

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

REPORT OF GENERAL MANAGER

NO. 16-087

DATE April 06, 2016

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GENERAL PARK BUILDING CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIRS – REQUEST FOR QUALIFICATIONS (RFQ)

R. Barajas _____
H. Fujita _____
V. Israel _____

K. Regan _____
* N. Williams NDW



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the Request for Qualifications (RFQ) for General Park Building Construction, Retrofit, Maintenance and/or Repairs, 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 of Parks (RAP) is in need of General Park Building Construction services, which current staffing can provide only on a limited basis. Therefore, one or more General Park Building Construction contracts are required. RAP does not have current contracts in place to perform General Park Building Construction services that will help supplement our current City forces. With over four hundred fifty (450) park locations under the jurisdiction of RAP, General Park Building Construction contracts are critical to maintaining and expanding our current park facility infrastructures.

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

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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 oversees RAP's construction and maintenance projects and has reviewed the RFQ and provided input.

A pre-bid conference will be held approximately two 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 be a review by staff for the minimum qualifications (as stated in the proposed RFQ). 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, 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. Responder must successfully pass Level I before staff will proceed to Levels II.

If responder/s are successful in meeting the City's minimum qualifications requirements, then response evaluation will be based solely on price submitted by 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 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 Seven Million Dollars (\$7,000,000.00) 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 services will be provided from various resources.

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