

APPROVED  
MAY 20 2011

REPORT OF GENERAL MANAGER

NO. 11-127

DATE May 20, 2011

BOARD OF RECREATION  
and PARK COMMISSIONERS

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PACIFIC PALISADES RECREATION CENTER - OUTDOOR IMPROVEMENTS (W.O. #E170326F) - REVIEW OF BIDS AND AWARD OF CONTRACT

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u>aka for</u>
V. Israel	_____	N. Williams	_____

\_\_\_\_\_ *[Signature]*  
General Manager

Approved \_\_\_\_\_ *[Signature]*

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Find Tropical Creations, Inc., with a base bid of \$47,628 to be the lowest responsive and responsible bidder for the Pacific Palisades Recreation Center – Outdoor Improvements (W.O. #E170326F) Project;
2. Award the contract to Tropical Creations, Inc., exercising Additive Alternate No. 1 in the amount of \$51,037 for a total contract amount of \$98,665, all according to the plans and specifications;
3. Authorize the Chief Accounting Employee to encumber up to \$98,665 from the following fund and account numbers under the awarding authority of this Board Report; and,

<u>Funding Source</u>	<u>Fund/Dept/Acct</u>	<u>Encumbrance Amount</u>
Proposition K-Year 14	43K/10/G214	\$98,665

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4. Direct staff to prepare a contract and authorize the Board President and Secretary to execute the contract, subject to the approval of the City Attorney as to form.

SUMMARY:

On March 23, 2011, the Board of Recreation and Park Commissioners (Board) approved the final plans and call for bids for the Pacific Palisades Recreation Center – Outdoor Improvements (W.O. #E170326F) Project, located at 851 Alma Real Drive, Pacific Palisades, CA 90272 (Board Report No. 11-086). Landscape plans for this Project were prepared by the Bureau of Engineering (BOE). The Project’s scope of work includes the installation of new irrigation to the upper sports field area, and replacement of the mulched area of the sportsfield with hydroseeding. Additive Alternate No. 1, adds a new boundary fence to the field to prevent errant balls from rolling onto the adjacent parking lot.

On April 26, 2011, four (4) bids were received for this Project. The lowest responsive and responsible bidder is Tropical Creations, Inc., with a base bid amount of \$47,628, which is \$77,372 below the City Engineer’s cost estimate of \$125,000. The bids received are as follows:

<u>Bidders</u>	<u>Bid Amount</u>	<u>Additive Alternate #1</u>
Tropical Creations, Inc.	\$47,628.00	\$51,037.00
STL Landscape, Inc.	\$72,000.00	\$85,000.00
E. Avico, Inc.	\$105,136.26	\$47,657.00
South Bay Landscaping, Inc.	\$114,500.00	\$48,500.00

The bid specifications stated the low bidder would be determined to be the responsive and responsible bidder submitting the lowest base bid. Tropical Creations, Inc., submitted the lowest base bid, as shown above. It is recommended that the Project be awarded to Tropical Creations, Inc., for a total construction contract of \$98,665, which includes Additive Alternate No. 1 which adds a new boundary fence to the field to prevent errant balls from rolling onto the adjacent parking lot.

Sufficient funds are available for the construction of this Project from Proposition K funds.

Staff has reviewed the subcontractor outreach effort made by Tropical Creations, Inc., and based on the documents submitted, has determined that a “good faith” effort has been made. Tropical Creations, Inc., satisfied 100 of the 100-point requirement outlined by the Board’s Outreach Program which requires a score of 75 points out of 100 to achieve a “good faith” effort. The Outreach Document Package is on file in the Board Office and a synopsis of said package is attached. The City Attorney has reviewed the bid submitted by Tropical Creations, Inc., and found it to be in order.

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

In compliance with the California Environmental Quality Act (CEQA), Staff has determined that the subject Project will consist of construction of new small and accessory structures, and therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(3), and Class 11(6) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department's General Fund as the Project's construction costs will be fully funded by the above listed funding sources specifically identified and approved for this project. The assessments of the future operations and maintenance costs have yet to be determined and would be addressed in future budget requests.

This report was prepared by Gary Lam, Project Manager, Recreation and Cultural Facilities Program, Bureau of Engineering. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, Bureau of Engineering; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.

**GOOD FAITH EFFORT CHECKLIST**

Bidder: TROPICAL CREATIONS INCORPORATED

Bid Date: 04/27/2011

PROJECT: PACIFIC PALISADES RECREATION CENTER W.O.#E170326F

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) 847-0703, or by mail to the Bureau of Engineering, Project Award and Control Division, 1149 S. Broadway, 1 <sup>st</sup> Floor, Los Angeles, Ca. 90015.		10	10
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	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
<b>TOTAL POINTS ACHIEVED</b>			<b>100</b>	
<b>MBE/WBE % ACHIEVED:</b>			<b>0</b>	

MBE= 0%      WBE= 0%      OBE= 2%      PRIME= 98%

**RESPONSIVE**