

BALDWIN HILLS REGIONAL CONSERVATION AUTHORITY

August 27, 2009 – Agenda Item VIII

Resolution No. 09-08

RESOLUTION OF THE GOVERNING BOARD OF THE BALDWIN HILLS REGIONAL CONSERVATION AUTHORITY AUTHORIZING THE CHAIRPERSON AND VICE-CHAIRPERSON OF THE AUTHORITY, OR THEIR RESPECTIVE DESIGNEES, AND SUCH OTHER PERSON OR PERSONS AS THE CHAIRPERSON MAY DESIGNATE, TO REVIEW STATEMENTS OF QUALIFICATION FOR PROFESSIONAL SERVICES RELATED TO ITEM VII OF THE AUGUST 27, 2009 AGENDA AND/OR TO INTERVIEW POTENTIAL PROFESSIONAL SERVICES CONTRACTORS AS NEEDED, AND ON THE BASIS THEREOF TO RECOMMEND THE AWARDING OF PROFESSIONAL SERVICES AGREEMENTS IN AN AMOUNT NOT TO EXCEED \$200,000

WHEREAS, The purpose of the Baldwin Hills Regional Conservation Authority ("Authority") is to provide for a comprehensive program to acquire, expand and improve the open space, natural habitat and recreational opportunities within the Baldwin Hills, to improve connections between the Baldwin Hills and other natural and recreational areas, including Ballona Creek, and for the conservation, protection of natural habitat restoration, and environmental enhancement of the Baldwin Hills area and protection for the Ballona Creek watershed and water quality; and

WHEREAS, The Governing Board of the Authority has adopted item VII on the August 27, 2009 agenda that authorized the Executive Officer to solicit statements of qualifications (SOQs) from individuals and/or firms related to providing professional services to the Authority; and

WHEREAS, The Governing Board finds that given the importance of the professional services to be rendered to the Authority, the review and evaluation of such SOQs is most appropriately vested in the leadership of the Authority constituting as it does the elected representative of the Baldwin Hills area to the Board of Supervisors and the Director of the Los Angeles County Department of Parks and Recreation; and

WHEREAS, The Chairperson of the Authority is in the most knowledgeable position to appoint other reviewers of the SOQs, whether from the Department of Regional Planning or other sources of expertise;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Baldwin Hills Regional Conservation Authority hereby:

1. Delegates to the Chairperson and Vice Chairperson, or their respective designees, together with such other person or persons as may be designated by the Chairperson, the responsibility for reviewing the statements of qualifications for professional services, pursuant to the resolution adopted in agenda item VII of August 27, 2009. This review may include in-person interviews with individuals and/or firms that have submitted a SOQ.
2. The review and ranking of SOQs shall be based on the overall qualifications of the individual or firm in light of the ability of the individual and/or firm to successfully accomplish the task or tasks identified in Exhibit "A" to the resolution for agenda item VII of August 27, 2009, and to conform to the "Desirable Consultant/Contractor Characteristics" as identified in such Exhibit "A."
3. The individual rating sheets for each individual and/or firm shall be retained in the Authority files and may be open to public inspection to the extent permitted by the California Public Records Act. Based on the overall qualifications of the individual and/or firm, more than one such individual and/or firm may be placed in each rank, and each element identified in Exhibit "A" to item VII may have its own ranking.
4. The Executive Officer is authorized to execute contract agreements with the highest qualified individuals and/or firms ranked pursuant to the procedure provided herein for tasks as authorized by prior action of the Governing Board or the standing procedures of the Authority with respect to land acquisition due diligence, appraisals, and related matters, provided that the amount of the contract shall not exceed \$25,000. In the event that there is a task for which no individual and/or firm has been pre-qualified pursuant to this resolution, the Executive Officer may contract with the individual and/or firm in an amount not to exceed \$25,000, that the Executive Officer determines to be in the best interests of the Authority, after soliciting proposals and considering at least two proposals. Sole source contracts under \$25,000 must be approved by the Governing Board.
5. For contracts in excess of \$25,000, the Chairperson of the Authority shall recommend to the Governing Board the the highest qualified individuals and/or firms ranked pursuant to the procedure provided herein to accomplish the required scope of work, and upon authorization of the Governing Board, the Chairperson shall execute such contractual agreement on behalf of the Authority. In the event that there is a task for which no individual and/or firm has been pre-qualified pursuant to this resolution, and the proposed amount of the contract exceeds the Executive Officer's delegated amount, the Chairperson, in consultation with the Vice Chairperson, shall recommend to the Governing Board either of the following: (a) solicitation of new SOQs specifically related to the task at hand, or (b) a specific individual and/or firm that, based on demonstrated qualifications and experience, is appropriate to carry out the task, with appropriate justification for sole sourcing the contract. Upon approval of the Governing Board, the Chairperson shall execute such contract.
6. The aggregate amount of professional services contracts authorized pursuant to this resolution shall not exceed \$200,000 per fiscal year without a specific resolution of the Governing Board authorizing a higher total contract limit.

7. The Executive Officer shall report to the Governing Board on any contract issued pursuant to the authority of this resolution.

8. No contract shall be entered into pursuant to this resolution without first having been approved as to form by County Counsel, and upon confirmation that the contract amount may be paid for by, or reimbursed from, the Los Angeles County Regional Park and Open Space District (Proposition A Funds) or some other funding source available to the BHRCA.

Chairperson

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY that the foregoing resolution was adopted at a special meeting of the Governing Board of the Baldwin Hills Regional Conservation Authority, duly noticed and held according to law, on the 27th day of August, 2009.

Dated:

Executive Officer