


**CITY OF LOS ANGELES**  
**INTER-DEPARTMENTAL MEMORANDUM**

Date: April 5, 2023

To: Honorable City Council  
c/o City Clerk, Room 395  
Attention: Heather Hutt, Transportation Committee Chair

From: Connie Llanos, Interim General Manager   
Department of Transportation

Subject: **FIRST AMENDMENT TO AGREEMENTS BETWEEN THE CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION AND 97 FIRMS ON THE DEPARTMENT'S LIST OF ON-CALL PROFESSIONAL CONSULTANTS SERVICES**

**SUMMARY**

The attached report was transmitted by the Mayor to the Department of Transportation (LADOT). This report is now referred to the Council for review and approval of the 97 On Call Professional Bench Agreements extension.

**RECOMMENDATION**

That the Council:

1. Authorize the General Manager of the Department of Transportation, or designee, to execute an 18-month extension, expiring on August 31, 2024, with each of the 97 firms of the Department's on-call professional consultant services list attached to this report (Attachment A), contingent on each firm submitting all required contractor compliance documents prior to execution of initial contract and subsequent Task Order Agreements and forward these contract extensions to the Council for consideration; and
2. Instruct the Department of Transportation to report annually to the Mayor and the City Administrative Officer regarding all executed Task Orders using this on-call list in order to promote transparency.

**BACKGROUND**

In February 2020, the Office of the Mayor authorized LADOT to execute 119 contracts with various consultants and firms to establish a pre-qualified list to provide On-Call Professional Consultant Services with varying and temporary work assignments in several service categories: Information Technology Services, Marketing and Public/Media Relations Services, Public Engagement Services, Parking Consulting Services, Transit Consulting Services, Engineering and Design Consulting Services, Transportation Planning Services, Urban Design and Planning Services, RFP and Grant Writing Services, Training and Professional Development Services, Audit Services, Management Consulting Services, and Construction Management Services. These contracts had three-year terms, which expired in February, March, and April 2023.

As funding for a project becomes available, LADOT is required to issue Task Order Solicitations, with the scope of work, tasks, and deliverables, to a specific service category seeking proposals from the pre-qualified on-call professional service consultants with matching service requirements. When LADOT selects a consultant/firm, a separate contract (Task Order Agreement) is executed, and a Notice to Proceed letter to begin work is sent to the contractor.

In 2020, prior to the COVID-19 pandemic, LADOT executed the On-Call Professional Consultant Services Contracts. The COVID-19 pandemic hindered LADOT's ability to issue Task Order Solicitations and fully utilize the bench of contractors for the first 12-18 months of the contract term due to the City's Cost Containment policy. LADOT seeks, in these 97 amendments, additional time to utilize the pre-qualified consultants for Task Order Solicitations. The extension also allows for completion of 11 open task order projects.

## **DISCUSSION**

LADOT recommends the execution of the 97 contract amendments to provide the Department time to release a new Request for Qualifications (RFQ) and establish a new On Call Professional bench. Extending the contract term will also provide project managers and key Department initiatives sufficient time to complete the current work and allow the additional work to be completed through a task order solicitation.

LADOT intends to release the RFQ in the third quarter of 2023. These Amendments serve as a stop-gap measure to ensure LADOT's uninterrupted ability to release Task Order Solicitations while a new pre-qualified consultant list is established.

## **FINANCIAL IMPACT**

There is no impact on the General Fund. The Department's use of the proposed on-call professional consultant services list depends on securing funds through the department's budget, project budget, special purpose fund appropriations, grants, or other budget actions for the requested consultant services.

CL:RC:rq

Attachments

Attachment A: TRAN DEPT TERM EXTENSTIONS FOR LADOT ON-CALL PROFESSIONAL SERVICES AGREEMENTS

## TRANSMITTAL

To: **General Manager, Department of Transportation**

Date: **03/30/23**

From: **Chris Thompson, Chief of Staff, Office of Mayor Bass**

**THE MAYOR'S OFFICE IS RETURNING THIS TRANSMITTAL TO LADOT WITHOUT  
TAKING ANY ACTION. LADOT, AS THE AWARDING AUTHORITY,  
MAY PROCEED WITH ITS FINAL REVIEW AND DECISION  
IN A MANNER AS LADOT DETERMINES IS IN THE CITY'S BEST INTEREST.**



(Chris Thompson) for

**KAREN BASS**

**Mayor**

0150-12248-0000

**T R A N S M I T T A L**

TO The General Manager, Department of Transportation	DATE	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT Citywide	

**TERM EXTENSIONS FOR LADOT  
ON-CALL PROFESSIONAL SERVICES AGREEMENTS**

Transmitted for your consideration. See the  
City Administrative Officer report attached.

MAYOR

MWS:ADN: 06230056

**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor	Date: 02-22-23	C.D. No. Citywide	CAO File No.: 0150-12248-0000				
Contracting Department/Bureau: Department of Transportation		Contact: Emerson Belen (213) 972-5093					
Reference: Department of Transportation memo dated December 7, 2022.							
Purpose of Contract: To allow Los Angeles Department of Transportation to continue utilizing the pre-qualified on-call professional consultant services bench approved in February 2020.							
Type of Contract: ( ) New contract (X) Amendment, Contract No. Various contracts; see Attachment A		Contract Term Dates: February 14, 2023 through August 31, 2024 (18-month extension)					
Contract/Amendment Amount: N/A							
Proposed amount \$ N/A + Prior award(s) \$ 5,456,992 = Total \$5,456,992							
Source of funds: Funding to come from various sources depending on the requested service(s)							
Name of Contractor: Various firms; see Attachment A							
Address: Various firms; see Attachment A							
	Yes	No	N/A	Contractor has complied with:	Yes	No	N/A
1. Council has approved the purpose	X			8. Business Inclusion Program		X	
2. Appropriated funds are available	X			9. Equal Benefits & First Source Hiring Ordinances	X		
3. Charter Section 1022 findings completed	X			10. Contractor Responsibility Ordinance	X		
4. Proposals have been requested	X			11. Disclosure Ordinances	X		
5. Risk Management review completed		X		12. Bidder Certification CEC Form 50	X		
6. Standard Provisions for City Contracts included	X			13. Prohibited Contributors (Bidders) CEC Form 55	X		
7. Workforce that resides in the City: 0-100%				14. California Iran Contracting Act of 2010	X		

**RECOMMENDATIONS**

That the Mayor and Council:

- 1) Authorize the General Manager of the Department of Transportation, or designee, to execute an extension, expiring on August 31, 2024, with each of the 97 firms of the Department's on-call professional consultant services list attached to this report (Attachment A), contingent on each firm submitting all required contractor compliance documents prior to execution of initial contract and subsequent Task Order Agreements and forward these contract extensions to the Council for consideration; and

That the Mayor:

- 2) Instruct the Department of Transportation to report annually to the Mayor and the City Administrative Officer regarding all executed Task Orders using this on-call list in order to promote transparency.

<i>Andrew Neri</i>		<i>Ylenda Chavez</i>	
ADN	Analyst	06230056	for City Administrative Officer

**SUMMARY**

The Department of Transportation (LADOT) has ongoing needs for on-call professional consultant services to assist with the delivery of projects and services related to the Department's Strategic Plan, the City's Mobility Plan, the Sustainable City pLAN, the Great Streets initiative, the Vision Zero initiative, transportation grant programs, and various programs as directed by the Mayor and City Council. These needs are highly specialized and intermittent in nature. While LADOT uses in-house, existing staff as much as possible, the on-call professional consultant services bench allows the Department to enhance and expand its capacity to deliver projects on schedule and to supplement staff knowledge with specialized expertise.

The Department is requesting to extend the on-call consultant bench contracts. The Department reached out to all 122 consultants on the bench to determine interest in extending their bench contracts. 26 firms were non-responsive and as a result the Department submitted a memo requesting to continue contracts for 96 consultants. Subsequent to the Department of Transportation memo requesting the extension of 96 consultants, Estolano Advisors, the consultants responsible for work order AA-002 Traffic Enforcement Study and Outreach, communicated their interest in extending their contract bringing the total to 97 contracts for extension.

The current on-call consultant bench contracts have been active since February 2020. Over the past three years 17 task orders have been issued with two of the task orders completed as detailed in Attachment A. The task orders issued to date approximate a total value of \$5.5 million.

The Department has indicated that there are 12 open Task Orders assigned to firms on the list. A summary of these Task Orders is as follows:

<b>Task Order</b>	<b>Project Name</b>	<b>Estimated Completion Date</b>	<b>Award Amount</b>	<b>Awarded Consultant</b>
AA-001	Community First Engagement	2/13/2024	\$650,000	Dakota Communications, LLC
AA-002	Traffic Enforcement Study and Outreach	2/13/2024	\$360,000	Estolano Advisors
DD-001	2022 Vision Zero and Active Transportation Corridor Assessment	2/13/2024	\$468,000	Fehr & Peers
DD-002	Westside Mobility Projects	2/13/2024	\$1,100,000	Toole Design
AA-003	Equity and Capacity Building	2/13/2024	\$300,000	Los Angeles Neighborhood Initiative
DD-003	Metro Bike Share	9/1/2023	\$350,000	Nelson Nygaard
GG-001	Application Development & Grant Writing for Major Capital (or Large Infrastructure) Projects	2/13/2024	\$340,000	Sam Schwartz Engineering

UU-001	Affordable Housing and Sustainable Communities (AHSC) Grant Applications Support Round 7	2/13/2024	\$300,000	Alta Planning + Design, Inc.
DD-004	2022 Vision Zero Safety Analysis	2/13/2024	\$546,000	Fehr & Peers
CC-002	Safe Routes Shatto Place Quick Build Project	2/13/2024	\$250,000	KOA Corporation
FIN-MM-01	**Office of Finance TOS** Strategic Plan 2023-2025	5/31/2023	\$145,000	DDK Communications
TOS-002	** Street Services, Bureau of Public Works TOS ** Building a Climate-Resilient Active Transportation Network in Vulnerable Communities	2/13/2024	\$412,992	Fehr & Peers

Council approval of the proposed agreements are required as the term of each proposed agreement will exceed three years. Some of the agreements will be expired by the time the Council considers them. Therefore, the City Attorney and the Department have inserted ratification language into the extensions to allow those contractors with existing Task Orders to receive payment for work completed prior to execution of the extensions.

The Department has stated that they will issue a new Request for Qualifications (RFQ) to establish a new list in 2024. As of February 14, 2023, the Department has yet to draft the RFQ. It is recommended that the extended contracts expire on August 31, 2024 to allow sufficient time to complete the RFQ process, provide project management flexibility, support grant funding, and address workload issues within this Office.

**BACKGROUND**

The on-call consultant bench provides expertise across 13 service categories as follows:

<b>Continuing On-Call Consultant Services Categories</b>	
<ul style="list-style-type: none"> <li>● Information Technology Services</li> <li>● Marketing &amp; Public/Media Relations Services</li> <li>● Public Engagement Services</li> <li>● Parking Consulting Services</li> <li>● Transit Consulting Services</li> <li>● Engineering &amp; Design Consulting Services</li> <li>● Transportation Planning Services</li> </ul>	<ul style="list-style-type: none"> <li>● Urban Design &amp; Planning Services</li> <li>● RFP &amp; Grant Writing</li> <li>● Training and Professional Development</li> <li>● Audit Services</li> <li>● Management Consulting</li> <li>● Construction Management</li> </ul>

A brief description of each of the 13 on-call professional consultant services categories is provided below.

**Information Technology Services** - systems development and implementation; database management and organization; systems analysis and integration; data/document capture, conversion, and loading; programming services; and general information technology consulting services.

**Marketing and Public/Media Relations Services** - marketing services, strategies, and campaigns; government public relations services; opinion polling and surveys; media relations and media inquiries; and develop and manage social media content.

**Public Engagement Services** - community and/or civic outreach and engagement; coordination with elected officials, neighborhood councils, and other City and local agencies regarding public meetings for various projects; and safety education program development and implementation.

**Parking Consulting Services** - parking demand, supply, and/or occupancy studies for use in determining parking needs; parking rate comparisons and studies; analysis, design, and delivery of parking equipment and technology; and evaluation and management of existing and new parking facilities.

**Transit Consulting Services** - studies to determine and forecast model transit ridership demand; transit safety and security; analysis of new transit-related technology; vehicle inspections and maintenance quality assurance review; assessment of transit bus routes; and assistance with Transit's Bus Yard Electrification program.

**Engineering and Design Consulting Services** - traffic engineering; civil engineering; electrical engineering/communications systems engineering; computer-aided drafting services; preparation of area-wide Neighborhood Traffic Management plans; prepare traffic simulation studies, conceptual plans, and estimates for traffic calming measures; prepare before and after comparison analyses; and prepare speed zone surveys.

**Transportation Planning Services** - project management expertise in transportation planning and engineering, including review of mitigation measures proposed by developers, Transportation Demand Management strategies and plans, and mobility improvement studies; preparation of traffic demand forecast models; preparation of transportation planning studies and analyses; and develop pedestrian, bicycle, safe routes to school, and first/last mile connectivity and mobility plans, infrastructure assessments, and recommendations for funding, phasing, and implementation.

**Urban Design and Planning Services** - design of public realm, public open space, road configurations, and streetscape design; assessment and inventory of physical, social, and environmental elements and site conditions; assessment of active transportation-related programs; planning and project feasibility studies for urban design strategies; and analysis and evaluation of existing mobility, traffic studies and planning, and pedestrian and community enhancements.

**Request for Proposals (RFP) and Grant Writing** - development, writing, and management of grant applications and solicitations for service for the City and/or LADOT; assistance with grant preparation and administration for local, regional, state, and federal funding; and preparation of Requests for Proposals and/or Qualifications, including development of scope of work and evaluation criteria.



**Training and Professional Development** - design, administration, and delivery of professional development services for staff at all levels and classifications; and specialized training specific to Department needs and the professional development and job performance of LADOT staff.

**Audit Services** - provide financial and performance audits in accordance with generally accepted auditing standards; conduct operational reviews and contract compliance audits; provide quality control for relevant data and findings; produce reports; provide data analysis and data visualization services.

**Management Consulting Services** - strategic management services including development of long-range strategic plans and providing recommendations relating to current and future policies; operations management services including needs assessments, asset inventory, customer service studies, and development of benchmark goals and performance indicators; project management service; and risk and compliance management, including risk and security assessments.

**Construction Management Services** - experience as a Construction Manager with construction oversight to business models of Design-Bid-Build and Design-Build deliveries; determination of construction feasibility and/or shovel-readiness; and provision of value-engineering and construction risk assessments.

The use of the on-call professional consultant services list is contingent upon securing funding on a project-by-project basis through the Department budget, a capital project budget, a special purpose fund appropriation, a grant or other budgetary actions prior to engaging any consultant for service. LADOT does not guarantee any minimum amount of business or compensation for firms recommended on this on-call professional consulting services bench.

## **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The Department's use of the proposed on-call professional consultant services list is dependent on securing funds through the department's budget, project budget, special purpose fund appropriations, grants or other budget actions for the requested consultant services.

*MWS:ADN:06230056*

### **Attachments**

Attachment A - LADOT On-Call Professional Consultant Services List  
Attachment B - LADOT Report to the Mayor's Office, dated December 7, 2022.  
Attachment C – Draft Contract Extension

ATTACHMENT A

Task Order No.	Task Order Solicitation (TOS) Project Name	TOS Description/Summary	Task Order Agreement Date	Award Amount	Awarded Consultant	Impact If Contract Not Renewed	Estimated Completion Date	Bench Contract Expiration Date
PP-001	SOW for Citation RFP Consultant	LADOT is seeking a Consultant from the Parking Consulting Services Category to develop a Scope of Work that incorporates the City's vision and goals and integrates the latest parking technology to better serve LADOT and the public.	9/28/2021	\$60,000	Dixon Resources Limited	N/A	11/24/2021	2/13/23
AA-001	Community First Engagement (CFE)	LADOT seeks qualified firms from the Public Engagement Service Category only to implement a holistic, dignified and intersectional approach to community outreach and engagement for transportation safety projects and programs.	1/13/2022	\$650,000	Dakota Communications, LLC	This project supports the outreach efforts for Active Transportation Division (ATD), Vision Zero (VZ), and External Affairs (EA). The consultant team has completed engagement efforts for 6 projects supporting ATD, VZ, and TPP, with three projects in progress currently. The TOS is scoped for 15 total projects, therefore the consultant still needs to complete engagement efforts for 9 projects (including the three in progress). The Community First Engagement (CFE) TOS has allowed for a holistic engagement process with resources that are currently unavailable within the department (such as a street team). We have seen quantifiable results, such as increased survey responses and community participation, as a result from the CFE TOS. It is critical to have additional time to continue the project and support the department's engagement capacity.	2/13/2024	2/13/23
AA-002	Traffic Enforcement Study and Outreach	This study seeks to improve transportation outcomes for all Angelenos, especially Black and Latina/o communities, and advance racial equity through researching best practices, examining data, and community engagement (See Council File 20-0875). The scope of work will focus on traffic enforcement outcomes in Los Angeles and will consist of four areas: seating and facilitating an advisory task force; literature and case study review; draft study and recommendations; and final study and recommendations.	2/11/2022	\$360,000	Estolano Advisors	This project is mid-stream and would halt the delivery of the final report deliverable (Task 4) on traffic enforcement alternatives to armed traffic stops. Without an extension, it would present a safety concern for Angelenos who experience violence during traffic stops and create an extremely volatile political conversation around the City's lack of care for its citizens and inaction against police violence. This is a multi-departmental responsibility that arose due to the killing of George Floyd in 2020 requesting LADOT, LAPD, CAO, CLA, and City Attorney to complete a study. If this extension is not granted, we will not be able to complete the deliverables, we would fail to meet the Council motion's requests, and would create extremely negative and explosive conversation amongst Councilmembers and community around the City of Los Angeles not addressing the violence experienced on our streets. We are in an especially fragile moment due three deaths under LAPD custody in January 2023 alone, including Keenan Anderson and urge that the work continue with as little break as possible to fulfill promises to the community and Council.	2/13/2024	2/13/23
DD-001	2022 Vision Zero and Active Transportation Corridor Assessment	The City of Los Angeles Department of Transportation (LADOT) requests proposals from the On-Call Professional Consultant Services Bench in the Transportation Planning category to conduct traffic analysis and parking studies for selected Vision Zero Priority Corridors and Active Transportation Corridors.	7/6/2022	\$468,000	Fehr & Peers	TOS re-released due to lack of response, resulting in delay. This project is only partially completed, and the consultant has yet to deliver a final product. They have already completed a significant amount of work and analysis, but need the time extension to finalize the deliverables. If the contract is not extended, then LADOT would not have the studies needed in order to pursue corridor projects for Vision Zero and Active Transportation, and would potentially have to start over in the future. This would delay the work of the Vision Zero program in achieving the program's goals of improving safety on Priority Corridors, and in implementing the Mobility Plan bicycle networks.	2/13/2024	2/13/23
DD-002	Westside Mobility Projects	The City of Los Angeles Department of Transportation (LADOT) requests proposals from the On-Call Professional Consultant Services Bench in the Transportation Planning category for Planning, Community Engagement, Technical Feasibility Analysis, and Preliminary Engineering along four corridors.	7/6/2022	\$1,100,000	Toole Design	TOS re-released due to lack of response, resulting in delay. This project is only partially completed, and the consultant has yet to deliver a final product. They have already completed a significant amount of work and analysis, but need the time extension to finalize the deliverables. If the contract is not extended, then LADOT would not have the studies needed in order to pursue the funded grant projects, and would potentially have to start over in the future.	2/13/2024	2/13/23
TT-002	Facility Inspection and Documentation of 12 Transit Facilities	The City of Los Angeles Department of Transportation (LADOT) requests proposals from the On-Call Professional Consultant Services Bench in the Transit Services category for inspection audits to be performed by an experienced third-party Contractor. The purpose of the Inspection Audit is to ensure compliance with Federal Transit Administration (FTA) requirements of twelve (12) City owned facilities.	9/1/2022	\$175,000	STV Incorporated	This project is completed but needs to pay out a change order in the amount of ~\$5,000.	12/31/2022	2/13/23
AA-003	Equity and Capacity Building	The City of Los Angeles Department of Transportation (LADOT) seeks to implement a robust program of engagement, education, and capacity-building efforts that support priority department initiatives and projects throughout Los Angeles. LADOT seeks a Task Order Proposal from a qualified consultant on the Professional Consultant Services Bench in the Public Engagement service category to support the department's goal of equitable resource allocation and project delivery, capacity building among staff and CBOs. This work will build on existing efforts to meaningfully engage Los Angeles residents about proposed and planned projects and traffic safety principles that underpin Vision Zero. This scope will also include support to LADOT's Active Transportation, LADOT Transit, Transportation Technology and Transportation Planning & Policy Divisions.	10/4/2022	\$300,000	Los Angeles Neighborhood Initiative	TOS re-released due to lack of response, resulting in delay. This 1-year project started in October and is only partially completed. The majority of tasks have just started and cannot be completed without an extension, including to: Establish a Department Wide Community Advisory Board; Develop a Staff Training Curriculum; and Develop Community Engagement Guidelines and Resources. These tasks and consultant-delivered final products will support department-wide engagement work essential to project development and delivery and to meeting Strategic Plan equity goals.	2/13/2024	2/13/23
DD-003	Metro Bike Share	Requesting full analysis of the Metro Bike Share program	10/4/2022	\$350,000	Nelson Nygaard	Task 4 and 5 will not be completed. LADOT will not receive the Program Delivery and Expansion Scenario Analysis and the Citywide Bike Share Strategy.	9/1/2023	3/25/23
GG-001	Application Development & Grant Writing for Major Capital (or Large Infrastructure) Projects	Benefit cost analysis for large infrastructure projects, engineering feasibility analysis, community outreach and engagement, comprehensive application development (including narrative writing), visuals and graphic management, for up to five (5) grant applications.	11/10/2022	\$340,000	Sam Schwartz Engineering	TOS re-released due to lack of response, resulting in delay. Consultant team has a contract to support approximately 5 grant applications that the City is pursuing. As of this time they have almost finished 1 application. If no extension is granted the City will lose consultant support for approximately 4 more State, Regional, and Federal grant opportunities. In doing so, this limits the number of grants the City pursues and limits the ability to successfully secure funding from these external sources for which the City has been quite successful in the past (having won \$200M from just the most recent ATP cycle 6).	2/13/2024	2/13/23

Task Order No.	Task Order Solicitation (TOS) Project Name	TOS Description/Summary	Task Order Agreement Date	Award Amount	Awarded Consultant	Impact If Contract Not Renewed	Estimated Completion Date	Bench Contract Expiration Date
UU-001	Affordable Housing and Sustainable Communities (AHSC) Grant Applications Support Round 7	The City of Los Angeles Department of Transportation (LADOT) requests proposals from the On-Call Professional Consultant Services Bench in the Urban Design and Planning Services category to develop conceptual design packages, estimated budget, narrative language, and supporting data and presentation material. The consultant will also support LADOT at public outreach meetings and meetings with City Council offices, developers, and HCIDLA. The consultant will coordinate with LADOT and HCIDLA to facilitate timely review of deliverables and provide submission-ready materials and plans.	Routing TOA	\$300,000	Alta Planning + Design, Inc.	TOS re-released due to lack of response, resulting in delay. This is a grant application contract for Affordable Housing Sustainable Communities (AHSC) Round 7, a State funding source that LA City has been successful in obtaining since Round 3. Through this grant, the City has been able to fund numerous active transportation projects as well as making neighborhoods more safe and walkable. If we could not extend the term of this Task Order, we would not be able to complete the work required by the grant's guidelines and submit competitive applications under a compressed timeline. In addition, LADOT does not have the available staff to manage multiple AHSC applications at once and need our contractor to assist with project scope development, community engagement, among many other tasks. As this is a collaborative project with LAHD, BOE, BSL, and housing developers, we need to ensure that we can deliver LADOT's part of the work.	2/13/2024	2/13/23
DD-004	2022 Vision Zero Safety Analysis	LADOT seeks to conduct a program evaluation of the countermeasures installed to date and update the 2018 High-Injury Network (HIN) and the 2017 Vision Zero Safety Study in order to assess the state of street safety today. LADOT also seeks to conduct a Systemic Safety Analysis that will help predict the likelihood that a collision will occur based on the infrastructure and street assets present at a given location. Collision profiling will allow LADOT to identify and implement safety improvements across the HIN and the city systematically instead of doing so on a location-by-location basis. This task order also includes tailoring safety countermeasures for each collision typology and location, so this collision profiling is essential. Finally, LADOT seeks to develop a methodology to prioritize bicycle facilities projects.	12/22/2022	\$546,000	Fehr & Peers	This project is expected to direct the usage of future allocations for Vision Zero budgets. Identifying new priorities to better spend this funding and work towards the goal of reducing traffic fatalities. Without this extension the Vision Zero program will be working with out-dated data and may direct funds inefficiently. Additionally this contract is partially financed by a state Highway Safety Improvement Plan grant for a Local Roadway Safety Plan. Delay of this Task Order may endanger the \$180,000 award.	2/13/2024	2/13/23
CC-002	Safe Routes Shatto Place Quick Build Project	Safe Routes to School Los Angeles, administered by the City of Los Angeles Department of Transportation (LADOT), seeks Contractor services from the Engineering and Design Consulting bench of Contractors to manage community engagement, planning and installation, and evaluation for the Safe Routes to School (SRTS) Shatto Place Redesign Quick Build Project ("project"). This project, a subsection of the broader Young Oak Kim SRTS Plan, is a CALTRANS Active Transportation Program (ATP) Cycle 5 Quick Build funded project. The project is intended to apply agile and innovative approaches to expediently bring safety improvements to a school neighborhood street, and bolster SRTS' citywide initiative to evolve templates for a variety of school entrance block typologies that will increase student safety and encourage active transportation.	1/19/2023	\$250,000	KOA Corporation	TOS re-released due to lack of response, resulting in delay. This CALTRANS Active Transportation Program (ATP) Cycle 5 grant (2019) must be implemented in no later than March 1, 2024 on order to be compliant with ATP requirements. LADOT was very delayed in launching this project (January 17, 2023) as it took over 2 years to get approval from CALTRANS to use our On Call Bench to secure a consultant for this State Only Funds project. With its launch in early Jan, we have just one year to complete requisite engagement, design and installation for which the consultant role is key in each phase. If we lose the access to the consultant, LADOT does not have available staff, area expertise or tools to be able to meet the requirements of the grant scope.	2/13/2024	2/13/23
TT-001	Vehicle Line Production Inspection and Documentation of 129 BYD K7M Electric-Powered Transit Vehicles	The City of Los Angeles Department of Transportation requests proposals from the On-Call Professional Consultant Services in the Transit Consulting to perform vehicle assembly line inspection audits. The purpose of the Inspection Audit is to ensure compliance with technical vehicle specifications and with FTA procurement requirements including Buy America stipulations. The Inspection audit must be performed by an experienced third-party contractor (hereinafter referred to as the Consultant) for one hundred twenty-nine (129) electric vehicles being manufactured by BYD Coach & Bus, LLC.	Pending	Pending	Pending	TOS re-released due to lack of response, resulting in delay. Only 1 proposal received; determined non-responsive.	N/A	N/A
FIN-MM-01	**Office of Finance TOS** Strategic Plan 2023-2025	The Office of Finance seeks to hire a consultant through the LADOT On-Call Professional Consultant Services Bench in the Marketing and Public Relations service category to develop a strategic plan framework that touches upon and enhances the Department's mission and vision statements, and core values.	9/28/2022	\$145,000	DDK Communications	Tasks 5 (Publication) and 6 (Online Dashboard) of the Scope of Work will not be completed. Department will not have a final publication of the Plan to present Mayor's Office, presentation will be delayed and additional costs incurred to finalize the publication. In addition the online dashboard and tracking system will not be implemented as the Department cannot absorb this task. The online Dashboard is a crucial component for the Department to track progress of benchmarks established in the Plan.	5/31/2023	2/13/23
TOS-002	** Street Services, Bureau of Public Works TOS ** Building a Climate-Resilient Active Transportation Network in Vulnerable Communities	The Bureau of Street Services (StreetsLA) requests proposals from the On-Call Professional Consultant Services Bench in the Transportation Planning and Urban Design and Planning categories to develop a One Infrastructure Plan that identifies high priority projects which integrate active transportation and climate resiliency in L.A.'s most vulnerable communities.	2/10/2023	\$412,992	Fehr & Peers	This is a grant funded project from the Caltrans Sustainable Transportation Planning Grant to fund transportation planning projects that support providing safe, sustainable, integrated and efficient transportation systems, as well as improve public health, social equity, environmental justice, and the environment. StreetsLA applied for this grant to fund the development of a One Infrastructure Plan that would identify high priority projects which integrate active transportation and climate resiliency in L.A.'s most vulnerable communities and were awarded \$412,992 in grant funds with a local match of \$53,508. The grant deadline is March 30, 2024. If this Task Order is not extended, the City will lose the \$412,000 grant award.	2/13/2024	2/13/23
<b>Total:</b>				<b>\$5,456,992</b>				

Contract No.	Contract Award Date	Contract Expiration Date	RAMP Company ID	Company Legal Name dba
C-135049	2/14/2020	2/13/2023	5198	AECOM Technical Services, Inc.
C-135050	2/14/2020	2/13/2023	11498	Alta Planning + Design, Inc.
C-135051	2/14/2020	2/13/2023	51381	Apex Performance Strategies
C-135052	2/14/2020	2/13/2023	16361	Arellano Associates, LLC
C-135056	2/14/2020	2/13/2023	41646	Birdi Systems, Inc.
C-135057	2/14/2020	2/13/2023	56112	California Creative Solutions, Inc.
C-135058	2/14/2020	2/13/2023	17504	Cambridge Systematics, Inc.
C-135059	2/14/2020	2/13/2023	102764	Caroline Toren DBA: Refolda
C-135060	2/14/2020	2/13/2023	3839	M. Arthur Gensler Jr. & Associates, Inc. DBA: Gensler
C-135061	2/14/2020	2/13/2023	102924	Makai Events Inc. DBA: Makai Engagement Marketing
C-135062	2/14/2020	2/13/2023	336	MARRS SERVICES, INC.
C-135064	2/14/2020	2/13/2023	92904	MCG & Associates
C-135065	2/14/2020	2/13/2023	5884	MGT of America Consulting, LLC
C-135066	2/14/2020	2/13/2023	33438	MLC Management Consulting Inc. DBA: MLC & Associates
C-135067	2/14/2020	2/13/2023	101566	The North Highland Company LLC DBA: North Highland
C-135069	2/14/2020	2/13/2023	3873	NUVIS
C-135070	2/14/2020	2/13/2023	91492	Pandora Consulting Associates, LLC
C-135071	2/14/2020	2/13/2023	102808	Patrong Enterprises, Inc.
C-135072	2/14/2020	2/13/2023	69516	Paul Hansen Engineering, LLC
C-135074	2/14/2020	2/13/2023	10778	PlaceWorks, inc.
C-135075	2/14/2020	2/13/2023	22503	PMA Consultants, L.L.C.
C-135076	2/14/2020	2/13/2023	233	D R Consultants & Designers, Inc.
C-135077	2/14/2020	2/13/2023	916	Dakota Communications, LLC
C-135079	2/14/2020	2/13/2023	12021	Deborah Murphy DBA: Deborah Murphy Urban Design + Planning
C-135080	2/14/2020	2/13/2023	100537	Deloitte Consulting L.P.
C-135081	2/14/2020	2/13/2023	93355	Designworks/USA, Inc.
C-135082	2/14/2020	2/13/2023	25325	Destination Enterprises, Inc.
C-135083	2/14/2020	2/13/2023	58918	Dixon Resources Unlimited
C-135084	2/14/2020	2/13/2023	26922	Dotty M. Diemer DBA: DDK Communications
C-135085	2/14/2020	2/13/2023	54208	Estolano Advisors
C-135086	2/14/2020	2/13/2023	21229	Evan Brooks Associates, Inc.
C-135087	2/14/2020	2/13/2023	267	Fehr & Peers
C-135088	2/14/2020	2/13/2023	696	FPL and Associates, Inc.
C-135089	2/14/2020	2/13/2023	8789	Jacobs Engineering Group Inc.
C-135090	2/14/2020	2/13/2023	5474	Jeff Oviedo & Associates, Inc. DBA: JOA Group
C-135091	2/14/2020	2/13/2023	1800	Jenkins, Gales & Martinez, Inc.
C-135092	2/14/2020	2/13/2023	12872	JMDiaz, Inc.
C-135093	2/14/2020	2/13/2023	94140	Ken Brumfield DBA: Dr. Ken Brumfield, Learning Empire
C-135094	2/14/2020	2/13/2023	3831	THE KENNARD DEVELOPMENT GROUP DBA: KDG Construction Consulting
C-135095	2/14/2020	2/13/2023	24775	Kimley-Horn and Associates, Inc.
C-135096	2/14/2020	2/13/2023	27212	Kittelton & Associates, Inc.
C-135097	2/14/2020	2/13/2023	3963	KOA Corporation
C-135099	2/14/2020	2/13/2023	38926	KPMG LLP
C-135102	2/14/2020	2/13/2023	3262	LG2WB Engineers, Inc. DBA: Linscott, Law & Greenspan, Engineers
C-135103	2/14/2020	2/13/2023	36810	Los Angeles Neighborhood Initiative
C-135104	2/14/2020	2/13/2023	75724	Citent, Inc.

Contract No.	Contract Award Date	Contract Expiration Date	RAMP Company ID	Company Legal Name dba
C-135105	2/14/2020	2/13/2023	22232	CirclePoint
C-135106	2/14/2020	2/13/2023	80382	Chen Ryan Associates, Inc.
C-135107	2/14/2020	2/13/2023	90728	causeIMPACTS LLC
C-135110	2/14/2020	2/13/2023	50805	Community Partners DBA: LA Commons, a project of Community Partners
C-135111	2/14/2020	2/13/2023	2107	Commercial Programming Systems, Inc.
C-135112	2/14/2020	2/13/2023	50805	Community PartnersDBA: The Connie Rice Institute for Urban Peace, a Project of Community Partners
C-135113	2/14/2020	2/13/2023	99486	Comtech Group Inc.
C-135114	2/14/2020	2/13/2023	15093	Conduent State & Local Solutions, Inc.
C-135115	2/14/2020	2/13/2023	78285	Connixt, Inc.
C-135116	2/14/2020	2/13/2023	81084	CSG Consultants, Inc.
C-135118	2/14/2020	2/13/2023	6822	T. Y. Lin International
C-135119	2/14/2020	2/13/2023	92319	TALSON SOLUTIONS, LLC
C-135120	2/14/2020	2/13/2023	25641	Tierra West Advisors, Inc.
C-135121	2/14/2020	2/13/2023	77452	Toole Design Group, LLC
C-135123	2/14/2020	2/13/2023	867	Trinus Corporation
C-135124	2/14/2020	2/13/2023	1843	Vasquez & Company LLP
C-135126	2/14/2020	2/13/2023	99683	Turner Engineering Corporation
C-135127	2/14/2020	2/13/2023	46689	TRIPLE C CONSULTING SERVICES, INC.
C-135128	2/14/2020	2/13/2023	3414	WILLDAN ENGINEERING
C-135129	2/14/2020	2/13/2023	3998	WSP USA INC.
C-135130	2/14/2020	2/13/2023	58049	Zelda Harrison DBA: Zeldesign
C-135131	2/14/2020	2/13/2023	91927	ZDEVCO LLC
C-135133	2/14/2020	2/13/2023	65880	The Glue, LLC
C-135134	2/14/2020	2/13/2023	33685	Grant Thornton Public Sector LLC
C-135135	2/14/2020	2/13/2023	92048	Here Design Studio, LLC
C-135136	2/14/2020	2/13/2023	210	IBI Group
C-135138	2/14/2020	2/13/2023	49692	Infojini Inc
C-135139	2/14/2020	2/13/2023	32918	Insight Strategies, Inc.
C-135140	2/14/2020	2/13/2023	4786	Integrated Engineering Management (IEM)
C-135141	2/14/2020	2/13/2023	12905	Iteris, Inc.
C-135142	2/14/2020	2/13/2023	101790	Populus Technologies, Inc.
C-135143	2/14/2020	2/13/2023	73291	PRESCIENCE CORPORATION
C-135144	2/14/2020	2/13/2023	102570	Promise Network Inc.
C-135145	2/14/2020	2/13/2023	2284	Psomas
C-135146	2/14/2020	2/13/2023	93159	Public Matters, LLC
C-135147	2/14/2020	2/13/2023	16922	PULSAR ADVERTISING, INC.
C-135149	2/14/2020	2/13/2023	34557	RDC-S111, INC. DBA: Studio One Eleven
C-135150	2/14/2020	2/13/2023	22161	Salex Corp. DBA: Dynamic Team Solutions
C-135151	2/14/2020	2/13/2023	28721	Sam Schwartz Engineering, D.P.C.
C-135152	2/14/2020	2/13/2023	68932	Secretariat International, Inc.
C-135153	2/14/2020	2/13/2023	1430	Sensis Inc.
C-135154	2/14/2020	2/13/2023	21082	SIERRA CYBERNETICS, INCORPORATED
C-135155	2/14/2020	2/13/2023	12837	Sjoberg Evashenk Consulting, Inc.
C-135156	2/14/2020	2/13/2023	102364	STACIE SPEAKER TRAINING AND CONSULTING, INC. DBA - Ready Now Lead Consulting Group
C-135157	2/14/2020	2/13/2023	3632	Stantec Consulting Services Inc.
C-135158	2/14/2020	2/13/2023	34522	Steer Davies & Gleave Inc. DBA: Steer
C-135160	2/14/2020	2/13/2023	93717	Streets Are For Everyone
C-135161	2/14/2020	2/13/2023	4658	STV Incorporated
C-135317	3/26/2020	3/25/2023	25972	Buro Happold Consulting Engineers, Inc.
C-135320	3/26/2020	3/25/2023	21658	Nelson\Nygaard Consulting Associates, Inc.
C-135455	4/21/2020	4/20/2023	20757	Perkins & Will, Inc.




Company Legal Name dba	Contract No.	Information Technology	Marketing and Public/Media Relations	Public Engagement	Parking Consulting	Transit Consulting	Engineering and Design Consulting	Transportation Planning	Urban Design and Planning	RFP/RFQ and Grant Writing	Training and Professional Development	Audit	Management Consulting	Construction Management	Total
ZDEVCO LLC	C-135131	0	0	0	1	0	0	0	0	0	0	0	0	0	1
The Glue, LLC	C-135133	1	1	0	0	0	0	0	0	0	0	0	0	0	2
Grant Thornton Public Sector LLC	C-135134	1	0	0	0	0	0	0	0	0	0	1	1	0	3
Here Design Studio, LLC	C-135135	0	0	0	0	0	0	1	1	0	0	0	0	0	2
IBI Group	C-135136	0	0	0	1	1	1	1	1	1	0	0	0	0	6
Infolini Inc	C-135138	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Insight Strategies, Inc.	C-135139	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Integrated Engineering Management (IEM)	C-135140	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Iteris, Inc.	C-135141	0	0	0	0	0	1	1	0	0	0	0	0	0	2
Populus Technologies, Inc.	C-135142	1	0	0	1	0	0	1	0	0	0	0	0	0	3
PRESCIENCE CORPORATION	C-135143	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Promise Network Inc.	C-135144	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Psomas	C-135145	1	0	0	0	0	1	0	0	0	0	0	0	1	3
Public Matters, LLC	C-135146	0	0	1	0	0	0	0	0	0	0	0	0	0	1
PULSAR ADVERTISING, INC.	C-135147	0	1	0	0	0	0	0	0	0	0	0	0	0	1
RDC-S111, INC.															
DBA: Studio One Eleven	C-135149	0	0	1	0	0	0	0	1	0	0	0	0	0	2
Salex Corp.															
DBA: Dynamic Team Solutions	C-135150	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Sam Schwartz Engineering, D.P.C.	C-135151	0	0	1	1	1	0	1	1	0	0	0	0	0	5
Secretariat International, Inc.	C-135152	0	0	0	0	0	0	0	0	0	0	1	0	1	2
Sensis Inc.	C-135153	0	1	1	0	0	0	0	0	0	0	0	0	0	2
SIERRA CYBERNETICS, INCORPORATED	C-135154	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Sjoberg Evashenk Consulting, Inc.	C-135155	0	0	0	0	0	0	0	0	0	0	1	1	0	2
STACIE SPEAKER TRAINING AND CONSULTING, INC.															
DBA - Ready Now Lead Consulting Group	C-135156	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Stantec Consulting Services Inc.	C-135157	1	0	0	0	1	1	1	1	1	0	0	0	1	7
Steer Davies & Gleave Inc.															
DBA: Steer	C-135158	0	0	0	0	1	0	1	0	0	0	0	0	0	2
Streets Are For Everyone	C-135160	0	1	1	0	0	0	0	0	0	0	0	0	0	2
STV Incorporated	C-135161	0	0	0	0	1	0	0	0	1	0	0	0	0	2
Buro Happold Consulting Engineers, Inc.	C-13517	0	0	0	0	0	0	1	1	0	0	0	1	0	3
Nelson\Nygaard Consulting Associates, Inc.	C-13520	0	0	1	1	1	1	1	1	1	0	0	1	0	8
Perkins & Will, Inc.	C-135455	0	0	0	1	0	0	0	1	0	0	0	0	0	2

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL MEMORANDUM

Date: December 7, 2022

To: The Honorable Eric Garcetti, Mayor  
Office of the Mayor  
Attention: Heleen Ramirez, Legislative Coordinator

From: Connie Llanos, Interim General Manager   
Department of Transportation

Subject: **TERM EXTENSIONS FOR LADOT ON-CALL PROFESSIONAL SERVICES AGREEMENTS**

**SUMMARY**

The Los Angeles Department of Transportation (LADOT) requests authorization to amend 96 On-Call Professional Consultant Services contracts that expire in February, March, and April of 2023. The contract amendments extend the term of the Agreements for 12 months. The term extension allows LADOT to continue utilizing the bench to issue bid letters (Task Order Solicitations) while LADOT prepares and releases a Request for Qualification (RFQ) to establish a new On-Call Professional Consultant Services bench.

**RECOMMENDATION**

That the Council, subject to concurrence by the Mayor,

AUTHORIZE the General Manager of LADOT, or designee, to execute contract amendments for the On-Call Professional Consultant Services contracts identified in the chart below to extend the term of the contracts which will allow LADOT to continue the use of the current consultants to release Task Order Solicitations for competitive bids with the same terms and conditions as the original contract.

<b>Consultant</b>	<b>Contract No.</b>	<b>New Expiration Date</b>
AECOM Technical Services, Inc.	C-135049	2/13/2024
Alta Planning + Design, Inc.	C-135050	2/13/2024
Apex Performance Strategies	C-135051	2/13/2024
Arellano Associates, LLC	C-135052	2/13/2024
Birdi Systems, Inc.	C-135056	2/13/2024
California Creative Solutions, Inc.	C-135057	2/13/2024
Cambridge Systematics, Inc.	C-135058	2/13/2024
Caroline Toren DBA: Refolda	C-135059	2/13/2024



M. Arthur Gensler Jr. & Associates, Inc. DBA: Gensler	C-135060	2/13/2024
Makai Events Inc. DBA: Makai Engagement Marketing	C-135061	2/13/2024
MARRS SERVICES, INC.	C-135062	2/13/2024
MCG & Associates	C-135064	2/13/2024
MGT of America Consulting, LLC	C-135065	2/13/2024
MLC Management Consulting Inc. DBA: MLC & Associates	C-135066	2/13/2024
The North Highland Company LLC DBA: North Highland	C-135067	2/13/2024
NUVIS	C-135069	2/13/2024
Pandora Consulting Associates, LLC	C-135070	2/13/2024
Patrong Enterprises, Inc.	C-135071	2/13/2024
Paul Hansen Engineering, LLC	C-135072	2/13/2024
PlaceWorks, Inc.	C-135074	2/13/2024
PMA Consultants, L.L.C.	C-135075	2/13/2024
D R Consultants & Designers, Inc.	C-135076	2/13/2024
Dakota Communications, LLC	C-135077	2/13/2024
Deborah Murphy DBA: Deborah Murphy Urban Design + Planning	C-135079	2/13/2024
Deloitte Consulting L.P.	C-135080	2/13/2024
Designworks/USA, Inc.	C-135081	2/13/2024
Destination Enterprises, Inc.	C-135082	2/13/2024
Dixon Resources Unlimited	C-135083	2/13/2024
Dotty M. Diemer DBA: DDK Communications	C-135084	2/13/2024
Evan Brooks Associates, Inc.	C-135086	2/13/2024
Fehr & Peers	C-135087	2/13/2024
FPL and Associates, Inc.	C-135088	2/13/2024
Jacobs Engineering Group Inc.	C-135089	2/13/2024
Jeff Oviedo & Associates, Inc. DBA: JOA Group	C-135090	2/13/2024
Jenkins, Gales & Martinez, Inc.	C-135091	2/13/2024
JMDiaz, Inc.	C-135092	2/13/2024

Ken Brumfield DBA: Dr. Ken Brumfield, Learning Empire	C-135093	2/13/2024
THE KENNARD DEVELOPMENT GROUP DBA: KDG Construction Consulting	C-135094	2/13/2024
Kimley-Horn and Associates, Inc.	C-135095	2/13/2024
Kittelson & Associates, Inc.	C-135096	2/13/2024
KOA Corporation	C-135097	2/13/2024
KPMG LLP	C-135099	2/13/2024
LG2WB Engineers, Inc. DBA: Linscott, Law & Greenspan, Engineers	C-135102	2/13/2024
Los Angeles Neighborhood Initiative	C-135103	2/13/2024
Citent, Inc.	C-135104	2/13/2024
CirclePoint	C-135105	2/13/2024
Chen Ryan Associates, Inc.	C-135106	2/13/2024
causeIMPACTS LLC	C-135107	2/13/2024
Community Partners DBA: LA Commons, a project of Community Partners	C-135110	2/13/2024
Commercial Programming Systems, Inc.	C-135111	2/13/2024
Community Partners DBA: The Connie Rice Institute for Urban Peace, a Project of Community Partners	C-135112	2/13/2024
Comtech Group Inc.	C-135113	2/13/2024
Conduent State & Local Solutions, Inc.	C-135114	2/13/2024
Connixt, Inc.	C-135115	2/13/2024
CSG Consultants, Inc.	C-135116	2/13/2024
T. Y. Lin International	C-135118	2/13/2024
TALSON SOLUTIONS, LLC	C-135119	2/13/2024
Tierra West Advisors, Inc.	C-135120	2/13/2024
Toole Design Group, LLC	C-135121	2/13/2024
Trinus Corporation	C-135123	2/13/2024
Vasquez & Company LLP	C-135124	2/13/2024
Turner Engineering Corporation	C-135126	2/13/2024
TRIPLE C CONSULTING SERVICES, INC.	C-135127	2/13/2024

WILLDAN ENGINEERING	C-135128	2/13/2024
WSP USA INC.	C-135129	2/13/2024
Zelda Harrison DBA: Zeldesign	C-135130	2/13/2024
ZDEVCO LLC	C-135131	2/13/2024
The Glue, LLC	C-135133	2/13/2024
Grant Thornton Public Sector LLC	C-135134	2/13/2024
Here Design Studio, LLC	C-135135	2/13/2024
IBI Group	C-135136	2/13/2024
Infojini Inc	C-135138	2/13/2024
Insight Strategies, Inc.	C-135139	2/13/2024
Integrated Engineering Management (IEM)	C-135140	2/13/2024
Iteris, Inc.	C-135141	2/13/2024
Populus Technologies, Inc.	C-135142	2/13/2024
PRESCIENCE CORPORATION	C-135143	2/13/2024
Promise Network Inc.	C-135144	2/13/2024
Psomas	C-135145	2/13/2024
Public Matters, LLC	C-135146	2/13/2024
PULSAR ADVERTISING, INC.	C-135147	2/13/2024
RDC-S111, INC. DBA: Studio One Eleven	C-135149	2/13/2024
Salex Corp. DBA: Dynamic Team Solutions	C-135150	2/13/2024
Sam Schwartz Engineering, D,P.C.	C-135151	2/13/2024
Secretariat International, Inc.	C-135152	2/13/2024
Sensis Inc.	C-135153	2/13/2024
SIERRA CYBERNETICS, INCORPORATED	C-135154	2/13/2024
Sjoberg Evashenk Consulting, Inc.	C-135155	2/13/2024
STACIE SPEAKER TRAINING AND CONSULTING, INC. DBA - Ready Now Lead Consulting Group	C-135156	2/13/2024
Stantec Consulting Services Inc.	C-135157	2/13/2024
Steer Davies & Gleave Inc. DBA: Steer	C-135158	2/13/2024
Streets Are For Everyone	C-135160	2/13/2024

STV Incorporated	C-135161	2/13/2024
Buro Happold Consulting Engineers, Inc.	C-135317	3/25/2024
Nelson\Nygaard Consulting Associates, Inc.	C-135320	3/25/2024
Perkins & Will, Inc.	C-135455	4/20/2024

## BACKGROUND

In February 2020, the Office of the Mayor authorized LADOT to execute 119 contracts with various consultants and firms to establish a pre-qualified list to provide On-Call Professional Consultant Services with varying and temporary work assignments in several service categories. These contracts had three-year terms which will start to expire in February 2023.

As funding for a project becomes available, LADOT is required to issue Task Order Solicitations, with scope of work, tasks, and deliverables, to a specific service category seeking proposals from the pre-qualified on-call professional service consultants with matching service requirements. When LADOT selects a consultant/firm, a separate contract (Task Order Agreement) is executed and a Notice to Proceed letter to begin work is sent to the contractor.

In 2020, prior to the COVID-19 pandemic, LADOT executed the On-Call Professional Consultant Services Contracts. The COVID-19 pandemic hindered LADOT's ability to issue Task Order Solicitations and fully utilize the bench of contractors for the first 12 to 18 months of the contract term due to the City's Cost Containment. LADOT seeks, in these 96 amendments, additional time to utilize the pre-qualified consultants for Task Order Solicitations. The extension also allows for the completion of 10 open task order projects.

The recommended contract extensions also allow sufficient time for LADOT to issue a new request for qualifications (RFQ) to solicit consultants to establish a new pre-qualified list for On-Call Professional Consultant Services to replace the current list. LADOT intends to release the RFQ in the first quarter of 2023. These Amendments serve as a stop-gap measure to ensure LADOT's uninterrupted ability to release Task Order Solicitations while a new pre-qualified consultant list is established.

## FISCAL IMPACT

There is no impact to the General Fund. The Department's use of the On-Call Professional Consultant Services list is dependent on securing funds through the Department's budget, project budget, or other budget actions for the requested consultant services.

CL

Attachments:

Sample Amendments to On-Call Professional Consultant Services Contracts

**CONTRACT NUMBER C-135049**

**AGREEMENT**

**BETWEEN**

**THE CITY OF LOS ANGELES**

**AND**

**AECOM TECHNICAL SERVICES, INC.**

**FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES**

**SAMPLE**

**FIRST AMENDMENT TO AGREEMENT C-135049 BETWEEN  
THE CITY OF LOS ANGELES AND  
AECOM TECHNICAL SERVICES, INC.  
FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES**

**THIS FIRST AMENDMENT** to Agreement C-135049 between the City of Los Angeles (herein referred to as “City” or “CITY”), a municipal corporation, acting through the Department of Transportation (hereinafter referred to as “LADOT”), and AECOM Technical Services, Inc. (hereinafter referred to as “Consultant” or “CONTRACTOR”), a California Corporation, individually referred to as “Party” and collectively as “Parties”, is entered into with reference to the following:

**WHEREAS**, on August 9, 2019, the City issued a Request for Qualifications (RFQ) to solicit responses from firms or individuals interested in being recognized and placed on a pre-qualified services list of on-call consultants; and

**WHEREAS**, Consultant submitted a response to the RFQ demonstrating qualifications and experience in one (1) or more of the requested service categories and City found Consultant’s response to satisfy the requirements set forth in the RFQ; and

**WHEREAS**, the Parties entered into Agreement C-135049 for a three-year (3-year) term beginning 2/14/2020 through 2/13/2023 wherein Consultant agreed to provide on-call professional consultant services; and

**WHEREAS**, the Coronavirus pandemic hindered the ability of LADOT to release project opportunities and utilize the on-call professional consultant services contract; and

**WHEREAS**, the LADOT desires in this First Amendment to Agreement C-135049 to: a) extend the term of the agreement for one (1) additional year through 2/13/2024; b) update City’s representatives for the agreement; c) update the City’s Standard Provisions for City Contracts (Rev. 9/22) [v.1]; add contracting language as required by ordinance of all City contracts; and

**NOW, THEREFORE**, in consideration of the above premises, and the mutual covenants and agreements herein contained, the Parties agree as follows:

1. **Section 1.2 Representatives of the Parties, Subsections 1.2.1, 1.2.2 and 1.2.3** are hereby amended to read as follows:

**1.2.1 The City’s representative is, unless otherwise stated in the Agreement:**

Connie Llanos, Interim General Manager  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California 90012

With copies to:

Mark Granado, Assistant General Manager  
Los Angeles Department of Transportation

100 South Main Street, 10th Floor  
Los Angeles, California 90012

**1.2.2 The Consultant's representative is, unless otherwise stated in the Agreement:**

Stephen Polechronis  
AECOM Technical Services, Inc.  
300 South Grand Avenue, 9th Floor  
Los Angeles, California 90071

**1.2.3 The designated Project Managers for the City are:**

Robin Quintanilla, Supervising Transportation Planner I  
Emerson Belen, Management Analyst  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California 90012

2. Effective the date of attestation by the City Clerk of this First Amendment, all references to Angela De La Rosa throughout the Agreement are hereby deleted and replaced with the following: Robin Quintanilla and Emerson Belen

3. **Section 1.3 Notices**, is hereby amended in its entirety to read as follows:

Formal notices, demands, and communications to be given by either Party must be made in writing (hardcopy or e-mail) and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and will be deemed communicated as of the date of mailing.

4. **Section 3.1 Term**, is hereby amended in its entirety and replaced by the following:

This Agreement shall be in effect beginning 2/14/2020 ("Effective Date") and shall terminate on 2/13/2024, unless otherwise terminated in accordance with the termination provisions herein.

5. **Section 3.4 Ratification**, is hereby added immediately following **Section 3.3 Contract Modifications** to read as follow:

The Consultant may have provided prior services to the City of Los Angeles under the terms of an executed Agreement which included a requirement to adhere to the City's Standard Provisions for City Contracts. To the extent that the Consultant provided services to the CITY prior to the execution of this extension, and the Consultant's services were performed in accordance with the terms and conditions of this extension and the original Agreement, including the City's Standard Provisions for City Contracts, those services are hereby ratified.

6. Attachment A – Standard Provisions for City Contracts is hereby replaced in its entirety by Attachment A - Standard Provisions for City Contracts (Rev. 9/22) [v.1] attached hereto and incorporated herein.

7. Effective the date of attestation by the City Clerk of this First Amendment, all references to Standard Provisions for City Contracts throughout the Agreement are hereby deleted and replaced with the

following: Standard Provisions for City Contracts (Rev. 9/22) [v.1].

8. **Section 12. STANDARD PROVISIONS FOR CITY CONTRACTS**, is hereby amended in its entirety to read as follows:

By entering into this Agreement with the CITY, the CONTRACTOR agrees to abide by the provisions set forth in Attachment A - Standard Provisions for City Contracts (Rev. 9/22) [v.1] attached hereto and incorporated herein.

9. Effective the date of attestation by the City Clerk of this First Amendment, the Agreement is hereby amended by renaming **Section 13. ENTIRE AGREEMENT** to **Section 13. ADDITIONAL REQUIREMENTS**, with **Subsections 13.1 Municipal Lobbying Ordinance, 13.2 Fair Chance Initiative for Hiring Ordinance, 13.3 Consultant Evaluation Ordinance, and 13.4 COVID-19 Vaccination Ordinance** to read as follows:

### **13. ADDITIONAL REQUIREMENTS**

#### **13.1 Municipal Lobbying Ordinance**

The Consultant is required to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if Consultant qualifies as a lobbying entity under Los Angeles Municipal Code §48.02. Agreements submitted without a completed CEC Form 50 by consultants that qualify as a lobbying entity under Los Angeles Municipal Code §48.02 may be subject to penalties, termination of contract, and debarment.

#### **13.2 Fair Chance Initiative for Hiring Ordinance**

The Consultant shall be subject to the Fair Chance Initiative for Hiring Ordinance (Consultant's Fair Chance Initiative for Hiring Ordinance Use of Criminal History for Consideration of Employment Applications Ordinance). The Ordinance provides, among other things, that consultants and/or subconsultants with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Fair Chance Initiative for Hiring Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

The Consultant seeking additional information regarding the requirements of the Fair Chance Initiative for Hiring Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

#### **13.3 Consultant Evaluation Ordinance**

At the end of this Agreement, the City will conduct an evaluation of the Consultant's performance. The City may also conduct evaluations of the Consultant's performance during the term of the Agreement. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Consultant assigns to the contract. A Consultant who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Consultant, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.



### 13.4 COVID-19 Vaccination Ordinance

Employees of Consultant and/or persons working on its behalf, including, but not limited to, subconsultants (collectively, "Consultant Personnel"), while performing services under this Agreement and prior to interacting in person with City employees, Consultants, volunteers, or members of the public (collectively, "In-Person Services") must be fully vaccinated against the novel Coronavirus 2019 ("COVID-19"). "Fully vaccinated" means that 14 or more days have passed since Consultant Personnel have received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention.

Prior to assigning Consultant Personnel to perform In-Person Services, Consultant shall obtain proof that such Consultant Personnel have been fully vaccinated. Consultant shall retain such proof for the document retention period set forth in this Agreement.

Consultant shall grant medical or religious exemptions ("Exemptions") to Consultant Personnel as required by law. If Consultant wishes to assign Consultant Personnel with Exemptions to perform In-Person Services, Consultant shall require such Consultant Personnel to undergo weekly COVID-19 testing, with the full cost of testing to be borne by consultant. If Consultant Personnel test positive, they shall not be assigned to perform In-Person Services or, to the extent they have already been performing In-Person Services, shall be immediately removed from those assignments.

Furthermore, Consultant shall immediately notify City if Consultant Personnel performing In-Person Services (1) have tested positive for or have been diagnosed with COVID-19, (2) have been informed by a medical professional that they are likely to have COVID-19, or (3) meet the criteria for isolation under applicable government orders.

10. The existing **Section 13. ENTIRE AGREEMENT** and its **Subsections 13.1** through **13.3** are hereby renumbered to **Section 14. ENTIRE AGREEMENT** immediately followed by **Subsections 14.1** through **14.3**.

11. **Section 14.3 Order of Precedence** is hereby amended to read as follows:

#### 14.3 Order of Precedence

This Agreement, and any exhibits, attachments, or documents incorporated herein by inclusion or by reference, constitutes the complete and entire Agreement between the City and the Consultant. In the event of any inconsistencies between the bodies of this Agreement and attachments, the order of precedence will be as follows:

1. This Agreement between the City of Los Angeles and AECOM Technical Services, Inc. and its Amendments
2. Attachment A - Standard Provision for City Contracts (Rev. 9/22) [v.1]
3. RFQ for On-Call Professional Consultant Services
4. Consultant Proposal

12. Except as herein amended, all other terms and conditions of this Agreement shall remain unchanged and in full force and effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK  
[SIGNATURE PAGE FOLLOWS]

SAMPLE

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**THE CITY OF LOS ANGELES**

AECOM Technical Services, Inc., a California Corporation

By: \_\_\_\_\_  
Connie Llanos  
Interim General Manager  
Department of Transportation

By\*: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**  
MICHAEL N. FEUER, City Attorney

By\*\*: \_\_\_\_\_

By: \_\_\_\_\_  
Jonathan Groat  
Deputy City Attorney

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**  
HOLLY L. WOLCOTT, City Clerk

NOTE: If Consultant is a corporation, two signatures are required.

By: \_\_\_\_\_

\* The signature of President, Chairman of the Board, or Vice President is required here; and  
\*\* an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

Date: \_\_\_\_\_

City Agreement Number: C-135049

Council File Number: \_\_\_\_\_

**CONTRACT NUMBER C-135083**

**AGREEMENT**

**BETWEEN**

**THE CITY OF LOS ANGELES**

**AND**

**DIXON RESOURCES UNLIMITED**

**FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES**

**FIRST AMENDMENT TO AGREEMENT C-135083 BETWEEN  
THE CITY OF LOS ANGELES AND  
DIXON RESOURCES UNLIMITED  
FOR ON-CALL PROFESSIONAL CONSULTANT SERVICES**

**THIS FIRST AMENDMENT** to Agreement C-135083 between the City of Los Angeles (herein referred to as “City” or “CITY”), a municipal corporation, acting through the Department of Transportation (hereinafter referred to as “LADOT”), and Dixon Resources Unlimited (hereinafter referred to as “Consultant” or “CONTRACTOR”), a California Corporation, individually referred to as “Party” and collectively as “Parties”, is entered into with reference to the following:

**WHEREAS**, on August 9, 2019, the City issued a Request for Qualifications (RFQ) to solicit responses from firms or individuals interested in being recognized and placed on a pre-qualified services list of on-call consultants; and

**WHEREAS**, Consultant submitted a response to the RFQ demonstrating qualifications and experience in one (1) or more of the requested service categories and City found Consultant’s response to satisfy the requirements set forth in the RFQ; and

**WHEREAS**, the Parties entered into Agreement C-135083 for a three-year (3-year) term beginning 2/14/2020 through 2/13/2023 wherein Consultant agreed to provide on-call professional consultant services; and

**WHEREAS**, the Coronavirus pandemic hindered the ability of LADOT to release project opportunities and utilize the on-call professional consultant services contract; and

**WHEREAS**, the LADOT desires in this First Amendment to Agreement C-135083 to: a) extend the term of the agreement for one (1) additional year through 2/13/2024; b) update City’s representatives for the agreement; c) update the City’s Standard Provisions for City Contracts (Rev. 9/22) [v.1]; add contracting language as required by ordinance of all City contracts; and

**NOW, THEREFORE**, in consideration of the above premises, and the mutual covenants and agreements herein contained, the Parties agree as follows:

1. **Section 1.2 Representatives of the Parties, Subsections 1.2.1 and 1.2.3** are hereby amended to read as follows:

**1.2.1 The City’s representative is, unless otherwise stated in the Agreement:**

Connie Llanos, Interim General Manager  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California 90012

With copies to:

Mark Granado, Assistant General Manager  
Los Angeles Department of Transportation

100 South Main Street, 10th Floor  
Los Angeles, California 90012

**1.2.3 The designated Project Managers for the City are:**

Robin Quintanilla, Supervising Transportation Planner I  
Emerson Belen, Management Analyst  
Los Angeles Department of Transportation  
100 South Main Street, 10th Floor  
Los Angeles, California 90012

2. Effective the date of attestation by the City Clerk of this First Amendment, all references to Angela De La Rosa throughout the Agreement are hereby deleted and replaced with the following: Robin Quintanilla and Emerson Belen

3. **Section 1.3 Notices**, is hereby amended in its entirety to read as follows:

Formal notices, demands, and communications to be given by either Party must be made in writing (hardcopy or e-mail) and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and will be deemed communicated as of the date of mailing.

4. **Section 3.1 Term**, is hereby amended in its entirety and replaced by the following:

This Agreement shall be in effect beginning 2/14/2020 (“Effective Date”) and shall terminate on 2/13/2024, unless otherwise terminated in accordance with the termination provisions herein.

5. **Section 3.4 Ratification**, is hereby added immediately following **Section 3.3 Contract Modifications** to read as follow:

The Consultant may have provided prior services to the City of Los Angeles under the terms of an executed Agreement which included a requirement to adhere to the City's Standard Provisions for City Contracts. To the extent that the Consultant provided services to the CITY prior to the execution of this extension, and the Consultant's services were performed in accordance with the terms and conditions of this extension and the original Agreement, including the City's Standard Provisions for City Contracts, those services are hereby ratified.

6. Attachment A – Standard Provisions for City Contracts is hereby replaced in its entirety by Attachment A - Standard Provisions for City Contracts (Rev. 9/22) [v.1] attached hereto and incorporated herein.

7. Effective the date of attestation by the City Clerk of this First Amendment, all references to Standard Provisions for City Contracts throughout the Agreement are hereby deleted and replaced with the following: Standard Provisions for City Contracts (Rev. 9/22) [v.1].

8. **Section 12. STANDARD PROVISIONS FOR CITY CONTRACTS**, is hereby amended in its entirety to read as follows:

By entering into this Agreement with the CITY, the CONTRACTOR agrees to abide by the provisions set forth in Attachment A - Standard Provisions for City Contracts (Rev. 9/22) [v.1] attached hereto and incorporated

herein.

9. Effective the date of attestation by the City Clerk of this First Amendment, the Agreement is hereby amended by renaming **Section 13. ENTIRE AGREEMENT** to **Section 13. ADDITIONAL REQUIREMENTS**, with **Subsections 13.1 Municipal Lobbying Ordinance, 13.2 Fair Chance Initiative for Hiring Ordinance, 13.3 Consultant Evaluation Ordinance, and 13.4 COVID-19 Vaccination Ordinance** to read as follows:

### **13. ADDITIONAL REQUIREMENTS**

#### **13.1 Municipal Lobbying Ordinance**

The Consultant is required to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if Consultant qualifies as a lobbying entity under Los Angeles Municipal Code §48.02. Agreements submitted without a completed CEC Form 50 by consultants that qualify as a lobbying entity under Los Angeles Municipal Code §48.02 may be subject to penalties, termination of contract, and debarment.

#### **13.2 Fair Chance Initiative for Hiring Ordinance**

The Consultant shall be subject to the Fair Chance Initiative for Hiring Ordinance (Consultant's Fair Chance Initiative for Hiring Ordinance Use of Criminal History for Consideration of Employment Applications Ordinance). The Ordinance provides, among other things, that consultants and/or subconsultants with at least 10 employees are: prohibited from seeking a job applicant's criminal history information until after a job offer is made; must post Fair Chance Initiative for Hiring Ordinance information in conspicuous places at worksites; and cannot withdraw a job offer based on an applicant's criminal history unless a link has effectively been made between the applicant's criminal history and the duties of the job position.

The Consultant seeking additional information regarding the requirements of the Fair Chance Initiative for Hiring Ordinance may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

#### **13.3 Consultant Evaluation Ordinance**

At the end of this Agreement, the City will conduct an evaluation of the Consultant's performance. The City may also conduct evaluations of the Consultant's performance during the term of the Agreement. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Consultant assigns to the contract. A Consultant who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Consultant, to evaluate proposals and to conduct reference checks when awarding other personal services contracts.

#### **13.4 COVID-19 Vaccination Ordinance**

Employees of Consultant and/or persons working on its behalf, including, but not limited to, subconsultants (collectively, "Consultant Personnel"), while performing services under this Agreement and prior to interacting in person with City employees, Consultants, volunteers, or members of the public (collectively, "In-Person Services") must be fully vaccinated against the novel Coronavirus 2019 ("COVID-

19”). “Fully vaccinated” means that 14 or more days have passed since Consultant Personnel have received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention.

Prior to assigning Consultant Personnel to perform In-Person Services, Consultant shall obtain proof that such Consultant Personnel have been fully vaccinated. Consultant shall retain such proof for the document retention period set forth in this Agreement.

Consultant shall grant medical or religious exemptions (“Exemptions”) to Consultant Personnel as required by law. If Consultant wishes to assign Consultant Personnel with Exemptions to perform In-Person Services, Consultant shall require such Consultant Personnel to undergo weekly COVID-19 testing, with the full cost of testing to be borne by consultant. If Consultant Personnel test positive, they shall not be assigned to perform In-Person Services or, to the extent they have already been performing In-Person Services, shall be immediately removed from those assignments.

Furthermore, Consultant shall immediately notify City if Consultant Personnel performing In-Person Services (1) have tested positive for or have been diagnosed with COVID-19, (2) have been informed by a medical professional that they are likely to have COVID-19, or (3) meet the criteria for isolation under applicable government orders.

10. The existing **Section 13. ENTIRE AGREEMENT** and its **Subsections 13.1** through **13.3** are hereby renumbered to **Section 14. ENTIRE AGREEMENT** immediately followed by **Subsections 14.1** through **14.3**.

11. **Section 14.3 Order of Precedence** is hereby amended to read as follows:

#### **14.3 Order of Precedence**

This Agreement, and any exhibits, attachments, or documents incorporated herein by inclusion or by reference, constitutes the complete and entire Agreement between the City and the Consultant. In the event of any inconsistencies between the bodies of this Agreement and attachments, the order of precedence will be as follows:

1. This Agreement between the City of Los Angeles and Dixon Resources Unlimited and its Amendments
2. Attachment A - Standard Provision for City Contracts (Rev. 9/22) [v.1]
3. RFQ for On-Call Professional Consultant Services
4. Consultant Proposal

12. Except as herein amended, all other terms and conditions of this Agreement shall remain unchanged and in full force and effect.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

**[SIGNATURE PAGE FOLLOWS]**



**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**THE CITY OF LOS ANGELES**

Dixon Resources Unlimited, a California Corporation

By: \_\_\_\_\_  
Connie Llanos  
Interim General Manager  
Department of Transportation

By\*: \_\_\_\_\_  
  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**  
MICHAEL N. FEUER, City Attorney

By\*\*: \_\_\_\_\_

By: \_\_\_\_\_  
Jonathan Groat  
Deputy City Attorney

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: If Consultant is a corporation, two signatures are required.

**ATTEST:**  
HOLLY L. WOLCOTT, City Clerk

\* The signature of President, Chairman of the Board, or Vice President is required here; and  
\*\* an additional signature of Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer is also required for the Corporation.

By: \_\_\_\_\_

Date: \_\_\_\_\_

City Agreement Number: C-135083

Council File Number: \_\_\_\_\_