

REPORT OF GENERAL MANAGER

APPROVED
JUN 06 2011

NO. 11-151

DATE June 6, 2011

C.D. ALL

**BOARD OF RECREATION
and PARK COMMISSIONERS**

BOARD OF RECREATION AND PARK COMMISSIONERS

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

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u><i>MS</i></u>
V. Israel	_____	N. Williams	_____

Approved _____ Disapproved _____ Withdrawn _____

[Signature]
General Manager

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Qualifications (RFQ) for electrical maintenance and repair of outdoor field lighting, facilities and solar power systems, for one or more two-year (2) contracts, with a one-year (1) option to renew, exercisable at the sole discretion of the General Manager, in an amount not to exceed \$7,000,000 per year, 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:

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

REPORT OF GENERAL MANAGER

PG. 2

NO. 11-151

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, 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 Division, 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 two 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 Good Faith Effort Subcontractor Outreach as required by Executive Directive No. 2001-26, Riordan Series and the Board's policy (Board Report No. 177-89).

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. The responder must successfully pass Level I before staff will proceed to Levels II.

If responders are successful in meeting the City's minimum qualifications requirements, then response evaluation will be based solely on the prices submitted by responders. After the evaluation, a recommendation will be made to the Board for award of contracts.

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, vendors will have the opportunity to submit a competitive quote for each project issued by RAP's Planning, Construction and Maintenance Division, within the terms of this contract.

REPORT OF GENERAL MANAGER

PG. 3

NO. 11-151

The selected responders will be recommended to the Board for two-year (2) contracts, with a one-year (1) option to renew, exercisable 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 the RAP does not guarantee that the contract maximum amount will be reached. The construction services that the RAP will be requesting shall be on an as-needed basis; 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.

FISCAL IMPACT STATEMENT:

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

This Report was prepared by Jim Newsom, Management Analyst II and reviewed by Cid Macaraeg, Senior Management Analyst II, Planning, Construction and Maintenance Division.