

REPORT OF GENERAL MANAGER

**APPROVED**  
**JUL 19 2012**

NO. 12-210

DATE July 19, 2012

BOARD OF RECREATION  
& PARK COMMISSIONERS

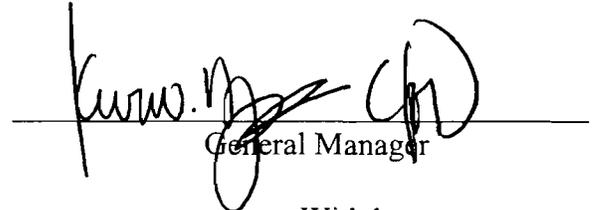
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ELECTRICAL MAINTENANCE AND REPAIR OF OUTDOOR FIELD LIGHTING, FACILITIES AND SOLAR POWER SYSTEMS – RE-ISSUANCE OF REQUEST FOR QUALIFICATIONS

R. Adams \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
V. Israel \_\_\_\_\_

K. Regan \_\_\_\_\_  
\*M. Shmida \_\_\_\_\_  
N. Williams \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Approve the re-issuance of a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board of Recreation and Park Commissioners' (Board) Office, for electrical maintenance and repair of outdoor field lighting, facilities and solar power systems, with the intent to add additional electrical contractors to Department of Recreation and Parks' (RAP) existing list of qualified contractors, exercisable at the sole discretion of the Department of Recreation and Parks' General Manager, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the proposed 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 approval as to form.

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### SUMMARY:

RAP requires electrical maintenance and repairs contracts that specifically address our outdoor field lighting, facilities and solar power systems. Electrical repair and maintenance of our park property is essential to keeping our parks safe and useable for our constituents. These additional contracts will allow RAP to catch up on overdue electrical maintenance and repairs as well as address any existing electrical emergencies.

On the March 14, 2012, the Board approved the award of the electrical maintenance and repair contracts to CSI Electrical Contractors, Inc., Electro Construction Corp. and Fluoresco Lighting-Sign Maintenance Corp. RAP currently has three (3) Electrical Contractors on our pre-qualified list, but in order to obtain optimal competitive bid pricing and quality of work, staff recommends adding additional Electrical Contractors to our existing pre-qualified list.

These contracts will provide RAP with electrical expertise and resources that otherwise cannot be performed by City staff, such as the repair and maintenance of our outdoor sports field lighting towers/fixtures and solar power lighting systems.

The scope of these contracts will include but is not limited to the maintenance and repair of our outdoor sports field lighting systems, facilities and solar power lighting systems.

Staff has developed and is now ready to release, at the direction of the Board, an RFQ which will be advertised on the RAP's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by RAP. The Planning, Construction and Maintenance Division, which oversees the RAP's construction and maintenance projects, has reviewed the RFQ and provided input.

A pre-bid conference will be held approximately two weeks after the release of the RFQ in order to provide potential bidders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program as required by Executive Directive No. 14, and the Board's policy (Board Report No. 12-50).

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Evaluation Process

Responses will be evaluated in two levels. Level I will be a review by 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 this Contract. If a responder's minimum qualification cannot be verified by City 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. Responder must successfully pass Level I before staff will proceed to Level II.

If responder(s) are successful in meeting the City's minimum qualifications requirements, then response evaluation will be based solely on the quote submitted by responder.

In the interest of maintaining a competitive environment and maximizing the City of Los Angeles' contracting options, staff may choose to award a contract to multiple vendors. If multiple vendors are awarded this contract, vendors will have the opportunity to submit a competitive quote for each project issued by RAP's Planning, Construction and Maintenance Division, within terms of this contract.

The selected Responder(s) will be recommended to the Board for a two (2) year contract, with one (1) one-year option to renew but will be awarded a contract term expiration that will coincide with the existing awarded Electrical Maintenance and Repair contracts that are already in place, at the sole discretion of the General Manager, in an amount not to exceed \$7,000,000 per year. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The construction services that RAP is requesting shall be on an as-needed basis; and by entering into an agreement, RAP 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 service will be provided through various funding sources.

FISCAL IMPACT STATEMENT:

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

This Report was prepared by Jimmy Newsom, Management Analyst II, Planning, Construction and Maintenance Division.