

REPORT OF GENERAL MANAGER

NO. 05-58

DATE March 2, 2005

C.D. 2

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WOODBRIDGE PARK – OUTDOOR IMPROVEMENTS (W.O. #E170264F) –
REVIEW OF BIDS AND AWARD OF CONTRACT

* K. Chan	<u>Ke Chan</u>	J. Kolb	_____
J. Combs	_____	F. Mok	_____
H. Fujita	_____	K. Regan	_____

Robert H. Jensen for Jan K. Mukai
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Find Thomsen Landscape, with a base bid of \$116,949.00, is the lowest responsible bidder for Woodbridge Park – Outdoor Improvements Project (W.O. #E170264F);
2. Award the contract in the total award amount of \$116,949.00, to Thomsen Landscape, all according to plans and specifications;
3. Authorize the Chief Accounting Employee to encumber funds in the amount of \$116,949.00 from the following funds and account numbers under the awarding authority of this Board Report;

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
43K (Prop K-YR 7)	V455	\$ 1,792.00
43K (Prop K-YR 8)	W455	\$ 115,157.00

4. 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.

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SUMMARY:

On October 20, 2004, the Board approved final plans and call for bids for the Woodbridge Park – Outdoor Improvements,(W.O. E170264F), located at 11240 Moorpark Street, Studio City, CA 91602 (Board Report No. 04-315). Plans provide outdoor park improvements including new landscaped park entrance and new facility sign, new park benches, new play equipments and replacement of deteriorated wood fence.

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

<u>Designer</u>	<u>Estimate</u>
BOE-Planning and Construction Div.	\$ 109,000.00
<u>Bidder</u>	<u>Base Bid</u>
Thomsen Landscape.	\$ 116,949.00
Deduct Alternate No. 1	\$ 8,200.00
Ryco Construction, Inc.	\$ 231,132.00
Deduct Alternate No. 1	\$ 11,220.00
Belaire-West Landscape, Inc.	\$ 164,750.00
Deduct Alternate No. 1	\$ 12,000.00

Thomsen Landscape submitted the lowest base bid as shown above. One deductive alternate was included in the bid package. However, as it is anticipated that there will be sufficient funds to award the Base Bid and to allow for contingencies during the construction of the project, it is recommended that the project be awarded without the deductive alternate being exercised. 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 \$116,949.00 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)	V455	\$ 1,792.73
43K (Prop K-YR 8)	W455	\$ 150,900.00
Prop K Inflation	TBD	\$ 45,975.00

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Furthermore, an additional \$45,975.00 is planned for this project to be available after July 1, 2005, contingent upon City Council appropriating the funds consisting of: \$45,975.00 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 Engineer's Report by the City Council in June, 2005, the Department's Chief Accounting Employee will be able to encumber the additional funds.

Staff has reviewed the outreach effort made by Thomsen Landscape and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 0% and satisfied 80 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 Thomsen Landscape and found them to be in order. Thomsen Landscape 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: THOMSEN LANDSCAPE

Bid Date: DECEMBER 7, 2004

Project Name: WOODBIDGE PARK-OUTDOOR IMPROVEMENTS -E170264F

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		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.		9	9
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	0
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				80
MBE =0% WBE= 0% OBE=12.9%			MBE/WBE ACHIEVED: 0%	