

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

REPORT OF GENERAL MANAGER

NO. 16-088

DATE April 06, 2016

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ATHLETIC SURFACE INSPECTION, TESTING AND RELATED PROFESSIONAL SERVICES – REQUEST FOR BID

R. Barajas \_\_\_\_\_

K. Regan \_\_\_\_\_

H. Fujita \_\_\_\_\_

\*N. Williams NDW

V. Israel \_\_\_\_\_

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

Approved

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the Request for Bid (RFB) for Athletic Surface Inspection, Testing and Related Services, 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 RFB to the City Attorney for 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:

The Department of Recreation and Parks (RAP) has over one thousand sports surfaces throughout our park system. These sports surfaces include but are not limited to all weather turf fields (soccer and baseball), indoor/outdoor basketball, volleyball, racquetball, tennis courts, running/walking tracks, playground surfacing and golf greens. RAP is in need of athletic surface inspections, testing and related professional services. Such services will provide RAP with tools to help staff assess, inspect and if need be, to perform any related safety and/or performance testing that an athletic surface may require. RAP Staff does not currently possess the expertise and equipment to perform these services. The proposed testing services that may be used under the proposed contract include but are not limited to GMAX (which measures surface hardness), Shock Absorption and Vertical Deformation (which measure the impact absorption), and Rotational Resistance (which measures traction), Slip Resistance Scale and Deceleration (which measure the deceleration experienced by the players' shoes), Vertical Ball Rebound (which measures how high the ball bounces when falling vertically), Ball Roll (which measures how far the ball rolls), Off-site plant material testing/inspection (which verifies that the City's

## REPORT OF GENERAL MANAGER

PG. 2

NO. 16-088

material performance specifications are met), Permeability (which measures water percolation/drainage) and compaction (which measures soil compaction).

RAP Staff has developed and is now ready to release, at the direction of the Board, a RFB, 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 RAP's construction and maintenance projects, has reviewed the RFB and provided input.

A pre-bid conference will be held approximately two (2) weeks after the release of the RFB 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.

All bids submitted will undergo a Level I and Level II review. The Level I review will focus on whether the Bidder submitted a completed bid package as required. All required forms will be review for content and required signatures. If Bidder did not provide a completed bid package, it may be deemed non-responsive and Bidder may not be allowed to proceed to a Level II review. A Level II review will focus on the actual qualifications provided by the Bidder on the required minimum work experiences, membership of professional organization, professional liability insurance minimum levels and the presentation of the minimum projects performed as required in the qualification section. If Bidder passes both the Level I and Level II review, the award of this contract will be based solely on lowest bid price. Please note that the lowest overall bid price will be determined by a pre-determined weighted average as detailed on the RFB bid sheet document.

The intent of this RFB is to identify the best-qualified contractor at the lowest bid price. This contract will be an as-needed, three (3) year contract to provide the Department with athletic surface inspection, testing and related professional services.

### MINIMUM BIDDERS QUALIFICATION

- 1) Bidder must have ten (10) years of experience self-performing third-party athletic field testing which includes but is not limited to *GMAX, Shock Absorption and Vertical Deformation, Rotational Resistance (Traction), Slip Resistance Scale and Deceleration, Vertical Ball Rebound and Ball Roll Tests*. Bidder must provide a job history reflecting work performed going back to April 1, 2011 to current, description of test/s performed, type of equipment used for test (Deltec, Clegg, etc.), valid contact person/s and contact phone numbers who can verify work performed.
- 2) Bidder must currently have Professional Liability Insurance of One Million Dollars (\$1,000,000.00) or more.
- 3) Bidder must own and self-operate independent manufactured equipment not associated with any testing company. No conflict of interest will be allowed as it relates to the Tester's association with the Testing Equipment Manufacturer.

REPORT OF GENERAL MANAGER

PG. 3

NO. 16-088

- 4) Work Experience: Bidder must provide a list of ten (10) synthetic field projects in the State of California, within the last five (5) years. The Bidder must have performed the following tasks for all listed projects:
- a) Off Site Plant Material Inspections: Bidder must provide evidence that they have performed a plant material inspection for each project listed. The plant material inspection must have included yarn-type verification, determining average yarn denier, verifying manufacturing yarn uniformity and pile height and coloration throughout the manufacturing "run", verifying primary backing, perforation requirements and verifying the urethane coating is consistently applied and the turf and tuft binding is strong. Bidders must provide actual reports generated for client (Confidential information may be redacted as appropriate from the reports).
  - b) Field Testing, which includes GMAX, Shock Absorption and Vertical Deformation, Rotational Resistance (Traction), Slip Resistance Scale and Deceleration, Vertical Ball Rebound and Ball Roll Tests for each project. Bidder must provide copies of at least five (5) reports associated with the listed projects.
  - c) Bidder must have inspected and provided a final report certifying that all 10 field projects were safe for play.
- 5) Bidder must be a current member of the Sports Turf Managers Association (STMA). Bidder must provide evidence of their current membership affiliation.

The selected Bidder will be recommended to the Board for a three (3) year contract, in an amount not to exceed Five Hundred Thousand Dollars (\$500,000.00) per year, per contract. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The professional 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 RFB shall be subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts, which are incorporated into and thus part of all contracts awarded through this RFB.

Funding for service will be provided from various funding sources.

FISCAL IMPACT STATEMENT:

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

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