

0150-11135-0000

TRANSMITTAL

TO Deborah Flint, Chief Executive Officer Los Angeles World Airports	DATE MAY 9 2018	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT 6, 11	

**Proposed First Amendments for Two On-Call Contracts to
Extend the Agreement Terms for Emergency Management Services at
Los Angeles International and Van Nuys Airports**

Transmitted for further processing, including Council consideration.
See the City Administrative Officer report, attached.


MAYOR

Ana Guerrero

RHL:AVM:10180093t

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: May 9, 2018

CAO File No. 0150-11135-0000

Council File No.

Council District: 6, 11

To: The Mayor

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Communication from the Los Angeles World Airports dated May 1, 2018, referred by the Mayor for a report on May 1, 2018

Subject: **PROPOSED FIRST AMENDMENTS FOR TWO ON-CALL CONTRACTS TO EXTEND THE TERMS FOR EMERGENCY MANAGEMENT SERVICES AT LOS ANGELES INTERNATIONAL AND VAN NUYS AIRPORTS**

RECOMMENDATIONS

That the Mayor:

1. Approve first amendments for two on-call contracts with ICF SH&E, Inc. and Innovative Emergency Management, Inc. to continue providing emergency management services at Los Angeles International Airport and Van Nuys Airport. The proposed amendments extend the contracts for one year without increasing funds. Prior to issuance of a Notice to Proceed, both ICF SH&E, Inc. and Innovative Emergency Management, Inc. must have approved insurance documents, in the terms and amounts required, on file with the Los Angeles World Airports, and the Innovative Emergency Management, Inc. contract must be determined by the Public Works Department, Office of Contract Compliance to be in full compliance with the provisions of the Equal Benefits Ordinance. Each contractor has an assigned Business Tax Registration Certificate Number, and both contractors have submitted (a) the Bidder Contributions City Ethics Commission Form 55 and will comply with its provisions and (b) the Contractor Responsibility Program Questionnaire and Pledge of Compliance and will comply with provisions of the Contractor Responsibility Program. The contractors will comply with the City's Standard Provisions for the Affirmative Action Program, Child Support Obligations Ordinance, First Source Hiring Program for all non-trade LAX Airport jobs, and Living Wage Ordinance. The proposed first amendment documents are subject to approval as to form by the City Attorney;
2. Authorize the Chief Executive Officer to execute the proposed first amendments; and,
3. Return the two first amendments to the Los Angeles World Airports for further processing, including Council consideration.

SUMMARY

On February 10, 2015, Los Angeles World Airports (LAWA, Department) staff posted a Request For Proposal (RFP) on the City's business assistance virtual network website (www.labavn.org) seeking on-call contracts for expert emergency management services at Los Angeles International Airport (LAX), Van Nuys Airport (VNY) and LA/Ontario International Airport (LA/ONT). Of the four initial proposers considered through a competitive bid process, two were selected. On August 20, 2015, the Board of Airport Commissioners (BOAC) awarded two separate three-year contracts, for an amount not-to-exceed \$3,000,000 per agreement, to ICF SH&E, Inc. and Innovative Emergency Management, Inc., (IEM, Inc.).

Since 2015, ICF SH&E, Inc. and IEM, Inc. have supported LAWA's Emergency Management Division (EMD) and completed emergency management services to develop: (a) a Continuity of Operations Plan, (b) a Radio Communications Plan, (c) computer-based training, and (d) a more capable comprehensive emergency management program. Utilizing comprehensive assessments of the Department's response plans and training materials, EMD staff reprioritized proposed tasks in the original contracts. Consequently, the program efficiencies and cost savings gained have resulted in EMD increased deliverables, added computer-based training and response plan development / revisions and extended advanced training programs.

The approximate expenditures and budget balances, to date, as reported by Department staff are shown below.

Contract Budgets, Approximate to-date	ICF SH&E, Inc.	Innovative Emergency Management, Inc.,
Expenditures	\$1,167,870	\$511,071
Budget Balances	\$1,832,130	\$2,488,929
Total Contract Budget	\$3,000,000	\$3,000,000

Furthermore, staff explains the expenditures are charged to LAX and the emergency management service deliverables were shared with, though not specially designed for, VNY and LA/ONT. The proposed amendments will provide information and service for LAX and VNY only, since the LA/ONT facility is no longer a City owned airport.

Approval of the proposed first amendments will extend each term by one year and provide a revised contract expiration date of September 14, 2019. Additional funding is not required to complete the current and scheduled task orders. Services will include: (a) providing assessments, such as developing computer-based training in all Airport Emergency Response Plans, improving the capabilities of the LAWA Department Operations Center, facilitating training, workshops and exercises, and other areas; (b) continuing to develop all aspects of a comprehensive emergency management program, and (c) incorporating multi-level governmental regulatory requirements in various data systems and ensuring LAWA staff proficiency through training. Staff requests bids from both contractors when LAWA calls for defined emergency management services and tasks.

The Department's Procurement Services group reviewed the proposed actions and established a mandatory 15 percent Small Business Enterprise (SBE) participation goal for each contract. To date, the ICF SH&E, Inc., contractor committed to 19.11 percent and achieved 53.76 percent SBE participation. Similarly, the IEM, Inc. contractor committed to 15.56 percent and achieved 22.4 percent SBE participation. At its meeting on May 3, 2018, the BOAC approved the proposed first amendments to continue utilization of two on-call contracts for emergency management services with ICF SH&E, Inc. and IEM, Inc.

FISCAL IMPACT STATEMENT

Approval of the two first amendments for two on-call contracts with ICF SH&E, Inc. and Innovative Emergency Management, Inc. will have no impact on the General Fund. The contractors will continue providing emergency management services at Los Angeles International Airport (LAX) and Van Nuys Airport (VNY). The proposed amendments will extend the term of each contract for one year, to September 14, 2019, and will not increase the original \$3 million budget, per contract. The Los Angeles World Airports staff reports the budget balances of approximately \$1,832,130 and \$2,488,929, for ICF SH&E, Inc. and Innovative Emergency Management, Inc., respectively, are sufficient to fund the completion of the current and scheduled task orders during the ensuing year. The proposed actions comply with the Department of Airports' adopted Financial Policies.

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