

Memorandum

To : The Upper Los Angeles River and Tributaries Working Group

Date: August 16, 2018

From :  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Director

Subject: **Agenda Item 8: Discussion of consultant selection procedure, and authorization for Chair to appoint members to an *ad hoc* Request for Proposals, (RFP) review committee.**

Staff Recommendation: That the Upper Los Angeles River and Tributaries Working Group adopt the attached resolution authorizing that the Chair appoint two Working Group members to an *ad hoc* Request for Proposals, (RFP) review committee.

Legislative Authority: Section 33220 of the Public Resources Code.

Background: Assembly Bill 466 (AB 466), Chapter 341 of the Statutes of 2017, signed by the Governor on September 28, 2017 establishes, within the Santa Monica Mountains Conservancy (Conservancy), the Upper Los Angeles River and Tributaries Working Group (Working Group). In accordance with legislation, the Working Group shall consist of no more than 23 representatives. AB 466 requires that the Conservancy provide any necessary staffing to assist the Working Group. AB 466 also requires through watershed-based planning methods and community engagement, the Working Group to develop an Upper Los Angeles River and Tributaries Revitalization Plan (Plan) for the Upper Los Angeles River, the tributaries of the Pacoima Wash, Tujunga Wash, and Verdugo Wash, and any additional tributary waterway that the Working Group determines to be necessary; and address the “unique and diverse needs of the Upper Los Angeles River, Pacoima Wash, Tujunga Wash, and Verdugo Wash, and the communities through which they pass, and to include watershed education programs”.

Given the expedited time frame for a Plan to be developed, and as the Mountains Recreation and Conservation Authority (MRCA) has successfully assisted the Conservancy through planning and project development along the Los Angeles River for over two decades, the Conservancy has awarded a grant to the MRCA to support the Working Group’s planning efforts. MRCA’s support will help the Working Group to meet the mandates of the legislation, however a diverse consultant team is also needed to develop the Plan and assist with project efforts. A Request for Proposals (RFP) was publically distributed to over one-thousand contacts and publicized in a local paper in May 2018. Furthermore, within the RFP, MRCA requested a minimum requirement that consultant teams be comprised of 25% certified disadvantaged businesses. The RFP called for a highly experienced environmental design firm to provide consulting services to the Working Group with respect to the planning, coordination, development and preparation of a Plan. As a result of the RFP process, three (3) proposals were received.

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Staff recommends that an *ad hoc* RFP review committee comprised of two Working Group members be formed by the Chairperson. In order for the consultant team to be brought on in a timely fashion, time is of the essence to review and recommend the most qualified consultant team. Upon the review committee's recommendation, and approval by the MRCA Board, the MRCA will be formally contracting with the recommended consultant. As time to develop this Plan is limited, it is ideal that the consultant be retained during the month of September before the next meeting of the Working Group or its subcommittee's.