

AGENDA  
BOARD OF RECREATION AND PARK COMMISSIONERS  
OF THE CITY OF LOS ANGELES

Wednesday, January 20, 2016 at 9:30 a.m.

Balboa Sports Center  
17015 Burbank Boulevard  
Encino, CA 91316

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SYLVIA PATSAOURAS, PRESIDENT  
LYNN ALVAREZ, VICE PRESIDENT  
MELBA CULPEPPER, COMMISSIONER  
MISTY M. SANFORD, COMMISSIONER  
IRIS ZUÑIGA, COMMISSIONER

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EVERY PERSON WISHING TO ADDRESS THE COMMISSION MUST COMPLETE A SPEAKER'S REQUEST FORM AT THE MEETING AND SUBMIT IT TO THE COMMISSION EXECUTIVE ASSISTANT PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM.

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED, FOR A CUMULATIVE TOTAL OF UP TO FIFTEEN (15) MINUTES FOR EACH ITEM. ALL REQUESTS TO ADDRESS THE BOARD ON PUBLIC HEARING ITEMS MUST BE SUBMITTED PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM. COMMENTS BY THE PUBLIC ON ALL OTHER MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD WILL BE HEARD DURING THE "PUBLIC COMMENTS" PERIOD OF THE MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES, WITH FIFTEEN (15) MINUTES TOTAL ALLOWED FOR PUBLIC PRESENTATION.

1. SPECIAL PRESENTATIONS:

- Special Introduction and Opening Remarks by Jim Dantona, Chief of Staff, Office of Councilwoman Nury Martinez, Sixth Council District
- Introduction of Balboa Sports Center Staff

2. APPROVAL OF THE MINUTES:

- Approval of Minutes for the Regular Meeting of January 6, 2016

3. GENERAL MANAGER'S REPORTS:

- |        |   |
|--------|---|
| 16-009 | Various Communications  |
| 16-010 | Westwood Recreation Complex – Donation from Friends of West Los Angeles for their Continued Support of the Dream Games  |
| 16-011 | Partnership Division – Donations Received from 7-Eleven, Inc. Corporate Market No. 2173 and Franchisees in Support of Various Park Facilities and Recreational Programs |
| 16-012 | Memorandum of Agreement between the Department of Recreation and Parks and Emergency Management Department  |
| 16-013 | Proposition IC 2015 Housing-Related Parks Program Grant – Authorization to Submit Grant Application; City Council Resolution; Acceptance of Grant Funds                 |

January 20, 2016

- 16-014 Pershing Square – Cancellation of the 2015 Request for Proposals for the Operation and Maintenance of the Pershing Square Café Concession (CON-F15-004); Rejection of All Proposals
- 16-015 Transfer of Appropriations within Fund 205, Department 88 Accounts in the Department of Recreation and Parks
- 16-016 Sewer Tie Construction, Retrofit, Maintenance, and/or Repairs – Request for Qualifications

4. NEW BUSINESS:

- Verbal Informational Report – Greek Theatre Booking Policy and User Agreement Updates
- Verbal Informational Report – Recreation and Parks Strategic Planning Update

5. COMMISSION TASK FORCES:

- Commission Task Force on Concessions Report – Commissioners Zuñiga and Culpepper
- Commission Task Force on Facility Repair and Maintenance Report – Commissioners Sanford and Alvarez

6. GENERAL MANAGER’S ORAL REPORT:

Report on Department Activities and Facilities

7. PUBLIC COMMENTS:

Any comments that require a response or report by staff will be automatically referred to staff.

8. FUTURE AGENDA ITEMS:

Requests by Commissioners to Schedule Specific Items on Future Agendas

9. NEXT MEETING:

The next scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, February 3, 2016, 9:30 a.m., at EXPO Center Comrie Hall, 3980 South Bill Robertson Lane, Los Angeles, CA 90037.

10. ADJOURNMENT:

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Meetings are allowed to bring tape recorders or camcorders in the Meeting.

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213) 202-2640.

January 20, 2016

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 are not final until the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session and if Council asserts jurisdiction during this five meeting day period the Council has 21 calendar days thereafter in which to act on the matter.

Commission Meetings can be heard live over the telephone through the Council Phone system. To listen to a meeting, please call one of the following numbers:

from Downtown Los Angeles	(213) 621-CITY (2489)
from West Los Angeles	(310) 471-CITY (2489)
from San Pedro	(310) 547-CITY (2489)
from Van Nuys	(818) 904-9450

For information, please go to the City's website: <http://ita.lacity.org/ForResidents/CouncilPhone/index.htm>

Information on agenda items may be obtained by calling the Commission Office at (213) 202-2640. Copies of the agenda and reports may be downloaded from the Department's website at [www.laparks.org](http://www.laparks.org).

REPORT OF GENERAL MANAGER

NO. 16-009

DATE January 20, 2016

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: VARIOUS COMMUNICATIONS



General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

The following communications have been received by the Board and recommended action thereon is presented.

From:

Recommendation:

1) Mayor, relative to a proposed as-needed electrical construction and retrofit contract with Electric Service & Supply Co. of Pasadena.

Referred to staff for further processing.  
(Report No. 15-248)

2) Mayor, relative to a proposed agreement with SMG d.b.a. Premier Food Service Management Group, Inc., for the Greek Theatre's Food and Beverage Concession.

Referred to staff for further processing.  
(Report No. 15-251)

3) City Clerk, relative to the Clean and Safe Spaces (CLASS) Parks program expansion, and improvement throughout the City, and the funding feasibility for Fiscal Year 2016-2017.

Referred to General Manager.

4) City Clerk, relative to rescinding prior Council action of May 5, 2015 regarding the feasibility of creating a pocket park at the Pio Pico Branch Library located at 694 South Oxford Avenue.

Note and File.  
(Board Communication No. 7648)

REPORT OF GENERAL MANAGER

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- 5) City Clerk, relative to funding for the repair of several Department facility roofs. Referred to General Manager.
- 6) City Clerk, relative to the reinstatement with amendments of Subdivisions 7 and 11 of Subsection B of Section 63.44 of Article 3 of Chapter VI of the Los Angeles Municipal Code to protect wildlife. Referred to General Manager.
- 7) City Clerk, relative to the feasibility of acquiring an eleven-acre parcel of vacant land near Griffith Park. Referred to General Manager.
- 8) Chief Legislative Analyst, forwarding the Legislative Report for the weeks ending December 4, and December 11, 2015. Note and File.
- 9) Alain Anselmi, to the Mayor, relative to allegedly rude treatment received at EXPO Center. Referred to General Manager.
- 10) General Jeff, thanking the Department relative to the "Christmas in Skid Row" Project. Note and File.
- 11) Judith Kieffer, Executive Director, Los Angeles Parks Foundation, to the General Manager, relative to a grant for the Five Year Strategic Plan. Note and File.
- 12) Albert M. Giacomazzi, President, AMG & Associates, Inc., relative to their bid for the Lincoln Park Recreation Center – Pool and Bathhouse Replacement (W.O. #E1907715) project. Referred to General Manager.
- 13) Two communications, requesting that the Department acquire 5303 Hermitage Avenue, Valley Village, as a public park, recreational and educational center. Referred to General Manager.

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14) Seventy-nine communications, relative to the Hollywoodland neighborhood adjacent to Griffith Park.

Note and File.

15) Six residents, relative to "Peanut Pond" in Debs Park, with replies from Council District 1.

Referred to General Manager.

16) Jason Berlin, relative to homelessness.

Note and File.

This Report was prepared by Paul Liles, Clerk Typist, Commission Office.

REPORT OF GENERAL MANAGER

NO. 16-010

DATE: January 20, 2016

C.D. Various

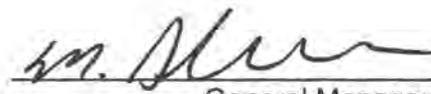
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WESTWOOD RECREATION COMPLEX - DREAM GAMES - DONATION FROM FRIENDS OF WEST LOS ANGELES

R. Barajas \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
\*V. Israel \_\_\_\_\_



K. Regan \_\_\_\_\_  
N. Williams \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board accept a donation from the Friends of West Los Angeles, a California 501 (c)(3) non-profit organization, consisting of funding in the amount of Three Thousand, Five Hundred Fifty-Four Dollars and No Cents (\$3,554.00), and in-kind contributions and supplies with an estimated value of Five Thousand, Seven Hundred Dollars and No Cents (\$5,700.00), for an estimated grand total donation of Nine Thousand, Two Hundred Fifty-Four Dollars and No Cents (\$9,254.00), in support of the 7<sup>th</sup> Annual Dream Games held on January 16, 2016, and hosted by the Westwood Recreation Complex, for the benefit of youth and their families from eleven (11) recreation centers, as noted in the Summary of this Report, and that appropriate recognition be given to the Friends of West Los Angeles.

SUMMARY:

The Friends of West Los Angeles (FOWLA), a California 501 (c)(3) non-profit organization, provided the Department of Recreation and Parks (RAP) with a donation valued in total at approximately \$9,254.00, for the continued support of the Annual Dream Games event. The 7<sup>th</sup> Annual Dream Games took place on January 16, 2016, and was once again hosted by the Westwood Recreation Center. The subject donation consisted of funding in the amount of \$3,554.00, and additional in-kind contributions such as t-shirts, caps, boxed lunches, and other program related supplies estimated in value up to \$5,700.00, which were all necessary to make the Dream Games a continued success.

The Dream Games is a collaborative event between FOWLA and RAP, consisting of a series of basketball games conducted for youth and their families from various recreation centers. The purpose of these games is to recognize the legacy of Dr. Martin Luther King, Jr. by bringing people

## REPORT OF GENERAL MANAGER

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from diverse ethnic, socioeconomic, and religious backgrounds together for fun and social interaction through basketball. Participating recreation centers are selected from distinct parts of the City to reflect the cultural diversity of Los Angeles.

The recreation centers that participated in the 2016 event included: Westwood Recreation Complex, Lou Costello Jr. Recreation Center, Chevy Chase Recreation Center, Cypress Recreation Center, Echo Park, EXPO Center, Highland Park Recreation Center, Hubert H. Humphrey Memorial Recreation Center, Martin Luther King, Jr. Recreation Center, Normandale Recreation Center, and Pan Pacific Recreation Center.

The Assistant General Manager of the Operations Branch and the Superintendent of the Valley Region support acceptance of the donation and concur with staff's recommendation.

### FISCAL IMPACT STATEMENT:

Acceptance of this donation results in no direct fiscal impact to the RAP General Fund, as FOWLA funded the entire cost of the 2016 Dream Games.

This Report was prepared by Joel Alvarez, Senior Management Analyst II, and Chinyere Stoneham, Senior Recreation Director II, Partnership Division.

REPORT OF GENERAL MANAGER

NO. 16-011

DATE: January 20, 2016

C.D. Various

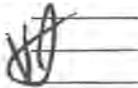
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PARTNERSHIP DIVISION – DONATIONS RECEIVED FROM 7-ELEVEN, INC. CORPORATE MARKET NO. 2173 AND FRANCHISEES IN SUPPORT OF VARIOUS PARK FACILITIES AND RECREATIONAL PROGRAMS

R. Barajas \_\_\_\_\_

H. Fujita \_\_\_\_\_

\*V. Israel \_\_\_\_\_



K. Regan \_\_\_\_\_

N. Williams \_\_\_\_\_

\_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Accept the following donations from 7-Eleven, Inc. Corporate Market No. 2173 and five (5) 7-Eleven, Inc. franchisees, as noted in the Summary of this Report, and that appropriate recognition be given to the donors; and,
2. Direct the Board Secretary to provide individual recognition letters for each of the 7-Eleven, Inc. donors, and that all six (6) letters be sent to the 7-Eleven, Inc. Corporate Market Office, as requested on the donation form, recognizing each of the various 7-Eleven, Inc. stores that donated.

SUMMARY:

The Partnership Division received the following in-kind donations from 7-Eleven, Inc. Corporate Market No. 2173 and five (5) 7-Eleven, Inc. franchisees in support of various RAP programs:

7-Eleven, Inc.:

7-Eleven, Inc. Corporate Market No. 2173 provided fifteen hundred (1,500) Slurpee and Pizza Coupons, which were evenly distributed among twenty-six (26) Recreation Centers offering Halloween Activities within the Corporate Market No. 2173 region and to twenty-three (23) Senior Citizen Centers offering a Winter Event. The fifteen hundred (1,500) Slurpee and Pizza Coupons are collectively valued at approximately Two Thousand, Two Hundred Thirty-Five Dollars (\$2,235.00). Additionally, 7-Eleven Corporate Market No. 2173 provided four (4) bags of candy, valued together at Forty Dollars (\$40.00) for Hollywood Recreation Center's Halloween Event.

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NO. 16-011

Five (5) 7-Eleven, Inc. franchise owners within the 7-Eleven, Inc. Corporate Market No. 2173 area, provided in-kind donations of summer, fall, and winter themed PartyLite tealights, candles, and flameless fragrances, collectively valued at Three Thousand Dollars (\$3,000.00), for several RAP Senior Centers that offered a Summer, Fall or Winter Event. Two (2) of the same 7-Eleven, Inc. franchise owners within the Corporate Market No. 2173 area provided thirty-five (35) Halloween Costume Contest Trophies for six (6) Recreation Centers, collectively valued at Two Hundred Ten Dollars (\$210.00). Additionally, one (1) of the same 7-Eleven, Inc. franchise owners within the Corporate Market No. 2173 area provided youth-sized Halloween Costumes for Culver-Slauson Recreation Center valued at Four Hundred Twenty Dollars (\$420.00). The following tables identify each of the donors and what they donated.

7-Eleven, Inc.	Market Manager	Field Consultant	Slurpee/Pizza Coupons	Halloween Candy	Value of Donation
Corporate Market 2173	Dennis Francis	Rhena Smith	1500	4 Bags	\$2275.00

7-Eleven, Inc. Store Number(s)	7-Eleven, Inc. Store Owner	Fall/Summer Themed Prizes and Giveaways	Kids Halloween Costumes	Halloween Costume Trophies	Winter Themed Prizes and Giveaways	Total Value of Donations
39714 39553 39456 39745	Mr. Shoukat Ali	X		X	X	\$720.00
16187	Ms. Susan Wilson	X			X	\$600.00
17635	Mr. Madhusudan and Mrs. Meenu Sandhu	X	X	X	X	\$1,110.00
18778	Mr. Amin Badrudin	X			X	\$600.00
20396	Mr. Rajeev Walia	X			X	\$600.00

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Below are tables listing the senior centers and recreation centers that received donations.

Senior Centers That Received Donations	End of Summer Event	Fall or Halloween Event	Winter Holiday Event	Pizza Coupons
Ahmanson Senior Citizen Center (at EXPO)		X	X	X
Anderson Senior Citizen Center			X	X
Betty Hills Senior citizen Center			X	X
Boyle Heights Senior Citizen Center		X		X
Canoga Park Senior Citizen Center		X	X	X
Claude Pepper Senior Citizen Center		X	X	X
Costello Senior Citizen Center		X	X	X
El Sereno Senior Citizen Center		X	X	X
Fairfax Senior Citizen Center	X	X	X	X
Glassell Senior Citizen Center		X	X	X
Griffith Park Adult Community Center		X	X	X
Highland Park Senior Citizen Center		X	X	X
Jim Gilliam Senior Citizen Center		X	X	X
Las Palmas Senior Citizen Center		X	X	X
Lincoln Heights Senior Citizen Center		X	X	X
Lincoln Park Senior Citizen Center		X	X	X
Mid-Valley Senior Citizen Center		X	X	X
Montecito Heights Senior Citizen Center		X	X	X
Pan Pacific Senior Citizen Center			X	X
Slauson Senior Citizen Center		X	X	X
Sunland Senior Citizen Center		X	X	X
Watts Senior Citizen Center		X	X	X
Westchester Senior Citizen Center		X	X	X

Recreation Centers that Received Halloween Event Donations	Slurpee Coupons	Halloween Costumes for Youth	Costume Contest Trophies	Halloween Candy
Barrington Recreation Center	X			
Bellevue Recreation Center	X		X	
Culver-Slauson Recreation Center	X	X		
Echo Park Recreation Center	X		X	
EXPO Center	X			
Hollywood Recreation Center	X		X	X
Hoover Recreation Center	X			
Lake Street Recreation Center	X			

REPORT OF GENERAL MANAGER

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Lemon Grove Recreation Center	X			
Loren Miller Recreation Center	X			
MacArthur Park Recreation Center	X			
Normandie Recreation Center	X			
Palms Recreation Center	X			
Pan Pacific Recreation Center	X			
Poinsettia Recreation Center	X			
Queen Anne Recreation Center	X			
Rancho Cienega Sports Complex	X			
Robertson Recreation Center	X			
Silver Lake Recreation Center	X		X	
Seoul International Recreation Center	X			
Shatto Recreation Center	X			
South Park Recreation Center	X			
South Seas House	X			
Stoner Recreation Center	X			
Toberman Recreation Center	X		X	
Trinity Recreation Center	X		X	

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund associated with the receipt of the 7-Eleven, Inc. donations, as all items were provided at the sole cost of the donors.

This report was prepared by Joel Alvarez, Senior Management Analyst II and Leslie Richter, Senior Recreation Director, Partnership Division

REPORT OF GENERAL MANAGER

NO. 16-012

DATE January 20, 2016

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MEMORANDUM OF AGREEMENT BETWEEN DEPARTMENT OF RECREATION AND PARKS AND EMERGENCY MANAGEMENT DEPARTMENT

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

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

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

1. That the Board approve a proposed Memorandum of Agreement (MOA), substantially in the form on file in the Board Office, between the Department of Recreation and Parks and the Emergency Management Department, subject to the approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the MOA to the City Attorney for approval as to form; and,
3. Authorize the General Manager to execute the MOA upon receipt of the necessary approvals

SUMMARY:

The proposed Memorandum of Agreement outlines an agreement between the Department of Recreation and Parks (RAP) and the Emergency Management Department (EMD) for the delivery, storage, maintenance, and replacement/removal of the trailer version of the portable Functional Needs Support Services (FNSS) Caches at four (4) RAP sites, as well as future sites agreed upon by both parties. The four (4) RAP sites are the Central Service Yard at 3900 Chevy Chase Drive, Los Angeles 90039; Angels Gate Service Yard at 3601 South Gaffey Street, Los Angeles 90731; Valley Region Headquarters at 6335 Woodley Avenue, Van Nuys 91406; and West Los Angeles Maintenance Yard at 2459 Motor Avenue, Los Angeles 90064.

The FNSS cache will be used to support Mass Care and Sheltering Operations during emergencies where families are displaced from residences. RAP is not responsible for the condition of any supplies placed in the portable FNSS caches, or for replacement of any supplies that become damaged or stolen from the cache. RAP may be requested by the EMD Duty Officer or the Emergency Operations Center Mass Care Branch (if activated) to assist with the transportation of additional caches at various City properties.

Once approved, the Central Service Yard will be the first site to receive a trailer, and other

REPORT OF GENERAL MANAGER

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NO. 16-012

trailers will be placed pending funding. Funding will be secured by the EMD.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to RAP's General Fund.

This Report was prepared by Jimmy Kim, Emergency Management Coordinator, Emergency Preparedness Section.

REPORT OF GENERAL MANAGER

NO. 16-013

DATE January 20, 2016

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSITION 1C 2015 HOUSING-RELATED PARKS PROGRAM GRANT –  
AUTHORIZATION TO SUBMIT GRANT APPLICATION; CITY COUNCIL  
RESOLUTION; ACCEPTANCE OF GRANT FUNDS

R. Barajas \_\_\_\_\_ K. Regan \_\_\_\_\_  
H. Fujita \_\_\_\_\_ \*N. Williams NDW  
V. Israel \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the Department of Recreation and Parks (RAP) to submit a 2015 Housing-Related Parks Program (HRPP) grant application to the California Department of Housing and Community Development (CDHCD) to fund acquisition, development, rehabilitation and/or improvements of various RAP's park and recreation facilities, subject to the approval of the Mayor and City Council;
2. Recommend to the City Council the adoption of the accompanying Resolution (Attachment No. 1), which authorizes the City of Los Angeles to apply for 2015 HRPP grant funds and designates RAP's General Manager, Executive Officer, or Assistant General Manager, as the agent to conduct all negotiations, execute and submit all documents, including, but not limited to grant applications, agreements, amendments, payment requests, and so on, which may be necessary for the completion of the proposed project(s);
3. Direct staff to transmit a copy of the grant Resolution to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council approval, pursuant to the Los Angeles Administrative Code Section 14.6 *et seq.* as may be amended;

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NO. 16-013

4. Direct staff to transmit a copy of the grant award to the Mayor, Office of the City Administrative Officer (CAO), Office of the Chief Legislative Analyst (CLA), and to the City Clerk for committee and City Council approval before accepting and receiving the grant award, pursuant to the Los Angeles Administrative Code Section 14.6 *et seq.* as may be amended;
5. Authorize RAP's General Manager to accept and receive the 2015 HRPP grant, if awarded, subject to the approval of the Mayor and City Council and City Attorney approval, as to form, of the resulting agreement; and,
6. Authorize RAP's Chief Accounting Employee to establish the necessary account and/or to appropriate funding received within "Recreation and Parks Grant" Fund 205 to accept the 2015 HRPP grant, if awarded, from CDHCD.

SUMMARY:

In November 2015, the CDHCD released the 2015 Designated Program Year Notice of Funding Availability and has \$30 million available for the 2015 Program Year for the Housing-Related Parks Program (HRPP). The grant application is due by February 4, 2016. CDHCD must receive the City Council-approved Resolution by March 4, 2016.

The HRPP, funded through the passage of Proposition 1C, rewards local governments for developing new or rehabilitated residential affordable housing for low-income households. The HRPP funds are to be used for the creation or rehabilitation of park and recreation facilities, including, but not limited to, the acquisition of land, sport play fields, play areas, non-motorized recreational trails, play structures, outdoor recreation, and landscaping.

The Los Angeles Housing and Community Investment Department (HCIDLA) is instrumental in furthering the goals of the CDHCD by creating and/or rehabilitating much needed affordable housing throughout the City of Los Angeles. Through a long-standing collaboration with HCIDLA, which provides the affordable housing and supporting documentation needed to obtain the HRPP grant funding, RAP has increased and/or improved City park and recreation land having been the recipient of over \$12.3 million in grant funds from the last four (4) HRPP rounds—2010 Program Year award \$1,594,850; 2011 Program Year award \$1,891,300; 2013 Program Year award \$8,221,950; and 2014 Program Year award \$612,150 (Council File Nos. 11-1378 and 14-0996). These funds have been used to fully fund or supplement funding for twenty (20) park improvement projects, all of which are located within in a park deficient and designated disadvantaged community.

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PG. 3

NO. 16-013

The park projects that have been funded through previous HRPP awards are as follows:

Project Name	CD	Scope	Award Amount	HRPP Round
139 E. 61st Street Park	9	Construction of a new neighborhood pocket park	\$299,367.92	2010
4600 Orchard Avenue Park	9	Construction of a new neighborhood pocket park	\$233,532.17	2010
554 W. 97th Street Park	8	Construction of a new neighborhood pocket park	\$182,738.20	2010
609 W. 105th Street Park	8	Construction of a new neighborhood pocket park	\$99,916.24	2010
833 W. 76th Street Park	8	Construction of a new neighborhood pocket park	\$171,447.57	2010
8620 Wall Street Pocket Park	9	Construction of a new neighborhood pocket park	\$395,065.90	2010
South Park Improvements	9	Sports field improvements including construction of new synthetic field	\$212,782.00	2010
109th Street Recreation Center	15	Indoor/outdoor lighting improvements and gym building refurbishment including HVAC	\$647,450.00	2011
Banning Recreation Center	15	Indoor/outdoor lighting improvements, pathway improvements and electrical refurbishment	\$500,000.00	2011
Vermont and Gage Pocket Park	9	Development of a new park, including walking paths, lighting, landscape and irrigation	\$743,850.00	2011
Algin Sutton Recreation Center	8	Indoor and outdoor lighting improvements and ball diamond refurbishment	\$200,000.00	2013
Central Pool	9	Replacement of existing swimming pool	\$1,739,800.00	2013

REPORT OF GENERAL MANAGER

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NO. 16-013

Evergreen Recreation Center	14	Roofing retrofit and HVAC system replacement	\$648,900.00	2013
Jackie Tatum-Harvard Recreation Center	8	Playground and outdoor lighting improvements, the installation of challenge course and ADA improvements to parking lot including repaving and re-striping	\$1,300,000.00	2013
Leslie N. Shaw Park	10	Pathway, landscaping and irrigation, and playground improvements	\$1,000,000.00	2013
MacArthur Park	1	Improvements to the entry way at 7th and Alvarado; installation of new irrigation pumps and treatment system, installation of new pressure media filters and connection; installation of new pressure Ultra Violet (UV) disinfection system and connection; extension of treated water line from UV system to outside the pump house; and construction of new irrigation mainline and connections to existing irrigation system	\$2,000,000.00	2013
Pershing Square Park	14	Installation of two (2) play areas, landscaping, fencing, conversion of existing parking attendant office into Ranger Station, painting and signage	\$1,000,000.00	2013
South Park Improvements	9	Sports field improvements including construction of new synthetic field	\$233,250.00	2013
Toberman Recreation Center	1	Indoor and outdoor lighting improvements and security cameras	\$100,000.00	2013
Chesterfield Square Park Improvements	8	General park improvements including removal and installation of pre-fabricated restroom building with Americans with Disabilities Act compliance	\$612,150.00	2014
TOTAL AWARDS			\$12,320,250.00	

REPORT OF GENERAL MANAGER

PG. 5

NO. 16-013

Based on the 2015 HRPP funds' anticipated availability in September 2016 and a project completion deadline of June 2018, RAP's Planning, Construction, and Maintenance Branch is recommending the following eligible park projects, which are also located within a park deficient and designated disadvantaged community:

Project Name	CD	Scope	Estimated Grant Amount	HRPP Round
North Hills Community Park	6	Construction of new synthetic field	\$1,143,350.00	2015
Slauson Recreation Center	9	Construction of new synthetic field	\$1,143,350.00	2015
Van Nuys Recreation Center	6	Construction of new synthetic field	\$1,143,350.00	2015
ANTICIPATED TOTAL AWARD			\$3,430,050.00	

A Park Analysis Report showing a breakdown of the community's population by age and income is included for each of the proposed park projects: North Hills Community Park, located at 8756 Parthenia Place, North Hills, CA 91343; Slauson Recreation Center, located at 5306 South Compton Avenue, Los Angeles, CA 90011; and Van Nuys Recreation Center, located at 14301 Vanowen Avenue, Van Nuys, CA 91405, respectively (Attachment Nos. 2 - 4).

FISCAL IMPACT STATEMENT:

At this time, there is no anticipated fiscal impact to RAP's General Fund; however, future maintenance costs have yet to be determined.

This Report was prepared by Isophine Atkinson, Senior Management Analyst, Grants Administration.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ANGELES  
AUTHORIZING APPLICATION FOR HOUSING RELATED PARKS GRANT**

WHEREAS, the State of California, Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated October 26, 2015 (NOFA), under its Housing-Related Parks (HRP) Program;

WHEREAS, the City of Los Angeles (Applicant) desires to apply for a HRP Program grant and submit the 2015 Designated Program Year Application Package released by the Department for the HRP Program; and

WHEREAS, the Department is authorized to approve funding allocations for the HRP Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF LOS ANGELES HEREBY:

1. Applicant is hereby authorized and directed to apply for and submit to the Department the HRP Program Application Package released November 2015 for the 2015 Designated Program Year in an amount not to exceed \$4,000,000.00. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in an amount not to exceed \$4,000,000.00, and any and all other documents required or deemed necessary or appropriate to secure the HRP Program Grant from the Department, and all amendments thereto (collectively, the "HRP Grant Documents").
2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in **Exhibit A** of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.
3. The City of Los Angeles Department of Recreation and Parks' General Manager, Executive Officer, or Assistant General Manager is authorized to execute in the name of Applicant the HRP Program Application Package and the HRP Grant Documents as required by the Department for participation in the HRP Program.

PASSED AND ADOPTED this \_\_\_\_\_ Day of \_\_\_\_\_, 2016, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

The undersigned City Clerk of the Applicant here before named does hereby attest and certify that the forgoing is a true and full copy of a Resolution of the City Council of the City of Los Angeles adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

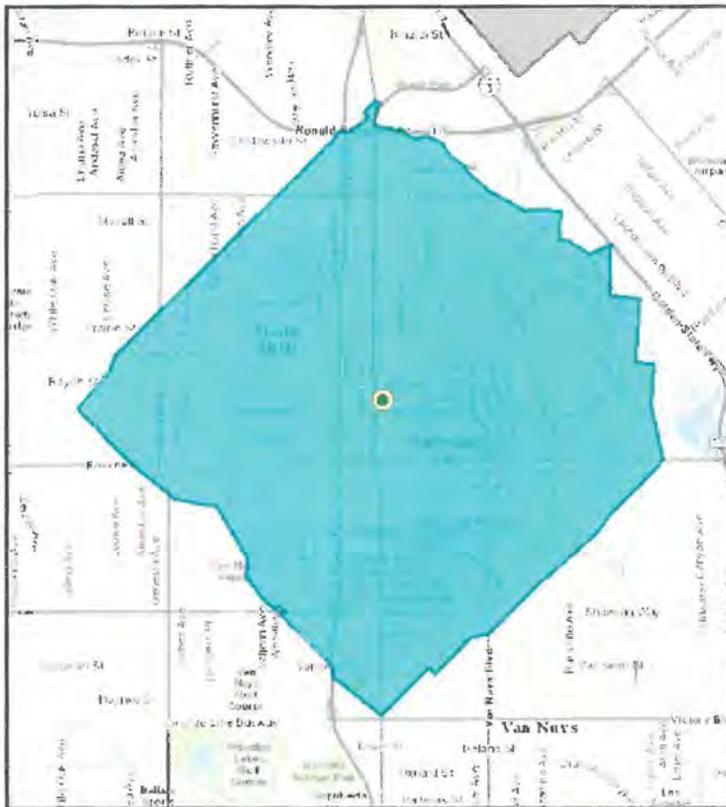
HOLLY L. WOLCOTT, City Clerk

By: \_\_\_\_\_



**EQUITABLE PARKS & AMENITIES  
DECISION SUPPORT SYSTEM**

**Park Analysis Report**



**Scenario Information**

Scenario Name:

**North Hills**

Description:

Scenario Type:

Existing Park Upgrade

North Hills Community Park

Park Class:

Community

Baseline Dataset\*:

All Parks (RAP and Non-RAP)

\*The baseline dataset is the existing parks dataset whose service areas are used to calculate the currently non-served metrics given below in blue. These residents and households, which would be served by the proposed park, are not currently served by any existing park in the baseline dataset.

**Population and Age Breakdown**

	Total Residents Served:	Currently Non-Served Residents Served:
Residents Served:	207,231	0
<b>Residents Served by Age</b>		
Under Age 5:	16,392	0
Age 5 to 9:	15,270	0
Age 10 to 14:	15,905	0
Age 15 to 17:	10,228	0
Age 18 to 64:	132,255	0
Age 65 and Over:	17,181	0

**Household and Income Breakdown**

	Total Households Served:	Currently Non-Served Households Served:
Households Served:	57,455	0
<b>Households Served by Annual Income</b>		
Under \$25,000:	14,357	0
\$25,000 to \$34,999:	7,154	0
\$35,000 to \$49,999:	9,097	0
\$50,000 to \$74,999:	10,417	0
\$75,000 and Over:	16,430	0

Source: Census/ACS 2010

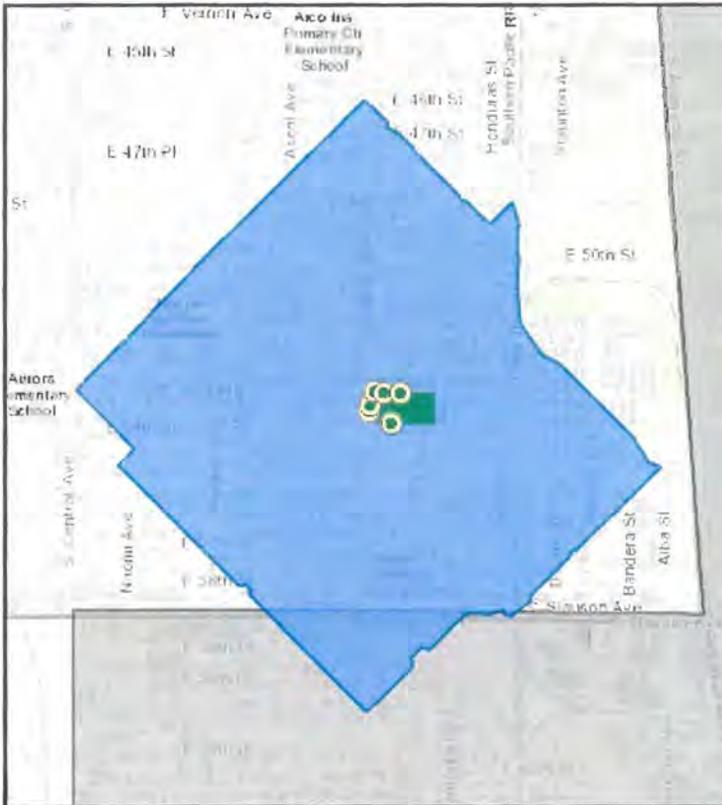
City of Los Angeles  
Department of Recreation and Parks  
Date Generated: 01/05/2016

Disclaimer: This report is for informational purposes only and relies on data from a variety of sources, which may or may not be accurate or current. The City of Los Angeles assumes no responsibility arising from the use of this report. The map and associated data are provided "as is" without warranty of any kind.



**EQUITABLE PARKS & AMENITIES  
DECISION SUPPORT SYSTEM**

# Park Analysis Report



### Scenario Information

Scenario Name:

Slauson

Description:

Scenario Type:

Existing Park Upgrade

James Slauson Recreation Center

Park Class:

Neighborhood

Baseline Dataset\*:

All Parks (RAP and Non-RAP)

\*The baseline dataset is the existing parks dataset whose service areas are used to calculate the currently non-served metrics given below in blue. These residents and households, which would be served by the proposed park, are not currently served by any existing park in the baseline dataset.

### Population and Age Breakdown

	Total Residents Served:	Currently Non-Served Residents Served:
Residents Served:	12,679	0
<i>Residents Served by Age</i>		
Under Age 5:	1,317	0
Age 5 to 9:	1,246	0
Age 10 to 14:	1,265	0
Age 15 to 17:	782	0
Age 18 to 64:	7,559	0
Age 65 and Over:	510	0

### Household and Income Breakdown

	Total Households Served:	Currently Non-Served Households Served:
Households Served:	2,683	0
<i>Households Served by Annual Income</i>		
Under \$25,000:	1,095	0
\$25,000 to \$34,999:	348	0
\$35,000 to \$49,999:	464	0
\$50,000 to \$74,999:	494	0
\$75,000 and Over:	282	0

Source: Census/ACS 2010



**EQUITABLE PARKS & AMENITIES  
DECISION SUPPORT SYSTEM**

# Park Analysis Report



**Scenario Information**

Scenario Name:  
**Van Nuys**

Description:

Scenario Type:  
Existing Park Upgrade  
Van Nuys Recreation Center  
Park Class:  
Neighborhood  
Baseline Dataset\*:  
All Parks (RAP and Non-RAP)

\*The baseline dataset is the existing parks dataset whose service areas are used to calculate the currently non-served metrics given below in blue. These residents and households, which would be served by the proposed park, are not currently served by any existing park in the baseline dataset.

**Population and Age Breakdown**

**Household and Income Breakdown**

	Total Residents Served:	Currently Non-Served Residents Served:		Total Households Served:	Currently Non-Served Households Served:
Residents Served:	8,638	0	Households Served:	2,648	0
<i>Residents Served by Age</i>			<i>Households Served by Annual Income</i>		
Under Age 5:	628	0	Under \$25,000:	895	0
Age 5 to 9:	621	0	\$25,000 to \$34,999:	363	0
Age 10 to 14:	656	0	\$35,000 to \$49,999:	428	0
Age 15 to 17:	379	0	\$50,000 to \$74,999:	444	0
Age 18 to 64:	5,729	0	\$75,000 and Over:	518	0
Age 65 and Over:	625	0			

Source: Census/ACS 2010

REPORT OF GENERAL MANAGER

NO. 16-014

DATE January 20, 2016

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PERSHING SQUARE - CANCELLATION OF THE 2015 REQUEST FOR PROPOSALS FOR THE OPERATION AND MAINTENANCE OF THE PERSHING SQUARE CAFÉ CONCESSION (CON-F15-004); REJECTION OF ALL PROPOSALS

R. Barajas  
H. Fujita  
V. Israel



K. Regan \_\_\_\_\_  
N. Williams \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Reject the proposal received from A.M. Best Food, Inc., on September 29, 2015 in response to the Pershing Square Café Concession (CON-F15-004);
2. Cancel and withdraw RFP (CON-F15-004) for; and,
3. Direct staff to return the proposal deposit to A.M. Best Food, Inc.

SUMMARY:

Pershing Square Park (Park), located at 532 South Olive Street in Downtown Los Angeles, is one of the City's oldest and most popular public venues, used daily by the public for recreational park purposes, filming and general public gatherings. The Park hosts a variety of recreational and cultural programs such as summer concert series, a winter season "Holiday on Ice" ice-skating rink, and special events.

On May 20, 2015, the Board approved Report No. 15-109 (as amended) the release of the Pershing Square Café Concession RFP (RFP) for operation and management of a full time café.

On July 22, 2015, the Department of Recreation and Parks (RAP) released the RFP and conducted outreach to potential proposers utilizing the Los Angeles Business Assistance Virtual Network (BAVN), the Los Angeles Daily Journal, and RAP's website. Thereafter, approximately eleven (11) food and beverage companies viewed the RFP on BAVN. Additionally, RAP emailed and mailed an RFP interest letter to approximately fifty (50) businesses selected from RAP's RFP notification list. The businesses were chosen based on their food and beverage categories or in

## REPORT OF GENERAL MANAGER

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NO. 16-014

response to their request to be notified of future RFP opportunities.

On August 27, 2015, RAP held a mandatory pre-proposers conference and a site walk, which were attended by two (2) proposers.

On September 29, 2015, RAP received one (1) proposal response from A.M. Best Food, Inc. However, A.M. Best Food, Inc. was deemed non-responsive due to its failure to complete Level I requirements, including failure to complete the Business Inclusion Program Outreach (BIP) through BAVN and failure to include several mandatory contract compliance documents and information, such as the City Ethics Commission (CEC Form 55), First Source Hiring Ordinance, Federal Tax Identification Number and W-9 Form. Furthermore, A.M. Best Food, Inc. neglected to submit the required Proposed Operational Plan and failed to propose a minimum Revenue-Sharing Payment.

Although it was anticipated that with the re-stabilized economy and the resurgence of residential and commercial development surrounding Pershing Square and Downtown Los Angeles, would generate more interest among several potential proposers, RAP was left with no remaining proposers to consider for award of the RFP. Therefore, RAP is working in collaboration with Council District 14 and with Pershing Square Renew, the organization formed to facilitate new design, renovation and improvement efforts at Pershing Square Park. Currently, Pershing Square Renew is in the process of selecting a design consultant to help guide and shape future benefits for Park operations at Pershing Square Park. As such, it is in RAP's best interest to temporarily cease plans to release a future Pershing Square Café Concession RFP until the final design process is complete, at which time, RAP will research the best options for providing quality food and beverage services at Pershing Square.

### RECOMMENDATIONS:

Therefore, in accordance with the Los Angeles City Charter Section 371(c) and as stated in Section V. Page 9 of the Request for Proposals for the Operation of the 2015 Pershing Square Cafe Concession released on July 22, 2015 ("The City shall reserve the right to reject any and all bids or proposal and to waive any informality in the bid or proposal when to do so would be to the advantage of the City. The City may also reject the bid or proposal of any bidder or proposer who has previously failed to timely and satisfactorily perform any contract with the City."), RAP recommends that the Board reject the proposal from A.M. Best Food, Inc.; cancel and withdraw RFP No. CON-F15-004, and direct RAP to immediately return the proposal deposit.

### FISCAL IMPACT STATEMENT:

Cancellation of the RFP has no impact to the Department's General Fund.

This Report was prepared by Sonia Robinson, Management Analyst II, Partnership and Revenue Branch, Concessions Unit.

REPORT OF GENERAL MANAGER

NO. 16-015

DATE January 20, 2016

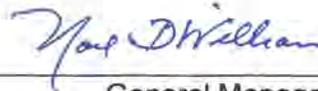
C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF APPROPRIATIONS WITHIN THE DEPARTMENT OF RECREATION AND PARKS FUND 205, DEPARTMENT 88 ACCOUNTS

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

K. Regan \_\_\_\_\_  
\* N. Williams NDW



General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Authorize the Department of Recreation and Parks' Chief Accounting Employee to transfer Three Million, Six Hundred Seventy-Four Thousand, Nine Hundred Seven Dollars and Forty-Two Cents (\$3,674,907.42) from Fund 205, Department 88 various accounts (see attached) to Fund 205, Department 88, Account number 88900H Projects Cash Flow; and,
2. Authorize the Chief Accounting Employee to make technical corrections as necessary to this transaction in order to effectuate the intent of this Report.

SUMMARY:

During the past twenty-five (25) years the Department of Recreation and Parks (RAP) has received or been awarded many grants from Federal, State, County, and other governmental agencies to provide much needed funding for both capital improvements and the provision of services. These grants included, but were not limited to, capital improvement grants such as Proposition 12, Proposition 40, and Proposition A-1 and A-2. RAP also received program grants for summer lunch, juvenile justice, senior nutrition, Community Development Block Grant (CDBG), etc. As with most capital or program grants, these awards did not provide upfront funding prior to the completion of projects or provision of services because, consistent with most grants, they were awarded on a reimbursement basis, requiring partial or full completion of capital improvements or provision of services to be completed prior to receiving any cash from the funding agency.

Accordingly, a lag time between billing the funding agency and receiving cash is generally between eight and sixteen weeks. However, vendors who provided services to RAP retained the right to be paid within thirty (30) days. To meet this requirement and to ensure sufficient funds were on hand to pay vendors, RAP, consistent with the practice of other City Departments, occasionally utilized funds from the City Reserve Fund, Public Works Trust Fund,

## REPORT OF GENERAL MANAGER

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NO. 16-015

or other designated special funds to cover these cash demands.

Since grants require strong accounting support to properly collect and record funding in compliance with grant requirements and the City of Los Angeles' accounting procedures, the Department has reviewed a variety of these transactions from 1995 to 2004. This review reveals that some of the project accounting for Proposition A-1 projects was not fully documented as completed, even though the projects were physically completed and the County of Los Angeles was properly billed, and the City received the cash that it "cash flowed or fronted" while the projects were in construction.

Therefore, to ensure the undocumented step in the accounting process was properly completed, i.e. returning the funds to the cash flow source, RAP began implementing stronger accounting controls over the last ten (10) years and has narrowed the group of projects that are not officially closed to those included on the Attachment. These funds are currently recorded in Fund 205 and should be properly reflected in the Project Cash Flow Account.

Therefore, Staff recommends that these projects now be officially closed and the remaining balances be transferred to Fund 205, Department 88, Account No. 88900H Projects Cash Flow. This recommendation is being made to remedy these fully documented funds and to, and to increase RAP's existing cash flow account as RAP has continued to receive capital grants (such as Proposition 1C-Housing Related Parks Program Grant) as well as program grants, and is required to increase RAP's cash flow account to support these activities. This would bring RAP's cash flow account balance to approximately Six Million Dollars (\$6,000,000.00). Additionally, increasing the cash flow account balance is in line with appropriate accounting practices, helping to lessen or eliminate transferring various funding sources.

### FISCAL IMPACT STATEMENT:

There is no RAP General Fund impact as all transfers are within Fund 205.

This report was prepared by Noel Williams, Chief Financial Officer, and Finance Division.

Fund 205  
 Department 88  
 Projects - A I

Attachment

BFY	Fund	Department	Appropriation Unit	Cash Flow Amount
2004	205	88	88004H NICKERSON GARDENS-HA	\$ 85,356.24
2004	205	88	88005H RAMONA GARDENS-HA	\$ 23,793.76
2004	205	88	88006H DEBS PARK	\$ 37,956.65
2004	205	88	88014H GRIFFITH OBS-REHAB	\$ 168,443.07
2004	205	88	88019H HANSEN DAM-ORCAS AREA	\$ 66,027.84
2004	205	88	88022H PAN PACIFIC PARK	\$ 1,154.00
2004	205	88	88025H SEPULVEDA BASIN-HJELTE FIELD	\$ 97,657.69
2004	205	88	88027H SEPULVEDA BASIN-WILDLIFE	\$ 171,500.00
2004	205	88	88040H DOWNEY REC CTR POOL BLDG	\$ 45,500.00
2004	205	88	88043H GREEN MEADOWS REC CENTER	\$ 21,166.04
2004	205	88	88044H HOLLYWOOD REC CTR R/R	\$ 37,428.55
2004	205	88	88048H LEMON GROVE REC CTR EXP	\$ 438,914.00
2004	205	88	88049H LINDSAY COMMUNITY CTR-PARK DEV	\$ 10,000.00
2004	205	88	88060H ALGIN SUTTON REC CTR CHILDCARE	\$ 107,001.63
2004	205	88	88061H ALGIN SUTTON REC CTR POOL BLDG	\$ 95,000.00
2004	205	88	88069H DELANO REC CTR COMM BLDG	\$ 16,526.36
2004	205	88	88070H EAGLE ROCK REC CTR CHILDCARE	\$ 45,863.31
2004	205	88	88073H ECHO PARK AREA CHILDCARE	\$ 87,006.44
2004	205	88	88082H LAFAYETTE PARK BLDG REHAB	\$ 13,241.59
2004	205	88	88093H RUNYON CANYON PARK DEVELOP	\$ 9,106.14
2004	205	88	88096H STUDIO CITY MINI-PARK ACQ	\$ 9,736.79
2004	205	88	88100H VNSO REC CTR INDOOR POOL	\$ 632,563.06
2004	205	88	88109H CABRILLO MARINE AQUARIUM	\$ 8,216.79
2004	205	88	88123H HARVARD RC- TENNIS COURTS	\$ 236,023.52
2004	205	88	88127H CABRILLO MARINE AQ M/PLAN IMP	\$ 685,591.92
2004	205	88	88133H GRIF PK TT TRAIN EXH SHELTER	\$ 200,552.94
2004	205	88	88143H MACARTHUR PARK OUTDOOR IMPR	\$ 73,061.32
2004	205	88	88144H NORTHEAST PARK-EL SERENO	\$ 19,570.59
2004	205	88	88156H STUDIO CITY RC BLDG REFURB	\$ 91,411.50
2004	205	88	88166H CABRILLO MARINE AQUARIUM	\$ 139,535.68
			Total	\$ 3,674,907.42

REPORT OF GENERAL MANAGER

NO. 16-016

DATE January 20, 2016

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEWER TIE CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIRS - REQUEST FOR QUALIFICATIONS

R. Barajas \_\_\_\_\_

K. Regan \_\_\_\_\_

H. Fujita \_\_\_\_\_

\* N. Williams NDW

V. Israel \_\_\_\_\_

*Noel D. Williams*

General Manager

Approved \_\_\_\_\_

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 environmental impact analysis, for a three-year (3) contract, in an amount not to exceed \$5,000,000 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.
4. Authorize the Department's Chief Accounting Employee to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY:

The Department of Recreation and Parks (RAP) is in need of a construction services contract that provides sewer tie construction, retrofit, maintenance and/or repairs, which staff cannot provide, therefore one or more sewer tie construction, retrofit, maintenance and/or repairs contracts are required. Currently RAP has contracts in place to perform sewer tie services, but will expire soon. With over 450 Park locations under the jurisdiction of RAP, sewer tie contracts are critical to maintaining and expanding our facilities sewer and storm drain infrastructure.

These contracts will provide RAP with the ability to construction new, retrofit existing, maintain and/or repair existing sewer line systems at our current aging park facilities. In addition these

## REPORT OF GENERAL MANAGER

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NO. 16-016

contracts will provide RAP Planning, Construction and Maintenance Branch a tool to modernize current Park locations and the creation of new Parks.

Staff has developed and is now ready to release, at the direction of the Board, a 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 the RAP. The Planning, Construction and Maintenance Branch, which oversees the 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 \$5,000,000 per year, per contract. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The 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. Funding for projects will be provided from various funding sources.

REPORT OF GENERAL MANAGER

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NO. 16-016

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, Senior Management Analyst I and reviewed by Noel Williams, Chief Finance Analyst, Finance Division.

## MATTERS PENDING

Matters Pending will be carried for a maximum of six months, after which time they will be deemed withdrawn and rescheduled whenever a new staff report is received.

### GENERAL MANAGER'S REPORTS:

<u>ORIGINALLY PLACED ON BOARD AGENDA</u>	<u>PLACED ON MATTERS PENDING</u>	<u>DEEMED WITHDRAWN</u>
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None

### BIDS TO BE RECEIVED:

None

### PROPOSALS TO BE RECEIVED:

2/16/16	CON-M15-005 - Griffith Observatory Bookstore and Gift Shop Concession
3/15/16	CON-M16-001 - Griffith Park Pony Ride Concession

### QUALIFICATIONS TO BE RECEIVED:

None