REQUEST FOR AUTHORITY TO RELEASE A REQUEST FOR PROPOSAL AND NEGOTIATE A CONTRACT FOR THE MAINTENANCE OF THE VENICE CANALS, GRAND CANAL, AND THE BALLONA LAGOON

RECOMMENDATIONS

That the Board of Public Works (Board):

1. AUTHORIZE the Director of the Bureau of Street Services (StreetsLA) to:

   A. ISSUE and release the Request for Proposal (RFP) for the Maintenance of the Venice Canals, Grand Canal, and Ballona Lagoon (see Transmittal 1);

   B. EVALUATE the RFP submissions, based on the criteria set forth in the RFP, and select and interview the most qualified proposer(s) who submits the best and most responsive proposal;

   C. NEGOTIATE a Personal Services Contract with the selected and recommended proposer(s) subsequent to objective review of all proposals received; and

2. DIRECT the Director of StreetsLA to return back to the Board for authority to award and execute the negotiated contract with a term period sufficient to complete the proposed project.

TRANSMITTALS

1. Request for Proposal of the Maintenance of the Venice Canals, Grand Canal, and Ballona Lagoon.

2. Copy of Notice of Intent to Contract, City Administrative Officer’s (CAO) Form 704, dated April 1, 2018.

3. Copy of Form 1022 and CAO’s and Personnel’s Response, dated April 17, 2018.

**DISCUSSION**

**Background**

In 2001, the Bureau of Street Services (StreetsLA) was given the responsibility of administering the contract associated with maintaining the Venice Canals. The maintenance of the Venice Canals includes ensuring that a healthy marine environment is sustained by removing debris and litter, controlling algae growth, landscaping, operating tide gates to exchange water in the Canals with fresh seawater, and interacting with community stakeholders to address areas of concern. In 2018-19, StreetsLA was provided with additional contractual funds in its annual Budget to increase the maintenance area to portions of the Grand Canal and the Ballona Lagoon south of Washington Boulevard, as requested by the Bureau of Engineering and Council District No. 11.

StreetsLA does not have the technical expertise or staffing resources to perform the maintenance of the Venice Canals, the Grand Canal and Ballona Lagoon (collectively known as Canals) with City of Los Angeles City forces and is budgeted in its contractual services account for this purpose. In addition, it is more cost effective to continue performing this work using a contractor having the knowledge, skills and means necessary to support a healthy marine environment. Protection of the marine environment is the highest priority for maintaining the Canals and therefore, services provided by a contractor should be performed without the use of chemicals for the control of algae growth.

The Bureau requests authority to release a RFP to award a new contract to the most qualified proposer, who submits the best and most responsive proposal. The RFP will be advertised and will include an announcement of a mandatory pre-bid meeting. The pre-bid meeting will clarify the minimum requirements to be considered a qualified bidder and address any areas of concern or questions that arise from the proposal documents (Transmittal No. 1). A qualified proposer will be defined as: a contractor with a minimum of four years of experience, to be verified by a review of references, providing landscape maintenance functions in a marine environment and tide gate control (preferably with a governmental agency).

**Objective/General Scope of Work**

In general, the purpose of this RFP is to solicit proposals for the maintenance of the Venice Canals, Grand Canal, and Ballona Lagoon to include, but not limited to: Turf maintenance (including mowing, edging, thatching, aeration, fertilization, and turf
reseeding); Tree, shrub and groundcover maintenance (including trimming, pruning, edging, staking); Weed control; Maintenance of work site (including removal of debris and litter from curbs, gutters, and sidewalk adjacent to all listed locations); Emptying all trash containers and replacement of trash liners; and other related work.

Request For Proposals

StreetsLA is releasing this RFP to solicit the most qualified proposer (See Transmittal 1). Any contract awarded under this proposal will provide StreetsLA with maintenance of the Canals.

Rationale For Using an RFP

The RFP process is being used instead of the bid process to solicit the best, most experienced businesses available. A proposal review committee consisting of staff from StreetsLA will evaluate all submitted proposals in order to determine which proposal or combination of proposals will bring the greatest value to StreetsLA.

Selection Process and Proposal Criteria

The RFP competitive process is being used to solicit the best available services to properly and reasonably establish a value for the maintenance of the Canals. An evaluation panel consisting of representatives from StreetsLA will evaluate all proposals to determine which proposal, according to the evaluation criteria identified, will bring the greatest benefit to the City. Board Officers will then negotiate a contract with the most qualified proposer and return with a recommendation to the Board for authorization to enter into contract with the selected proposer.

The criteria to be used for the selection of the proposer are outlined in the RFP and summarized as follows:

Table 1 - Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>1. Qualifications and Experience</td>
<td>30</td>
</tr>
<tr>
<td>2. Qualifications of Staff</td>
<td>20</td>
</tr>
<tr>
<td>3. Workplace Safety Requirements</td>
<td>20</td>
</tr>
<tr>
<td>4. Cost effectiveness/Value to the City</td>
<td>20</td>
</tr>
<tr>
<td>5. Overall Proposal Responsiveness</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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Advertising / Distributing RFP / World Wide Web

Upon the adoption of this report by the Board, the proposed RFP will be advertised and posted on StreetsLA's website at http://streetsla.org. In addition, the proposed RFP will also be advertised and its attachments will be posted and available on, and can be downloaded from, the City Business Assistance Virtual Network (LABAVN) website at http://www.labavn.org.

Business Inclusion Program (BIP)

In compliance with the Mayor's Executive Directive No. 14, issued on January 12, 2011, it is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), LGBT Business Enterprise (LGBTBE), and all Other Business Enterprise (OBE) firms an equal opportunity to participate in the performance of City contracts. This RFP is not subject to the BIP Outreach Requirements. The BIP waiver was approved February 19, 2020 (Transmittal 4).

Compliance with Standard City Requirements (dated 04/20)

The proposers shall be required to comply with the following provisions:

- Nondiscrimination/Equal Employment Practices/Affirmative Action
- Living Wage and Worker Retention Ordinances
- Americans with Disabilities Act
- Insurance Requirements
- Child Support Obligations
- Business Tax Registration Certificate
- Equal Benefits Ordinance
- Slavery Disclosure Ordinance
- Municipal Lobbying Ordinance
- Non-Collusion Affidavit
- City of Los Angeles Contract History
- Los Angeles Residence Information
- Contract Bidder Campaign Contribution and Fundraising Restrictions
- First Source Hiring Ordinance
- City Contractor's Use of Criminal History for Consideration of Employment Applications
- Iran Contracting Act of 2010
Disclosure of Border Wall Contracting Ordinance

Contractors shall comply with Los Angeles Administrative Code (LAAC) Section 10.50 et seq., "Disclosure of Border Wall Contracting". StreetsLA may terminate the contracts at any time if StreetsLA determines that the Contractor failed to fully and accurately complete the required affidavit and disclose all Border Wall Bids and Border Wall Contracts, as defined in LAAC Section 10.50.1.

Local Business Preference (LBP) Program

All Proposers are eligible to participate in the LBP Program by qualifying as a Local Business Enterprise (LBE). StreetsLA shall grant eight percent (8%) of the total possible evaluation points added to their evaluation score to those Proposers who are certified as an LBE firm. Those Proposers who do not qualify as an LBE, but identify qualified LBE-certified subcontractors to perform work under this RFP, will receive a one percent (1%) preference, up to a maximum of five percent (5%), of the total possible evaluation points added to their evaluation score for every ten percent (10%) of the cost of the proposed work to be performed by certified LBE subcontractors.

Contractor Performance Evaluation

The quality of the work performed by the contractor will be monitored in accordance with the Contract Evaluation Ordinance No. 173018 [Division 10, Chapter 1, Article 13 of the LAAC] 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 appropriate City personnel responsible for the quality control of these personnel services contracts shall submit Contractor Performance Evaluation Reports to the Department of Public Works, Bureau of Contract Administration (BCA) upon completion of the contracts. The critiques are kept on file by the BCA, 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's Contractor Responsibility Ordinance No. 173677 (Article 14, Chapter 1, Division 10, LAAC). 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 was filed with the CAO's Office (See Transmittal 2).
The CAO’s has determined that, in accordance with Charter Section 1022, the work proposed under the maintenance of the Canals can be performed more feasibly by a contractor than City employees (See Transmittal 3).

**RFP Review**

The proposed RFP has been reviewed and approved as-to-form by the City Attorney’s Office.

**PROPOSED TERM OF CONTRACT AND ANNUAL COST ESTIMATE (VALUE)**

The contract will be for up to three (3) years, inclusive of two (2) one-year renewal options. The maximum value of the contract is estimated at $900,000 ($300,000 per year).

**STATUS OF FUNDING**

Funding for this project has been authorized in the amount of $300,000 by City Council in the current budget (Fiscal Year 2020-21 Department 86, Fund 100, Appropriation Account 003040 Contractual Services). Future year funding is contingent upon City Council approval.

The City’s liability under this contract shall only be to the extent of the present City appropriation to fund the contract. However, if the City shall appropriate funds for any succeeding years, the City’s liability shall be extended to the extent of such appropriation, subject to the terms and conditions of the contract.

**FUTURE ACTION**

A review committee will evaluate the proposals. After evaluation by the review committee, semifinalists will be selected, interviewed, and ranked. StreetsLA will then return to the Board for authority to execute the contract with the selected proposer(s).
Respectfully Submitted,

ADEL H. HAGEKHALIL, P.E.
Executive Director and General Manager
Bureau of Street Services

COMPLIANCE REVIEW PERFORMED
AND APPROVED BY:

LYNDA MCGLINCHEY
Compliance Program Manager II
Bureau of Contract Administration

APPROVED AS TO FUNDS:

MIGUEL DE LA PENA, Director
Office of Accounting
Date: 07/08/2020
Fund 100, Dept. 86, Appr. #003040, $300,000.00

AHH/SCH/MSF: Jc

Questions regarding this Report may be referred to:
Monica Shelton-Frierson, Sr. Management Analyst I
StreetsLA, Contract Services | Phone No. (213) 847-2802