

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

Wednesday, June 20, 2001 - 9:30 a.m.
200 North Main Street, 13th Floor, Room 1325
Los Angeles, California 90012

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED. COMMENTS BY THE PUBLIC ON ALL OTHER MATTERS WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD WILL BE HEARD DURING THE "PUBLIC COMMENTS" PERIOD DESIGNATED AT THE END OF THE SPECIAL MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES.

1. GENERAL MANAGER'S REPORTS:

- 01-238 Amendment to Golf Tournament Policy Relating to Shotgun Tournaments
- 01-239 Authorize the General Manager to Execute a Memorandum of Understanding (MOU) Between the Department of Recreation and Parks and the Department of General Services
- 01-240 Cabrillo Marine Aquarium - Cancellation of Bid and Re-advertising of Project (1505D)

2. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, July 11, 2001 at 9:30 a.m., City Hall East, 200 North Main Street, Room 1325, Los Angeles, CA 90012.

3. 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) 473-5888.

Finalization of Commission Actions: In accordance with City Charter Section 32.3, actions of the Board of Recreation and Park Commissioners shall become final at the expiration of the next five meeting days of the Los Angeles City Council during which the Council has convened in regular session.

REPORT OF GENERAL MANAGER

NO. 01-238

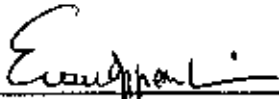
DATE June 20, 2001

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO GOLF TOURNAMENT POLICY RELATING TO SHOTGUN TOURNAMENTS

J. Combs*	<u> </u>	J. Duggan	<u> </u>
M. Matthews	<u> </u>	H. Fujita	<u> </u>
M. Tamuri	<u> </u>	J. Kolb	<u> </u>
A. Coroaalles	<u> </u>		



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

Approve the following changes to the Department's Golf Tournament Policy Section VII Shotgun Tournaments adding the Hansen Dam and Woodley eighteen hole courses to the Shotgun Policy, and adding the Sun Valley Chamber of Commerce to the list of exempt groups, allowing access to the Hansen Dam Golf Course for fund raising activities.

SUMMARY

Staff recently completed a review of the Department's Golf Tournament Policy with the Golf Advisory Committee (GAC). The GAC voted unanimously in support of a request by the Sun Valley Chamber of Commerce to hold a shotgun tournament at a course located within their community. This request is supported by the Council office. The amendment to the policy will allow Department staff to facilitate similar requests in the future without Golf Advisory Committee and Board approvals. The policy will add the Hansen Dam and Woodley eighteen hole courses to the Shotgun Policy (Section VII), and include the Sun Valley Chamber of Commerce to the Special Exempt Group Section as follows:

SECTION VII Shotgun Tournaments

- Shotgun tournaments may only be scheduled at the City's two 36-hole complexes, Sepulveda and Griffith Park, **and at the Hansen Dam or Woodley 18 hole Courses** on Mondays, Wednesdays, and Thursdays (holidays excluded). However, shotgun tournaments will be limited to one day per week at each facility. No other type of tournament will be scheduled at the Department's golf complex's on the day of a shotgun tournament.

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SECTION III Special Exempt Groups

Sun Valley Chamber of Commerce - is permitted to hold two tournaments each calendar year at the Hansen Dam Golf Course on Non-Holiday Mondays for the purpose of fund raising. This tournament will be allowed to begin at 11:00 AM. (Public access to the course will be permitted prior to the start of the tournament.)

Report prepared by Ken Novak, Community Services Branch.

REPORT OF GENERAL MANAGER

NO. 01-239

DATE June 20, 2001

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZE THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF GENERAL SERVICES

J. Combs _____	H. Fujita _____
A. Corralles _____	M. Tamari _____
J. Duggan _____	M. Matthews _____
J. Kolb _____	



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Authorize the General Manager to rescind the award of any Proposition K construction contract if the contractor has not executed a written contract with the City consisting of an executed contract, provision of payment and labor bonds and proof of adequate insurance coverage within ten (10) days after the contract and bond forms are delivered to the contractor, but not later than June 29, 2001;
2. After rescission of any such award, execute a Memorandum of Understanding ("MOU") on June 29, 2001, for the construction of that project with the Department of General Services similar in form to the one listed in Attachment A to construct the Proposition K project.

BACKGROUND

Proposition K is a Los Angeles City approved proposition which earmarks \$25,000,000.00 per year to be spend on park improvement projects. As a condition of the funding, money for project construction identified in a particular fiscal year must be encumbered by way of an executed Contract prior to June 30, 2001. If the funds are not encumbered, they are no longer available after that date.

At its previous Board meetings of May and June 2001, the Board of Recreation and Park Commissioners voted to award 19 construction projects to the lowest responsible and responsive bidder. As part of the bid document, the General Contractor is required to provide the Department with bid and performance bonds, proof of issuance and appropriate licensing, and execute the

REPORT OF GENERAL MANAGER

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Contract between the City and the General Contractor for the work within ten days after receipt of the contract and bond forms by the Board Secretary.

If the General Contractor is unable to obtain and provide the City with the necessary bid bonds, insurance and execute the Contract, within the ten days allotted for this effort, there is insufficient time for another Board meeting to be held to rescind the award and award the contract to another entity.

As a result, the Department believes that a contingency plan is necessary in the unlikely event that one of the General Contractors is unable to timely execute the Contract Agreement. The proposed contingency plan consists of authorizing the General Manager to execute a Memorandum of Understanding between the Departments of General Services and Recreation and Parks which would formally encumber the funds and transfer construction of the unexecuted Contract for construction by the Department of General Services.

A Memorandum of Understanding is provided in Attachment A and an updated listing of the Proposition K Contracts which remain unexecuted will be provided at the Board meeting.

Prepared by Maureen Tamuri, Assistant General Manager.

S A M P L E

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF RECREATION AND PARKS
AND
THE DEPARTMENT OF GENERAL SERVICES**

The Department of Recreation and Parks (DRP) and the Department of General Services (GSD) desire to enter into a Memorandum of Understanding (MOU) for the Banning Residence Museum - Refurbish Building and Garden (#2801N) located at 401 E. "M" Street, Wilmington, CA.

The purpose of this MOU is to establish a working relationship between the parties for the successful completion of this project within budget and within schedule.

The parties agree to the following:

I) PARTIES TO THE AGREEMENT

A. Ellen Oppenheim, General Manager
Department of Recreation and Parks
200 N. Main St., Room 1330
Los Angeles, CA 90012

B. John Kirk Mukri, General Manager
Department of General Services
Room 701, City Hall South
Los Angeles, CA 90012

II) THE PROJECT

The project includes the repair and/or restoration of all exterior wood doors and windows at the historic Banning Residence Museum, and the abatement of lead based paint in areas impacted by the restoration work, all in accordance with the plans and specifications.

The project is scheduled to be completed in 160 days starting in July 2001. The estimated cost to complete all work is approximately \$230,181.00.

Currently, a total of \$230,181.00 is available for construction from the Proposition "K" fund.

Fund 43K, Account R363.

III) RESPONSIBILITIES OF THE PARTIES

DRP shall:

1. Provide funding to GSD for the restoration of Banning Residence Museum.
2. Approve billings, submitted on a monthly basis, for labor and material costs incurred by GSD in a timely manner.
3. Provide complete and approved construction documents and specifications.
4. Provide overall project management activities which shall include budget control and meeting regularly with GSD to review design and construction issues.
5. Establish jointly with GSD a time frame to respond to RFI's and Change Orders.
6. If the project budget will be exceeded, secure additional funding or reduce the scope of work.

GSD shall:

1. Review and comment on all documents provided by DRP.
2. Provide a construction schedule and submit monthly construction schedules for a joint review with DRP.
3. Construct or cause to perform restoration work at the Banning Residence Museum per the approved construction documents.
4. Prepare RFIs and Change Order Requests in a timely manner. The parties understand and agree that change orders or other unforeseen costs may increase the original construction budget. If the construction budget exceeds the available funds, the parties agree to either secure additional funding or reduce the scope of work.
5. Prepare monthly expenditure reports for DRP and invoice DRP when necessary.
6. Prepare and submit a complete breakdown of costs for the entire project. The breakdown shall itemize costs based on the trades indicated in the specifications.
7. Establish jointly with DRP work orders which break up the project into specific activities that will simplify auditing and control of project activities.

IV) METHOD AND TIME OF PAYMENT

Prior to the commencement of construction, DRP shall transfer funds in the amount of \$230,181.00 from Fund 43K, Account R363, to GSD as payment for the construction services associated with Banning Residence Museum - Refurbish Building and Garden (#2801N).

GSD will submit monthly billings to DRP for construction work performed.

V) COST REPORTING

On a monthly basis, GSD shall provide expenditure reports for the above project which will itemize all labor and material costs. Work order numbers will be assigned to the project so that costs can be tracked via the specific assigned numbers.

IN WITNESS WHEREOF, the Department of Recreation and Parks and the Department of General Services have caused this MOU to be executed by their duly authorized representatives:

For: DEPARTMENT OF RECREATION AND PARKS

ELLEN OPPENHEIM, GENERAL MANAGER

Executed this _____ day of _____, 2001

For: THE DEPARTMENT OF GENERAL SERVICES

JOHN KIRK MUKRI, GENERAL MANAGER

Executed this _____ day of _____, 2001

REPORT OF GENERAL MANAGER

NO. 01-240

DATE June 20, 2001


C.D. 15

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CABRILLO MARINE AQUARIUM - CANCELLATION OF BID AND RE-
ADVERTISING OF PROJECT - (#1505D)

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
M. Tamuri _____
M. Matthews _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Cancel the bid open date of June 5, 2001; and,
2. Advertise the Project on June 26, 2001 with bids to be received on July 31, 2001.

SUMMARY:

Previously, the Board of Recreation and Park Commissioners approved the project to be advertised for bid on June 5, 2001. The project thus far has disbursed drawings to eight (8) prime contractors, eight (8) subcontractors, and four (4) contract information agencies. Phone conversations with the plan holders during the bidding process indicated that they could not bid the project due to the tight time constraint. In order to assure the most favorable bidding environment for this and the other Prop. K projects, staff issued an addendum canceling the bidding after consulting with museum staff and the General Manager.

The Department has incorporated revisions into the documents resulting from plan check corrections and will issue these plans with a new bid date of July 31, 2001. The bid response is expected to be better with the delay and opportunity to advise a broader bidder pool. Cabrillo Marine supporters have also expressed their agreement to the delay.

Prepared by William Tseng, Contract Administrator.