



OLDA

AGENDA REPORT

TO: Members of the Orangeline Development Authority

FROM: Michael Kodama, Executive Director *MK*

DATE: October 13, 2010

SUBJECT: **ORANGELINE DEVELOPMENT AUTHORITY PROCUREMENT POLICY**

OLDA is a joint powers agency formed to pursue development of a high speed environmentally friendly transit system in Southern California. The Authority is composed of the following public agencies:

- City of Artesia
- City of Bell
- City of Bellflower
- City of Cerritos
- City of Cudahy
- City of Downey
- City of Glendale
- City of Huntington Park
- City of Maywood
- City of Paramount
- City of Santa Clarita
- City of South Gate
- City of Vernon
- Burbank-Glendale-Pasadena Airport Authority

OLDA is preparing to release a Request for Proposals associated with the federal Earmark recently approved by Caltrans. This will be the first RFP for OLDA to formally process. In the upcoming months, there will be additional RFPs forthcoming with the administration of the South Gate Environmental justice Grant.

OLDA has established a consultant "bench" of prequalified consultants in a variety of disciplines. OLDA staff will develop appropriate Scopes of Work to hire consultant helping to move project planning forward.

For OLDA to avoid the potential for conflicts of interest with outside activities and contracts with the Executive Director, the Authority Board in a separate action has designated the Deputy Executive Director to procure outside consultant services and ensure compliance with state and federal requirements and record keeping. Staff proposes the following process implemented:

Procurement Task	Staffing
Develop Scope of Work	OLDA staff augmented by appropriate City staff.
Circulate RFP to bench/Consultant selection process	OLDA staff and appropriate selected City staff under the direction of a City Manager.
Contract negotiation/Award of Contract	OLDA staff/Selected City staff/OLDA Board
Contract administration	Selected City staff directing OLDA staff for compliance documentation reporting.
Progress payments	OLDA/Selected City (process to be developed)

RECOMMENDATION

It is recommended that the Board:

1. Instruct OLDA staff to negotiate with one or more OLDA member cities to assume the lead in OLDA procurement process; and
2. Receive and file this report

Chairman

Bruce Barrows
Councilmember
City of Cerritos

Vice Chairman

Frank Quintero
Councilmember
City of Glendale

Secretary

Maria Davila
Vice Mayor
City of South Gate

Treasurer

Mike McCormick
Mayor Pro Tem
City of Vernon

Auditor

Scott A. Larsen
Mayor Pro Tem
City of Bellflower

Executive Director

Michael R Kodama

General Counsel

Yvette M. Abich Garcia, Esq.
Colantuono & Levin, PC

Ex-Officio

James McCarthy
Caltrans, District 7