

REPORT OF GENERAL MANAGER

NO. 15-043

DATE March 04, 2015

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS NEEDED ELECTRICAL CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIR SERVICES – AWARD OF CONTRACT

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



 General Manager

APR 01 2015

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Find, in accordance with Charter Section 1022, on file in the Board Office, that the Department of Recreation and Parks (Department) does not have, available in its employ, personnel with sufficient time or necessary expertise to undertake Electrical Construction, Retrofit, Maintenance and/or Repairs in a timely manner, and it is more economical and it is also in the Department's best interest, to secure these services by contract with several 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. Charter Section 1022 determination report was performed by the City's Personnel Department and based on this report and the outreach performed by Department Staff, it was concluded that no other City Department can provide staff to perform Electrical Construction, Retrofit, Maintenance and/or Repair Services;

2. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), the Department finds Contracts, as determined by the contracting authority, for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character for which the contracting authority finds that competitive bidding is not practicable or advantageous because it is necessary for the 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

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perform the work, the price to be charged and the unique expertise of the as-needed contractor;

3. Find, in accordance with Charter Section 372 and Los Angeles Administrative Code Section 10-17, that the use of competitive bidding would be undesirable, impractical or impossible or otherwise excused by the common law 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 HVAC Construction Retrofit, Maintenance and or Repair Services;
4. Find, in accordance with Charter Section 372 and Los Angeles Administrative Code Section 10-17, 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 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;
5. Approve the selection process for the selection of qualified firms;
6. Approve a proposed Personal Services Contract (Contract), substantially in the form on file in the Board Office, between the Department and Electro Construction Corporation for Electrical Construction, Retrofit, Maintenance and/or Repair Services specifying the terms and conditions for a three (3) year contract, subject to approval of the Mayor and the City Attorney as to form;
7. 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,
8. Authorize the Board President and Secretary to execute the contracts upon receipt of the necessary approvals.

SUMMARY:

The Department requires as-needed Electrical Construction, Retrofit, Maintenance and/or Repair Services contracts in order to perform current and future construction projects such as the installation of new and/or retrofit old sports field lighting. Many of our park facilities require continued electrical upgrades and modifications, in order to maintain a safe, productive and efficient operation.

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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 electrical upgrades and new construction demands. Currently the Department does not have the expertise and equipment to install new sports field lighting equipment, and although we may be able to perform some or none of the facility Electrical Construction, Retrofit, Maintenance and/or Repair Services, we are severely under staffed and currently cannot perform all of the work at 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 construction and retrofit is needed. The pre-qualified contractor will work as support to the Department's Planning, Maintenance and Construction staff and will be called upon on an as-needed basis.

The Department operates over four (400) hundred park properties throughout the City of which over one hundred twenty (120) have sports field lighting amenities, servicing more than a million patrons every year, with approximately two-thirds of them being more than forty (40) years old. Our park facilities and sports lighting infrastructure is in constant need of electrical improvements, updating and/or rehabilitation. The Department's electrical construction staff does not have the skill, knowledge and/or equipment to perform mid-to large-scale electrical construction and retrofit projects.

The proposed electrical Contractor has demonstrated the required special electrical knowledge and skills that are required for new installation and/or retrofit of 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 seventy (70) feet high and electrical knowledge and skills of recreation facility infrastructure.

On September 3, 2014, the Board approved a Request for Qualification (RFQ), which was released on September 4, 2014. On October 28, 2014, the Department received one (1) proposal in response to the Request for Qualifications for Electrical Construction, Retrofit, Maintenance and/or Repairs.

- 1) Electro Construction Corp.
 3021 Rowena Avenue
 Los Angeles, California 90039

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All Responders were required to provide evidence of their qualifications and were required to meet at least one of two (2) minimum requirements listed below.

- 1) Outdoor Sports Field Lighting: Qualified Responders must have provided minimum of ten (10) years of installation experience for baseball, football, soccer and other fields lighting. Responder must have performed lighting tower installations seventy (70) feet high. Responder/s must have installed at least ten (10) sports field lighting projects for baseball, football, soccer or other related sports field lightings over the last five (5) years. All sports field lighting installation must have been performed 100% by Responders.
- 2) Department Facility: Responders must have provided a list of two (2) indoor gymnasium lighting installations over the last five (5) years and provide a list of five (5) outdoor lighting project with a minimum of ten (10) lighting standards, poles and fixtures. Responders must have performed 100% of the electrical work.

Based on a review of the RFQ submitted by Electro Construction Corporation who is sole Responder to the RFQ, it is staff's assessment that the Responder has met the minimum qualifications for outdoor sports field lighting and Department facility lighting as specified in the RFQ

It should be noted that the RFQ response is used solely to determine whether the Responder meets the minimum qualifications (as stated in RFQ Document). The minimum qualifications, as set forth, determine the responder's knowledge and experience to perform the terms and specifications of this Contract. It was found through review and verification by Department Staff that the above listed responder met and/or exceeded the minimum qualifications as set forth in the RFQ.

Once it was determined that the responder had met all of the minimum qualifications, staff verified the respondents' provided references. Questions were posed regarding respondent's ability to produce a quality product that met all necessary standards, in a timely manner. They were also asked if the respondent was timely and effective in their correspondence with governing agencies. All of the references for the respondent, responded favorably to these questions and highly recommend the respective respondent. It was then determined that the above-listed respondent should be selected as a pre-qualified Electrical Construction, Retrofit, Maintenance and/or Repair contractor and eligible to bid on future Department projects.

The responder who submitted and qualified, performed and passed the City's Business Inclusion Program (BIP) outreach.

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The Department is seeking authorization for Board President and Secretary to execute a contract with two (2) qualified responders, subject to City Attorney and Mayor's approval. The selected pre-qualified contractor will be recommended to the Board for a three (3) year contract, in an amount not to exceed an annual expenditure of \$10,000,000.00 per contract, per contractor. The contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached. 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.

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

PERSONNEL DEPARTMENT CONTRACT REVIEW REPORT

1. Requesting Department: Recreation and Parks

2. Contacts:

Department: Jimmy Newsom Phone No. 818-679-1453

CAO: Jay Shin Phone No. 213-473-7559

3. Work to be performed:

Recreation and Parks is seeking one or more contractors to perform electrical construction, retrofit, maintenance, and/or repairs to various facilities on an as-needed basis. The work includes: power and lighting design/construction/retrofit installation; design/construction/retrofit of outdoor sports field lighting which includes installation of light towers up to 70 feet high; design/construction/retrofit of outdoor solar lighting systems; maintenance and/or repairs of baseball, football, soccer and other field lighting installations up to a maximum height of 70 feet; maintenance and/or repairs of basketball, tennis, volleyball courts and other outdoor sports field lighting infrastructure; maintenance and/or repairs of all department facilities and/or other City facilities (power and lighting); and maintenance and/or repairs of all solar system installations.

Is this a contract renewal? Yes No

4. Proposed length of contract: 3 years Start Date: Unknown (as soon as possible)

6. Proposed cost of contract (if known): Up to \$10 million (annual ceiling per contractor, per contract)

7. Name of proposed contractor: To be determined

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

The contractors must possess a California Contractor's License "C-10" (Electrical Contractor). The contractors must meet a minimum of one of two qualification requirements: 1) They must have a minimum of 10 years of installation experience for baseball, football, soccer and other field lighting. They must have performed lighting tower installations 70 feet high. All sports field lighting installation must have been performed 100% by the contractor. They must provide a list of 10 baseball, football and/or soccer sports field lighting installations over the last 5 years in California. 2) The contractors must provide evidence of the following qualifications: two indoor gymnasium lighting installations with a minimum of 12 fixture replacements, over the last 5 years; and 5 outdoor lighting projects over the last 5 years. All projects must include the installation of at least 10 concrete bases for each project, 10 lighting poles 25 feet high or less, and electrical power race ways. The contractors must have performed 100% of the gymnasium lighting and park lighting installations. For both qualification requirements, all projects must have been performed from August 2009 to the present. The contractors must be and have been in good standing with the California Contractor's License Board for the last 5 years.

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

Yes No

<i>Classification</i>	<i>Department(s)</i>	<i>List Expires</i>
Electrician, 3863	Airports, DWP, GSD, Harbor, Police, PW-San, PW-St Svcs, Rec & Parks, Zoo	No list
Electrician Supervisor, 3865	Airports, GSD, Harbor, PW-San, PW-St Svcs, Rec & Parks	9/25/15
Electrical Craft Helper, 3799	Airports, DWP, Harbor, Police, PW-San, PW-St Ltg, PW-St Svcs, Rec & Parks, DOT	Indefinite

Construction and Maintenance Supervisor, 3127	Airports, DWP, Harbor, PW-San, PW-St Svcs, Rec & Parks, Zoo	11/15/14
Maintenance & Construction Helper, 3115	Various	3/19/15

If yes,

- a. Which class(es) and Department(s): See above.
- 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 See above.
- d. Estimated time to fill position(s) through CSC process? Unknown due to hiring freeze.
- 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 the work? Yes No

10. Findings

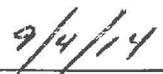
- City employees DO NOT have the expertise to perform the work
- City employees DO have the expertise to perform work. (Please see summary below.)

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 one or more contractors to perform various electrical construction, retrofitting, maintenance and/or repairs to Department facilities. The projects that may be performed under the proposed contract(s) will be short-term in duration (1-3 months). There are City classifications that can perform the work as noted above. The Department indicated that its staff is currently performing these tasks, but that it is severely understaffed and these contracts will be used only if Department staff cannot do the work.

		
Submitted by Elizabeth A. Terry Sr. Personnel Analyst I	Reviewed by Don Harrahill Sr. Personnel Analyst II	Approved by Raul Lemus Chief Personnel Analyst
		Date 9/4/14