

REPORT OF GENERAL MANAGER

APPROVED
NOV 21 2012

NO. 12-316

DATE November 21, 2012

BOARD OF RECREATION
AND PARK COMMISSIONERS

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED ELECTRICAL MAINTENANCE AND REPAIRS OF OUTDOOR
FIELD LIGHTING, FACILITIES AND SOLAR POWER SYSTEM SERVICES –
AWARD OF CONTRACTS

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

K. Regan _____
*M. Shull Shull
N. Williams _____

[Signature]
General Manager

Approved as amended

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board as the contract awarding authority:

1. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that the services to be provided are professional and special services of a temporary and occasional character for which competitive bidding is not practicable or advantageous as it is necessary for the Department of Recreation and Parks (Department) to be able to call on contractors to perform this work as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as-needed contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor;
2. Find in accordance with Charter Section 371(e)(10), that use of competitive bidding would be undesirable, impractical or impossible or is otherwise excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services required by the Department to provide as-needed electrical maintenance and repairs of outdoor field lighting, facilities and solar power systems;
3. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of having available

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as-needed contractors who are assigned various projects on the basis of availability, price, and expertise, and that it is therefore necessary to have several as-needed contractors for this type of service available when called upon by the Department to perform services;

4. Find as the contract awarding authority, in accordance with Charter Section 1022, that the work can be performed more economically or feasibly by independent contractors than by City employees because the Department does not have, available in its employ, personnel with sufficient time or necessary expertise to electrical maintenance and repairs of outdoor field lighting, facilities and solar power systems and related work projects in a timely manner, and therefore it is more feasible, economical and in the Department's best interest, to secure these services by contract with multiple contractors to perform this work as-needed and on an occasional, but frequent basis, without engaging in a new competitive bidding process for each individual project to be performed;
5. Approve the proposed contract substantially in the form on file in the Board Office and instruct staff to award a contract to the following firm for electrical maintenance and repairs of outdoor field lighting, facilities and solar power systems for a term of eighteen (18) months, the expiration of which to coincide with the existing awarded as-needed electrical maintenance and repairs of outdoor field lighting, facilities and solar power systems contracts that have already been awarded, with one (1), one (1) year renewal option.
 - 1) Solar-G Electric Corporation
15621 Sombra Avenue
Lawndale, CA 90260
6. Direct the Board Secretary to transmit the Contract to the Mayor in accordance with Executive Directive No. 3 and, concurrently to the City Attorney for review and approval as to form; and,
7. Authorize the Board President and Secretary to execute the Contract upon receipt of the necessary approvals.

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SUMMARY:

The Department of Recreation and Parks (Department) requires as-needed electrical maintenance and repair contracts in order to perform current and future construction projects such as standard maintenance of work on our sports field lighting infrastructures, facilities and future solar power systems. The minimum qualifications as described in more detail below were established to address the highest and most complex needs of the Department.

It is imperative that the Department develop and award this contract in order to continue its general facility maintenance needs. Currently, the Department is severely under-staffed and lacks the knowledge and equipment to perform the standard electrical maintenance needed to continue safe and efficient use of our park facilities. Having access to on-call, pre-qualified contractors who specialize in this type of work will help ensure our facilities are maintained in a safe operating condition with reduced interruption to public use when electrical maintenance and repair is needed. The pre-qualified contractor will be required to competitively bid among those on the list as outlined in this report and will work as support to the Department's Planning, Construction, and Maintenance (PC&M) staff and be called upon on an as-needed basis.

The Department operates over four hundred (400) park properties of which one hundred twenty (120) throughout the City have sports field lighting amenities servicing more than a million patrons every year. Approximately two-thirds of our facilities are more than forty (40) years old and are in constant need of electrical maintenance and repairs. The Department's electrical staffing levels have decreased to the point that we must have this contract in place to keep up with the ever increasing electrical maintenance and repair needs.

The proposed electrical contractor has demonstrated the required special electrical knowledge and skills that are required to work on our Park lighting infrastructure, which includes but is not limited to baseball, football, soccer field lighting and towers, lighting controllers, facility gym lighting, sports field lighting fixtures up to 70-feet high and electrical knowledge and skills of recreation facility infrastructure.

It is important to add that much of the work associated with electrical maintenance and repairs, is performed by City staff within the PC&M Branch. Department staff currently performs as much as the electrical maintenance and repairs as staffing will allow. This type of contract is called upon to support Department staff with electrical maintenance and repairs and associated work at various Department facilities.

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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. Although Department staff is currently pleased with the qualifications of our existing contractors, we need to have more than three (3) Electrical Contractors on our pre-qualified list. Department staff feels that in order to obtain more competitive bids for Department projects, it will be more beneficial to have additional electrical contractors added to our pre-qualified list of electrical contractors. On July 19, 2012, the Board approved the re-issue of the Request for Qualifications (RFQ) which was released August 22, 2012. On October 23, 2012, the Department received two (2) proposals in response to the RFQ for electrical maintenance and repairs of outdoor field lighting, facilities and solar power systems.

- 1) Solar-G Electric Corporation
15621 Sombra Avenue
Lawndale, CA 90260
- 2) Sunbelt Electric
6265 San Fernando Rd
Glendale, CA 91201

Responders were required to provide evidence of their qualifications and were required to meet at least one (1) of the three (3) minimum requirements listed below.

1. Outdoor Sports Field Lighting:
Qualified Responders must have ten (10) years of electrical maintenance and repairs of baseball, football, soccer and other field lighting experience. Responders must have provided acceptable evidence of the successful maintenance and/or repair of thirty (30) baseball, football and/or soccer field lighting project with towers 70-feet high over the last ten (10) years. 100% of the maintenance and/or repair of the projects provided must have been performed by Responder.
2. Department Facility:
Qualified Responders must have provided a list of twenty (20) indoor gymnasium lighting control maintenance and/or repairs over the last ten (10) years. 100% of the maintenance and/or repair of the projects provided must have been performed by Responder.
3. Solar Power Systems Installation:
Qualified Responders must have provided a list of ten (10) solar power and/or lighting system projects that require maintenance and/or repairs over the last five (5) years. 100% of the maintenance and/or repair of the projects provided must have been performed by Responder.

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Only one (1) of the two (2) responders submitted a responsive submittal for this RFQ. One (1) responder failed to submit a completed submittal and thus was disqualified from any further review process. The following responder was disqualified because they submitted an incomplete RFQ package submittal as detailed on Exhibit A.

- 1) Sunbelt Electric
 6265 San Fernando Rd
 Glendale, CA 91201

The following responder met the minimum qualifications for maintenance and repairs of outdoor sports field lighting, facilities and solar power systems specified above:

- 1) Solar-G Electric Corporation
 15621 Sombra Avenue
 Lawndale, CA 90260

RFQ responses were evaluated solely for the minimum qualifications (as stated in RFQ document). The minimum qualifications as set forth will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. It was determined through review of the submittals and verification of references by Department staff that the above listed responder has met and/or exceeded the minimum qualifications as set forth in the RFQ.

When staff checked the responder's references, questions were posed regarding each respondent's ability to produce a quality product that met all necessary standards, in a timely manner. References were also asked if the respondent was timely and effective in their correspondence with governing agencies. All of the references for the responder who met our minimum qualifications responded favorably to these questions and highly recommend the respective respondent. Staff then determined that the responder listed above should be selected as a pre-qualified electrical maintenance and repairs of outdoor field lighting, facilities and solar power systems contractor eligible to bid on future Department projects.

an eighteen (18) month

The qualified responder performed and passed the City's Business Inclusion Program (BIP) outreach. The Department is seeking authorization to direct staff to prepare a contract for the qualified responder and authorize the Board President and Secretary to execute the contract, subject to City Attorney and Mayor approval. The selected pre-qualified contractor is recommended to the Board for a ~~two (2) year~~ contract with one (1), one (1) year renewal option but will be awarded a contract term expiration that will coincide with the existing awarded electrical maintenance and repairs of outdoor field lighting, facilities and solar power systems contracts that are already in place, in an amount not to exceed an annual expenditure of \$7,000,000 per contract. The contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached.

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The construction services that the Department is requesting shall be on an as-needed basis; the Department, in entering into an agreement, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts (Rev. 3/09).

Funding for projects will be provided from various funding sources including to but not limited to Proposition K, Quimby, and Proposition 40.

FISCAL IMPACT STATEMENT:

Executing this as-needed contract has no impact to the Department's General Fund.

This report was prepared by Jim Newsom, Management Analyst II, Planning, Construction and Maintenance Branch.

EXHIBIT A

REQUEST FOR QUALIFICATION ELECTRICAL MAINTENANCE AND REPAIRS OF OUTDOOR FIELD LIGHTING, FACILITIES AND SOLAR POWER SYSTEM SERVICES

NON-RESPONSIVE RESPONDER

REASON FOR "NON-RESPONSIVENESS"

SUNBELT ELECTRIC

- 1) BIP was not submitted on BAVN,**
- 2) Pages 5-7 was not initialed by Responder,**
- 3) Responder did not make selection on pages 10-11 of "Responder Qualifications/ Evaluation sheet", therefore evaluation of qualifications could not be made,**
- 4) Responder did not sign the Child Care Declaration Statement on Page 85 of RFQ Document, and**
- 5) Responder did not provide any References as required on Page 10-11 of RFQ Documentation (On Form G, Page 132 of RFQ Document).**