

APPROVED  
04-06-2016  
BOARD OF RECREATION  
& PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO: 16-086

DATE April 06 2016

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARK FACILITY CONSTRUCTION- AUTHORIZATION TO RELEASE A REQUEST FOR QUALIFICATION (RFQ) FOR VARIOUS PARK FACILITY MAINTENANCE AND CONSTRUCTION CONTRACTS FOR DEPARTMENT-WIDE PROJECTS

R. Barajas	_____	K. Regan	_____
H. Fujita	_____	*N. Williams	<u>NDW</u>
V. Israel	_____		

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

Approved ✓ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the Request for Qualifications (RFQ) for Park Facility Construction, for a three (3) year contract, substantially in the form on file in the Board Office, 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 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:

The Department of Recreation and Parks (RAP) is in need of park facility construction services, which current staff can only provide on a limited basis. Therefore, one or more park facility construction contracts are required. Currently, RAP has park facility construction contracts executed but they are due to expire August 15, 2016. RAP is requesting that these park facility construction contracts continue to be available to help supplement City forces and perform work that RAP staff has little or no expertise in performing. With over four hundred fifty (450) park locations under the jurisdiction of RAP, park facility construction services contracts are critical to maintaining and expanding our current park facility infrastructures.

## REPORT OF GENERAL MANAGER

PG. 2

NO. 16-086

These contracts will provide RAP with additional resources to perform park facility construction services which will help to supplement current City forces. In addition, these contracts will provide RAP's Planning, Construction and Maintenance Branch a tool to meet current and future park facility construction projects.

The projects that use these contracts are for refurbishment and improvements of the park facilities and are funded by grants such as Proposition 1C Housing-Related Parks Grant, Proposition 84, and Community Development Block Grant (CDBG) which have mandatory deadlines. These contracts also provide RAP the flexibility to obtain resources to complete the projects within the grant required deadlines.

The scope of this contract will include and comply with applicable permits, Low Impact Development (LID), and American with Disabilities Act (ADA). Contractor may be requested to prepare design plans, engineering, permitting, and all construction documents prior to construction work when necessary.

Contractor may be required to construct all work for asphalt paving which includes but not limited to:

- Hazardous material abatement
- Demolition
- Grinding
- Resurfacing
- New/Reconstruction/Maintenance and/or Repairs of asphalt roadways
- New/Renovation/Maintenance and/or Repairs of asphalt basketball courts (coatings and striping included)
- New/Reconstruction/ Maintenance and/or Repairs of asphalt parking lots
- New/Reconstruction/Maintenance and/or Repairs of asphalt pathways (work to include parking lot striping design and striping)
- New/Maintenance and/or Repairs asphalt striping
- Contractor will provide California Licensed Surveyor when required for topography, site survey and property line surveys to establish grades as identified in construction documents.

Contractor may be required to construct all work for concrete which includes but not limited to:

- Grading, subbase preparation
- Excavation
- Compacted backfill
- Drainage, catch basins
- Masonry walls
- Construction, Retrofit, or Maintenance and/or Repairs of driveways
- Construction, Retrofit, or Maintenance and/or Repairs concrete curb and gutter
- Contractor will provide California Licensed Surveyor when required for topography,

## REPORT OF GENERAL MANAGER

PG. 3

NO. 16-086

site survey and property line surveys to establish grades as identified in construction documents

Contractor may be required to construct all work for grading which includes but not limited to:

- Parking lots
- Building pads
- Athletic field areas (including but not limited to removal and replacement of infields, outfields and topsoil, drainage improvements,) hazardous material abatement and to bring fields into compliance with the Americans with Disabilities Act
- Contractor will provide California Licensed Surveyor when required to provide topography and property line surveys to establish grades as identified in construction documents

Contractor shall be prepared to secure and construct athletic and playing surfaces and associated amenities:

- New Construction/Maintenance and/or Repairs of basketball
- New Construction/Maintenance and/or Repairs of tennis courts (coating and striping included)
- New Construction/Maintenance and/or Repairs of park pathways
- New Construction/Retrofits/Maintenance or Repairs of masonry and concrete retaining and property line walls
- Contractor will provide California Licensed Surveyor when required to provide topography and property line surveys to establish grades as identified in construction documents

Contractor shall also be prepared for construction of new parks which includes but not limited to:

- New Construction/Retrofit/Maintenance and/or Repairs of athletic fields (baseball, softball and soccer field amenities such as but not limited to nets, fencing perimeter, foul line, dugouts, outfield and backstops, goals, batting cages, bleachers, and scoreboards)
- Masonry walls
- Contractor will provide California Licensed Surveyor when required to provide topography and property line surveys to establish grades as identified in construction documents

In construction of new parks, work shall include but not be limited to:

- Hazardous material abatement
- Demolition
- Grading
- Plumbing (sewers and/or domestic water lines)
- Electrical

## REPORT OF GENERAL MANAGER

PG. 4

NO. 16-086

- Concrete/masonry
- Asphalt
- Fencing/gates (chain-link, tubular, wrought iron and/or wire fencing)
- Playground equipment (purchase and installation)
- Rubberized surfacing (purchase and installation)
- All-weather turf (purchase and installation)
- Irrigation
- Landscaping (purchase and installation of plaques, trees, and associated landscaping materials)
- Lighting (parking lot, pathways, parks, indoor/outdoor athletic infrastructures)
- Contractor will provide California Licensed Surveyor when required to provide topography and property line surveys to establish grades as identified in construction documents

Staff has developed and is now ready to release, at the direction of the Board, a RFQ which will be advertised on RAP's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). The Planning, Construction and Maintenance Branch and the Finance Division, which oversees the Department's construction and maintenance projects, has reviewed the RFQ and provided input.

A pre-bid conference will be held approximately two (2) weeks after the release of the RFQ in order to provide potential bidders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program as required by Executive Directive No. 14, and the Board's policy.

### Evaluation Process

Responses will be evaluated in two (2) levels. Level I will evaluate whether the responder/s submitted a completed RFQ response package. This review will focus on whether the Responder followed all response submittal instructions and fill out completely all required forms in the RFQ document. Responder/s must successfully pass the Level I review before staff will proceed to Levels II. The Level II review will verify that the Responder met the minimum qualifications (As stated in RFQ Document). The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. If a responder's minimum qualification cannot be verified by City Staff, Staff will recommend that the Responder be deem non-responsive.

If responder/s are successful in meeting the City's minimum qualifications requirements through the Level I and II review, staff may recommend to the Board that a contract be awarded to the Responder.

In the interest of maintaining a competitive environment and maximizing the City's contracting options, staff may choose to award a contract to multiple vendors. If multiple vendors are awarded this contract, vendors will have the opportunity to submit a competitive quote for each

REPORT OF GENERAL MANAGER

PG. 5

NO. 16-086

project issued by RAP's Planning, Construction and Maintenance Branch, within terms of this contract.

The selected Responder/s will be recommended to the Board for a three (3) year contract, in an amount not to exceed Four Million Dollars (\$4,000,000.00) per year, per contract, per contractor. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The construction services that RAP is requesting shall be on an as-needed basis; RAP, in entering into an agreement, 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.

Funding for service will be provided and will include various funding sources.

FISCAL IMPACT STATEMENT:

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

Report prepared by Jimmy Newsom, Management Analyst II, Finance Division.