

APPROVED
FEB 06 2013

REPORT OF GENERAL MANAGER

NO. 13-021

DATE February 6, 2013

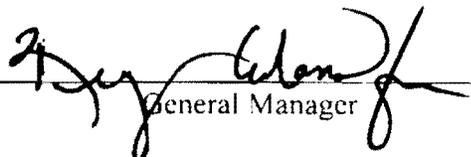
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**BOARD OF RECREATION
& PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DEPARTMENT OF RECREATION AND PARKS - TREE INVENTORY PROJECT - REQUEST FOR BID

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u>MS</u>
V. Israel	_____	N. Williams	_____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Bid (RFB), substantially in the form on file in the Board of Recreation and Park Commissioners' (Board) Office, for the Department of Recreation and Parks (RAP) Tree Inventory Project, for a one (1) year contract, in an amount not to exceed \$200,000 per contract awarded, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFB to the City Attorney for review and approval as to form; and,
3. Authorize staff to advertise the RFB and conduct the RFB process, subsequent to City Attorney review and approval as to form.

SUMMARY:

In March 2012, the RAP was awarded a Tree Inventory Grant from the State of California, Department of Forestry and Fire Protection (CAL FIRE) (Board Report: 11-269; Council File No: 12-0141) to inventory a minimum of 50,000 trees.

This contract will provide RAP with the ability to meet the grant's goal of inventorying a minimum of 50,000 trees by March 30, 2014. In addition, this contract will provide Forestry Division a tool for effective tree management that manages risks while promoting sustainability, energy

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conservation, and improvements to local air quality, public health, and wildlife habitat. Trees improve the quality of life in urban environments, which is a goal of the City of Los Angeles.

Staff has developed and is now ready to release, at the direction of the Board, a RFB 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 RFB's..." In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by RAP. The Planning, Construction and Maintenance Branch, which oversees the RAP's construction and maintenance projects, has reviewed and provided input on the RFB.

A pre-bid conference will be held approximately three weeks after the release of the RFB in order 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.

RAP estimates the cost to perform the stated tree inventory scope of work to be between \$150,000 and \$200,000. The contract award amount will not exceed \$200,000.

Evaluation Process

Responses will be evaluated in three levels. Level I will be a review by Department staff for the minimum qualifications, as stated in the RFB 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. Level III will evaluate the lowest bid price. The responder must successfully pass Level I and II before staff will evaluate Level III.

The successful responder must have passed Levels I and II, and must have submitted the lowest Bid in Level III.

The successful responder will be recommended to the Board for a one (1) year contract, in an amount not to exceed \$200,000. Contract awarded through this RFB shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts.

FISCAL IMPACT STATEMENT:

Releasing the Request for Bid has no fiscal impact on the Department's General Fund. All funds for the contracts awarded will come from Tree Inventory Grant awarded to RAP by CAL FIRE.

This Report was prepared by Laura Bauernfeind, Principal Grounds Maintenance Supervisor II.