



**THE PORT
OF LOS ANGELES**
Executive Director's
Report to the
Board of Harbor Commissioners

DATE: MAY 11, 2011

FROM: COMMISSION OFFICE

SUBJECT: RESOLUTION NO. _____ PROPOSED PERSONAL SERVICES AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND ROBERT HENRY

SUMMARY

The City of Los Angeles Harbor Department (Harbor Department) requests approval to enter into an agreement with Robert Henry, a registered small local business consultant, to provide specialized training to Harbor Department staff regarding the procedures and processes with respect to the interface between the Harbor Department and other City governmental entities.

In addition, Mr. Henry will provide services and guidance to the Board of Harbor Commissioners on all aspects of their role within the Harbor Department and facilitate their requests for information and services as well as assist them in complying with their Mayoral and Ethics performance guideline requirements and in scheduling various meetings and appointments. Mr. Henry's services will be provided as part of a transition of these services from a consultant to city employees. This one-year agreement shall not exceed \$180,000 for fees and expenses

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners:

1. Find that in accordance with City Charter Section 1022, work under the subject Agreement can be performed more feasibly by an independent consultant rather than by City employees;
2. Approve the Personal Services Agreement with Robert Henry for consulting services for a period of one year, with a not-to-exceed annual amount of \$180,000 for fees and expenses;
3. Authorize the Executive Director to execute and the Board Secretary to attest to said Agreement, for and on behalf of the Board; and
4. Adopt Resolution No. _____.

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DISCUSSION:

Background-

On May 13, 2008 the Harbor Department entered into an agreement with Mr. Henry a qualified Small Business Enterprise who operates is located in San Pedro, California to provide services and guidance to the Board of Harbor Commissioners on all aspects of their roles within the Harbor Department and facilitate their requests for information and services as well as assist them in complying with their Mayoral and Ethics performance guideline requirements. Mr. Henry is a retired city employee with over 35 years of experience in the legislative sector.

Mr. Henry also provided training to new staff responsible for the Los Angeles City legislative process. He trained Harbor Department staff in the procedures and processes regarding the interface between the Harbor Department and other City governmental entities and assisted staff in devising solutions to complicated processing issues.

In addition, Mr. Henry collaborated with the Department's Executive Director in researching and compiling historical information on the Department and the City of Los Angeles. Mr. Henry was key in assisting the Executive Director in researching material for the Port's 2007 Centennial book, "Port of Los Angeles, An Illustrated History from 1850-1945." During that archive search, Mr. Henry and the Executive Director identified additional information which could be used for an additional publication. This agreement will expire on May 13, 2011.

The Harbor Department is in transition from consultant to city employee with respect to the legislative and commission office support staff and would benefit from the services of a experienced professional to mentor new legislative staff and provide assistance to the Harbor Commissioners during this transition.

Selection Process-

The Contracts and Purchasing Division posted a Request for Proposal to provide the Harbor Department transition assistance and training services related to City of Los Angeles legislative processes and liaison services to the commission office. This notice was posted on the Port Website and the Los Angeles Business Assistance Virtual Network (LABAVN).

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Two proposals were received on May 9, 2011, one proposal from Mr. Robert Henry, San Pedro, California and one from Sochi Consulting, Sherman Oaks, California. Both proposals were deemed to be responsive.

The proposals were evaluated by a team comprised of the Harbor Department Contracts & Small Business Enterprise Program Administrator; and the Harbor Commission Administrative Assistant; the Community Development Harbor Region Operations Director (who provided the required evaluation from a rater from outside the Harbor Department). Proposals were rated on their Firm's Qualifications, Experience and References; Project Approach and Work Plan; Rates and Fees; and the Quality and Responsiveness of the Proposal (Transmittal 2)

Based on their accumulative scores, the evaluation committee recommends award of a one-year agreement to Robert Henry in an amount not-to-exceed \$180,000 (Transmittal 1).

Mr. Henry is a local very small business; therefore 100% of this agreement will apply toward the Harbor Department's "Very Small Business Enterprise" program objective. Within the structure of the agreement, there are no opportunities for subcontracting.

ENVIRONMENTAL

The proposed action is the approval of a Personal Services Agreement with Robert Henry for consulting services for a period of one year. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

ECONOMIC BENEFITS

This Board action will create one one-year-equivalent direct job in the five-county region.

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FINANCIAL IMPACT

The current personal services agreement for the services discussed herein is for a term of three years, expiring May 13, 2011, for a not-to-exceed amount of \$532,540 (of which approximately \$525,000 has been expended to date). Approval of the proposed replacement personal services agreement is for a term of one year in the not-to-exceed amount of \$180,000. Funds in this amount of \$180,000 for FY 11/12 have been requested to be budgeted, upon Board approval, in Center 0110 (Commission Office), Program 000, Account 54290 as part of the annual budget adoption process.

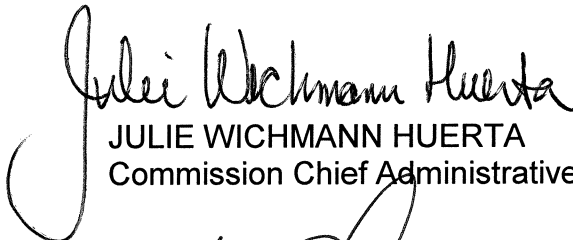
CITY ATTORNEY

The Office of the City Attorney has reviewed and approved the Robert Henry agreement as to form and legality.

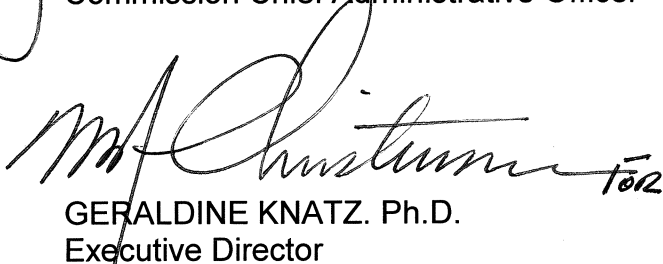
TRANSMITTALS

1. Agreement between the City of Los Angeles and Robert Henry
2. Final Evaluation and Rankings

FIS Approval: WR (Initials)
CA Approval: TR (Initials)


JULIE WICHMANN HUERTA
Commission Chief Administrative Officer


MICHAEL R. CHRISTENSEN
Deputy Executive Director


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MRC/jwh