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REPORT OF	GENERAL MANAG	ER (NOV 1 5 2010	NO. 10-320		
DATE <u>No</u>	vember 15, 2010		C.D. <u>2 and 10</u>		
BOARD OF RECREATION AND PARK COMMISSIONERS					
SUBJECT:	CENTER - FABRIC	CATION AND INSTAL	ND STONEHURST RECREATION LATION OF SPORTS FACILITY ON 1022 DETERMINATION		
R. Adams	F. Mok				
H. Fujita S. Huntley	K. Regan *M. Shull	Cu			
V. Israel		X	charal for General Manager		
Approved	_/	Disapproved	Withdrawn		

RECOMMENDATION:

That the Board find, in accordance with Charter Section 1022, that the Department of Recreation and Parks (RAP) does not have personnel available in its employ with the expertise to provide fabrication and installation of sports facility lighting systems and due to the City's current budgetary constraints, it is more feasible to secure these services by contract.

SUMMARY:

The lighting infrastructure at the Rancho Cienega Sports Complex tennis courts and the Stonehurst Recreation Center tennis courts and sports field are in need of refurbishment. The needed work includes lighting systems with a remote control system, player-activated push button assemblies, and strobe lights for each court. The Department does not have the personnel with the expertise to provide the large scale refurbishment of such sports facility lighting systems, including the fabrication and installation of large light towers and fixtures, switchboards, and other related equipment. Further, the Department is unable to hire and train staff due to the short-term nature of the project. Therefore, it would be more feasible to secure the services by an independent contractor.

The Department does not have a contractor under contract with the requisite expertise. But the General Services Department (GSD) does and has agreed to allow the Department to use one of their contractors. The selected contractor is Musco Lighting, LLC. The estimated purchase order for the labor component of each project is as follows:

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Facility	Labor Component Cost	Materials Cost
Rancho Cienega Sports Complex	\$105,498	\$169,566
Stonehurst Recreation Center	\$165,680	\$101,321

This project was competitively bid among the five available Electrical Contractors under contract with the Department of General Services (GSD). However, upon receiving three bids (two others did not submit), it was determined by staff that one more bid be sought by a private contractor. This was due to the fact all bids that were received were well above the City's estimated value of the work.

All of the City's commodity contracts contain a clause, which allows the City to bypass the contract for individual projects when they are estimated to be more than \$50,000. The value of this contract exceeds \$200,000.

GSD has requested the Board of Recreation and Parks Commissioners (Board) make a Charter Section 1022 finding before the actual orders for the projects are approved.

CHARTER SECTION 1022:

Los Angeles City Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical and/or feasible to contract out the services.

The Personnel Department has completed a Charter Section 1022 review (Attachment A) and determined that the City has classifications that could provide some of the work but that the two proposed projects exceeds the staffing availability. The review further determined that the Department, due to budget and time constraints, could not expeditiously hire and train City employees to complete the duties within the time requirement.

FISCAL IMPACT STATEMENT:

The Charter Section 1022 finding has no impact to the General Fund. It should be noted that funds to complete the proposed projects at Rancho Cienega and Stonehurst are available from the California State's Proposition 40 bond measure.

This report was prepared by Cid Macaraeg, Planning and Construction Branch and Raymond Chang, Finance Division.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

- 1. Requesting Department: Department of Recreation and Parks
- 2. Contacts:

Department:	<u>Harry Surmenian</u>	Phone No.	<u>213 202-2645</u>	Fax No.	<u>213 202-2611</u>
CAO:	<u>Veronica</u> Salumbides	Phone No.	<u>213 473-7561</u>	Fax No.	<u>213 473-7514</u>

3. Work to be performed:

The contract involves refurbishing existing lighting systems at Rancho Cienega Tennis Court Complex and Stonehurst Recreation Center. The lighting systems include a remote control system, player-activated push button assemblies, and strobe lights for each of the courts. The project is funded through the California State's Proposition 40 bond measure with funding available until March 2011.

- 4. Is this a contract renewal? Yes 🗌 No 🛛 (Contractor performed similar projects.)
- 5. Proposed length of contract: <u>2 years</u>

Start Date: September 2010.

- 6. Proposed cost of contract (if known): <u>\$2 million/ annually</u>
- 7. Name of proposed contractor: Musco Sports Lighting, LLC (piggy-back contract with GSD).
- 8. Unique or special qualifications required to perform the work:

The contract calls for knowledge and experience in installing large scale sports field lighting, large base infrastructures, as well as large light towers and fixtures.

9. Are there City employees that can perform the work being proposed for contracting? Yes ⊠ <u>some of the work</u> No □

If yes,

Classification	Departments	List Expires
Construction &	Airports, DWP, Harbor, PW,	No list
Maintenance Supervisor	Rec & Parks, Zoo	
Maintenance &	Various	7/20/2012
Construction Helper		
Electrical Craft Helper	Various	Continuous
Electrician	Various	No List
Senior Electrician	Airports, Convention Center, Harbor, Rec & Parks, Zoo	No List
Electrician Supervisor	Airports, Convention Center, Harbor, PW, Rec & Parks	No List

If yes,

- Which class(es) and Department(s): See above. a.
- Is there sufficient Department staff available to perform the work? Yes 🗌 No 🕅 b.
- Is there a current eligible list for the class(es)? Yes \square No \square Expiration Date: see above. C.
- Estimated time to fill position(s) through CSC process? Unknown due to hiring freeze, d.
- Can the requesting department continue to employ staff hired for the project after project e. Yes 🗌 No 🔯 completion?
- Are there City employees currently performing *some* of the work? Yes X No f.

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform some of the work \boxtimes
- Check if applicable (explanation attached) and send to CAO for further analysis
 - Project of limited duration would have to layoff staff at end of project
 - Time constraints require immediate staffing of project
 - Work assignment exceeds staffing availability

SUMMARY:

The Department of Recreation and Parks is requesting a Charter Section 1022 Determination for the refurbishing of an existing tennis court lighting system which also involves the removal of an old control system and installation of a new lighting system switchboard. The contract will piggyback on an agreement between Musco Sports Lighting, LLC and General Services Department. Although there are City employees who currently perform some of the duties, the Department explained that due to budget and time constraints, City employees could not be hired and trained expeditiously to complete the duties within the time requirement.

Cathy J. Janacka Submitted by:

Shelly Del Rosario

Reviewed by:

Approved by:

Rayl Lemus 9/23/10

Date: