

**APPROVED**  
**FEB 20 2013**

REPORT OF GENERAL MANAGER

NO. 13-052

DATE February 20, 2013

**BOARD OF RECREATION  
& PARK COMMISSIONERS**

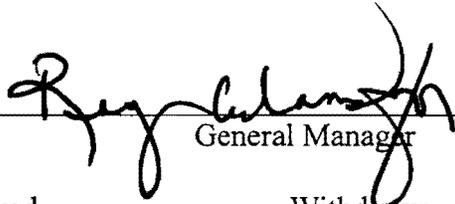
C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPO CENTER - AWARD OF PERSONAL SERVICES CONTRACT WITH TERRAPLAS USA, INC. FOR AS-NEEDED INSTALLATION, REMOVAL AND MAINTENANCE OF THE SOBOROFF SPORTS FIELD COVER

R. Adams \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
V. Israel \_\_\_\_\_

K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_  
\*N. Williams NOW

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Personal Services Contract between the City of Los Angeles Department of Recreation and Parks and Terraplas USA, Inc., substantially in the form on file in the Board Office, for as-needed installation, removal and maintenance of the Terracover II Soboroff Sports Field cover at EXPO Center, for a term of one year (or 12 months) with two (2) one year options to renew, but for a term not-to exceed thirty-six (36) months at the sole discretion of the General Manager, in an amount not to exceed \$200,000 annually, subject to the approval of the Mayor and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that it is more economical and feasible for Terraplas USA, Inc. to perform the specialized installation, removal and maintenance tasks associated with the Soboroff Sports Field Cover;
3. Find, in accordance with Charter Section 371(e)(10) and Los Angeles Administrative Code Section 10.15(a)(2), and Charter Section 372, that the use of a competitive bidding process would be undesirable, impractical and not advantageous for these specialized

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services as Terraplas USA, Inc., is the manufacturer of the Terracover II sports field cover and has the exclusive knowledge, expertise and experience to install, remove and maintain the cover to preserve the warranty;

4. Direct the Board Secretary to transmit the proposed Personal Services Contract to the Mayor in accordance with Executive Directive No. 3 and, concurrently, to the City Attorney for approval as to form; and,
5. Authorize the Board President and Secretary to execute the Personal Services Contract upon receipt of the necessary approvals.

### SUMMARY:

The Friends of Expo Center (Friends) is a nonprofit organization that provides financial support to EXPO Center. The Friends raised approximately \$7 million to renovate the lot located directly across from the EXPO Center recreation center into a multi-use sports field (Soboroff Sports Field). The Friends contracted with Valley Crest Landscape Companies to design and construct the field and install artificial turf.

An agreement between the Department of Recreation and Parks (Department) and the California Science Center (Contract No. C-115310) requires the Department to make available the Soboroff Sports Field for motor vehicle parking for major events at Exposition Park.

In order to protect the artificial turf during events where the field is utilized for motor vehicle parking, Valley Crest Landscape Companies procured a cover system from Terraplas USA, Inc., a company that specializes in turf and natural grass protection systems. The cover is the largest produced by Terraplas USA, Inc. (108,000 square feet) and the installation and removal requires approximately twenty-five (25) employees working seventeen (17) hours.

The Department has previously contracted with Terraplas USA, Inc., for supervision and training of department labor to install and remove the cover on an as-needed basis with excellent service received. The number of cover installations and removals per year averages eight (8), however, department employees have been assigned to as many as eleven (11) in one year. Each installation, with removal, requires fifty-three (53) gardener caretaker and maintenance employee work days. The Department labor cost for each installation and removal averages \$17,884 which makes it more economical and efficient to contract with Terraplas USA, Inc. to provide supervision and labor at a cost not-to-exceed \$15, 000 per installation and removal. In addition, when department employees are assigned to cover duties, their regularly scheduled recreation center maintenance work becomes backlogged and emergency repairs increase. Continuing budgetary constraints, including a hiring freeze, do not allow the department to continue to maintain the staff necessary to perform the labor for this service.

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The proposed agreement will allow Terraplas USA, Inc., to provide labor and expert supervision on the proper handling and installation of the cover, as well as preserve the warranty of the cover. Terraplas USA, Inc., employs highly trained experts with years of experience with installation of their products. Improper installation of the multiple panels that make up the cover would result in buckling and gaps that will undermine the integrity of the cover material, pose a safety risk to the public, and place the warranty at risk.

As the manufacturer of the Terracover II sports field cover designed specifically for the Soboroff Sports Field, Terraplas USA, Inc., is the sole entity with the necessary skills, knowledge and ability to sufficiently provide trained staff and supervision for the installation and removal of the cover and to perform as-needed maintenance in order to protect the sports field.

Staff recommends that the Board approve a personal services contract with Terraplas USA, Inc. for an amount not-to-exceed \$200,000 annually and a not-to-exceed term of thirty-six (36) months for as-needed Terracover II cover installation, removal and maintenance services.

### CHARTER SECTION 1022 DETERMINATION

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

On May 30, 2012, the Personnel Department completed a Charter Section 1022 (Attachment A) and found that this work assignment exceeds the Department of Recreation and Parks staffing availability.

### FISCAL IMPACT STATEMENT:

Sufficient funds in the amount of \$600,000 have been identified in Fund No. 302, Department 88, Account 3040 to compensate the vendor for services provided.

This report was prepared by Nancy Jeffers, Management Analyst, Service Contracts Group, Finance Division.

## PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Department of Recreation and Parks (RAP)

2. Contacts

Department: Nancy Jeffers Phone No. 213-202-4352 Fax No. 213-202-3213  
 CAO: Wai Lau Phone No. 213-978-1795 Fax No. 213-473-7517

3. Work to be performed:

The Department of Recreation and Parks (RAP) is seeking services of Terraplas USA, as a sole source contractor, to provide as-needed labor for the installation, removal, and maintenance of the Terracover II sports field cover (cover). The cover is proprietary to Terraplas USA and was selected to safely cover the synthetic turf of the Expo Center Soboroff Field (field) during its use as a parking lot. The cover's five-year warranty is invalidated if not installed or maintained according to the manufacturer's specifications. RAP's current contract provides for Terraplas USA to train and supervise Department personnel in the installation, removal, and maintenance of the cover. However, the Department does not have the staff available to train and dedicate for this task, therefore requires Terraplas USA to provide these services to preserve the warranty. Installation, removal, and maintenance of the cover involves using a forklift to lift the cover panels and assemble the cover panels onto the field (installation), using a forklift to remove the cover panels from the field (removal), and when required pressure wash and repair panels (maintenance). The State of CA has a contract with RAP for use of the field for as-needed parking, so the Department must be able to install and remove the cover when needed.

4. Is this a contract renewal? Yes  No

5. Proposed length of contract: 3 years (1 year w/ two 1-yr renewal) Proposed Start Date: May 2012

6. Proposed cost of contract (if known): not to exceed \$200,000 per year or \$600,000 total

7. Name of proposed contractor: Terraplas USA, Inc.

8. Unique or special qualifications required to perform the work:

Under the direction of Terraplas supervisors, ability to lift the cover panels with a forklift and place on the field for use as a parking lot, ability to remove the cover panels from the field and place on the forklift when needed as a sports field, and ability to pressure wash and repair the cover panels when needed. Licensed forklift drivers required.

9. Are there City employees that can perform the work being proposed for contracting?

Yes  No

<b>Classification</b>	<b>Departments</b>	<b>List Expires</b>
Gardener Caretaker	Airports, DWP, Harbor, LAPD, PW Sanitation, PW Street Services, RAP, Zoo	01/24/2014
Light Equipment Operator	Airports, Convention Center, DWP, GSD, Harbor, PW Street Services, RAP, Zoo	08/04/2012
Park Maintenance Supervisor	Airports, DWP, Harbor, LAPD, PW Sanitation, PW Street Services, RAP, Zoo	Reserve List

If yes,

- a. Which class(es) and Department(s): See above.
- b. Is there sufficient Department staff available to perform the work? Yes  No
- c. Is there a current eligible list for the class(es)? Yes  No  Expiration Date See above.  
Estimated time to fill position(s) through CSC process? Unknown due to managed hiring.
- d. Can the requesting department continue to employ staff hired for the project after project completion? Yes  No
- e. Are there City employees currently performing the work? Yes  No

10. Findings

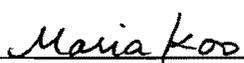
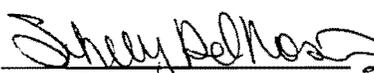
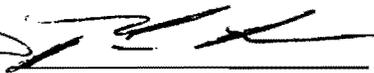
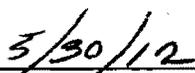
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform the work

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:**

Staff determined that the job classifications Gardener Caretaker, Light Equipment Operator, and Park Maintenance Supervisor can perform the work outlined in the contract. According to RAP, these job classifications performed this work under the supervision and training provided by Terraplas USA, which is included in their current contract. However, RAP states that they are now unable to maintain the staff necessary to perform these tasks on an as-needed basis due to budgetary constraints, including a hiring freeze.

			
Submitted by Maria Koo Personnel Analyst II	Reviewed by Shelly Del Rosario Sr. Personnel Analyst II	Approved by Raul Lemus Chief Personnel Analyst	Date