

APPROVED
MAR 04 2015
BOARD OF RECREATION
& PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 15-044

DATE March 04, 2015

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RE-ISSUE ELECTRICAL CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIRS - REQUEST FOR QUALIFICATION

R. Adams _____ V. Israel _____
R. Barajas _____ K. Regan _____
H. Fujita _____ *N. Williams NDW


General Manager

Approved _____ Disapproved _____ Withdrawn _____

*as amended
see attached*

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Qualifications (RFQ) for Electrical Construction, Retrofit, Maintenance and/or Repairs, for a three (3) year contract, in an amount not-to-exceed \$10,000,000.00 per year, per contract awarded, substantially in the form on file in the Board Office, 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 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:

On September 3, 2014, the Board, through Board Report No. 14-230, approved a RFQ for Electrical Construction, Retrofit, Maintenance and/or Repairs Contract. Unfortunately, only one (1) proposal from Electro construction Corporation was received.

The Department does not have enough personnel to provide the needed expertise and is in need of contractors that can provide electrical construction, retrofit, maintenance and/or repair services contracts.

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There are currently seven (7) existing departmental contracts for electrical services. Of these, three (3) provide Electrical Construction and/or Retrofit services. These are Electro Construction and/or Retrofit Services. These are Electrical Construction Corporation (Contract No. 3371); Floresco Lighting – Sign Maintenance Corporation (Contract No. 3372); and Solar-G (Contract No. 3420). The remaining four (4) contracts provide Electrical Maintenance and Repair Services. These are CSI Electrical contractors (Contract No. 3375); Electro Construction Corporation (Contract No. 3373); Floresco Lighting – Sign Maintenance Corporation (Contract No. 3374); and Solar-G (Contract No. 3421). All seven (7) will expire in less than one (1) year. Since there is an existing need beyond the remaining one (1) year, staff is requesting that the Board approve this report and authorize the re-issuance of an RFQ for the subject services.

Staff has developed and is now ready to release, at the approval of the Board, a RFQ which will be advertised on the Department's website and posted on the Los Angeles Business Assistance Virtual Network (BAVN). In addition, Department staff will perform its own outreach from a list of possible interested parties in electrical construction, retrofit, maintenance and/or repairs. The Planning, Construction and Maintenance Branch, which oversees the Department's construction and maintenance projects, has reviewed the RFQ and provided input.

A pre-bid conference will be held approximately three (3) weeks after the release of the RFQ in order to provide potential responders adequate time to review all of the submittal documents, compliance documents, and requirements for the Business Inclusion Program as required by Executive Directive No. 14 (Villaraigosa Series 2005-2013).

Evaluation Process

Responses will be evaluated in two levels. Level I will be a review by staff for the minimum qualifications (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 price submitted by responder.

In the interest of maintaining a competitive environment and maximizing the City's 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

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by the Department's Planning, Construction and Maintenance Branch, within the terms of this contract.

The selected Responder(s) will be recommended to the Board to be awarded three (3) year contract. With a contract amount not-to-exceed \$10,000,000.00 per year, per contract. It is the intent of staff to schedule the effective start date(s) of all these new contract to coincide with the expiration of the seven (7) current contracts. 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 service will be provided will include various funding sources.

FISCAL IMPACT STATEMENT:

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

Report prepared by Jimmy Newsom, Management Analyst II, Planning, Construction and Maintenance Branch.

EXCERPT FROM THE MINUTES OF THE REGULAR MEETING
BOARD OF RECREATION AND PARK COMMISSIONERS
March 4, 2015

15-044

RE-ISSUE ELECTRICAL CONSTRUCTION, RETROFIT,
MAINTENANCE AND/OR REPAIRS - REQUEST FOR
QUALIFICATION

Noel Williams, Chief Accounting Employee and Deputy City Attorney, Arletta Maria Brimsey amended the report to request that the Board grant Department staff authority to make technical corrections as needed throughout the Request for Qualification (RFQ) including a correction of the "Estimated Total Annual Expenditures" amount listed on page 3 of the RFQ from \$7 million dollars to \$10 million dollars and the correction of various dates listed in the RFQ.