

SPECIAL AGENDA

BOARD OF RECREATION AND PARK COMMISSIONERS OF THE CITY OF LOS ANGELES

Wednesday, November 19, 2014 at 9:30 a.m.

Westwood Recreation Center
1350 S. Sepulveda Boulevard
Los Angeles, CA 90025

SYLVIA PATSAOURAS, PRESIDENT
IRIS ZUÑIGA, VICE PRESIDENT
LYNN ALVAREZ, COMMISSIONER
MELBA CULPEPPER, COMMISSIONER
MISTY M. SANFORD, COMMISSIONER

EVERY PERSON WISHING TO ADDRESS THE COMMISSION MUST COMPLETE A SPEAKER'S REQUEST FORM AT THE MEETING AND SUBMIT IT TO THE COMMISSION EXECUTIVE ASSISTANT PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM.

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED, FOR A CUMULATIVE TOTAL OF UP TO FIFTEEN (15) MINUTES FOR EACH ITEM. ALL REQUESTS TO ADDRESS THE BOARD ON PUBLIC HEARING ITEMS MUST BE SUBMITTED PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM. COMMENTS BY THE PUBLIC ON ALL OTHER MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD WILL BE HEARD DURING THE "PUBLIC COMMENTS" PERIOD OF THE MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES, WITH FIFTEEN (15) MINUTES TOTAL ALLOWED FOR PUBLIC PRESENTATION.

1. INTRODUCTIONS:

Special Introduction and Opening Remarks by Councilmember Paul Koretz, Council District 5, or His Appointed Representative

Kevin Regan, Assistant General Manager, Recreation Operations Branch, will introduce the Staff of Westwood Recreation Center

2. APPROVAL OF THE MINUTES:

Approval of the Minutes of the Meetings of September 19, 2007, October 3, 2007 and November 5, 2014

3. GENERAL MANAGER'S REPORTS:

14-281 Various Communications

14-282 Reseda Park – Management, Maintenance and Remediation of Reseda Park Lake – Personal Services Contract with AquaBio Environmental Technologies, Inc.

14-283 Pershing Square – Playground (PRJ20742) Project – Allocation of Proposition 1C Housing-Related Parks Program Funds and Exemption from the California Environmental Quality Act

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- 14-284 Southeast Valley Roller and Skateboard Rink – Phase I (Skateboard Rink/Skatepark) (W.O. #E170125D) Project – Acceptance of Partial Release of Stop Payment Notice on Construction Contract No. 3387
- 14-285 Hollywood Museum Collection – Amendment to Loan Agreement Number 2386 for the Loan of Costumes and Textile Artifacts
- 14-286 Chatsworth Park South – Remedial Action Plan Project (PRJ90007) (W.O. #E170331A) – Final Plans and Call for Bids
- 14-287 Central Recreation Center – Pool and Bath House Renovation (PRJ20251) (W.O. #E1907620) Project – Review of Bids and Award of Contract
- 14-288 Pershing Square Branded Coffee – Requests for Proposals

4. UNFINISHED BUSINESS:

- 14-221 Runyon Canyon Park – Memorandum of Understanding with Friends of Runyon Canyon Foundation, Inc., Establishing Roles and Responsibilities for Fundraising and Other Support for the Restoration, Preservation and Enhancement of the Park
(Original Date 11/5/14)

5. COMMISSION TASK FORCES:

- Commission Task Force on Concessions Report – Commissioners Alvarez and Zuñiga
- Commission Task Force on Facility Repair and Maintenance Report – Commissioners Culpepper and Sanford

6. PRESENTATIONS:

Department of Recreation and Parks Water Saving Strategy – Oral Presentation by Tom Gibson, Landscape Architect II

Proposed Fiscal Year 2015-16 Department of Recreation and Park Budget – Oral Presentation by Noel Williams

7. GENERAL MANAGER’S ORAL REPORT:

Report on Department Activities and Facilities

8. PUBLIC COMMENTS:

Any comments that require a response or report by staff will be referred automatically to staff.

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9. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

10. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, December 10, 2014, 9:30 a.m., at EXPO Center, 3980 S. Bill Robertson Lane, Los Angeles, CA 90037.

11. ADJOURNMENT:

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Meetings are allowed to bring tape recorders or camcorders in the Meeting.

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)202-2640.

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 are not final until the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session and if Council asserts jurisdiction during this five meeting day period the Council has 21 calendar days thereafter in which to act on the matter.

Commission Meetings can be heard live over the telephone through the Council Phone system. To listen to a meeting, please call one of the following numbers:

from Downtown Los Angeles	(213) 621-CITY (2489)
from West Los Angeles	(310) 471-CITY (2489)
from San Pedro	(310) 547-CITY (2489)
from Van Nuys	(818) 904-9450

For information, please go to the City's website: <http://ita.lacity.org/ForResidents/CouncilPhone/index.htm>

Information on agenda items may be obtained by calling the Commission Office at (213) 202-2640. Copies of the agenda and reports may be downloaded from the Department's website at www.laparks.org.

REPORT OF GENERAL MANAGER

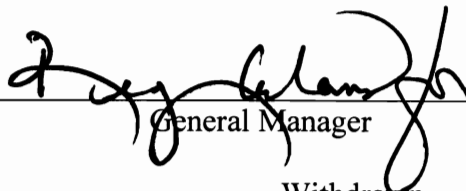
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C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS



General Manager

Approved _____

Disapproved _____

Withdrawn _____

The following communications have been received by the Board and recommended action thereon is presented.

From:

1) Mayor, transmitting Executive Directive No. 5.

2) Mayor, relative to a proposed Professional Services Contract between Department and Lance Adams, DVM.

3) City Clerk, relative to Los Angeles County Safe Neighborhood Parks Proposition A Competitive Excess Funds for the Chatsworth Park South Playground Equipment Project.

4) City Clerk, relative to grant funding from the Coca-Cola Foundation/National Recreation and Park Association for the Gilbert Lindsay Synthetic Soccer Field Project.

5) City Clerk, relative to the establishment of a new account within the Parks First Trust Fund.

Recommendation:

Note and File.

Referred to staff for further processing.

Referred to General Manager.

Referred to General Manager.

Note and File.

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- 6) Linda Demmers, President, Los Feliz Neighborhood Council, relative to the Greek Theatre Concession. Referred to General Manager.
- 7) Ana M. Lasso, General Manager, Office of Exposition Park Management, to General Manager, relative to the renegotiation of the Playfield Agreement. Note and File.
- 8) Four residents, relative to the proposed development of Department of Water and Power property by Lake Hollywood in Griffith Park. Referred to General Manager.
- 9) Rick Selan, to Controller, two communications relative to allegedly missing Quimby fees. Note and File.
- 10) Four residents, relative to Beachwood Drive access to Griffith Park. Referred to General Manager.
- 11) Two residents, relative to Department of Water and Power rate increases. Note and File.
- 12) Yolanda Brown, three communications to the Mayor, relative to the Wattles Mansion care-taker. Referred to General Manager.
- 13) Luminita Roman, relative to the interruption of the aerobics classes at the tennis courts at the Victory Vineland Recreational Center. Referred to General Manager.
- 14) Lee Walters, relative to apparently dangerous trees at Bellevue Recreation Center. Referred to General Manager.

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15) Mark Ryavec, President, Venice Stakeholders Association, relative to proposed amendments to LAMC 41.18 to protect residents and visitors, with a petition from adjacent residents.

Referred to General Manager.

16) Ernie Carbajal, relative to Hazard Park.

Referred to General Manager.

17) Andrew T. Kugler, Mayer Brown LLP, two communications on behalf of Nederlander-Greek, Inc., relative to the award of contract for the Operation and Maintenance of the Greek Theatre Concession.

Referred to General Manager.

18) Victor De la Cruz, Manatt, Phelps & Phillips, LLP, on behalf of Live Nation, relative to the award of contract for the Operation and Maintenance of the Greek Theatre Concession.

Referred to General Manager.

19) Fourteen residents, relative to the award of contract for the Operation and Maintenance of the Greek Theatre Concession.

Referred to General Manager.

20) Steven E. Spickard, AICP, LEED AP, Managing Principal, Land Economics Consultants, LLC, submitting a Memorandum Report relative to the two proposals for the Operation and Maintenance of the Greek Theatre Concession.

Referred to General Manager.

21) Peyton Hall, FAIA, Managing Principal, Historic Resources Group, LLC, submitting an Architectural Report on Live Nation's proposal for the Operation and Maintenance of the Greek Theatre Concession.

Referred to General Manager.

This report was prepared by Paul Liles, Clerk Typist, Commission Office.

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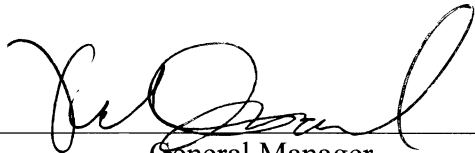
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RESEDA PARK – MANAGEMENT, MAINTENANCE AND REMEDIATION OF RESEDA PARK LAKE – PERSONAL SERVICES CONTRACT WITH AQUABIO ENVIRONMENTAL TECHNOLOGIES, INC.

R. Adams _____
R. Barajas _____
H. Fujita _____

V. Israel _____
K. Regan _____
*N. Williams N/W



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Personal Services Contract, substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks (Department) and AquaBio Environmental Technologies, Inc. (ABET), for management, maintenance and remediation of Reseda Park Lake for one (1) year, with two (2) one-year options to extend at the sole discretion of the General Manager, in an amount of \$23,520.00 per year, subject to the approval of the Mayor, and of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ, with sufficient expertise to undertake these specialized professional tasks in a timely manner, and that these services can be performed more feasibly by a qualified independent contractor than by a City employee;
3. Find, in accordance with Charter Section 371(e)(10) that for the performance of the professional, expert and technical services required, competitive bidding is undesirable and impractical because the total compensation to be provided to ABET does not exceed \$23,520.00 per year, and the cost of soliciting bids would be unwarranted and wasteful in comparison to the amount of services required by the Department and would result in an expenditure of City funds in excess of any benefit that could be gained by soliciting bids;

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4. Direct the Board Secretary to transmit forthwith the proposed Personal Services Contract concurrently to the Mayor, in accordance with Executive Directive No. 3, and to the City Attorney for approval as to form; and,
5. Authorize the Board President and Secretary to execute the Personal Services Contract upon receipt of the necessary approvals.

SUMMARY:

The Department of Recreation and Parks (Department) maintains various parks and recreational facilities throughout the City of Los Angeles, including Reseda Park Lake. In 2011, Reseda Park Lake underwent rehabilitation and requires an authority with technical, professional and expert lake management background to continue the management, maintenance and remediation for the water quality as well as the floating islands that were installed for phytoremediation (plant-based treatment systems). AquaBio Environmental Technology, Inc. (ABET) is the only authority on the operation and maintenance of the floating islands that were installed as part of the Reseda Park Lake Rehabilitation project in 2011. ABET was retained by the contractor for the lake rehabilitation project to conduct the required water quality and biological monitoring and maintenance of the islands' plant biomass during the project's two year warranty period. In addition, ABET also augmented the bioremediation process of the floating islands by applying a specially formulated combination of probiotic and other natural non-toxic products into the lake (based on the water chemistry) to reduce algal blooms, suspended sediments and other adverse water quality conditions. The use of ABET's proprietary "prescriptions" and other non-toxic applications is essential to protecting the islands biofilms (microbial systems) and the lake's wildlife and fish populations. ABET also conducted these services while under a contractual agreement with the Department from February 1, through June 30, 2014.

With almost three years of lake management experience at Reseda Park Lake, ABET, has unique technical knowledge, experience and capabilities for conducting lake management services at Reseda Park Lake. They have 27 years of experience in conducting a broad range of lake management services nationally and internationally; as an added benefit, ABET is located in Marina del Rey, which enables them to provide timely response to weather-related problems, illicit discharges or other emergency situations at Reseda Park Lake.

For the aforementioned reasons the Department is seeking to contract with ABET.

Under the direction of the Department's Environmental Supervisor II, or designee, the contractor shall identify problematic areas in the lake water and on the floating islands that need to be addressed to improve the health of the lake; conduct at least one (1) site visit per week and assist with required maintenance activities including the cleaning out of skimmer boxes, maintaining floating islands in place; implementing as-needed remediation measures using beneficial microbes, probiotics, biocontrols and UV inhibitors; perform standard water quality

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base line sampling on a quarterly basis to assess the health and management of the lake; and provide a weekly maintenance report to the Department's Environmental Supervisor II.

CHARTER SECTION 1022 DETERMINATION

On August 6, 2014, The Personnel Department completed a Charter Section 1022 Review (Attachment A) and determined that there are no City employees that can perform the work proposed for the Contract, and the Department confirms that none of its current staff possess the necessary expertise to perform the services required for the management and maintenance of Reseda Park Lake.

Staff recommends approval of the one (1) year contract with two (2) one-year options to renew at the discretion of the General Manager, which includes ratification and payment of the services provided by ABET since July 1, 2014.

Funding for this contract is provided in Fund 302, Department 88, Account 304, Activity 0913.

This report was prepared by Nancy Jeffers, Management Analyst II, Service Contracts Group, Finance Division.

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Nancy Jeffers

Phone No. 213-202-4352

CAO: Jay Shin

Phone No. 213-473-7559

3. Work to be performed:

The Department of Recreation and Parks is seeking a contractor to provide a variety of lake management services for the Reseda Park Lake. The lake is a shallow, freshwater lake whose water quality conditions are maintained by the collective operations of mechanical aeration, recirculation and skimmer systems, and seven floating wetlands that capture trash and other floatables. All of these systems work together, with the assistance of lake management service professionals, to preserve desired oxygen levels throughout the water column and reduce the concentration of nutrients and suspended solids. The contractor will provide technical, professional and expert lake management services to continually monitor and evaluate water quality conditions, and, based on the results of these efforts, carry out maintenance and treatment activities necessary to achieve a healthy and biologically diverse lake environment. The contractor will perform these tasks: quarterly water quality sampling and testing of key parameters; once a week (minimum) site inspections to clean out the skimmers and verify the operation of the aeration and recirculation systems; conduct as-needed in-lake treatments using microbial and probiotic applications in response to existing water chemistry data and physical conditions; maintain the positions, biomass density, and robustness of the floating wetlands; provide weekly progress reports; and carry out emergency response actions due to failures in the mechanical systems, severe weather conditions such as high winds, or other unexpected adverse occurrences.

Is this a contract renewal? Yes No

4. Proposed length of contract: Three years with two one-year renewal options

Start Date: July 2014

6. Proposed cost of contract (if known): \$23,520 per year, \$70,560 for three years

7. Name of proposed contractor: AquaBio Environmental Technologies

8. Unique or special qualifications required to perform the work:

The contractor must have expertise in a broad range of lake management services, including: the use of phytoremediation in reducing algal blooms, suspended sediments and other conditions that impair water quality in lake and other water bodies; operation and maintenance of floating wetlands; the use of non-toxic water treatment applications; and conducting as-needed in-lake treatments using microbial and probiotic applications. The contractor must be located in close enough proximity, and have available staff, to provide needed emergency response in a timely manner.

9. Are there City employees that can perform the work being proposed for contracting?

Yes

No

If yes,

a. Which class (es) and Department(s):

- b. Is there sufficient Department staff available to perform the work? Yes No
- c. Is there a current eligible list for the class(es)? Yes No Expiration Date
- d. Estimated time to fill position(s) through CSC process?
- e. Can the requesting department continue to employ staff hired for the project after project completion? Yes No
- f. Are there City employees currently performing of the work? Yes No

10. Findings

- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work. (Please see summary below.)

Check if applicable (explanation attached) and send to CAO for further analysis

- Project of limited duration would have to layoff staff at end of project
- Time constraints require immediate staffing of project
- Work assignment exceeds staffing availability

SUMMARY:

Recreation and Parks is seeking a contractor to provide a variety of lake management services to monitor and maintain the conditions of Reseda Park Lake. The City classification of Aquarist may be able to perform some of the duties. However, the class primarily works with seawater marine and plant life in aquariums and is not required to possess expertise in freshwater lake management.

<i>Elizabeth A. Terry</i>	<i>Don Harrahill</i>	<i>[Signature]</i>	<i>8/6/14</i>
Submitted by	Reviewed by	Approved by	Date
Elizabeth A. Terry	Don Harrahill	Raul Lemus	
Sr. Personnel Analyst I	Sr. Personnel Analyst II	Chief Personnel Analyst	

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SOUTHEAST VALLEY ROLLER AND SKATEBOARD RINK – PHASE I (SKATEBOARD RINK/SKATERPARK) (W.O. #E170125D) PROJECT – ACCEPTANCE OF PARTIAL RELEASE OF STOP PAYMENT NOTICE ON CONSTRUCTION CONTRACT NO. 3387

R. Adams	_____	V. Israel	_____
<i>for</i> *R. Barajas	<u>CSD</u>	K. Regan	_____
H. Fujita	_____	N. Williams	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board accept the Partial Release of Stop Payment Notice.

RELEASE OF STOP PAYMENT NOTICE:

The Department is in receipt of a Partial Release of Stop Payment Notice in the amount of \$26,104.35 filed by Champion Paving, Inc. The amount currently being withheld for the original Stop Payment Notice is \$36,110.00. The Board’s acceptance of this Partial Release of Stop Payment Notice will leave a remaining balance of \$10,005.65 to be withheld. The acceptance of the Partial Release of Stop Payment Notice releases the Board from any and all liability for withholding funds in the amount of \$26,104.35 from the general contractor or the surety:

Contract 3387 CD 6

Southeast Valley Roller and Skateboard Rink – Phase I (Skateboard Rink/Skatepark) (W.O#E170125D) Project	General Contractor:	California Landscape and Design, Inc.
Project Status: Construction	Claimant:	Champion Paving, Inc.
Project Impact: none	Amount on Hold:	\$36,110.00
	Partial Release of:	\$26,104.35
	Balance to Withhold:	\$10,005.65

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FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund, as funds have already been appropriated for this purpose.

This Report was prepared by Tanzi Cole, Commission Executive Assistant I.

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C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE – PLAYGROUND (PRJ20742) PROJECT – ALLOCATION OF PROPOSITION 1C HOUSING-RELATED PARKS PROGRAM FUNDS AND EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

	R. Adams _____	V. Israel _____
<i>for</i>	*R. Barajas <u>CSD</u>	K. Regan _____
	H. Fujita _____	N. Williams _____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the allocation of \$1,000,00.00 in Proposition 1C Housing-Related Parks Program (HRP) Funds from Pershing Square Account To Be Determined (TBD) for the Pershing Square - Playground (PRJ20742) project, as described in the Summary of this Report;
2. Find that the actions taken by the Board herein are exempt from the California Environmental Quality Act (CEQA);
3. Authorize the Department’s Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY:

Pershing Square is located at 525 South Olive Street, in the Jewelry District of Downtown Los Angeles. This 5.02 acre facility, which is located atop an underground public parking facility, provides a large plaza, landscaped areas, and community room for use by the general public and

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the surrounding community. Pershing Square provides space for special programming and special events such as concerts and holiday ice skating.

The HRP Program, funded through the passage of Proposition 1C, is designed to reward local governments for developing new residential housing affordable to low-income households and has awarded RAP \$8,221,950.00 available for the 2013 Program Year. The HRP Program funds may be used for the creation or rehabilitation of park and recreational facilities including, but not limited to, the acquisition of land, sport play fields, play areas, non-motorized recreation trails, play structures, outdoor recreation, and landscaping.

Working with the community, department staff has determined the renovation and improvements of the corridor, along 6th Street between Olive and Hill streets and along Olive Street, near the southwest corner of the park, into playground space is necessary and will benefit park users and the surrounding community. The scope of the project includes the installation of a playground for two (2) to five (5) year olds along Olive Street and a playground for five (5) to twelve (12) year olds along 6th Street; the installation of poured-in-place rubber surfacing beneath all the play areas; the planting of twenty-two (22), 36-inch box, Chinese Pistache trees to replace the root-bound Camphor trees, which pose a potential hazard to the parking infrastructure; and other park amenities.

Staff recommends that \$1,000,000.00 of the \$1,000,000.00 from the Proposition 1C HRP funds awarded to Pershing Square be allocated to the Pershing Square - Playground (PRJ20742) project at Pershing Square (Council File No. 14-0996 and Board Report #13-313).

Staff has determined that the subject project will consist of modifications to existing park facilities involving negligible or no expansion of use and placement of new accessory structures. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(1,3) and Class 11(3) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

The approval of this allocation of Proposition 1C Housing Funds will have no fiscal impact on the Department as the implementation of the proposed park capital improvements will not increase the level of daily maintenance required at this facility. The maintenance of the proposed park improvements can be performed by current staff with no overall impact to existing maintenance services.

The estimated costs for the design, development, and construction of the proposed park improvements are anticipated to be funded by Proposition 1C Housing Funds or funding sources other than the Department's General fund.

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This report was prepared by Aren Galustians, Architectural Associate II, Planning, Construction, and Maintenance Branch.

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HOLLYWOOD MUSEUM COLLECTION – AMENDMENT TO LOAN AGREEMENT NUMBER 2386 FOR THE LOAN OF COSTUMES AND TEXTILE ARTIFACTS

R. Adams	_____	*V. Israel	_____
R. Barajas	_____	K. Regan	_____
H. Fujita	_____	N. Williams	_____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Amendment to Loan Agreement Number 2386 (Amendment), substantially in the form on file in the Board Office, between the City of Los Angeles Department of Recreation and Parks and FIDM Museum and Library, Inc., a California 501(c)(3) organization, (incorrectly stated on Loan Agreement Number 2386 as the Fashion Institute for Design and Merchandising Museum and Library Foundation, Inc.) for the loan of costumes and textile artifacts from the Hollywood Museum Collection, subject to the approval of the Mayor pursuant to Executive Directive No. 3, approval by the City Council by ordinance pursuant to Los Angeles Administrative Code Section 10.5(a) and Charter Section 373 and approval of the City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized professional tasks and that it is more feasible to secure these services by contract;
3. Direct the Board Secretary to transmit the proposed Amendment, concurrently to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for review and approval as to form; and,
4. Authorize the Board President and Secretary to execute the Amendment upon receipt of the necessary approvals.

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5. Exercise the twenty-five (25) year renewal option in accordance with Section 2 of Loan Agreement Number 2386, as stipulated in the proposed Amendment, replacing the original ten (10) year renewal option upon the execution of the Board approved Amendment.

SUMMARY:

FIDM Museum and Library, Inc., (FIDM) was founded in 1977. FIDM began as an educational resource for students studying at the Fashion Institute of Design and Merchandising, a private college in downtown Los Angeles that was founded in 1969. FIDM serves the students, outside researchers, and the community through accessible collections policies, exhibitions, curatorial scholarships, educational programs, and social media. The entire collection housed at FIDM is accessible and free-of-charge to students and researchers. FIDM presents at least three (3) exhibitions per year that are always free-of-charge.

The mission of FIDM is to "...provide students, researchers, designers, and the public with resources to examine the role of historic fashion, accessories, textiles, jewelry, fragrance, and related ephemera in their relationship to society, history, art, and technology."

On July 23, 1990, the Department of Recreation and Parks (RAP) and FIDM entered into Loan Agreement No. 2386 (Agreement), in which FIDM agreed to insure, store, conserve, restore as possible, and display when appropriate costumes and textile artifacts owned by RAP as part of the Hollywood Museum Collection owned by RAP and described in this Report. The term of the Agreement is twenty-five (25) years and will expire on July 22, 2015. Section 2 ("Term") of the Agreement allows for a ten (10) year extension, upon written consent of both parties.

On April 23, 2014, FIDM sent written correspondence to RAP requesting that the ten (10) year extension be exercised (Attachment A). On June 4, 2014, staff met with FIDM representatives at the Fashion Institute of Design and Merchandising, located at 919 South Grand Avenue, Los Angeles, CA 90015 and was provided a tour of the facility. The facility is both an accredited educational facility and museum that showcases historical costumes and textile artifacts. Staff witnessed firsthand the care and respect with which FIDM stored and exhibited the loaned items.

Staff recommends the approval of the Amendment to revise Section 2 of the Agreement by changing the one (1) ten (10) year extension to one (1) twenty-five (25) year extension. This revision will allow a longer period in which FIDM may continue to insure, store, conserve, restore as possible, and display when appropriate costumes and textile artifacts of the Hollywood Museum Collection owned by RAP. As stated in Recommendations No's 1 and 5, approval of this Report will authorize staff to exercise the option to extend the Agreement upon the execution of the Amendment after the Mayor's approval pursuant to Executive Directive No. 3, City Council approval by ordinance pursuant to Charter Section 373 and review by the City

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Attorney as to form.

The Amendment will also: 1) Correct the name of the organization on the Loan Agreement from the “Fashion Institute of Design and Merchandising Museum and Library Foundation, Inc.” to “FIDM Museum and Library, Inc.”; 2) require FIDM to assign a monetary value to each artifact within two (2) years of the execution of the Amendment; and, 3) authorize the RAP General Manager to increase the insurance requirements based on the recommendation of the Risk Manager.

Hollywood Museum Collection

In the mid-1960's, the Hollywood Museum Associates, Inc. (HMA), attempted to store, conserve, restore, maintain, and exhibit numerous costumes and artifacts obtained from the television and motion picture industry. HMA obtained a collection of costumes and artifacts from the studios, productions companies, and directly from the personal collection of many individual actors.

HMA was unable to secure the necessary funding to maintain this venture or to secure permanent housing for exhibition. In 1968, HMA provided the collection to RAP in exchange for sufficient funds to cover HMA's indebtedness and with the condition that RAP would either secure a permanent location to exhibit the collection or loan the collection to various organizations.

RAP attempted to procure the necessary land and facility to store the items, but funding became an issue and plans were deferred indefinitely. The collection was then placed into storage in the Lincoln Heights jail until several organizations agreed to become responsible for the items.

RAP currently has similar agreements with organizations such as: the Academy of Motion Picture Arts & Sciences, the American Film Institute, the University of California Los Angeles, the University of Southern California, and the Gene Autry Western Heritage Museum.

These organizations ensure that the items are properly stored, displayed for public exhibition, and/or are used for educational purposes.

The Loan Agreement was approved by City Council by Ordinance No.165192 pursuant to Charter Section 390 on September 8, 1989. Charter Section 390 has since been renumbered. The new Charter Section number is 373. Any type of contract, include loan agreements, obligating the City or any department to make or receive payments or other valuable consideration for a period longer than such period as provided by ordinance requires Council approval.

Similarly, Los Angeles Administrative Code (L.A.A.C.) Section 10.5.(a) states in relevant part, “no board of the City shall make any contract, obligating the City, or any department of the City,

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to make or receive payments of money or other valuable consideration for a period longer than three years, unless such contract shall have been first approved by the Council.”

The consideration for both the Loan Agreement and the proposed Amendment is the same (i.e. the costumes and textile artifacts of the Hollywood Museum Collection.) The term of Loan Agreement and the proposed amendment is more than three (3) years. Consequently, the proposed amendment will require prior approval by City Council under L.A.A.C. Section 10.5.(a) and Charter Section 373.

Charter Section 1022

Los Angeles City Charter Section 1022 prohibits contracting out work that could be done by City employees unless the Board determines it is more economical and/or feasible to contract out the service.

FIDM is required to insure, store, conserve, restore as possible, and display when appropriate costumes and textile artifacts of the Hollywood Museum Collection owned by RAP, at no cost to RAP. It is therefore more economical to secure these services through an independent contractor.

FISCAL IMPACT STATEMENT:

There is no impact to the RAP General Fund as this Amendment is to extend the term of the loan agreement between the City and FIDM with no monetary exchange between RAP and FIDM.

This report was prepared by Joel Alvarez, Senior Management Analyst, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 14-286

DATE November 19, 2014

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CHATSWORTH PARK SOUTH – REHABILITATION PROJECT
(W.O. #E170331A) – FINAL PLANS AND CALL FOR BIDS

R. Adams	_____	V. Israel	_____
<i>far</i> R. Barajas	<i>CSP</i>	K. Regan	_____
H. Fujita	_____	N. Williams	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the final plans and specifications, substantially in the form on file with the Board Office, for the Chatsworth Park South Rehabilitation (W.O. #E170331A) project; and,
2. Approve the date for receipt of bids to be advertised as Tuesday, January 13, 2015, at 3:00 P.M. in the Board Office.

SUMMARY:

The Chatsworth Park South Rehabilitation (W.O. #E170331A) project is located at 22360 West Devonshire Street in the Chatsworth community of the City. On February 14, 2008, Chatsworth Park South was closed to the public due to suspected lead and other contaminants from a former skeet and trap firing range that was part of the park property prior to the acquisition by the Department of Recreation and Parks (RAP) in 1966. The contamination was subsequently substantiated by a required Preliminary Endangerment Assessment (PEA) performed by RAP under a Voluntary Clean-up Agreement (VCA) with the local office of the California

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Department of Toxic Substances Control (DTSC).

On June 5, 2013, the Board of Recreation and Park Commissioners (Board) approved the Final Plans for the DTSC-approved Preferred Remedial Alternative (Alternative 3) of the Chatsworth Park South Remedial Action Plan (Board Report No. 13-155). Alternative 3, the Capping Alternative, includes the capping of contaminated soil in place with an engineered cap. On July 9, 2014, the Board approved the final plans for the Chatsworth Park South - Remedial Action Plan project (Board Report No. 14-192).

The scope of work is the remediation of the lead contamination and redevelopment of the park and recreational amenities on approximately 21 acre remediation area of the park. The remediation includes the demolition of the existing hardscapes and irrigation systems; grubbing of the existing terrain and removal of tree stumps; removal of lead pellets and surface soil within one (1) inch to three (3) inches of existing terrain by vacuum and handpicking in the rocky outcropping of the remedial area; and grading and construction of a one (1) foot engineered remedial cap, four (4) detention basins, and interconnecting bio-swales; construction of outdoor park improvements including decomposed granite walking paths, metal barrier gates, concrete curbs, asphalt paving, drinking fountains; relocation of security camera pole; removal and replacement of wood deck bridge; relocation of traffic signage; parking lot improvements; perimeter fencing; and landscaping and irrigation.

The Engineer's construction cost estimate for the project is \$9,800,000.00. Funds are available for the construction of this project from the following funding sources:

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<u>FUNDING SOURCE</u>	<u>FUND/DEPT./ACCOUNT NO.</u>
Proposition K	43K/10/10J856
Proposition K	43K/10/10K856
Proposition K	43L/10/10K856
Proposition K	43K/10/10L856
Proposition K – Interest and Inflation	TBD
General Fund – FY 2013/14	TBD
General Fund – FY 2014/15	TBD
Sites and Facilities	TBD
Quimby	302/89/89460K-CT
RAP Special Funds	302/89/TBD

Staff has determined that the subject project was previously evaluated for environmental impacts (Board Report No. 13-155) in accordance with California Environmental Quality Act (CEQA). A Mitigated Negative Declaration along with a Mitigation Monitoring and Reporting Plan were adopted on June 5, 2013. A Notice of Determination was filed with the Los Angeles County Clerk on June 6, 2013. No additional CEQA documentation is required.

The bid package has been reviewed and approved by the City Attorney's Office.

Council District 12 supports the recommendations set forth in this Report.

FISCAL IMPACT STATEMENT:

The construction of this project will be funded by a combination of the various funding sources listed above. There is no immediate fiscal impact to RAP's General Fund. The assessment of

REPORT OF GENERAL MANAGER

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the future operations and maintenance costs have yet to be determined and will be addressed in future budget requests prior to the parks reopening to the public.

This report was prepared by Paul J. Davis, Environmental Specialist, and Cathie Santo Domingo, Superintendent, Department of Recreation and Parks, Planning, Construction and Maintenance Branch.

REPORT OF GENERAL MANAGER

NO. 14-287

DATE November 19, 2014

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CENTRAL RECREATION CENTER - POOL AND BATHHOUSE RENOVATION (PRJ20251) (W.O. #E1907620) PROJECT – REVIEW OF BIDS AND AWARD OF CONTRACT

R. Adams	_____	V. Israel	_____
<i>for</i> R. Barajas	<i>SD</i>	K. Regan	_____
H. Fujita	_____	N. Williams	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Find Acon Development, Inc., with a base bid of \$3,475,820.00, to be the lowest responsive and responsible bidder for the Central Recreation Center - Pool and Bathhouse Renovation (PRJ20251) (W.O. #E1907620) project;
2. Award the contract to Acon Development, Inc., for a total award amount of \$3,475,820.00, all according to the plans and specifications;
3. Authorize the Department Chief Accounting Employee to encumber funds in the amount of \$3,475,820.00 from the following fund and account numbers under the awarding authority of this Board Report;

<u>Funding Source</u>	<u>Fund/Dept./Acct. No</u>	<u>Encumbrance Amount</u>
Quimby	302/89/89440K-CR	\$1,262,310.00
Proposition K	43K/10/10LM06	\$ 473,710.00
Housing-Related Parks (HRP) Program (Proposition 1C)	89/205/TBD	<u>\$1,739,800.00</u>
Total		\$3,475,820.00

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4. Authorize the Board President and Secretary to execute the contract, subject to approval by the City Attorney as to form; and,
5. Authorize the Department's Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY:

On August 13, 2014, the Board approved final plans and specifications for the Central Recreation Center – Pool and Bathhouse Renovation (PRJ20251) (W.O. #E1907620) project, located at 1357 East 22nd Street, Los Angeles, California 90011 (Board Report No. 14-211). The plans and specifications were prepared by the Department of Public Works (DPW), Bureau of Engineering (BOE), Architectural Division, in conjunction with the design consultant, Lehrer Architects LA, under the direction of BOE, Architectural Division.

The proposed scope for this project includes the following:

1. The demolition of the existing 6,570 square-foot swimming pool, which is currently underway under a separate contract by a Board of Public Works on-call contractor. There is a minor demolition work requirement included in this contract.
2. Construction of a new 6,300 square-foot swimming pool.
3. Renovation of the existing bathhouse, including Americans with Disabilities Act (ADA) improvements.

The Central Pool was damaged during the 1994 Northridge Earthquake and was in-and-out of service until it finally closed in 2004. The bathhouse was originally constructed in 1970. The bathhouse has never been remodeled and it is no longer serviceable. The Central Recreation Center - Pool and Bathhouse Renovation (PRJ20251) (W.O. #E1907620) project will construct a new pool for the facility and renovate the existing bathhouse.

On September 23, 2014, the Board received a total of eight (8) bids, as follows:

<u>Bidders</u>	<u>Base Bid</u>
Acon Development, Inc.	\$3,475,820.00
Royal Construction Corp.	\$3,588,000.00
Icon West, Inc.	\$3,750,000.00
Morillo Construction, Inc.	\$3,797,000.00
AWI Builders, Inc.	\$3,903,500.00
Newman Midland Corp.	\$3,993,086.00
Plyco Corp.	\$4,040,843.00
Mallcraft, Inc.	\$5,052,000.00

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The low bidder was defined in the bid documents as the responsive, responsible bidder submitting the lowest base bid. Acon Development, Inc., submitted the lowest bid as shown above. It is recommended that the project be awarded to Acon Development, Inc., for a total construction contract of \$3,475,820.00.

Sufficient funds are available to award the contract and for the construction and the project contingency from the following accounts:

<u>Funding Source</u>	<u>Fund/Dept./Acct. No</u>
Quimby	302/89/89440K-CR
Proposition K	43K/10/10LM06
Housing-Related Parks (HRP) Program (Proposition 1C)	89/205/T.B.D.

Full encumbrance of the contract, involving funds in the amount of \$1,739,800.00, is contingent upon the execution of the Proposition 1C grant agreement, which is currently being routed for execution. Execution of the Proposition 1C grant agreement is anticipated by December 15, 2014. If the City appropriates the additional funding, the City's liability for contract payments shall be extended to the extent of such appropriation, subject to the terms and conditions of this contract. The Contractor will not be required to do any work in excess of the amount of the current funding, plus additional funding appropriated by the City, if any, for this project. When the remaining funds are approved and appropriated to the project, the RAP's Chief Accounting Employee will encumber the balance required to fund the project.

The project is subject to the City's new Business Inclusion Program (BIP), in compliance with the Mayor's Directive No. 14, which was adopted on February 15, 2012 (Board Report No. 12-050), which replaces the former Minority Business Enterprises, Women Business Enterprise, and Other Business Enterprise (MBE/WBE/OBE) Good Faith Effort Subcontractor Outreach Program. Acon Development, Inc., has successfully posted all the required BIP outreach documentation on the Los Angeles Business Assistance Virtual Network (LABAVN) that demonstrated satisfactory effort in its outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and Other Business Enterprises (OBE) for sub-bid or subcontracting businesses. Staff has evaluated the outreach documentation submitted by Acon Development, Inc., and determined that it has passed all six (6) indicators as required for the effort to obtain sub-bid/subcontracting participation by MBE, WBE, SBE, EBE, DVBE and OBE businesses, and is in compliance with the BIP outreach requirements. The outreach documentation package is on file in the Board Office, and a synopsis of the said package is attached to this Report.

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Staff reviewed the responsiveness and work performance of Acon Development, Inc., on past Department of Public Works (DWP) projects and found them to be satisfactory. DPW, Office of Contact Compliance (OCC), indicated that there have been no labor compliance violations that have not been corrected and that all other legal requirements have been complied with by the bidder.

The City Attorney and staff have reviewed the bid submitted by Acon Development, Inc., and found it to be in order. Staff recommends that the Board find Acon Development, Inc., to be the lowest responsive and responsible bidder.

The project has been previously evaluated and approved in compliance with the California Environmental Quality Act (CEQA). A Notice of Exemption was filed on June 6, 2013. The scope of the project and the environmental setting have not substantially changed since the CEQA approval that would result in additional environmental impacts or an increase in the intensity of the projected impacts to require any new or modified mitigation. Therefore, no additional CEQA documentation is required.

FISCAL IMPACT STATEMENT:

The project will be funded by a combination of funding sources. At this time, there is no fiscal impact to the RAP's General Fund for the approval of this Report. However, future operational maintenance costs of the new pool and bathhouse project will be determined and a request for funding will be submitted in future Department annual budget requests.

This report was prepared by Renee Curtis, Landscape Architect I, and Carl Nelson, Project Manager, BOE Architectural Division; and reviewed by Neil Drucker, Program Manager, BOE Recreational and Cultural Facilities Division, Deborah Weintraub, Chief Deputy City Engineer, and Cathie Santo Domingo, Superintendent, RAP Planning, Construction and Maintenance Branch.

CITY OF LOS ANGELES
GUIDELINES FOR EVALUATION OF THE BUSINESS INCLUSION PROGRAM
(BIP) OUTREACH CHECKLIST

Bidder: Acon Development, Inc. Bid Date: 09/23/2014

Project Name: Central Recreation Center Pool & Bath House Renovation W.O. #: E1907620

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Credit ✓
2 Pre-Bid Meeting	a) Attend pre-bid meeting and be listed on the attendance sheet, or b) Submit a letter either by e-mail, mail, or fax to the Bureau of Engineering, Project Award and Control (PAC) on certifying it is informed of the BIP project requirements and has participated in a City-sponsored or City approved matchmaking event in the past 12 months. Note: If the RFB states that the pre-bid meeting is mandatory, then attendance at the pre-bid meeting is the only way to pass this indicator.		✓
3 Work Areas	Proof of this must be demonstrated in Indicator 4. The notification must be performed using the BAVN's BIP Outreach Reports system.	(Automatic after meeting Indicator 4 requirements)	✓
4 Written Notice to Sub-contractors	E-mail or fax notification in each of the selected potential work areas to available MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs for each anticipated work area to be performed. The notification must be performed using the BAVN's BIP Outreach Reports system. The notification may be to potential sub-bidders/ subcontractors either currently registered on the BAVN or added to the BAVN by the bidder. Letters must contain areas of work selected to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. Bidders are required to send notifications to a sufficient number of firms in each potential sub work area as determined by the City. Typically, the sufficient number of firms is determined by the total number of potential sub-bidders/ subcontractors in each sub work area.		✓
5 Plans, specifications and requirements	Include, in Indicator 4, information detailing how, where, and when the bidder will make the required information available to interested potential sub-bidders/ subcontractors. The notification must be performed using the BAVN's BIP Outreach Reports system.	(Automatic after meeting Indicator 4 requirements)	✓
6 Negotiate in Good Faith	a) Copies of all potential MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted prior to award of a contract; and b) Online Summary Sheet must be completed, listing the bids or quotes received, the name of the sub-bidder/ subcontractor who submitted the bid or quote, and a brief reason given for selection/ non-selection of each subcontractor. The reasons for selection/non-selection should be included in the Notes section of the online Summary Sheet. If the bidder elects to perform a listed work area with its own forces, they must include a bid/ quote for comparison purposes and an explanation must be provided and included on the Summary Sheet. All bids/ quotes received, regardless of whether or not the bidder outreached to the sub-bidder/ subcontractor, must be submitted. To this extent, the City expects the bidder to submit a bid/ quote from each sub-bidder/ subcontractor listed on the Summary Sheet. The Summary Sheet must be performed using the BAVN's BIP Outreach Reports system and must be submitted by 4:30 p.m. the following City working day after the date bids are received by the Board of Public Works. If a bid/quote is submitted by a sub-bidder/subcontractor that is not registered on the BAVN, the contractor is required to add that firm to their Summary Sheet.		✓
7 Bonds	Include, in Indicator 4, information about the bidder's efforts to assist with bonds, lines of credit, and insurance. The notification must be performed using the BAVN's BIP Outreach Reports system.	(Automatic after meeting Indicator 4 requirements)	✓

Prime % = 11.79%

MBE%= 3.15% WBE%= 3.04% SBE%= 0.11% EBE%= 0% DVBE%= 0% OBE%= 37.4%

RESPONSIVE

REPORT OF GENERAL MANAGER

NO. 14-288

DATE November 19, 2014

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE BRANDED COFFEE – REQUEST FOR PROPOSALS

R. Adams _____
R. Barajas _____
H. Fujita _____

V. Israel _____
K. Regan _____
*N. Williams NDW



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the Pershing Square Branded Coffee Request for Proposals (RFP), substantially in the form on file in the Board Office, for a ten (10) year Contract, with two (2) five (5) year renewal options exercisable at the General Manager's sole discretion, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFP to the City Attorney for review and approval as to form;
3. Direct staff, subsequent to City Attorney review and approval as to form, to advertise the RFP and conduct the RFP process; and,
4. Authorize the General Manager to make any necessary technical changes and incorporate these changes in the RFP.

SUMMARY:

Pershing Square Park is located at 532 South Olive Street, Los Angeles, CA 90012. The park provides a variety of free cultural programming for the community, including an extensive summer concert series, an annual St. Patrick's Day concert, Downtown on Ice (outdoor ice rink),

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and a number of other special events. The park is used daily by the public for recreational purposes, filming, and general public gatherings.

The Department has attempted to install seasonal and year-round food service operators at the location for a number of years in order to serve the public at and around Pershing Square. On August 11, 2010, the Board approved the release of a Request for Proposals (RFP) to solicit proposals (Board Report No. 10-224) for the Pershing Square food and beverage operation. No proposals were received.

Staff discussed the needs of the patrons at the park and the opportunities available for a private business to flourish in the center of the downtown business district. It was decided that a private business providing high quality branded coffee service that included fast and casual food (e.g., pastries, pre-packaged salads and sandwiches, etc.) and non-alcoholic beverages would be the most appropriate business with the greatest chance for success at Pershing Square. The business shall comply with all City and Department food programs, including the Good Food Policy as defined in Education Code Subsections 49430 – 49434. The contractor may, with the written consent of the General Manager or at the written instruction of the General Manager, provide a mobile food cart for food and beverage service with items stocked in the mobile food cart and delivery service of food and beverages from the main facility. The contractor shall be responsible for the storage and maintenance of the mobile food cart, including the cost for all operations and approvals, permitting, and licensing, including, but not limited to, permits and licenses administered by the County of Los Angeles Health Department. The mobile food cart shall be pre-approved for food and beverage service by the General Manager. The contractor shall not install, or allow to be installed, any vending machines, electronic games, or other coin-operated machines without prior written approval of the General Manager. The General Manager shall have the right to order the immediate removal of any unauthorized machines.

Staff has developed and is ready to release, at the direction of the Board, an RFP to solicit proposals from an experienced, qualified, financially stable operator that will meet or exceed the Department's expectations, provide improvements to the facility, and optimize service to the public.

Proposal and Contractual Provisions

1. Proposal Deposit: A \$10,000.00 proposal deposit will be required with the submission of each proposal. The deposit shall be in the form of a cashier's check only made payable to the City of Los Angeles.
2. Term: Ten (10) years, with two (2) five (5) year options to renew at the sole discretion of the General Manager.

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3. Hours / Dates of Operation: The selected contractor will ensure that service is provided as follows: Subject to Negotiation. Seven (7) days a week, except for major holidays. Major Holidays will be defined and negotiated upon completion of the RFP process. Hours are subject to change with the prior written approval of the General Manager. The concession will be open, at a minimum, the same hours that the ice skating rink is open to the public during the annual Downtown on Ice event.
4. Rent: The monthly flat fee will be a proposal item and the minimum is set at \$7,000.00 per month. Rent will include a negotiated annual increase beginning the third contract year. Staff researched comparable rent and lease amounts in the area and determined that the proposed rent is competitive for the business community. Contractor shall be responsible for all utility charges (electricity, water, gas, and all other utilities) associated with the operation of the concession. In the event that individual utility meters are not available, the contractor shall remit, on a monthly basis in conjunction with rental payments to the Department, the amount of Eight Hundred Dollars (\$800.00) as payment for water and electricity.
5. Background and Experience: Proposers must provide evidence of five (5) years' experience as a Regional or National Branded Coffee service provider.
6. Business Plan: The proposer will be required to submit a business plan, a marketing plan, company description, service and/or product line and financial projections.
7. Sustainability Plan: The proposer will be required to submit a plan detailing its commitment to reduce, reuse, and recycle waste, as well as water conservation and energy reduction efforts.
8. Facility Improvements: The proposer will provide improvement to the facility and must submit a description of the improvement, estimated cost, and timeframe for design, implementation and completion.
9. Permits and Licensing: The selected contractor will be responsible for obtaining all necessary permits and licenses in order to begin operations within three (3) months of contract execution.
10. The contractor shall ensure that no alcoholic beverages are consumed, dispensed, sold, or brought onto Premises. This includes ensuring that customers are made aware of this requirement and he contractor enforces this requirement on customers, employees, and subcontractors. No smoking is permitted on the premises.

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Evaluation Process

Proposals will be evaluated in two levels. Level I will be a check and review by Department staff for required compliance and submittal documents; Level II will be an evaluation of the proposals by a panel comprised of qualified persons, which may include individuals outside of the Department. Proposers must successfully complete Level I to proceed to Level II.

RFP Evaluation Criteria Areas

For the purposes of evaluation, the proposals responsive in respect to Level I will be evaluated on the following criteria (Level II):

- 1) Business Plan (40 points)
- 2) Sustainability Plan (20 points)
- 3) Rent Payment (20 points)
- 4) Facility Improvements (20 points)

The RFP documents will be advertised in periodicals and mailed to organizations providing similar service by contract to the City. The RFP documents will be available on the Department's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). A conference will be held approximately one (1) month after the release of the RFP in order to provide potential proposers with a review of the submittal documents and compliance documents. The anticipated time of completion for the RFP process is approximately twelve (12) months.

FISCAL IMPACT STATEMENT:

Releasing and conducting the Request for Proposals has no impact on the Department's General Fund.

This report was prepared by Noel Williams, Chief Management Analyst, Finance Division.

MATTERS PENDING

Matters Pending will be carried for a maximum of six months, after which time they will be deemed withdrawn and rescheduled whenever a new staff report is received.

GENERAL MANAGER'S REPORTS:

<u>ORIGINALLY PLACED ON BOARD AGENDA</u>	<u>PLACED ON MATTERS PENDING</u>	<u>DEEMED WITHDRAWN</u>
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None

BIDS TO BE RECEIVED:

None

PROPOSALS TO BE RECEIVED:

01/27/15 Winter Theme Lighting at Pershing Square

QUALIFICATIONS TO BE RECEIVED:

None