

APPROVED

REPORT OF GENERAL MANAGER

NO. 12-323

DATE December 10, 2012

DEC 10 2012

C.D. ALL

**BOARD OF RECREATION
& PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LANDSCAPE CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIRS – REQUEST FOR QUALIFICATIONS

R. Adams _____
H. Fujita _____
V. Israel _____

K. Regan _____
*M. Shull [Signature]
N. Williams _____

[Signature]
General Manager

Approved [Signature]

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for landscape construction, retrofit, maintenance and/or repairs, for a three-year (3) contract, in an amount not to exceed \$7,000,000 per year per contract awarded, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFQ to the City Attorney for review and approval as to form; and,
3. Authorize staff to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney review and approval as to form.

SUMMARY:

With over 420 Park locations under the jurisdiction of the Department of Recreation and Parks (RAP), landscape construction and maintenance services are critical to maintaining and expanding its facilities landscape infrastructure. However, current staffing can provide this only on a limited basis, and RAP does not currently have contracts in place to perform landscape construction and maintenance that will help supplement our current City forces. RAP therefore requires one or more landscape construction, retrofit, maintenance and/or repair contracts.

REPORT OF GENERAL MANAGER

PG. 2

NO. 12-323

These contracts will provide RAP with the ability to maintain all non-RAP owned properties as well as provide a supplemental resource to perform new irrigation and landscape installations throughout our park system. In addition, these contracts will provide RAP Planning, Construction and Maintenance Branch a tool to modernize current park landscape locations.

Staff has developed and is now ready to release, at the direction of the Board, an RFQ which will be advertised per Mayor's Executive Directive No. 14 which states, "...every Department will utilize the Los Angeles Business Assistance Virtual Network (BAVN) as the exclusive means for posting all opportunities for RFQ's..." In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by RAP. The Planning, Construction and Maintenance Branch, which oversees RAP's construction and maintenance projects, has reviewed and provided input on the RFQ.

A pre-qualification conference will be held approximately three weeks after the release of the RFQ in order to provide potential responders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program (BIP) as required by Executive Directive No. 14.

Evaluation Process

Responses will be evaluated in two levels. Level I will be a review by Department staff for the minimum qualifications, as stated in the RFQ document. The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of the contract. If a responder's minimum qualification cannot be verified by staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. The responder must successfully pass Level I before staff will proceed to Level II.

If any of the responders are successful in meeting the City's minimum qualifications requirements, then a recommendation will be made to the Board for award of contracts to them. In the interest of maintaining a competitive environment and maximizing the City's contracting options, staff may choose to recommend awarding a contract to multiple vendors. If multiple vendors are awarded this contract, they will have the opportunity to submit a competitive quote for each project issued by RAP's Planning, Construction and Maintenance Branch, within the terms of this contract. Projects will be awarded solely on the prices submitted by the vendors.

The selected responders will be recommended to the Board for a three-year (3) contract, in an amount not to exceed \$7,000,000 per year, per contract. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The landscape construction, retrofit, maintenance and/or repairs that RAP will be requesting shall be on an as-

REPORT OF GENERAL MANAGER

PG. 3

NO. 12-323

needed basis. RAP, in entering into a contract, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts (Rev. 03/09).

Funding for projects will be provided from various funding sources.

FISCAL IMPACT STATEMENT:

Releasing the Request for Qualification has no fiscal impact on the Department's General Fund.

This Report was prepared by Jim Newsom, Management Analyst II and reviewed by Cid Macaraeg, Senior Management Analyst II, Planning, Construction and Maintenance Branch.