

DATE: MAY 24, 2021

FROM: COMMUNITY RELATIONS

SUBJECT: RESOLUTION NO. _____ - APPROVAL OF AGREEMENTS FOR HELICOPTER RENTAL SERVICES BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND 1) HELINET AVIATION SERVICES, LLC AND 2) ISLAND EXPRESS HELICOPTERS, INC.

SUMMARY:

Staff requests approval of two agreements with Helinet Aviation Services, LLC and Island Express Helicopters, Inc. for helicopter rental services for aerial photography and aerial tours of the Port of Los Angeles (Port) complex for a term of three years per agreement. The total compensation amount for the two proposed agreements shall be shared from a funding pool not-to-exceed \$30,000 established by the City of Los Angeles Harbor Department (Harbor Department) for the entire three-year term. The Harbor Department is financially responsible for payment of expenses incurred under the proposed agreements.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners:

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve the two agreements for a term of three years and a combined not-to-exceed compensation amount of \$30,000 for three years;
3. Authorize the Executive Director to execute and the Board Secretary to attest to the agreements for and on behalf of the Board; and
4. Adopt Resolution No. _____.

DISCUSSION:

Background – The Harbor Department has a periodic need for helicopter services in order to obtain aerial photo and video documentation. These services can be for a wide variety of needs including construction progress, arrivals of cranes, ship first arrivals, event documentation and more. These photos and videos can serve a variety of documentation

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functions – from press releases and social media to construction files and archives. Typically, an Engineering or Construction Division staff member will accompany a staff person from the Graphic Services Division on the helicopter flights. Less often, a contract photographer or videographer will accompany Harbor Department staff in the helicopter.

Because of the vast size of the San Pedro Bay, a helicopter is occasionally required to provide aerial tours of the Port of Los Angeles and/or San Pedro Bay Ports complex. Tours of this nature would be for high-ranking government officials or for business development purposes.

The size and type of the helicopters needed will vary depending on the purpose of the flight and the number of people to be accommodated. Additionally, the lead-time between identifying the need for a flight and making a reservation for the helicopter can be very short. For these reasons, a pool of service providers will offer the Harbor Department the best flexibility in hiring the correct helicopter for each occurrence. The Harbor Department will utilize the service providers on an as-needed basis and the proposed agreements do not guarantee any work or hours to the companies.

Selection Process – On February 18, 2021, the Harbor Department released and posted the Helicopter Rental Services Request for Qualifications (RFQ) on the Port of Los Angeles website and Los Angeles Business Virtual Network (LABAVN). The Harbor Department received two Statement of Qualifications (SOQs) by the March 11, 2021 deadline.

Two firms responded with qualifications. A selection committee consisting of Harbor Department Graphic Services staff and staff from Los Angeles World Airports evaluated the SOQs. After a complete review, staff recommends that the Board award agreements to both firms:

- Helinet Aviation Services, LLC (Transmittal 1)
- Island Express Helicopters, Inc. (Transmittal 2)

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of two agreements for helicopter rental services, which is an administrative activity. Therefore, the Director of Environmental management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed agreements with Helinet Aviation Services, LLC and Island Express Helicopters, Inc. authorizes a total amount not-to-exceed \$30,000 over a three-year term. Spending under the proposed agreements will occur on an as-needed basis, but will not exceed \$30,000 over three years without further Board action.

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Funds in the amount of \$10,000 are available in the FY 2021/2022 budget in Account 54290 (Miscellaneous Professional Services), 0220 (Community Relations), Program 000. The Harbor Department's financial commitments for the proposed agreements beyond the current fiscal year are contingent upon approval of funds by the Board as part of the annual budget adoption process. If future fiscal year funds are not appropriated by the Board for the work in any subsequent fiscal year as by the agreements, the agreements shall be terminated. However, such termination shall not relieve the parties of liability for any obligation previously incurred.

CITY ATTORNEY:

The Office of the City Attorney has prepared and approved the proposed agreements as to form and legality.

TRANSMITTALS:

1. Helinet Aviation Services, LLC Agreement
2. Island Express Helicopters, Inc. Agreement




THERESA ADAMS LOPEZ
Director of Community Relations

FIS Approval: *MB*
CA Approval: *JS*



ARLEY BAKER
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