

TRANSMITTAL

0150-11135-0001

TO
Deborah Flint, Chief Executive Director
Department of Airports

DATE
AUG 28 2019

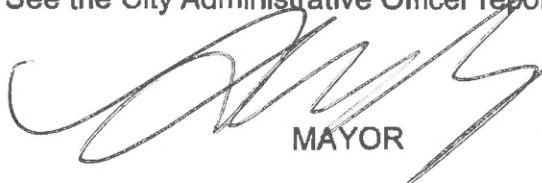
COUNCIL FILE NO.

FROM
The Mayor

COUNCIL DISTRICT
6, 11

**Proposed Second Amendments for Two On-Call Contracts to
Extend the Terms and Increase the Contract Authorities 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:10200022t

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 21, 2019

CAO File No. 0150-11135-0001

Council File No.

Council District: 6, 11

To: The Mayor

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

Reference: Communication from Los Angeles World Airports dated July 30, 2019; referred by the Mayor for a report on July 30, 2019

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

RECOMMENDATIONS

That the Mayor:

1. Approve Second Amendments (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 Airports. The proposed Amendments will extend both contract terms by nine months, to June 30, 2020, and will increase the existing contract authority by \$200,000 each, thereby revising both contract budget totals to an amount not-to-exceed \$3,200,000, subject to City Attorney approval as to form and compliance with the City's Standard Provisions, for both ICF SH&E, Inc. and Innovative Emergency Management, Inc., including the: Affirmative Action Program, Bidder Contributions CEC (City Ethics Commission) Form 55, Business Tax Registration Certificate, Child Support Obligations Ordinance, Contractor Responsibility Program, Contractor Responsibility Program Questionnaire and Pledge of Compliance, First Source Hiring Program, and Living Wage Ordinance;
2. Authorize the Chief Executive Officer to execute the proposed Amendments, upon approval by the Los Angeles City Council and, prior to execution of the Amendments, having approved City insurance documents in the terms and amounts required on file with the Los Angeles World Airports; and,
3. Return the request to the Los Angeles World Airports for further processing, including Council consideration.

SUMMARY

In 2015, staff at the Los Angeles World Airports (LAWA, Department) conducted a competitive bid process seeking on-call contractors for expert emergency management services at the City's airports. The Board of Airport Commissioners (BOAC) awarded two separate three-year contracts to ICF SH&E, Inc. and Innovative Emergency Management, Inc. (IEM, Inc.), for an amount not-to-exceed \$3,000,000 per agreement, on August 20, 2015. First amendments for each contract were approved by the BOAC on May 3, 2018, to extend the contract terms for one year, to September 14, 2019. No additional funds were added to the contract budgets.

Since 2015, ICF SH&E, Inc. and IEM, Inc. have supported LAWA's Emergency Management Division (EMD) to increase the proficiency and exceed accepted standards in aviation emergency management at LAWA. Utilizing comprehensive assessments of the Department's response plans and training materials, EMD staff and the contractors have prioritized emergency management services, added computer-based training, extended advanced training programs, and developed and revised response plans. Mandatory training programs must reach all of LAWA's approximately 57,000 badge holders. Examples of some completed deliverables are: Training programs for Emergency Response Teams, Airport Response Teams and Airport Operations Incident Commanders; LAWA Hazard Vulnerability Assessment; and, a data management system to capture corrective actions from after action reports and track progress and completion of items

Department staff reports the on-call contracts expenditures and budget balances, to date, are:

Contract Funding, Current Information	ICF SH&E, Inc.	Innovative Emergency Management, Inc.
Expenditures	\$2,408,847	\$553,008
Budget Balances	\$591,153	\$2,446,992
Total Contract Budget	\$3,000,000	\$3,000,000

Approval of the proposed Second Amendments will extend both contract terms by nine months, to June 30, 2020, and will increase the existing contract authority by \$200,000 each, thereby revising the contract budget totals to an amount not-to-exceed \$3,200,000. To help keep the City's airports safe and secure, the ICF SH&E, Inc. and IEM, Inc. consultants will continue to assist the EMD to provide emergency management services, such as training, developing and operating databases, and maintaining required safety and compliance programs. The term extension will provide time for LAWA management to assess future consultant options and needs while considering staff for emergency management services ongoing work requirements and unanticipated incidents.

The Department's Procurement Services staff reviewed the proposed actions (File No. 9088) and established a mandatory 15 percent Small Business Enterprise (SBE) participation goal for the project. 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 22.42 percent SBE participation.

The BOAC approved the proposed Second Amendments at its meeting on August 1, 2019.

FISCAL IMPACT STATEMENT

Approval of the two Second 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 to assist with providing emergency management services at Los Angeles International Airport and Van Nuys Airports. The proposed Second Amendments will extend the contract terms by nine months, revising each contract expiration date to June 30, 2020, and will increase the existing contract authority by \$200,000 each, thereby revising the contract budget totals to an amount not-to-exceed \$3,200,000. Fund for these contract are included in the Fiscal Year 2019-20 Los Angeles World Airports' Operating Budget in LAX Cost Center 1160003 – Emergency Management, Commitment Item 520 – Contractual Services. The proposed actions comply with the Department of Airports' adopted Financial Policies.

RHL:AVM:10200022