environmental, Inc.	Not listed	1464 6th Street Norco, CA 92860	1) Responder did not provide two (2) completed RFQ document "Pages 1-134), 2) Responder did not provide two (2) originally signed copies of the RFQ Document, 3) Responder did not provide a completed answer to question # 14 of the Contractor Responsibility Ordinance on Page 69 of RFQ, no attached documentation provide on attachment "B".
Andersen Environmental, Inc.	Dennis Ironi, President	5261 W. Imperial Hwy. Los Angeles, CA 90045	1) Responder did not complete Question #10 of the CRO on Page 68 of RFQ Document, 2) Responder did not provide an answer to question #14 of the CRO on page 69 of RFQ document,
A-Teck Consulting, Inc.	Not listed	1748 Katella Av., Suite 112 Orange, CA 92867	1) Responder did not Complete the BIP, 2) Responder did not submit two (2) Originally Signed RFQ documents, 3) Did not Sign Form on Page 57 of RFQ Document, 4) Did not Form D at Bottom of Page 84 of RFQ document.
Citadel Environmental Services, Inc.	Not listed	1725 Victory Bl. Glendale, CA 91201	1) Responder did not provide answer to question #14 of CRO on page 69 of RFQ document
Health Science Associates, Inc.	Joel I. Berman, Vice President	10771 Noel St. Los Alamitos, CA 90720	Responder did not provide a response to question #14 of the CRO on page 69 of the RFQ (Both Copies).
Nation Econ Corp.	Mark S. Ervin, President	1899 S. Santa Cruz St. Anaheim, CA 92805	1) Responder did not Sign Form D at bottom of Page 84 of RFQ Document,
SCA/ LA Environmental, Inc.	Mark Osborn, President	3605 Long Beach Bl., Suite 108 Long Beach, CA 90807	Responder's response was missing page 69 of the RFQ, CRO questionnaire (Board Office Copy).
TRC Solutions, Inc.	Chris Phillips, Principal-in-Charge	707 Wilshire Bl., Suite 3250 Los Angeles, CA 90017	1) Responder did not provide required information for questions #18(c) and #19 of CRO on page 70 of RFQ document.



February 13, 2015

Board of Recreation and Park Commissioners  
Attention: Board Secretary or LaTonya D Dean  
PO Box 86328  
Los Angeles, California 90086-0328

Fax Approved by Paul Lyles, (213) 202-2610

RE: Protest of RFQ for Environmental Health and Safety Services – Jimmy Newsom

Dear Board Secretary,

A mandatory pre-bid meeting was scheduled for the above referenced RFQ for 2/11/15 at 10:30am at 6335 Woodley Ave, Van Nuys CA 91406. I had arrived at the site location approximately 9:40am, and was the first person to sign in on the sign in sheet at approximately 10:10am. By 10:30am there were at least 10-15 other contractors who had arrive on time and had subsequently signed the sign in sheet.

At exactly 10:30am I had publicly asked Mr. Newsom if the sign in sheet was now closed; whereas he responded that he will leave it open until 11am for people who are "caught in traffic". Approximately 6-8 additional contractors wandered into meeting at various times between 10:30-11am, and subsequently signed the sign in sheet. It should be noted that the entire meeting ended at about 11am.

Given that this was a mandatory pre-bid, which began promptly at 10:30am , individuals who arrived after 10:30am, subsequently missing portions of the meeting, should be considered as having failed to attend the mandatory pre-bid meeting. Keeping in mind the unequal treatment to those that made an effort to make it on time.

Sincerely,

Jason Ironi

Forwarded to  
Jimmy N.  
2/15/15 JML

REPORT OF GENERAL MANAGER

NO. 15-210

DATE September 16, 2015

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ENVIRONMENTAL HEALTH AND SAFETY SERVICES REQUEST FOR QUALIFICATIONS (RFQ) - REISSUANCE

R. Barajas \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
V. Israel \_\_\_\_\_

K. Regan \_\_\_\_\_  
\*N. Williams NDW

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the reissuance of the Request for Qualifications (RFQ) for Environmental Health and Safety Services, substantially in the form on file in the Board Office and subject to the review and approval of the City Attorney as to form, from which qualified contractors will be selected to enter into respective contracts with a termination date that corresponds with the termination date specified in the contracts awarded under the original RFQ;
2. Direct the Board Secretary to transmit the RFQ to the City Attorney for approval as to form; and,
3. Authorize the Department to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney review and approval as to form.

SUMMARY:

On September 16, 2015, the Board of Recreation and Park Commissioners (Board) was presented with an item for consideration relating to the RFQ for Environmental Health and Safety Services, in which the Department requested approval of two contract awards. The RFQ allowed respondents to apply under one or both of the following two categories: Hazardous Materials Analysis/Surveying/Monitoring and/or Industrial Hygiene Services. The scope of work for the Hazardous Materials Analysis/Surveying/Monitoring category included but was not

## REPORT OF GENERAL MANAGER

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NO. 15-210

limited to: 1) comprehensive asbestos and lead surveys; and, 2) asbestos and lead abatement oversight and monitoring. The Industrial Hygiene Services scope of work included but was not limited to: 1) industrial hygiene assessments for noise, indoor air quality, and mold; 2) health risk assessments; and, 3) injury and incident investigations.

Of the eleven RFQ respondents, only two passed threshold review and were eligible for a contract award; however, neither of the two successful applicants submitted a response in the Industrial Hygiene Services category. It is therefore requested that the Department be authorized to reissue the RFQ to solicit the contractual services of service providers under both categories. Currently, there are no providers under contract with the Department to perform the work detailed in the RFQ. With over 420 park locations under the jurisdiction of the Department, the additional contract providers resulting from the reissued RFQ will provide essential resources to ensure the health and safety of Department patrons and employees.

The reissued RFQ will be substantially in the form of the existing RFQ; the only substantive changes to the document will be the dates of the various deadlines associated with the RFQ process. Upon Board approval, the Department will advertise the RFQ on the Department's website and upload the documents on the Los Angeles Business Assistance Virtual Network (LA BAVN). The Planning, Construction and Maintenance Branch, which oversees Department construction and maintenance projects, has reviewed the RFQ to confirm that the scope of work and qualifying criteria encompasses the Department's required service needs.

A proposers' conference will be held approximately two weeks after the release of the RFQ in order to provide potential respondents with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program as required by Board policy and Executive Directive No. 14. The deadline to submit responses will be two to four weeks after the proposers' conference.

### Evaluation Process

Responses will be evaluated in two phases. The Level I review consists of a staff review to verify that the respondent meets the minimum qualifications as stated in the RFQ. The result of the Level I review will determine whether the respondent possesses the requisite knowledge and experience to perform under the terms and conditions of the RFQ and resultant contract. If a respondent does not meet the minimum qualifications of the Level I review, the respondent will be disqualified and no further evaluation will be performed; each respondent must successfully pass the Level I review before proceeding to Level II. The Level II review will evaluate the compliance and RFQ submittal documents as required by City ordinance.

The Department will return to the Board at a subsequent meeting to recommend the respondent(s) selected for a contract award under the reissued RFQ. In the interest of

REPORT OF GENERAL MANAGER

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maintaining a competitive environment and maximizing the City's contracting options, the Department may choose to award a contract to multiple providers. If contracts are awarded to more than one provider as a result of the RFQ, all providers will be given the opportunity to submit a competitive bid for each as-needed contract as issued by the Planning, Construction and Maintenance Branch. For respondents who have met the City's qualification requirements and were awarded contracts under the original or reissued RFQ, their proposals for future as-needed contracts will be evaluated and selected based solely on the price(s) submitted.

The contract(s) term will be three years, and the termination date for contracts awarded under the reissued RFQ will be the same as the termination date specified in the contracts awarded under the original RFQ. Compensation for each contract will be in a not-to-exceed amount of \$7,000,000 per year; in addition, because the contracted services are to be provided on an as-needed basis, the contract language will stipulate that the Department will neither guarantee that the contract maximum will be reached, nor will it guarantee a minimum amount of business or compensation. Furthermore, contracts will include language stating that awards resulting from the RFQ shall be subject to funding availability and early termination by the Department, as provided in the Standard Provisions for City Contracts.

FISCAL IMPACT STATEMENT:

Reissuing the Request for Qualifications has no impact on the Department's General Fund.

Report prepared by Jimmy Newsom, Senior Management Analyst I, and Lisa Shinsato, Management Analyst II, Contracts Unit.

REPORT OF GENERAL MANAGER

NO. 15-211

DATE September 16, 2015

C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WHITE POINT NATURE PRESERVE – AUTHORIZATION TO SUBMIT GRANT APPLICATION IN RESPONSE TO THE STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION HABITAT CONSERVATION FUND REQUEST FOR PROPOSAL; ACCEPTANCE OF GRANT FUNDS

R. Barajas  
H. Fujita  
\*V. Israel

\_\_\_\_\_  
  
\_\_\_\_\_

K. Regan \_\_\_\_\_  
N. Williams \_\_\_\_\_

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the submission of a grant proposal to the State of California Department of Parks and Recreation for the Habitat Conservation Fund in the amount of \$85,000.00, for funding the Palos Verdes Peninsula Land Conservancy to conduct school field trips, nature workshops, naturalist-led tours, and volunteer opportunities at White Point Nature Preserve, subject to Mayor and City Council approval;
2. Authorize the General Manager of the Department of Recreation and Parks (RAP) to accept and receive the State of California Department of Parks and Recreation Habitat Conservation Fund grant, if awarded, in the approximate amount of \$85,000.00, subject to the approval of the Mayor and City Council;
3. Designate RAP's General Manager, Executive Officer, or Assistant General Manager as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to, applications, agreements, amendments, and payment requests, which may be necessary for the completion of the project(s);
4. Direct staff to submit the required Resolution to City Council for adoption, , substantially in the form on file in the Board Office, certifying RAP's General Manager or his/her



## REPORT OF GENERAL MANAGER

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NO. 15-211

designee as the person authorized to obligate the grantee and execute all contractual documents of the kind required by the State of California Habitat Conservation Fund;

5. Direct staff to transmit a copy of the grant application to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for Council Committee and City Council approval before accepting and receiving the grant award, pursuant to the Los Angeles Administrative Code Section 14.6 et seq. as may be amended; and,
6. Authorize RAP's Chief Accounting Employee to establish and appropriate funding received to the necessary account within "Recreation and Parks Grant" Fund 205 to accept the State of California Habitat Conservation Fund grant, if awarded, in the approximate amount of \$85,000.00 and to reimburse PVPLC from that account for their expenses in implementing the funded programming at White Point Nature Preserve.

### SUMMARY:

Established by the California Wildlife Protection Act of 1990, the State's Habitat Conservation Fund allocates approximately \$2 million per year to local entities to protect threatened species, address wildlife corridors, create trails, and provide for nature interpretation programs which bring urban residents into park and wildlife areas. Grants from the Habitat Conservation Fund are administered through the California Department of Parks and Recreation, and only government agencies are eligible.

The Palos Verdes Peninsula Land Conservancy (PVPLC), a 501(c)(3) nonprofit organization, preserves undeveloped land as open space for historical, educational, ecological, recreational and scenic purposes. The PVPLC's vision is the creation and management of natural open space where children and adults can learn about the natural environment, and where native plants and animals can thrive. Since its founding in 1988, the organization has successfully preserved 1,600 acres of open space on the Palos Verdes Peninsula. The PVPLC has been a partner with the RAP for the preservation, restoration, and educational use of White Point Nature Preserve in San Pedro, executing a 25-year Operating Agreement (Report No. 01-371) on February 22, 2002. The White Point Nature Preserve features 102 acres of restored coastal sage scrub habitat, hiking, and handicap accessible trails overlooking the ocean and Catalina Island. The Preserve is now home to the Nature Education Center, which opened in May 2010 and serves as a resource for students, families, and community groups from all over Los Angeles.

On October 21, 2009, the Board approved applying for \$184,500.00 from the California Habitat Conservation Fund on behalf of PVPLC, to fund two (2) on-site naturalists, provide Nature University Programs which included after-school programs and a volunteer outdoor stewardship program, and school-based environmental educational programs targeting children in grades K-5

## REPORT OF GENERAL MANAGER

PG. 3

NO. 15-211

(Report No. 09-273). This grant was awarded by the State to RAP the following year. On October 19, 2011, the Board approved an amendment to the Operating Agreement with PVPLC to authorize payments to PVPLC for fulfillment of grant-funded programs for which RAP was awarded the grant (Report No. 11-285). That amendment was executed on November 7, 2012, and the grant's funds were reimbursed to PVPLC for these educational programs through February 2015.

With that grant for educational assistance exhausted, PVPLC is interested in applying for a new grant from the same fund to provide monthly community nature workshops, naturalist led tours of the White Point Nature Preserve, field trip visits to White Point Nature Preserve to twenty-five (25) schools per year, and over twenty (20) opportunities per year to learn about native habitat restoration and wildlife through volunteer projects. They propose a two-year program grant of \$85,000.00 which as required will be matched with \$130,000.00 in funding provided by the PVPLC's donors and other grants. The total budget is \$215,000.00 or \$107,500.00 per year and will be used between July 2016 and June 2018. The filing deadline for the upcoming 2016-2017 funding cycle is October 1, 2015.

The Assistant General Manager, Operations Branch, the Superintendent of the Pacific Region and the Council District 15 Office support programs at White Point Nature Preserve.

### FISCAL IMPACT STATEMENT:

There is no fiscal impact on the Department's General Fund for implementation of the programs to be provided by PVPLC at White Point Nature Preserve under this grant.

This report was prepared by Vicki Israel, Assistant General Manager, Partnership and Revenue Branch.

## Resolution

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ANGELES APPROVING THE APPLICATION FOR GRANT FUNDS FROM THE HABITAT CONSERVATION FUND PROGRAM

**WHEREAS**, the people of the State of California have enacted the California Wildlife Protection Act of 1990, which provides funds to the State of California for grants to local agencies to acquire, enhance, restore or develop facilities for public recreation and fish and wildlife habitat protection purposes; and

**WHEREAS**, the State Department of Parks and Recreation has been delegated the responsibility for the administration of the HCF Program, setting up necessary procedures governing project application under the HCF Program; and

**WHEREAS**, said procedures established by the State Department of Parks and Recreation require the applicant to certify by resolution the approval of application(s) before submission of said application(s) to the State; and

**WHEREAS**, the applicant will enter into a contract with the State of California to complete the project(s);

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Los Angeles hereby:

1. Approves the filing of an application for the Habitat Conservation Fund Program; and
2. Certifies that said applicant has or will have available, prior to commencement of any work on the project included in this application, the required match and sufficient funds to complete the project; and
3. Certifies that the applicant has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that the applicant has reviewed, understands, and agrees to the provisions contained in the contract shown in the grant administration guide; and
5. Delegates the authority to the General Manager of the Department of Recreation and Parks or his/her designee to conduct all negotiations, execute and submit all documents, including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the project.
6. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and Adopted the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

I, the undersigned, hereby certify that the foregoing resolution was duly adopted by the City Council of the City of Los Angeles following a roll call vote:

Ayes:

Noes:

Absent:

Clerk \_\_\_\_\_

## MATTERS PENDING

Matters Pending will be carried for a maximum of six months, after which time they will be deemed withdrawn and rescheduled whenever a new staff report is received.

### GENERAL MANAGER'S REPORTS:

<u>ORIGINALLY PLACED ON BOARD AGENDA</u>	<u>PLACED ON MATTERS PENDING</u>	<u>DEEMED WITHDRAWN</u>
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None

### BIDS TO BE RECEIVED:

9/29/15	Whitsett Fields Park - Synthetic Turf Improvements (PRJ20757) (W.O. #E170150F)
10/27/15	Lincoln Park Recreation Center – Pool and Bathhouse Replacement Project (PRJ1504P) (W.O. #E1907715)

### PROPOSALS TO BE RECEIVED:

9/29/15	Operation and Maintenance of the Pershing Square Café Concession
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### QUALIFICATIONS TO BE RECEIVED:

None