



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 3, 2017**

FROM: COMMUNITY & ECONOMIC DEVELOPMENT **WARDS: ALL**
DEPARTMENT

SUBJECT: REQUEST FOR QUALIFICATION NO. 1730 FOR A MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR HISTORIC PRESERVATION AND CULTURAL RESOURCE PROJECTS PANEL, FOR A TERM TO SEPTEMBER 30, 2022 - AN AMOUNT NOT TO EXCEED \$300,000 PER CONTRACT

ISSUE:

Approve Request for Qualifications No. 1730, Master Professional Consultant Service Agreements for Preservation and Historic Resource Project Panel for cultural resource services on an as-needed basis, for a period of five-years and a total amount not to exceed \$300,000 per contract.

RECOMMENDATIONS:

That the City Council:

1. Approve the Master Professional Consultant Service Agreement for Preservation and Historic Resource Projects for cultural resource services on an as-needed basis with Galvin Preservation Associates, Los Angeles, California; Historic Resources Group, Pasadena, California; IS Architecture, La Jolla, California; and Rincon Consultation, Inc., Redlands, California, for a total amount not to exceed \$300,000 for each individual agreement; and
2. Authorize the City Manager, or his designee, to execute the Master Professional Consultant Service Agreement for Preservation and Historic Resource Projects, the supplemental agreements for each assigned project, and to make minor, non-substantive changes.

BACKGROUND:

On October 25, 2011, City Council approved the Historic Preservation and Cultural Recourses Master Panel. The services were on an as-needed basis for a five year term. This panel expired on September 30, 2016.

On June 21, 2017, the Community & Economic Development Department Neighborhood Engagement Division Historic Preservation Team posted Request for Qualification No. 1730 in search of qualified consultants who are readily available to participate on a Panel involving cultural

resources surveys, California Local Government surveys, historic structure reports, California Environmental Quality Act reports, historic designation applications, design guidelines, context statements, code amendments, preservation plans and other related cultural resource needs for the City. Twelve proposals were received and seven consultants were selected for interviews based upon the proposal submitted. Of the seven firms interviewed, four were selected based on their organization's previous experience with similar programs and team strength demonstrated in the interview.

DISCUSSION:

The Master Panel establishes a list of qualified consultants who are pre-qualified and pre-authorized through a Master Consultant Service Agreement to perform cultural resource specific project work. The use of Master panels creates greater efficiency by eliminating the review of individual proposals each time cultural resource specific work is needed, and results in greater project effectiveness through the consultant's familiarity with City standards and performance expectations.

The selected consultants will be assigned specific projects based upon one (1) of the following selection processes: 1) an informal RFP issued by the City to two (2) or more consultants where the consultant that meets the formal requirements and has the lowest contract price; 2) rotational basis; or 3) selection of a single consultant when it is in the City's best interest to do so. It is within the City's sole discretion to determine which process will be utilized for each assigned project. A supplemental agreement will be negotiated for each assigned project, including the scope of work, schedule and fee.

The Master Professional Consultant Service Agreement for Preservation and Historic Resource Projects limit each consultant's compensation to an amount not-to-exceed \$300,000 over the five-year term of the agreement.

FISCAL IMPACT:

The primary source of funding for historic preservation and cultural resource projects is through California Local Government grants from the State of California and will be funded on a case-by-case basis.

Additionally, the Panel will be available for historic preservation or cultural resource projects required by any other City Department. If necessary, the individual Department requesting work will be responsible to pay for those services within their existing budget.

Prepared by: Rafael Guzman, Community & Economic Development Director
Certified as to availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved by: Al Zelinka, FAICP Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Master Professional Consultant Services Agreement Galvin Preservation Associates, Los Angeles, CA
2. Master Professional Consultant Services Agreement Historic Resources Group, Pasadena, CA
3. Master Professional Consultant Services Agreement IS Architecture, La Jolla, CA
4. Master Professional Consultant Services Agreement Rincon Consultation, Inc., Redlands, CA