

APPROVED
APR 03 2013

REPORT OF GENERAL MANAGER

NO. 134088

DATE April 3, 2013

BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GENERAL PARK BUILDING CONSTRUCTION - REQUEST FOR QUALIFICATIONS

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
*M. Shull MS
N. Williams _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for general park building construction, for a three-year (3) contract, in an amount not to exceed \$10,000,000 per year per contract awarded, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFQ to the City Attorney for review and approval as to form; and,
3. Authorize staff to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney review and approval as to form.

SUMMARY:

With over 420 Park locations under the jurisdiction of the Department of Recreation and Parks (RAP), general park building construction service contracts are critical to expanding RAP's park facilities infrastructure. A Request for Qualification (RFQ) shall be issued to acquire supplemental resources for general park building construction services to aid RAP in meeting current and future park expansion needs. The general park building construction services RFQ lists minimum requirements that must be met to be considered responsive. The minimum requirements include, but are not limited to, construction and renovation of building structures found in public park facilities

REPORT OF GENERAL MANAGER

PG. 2

NO. 13-088

such as recreation centers, child care facilities, field restrooms, concession buildings, shade structures, bathhouse buildings, pedestrian bridges, multi-purpose buildings, field houses and community centers. It may also provide for the installation of pre-fabricated offices, restrooms, concession buildings, storage buildings and field houses. Work will include, but not be limited to, demolition, wood framing, masonry walls, concrete walls, footings and slabs, ceramic tile work, stucco, drywall, plastering toilet room accessories and partitions, cabinetry, painting, millwork, vinyl, ceramic tile and carpet, associated plumbing, electrical and mechanical work and to bring facilities into compliance with the Americans with Disabilities Act.

Current staff can provide the work only on a limited basis, and RAP does not have contracts in place to perform general park building construction services to help supplement current City forces. Therefore, RAP requires one or more general park building construction service contracts to meet current and future general park building construction.

These contracts will provide RAP with the ability to provide supplemental resources for general park building construction services throughout our park system. In addition, these contracts will provide RAP Planning, Construction and Maintenance Branch a tool to expand the current park facility locations.

The Planning, Construction and Maintenance Branch, which oversees RAP's construction and maintenance projects, has reviewed and provided input on the RFQ, which is now ready to release, at the direction of the Board, a RFQ which will be advertised per Mayor's Executive Directive No. 14 which states, "...every Department will utilize the Los Angeles Business Assistance Virtual Network (BAVN) as the exclusive means for posting all opportunities for RFQ's..." In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by RAP.

A pre-qualification conference will be held approximately three weeks after the release of the RFQ to provide potential responders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program (BIP) as required by Executive Directive No. 14.

Evaluation Process

Responses will be evaluated in two levels. Level I will be a review by RAP staff for the minimum qualifications, as stated in the RFQ document. The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of the contract. If a responder's minimum qualification cannot be verified by staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. The responder must successfully pass Level I before RAP staff will proceed to Level II.

REPORT OF GENERAL MANAGER

PG. 3

NO. 13-088

If any of the responders are successful in meeting the City's minimum qualifications requirements, then a recommendation will be made to the Board for award of contracts to them. In the interest of maintaining a competitive environment and maximizing the City's contracting options, staff may choose to recommend awarding a contract to multiple vendors. If multiple vendors are awarded this contract, they will have the opportunity to submit a competitive quote for each project issued by RAP's Planning, Construction and Maintenance Branch, within the terms of this contract. Projects will be awarded solely on the prices submitted by the vendors.

The selected responders will be recommended to the Board for a three-year (3) contract, in an amount not to exceed \$10,000,000 per year, per contract. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The general park building construction services that RAP will be requesting shall be on an as-needed basis. RAP, in entering into a contract, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev. 03/09).

Funding for projects will be provided from various funding sources.

FISCAL IMPACT STATEMENT:

Releasing the Request for Qualification has no fiscal impact on the Department's General Fund.

This Report was prepared by Jim Newsom and Gino Ogtong, Management Analyst II and reviewed by Cid Macaraeg, Senior Management Analyst II, and Cathie Santo Domingo, Superintendent, Planning, Construction and Maintenance Branch.