



Richard Williams <richard.williams@lacity.org>

Comments Economic Development Committee Agenda No. 1-CF 14-1383-Convention Center New Hall and Event Center Implementation Agreement

Joyce Dillard <dillardjoyce@yahoo.com>

Tue, Dec 9, 2014 at 10:28 AM

Reply-To: Joyce Dillard <dillardjoyce@yahoo.com>

To: Richard Williams <Richard.Williams@lacity.org>, "The Honorable Curren Price Jr." <councilmember.price@lacity.org>

Deny acceptance of this report.

This amendment is contrary to the responsibilities under the Joint Powers Agreement of the Los Angeles Convention and Exhibition Center Authority who has authority over the property, not the LA Convention Commission (or its successor).

Your "joint powers" includes:

- LACC Commission president or another designated LACC Commissioner
- CLA
- CAO
- City's Bureau of Engineering

Bureau of Engineering is under the approval of the Board of Public Works. The Pre-Qualified As-Needed Architectural contracts were approved by the Board of Public Works (attached). The Task Order for the design came from the BOE under these approved contracts.

LA Convention Center Commission no longer exists. Board of Convention and Tourism Development does.

Honor your agreements under the Joint Powers Authority and authorize the Los Angeles Convention and Exhibition Center Authority to have approval over the Convention Center property.

We tire of the deception regarding this publically owned property. The As-Needed Architectural Contracts agenda never mentioned any services in relationship to the Convention Center.

The public needs to see a competitive bidding process for this specific project not services from a RFP Request for Proposal released in 2012 which states:

The utilization of the PQOC list may involve the architectural design and management of municipal facilities projects, which may include building projects, such as recreational centers, cultural facilities, child care-senior multi-purpose citizen

centers, building tenant improvements, and neighborhood constituent service centers. Projects may include parks, traffic islands, parkways and slopes in connection to public improvement projects, riparian and watershed protection projects, and swimming pools. In addition, task orders may be issued for work involving maintenance facilities and yards, alternative fueling stations, parking structures, and various non-Federally funded transportation related projects.

Joyce Dillard
P. O. Box 313477
Los Angeles CA 90031

Attachments:
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2 attachments



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622K



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Department of Public Works

Bureau of Engineering

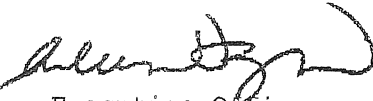
Bureau of Contract Administration

Joint Report No. 1

June 11, 2014

CD ALL

AS AMENDED**
ADOPTED BY THE BOARD
PUBLIC WORKS OF THE CITY
of Los Angeles California
AND REFERRED TO THE MAYOR
JUN 11 2014


Executive Officer

REQUEST FOR AUTHORITY TO EXECUTE PERSONAL SERVICES CONTRACTS WITH PRE-QUALIFIED ON-CALL (PQOC) ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES CONSULTANTS FOR VARIOUS PROJECTS

RECOMMENDATIONS

- ** 1. That the Board of Public Works (Board) find Frank R. Webb Architects, Inc. and XTEN Architecture ~~non-responsive, for failing to pass their Business Inclusion Program evaluations as discussed in this report.~~
2. In the event that the Board finds Frank R. Webb Architects, Inc. and/or XTEN Architecture responsive, direct the Bureau of Engineering (BOE) to enter into contract negotiations with the responsive firm(s) and report back to the Board with a recommendation to add them to the list of eighteen PQOC Architectural and Related Professional Services Consultants recommended for award of a contract.
- ** 3. Approve and forward this report with transmittals to the Mayor requesting that he approve and authorize the President or two Commissioners of the Board to execute the personal services contracts between the City and the PQOC Architectural and Related Professional Services Consultants. The consultants will provide as-needed services for various Public Works projects. The ~~eighteen~~ ^{twenty} PQOC Architectural and Related Professional Services Consultants are:

- AC Martin Partners, Inc. (10)
- Brooks + Scarpa, Inc. (12)
- Eric Owen Moss Architects (17)
- Gonzalez/Goodale Architects (2)
- Gruen Associates (20)
- Gwynne Pugh Urban Studio (18)
- HMC Architects (4)
- John Friedman/Alice Kimm Architects, Inc. (19)
- Lehrer Architects LA Inc (1)
- M. Arthur Gensler Jr. & Associates, Inc (6)
- Paul Murdoch Architects APC (14)
- Perkins & Will Inc (3)
- ** * Frank R. Webb Architects, Inc. (11)
- ** * XTEN Architecture (13)

- Pfeiffer Partners Architects, Inc.
 - Rios Clementi Hale Studios
 - RoTo Architects Inc
 - Sparano + Mooney Architecture, Inc.
 - Studio Pali Fekete: architects
 - Tetra-IBI Group Architecture Planning
4. Notify the BOE, Architectural Division, Mahmood Karimzadeh, (213) 485-4282, when the contracts are ready to be executed by the Board; whereupon, five original copies of each of the contracts will be delivered to the Executive Officer of the Board for signature.
 5. Upon execution, request the City Clerk to attest and certify the five original copies of the personal services contracts. The City Clerk and the Board will each retain one original copy and three original copies are to be returned to the BOE, Mahmood Karimzadeh.
 6. Request that the Board randomly select the names of the PQOC consultants to create the initial PQOC Architectural and Related Professional Services Consultants List for use in future assignments of work.
 7. Upon execution of the new PQOC Architectural and Related Professional Services Consultants List, request that the Board authorize the City Engineer to terminate consultant contracts from the 2008 PQOC Architectural Consultants List that do not have active task order work.

FISCAL IMPACT STATEMENT

Because the proposed contracts are for as-needed services, the Contracts do not have any financial impact on the City. The BOE will ensure that adequate funds are available to cover the costs for work on a specific project prior to requesting proposals from the firms.

TRANSMITTALS

1. Copy of the BOE and Bureau of Contract Administration Joint Report No. 4, adopted on December 19, 2012, authorizing advertisement of the RFQ.
2. Copy of the RFQ entitled "Request for Qualifications (RFQ) PQOC Architectural and Related Professional Services Consultants List for Various City of Los Angeles Projects."
3. List of firms responding to the RFQ.
4. Copy of the Statement of Qualifications (SOQ) as submitted by each firm selected for the PQOC Architectural and Related Professional Services Consultants List.

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5. Master copy of the proposed personal services contract between the City and the selected firms.
6. Copy of the Master RFQ/RFP Contract Checklist, Items 11-14 completed.
7. Copy of the Personal Services Contracting Process Checklist, Items 7-9 completed.
8. Copy of letter dated August 28, 2013, from the City of Los Angeles to Mr. Gregory W. Coles of Frank R. Webb Architects, Inc.
9. Copy of letter dated August 28, 2013, from the City of Los Angeles to Mr. Austin Kelly of XTEN Architecture.
10. Copy of email and attachments dated September 16, 2013, from Yllania Francis of Frank R. Webb Architects to the City of Los Angeles.
11. Copy of email and attachment dated September 23, 2013, from Yllania Francis of Frank R. Webb Architects to the City of Los Angeles.
12. Copy of email and attachments dated September 16, 2013, from Austin Kelly of XTEN Architecture to the City of Los Angeles.
13. List of Potential MBE/WBE/SBE/EBE/DVBE/OBE subconsultants submitted by each firm selected for the PQOC Architectural and Related Professional Services Consultants List.

DISCUSSION

Background

On December 19, 2012, the Board authorized the City Engineer to advertise and issue an RFQ to provide architectural and related professional services, on a pre-qualified, as needed basis (Transmittals No. 1 and 2). The City Engineer was also authorized to negotiate a personal services Contract with each of the selected consultant firms.

A Notice to Advertise the RFQ was placed in newspapers, with marketing and Architectural/Engineering associations, and on websites. The RFQ and its attachments were uploaded to the Mayor's Los Angeles Business Assistance Virtual Network (LA BAVN) website, where respondents were able to download the RFQ and attachments.

A total of 642 consultants downloaded the RFQ from the LA BAVN website, with 69 consultants submitting their SOQs on February 13, 2013 (Transmittal No. 3). The SOQs were rated by a panel from the BOE based on the following criteria:

Evaluation Criteria	Points
Firm's Architectural Practice Qualifications, Design Excellence, and Prior Achievements This includes the firm's architectural practice as demonstrated by their qualifications, design excellence, prior experience, approach to work, utilization of information technology, and familiarity with architectural design and project management services pertaining to the RFQ's Scope of Work.	30 Points
Qualifications and Prior Achievements of the Related Professional Disciplines This includes the qualifications, prior experience, and approach to work of the related professional disciplines, particularly the engineering (structural, mechanical, and electrical) and landscape architectural disciplines, as they pertain to the RFQ's Scope of Work section.	20 Points
Professional Qualifications and Prior Experience of Key Personnel of Prime Consultant and Major Subconsultants This includes the prior experience, qualifications, and licensure of key personnel in the prime consultant's office, and in the offices of the major subconsultants. The key personnel criterion is focused on the qualifications of the leading team members.	20 Points
Record of Past Performance This includes customer satisfaction, quality of work, completion of work on time and within budget, change order history, and management history. Information provided will be verified by reference checks.	20 Points
Sustainable Design Achievements This includes experience with resource efficient design and construction, including prior experience using the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system, the State's California Green Building Standards Code (CALGreen), experience and/or familiarity with the City of Los Angeles' LA Green Building Code, the City's Low Impact Development ordinance, and other sustainable design practices.	10 Points
Total Evaluation Points	100 Points
Local Business Preference Program (LBPP) Prime consultants that qualify as a Local Business Enterprise (LBE) may be granted eight additional points to their final score such that the score awarded to a SOQ submitted by a LBE is increased by 8 percent of the total possible evaluation points.	8 Points
LBPP Adjusted Total	108 Points

A short list of the most qualified PQOC Architectural and Professional Related Consultants was developed based on an evaluation of their Statements of Qualifications (Transmittal No. 4). Staff briefed the Board Commissioners before contract negotiations began. BOE staff completed contract negotiations on February 21, 2014 and proposed Contracts were drafted (Transmittal No. 5).

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Compliance with City Policies and with the Board of Public Works' Policy

The Board's personal services contracting policies have been followed (Transmittal Nos. 6 and 7). The selected Consultants are subject to compliance with the following City of Los Angeles' Ordinances and policies: Contractor Responsibility Ordinance, Business Tax Registration Certificate; Non-Discrimination, Equal Employment Practices, and Affirmative Action; Insurance requirements; Equal Benefits Ordinance; Child Support Obligations Ordinance; Americans with Disabilities Act; Service Contractor Worker Retention Ordinance; Living Wage Ordinance; Slavery Disclosure Ordinance; Non-Collusion; Municipal Lobbying Ordinance; First Source Hiring ordinance; Local Business Preference Program; and Discount Terms. The PQOC Consultants will comply with the requirements of the Business Inclusion Program for subconsultant outreach. Failure to comply with all requirements will render the consultant's Contract subject to termination pursuant to the conditions therein.

Businesses are encouraged to locate or remain within the City of Los Angeles to preserve and enhance the economic base and well-being of the City. According to the Los Angeles Residence Information form, Consultants provided the following information:

Consultant Firm	Total No. of Employees in Firm	No. of Employees who are L.A. Residents	(%) of Employees who are L.A. Residents
AC Martin Partners, Inc.	107	53	50%
Brooks + Scarpa, Inc.	12	6	50%
Eric Owen Moss Architects	11	6	55%
Frank R. Webb Architects, Inc.	18	5	28%
Gonzalez/Goodale Architects	21	2	10%
Gruen Associates	65	38	58%
Gwynne Pugh Urban Studio	6	6	100%
HMC Architects	264	15	6%
John Friedman/Alice Kimm Architects, Inc.	14	11	79%
Lehrer Architects LA Inc	12	10	83%
M. Arthur Gensler Jr. & Associates Inc	3,094	219	7%
Paul Murdoch Architects APC	10	9	90%
Perkins & Will Inc	1,424	56	4%
Pfeiffer Partners Architects, Inc.	40	29	73%
Rios Clementi Hale Studios	60	44	73%
RoTo Architects Inc	6	6	100%
Sparano + Mooney Architecture, Inc.	8	2	25%
Studio Pali Fekete: architects	19	14	74%
Tetra-IBI Group Architecture and Planning	3,096	7	< 1%
XTEN Architecture	12	12	100%

Local Business Preference Program

City Ordinance No. 181910 adopted the Local Business Preference Program. This Program is designed to increase local employment and expenditures in the local private sector. Businesses that qualified as a Local Business Enterprise (LBE) were granted 8 additional points to their final score such that the score awarded to a proposal submitted by a local business was increased by 8 percent of the total possible evaluation points. The preference allowed by the Ordinance for the utilization of local subconsultants could not be applied to the evaluation process because actual utilization cannot be pledged until the contracts have been executed and task orders are issued for specific work.

For the eighteen firms recommended award of a contract, staff verified that 15 (AC Martin Partners, Inc., Brooks + Scarpa, Inc., Gonzalez/Goodale Architects, Gruen Associates, Gwynne Pugh Urban Studio, John Friedman/Alice Kimm Architects, Inc., Lehrer Architects LA Inc, M. Arthur Gensler Jr. & Associates, Inc, Paul Murdoch Architects APC, Perkins & Will Inc, Pfeiffer Partners Architects, Inc., Rios Clementi Hale Studios, RoTo Architects, Sparano + Mooney Architecture, Inc., and Studio Pali Fekete: architects) received the LBPP points. Additionally, both Frank R. Webb Architects and XTEN Architecture received LBPP points. LBPP points awarded did not impact the rankings that resulted in the short list.

Contractor Responsibility Ordinance

All consultants participating in this program are subject to compliance with the requirements specified in the City of Los Angeles' Contractor Responsibility Ordinance No. 173677 (Article 14, Chapter 1, Division 10, L.A.A.C.), failure to comply with all requirements specified in the Ordinance may render the consultant's contract subject to termination pursuant to the conditions expressed therein.

Contractor Performance Evaluation

In accordance with Article 13, Chapter 1, Division 10 of the City of Los Angeles Administrative Code (L.A.A.C.), the appropriate City personnel responsible for the quality control of these personal services contracts shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration, Special Research & Investigation Section upon completion of these contracts.

Notice of Intent to Contract and Charter Section 1022 Determination

The required Notification of Intent to Contract form was submitted to the City Administrative Officer (CAO) on January 27, 2011. In compliance with Charter Section 1022, on July 25, 2011, the CAO determined that it was more feasible to utilize consultants to perform this work rather than City employees.

City Attorney Review

All PQOC Architectural and Professional Related Services Consultants signed a personal services Contract by February 21, 2014. The proposed contracts have been reviewed and approved as to form by the City Attorney's Office.

Business Inclusion Program (BIP)

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On January 12, 2011, the Mayor issued Executive Directive No. 14 which created the BIP. This program provides Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and Other Business Enterprise (OBE) firms an equal opportunity to compete for and participate in City contracts. Additionally, the BIP requires respondents to perform and document a BIP Outreach via the internet utilizing the Los Angeles Business Assistance Virtual Network service.

This RFQ was advertised with anticipated participation levels of 18 percent MBE, 4 percent WBE, 25 percent SBE, 8 percent EBE, 3 percent DVBE, and with mandatory BIP documentation requirements.

Based on a review by the Office of Contract Compliance (OCC), all 18 Consultants selected by BOE have met the Business Inclusion Program requirements and have been deemed responsive pending compliance with all other City requirements. However, the BOE had initially selected twenty firms, but two firms, Frank R. Webb Architects, Inc. and XTEN Architecture, did not fulfill the requirements of the BIP outreach program. Upon conclusion of the BIP evaluation for both of these consultants, OCC determined that neither of them had met the requirement of BIP Indicator No. 6 - Negotiated in Good Faith which, in part, requires "An online Summary Sheet organized by work area, listing the following: 1) the responses and/or bids received; 2) the name of the subconsultant who submitted the bid/quote; 3) a brief reason given for selection/non-selection as a subconsultant" and a Schedule A listing the potential subconsultants which they are committing themselves to solicit proposals from and utilize on task orders as necessary. These subconsultants are to be derived from the results of the BIP outreach and negotiation in good faith. Both of these firms were sent notification of this determination on August 28, 2013 (Transmittal Nos. 8 and 9). The following is a brief summary of what transpired between OCC and these two consultants after the notification was sent on August 28, 2013.

Frank R. Webb Architects

OCC exchanged emails with the consultant and provided specific details regarding their non-negotiation in good faith. Specifically, subconsultants were predominantly "Selected based on past work together" while no reason was provided for rejecting 25 interested subconsultants. OCC staff further discussed this issue in a meeting prior to the consultant submitting a formal response dated September 16, 2013. The formal response stated that 18 of the

subconsultants listed on the BIP Summary Sheet “were intended to be included in the Schedule A, however time constraints due to technical issues did not allow their inclusion.” and several other interested subconsults were rejected because they submitted their qualification after the deadline (January 29, 2013) imposed by the consultant. OCC staff reviewed and analyzed the formal response and again concluded that the consultant had not negotiated in good faith. At issue with this clarification is that while BAVN technical issues could have impacted their ability to complete their BAVN Summary Sheet, they would have no impact on the listing of potential subcontractors on their Schedule A which had to be submitted with their Statement of Qualifications the day before the technical issues occurred. Additionally, of the six interested subconsultants that were rejected for having submitted their qualifications late, three submitted on or before January 29, 2013 and all six could not be held accountable to the consultant’s deadline for submission because they were never notified by the consultant of the deadline prior to their submission. Finally, in an email dated September 23, 2013 (Transmittal No. 11) the consultant submitted a memorandum to OCC staff which reiterated some of the issues previously addressed, but did not address the Negotiation in Good Faith issues based on the required documentation.

XTEN Architecture

OCC exchanged several emails with the consultant regarding their failure to make any modifications to their BIP Summary Sheet prior the deadline of February 14, 2013. Staff also met with them on September 12, 2013 to further discuss this issue. Subsequently, the consultant sent an email dated September 16, 2013 (Transmittal No. 12) in which they submitted both a modified BIP Summary Sheet and Schedule A. However, because “A respondent’s failure to utilize the BAVN’s Summary Sheet function will result in their RFQ response being deemed non-responsive.” OCC staff is not changing the results of its evaluation.

Transmittal No. 13 reflects the lists of potential subconsultants which may be utilized on Project Task Orders by the PQOC Architectural and Related Professional Services Consultants. Due to the Bureau of Engineering’s urgent need to get this list established, the OCC was not given adequate time to verify the subconsultant information (potential subconsultant listings and certification status) contained in this report and Transmittal No. 13. Bureau of Engineering staff issuing the individual Task Orders will be responsible for verifying the certification statuses as of the date the Task Order is awarded.

Based on the information provided in this report, staff recommends that the Board find Frank R. Webb Architects, Inc. and XTEN Architecture be found nonresponsive for failing to pass their respective BIP evaluations and award contracts to the eighteen (18) responsive consultants placed on the short list.

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(MK RMK JZ JRF WFB)

Report reviewed by:

BOE (ADM and PAC)

Report prepared by:

Architectural Division

Mahmood Karimzadeh
Principal Architect
Phone No. (213) 485-4385

Compliance Review performed
and approved by:

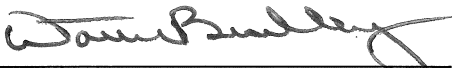
Respectfully submitted,



Deborah Weintraub, AIA, LEED_{AP}
Interim City Engineer



John L. Reamer, Jr.
Inspector of Public Works



Hannah Choi, Program Manager
Office of Contract Compliance
Bureau of Contract Administration

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Questions regarding this
report may be referred to:
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Department of Public Works

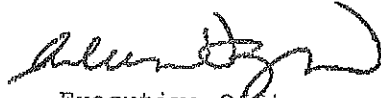
Bureau of Engineering
Bureau of Contract Administration
Joint Report No. 4

December 19, 2012
CD Nos. All

ADOPTED BY THE BOARD
PUBLIC WORKS OF THE CITY
of Los Angeles California

DEC 19 2012

175804


Executive Officer

REQUEST FOR AUTHORITY TO ISSUE A REQUEST FOR QUALIFICATIONS (RFQ) AND NEGOTIATE PERSONAL SERVICES CONTRACTS FOR PRE-QUALIFIED ON-CALL (PQOC) ARCHITECTURAL AND RELATED PROFESSIONAL SERVICES CONSULTANTS FOR VARIOUS PUBLIC WORKS PROJECTS

RECOMMENDATIONS

1. Authorize the City Engineer to issue and advertise the transmitted RFQ to architectural and related professional services consultants.
2. Authorize the staff from the Department of Public Works to evaluate and pre-qualify the respondents based upon the requirements and procedures set forth in the RFQ.
3. Authorize the City Engineer to negotiate a personal services Contract with each of the highest rated and most responsive firms.
4. Direct the City Engineer to report to the Board of Public Works (Board) with recommendations on executing the negotiated Contracts.

TRANSMITTALS

1. Copy of the Bureau of Engineering's (BOE) proposed RFQ for the PQOC Architectural and Related Professional Services Consultants List for various Public Works projects.
2. Copy of the Notice to Advertise.
3. Copy of the Personal Services Contracting Process Checklist (Items 1-5 completed).
4. Copy of the Master RFQ/Request For Proposal (RFP) Contract Checklist (Items 1-10 completed).

DISCUSSION

Background

The BOE is requesting the authority to develop a PQOC list of 10 to approximately 20 Architectural and Related Professional Services Consultant contracts with durations of five years to be used when the need arises for various City projects (Transmittal No. 1). The list will enable the BOE to handle workload spikes during periods when too many projects need architectural and related expertise, and there is not enough City staff to perform the architectural and related professional services work. This will allow City staff to improve their efficiency by combining forces with consultants.

TRANSMITTAL NO. 1

The PQOC list will provide a pool of competitive consultants that are pre-qualified to perform architectural and related services. Pre-qualifying the firms will greatly expedite the design award timeline by completing the most time consuming contracting steps ahead of time, eliminating the need to perform these steps for each individual project. This will help ensure that project timelines and schedules are maintained.

The proposed scope of work for the PQOC architectural and related professional services consultants may include, but is not limited to: facility master planning and programming; schematic and conceptual design; design development; construction documents; design services during project bid and award phase; design services during construction; interior space planning; adaptive reuse studies; as-built documentation; document filing and permitting; code research; computer assisted design and drafting; building information modeling (BIM); constructability reviews; sustainable architectural design and consulting; project scheduling; project estimating; specification writing; rendering; model building; construction management; project management; and specialty consulting such as landscape architecture, engineering design, including civil, structural, mechanical, and electrical engineering, archaeology/historical preservation, forensics, acoustical, audio visual, fire/life safety, Leadership in Energy and Environmental Design (LEED) documentation and commissioning, or other architectural, related professional, and project management consulting services as needed or required.

The utilization of the PQOC list may involve a wide variety of architectural design and project management tasks for municipal facilities projects. This could include building projects such as recreational centers, cultural facilities, child care centers, senior multi-purpose citizen centers, tenant improvements, and neighborhood constituent service centers. Other potential projects are parks, traffic islands, parkways and slopes in connection to public improvement projects, riparian and watershed protection projects, and swimming pools. In addition, task orders may be issued for work involving maintenance facilities and yards, alternative fueling stations, parking structures, and various non-federally funded transportation related projects.

Advertising and Distributing the RFQ

Upon the adoption of this report by the Board, the proposed RFQ will be advertised via a Notice to Advertise (Transmittal No. 2) which will be placed in various appropriate publications and offered to be posted on professional association websites. In advance of the release of the proposed RFQ, the BOE has outreached to various local organizations including the American Institute of Architects' Los Angeles and San Fernando Valley chapters, the American Society of Landscape Architects - Southern California Chapter, and the United States Green Building Council, Los Angeles Chapter. The Architectural Division hosted a business networking meeting on August 16, 2012 and the Bureau of Engineering staff participated in the Mayor's Office of Economic and Business Policy Strategic Matchmaking Event on November 15, 2012. The RFQ and its attachments will be available on, and can be downloaded from, the City of Los Angeles Business Assistance Virtual Network (BAVN) website at <http://www.labavn.org>.

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Consultant Selection Process

Staff from the BOE will screen the responses and may schedule interviews with the representatives of a short list of qualified firms. The Evaluation Criteria summarized below will be used in evaluating the respondents' Statement of Qualifications to determine which respondents are deemed most qualified for the successful performance of the type of work anticipated.

Upon the adoption of the recommended PQOC list and the approval and execution of a consulting contract, consultants on the established list will be assigned work by one of four methods:

- If the project's schedule allows for sufficient lead time or for large projects typically considered to be task orders that exceed \$100,000, it is anticipated that proposals may be requested from all the consultants on the list.
- Where schedules are tighter and/or for moderately sized projects, typically considered to be task orders in the range of \$25,000 to \$100,000, it is anticipated that proposals may be requested from the top three consultants on the list.
- For smaller task orders that are general in nature and are typically considered to be less than \$25,000, a proposal may be requested from the consultant on the top of the list.
- In certain circumstances, it may be necessary to assign a sole source task order to a consultant on the list; however, sole source task orders will only be issued with the approval of the City Engineer and the Board.

For each task order solicitation, the project will be awarded to the pre-qualified on-call list proposer whose proposal represents the best overall value to the City for the requested work.

Evaluation Criteria

- **Firm's Architectural Practice Qualifications, Design Excellence, and Prior Achievements - 30 points**

This includes the firm's architectural practice as demonstrated by their qualifications, design excellence, prior experience, approach to work, utilization of information technology, and familiarity with architectural design and project management services pertaining to the RFQ's Scope of Work.

- **Qualifications and Prior Achievements of the Related Professional Disciplines - 20 points**

This includes the qualifications, prior experience, and approach to work of the related professional disciplines, particularly the engineering (structural, mechanical,

and electrical) and landscape architectural disciplines, as they pertain to the RFQ's Scope of Work section.

- **Professional Qualifications and Prior Experience of Key Personnel of Prime Consultant and Major Subconsultants - 20 points**

This includes the prior experience, qualifications, and licensure of key personnel in the prime consultant's office, and in the offices of the major subconsultants. The key personnel criterion is focused on the qualifications of the leading team members.

- **Record of Past Performance - 20 points**

This includes customer satisfaction, quality of work, completion of work on time and within budget, change order history, and management history. Information provided will be verified by reference checks.

- **Sustainable Design Achievements - 10 points**

This includes experience with resource efficient design and construction, including prior experience using the United States Green Building Council's LEED rating system, the State's California Green Building Standards Code (CALGreen), experience and/or familiarity with the City of Los Angeles' LA Green Building Code, the City's Low Impact Development ordinance, and other sustainable design practices.

Respondents submitting the highest-rated SOQs may be called for an oral interview to further assess their qualifications. If the consultants have complied with other City requirements, a contract will be negotiated with the successful respondents.

Business Inclusion Program (BIP)

In compliance with the Mayor's Executive Directive No. 14 (ED14), BIP outreach requirements will apply to all of the projects covered under this RFQ. For this RFQ, the City has set anticipated participation levels of 18 percent Minority Business Enterprise (MBE), 4 percent Women Business Enterprise (WBE), 25 percent Small Business Enterprise (SBE), 8 percent Emerging Business Enterprise (EBE), and 3 percent Disabled Veteran Business Enterprise (DVBE). As is required by ED14, all RFQ respondents will be required to perform a BIP outreach utilizing the BAVN system in order to develop their potential list of subconsultants prior to their RFQ submission. These are the subconsultants which will be solicited when preparing a task order proposal. No other subconsultants will be utilized unless they are added to the consultant's potential list of subconsultants through a subsequent outreach process.

Compliance with City Policies and with the Board's Policy

On December 24, 2002, the Board adopted, as policy, the recommendations of the Advertising/Outreach Committee for advertising and outreach for personal services contracts. These procedures have been followed (Transmittal Nos. 3 and 4).

All Consultants participating in this program will be subject to compliance with the following City of Los Angeles' Ordinances and policies: Contractor Responsibility Ordinance; Business Tax Registration Certificate; Non-Discrimination, Equal Employment Practices, and Affirmative Action; Insurance Requirements; Equal Benefits Ordinance; Child Support

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Obligations Ordinance; Americans with Disabilities Act; Service Contractor Worker Retention Ordinance; Living Wage Ordinance; Slavery Disclosure Ordinance; Non-Collusion; Municipal Lobbying Ordinance; First Source Hiring Ordinance; and Discount Terms. Failure to comply with all requirements specified in these Ordinances will render the Consultant's contract subject to termination pursuant to the conditions expressed therein.

Local Business Preference (LBP) Program

The City recently passed Ordinance No. 181910, which adopted the LBP program. This program is designed to increase employment and expenditures in the local private sector. Businesses that qualify as a Local Business Enterprise (LBE) may be granted eight additional points to their final score such that the score awarded to a proposal submitted by a local business is increased by 8 percent of the total possible evaluation points. The preference allowed by the Ordinance for the utilization of local subconsultants will not be applied to the evaluation process for these on-call contracts because actual subconsultant utilization cannot be pledged until after the contracts have been executed and task orders are assigned for specific work.

Contractor Performance Evaluation

The quality of the work performed by the Consultants will be monitored in accordance with the Contractor Evaluation Ordinance No. 173018 (Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code [L.A.A.C.]) and the Rules for the Evaluation of Service Contractors which require Departments to prepare performance evaluations upon completion of all service Contracts over \$25,000 and at least three months in duration. The critiques are kept on file by the Bureau of Contract Administration, Special Research & Investigation Section for reference by other City Departments and agencies.

Contractor Responsibility Ordinance

All contractors participating in this program are subject to compliance with the requirements specified in the City of Los Angeles' Contractor Responsibility Ordinance No. 173677 (article 14, Chapter 1, Division 10, L.A.A.C.). Failure to comply with all requirements specified in the Ordinance may render this bidder's contract subject to termination pursuant to the conditions expressed therein.

Notice of Intent to Contract and Charter Section 1022 Determination

The required Notification of Intent to Contract form was submitted to the City Administrative Officer (CAO) on January 24, 2011.

In compliance with Charter Section 1022, on July 25, 2011, the CAO determined that it was more feasible to utilize consultants to perform the architectural and related engineering services rather than City employees.

RFQ Review

The proposed RFQ has been reviewed and approved by the Office of Contract Compliance and approved as to form by the City Attorney's Office.

STATUS OF FUNDING

The contract to be entered into with the selected PQOC Consultants will not have a single, specific source of funds attached to it. Instead, funds will be encumbered on a project-by-project basis from various sources at the time the specific Task Order Proposals are requested from the Consultants.

(MK TSA RMK DJW WFB)

Report reviewed by:

BOE (ADM and PAC)

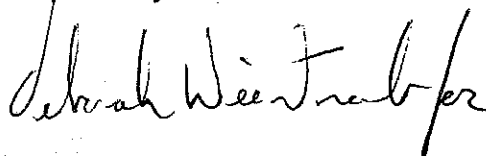
Report prepared by:

Architectural Division

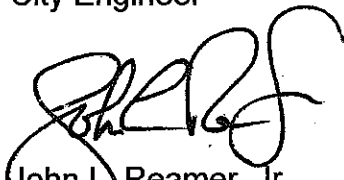
Mahmood Karimzadeh, A.I.A.
Principal Architect
Phone No. (213) 485-4282

Compliance Review performed
and approved by:

Respectfully submitted,



Gary Lee Moore, P.E.
City Engineer



John L. Reamer, Jr.
Inspector of Public Works



Hannah Choi, Program Manager
Office of Contract Compliance
Bureau of Contract Administration

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Questions regarding this
report may be referred to:
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