

REPORT OF GENERAL MANAGER


NO. 05-56

DATE March 2, 2005

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RITCHIE VALENS RECREATION CENTER – SPORTSFIELD LIGHTING
(W.O. #E170285F) – REVIEW OF BIDS, AWARD OF CONTRACT AND
APPROPRIATION OF QUIMBY FUNDS

| | | | |
|-----------|---|----------|-------|
| * K. Chan |  | J. Kolb | _____ |
| J. Combs | _____ | F. Mok | _____ |
| H. Fujita | _____ | K. Regan | _____ |

 
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Find Electro Construction Corporation, with a bid of \$209,000.00, is the lowest responsible bidder for the Ritchie Valens Recreation Center – Sportsfield Lighting Project (W.O. #E170285F);
2. Award the contract in the total award amount of \$209,000.00 to Electro Construction Corporation all according to plans and specifications;
3. Approve the appropriation of \$75,000.00 in Quimby/Park Fees (Fund 302, Dept. 89, Acct. 440K) to make up the shortfall in funding to complete the project;
4. Authorize the Chief Accounting Employee to encumber funds in the amount of \$209,000.00 from the following fund and account numbers under the awarding authority of this Board Report; and,

| <u>FUND</u> | <u>ACCOUNT NO.</u> | <u>AMOUNT</u> |
|-------------------|--------------------|---------------|
| 43K (Prop K-YR 7) | V458 | \$ 1,642.00 |
| 43K (Prop K-YR 8) | W458 | \$ 132,358.00 |
| Quimby | TBD | \$ 75,000.00 |

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5. Direct staff to prepare a contract, subject to approval by the City Attorney, after which the Board President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

SUMMARY:

On October 20, 2004, the Board approved final plans and call for bids for the Ritchie Valens Recreation Center – Sportsfield Lighting (W.O. #E170285F), located at 10731 Laurel Canyon Boulevard, Pacoima, CA 91331 (Board Report No. 04-314).

On December 7, 2004, the following bids were received:

| | |
|-----------------------------------|-----------------|
| <u>Designer</u> | <u>Estimate</u> |
| BOE-Mechanical & Electrical Group | \$130,000.00 |
| <u>Bidder</u> | <u>Base Bid</u> |
| Electro Construction Corporation | \$209,000.00 |
| MS Navarro Engineering | \$254,000.00 |
| Reyes & Sons Electric Co. | \$269,500.00 |

Electro Construction Corporation submitted the lowest base bid as shown above. There are sufficient funds, after the appropriation of the Quimby funds to this project to award the Base Bid and to allow for contingencies during the construction of the project. The project was presented to the Prop K Steering Committee on February 24, 2005 and it was recommended that the Board award the Base Bid at \$209,000.00 at this time.

There are funds currently available to award the contract for this project in the following accounts:

| <u>FUND</u> | <u>ACCOUNT NO.</u> | <u>AMOUNT</u> |
|-------------------|--------------------|---------------|
| 43K (Prop K-YR 7) | V458 | \$ 1,642.32 |
| 43K (Prop K-YR 8) | W458 | \$ 211,200.00 |
| Quimby | TBD | \$ 75,000.00 |
| Prop K Inflation | TBD | \$ 57,468.00 |

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Furthermore, an additional \$57,468.00 is planned for this project to be available after July 1, 2005, contingent upon City Council appropriating the funds consisting of: \$57,468.00 in Prop K Year 8 inflation allocated, but not appropriated. If these funds are appropriated, as requested and recommended by the LA for Kids Steering Committee, by adoption of the Engineers Report by the City Council in June 2005, the Departments Chief Accounting Employee will be able to encumber the additional funds.

Staff has reviewed the outreach effort made by Electro Construction Corporation and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 46% and satisfied 81 of the 100-point requirements outlined by the Board's outreach program. The outreach Document Package is on file in the Board Office and a synopsis of said package is attached.

The City Attorney and staff have reviewed the bids submitted by Electro Construction Corporation and found them to be in order. Electro Construction Corporation is the lowest responsible bidder.

The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

This report was prepared by Ernie Emuslan, Project Manager, and reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program; and by Bradley M. Smith, P.E., Bureau of Engineering.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: ELECTRO CONSTRUCTION

Bid Date: DECEMBER 7, 2004

Project Name: RITCHIE VALENS RECREATION CENTER-SPORTSFIELD LIGHTING PROJECT -E170285F

| Indicator | Required Documentation | Description of Submitted or Missing Documentation | Points | |
|--------------------------------|---|---|------------------------------|----|
| 1 | The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the Board of Recreation and Park Commissioners (the "Board") to produce a level of participation by interested sub-contractors, including 15% MBE and 2% WBE. | | 0 | 0 |
| 2 Pre-Bid Meeting | a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 847-5172, or by mail to the Bureau of Engineering, Project Award and Control Division, 600 S. Spring, 6 th Floor, Los Angeles, Ca. 90014 | Letter not on file | 10 | 0 |
| 3 Work Areas | Proof of this must be demonstrated in either Indicator 4 or 5. | | 13 | 13 |
| 4 Ad | A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a planholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents. | No Ad or other verification included. | 9 | 0 |
| 5 Letters to Potential Subs | A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 6 Follow-up to Letters | A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters. | | 10 | 10 |
| 7 Plans | Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors. | | 5 | 5 |
| 8 Outreach Letters | A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 9 Negotiate in Good Faith | a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work. | | 26 | 26 |
| 10 Bonds | Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance. | | 7 | 7 |
| TOTAL POINTS ACHIEVED | | | 81 | |
| MBE =0% WBE= 46% | | | MBE/WBE ACHIEVED: 46% | |
| PRIME=53.5% | | | | |