

Department of Public Works

Bureau of Engineering  
Report No. 2

October 9, 2024

CD Nos. ALL

**REVISE THE TASK FOR SOLICITATION NO. 12 TO PSOMAS FOR STAFF AUGMENTATION FOR PROJECT MANAGEMENT AND PROGRAMMING SERVICES FOR THE BUILDLA PROJECT (WORK ORDER NO. E1908030, CONTRACT NO. C-134269)**

**RECOMMENDING THE BOARD OF PUBLIC WORKS (BOARD):**

AUTHORIZE the City Engineer to issue a revision of the task for Task Order Solicitation (TOS) No. 12 to Psomas (Consultant), increasing the budget authority from \$18,605,000 to \$19,605,000 for project management and programming services for the BuildLA Project (Project).

**TRANSMITTALS**

1. Copy of the Bureau of Engineering (BOE) Board Report No. 1, adopted on April 23, 2021, authorizing the issuance of the task for TOS No. 12 to the Consultant.
2. Copy of the BOE Board Report No. 2, adopted on May 24, 2024, authorizing the revision of the task for TOS No. 12 to the Consultant.

**DISCUSSION**

***Background***

On April 23, 2021, the Board approved the issuance of the task to the Consultant for staff augmentation for project management and programming services for the Project, with a budget authority of \$12,000,000, including contingency. At that time, funding to that level had not yet been identified, so the BOE indicated that TOS funding revisions would be submitted to the Board for consideration and approval each time additional funding was obtained in order to increase the work not-to-exceed amount (Transmittal No. 1). On May 24, 2024, the Board authorized the most recent revision to the task, increasing the budget authority to \$18,605,000 (Transmittal No. 2).

The BOE is proposing to increase the funding amounts by \$1,000,000 in funds from the Public Works Engineering Equipment and Training Trust Fund to upgrade the existing BOE Cold Fusion applications to ASP.NET. These upgrades will provide more security and less vulnerability than the existing Cold Fusion platform/language, and their modernizations will enable seamless integration with the upcoming BuildLA Portal.

The purpose of the Project is to provide a more efficient and integrated experience for development services across the City of Los Angeles (City) departments and the creation of a single portal to deliver consolidated information. TOS No. 12 provides staff augmentation, project management, and programming services toward that effort.

Additionally, it provides some staff augmentation for certain departmental initiatives that align with the Project.

***Business Inclusion Program (BIP)***

This task is subject to the BIP outreach requirements. Therefore, the City has established anticipated participation levels of 18 percent minority-owned (MBE), 4 percent women-owned (WBE), 25 percent small (SBE), 8 percent emerging (EBE) and 3.0 percent disabled veteran-owned (DVBE) business enterprises. For this task, the Consultant is pledging 24.7 percent MBE, 11.9 percent WBE, 19.1 percent SBE, 3.3 percent EBE, 0 percent DVBE, and 1.6 percent other business enterprise (OBE).

In the BOE Board Report No. 2, adopted on May 24, 2024, the revised task amounts for NBS Government Group, Satwic, Inc., and Pando Consulting Ltd were incorrect due to a calculation error. They have been corrected in the table below.

For the revised task, the following MBE, WBE, SBE, EBE, DVBE, and OBE firms are proposed to be utilized by the Consultant:

Gender/Ethnicity Codes:

AA = African American  
APA = Asian Pacific American  
NA = Native American  
M = Male

HA = Hispanic American  
SAA = Subcontinent Asian American  
C = Caucasian  
F = Female

Subconsultants	Gender/ Ethnicity	MBE/WBE/SBE/ EBE/DVBE/OBE	% of Revised Task	Revised Task Amount
3insys LLC		SBE/EBE	0.1%	\$ 14,690
CS3, Inc.	F/AA	MBE/SBE/EBE	2.9%	\$ 565,840
InfoMagnus	F/C	WBE/SBE	4.2%	\$ 831,539
NBS Government Finance Group		SBE	0.4%	\$ 70,000
OneSource Consulting, LLC	F/AA	WBE/SBE/EBE	0.2%	\$ 44,788
Project Partners, Inc.	M/APA	MBE/SBE	2.4%	\$ 477,189
Satwic, Inc.	M/APA	MBE/SBE	8.8%	\$ 1,727,470
SystemDomain, Inc.	F/APA	WBE	7.3%	\$ 1,437,388
SystemDomain, Inc.	F/APA	MBE	10.5%	\$ 2,064,728
Worksters, Inc.	F/C	WBE/SBE/EBE	0.1%	\$ 12,079
Fundamental Design Group		OBE	1.3%	\$ 256,153
Pando Consulting Ltd		OBE	0.3%	\$ 50,000
<b>Subtotal Subconsultant Participation</b>			<b>38.5%</b>	<b>\$ 7,551,864</b>
Prime Participation including reimbursable expenses			61.5%	\$12,053,136
<b>Revised Base Task</b>			<b>100.0%</b>	<b>\$19,605,000</b>
<b>Total Revised Task Budget Authority</b>				<b>\$19,605,000</b>

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The following is a summary of the subconsultant utilization pledged by the Consultant by business enterprise:

<b>Total Subconsultant Participation</b>						
<b>Pledged</b>	<b>MBE</b>	<b>WBE</b>	<b>SBE</b>	<b>EBE</b>	<b>DVBE</b>	<b>OBE</b>
<b>% of Revised Task</b>	24.7%	11.9%	19.1%	3.3%	0.0%	1.6%
<b>Revised \$ Amount</b>	\$4,835,227	\$2,325,794	\$3,743,595	\$637,397	\$0	\$306,153

***Contractor Performance Evaluation***

In accordance with Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code, the appropriate City personnel responsible for the quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration, Special Research and Investigation Section upon completion of the contract.

**STATUS OF FUNDING**

The following table summarizes the current funding status:

<b>Fund No.</b>	<b>Dept* No.</b>	<b>Appr** Unit No.</b>	<b>Budget FY***</b>	<b>CF**** (N/A)</b>	<b>CF 21-1028</b>	<b>CF 21-0643</b>	<b>CF 21-0643-S1</b>	<b>Total</b>
568	50	50LLHH	2015	\$5,000,000				<b>\$ 5,000,000</b>
682	50	50VVHC	2022		\$2,000,000			<b>\$ 2,000,000</b>
682	50	50VVHD	2022		\$1,200,000			<b>\$ 1,200,000</b>
682	50	50WVJP	2023			\$3,500,000		<b>\$ 3,500,000</b>
682	50	50WVJR	2023			\$ 200,000	\$ 650,000	<b>\$ 850,000</b>
682	50	50WVJS	2023			\$ 300,000	\$ 250,000	<b>\$ 550,000</b>
682	50	50WVJT	2023			\$ 500,000	\$ 300,000	<b>\$ 800,000</b>
682	50	50WVJU	2023			\$ 300,000	\$ 770,000	<b>\$ 1,070,000</b>
682	50	50WVJV	2023			\$ 350,000	\$ 410,000	<b>\$ 760,000</b>
682	50	50YVLL	2024				\$3,500,000	<b>\$ 3,500,000</b>
682	50	50YVLK	2024				\$ 375,000	<b>\$ 375,000</b>
<b>Total TOS No. 12</b>								<b>\$19,605,000</b>

\*Dept = Department  
\*\*Appr = Appropriation  
\*\*\*FY = Fiscal Year  
\*\*\*\*CF = Current Funding

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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 to the extent of such appropriation, subject to the terms and conditions of the contract.

( EA RMK AV BM )

Report reviewed by:

BOE (ADM and PAC)

Report prepared by:

GIS and Mapping Division

Essam Amarragy, MSCE, PE  
Division Engineer  
Phone No. (213) 482-7120

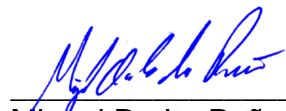
Respectfully submitted,



for

Ted Allen, PE  
City Engineer

Statement as to funds approved by:



Miguel De La Peña, Director  
Office of Accounting

Fund Ref. 568/50/50LLHH/\$5,000,000  
682/50/50VVHC/\$2,000,000  
682/50/50VVHD/\$1,200,000  
682/50/50WVJP/\$3,500,000  
682/50/50WVJR/\$850,000  
682/50/50WVJS/\$550,000  
682/50/50WVJT/\$800,000  
682/50/50WVJU/\$1,070,000  
682/50/50WVJV/\$760,000  
682/50/50YVLL/\$3,500,000

Date: 9/24/2024

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Questions regarding this  
report may be referred to:  
Lyndsay Naish, Sr. Civil Engineer  
Phone No. (213) 925-6830  
E-mail: lyndsay.naish@lacity.org

ADOPTED BY THE BOARD  
PUBLIC WORKS OF THE CITY  
of Los Angeles California

APR 23 2021

  
Executive Officer  
Board of Public Works

Department of Public Works

Bureau of Engineering  
Report No. 1

April 23, 2021  
CD Nos. All

**ISSUE THE TASK FOR SOLICITATION NO. 12 TO PSOMAS FROM THE PRE-QUALIFIED ON-CALL CONSULTANTS LIST TO PROVIDE STAFF AUGMENTATION FOR PROJECT MANAGEMENT AND PROGRAMMING SERVICES FOR THE BUILDLA PROJECT (WORK ORDER NO. E-1908030, CONTRACT NO. C-134269)**

**RECOMMENDING THE BOARD OF PUBLIC WORKS (BOARD):**

1. AUTHORIZE the City Engineer to issue the Task for Solicitation (Task) to Psomas, Contract No. C-134269, from the Pre-Qualified On-Call (PQOC) Civil Engineering Services Consultants List, to provide staff augmentation for project management and programming services for the BuildLA Project (Project) as stated in Task Order Solicitation (TOS) No. 12, with a budget authority of \$12,000,000, including contingency.
2. AUTHORIZE the City Engineer to issue Notices to Proceed authorizing work not-to-exceed the current funding level of \$1,000,000.

**TRANSMITTAL**

Copy of TOS No. 12 titled "BuildLA: Staff Augmentation for Project Management and Programming Services."

**DISCUSSION**

***Background***

On August 30, 2019, the Board approved the PQOC list of consultants to provide on-call civil engineering services for the Bureau of Engineering (BOE). The contract with Psomas was executed on October 23, 2019 and will expire on October 22, 2024.

The purpose of the Project is to provide a more efficient and integrated experience for development services across the City of Los Angeles (City) departments (Transmittal). Past efforts initially looked at off-the-shelf solutions, and a vendor was selected years ago. But, this project proved to be too complex for the City and the selected vendor to be able to agree to terms and therefore the City terminated negotiations with that vendor. The project has since evolved into an internal collaborative effort amongst the various City departments. A primary goal of the Project is to have a single portal to allow a customer to view all of their permit and approval statuses in one place. This requires the replacement or enhancement of many City computer applications. As such, this is a very large project and thus will take many years to implement with existing City staffing. Obtaining consultant resources to supplement City staff would enable us to significantly

speed up the implementation schedule. Funding for this Project is anticipated to come primarily from the Development Services Trust Fund, subject to City Council approval. The Development Services Trust Fund is funded by a surcharge that is applied to many City permits. The surcharge was increased from 2% to 3% in the past in order to provide funding specifically for the Project. It is anticipated that other funding sources may contribute to the task funding as well. The BOE is proposing to initiate the task with \$1,000,000 from the Public Works Engineering Equipment and Training Trust Fund to begin work on U-permit system enhancements and a replacement of the Financial Information Data Distribution sSystem in the Office of Accounting. This would enable us to hire initial core staff to work alongside City departments to define future subtasks in advance of other funding requests.

Due to the large dollar amount of this task, the Office of the City Administrative Officer (CAO) has recommended that we request funding from the Development Services Trust Fund annually rather than all at once. The BOE is working with the CAO to submit a request to the City Council for \$2,000,000 from the Development Services Trust Fund to fund approximately the initial year of this task. The BOE is requesting budget authority for this task from the Board for the approximate full task amount so that it will not appear that the task has gone way over budget when the funding is obtained annually. However, the BOE's actual notice to proceed authority to the consultant will never exceed the authorized funding for the task. The BOE proposes to submit funding revisions to the Board each time subsequent funding is obtained.

### ***TOS Description***

The consultant will work in conjunction with City staff from various City departments to assist in the delivery of the Project. The task expenditure will be structured on a cost reimbursement basis, since the Project does not have a fixed scope. Actual project work scope and assignments (subtasks) will be issued to the consultant via incremental "Notice to Proceed" authorizations on an as-needed basis as Project needs are identified. Should the Board approve this task award, the initial work anticipated to be authorized by the BOE would be to hire a Project Manager, an administrative support person and a Software Developer in order to begin the effort of detailing the project needs and solutions and to provide system enhancements on the new utility permit web application related to accounting and traffic control plan automation.

The consultant staffing is anticipated to be used toward the following objectives:

- Review and update the formal Project Charter with new recommendations and prioritized goals after detailed discussions with relevant stakeholders, including the Project Steering Committee, and careful review and consideration of relevant issues and user needs. The Project Steering Committee is led by the Mayor's Office and membership includes the Los Angeles Department of Building and Safety (LADBS), the Department of City Planning (DCP), the BOE, the Los

Angeles Department of Transportation, the Los Angeles Department of Water and Power, the Los Angeles Fire Department, the Bureau of Sanitation, the Information Technology Agency, and the CAO.

- Implement a centralized online portal to deliver Development Services through an automated and simplified workflow in partnership with multiple City departments. The portal would need to support electronic planning and permitting solutions that may be built separately, or in conjunction, with the portal.
- Improve Customer Service to provide a more accessible, transparent, and efficient experience for users of all experience levels.
- Improve City departmental computer applications to provide a more simplified communication system with customers, automate handoffs, and create efficiencies in operations and processes.

To move the Project forward at the desired pace without increasing existing City staffing levels, preliminary discussion with the various development services departments has identified the likely need for the City to procure consultant services to augment staffing for the following roles:

- A Project Manager
- A Solutions Architect
- Software Developers (estimated at two or more)
- A User Interface/User Experience Specialist
- A Financial Specialist
- Administrative Support Staff (estimated at one or more)
- Other supporting staff to provide experience and knowledge of existing City development processes and procedures, GIS support, software security expertise, business analysis, development and provision of training, outreach, etc.

The BOE will manage the task and the consultant in terms of contractual oversight. The Project Steering Committee, or its designee, will determine the subtasks that will be issued via the TOS. Performance metrics for the Consultant and their deliverables will be developed and defined as the subtasks are issued. BOE will ensure that each subtask has a cost ceiling and that authorized subtasks never exceed the approved TOS funding.

***Summary of Selection and Negotiations***

On February 9, 2021, this TOS was issued to all 26 consulting firms on the PQOC Civil Engineering Services Consultants List. TOS proposals were received on March 2, 2021 from two consultants: MARRS Services, Inc. and Psomas. These proposals were reviewed and evaluated by staff from the BOE, the LADBS, and the DCP, in accordance with the selection criteria below, which was included in the TOS. Following discussions between the BOE, the DCP and the LADBS, Psomas was selected as the firm most qualified to provide the task services based on the following selection criteria:

Criteria	Weight
Capability and qualifications of the firm to provide the complete scope of services as demonstrated by the solicitation response and interview, if interviews are deemed necessary for selection process.	30%
Team's experience on systems and applications development projects as described in the TOS.	35%
Team's knowledge of the City's, or other similar governmental entities' development services procedures/standards and project delivery procedures/practices (as demonstrated by the review of performance and quality of previously completed projects).	25%
Capability of developing innovative approaches in systems and applications technologies to maximize value to the City.	10%

Because a detailed project work scope is not available at this point, the BOE has deferred the negotiation/approval of all new rates that are not already approved under the Psomas contract until such time that those services would be requested through a future subtask. The new rates of additional staffing as contained in the TOS proposals are to be used for general reference only and will be subject to future negotiations at such time when it is necessary to hire and fill new positions.

Documentation supporting the selection of the consultant, as well as a record of the negotiations, has been included in the project file.

***Business Inclusion Program (BIP)***

This task will be subject to the BIP outreach requirements. The City has set anticipated participation levels of 18 percent minority-owned (MBE), 4 percent women-owned (WBE), 25 percent small (SBE), 8 percent emerging (EBE), and 3 percent disabled veteran-owned (DVBE) Business Enterprises. For this task, the consultant is pledging a MBE participation level of 18 percent, a WBE participation level of 4 percent, a SBE participation level of 25 percent, an EBE participation level of 8 percent, and a DVBE participation level of 3 percent.



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Due to the nature of this task, the consultant cannot accurately predict pledging a specific amount to specific subconsultant firms, although they have communicated a commitment to subconsulting levels within the various business categories.

For this task, the following MBE, WBE, SBE, EBE, DVBE, and Other Business Enterprise (OBE) firms are proposed to be utilized by the consultant. The consultant has demonstrated in their commitment to subconsultant participation in their current ongoing TOS No. 53 which, with Board approval, continued work from an earlier expiring contract to a newer contract with higher anticipated levels of participation. The consultant has made great efforts to find additional subconsultant opportunities and has been able to obtain subconsultant participation levels that were higher than those in the initial contract. The BOE will work closely with the consultant to ensure that subtask authorizations include opportunities for subconsultant participation.

Gender/Ethnicity Codes:

AA = African American	HA = Hispanic American
APA = Asian Pacific American	SAA = Subcontinent Asian American
NA = Native American	C = Caucasian
M = Male	F = Female

Available MBE Subconsultants	Gender/Ethnicity	MBE/WBE/SBE/EBE/DVBE/OBE	% of Base Task	Task Amount
CS3	F/AA	MBE/WBE/SBE/EBE	18% to selected firm(s)	\$540,000
SystemDomain, Inc.	F/APA	MBE/WBE		
Satwic, Inc.	M/APA	MBE/SBE		
Project Partners, Inc.	M/APA	MBE/SBE		
OneSource	F/AA	MBE/WBE/SBE/EBE		

Available WBE Subconsultants	Gender/Ethnicity	MBE/WBE/SBE/EBE/DVBE/OBE	% of Base Task	Task Amount
CS3	F/AA	MBE/WBE/SBE/EBE	4% to selected firm(s)	\$120,000
Worksters, Inc.	F/C	WBE/SBE/EBE		
SystemDomain, Inc.	F/APA	MBE/WBE		
InfoMagnus	F/C	WBE/SBE/OBE		
FDG	F/C	WBE/SBE/OBE		
OneSource	F/AA	MBE/WBE/SBE/EBE		

Available EBE Subconsultants	Gender/Ethnicity	MBE/WBE/BE/EBE/DVBE/OBE	% of Base Task	Task Amount
CS3	F/AA	MBE/WBE/SBE/EBE	8% to selected firm(s)	\$240,000
Worksters, Inc.	F/C	WBE/SBE/EBE		
3insys LLC	M/C	SBE/EBE/OBE		
Cutler Engineering and Technology Services	M/AA	SBE/EBE/DVBE/OBE		
OneSource	F/AA	MBE/WBE/SBE/EBE		

Available SBE Subconsultants	Gender/Ethnicity	MBE/WBE/SBE/EBE/DVBE/OBE	% of Base Task	Task Amount
CS3	F/AA	MBE/WBE/SBE/EBE	25% to selected firm(s)	\$750,000
Worksters, Inc.	F/C	WBE/SBE/EBE		
3insys LLC	M/C	SBE/EBE/OBE		
Cutler Engineering and Technology Services	M/AA	SBE/EBE/DVBE/OBE		
InfoMagnus	F/C	WBE/SBE/OBE		
Satwic, Inc.	M/APA	MBE/SBE		
FDG	F/C	SBE/WBE/OBE		
Project Partners, Inc.	M/APA	MBE/SBE		
OneSource	F/AA	MBE/WBE/SBE/EBE		

Available DVBE Subconsultants	Gender/Ethnicity	MBE/WBE/SBE/EBE/DVBE/OBE	% of Base Task	Task Amount
Cutler Engineering and Technology Services	M/AA	SBE/EBE/DVBE/OBE	3% to selected firm(s)	\$90,000

Available OBE Subconsultants	Gender/Ethnicity	MBE/WBE/SBE/EBE/DVBE/OBE	% of Base Task	Task Amount
3insys LLC	M/C	SBE/EBE/OBE	N/A	N/A
Cutler Engineering and Technology Services	M/AA	SBE/EBE/DVBE/OBE		
InfoMagnus	F/C	WBE/SBE/OBE		
FDG	F/C	SBE/WBE/OBE		

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Totals	% of Base Task	Task Amount
<b>Subtotal Subconsultant Participation</b>	<b>25%</b>	<b>\$ 3,000,000</b>
<b>Prime Participation</b>	<b>75%</b>	<b>\$ 9,000,000</b>
<b>Initial Base Task</b>		<b>\$12,000,000</b>
<b>Total Task Budget Authority</b>		<b>\$12,000,000</b>

New subconsultants have been added to this contract for this task since this is a staff augmentation request with specific knowledge of programs being requested. The subconsultants being added demonstrated extensive resources related to the scope of work. All subconsultants are new except for Project Partners, Inc. as the other subconsultants available did not have the knowledge of the software programs that were being sought.

#### ***Contractor Performance Evaluation***

In accordance with Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code, the appropriate City personnel responsible for the quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration, Special Research & Investigation Section upon completion of the contract.

#### **STATUS OF FUNDING**

Funding for the BuildLA Project will be mainly from the Development Services Trust Fund. The BOE would also utilize the Public Works Engineering Equipment and Training Trust Fund for additional tasks for the BOE's system updates. Other City agencies may utilize their own funds to also utilize this subcontractor for system updates within their own department. These funds will be determined at a later date.

Funding in the amount of approximately \$10,000,000 for this project is expected to come from the Construction Services Trust Fund, Fund No. 58V, Department No. 08, Appropriation Unit No. to be determined upon City Council approval.

Funding in the amount of \$1,000,000 for additional work for the BOE's system updates comes from the Public Works Engineering Equipment and Training Trust Fund, Fund No. 568, Department No. 50, Appropriation Unit No. 50LLHH.

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Additional funding from these or other funds may be added in the future. The BOE initially estimates that at least \$1,000,000 of additional funding is likely to be contributed based on verbal information received from other Departments. The BOE will submit revised funding information for the TOS to the Board for approval upon funding changes.

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 to the extent of such appropriation, subject to the terms and conditions of the contract.

( EA GV RMK TA )

Report reviewed by:

Respectfully submitted,

BOE (ADM and PAC)

  
Electronically signed by 21896

Report prepared by:

Gary Lee Moore, PE, ENV SP  
City Engineer

GIS and Mapping Division

Essam Amarragy, PE, MSCE  
Acting Division Engineer  
Phone No. (213) 482-7122

Statement as to funds approved by:



Miguel De La Peña, Director  
Office of Accounting  
Fund Ref. 568/50/50LLHH/\$1,000,000  
Date: 4/12/2021

EA/CS/03-2021-0038\_GIS.gva

Questions regarding this  
report may be referred to:  
Christine Sotelo, Civil Engineer  
Phone No. (213) 378-1263  
E-mail: christine.sotelo@lacity.org

ADOPTED BY THE BOARD  
PUBLIC WORKS OF THE CITY  
of Los Angeles California

Department of Public Works

Bureau of Engineering  
Report No. 2

May 24, 2024

CD Nos. ALL

MAY 24 2024

  
Executive Officer  
Board of Public Works

**REVISE THE TASK FOR SOLICITATION NO. 12 TO PSOMAS FOR STAFF AUGMENTATION FOR PROJECT MANAGEMENT AND PROGRAMMING SERVICES FOR THE BUILDLA PROJECT (WORK ORDER NO. E1908030, CONTRACT NO. C-134269)**

**RECOMMENDING THE BOARD OF PUBLIC WORKS (BOARD):**

AUTHORIZE the City Engineer to issue a revision of the task for Task Order Solicitation (TOS) No. 12 to Psomas (Consultant), increasing the budget authority from \$12,350,000 to \$18,605,000 for project management and programming services for the BuildLA Project (Project).

**TRANSMITTALS**

1. Copy of the Bureau of Engineering (BOE) Board Report No. 1, adopted on April 23, 2021, authorizing the issuance of the task for TOS No. 12 to the Consultant.
2. Copy of the BOE Board Report No. 2, adopted on September 14, 2022, authorizing the revision of the funding amounts for TOS No. 12 to the Consultant.
3. Copy of BOE Board Report No. 2, adopted on July 12, 2023, authorizing the revision of the funding amounts for TOS No. 12 to the Consultant.
4. Copy of the BOE Board Report No. 1, adopted on March 13, 2024, authorizing the revision of the task for TOS No. 12 to the Consultant.
5. Copy of the February 15, 2024, Office of the City Administrative Officer (CAO) Report on the Request for Funding from the Development Services Trust Fund for the BuildLA Project.

**DISCUSSION**

***Background***

On April 23, 2021, the Board approved the issuance of the task to the Consultant for staff augmentation for project management and programming services for the Project, with a budget authority of \$12,000,000, including contingency. At that time, funding to that level had not yet been identified, so the BOE indicated that TOS funding revisions would be submitted to the Board for consideration and approval each time additional funding was obtained in order to increase the work not-to-exceed amount (Transmittal No. 1). On September 14, 2022, while the BOE was working with the CAO to submit a request to the City Council to fund the second year of this Project, the Board authorized a funding

revision and proposed that the BOE update the Board annually on the Project status by attaching the annual City Council update as a transmittal to the subsequent funding revision board report following the City Council action (Transmittal No. 2). On July 12, 2023, the Board authorized its last revision to the funding amounts for work not-to-exceed \$11,350,000, which was still under the Board authority of \$12,000,000 (Transmittal No. 3). However, on March 13, 2024, the Board authorized the most recent revision to the task, increasing the budget authority to \$12,350,000 (Transmittal No. 4).

On March 15, 2024, the City Council approved the CAO's report under Council File No. 21-0643-S1, recommending an additional allocation of \$7,245,000 for the Project, of which, \$6,255,000 has been allocated specifically for TOS No. 12 (Transmittal No. 5). Of the funding allocated for TOS No. 12, \$3,500,000 is for the multi-departmental Project, and \$2,755,000 is for six City of Los Angeles (City) departments/bureaus to prepare their systems for integration into the multi-departmental Project. A status update on the Project and more details on the applicability of these funding allocations are included in Transmittal No. 4 and in the BOE presentation given to the Planning Land Use Committee on March 5, 2024, which has been uploaded to the Council File.

The purpose of the Project is to provide a more efficient and integrated experience for development services across the City departments and the creation of a single portal to deliver consolidated information. TOS No. 12 provides staff augmentation, project management, and programming services toward that effort. Additionally, it provides some staff augmentation for certain departmental initiatives that align with the Project.

***Business Inclusion Program (BIP)***

This task is subject to the BIP outreach requirements. Therefore, the City has established anticipated participation levels of 18 percent minority-owned (MBE), 4 percent women-owned (WBE), 25 percent small (SBE), 8 percent emerging (EBE) and 3 percent disabled veteran-owned (DVBE) business enterprises. For this task, the Consultant is pledging 24.7 percent MBE, 11.3 percent WBE, 18.4 percent SBE, 2.7 percent EBE, 0 percent DVBE, and 1.5 percent Other Business Enterprise (OBE).

For the revised task, the following MBE, WBE, SBE, EBE, DVBE, and OBE firms are proposed to be utilized by the Consultant:

**Gender/Ethnicity Codes:**

AA = African American	HA = Hispanic American
APA = Asian Pacific American	SAA = Subcontinent Asian American
NA = Native American	C = Caucasian
M = Male	F = Female

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Subconsultants	Gender/ Ethnicity	MBE/WBE/SBE/ EBE/DVBE/OBE	% of Revised Task	Revised Task Amount
3insys, LLC		SBE/EBE	0.1%	\$ 14,690
CS3, Inc.	F/AA	MBE/SBE/EBE	2.3%	\$ 429,760
InfoMagnus	F/C	WBE/SBE	3.3%	\$ 605,843
NBS Government Finance Group		SBE	0.5%	\$ 85,000
OneSource Consulting, LLC	F/AA	WBE/SBE/EBE	0.2%	\$ 44,788
Project Partners, Inc.	M/APA	MBE/SBE	2.6%	\$ 477,189
Satwic, Inc.	M/APA	MBE/SBE	9.5%	\$ 1,758,612
SystemDomain, Inc.	F/APA	WBE	7.7%	\$ 1,437,388
SystemDomain, Inc.	F/APA	MBE	10.3%	\$ 1,924,772
Worksters, Inc.	F/C	WBE/SBE/EBE	0.1%	\$ 12,079
Fundamental Design Group		OBE	1.0%	\$ 186,153
Pando Consulting, Ltd.		OBE	0.5%	\$ 100,000
<b>Subtotal Subconsultant Participation</b>			<b>38.0%</b>	<b>\$ 7,076,274</b>
Prime Participation including reimbursable expenses			62.0%	\$11,528,726
<b>Revised Base Task</b>			<b>100.0%</b>	<b>\$18,605,000</b>
<b>Total Revised Task Budget Authority</b>				<b>\$18,605,000</b>

The following is a summary of the subconsultant utilization pledged by the Consultant by business enterprise:

Total Subconsultant Participation						
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
% of Revised Task	24.7%	11.3%	18.4%	2.7%	0.0%	1.5%
Revised \$ Amount	\$4,590,333	\$2,100,098	\$3,427,961	\$501,317	\$0	\$286,153

**Contractor Performance Evaluation**

In accordance with Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code, the appropriate City personnel responsible for the quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration, Special Research & Investigation Section, upon completion of the contract.

**STATUS OF FUNDING**

Funding for the Project is primarily from the Development Services Trust Fund. The BOE has utilized the Public Works Engineering Equipment and Training Trust Fund for additional tasks for the BOE's system updates. Other City agencies may utilize their own funds for their own department's system updates. These funds will be determined as they are made available.

The additional funding identified via this board report in the amount of \$6,255,000 will be appropriated per Council File No. 21-0643-S1 to Fund No. 682, Department No. 50, Appropriation Unit Nos. 50WVJR, 50WVJS, 50WVJT, 50WVJU, 50WVJV, 50YVLL, and 50YVLK.

The following table summarizes the current funding status:

<b>Council File No.</b>	<b>Fund No.</b>	<b>Department No.</b>	<b>Appropriation Unit No.</b>	<b>Budget Fiscal Year</b>	<b>Total</b>
N/A	568	50	50LLHH	2020	<b>\$ 1,000,000</b>
21-0643/ 21-1028	682	50	50VVHC	2021	<b>\$ 2,000,000</b>
21-0643-S1/ 21-1028	682	50	50VVHD	2021	<b>\$ 1,200,000</b>
N/A	568	50	50LLHH	2022	<b>\$ 1,000,000</b>
21-0643	682	50	50WVJP	2023	<b>\$ 3,500,000</b>
21-0643	682	50	50WVJR	2023	<b>\$ 200,000</b>
21-0643	682	50	50WVJS	2023	<b>\$ 300,000</b>
21-0643	682	50	50WVJT	2023	<b>\$ 500,000</b>
21-0643	682	50	50WVJU	2023	<b>\$ 300,000</b>
21-0643	682	50	50WVJV	2023	<b>\$ 350,000</b>
N/A	568	50	50LLHH	2023	<b>\$ 1,000,000</b>
N/A	568	50	50LLHH	2024	<b>\$ 1,000,000</b>
21-0643-S1	682	50	50YVLL	2024	<b>\$ 3,500,000</b>
21-0643-S1	682	50	50WVJR	2024	<b>\$ 650,000</b>
21-0643-S1	682	50	50WVJS	2024	<b>\$ 250,000</b>
21-0643-S1	682	50	50WVJT	2024	<b>\$ 300,000</b>
21-0643-S1	682	50	50WVJU	2024	<b>\$ 770,000</b>
21-0643-S1	682	50	50WVJV	2024	<b>\$ 410,000</b>
21-0643-S1	682	50	50YVLK	2024	<b>\$ 375,000</b>
<b>Total</b>					<b>\$18,605,000</b>

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 to the extent of such appropriation, subject to the terms and conditions of the contract.



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( EA AV RMK BM )

Report reviewed by:

BOE (ADM and PAC)

Report prepared by:

GIS and Mapping Division

Essam Amarragy, MSCE, PE  
Division Engineer  
Phone No. (213) 482-7120

Respectfully submitted,



for  
Ted Allen, PE  
City Engineer

Statement as to funds approved by:



Miguel De La Peña, Director  
Office of Accounting

Fund Ref. 682/50/50YVLL/\$3,500,000  
682/50/50WVJR/\$650,000  
682/50/50WVJS/\$250,000  
682/50/50WVJT/\$300,000  
682/50/50WVJU/\$770,000  
682/50/50WVJV/\$410,000  
682/50/50YVLK/\$375,000

Date: 5/10/2024

EA/LN/05-2024-0069\_GIS.gva

Questions regarding this  
report may be referred to:  
Lyndsay Naish, Sr. Civil Engineer  
Phone No. (213) 925-6830  
E-mail: lyndsay.naish@lacity.org