

REPORT OF GENERAL MANAGER

NO. 05-169


DATE June 15, 2005

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUPPLEMENTAL AGREEMENT TO CONSULTANT CONTRACT NO. 2912 WITH TERRY A. HAYES ASSOCIATES LLC FOR AS-NEEDED ENVIRONMENTAL CONSULTING SERVICES

J. Combs	<u> </u>	H. Fujita	<u> </u>
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J. Kolb	<u> </u>	F. Mok	<u> </u>
K. Regan	<u> </u>		



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve a Supplemental Agreement, substantially in the form attached, to Contract No. 2912 extending the term of the contract to Terry A. Hayes Associates LLC by three years for a new total of nine years and increasing the contract amount from \$300,000.00 to \$600,000.00, subject to approval of the Mayor, the City Council, and the City Attorney as to form;
2. Find that the Department does not have, available in its employ, personnel with sufficient time or the necessary expertise to undertake these specialized professional tasks in a timely manner, and, it is more feasible, economical and in the Department's best interest, to secure these services by contract;
3. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the Mayor in accordance with Executive Directive No. 16, and concurrently to the City Attorney for review as to form; and,
4. Upon receipt of necessary approvals, authorize the President and Secretary of the Board to execute the Supplemental Agreement.

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PG. 2 NO. 05-169

SUMMARY:

On July 21, 1999, the Department entered into a personal services contract with Terry A. Hayes Associates LLC for as-needed environmental consulting services. The term was for six (6) years, expiring on July 20, 2005, and the amount was for \$300,000.00.

The firm has been or is scheduled to work on several Department projects including, but not limited to the following: Garvanza Skate Park project, Venice Beach Skate Park, Sepulveda Basin--Hjelte Field Improvements, Sepulveda Basin--Balboa Sports Complex, and Hansen Dam Recreation Area--Cowbird Trapping Program. It is anticipated that this consultant will continue to work on various aspects of these projects, as well as others, in the future. At this time, the consultant has been assigned work that will extend beyond the current term of the contract. The Department does not have available personnel to perform these specialized professional tasks in a timely manner because of the huge workload to meet other project requirements and deadlines. The adjustment in yearly hourly rates from 2005 through 2008 is an acceptable industry practice and conforms to normal cost of living adjustments. This Supplemental Agreement will allow this consultant to continue working on the various projects through their completion.

This Supplemental Agreement is recommended in compliance with all Department and City procedures, policies and laws applicable to the award of the contracts. Principals of the firm are not employees or officials of the City; are free to make recommendations or perform the services specified in the contract; and have no authority, with respect to the City's decisions relating to the project, beyond fulfilling the provisions of the Supplemental Agreement.

FISCAL IMPACT STATEMENT:

All compensation to the consultant is provided in the funding of each individual project that the firm works on; therefore, there will be no decrease in revenue or increase in costs to the City.

Prepared by Gino Ogtong, Management Analyst II, Planning and Development.