

F I N A L A G E N D A

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

Wednesday, June 5, 2002 - 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 OF THE MEETING. EACH SPEAKER WILL BE GRANTED TWO MINUTES.

1. GENERAL MANAGER'S REPORTS:

- 02-217 Griffith Observatory - Approve Personal Services Contract with American Moving & Storage Co., Inc. for the Moving of Material and Equipment for the Temporary Relocation of Griffith Observatory
- 02-218 Gonzales/Pacoima - Boxing Facility and H.V.A.C. (#1810A) W.O. E170129F - Review of Bids and Award of Contract
- 02-219 Algin Sutton Recreation Center - Sports Field Improvements (#1231D) W.O. E170292F - Review of Bids and Award of Contract
- 02-220 Winnetka Recreation Center - Childcare Center (#2600N) W.O. E170339F - Review of Bids and Award of Contract
- 02-221 Juntos Park - Development (#1341A) W.O. 170345F - Review of Bids and Award of Contract
- 02-222 Hansen Dam - Soccer Complex (#1347A) W.O. E170204F - Review of Bids and Award of Contract
- 02-223 Mt. Carmel Recreation Center - Restroom, Lighting and Improvements (#1223C) - Final Acceptance
- 02-224 Addition of Subcontractor; Imperial Courts Recreation Center - New Community Building (#1605D); Contract No. 2836

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- 02-225 Acceptance of Stop Notice(s) and Release(s) of Stop Notice(s)
- 02-226 Reservation System Card Fees
- 02-227 Appropriation to the Furniture, Office and Technical Equipment Account in Fund 302
- 02-228 Appropriation to the Furniture, Office and Technical Equipment, Operating Supplies and Expenses in Fund 302
- 02-229 Temporary Transfer of Funds to General Services
- 02-230 Various Communications
- 02-231 Griffith/Metro Region Donations
- 02-232 Donations to Community Services Branch

2. UNFINISHED BUSINESS:

- 02-167 Cancellation of Damon General Contractors - Studio City Recreation Center Building Improvements (#1814A) - Contract No. 2919
- 02-209 Approval of State's Plan to Widen Figueroa Street Within Exposition Park

Hold to July 10, 2002

3. NEW BUSINESS:

Memorandum: Rustic Canyon Recreation Center - Facility Enhancements (#1030D)

4. COMMISSION TASK FORCES:

Commission Task Force on Park Safety (Commissioners Hammond and Sanchez-Camino)

Commission Task Force on Concession RFPs (Vice President Pak and Commissioner Sanchez-Camino)

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Commission Task Force on Capital Projects (Vice President Pak and Commissioner Hammond)

5. GENERAL MANAGER'S ORAL REPORT:

- Report on Department Activities and Facilities
- Department Organization Overview - Marjorie Matthews, Executive Officer

6. FUTURE AGENDA ITEMS:

Request by Commissioners to Schedule Specific Items on Future Agendas.

7. PUBLIC COMMENTS:

Any comments which require a response or report by staff will be automatically referred to staff for a report at some subsequent meeting.

8. NEXT MEETING:

A Special meeting of the Board of Recreation and Park Commissioners will be held on Friday, June 14, 2002 at 8:30 a.m., City Hall East, 200 North Main Street, 13th Floor, Room 1325 Los Angeles, California 90012.

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, June 19, 2002 at 9:30 a.m., City Hall East, 200 North Main Street, 13th Floor, Room 1325 Los Angeles, California 90012.

9. 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.

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Finalization of Commission Actions: In accordance with City Charter Section 245, 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.

Information on agenda items may be obtained by calling the Commission Office at (213) 473-5888. Copies of the agenda and reports may be downloaded from the Department's website at www.laparks.org.

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REPORT OF GENERAL MANAGER

NO. 02-217

DATE June 5, 2002

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY - APPROVE PERSONAL SERVICES
CONTRACT WITH AMERICAN MOVING & STORAGE CO., INC. FOR
THE MOVING OF MATERIAL AND EQUIPMENT FOR THE TEMPORARY
RELOCATION OF GRIFFITH OBSERVATORY

| | |
|--------------------|-----------------|
| J. Combs _____ | H. Fujita _____ |
| *A Coroalles _____ | J. Kolb _____ |
| J. Duggan _____ | M. Tamari _____ |

Margie Matthews

 Acting General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve the personal services contract with American Moving & Storage Co., Inc., on file with the Board office, for the relocation of material, equipment, exhibit items, and machinery from Griffith Observatory to the Griffith Observatory Satellite and/or to Department of Recreation and Parks storage facilities located at the Central Service Yard. The agreement, to expire on December 31, 2002 with one six-month option to extend, is not to exceed \$50,000.
2. Find that the Department does not have available in its employ personnel with sufficient time and the necessary expertise to undertake these specialized professional tasks in a timely manner, and it is more feasible and economical, as well as in the Department's best interest, to secure these services by contract.
3. Direct the Board Secretary to transmit the proposed Agreement to the Mayor in accordance with Executive Directive 16, concurrently to the City Attorney for review as to form, and upon the Mayor's and City Attorney's approval, authorize the President and Secretary of the Board to execute the Agreement.

SUMMARY:

Griffith Observatory is scheduled for major renovation and expansion. Almost all material, exhibit items, machinery, and equipment located at Griffith Observatory must be removed before the building is turned over to the contractor. Griffith Observatory will continue public and program development operations at the Griffith Observatory Satellite located near

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the Los Angeles Zoo in Griffith Park. Equipment, furniture, material, and exhibit items required for these operations will need to be moved to the Griffith Observatory Satellite. The material, equipment, machinery, and exhibit items not needed for Griffith Observatory Satellite operations will be stored in Department of Recreation and Parks facilities at the Central Service Yard, and these resources must be moved from Griffith Observatory to this storage location.

The Department of General Services decided that a personal services contract is required for this move because many of the items, such as the Zeiss Mark IV planetarium projector, the Palomar Mountain 200-inch mirror core, the model of Palomar Observatory, the Tesla Coil, and other specialized and heavy items are invaluable and require special handling, packing, moving, and storage. Large exhibit items, heavy machinery, and industrial shop items require special rigging and crating. Valuable items including paintings, plaques, astronomical books, and historic furniture also require expert handling and packing.

The Department of General Services felt that the special circumstances of this move exceeded the scope of the City's contract for moving and issued a Request for Proposal to qualified moving companies. Nine companies responded, and after review of the submitted proposals, three were deemed responsive and a review was conducted. Representatives from the Department of General Services and the Department of Recreation and Parks selected American Moving & Storage Co., Inc., as the lowest responsive bidder.

This contract is recommended in compliance with all City procedures and applicable laws and policies relative to the award of such contracts. Principals of the firm are not employees or officials of the City; are free to make recommendation or perform services specified in the contract independent of the control of City officials; and have no authority with respect to the City's decisions relating to the project, beyond fulfilling the provisions of the contract.

The firm has agreed in writing to comply with and/or has submitted the appropriate executed forms as outlined in the Standard Provisions for Personal Service Contracts including requirements of the Affirmative Action EEO Program, Insurance and Indemnity, Child Care Policy, Living Wage Ordinance, Equal Benefits Ordinance, Business Tax Registration Certificate, Child Support Obligations, and the Contractor Responsibility Program.

Sufficient funds are available in Observatory account 304, activity code 7800, to cover the cost of this contract. The term of the agreement extends through December 31, 2002, by which time the Observatory move should be complete, but in the event scheduling results in a delay of relocation for certain components of the Observatory's collection and equipment, an option for a six-month extension is incorporated.

This report was prepared by Dr. E. C. Krupp, Director, Griffith Observatory.

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DATE June 5, 2002

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GONZALES/PACOIMA - BOXING FACILITY AND H.V.A.C. (#1810A)
W.O. E170129F - REVIEW OF BIDS AND AWARD OF CONTRACT

J. Duggan J.D.
A. Corrales _____
J. Kolb _____
M. Matthews _____

H. Fujita _____
M. Tamuri WV
J. Combs _____

Margie Matthews

Acting General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Accept the base bid of QCM Construction, Inc., in the amount of \$622,800.00, as the lowest responsible bidder;
2. Authorize the Chief Accounting Employee to encumber funds in the amount of \$622,800.00 from the following fund and account numbers under the awarding authority of this Board Report; and

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 205 | H900 |
| 43K | R347 |
| 43K | S347 |
| Prop. 12 | TBD |

3. Request the City Attorney prepare a contract after which the President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

SUMMARY:

On April 23, 2002 the following bids were received for the Gonzales/Pacoima - Boxing Facility & H.V.A.C. (#1810A) W.O. E170129F project:

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| <u>Designer</u> | <u>Estimate</u> |
|-----------------------|-----------------|
| In-House Design Staff | \$520,000.00 |

| <u>BIDDER</u> | <u>BASE BID</u> | <u>ADD ALT. #1</u> | <u>ADD ALT. #2</u> | <u>ADD ALT. #3</u> |
|-----------------------------|-----------------|------------------------|------------------------|------------------------|
| QCM Construction, Inc. | \$622,800.00 | \$38,000.00 | \$12,000.00 | \$11,042.00 |
| Houck Const. & Estate Mgmt. | \$793,088.97 | \$32,640.00 | \$ 5,380.00 | \$11,042.00 |

There are sufficient funds available to award the contract for this project in the following accounts:

| <u>FUND</u> | <u>ACCOUNT</u> |
|-------------|----------------|
| 205 | H900 |
| 43K | R347 |
| 43K | S347 |
| Prop. 12 | TBD |

The City Attorney has reviewed the bids and found them to be in order. QCM Construction, Inc. was the lowest responsible bidder.

The City's liability under this contract shall only be to the extent of the current funding available, \$687,391.00. The \$295,000.00 available from the Proposition 12 1/3 funds is incremental funding which will be furnished after July 1, 2002. Upon receipt of the additional funds the City's liability shall be extended to the extent of receipt such incremental funding, subject to the terms and conditions of the contract.

The Contractor is not required to do any work in excess of the amount of funds appropriated by the City for this contract.

The Department reserves the right (option) to take/award deductive alternates and/or additive alternates at any time during the construction, in the amount indicated on the Proposal (Bid Sheet).

The L.A. For Kids Steering Committee has reviewed the bids and recommended that the Recreation and Parks Board award a construction contract.

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Staff has reviewed the outreach effort made by QCM Construction, Inc. and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained an MBE/WBE participation of 30 % and satisfied 100 of the 100 point requirements outlined by the Board's Outreach Program. The Outreach Document package is on file in the Board Office and synopsis of said package is attached.

Since this is the first contract between the Department and QCM Construction, Inc., there is no previous performance information on file for verification. Department staff will monitor the responsiveness and performance of QCM closely to ensure full compliance. The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

Prepared by Ralph Lew, Senior Architect.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: QCM Construction, Inc.

Bid Date: April 23, 2002

Project Name: Gonzalez / Pacoima - Boxing Facility and HVAC (#1810A)

| Indicator | Required Documentation | Description of Submitted or Missing Documentation | Points | |
|--------------------------------|--|---|--------|------------|
| 2 Pre-Bid Meeting | a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 617-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012. | | 10 | 10 |
| 3 Work Areas | Proof of this must be demonstrated in either indicator 4 or 5. | | 13 | 13 |
| 4 Ad | A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a placeholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents. | | 9 | 9 |
| 5 Letters to Potential Subs | A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 6 Follow-up to Letters | A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters. | | 10 | 10 |
| 7 Plans | Include in indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors. | | 5 | 5 |
| 8 Outreach Letters | A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 20 |
| 9 Negotiate in Good Faith | a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work. | | 26 | 26 |
| 10 Bonds | Include in indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance. | | 7 | 7 |
| TOTAL POINTS ACHIEVED | | | | 100 |

MBE/WBE % ACHIEVED: 30%

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NO. 02-219

DATE June 5, 2002

C.D. 01

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ALGIN SUTTON RECREATION CENTER - SPORTS FIELD IMPROVEMENTS
(#1231D) W.O. E170292F - REVIEW OF BIDS AND AWARD OF CONTRACT

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

H. Fujita _____
M. Tamuri _____
J. Kolb _____


Acting General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Reject the bid of Pinewave Construction, Inc. in the amount of \$1,209,648.00 and declare the bidder as non-responsive;
2. Waive, as an informality, the deviation of 4.9% above the requirement that more than 50% of the work cannot be subcontracted, and accept the Base Bid of Valley Crest in the amount of \$941,000.00 less Deductive Alternates Nos. 3 and 5 in the amount of \$102,000.00 for a total award amount of \$839,000.00;
3. Authorize the Chief Accounting Employee to encumber funds in the amount of \$839,000.00 from the following funds and account numbers under the awarding authority of this Board Report; and,

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 205 | H900 |
| 43K | R216 |
| 43K | S216 |

4. Request the City Attorney to prepare a contract after which the President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

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SUMMARY:

On May 7, 2002 the following bids were received for the Algin Sutton Recreation Center - Sports Field Improvement (#1231D) W.O. E170292F project:

| <u>BIDDER</u> | <u>BASE BID</u> | <u>BIDDER</u> | <u>BASE BID</u> |
|-----------------------|------------------|---------------|------------------|
| Pinewave Constr, Inc. | \$1,213,144 | Valley Crest | \$941,000 |
| ADD. ALT. #1 | \$ 13,200 | ADD. ALT. #1 | \$ 65,000 |
| ADD. ALT. #2 | \$ 18,800 | ADD. ALT. #2 | \$ 112,000 |
| ADD. ALT. #3 | \$ 15,000 | ADD. ALT. #3 | \$ 75,000 |
| ADD. ALT. #4 | \$ 13,200 | ADD. ALT. #4 | \$ 66,000 |
| ADD. ALT. #5 | \$ 45,238 | ADD. ALT. #5 | \$ 44,000 |
| ADD. ALT. #6 | \$ 45,238 | ADD. ALT. #6 | \$ 44,000 |
| ADD. ALT. #7 | \$ 68,000 | ADD. ALT. #7 | \$ 12,000 |
| ADD. ALT. #8 | \$ 42,000 | ADD. ALT. #8 | \$ 20,000 |
| ADD. ALT. #9 | \$ 21,850 | ADD. ALT. #9 | \$ 75,000 |
| ADD. ALT. #10 | \$ 30,825 | ADD. ALT #10 | \$ 16,000 |
| DED. ALT. #1 | \$ 116,847 | DED. ALT. #1 | \$ 82,000 |
| DED. ALT. #2 | \$ 10,000 | DED. ALT. #2 | \$ 5,900 |
| DED. ALT. #3 | \$ 130,000 | DED. ALT. #3 | \$ 90,000 |
| DED. ALT. #4 | \$ 5,000 | DED. ALT. #4 | \$ 250 |
| DED. ALT. #5 | \$ <u>55,000</u> | DED. ALT. #5 | \$ <u>12,000</u> |
| FINAL BID | \$1,209,648 | FINAL BID | \$1,279,850 |

There are sufficient funds available to award the contract for this project in the following accounts:

| <u>FUND</u> | <u>ACCOUNT</u> |
|-------------|----------------|
| 205 | H900 |
| 43K | R216 |
| 43K | S216 |

The City Attorney has reviewed the bids and found that Pinewave Construction, Inc. did not submit the CDBG forms required by Addendum No. 3 to the bid, therefore they are deemed nonresponsive. The second lower bidder, Valley Crest, listed subcontractor work amounting to approximately 54.9% of the base bid plus additive alternates. In *Ghilloti Constr. Co., v. City of Richmond (1996) 45 Cal. App 4th 897*, the Court of Appeal approved the selection of a bidder who exceeded Richmond's 50% subcontracting requirement by 5.44%. Therefore, pursuant to the *Ghilloti* case, the Board has

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discretion pursuant to Charter Section 371c to waive as an informality Valley Crest's 4.9% deviation above the 50% limitation in this bid.

As stated in the Instruction to Bidders, the Department reserves the right (option) to take/award deductive alternates and/or additive alternates at any time during the construction, in the amount indicated on the Proposal (Bid Sheet).

The L.A. For Kids Steering Committee has reviewed the bids and recommended that the Recreation and Parks Board award a construction contract.

Staff has reviewed the outreach effort made by Valley Crest and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained an MBE/WBE participation of 35% and satisfied 100% of the 100 point requirements outlined by the Board's

Outreach Program. The Outreach Document package is on file in the Board Office and a synopsis of said package is attached.

Staff reviewed the responsiveness and work performance of Valley Crest on past Department projects and found them to be satisfactory. The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

Prepared by Richard Klink, Contract Administrator.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: **VALLEY CREST**

Bid **May 7, 2002**
Date:

Project Name: **Algin Sutton Recreation Center - Sport Field Improvements (#1231D) W.O. E170292F**

| Indicator | Required Documentation | Description of Submitted or Missing Documentation | Points | |
|--------------------------------|---|---|------------|----|
| 2 Pre-Bid Meeting | a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 817-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012. | | 10 | 10 |
| 3 Work Areas | Proof of this must be demonstrated in either Indicator 4 or 5. | | 13 | 13 |
| 4 Ad | A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a planholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents. | | 9 | 9 |
| 5 Letters to Potential Subs | A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 6 Follow-up to Letters | A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters. | | 10 | 10 |
| 7 Plans | Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors. | | 5 | 5 |
| 8 Outreach Letters | A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 9 Negotiate in Good Faith | a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work. | | 26 | 26 |
| 10 Bonds | Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance. | | 7 | 7 |
| TOTAL POINTS ACHIEVED | | | 100 | |

MBE/WBE % ACHIEVED: 35%

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NO. 02-220

DATE June 5, 2002

C.D. 02

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WINNETKA RECREATION CENTER - CHILDCARE CENTER (#2600N)
W.O. E170339F - REVIEW OF BIDS AND AWARD OF CONTRACT

J. Duggan JD
A. Corrales _____
J. Kolb _____
M. Matthews _____

H. Fujita _____
*M. Tamuri MT
J. Combs _____

Margaret Matthews
Acting General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. That the bid of Pinewave Construction, Inc. be declared as non-responsive, for the reason contained in the body of this report;
2. Accept the base bid of Trimax Construction Corp., in the amount of \$1,400,000.00, as the lowest responsible bidder;
3. Authorize the Chief Accounting Employee to encumber funds in the amount of \$1,400,000.00 from the following fund and account numbers under the awarding authority of this Board Report; and

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 43K | R369 |
| 43K | S369 |

4. Request the City Attorney prepare a contract after which the President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

SUMMARY:

On May 7, 2002 the following bids were received for the Winnetka Childcare Center project:

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| | |
|-----------------------|-----------------|
| <u>Designer</u> | <u>Estimate</u> |
| In-House Design Staff | \$1,030,000.00 |

| <u>BIDDER</u> | <u>BASE BID</u> | <u>ADD</u> <u>ALT. #1</u> | <u>ADD</u> <u>ALT. #2</u> | <u>ADD</u> <u>ALT. #3</u> | <u>DED</u> <u>ALT. #1</u> | <u>DED</u> <u>ALT. #2</u> |
|-----------------------|-----------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Pinewave Construction | \$1,098,260 | \$ 5,420 | \$16,300 | | | |
| Trimax Construction | \$1,400,000 | \$10,000 | \$12,000 | \$20,000 | \$30,000 | \$90,000 |
| L.A. Builders, Inc. | \$1,449,987 | \$10,920 | \$15,288 | \$42,705 | \$26,433 | \$65,000 |

The City Attorney has reviewed the bid submitted by Pinewave Construction, Inc. and determined that bid is non-responsive because no bids were submitted on Additive Alternate No. 3 and Deductive Alternates Nos. 1 and 2. The City Attorney has found the bid of the second low bidder, Trimax Construction Corp., to be in order.

There are sufficient funds available to award the contract for this project in the following accounts:

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 43K | R369 |
| 43K | S369 |

The City Attorney has reviewed the bids and found them to be in order. Trimax Construction Corp. was the lowest responsible bidder.

The Department reserve the right (option) to take/award deductive alternates and/or additive alternates at anytime during the construction, in the amount indicated on the Proposal (Bid Sheet).

The L.A. For Kids Steering Committee has reviewed the bids and recommended that the Recreation and Parks Board award a construction contract.

Staff has reviewed the outreach effort made by Trimax Construction Corp. and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained an MBE/WBE participation of 0% and satisfied 91 of the 100 point requirements outlined by the Board's Outreach Program. The Outreach Document package is on file in the Board Office and synopsis of said package is attached.

Since this is the first contract between the Department and Trimax Construction Corp., there is no previous performance information on file for verification. Department staff will monitor the responsiveness and performance of Trimax Construction Corp. closely to ensure full compliance.

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The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

The Department reserves (option to take/award deductive alternates and/or additive alternates at any times during the construction, in the amount indicated on the Proposal (Bid Sheet).

Prepared by Ralph Lew, Project Manager.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: Trimax Construction Corp.

Bid Date: May 7, 2002

Project Name: Winetka Recreation Center - Childcare Center (#2200N)

| Indicator | Required Documentation | Description of Submitted or Missing Documentation | Points | |
|--------------------------------|--|---|--------|-----------|
| 2 Pre-Bid Meeting | a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 617-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012. | | 10 | 10 |
| 3 Work Areas | Proof of this must be demonstrated in either Indicator 4 or 5. | | 13 | 13 |
| 4 Ad | A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a placeholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number. Information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents. | | 9 | 0 |
| 5 Letters to Potential Subs | A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 6 Follow-up to Letters | A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters. | | 10 | 10 |
| 7 Plans | Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors. | | 5 | 5 |
| 8 Outreach Letters | A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 9 Negotiate in Good Faith | a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work. | | 26 | 26 |
| 10 Bonds | Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance. | | 7 | 7 |
| TOTAL POINTS ACHIEVED | | | | 91 |

MBE/WBE % ACHIEVED: 0%

REPORT OF GENERAL MANAGER

NO. 02-221

DATE: June 5, 2002

C.D. 2 & 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: JUNTOS PARK - DEVELOPMENT (#1341A) W.O. E170345F - REVIEW OF BIDS AND AWARD OF CONTRACT

J. Duggan _____
A. Corrales _____
J. Kolb _____
M. Matthews _____

H. Fujita _____
*M. Tamuri _____
J. Combs _____



Acting General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Accept the base bid of Valley Crest in the amount of \$860,000.00 and Additive Alternate No. 1 in the amount of \$118,000.00 and Additive Alternate No. 2 in the amount of \$66,400.00 and Additive Alternate No. 3 in the amount of \$38,700.00 and Additive Alternate No. 4 in the amount of \$26,500.00 for a total bid amount of \$1,109,600.00 as the lowest responsible bidder;
2. Authorize the Chief Accounting Employee to encumber funds in the amount of \$1,109,600.00 from the following fund and account numbers under the awarding authority of this Board Report; and,

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 43K | S243 |
| 43G | R243 |
| *TBD | *TBD |

3. Request the City Attorney prepare a contract after which the President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

REPORT OF GENERAL MANAGER

PG. 2

NO. 02-221

SUMMARY:

On May 7, 2002, the following bids were received for the Juntos Park - Development (#1341A) - W.O. E170345F.

| <u>Designer</u> | <u>Estimate</u> | | | | |
|-----------------------|-----------------|--------------------|--------------------|--------------------|--------------------|
| In-house Design Staff | \$1,175,000.00 | | | | |
| | | | | | |
| <u>BIDDER</u> | <u>BASE BID</u> | <u>ADD. ALT.#1</u> | <u>ADD. ALT.#2</u> | <u>ADD. ALT.#3</u> | <u>ADD. ALT.#4</u> |
| Valley Crest | \$ 860,000 | \$118,000 | \$ 66,400 | \$38,700 | \$26,500 |
| Trimax Const. Corp. | \$1,032,000 | \$ 60,000 | \$ 28,000 | \$20,000 | \$30,000 |
| Terra-Cal Const. Inc. | \$ 944,000 | \$124,000 | \$ 50,800 | \$46,600 | \$29,300 |
| NBM Corp. | \$ 973,000 | \$124,600 | \$103,600 | \$62,000 | \$52,000 |
| | | | | | |
| <u>BIDDER</u> | <u>TOTALS</u> | | | | |
| Valley Crest | \$1,109,600 | | | | |
| Trimax Const. Corp. | \$1,170,000 | | | | |
| Terra-Cal Const. Inc. | \$1,194,700 | | | | |
| NBM Corp. | \$1,315,200 | | | | |

There are sufficient funds available to award the contract for this project in the following accounts:

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 43K | S243 |
| 43G | R243 |
| *TBD | *TBD |

*The Proposition 12 Murray Hayden funds are funding this project and fund and account numbers will be established at a later date.

The proposed construction provides for the construction of a new park with the following amenities: two children's play areas, children's splash pad water play area, tot tricycle track, restroom building, picnic shelters and picnic tables, ornamental tubular steel fencing and gates, walkways, landscaping and sprinklers, and security lighting.

The L.A. For Kids Steering Committee has reviewed the bids and approved the project for award of a construction contract.

REPORT OF GENERAL MANAGER

PG. 3

NO. 02-221

The City Attorney has reviewed the bids and found them to be in order. Valley Crest was the lowest responsible bidder.

The City's liability under this contract shall only be to the extent of the current funding available, \$738,245.00. The \$1,419,000.00 available from the Proposition 12 Murray Hayden funds is incremental funding which will be furnished after July 1, 2002. Upon receipt of additional funds the City's liability shall be extended to the extent of receipt such incremental funding, subject to the terms and conditions of the contract.

The contractor is not required to do any work in excess of the amount of funds appropriated by the City for this contract.

Staff has reviewed the outreach effort made by Valley Crest and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained an MBE/WBE participation of 5.10% and satisfied 100 of the 100 point requirements outlined by the Board's Outreach Program. The Outreach Document package is on file in the Board Office and synopsis of said package is attached.

Staff reviewed the responsiveness and work performance of Valley Crest on past Department projects and found them to be satisfactory. The Department of Public Works, Office of Contract Compliance (OCC), indicated that there have been no labor compliance violations and that all other legal requirements have been complied with.

Prepared by Ken Burner, Project Manager.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: Valley Crest

Bid Date: May 7, 2002

Project Name: Juntos Park -Development (#1341C)

| Indicator | Required Documentation | Description of Submitted or Missing Documentation | Points | |
|--------------------------------|---|---|------------|----|
| | | | | |
| 2 Pre-Bid Meeting | a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 617-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012. | | 10 | 10 |
| 3 Work Areas | Proof of this must be demonstrated in either Indicator 4 or 5. | | 13 | 13 |
| 4 Ad | A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a planholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents. | | 9 | 9 |
| 5 Letters to Potential Subs | A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 6 Follow-up to Letters | A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters. | | 10 | 10 |
| 7 Plans | Include in indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors. | | 5 | 5 |
| 8 Outreach Letters | A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 9 Negotiate in Good Faith | a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work. | | 26 | 26 |
| 10 Bonds | Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance. | | 7 | 7 |
| TOTAL POINTS ACHIEVED | | | 100 | |

MBE/WBE % ACHIEVED: 5%

REPORT OF GENERAL MANAGER

NO. 02-222

DATE June 5, 2002

C.D. 2 & 7

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HANSEN DAM - SOCCER COMPLEX (#1347A) W.O. E170204F
REVIEW OF BIDS AND AWARD OF CONTRACT

J. Duggan JD
A. Corrales _____
J. Kolb _____
M. Matthews _____

H. Fujita _____
*M. Tamuri MT
J. Comba _____


Acting General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Accept the base bid of Saddick Construction. in the amount of \$194,700.00 and Additive Alternate No. 1 in the amount of \$165,000.00 and Additive Alternate No. 2 in the amount of \$80,000.00 and Additive Alternate No. 3 in the amount of \$33,300.00 for a total bid amount of \$473,000.00 as the lowest responsible bidder;
2. Authorize the Chief Accounting Employee to encumber funds in the amount of \$473,000.00 from the following fund and account numbers under the awarding authority of this Board Report; and

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 43K | R004 |
| 43K | S004 |

3. Request the City Attorney prepare a contract after which the President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

REPORT OF GENERAL MANAGER

PG. 2

NO. 02-222

SUMMARY:

On May 7, 2002, the following bids were received for the Hansen Dam – Soccer Complex (#1347A) W.O. E170204F.

| <u>Designer</u> | <u>Estimate</u> |
|-----------------------|-----------------|
| In-house Design Staff | \$475,000.00 |

| <u>BIDDER</u> | <u>BASE BID</u> | <u>ADD.</u> <u>ALT.#1</u> | <u>ADD.</u> <u>ALT.#2</u> | <u>ADD.</u> <u>ALT.#3</u> | <u>TOTAL</u> |
|-----------------------------|-----------------|------------------------------|------------------------------|------------------------------|--------------|
| Saddick Construction | \$194,700 | \$165,000 | \$80,000 | \$33,300 | \$473,000 |
| A.M. Classic Construction | \$356,300 | \$75,000 | \$40,000 | \$16,000 | \$487,300 |
| Valley Crest | \$420,000 | \$68,000 | \$82,000 | \$30,000 | \$600,000 |
| Terra-Cal Construction Inc. | \$446,100 | \$61,800 | \$81,800 | \$27,300 | \$617,000 |
| Marina Landscape Inc. | \$492,600 | \$60,000 | \$91,000 | \$31,800 | \$675,400 |
| Ryco Construction Inc. | \$642,246 | \$110,000 | \$120,000 | \$50,000 | \$922,246 |
| Ecology Construction Inc. | \$767,890 | \$75,000 | \$73,000 | \$23,820 | \$939,710 |
| Karleshint -Crum Inc. | \$774,880 | \$66,050 | \$105,310 | \$37,486 | \$983,726 |

There are sufficient funds available to award the contract for this project in the following accounts:

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 43K | R004 |
| 43K | S004 |

The L.A. For Kids Steering Committee has reviewed the bids and recommended that the Recreation and Parks Board award a construction contract.

The City Attorney has reviewed the bids and found them to be in order. Saddick Construction was the lowest responsible bidder.

Staff has reviewed the outreach effort made by Saddick Construction and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained an MBE/WBE participation of 35% and satisfied 91 of the 100 point requirements outlined by the Board's Outreach Program. The Outreach Document package is on file in the Board Office and synopsis of said package is attached.

Saddick Construction has preformed no previous projects for the Department.

Prepared by Ken Burner, Project Manager.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: Saddick Construction

Bid Date: May 7, 2002

Project Name: Hansen Dam - Soccer Complex (#1347A)

| Indicator | Required Documentation | Description of Submitted or Missing Documentation | Points | |
|--------------------------------|--|---|-----------|----|
| | | | | |
| 2 Pre-Bid Meeting | a) Attend pre-bid meeting and be listed on the attendance sheet; or b) Submit a letter prior to the pre-bid meeting either by fax to (213) 617-0439, or by mail to the Recreation and Parks Dept., Planning and Development Branch, 200 N. Main Street, Room 709, Los Angeles, California 90012. | | 10 | 10 |
| 3 Work Areas | Proof of this must be demonstrated in either Indicator 4 or 5. | | 13 | 13 |
| 4 Ad | A copy of the advertisement or a proof of publication statement or other verification which confirms the date the advertisement was published. The advertisement must be specific to the project, not generic, and may not be a placeholder advertisement provided by the publication. It should include the City of Los Angeles project name, name of bidder, areas of work available for subcontracting, and a contact person's name and telephone number, information on the availability of plans and specifications and the bidder's policy concerning assistance to subcontractors in obtaining bonds, lines of credit and/or insurance. Consideration will be given to the wording of the advertisement to ensure that it did not exclude or seriously limit the number of potential respondents. | | 9 | 0 |
| 5 Letters to Potential Subs | A copy of each letter sent to available MBEs, WBEs and OBEs for each item of work to be performed. If there is only one master notification, then a copy of the letter along with a listing of all recipients will suffice. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelope or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 6 Follow-up to Letters | A copy of telephone logs. These logs must include the name of the company called, telephone number, contact person, who did the calling, time, date, and the result of the conversation. Bidder must follow-up with all subcontractors to whom they sent letters. | | 10 | 10 |
| 7 Plans | Include in Indicator 4 or 5, information detailing how, where and when the bidder will make the required information available to interested subcontractors. | | 5 | 5 |
| 8 Outreach Letters | A copy of each letter sent to outreach agencies requesting assistance in recruiting MBEs, WBEs and OBEs. Faxed copies must include the fax transmittal confirmation slip showing the date and time of transmission. Mailed letters must include copies of the metered envelopes or certified mail receipts. Letters must contain areas of work to be subcontracted, City of Los Angeles project name, name of the bidder, and contact person's name, address, and telephone number. | | 10 | 10 |
| 9 Negotiate in Good Faith | a) Copies of all MBE/WBE/OBE bids or quotes received; and b) Summary sheet organized by work area, listing bids received and the subcontractor selected for that work area. If the bidder elects to perform a listed work area with its own forces, they must include a bid that shows their own costs for the work. | | 26 | 26 |
| 10 Bonds | Include in Indicator 4 or 5, information about the bidder's efforts to assist with bonds, lines of credit and insurance. | | 7 | 7 |
| TOTAL POINTS ACHIEVED | | | 91 | |

MBE/WBE % ACHIEVED: 35%

REPORT OF GENERAL MANAGER

NO. 02-223

DATE June 5, 2002

C.D. 09

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: MT. CARMEL RECREATION CENTER - RESTROOM, LIGHTING AND IMPROVEMENTS (#1223C) - FINAL ACCEPTANCE

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

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



Acting General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Accept the work performed under Contract No. 3000 as outlined in the body of this report;
2. Authorize the Department's Director of Finance to release all retention monies 35 calendar days after acceptance by the Board of Recreation and Parks held under Contract No. 3000; and,
3. Authorize the Board Secretary to furnish Terra-Cal Construction Incorporated with a letter of completion.

SUMMARY:

The construction contract for the Mt. Carmel Recreation Center - Restroom, Lighting and Improvements (#1223C) project was awarded to Terra-Cal Construction Incorporated on April 11, 2001, for \$513,900.00 and there were nine change orders amounting to \$37,475.23. The total funds expended on this project are \$551,375.23.

Construction began on June 30, 2001. The work included a new basketball court, a new children's play area and play equipment, new paving, fencing, landscaping and irrigation as well as a new restroom.

The project was funded with Prop K monies. Department staff has consulted with the Office of Contract Compliance (OCC) concerning the status of labor compliance and Affirmative Action requirements on this project. There are no outstanding wage violations and Terra-Cal Construction Incorporated is in compliance.

Prepared by Virginia Hatley, Project Manager.

REPORT OF GENERAL MANAGER

NO. 02-224

DATE June 5, 2002

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Addition of Subcontractor; Imperial Courts Recreation Center - New Community Building (#1605D); Contract No. 2836

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

H. Fujita _____
*M. Tamuri MT



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

Approve the addition of Cell-Crete Corporation for the insulating concrete fill work of the project as requested by PW Construction, Inc., general contractor.

SUMMARY:

On November 26, 2001, the Board executed Completion Contract No. 2836 between the City of Los Angeles and PW. Construction, Inc. to complete the construction of the Imperial Courts Recreation Center - New Community Building (#1605D).

We are in receipt of a request from PW Construction, Inc., general contractor to add Cell-Crete Corporation, License No. 243404 located at 135 E. Railroad Avenue, Monrovia, CA 91016 to the list of subcontractors to perform the insulating concrete fill work on this project.

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER

NO. 02-225

DATE June 5, 2002

CD Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Acceptance of Stop Notice(s) and
Release(s) of Stop Notice(s)

J. Combs _____

H. Fujita _____

A. Corrales _____

*M. Tamuri *MT*

J. Duggan _____

J. Kolb _____

Marjorie Matthews

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

1. That, with regard to the stop notice(s), the contractor(s) and other interested parties be notified that the amount(s) of said claim(s), if available, and an additional sum equal to 25 percent thereof to defray any costs of litigation in the event of court action, will be withheld thereunder; and
2. That the Release(s) of Stop Notice(s) be accepted; and

SUMMARY:

STOP NOTICES

The Department is in receipt of Notice(s) to Withhold Funds on the contract(s) indicated below:

Contract 2857

C.D.D./Y.O.U. Alternative High
School and Childcare, Reza
Inc., DJA Construction Co.,
Inc., A Joint Venture

Claimant: Star-Wes Roofing,
Inc.
Amount: \$4,657.00

REPORT OF GENERAL MANAGER

PG. 2

NO. 02-225

Contract 2969

Ross Snyder Recreation Center
- New Community Building
(#1725B); Baltimore
Construction, Inc.

Claimant: First Fire Systems,
Inc.
Amount: \$8,200.00

Contract 3007

Palms Area - Childcare Center
(#1637D); Iraj Khorrami dba
Shefir Construction Company

Claimant: Mike Hixson Backhoe
Service, Inc.
Amount: \$1,615.00

RELEASES

The Department is in receipt of a Release(s) of Stop Notice(s), previously filed by the claimant(s) listed below, which release(s) the Board from any and all liability from withholding any monies from the general contractor(s):

Contract 2953

Eagle Rock Recreation Center -
Childcare Center (#1628D);
Povac Investments, Inc.

Claimant: The Trane Company
Amount: \$57,896.15

Contract 2965

Glassell Park - Childcare
Center (#1753B) - Rine
Development, Inc.

Claimant: Sierra Craft, Inc.
dba Pacific Fire
Safety
Amount: \$2,215.02

Prepared by Petrona Johnson

REPORT OF GENERAL MANAGER


NO. 02-226

DATE: June 5, 2002

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RESERVATION SYSTEM CARD FEES

| | | | |
|--------------|---|-----------|-------|
| • J. Combs |  | H. Fujita | _____ |
| T. Cornelius | _____ | J. Kolb | _____ |
| J. Duggan | _____ | M. Tamuri | _____ |



 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION

That the Board of Recreation and Park Commissioners approve the proposed fees for annual renewal of Golf Reservation System cards as follows:

| | |
|---------------------|------|
| Resident | \$15 |
| Non-Resident | \$35 |
| Non-Resident Senior | \$15 |

SUMMARY

The **current rate structure** (January 2000 through December 2002) for reservation cards is as follows and is based on a three year cycle:

| | <u>Residents</u> | <u>Non-Resident</u> | <u>Non-Resident Senior</u> |
|-------------|------------------|---------------------|----------------------------|
| Three Years | \$35 | \$90 | \$35 |
| Two Years | \$30 | \$60 | \$30 |
| One Year | \$25 | \$30 | \$25 |

Under the current three year cycle there are 28,426 resident card holders, 4,795 non-residents, and 1,219 non resident seniors, which generated \$1,393,150 in revenues.

The **previous three year rate structure** (1997 through 1999 and based on a single rate for both residents and non-residents) was as follows:

| | |
|-------------|------|
| Three Years | \$25 |
| Two Years | \$20 |
| One Year | \$15 |

REPORT OF GENERAL MANAGER

PAGE 2

NO. 02-226

There were 40,879 cardholders – approximately 40% of which were non-residents -- generating \$1,389,955 in revenues.

The major change to the reservation card rates from the previous to current schedule was establishment of a non-resident fee. This action was taken in response to concerns that some city services, including preferred tee times, were not as available to citizens as they should have been. The increase in non-resident rates to \$90 for a three year card centered on the desire by the Board to place a premium price on access to the reservation system for non-citizens. Although the increased fee resulted in a reduction of the total number of non-resident cardholders, this result was revenue neutral while effectively increasing reservation opportunities for citizens because of reduction of the number of non-citizen cardholders.

In anticipation of the current cycle expiring, staff supports the philosophy of providing increased benefits to residents vs non-residents and therefore recommends continuation of the non-resident rate. Additionally, staff is proposing that future reservation cards be renewed on an annual basis instead of a three year cycle to better accommodate the transient cardholder who did not wish to invest in a three year commitment as well as those who changed residencies during the term. As proposed, new reservation cards will be active for 12 months from the date of purchase versus the current calendar cycle. The \$15 proposed cost is \$10 less than the current one year cost for a reservation card but will represent an increase of \$10 over three years.

FISCAL IMPACT

Revenues

Assuming no change from the current number of cardholders, annual revenues are anticipated as follow:

| <u>Card holders</u> | <u>Cost</u> | <u>Annual</u> |
|---------------------|-------------|------------------|
| 29,645 | \$15 | \$444,675 |
| 4,795 | \$35 | <u>\$167,825</u> |
| | | \$612,500 |

Over three years, \$1,837,500 could be generated versus \$1,393,150 in the current three year cycle.

Expenses

| <u>Expenses</u> | |
|------------------|---|
| \$130,000 | Reservation System Relocation (one time cost) |
| \$240,000 | Reservation System Annual Cost (projected cost of new system) |
| \$150,000 | Salary Cost |
| <u>\$ 20,000</u> | Supplies |
| \$520,000 | Total Year One Cost |

REPORT OF GENERAL MANAGER

PAGE 3

NO. 02-226

Net revenues would be directed to the Golf Fund to be used for upgrades and fund other system or operational improvements.

GOLF ADVISORY COMMITTEE RECOMMENDATION

At its May 22, 2002 meeting, the Golf Advisory Committee reviewed the staff proposal and adopted the following recommended fee schedule:

| | |
|-------------|------|
| One year | \$20 |
| Three years | \$50 |

Golf Advisory Committee members expressed their desire that both the three year card and one year card be available to accommodate both the long term and transient customer. They also recommended eliminating the non-resident fee.

Based on this recommendation, assuming no change in the number of card holders and also assuming renewal of all cards at the three year cost, \$1,722,000 would be generated over a three year period. Although a few customers will prefer to pay \$20 per year thereby reducing the revenue estimate, this reduction should be offset by the return of some nonresident customers lost in the current cycle because of the \$90 fee.

This report prepared by Thomas Puchalski, Senior Management Analyst II, Golf Operations.

REPORT OF GENERAL MANAGER

NO. 02-227

DATE June 5, 2002

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION TO THE FURNITURE, OFFICE AND TECHNICAL EQUIPMENT ACCOUNT IN FUND 302

J. Combs _____
A. Coroaillas _____
J. Duggan _____

H. Fujita _____
*M. Tamuri _____
J. Kolbs _____

Acting General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board authorize the transfer of appropriation within Recreation and Parks Fund 302 to record and classify expenses under the appropriate accounts, as follows:

| | | |
|-------|--|------------|
| From: | Account 304, Activity 0913 - Contractual Service | \$6,500.00 |
| To: | Account 602, Activity 0900 - Operating Supplies | \$6,500.00 |

SUMMARY:

Expenditures must be recorded and classified under the proper appropriation accounts. In order to accomplish this, funds need to be appropriated into the pertinent appropriation accounts. The funds are used to purchase computer and related equipment.

Report prepared by Jess Miller, Senior Management Analyst.

DATE June 5, 2002

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROPRIATION TO THE FURNITURE, OFFICE AND TECHNICAL
EQUIPMENT, OPERATING SUPPLIES AND EXPENSES IN FUND 302

J. Combs _____
A. Coroalles _____
J. Duggan* JD
H. Fujita _____

J. Kolb _____
M. Tamuri _____


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board authorize the transfer of appropriation within Recreation and Parks Fund 302 to record expenses under the appropriate accounts, as follows:

| | | |
|-------|---|-------------|
| From: | Appropriation Account 3160, Maintenance Materials and Supplies | \$27,281.50 |
| | Appropriation Account 3040, Contractual Services | 718.50 |
| | Appropriation Account 60101, Office and Administrative Expenses | 3,000.00 |
| To: | Appropriation Account 7300, Furniture, Office and Technical Equipment | 6,000.00 |
| | Appropriation Account 6020, Operating Supplies and Expenses | \$25,000.00 |

SUMMARY:

The \$25,000.00 will be used to augment the funds in Appropriation Account 6020 to pay for computer software licenses. The \$3,000.00 is for the Banning Residence Museum's direly needed computer. The other \$3,000.00 is for cabinets and book cases for the accounting files to be relocated.

Prepared by: Rose Reyes, Departmental Chief Accountant

REPORT OF GENERAL MANAGER

NO. 02-229

DATE June 5, 2002

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TEMPORARY TRANSFER OF FUNDS TO GENERAL SERVICES

J. Combs _____ J. Kolb _____
A. Coroalles _____ M. Tamuri _____
J. Duggan* JD
H. Fujita _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board, subject to the approval of the Mayor and the City Council, transfer \$301,193 from the Department of Recreation and Parks, Department Number 88, Fund Number 205, Account Number H020, to the General Services Department, Department Number 40, Fund Number 100, to facilitate the Prop K financed improvements to the Banning Residence Museum.

Further, that the Mayor and Council authorize the City Administrative Officer to transfer \$301,193 from the Prop K Fund Number 43K, to the Department of Recreation and Parks, Department Number 88, Fund Number 205, Account Number H020, subject to submission of reimbursement requests from the General Services Department.

SUMMARY:

The General Services Department has agreed to perform the Prop K financed improvements to the Banning Residence Museum. To facilitate the construction it has been requested that the Department of Recreation and Parks transfer sufficient funds to permit the completion of the work with the understanding that these funds will be reimbursed from the Prop K Fund, Account Numbers R363 and S363, upon receipt of invoices from the General Services Department.

Submitted by: John Duggan, Chief Financial Officer

REPORT OF GENERAL MANAGER

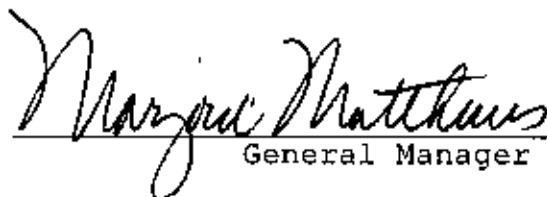
NO. 02-230

DATE June 5, 2002

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, to City Council, relative to the appointment of Manuel Mollinedo as General Manager of the Department of Recreation and Parks.

Note and file.

2) Councilmember Tom Labonge, relative to Department policy for Lake Hollywood Park.

Refer to General Manager.

3) City Clerk, relative to Second Annual Cinco de Mayo parade on May 5, 2002.

Refer to General Manger.

4) City Clerk, relative to bonding requirements for the Los Angeles Children's Museum, Little Tokyo Art Park Site.

Note and file.

5) Susan J. Kientz, to Linda Barth, relative to the status of two rail artifacts.

Note and file.

REPORT OF GENERAL MANAGER

PG. 2

NO. 02-230

- 6) Alan Fennell, relative to potential sub-contractors obtaining a list of Plan Holders for construction projects. Refer to General Manager.
- 7) Kevin Kratzer, to Paul Meyers, Facility Director, Northridge Recreation Center, relative to the condition of the baseball diamonds at Northridge Recreation Center. Refer to General Manager.
- 8) Various communicants (17), relative to proposed lighting of the baseball fields at Bishops Canyon in Elysian Park. Refer to General Manager.
- 9) James M. Nederlander, of Nederlander-Greek, Inc., relative to their intention to invoke the Force Majeure provisions of the Greek Theatre Concession Agreement. Note and file.
- 10) J. Richard Leyner, President, Encino Community Council, relative to their request to prohibit the use of Sepulveda Basin for large events. Refer to General Manager.
- 11) Charlotte Brodie, Trail Coordinator, Equestrian Trails, Inc. Corral 54, relative to Mr. Tony Barton, S&S Construction, and the re-establishment of Limekiln Canyon Park. Refer to General Manger.
- 12) Angela Price, to the General Manager, relative to the behavior of a coach at Baldwin Hills Recreation Center. Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 3

NO. 02-230

- 13) The Havlicek Family, relative to the dismissal of James Hong from the Encino Community Center. Refer to General Manager.
- 14) Mike Denich, relative to collecting Park and Recreation shoulder patches. Refer to General Manager.
- 15) Jacquelin Sonderling, to the Fire Chief, relative to fire danger in Runyon Canyon. Note and file.
- 16) John James Oddy, Program Officer, The Getty Grant Program, relative to a Preserve L.A. Workshop. Refer to General Manager.
- 17) Jennifer Wolch, Co-Director, University of Southern California Sustainable Cities Program, relative to the distribution of Proposition K funds. Note and file.
- 18) Gregory K. Ramsey, relative to the organizations active at Griffith Park Travel Town. Note and file.
- 19) Kimberley Foley, relative to a proposed off leash dog park in San Pedro. Note and file.
- 20) Leo James Terrell, attorney for R.W.B.A., relative to R.W.B.A. vs City of Los Angeles, Case No. BC262741. Note and file.
- 21) Bryan L. Reese, relative to the non-profit organizations at Griffith Park Travel Town. Refer to General Manager.

REPORT OF GENERAL MANAGER

PG. 4

NO. 02-230

22) Emmanuel J. Damoulakis, Damon Construction, relative to completion of Studio City Recreation Center - Building Improvements (#1814A) and payment for same.

Refer to General Manager.

23) Alexis Dolan, to Norma Gutierrez, Human Resources, and Maily Marquand, Pacific Region, relative to suspected child abuse report filing.

Refer to General Manager.

24) Anonymous, relative to the policy for calling in sick.

Refer to General Manager.

Prepared by Paul Liles

REPORT OF GENERAL MANAGER

NO. 02-231

DATE June 5, 2002

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Griffith/Metro Region Donations

J. Combs _____
*T. Corrales J. Kolb _____
J. Duggan _____ M. Tamuri _____
H. Fujita _____



General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board accept the following donations and that appropriate recognition be given to the donors.

SUMMARY:

Boyle Heights Sports Center

The Los Angeles Dodgers (Erik Aldridge and Joe Saldana) donated four field level tickets with free parking and a signed baseball (Chad Krueter) valued at \$160.

Garcia Recreation Center

Liga De Beisbol de Veteranos (Joe Luna) donated \$200 for the youth sports program.

Hollenbeck Recreation Center

Latino Americano - A.A. (Arnulfo Covanubias) donated \$162.50 for general buy-back staff hours.

Hollywood Recreation Center

Hollywood Amoeba, Inc. donated \$400 for the spring season youth baseball program.

Lincoln Heights Recreation Center

Chrysler Corporation (Steve Bussjaeger) donated \$370 for the Inner City Junior Golf Program.

Lincoln Park Recreation Center

Stadco (Patricia Salcido) donated \$200 for the children's Easter egg hunt.

REPORT OF GENERAL MANAGER

PG. 2 NO. 02-231

Montecito Heights Recreation Center

Liga De Beisbol de Veteranos (Joe Luna) donated \$1,000 for the youth sports program.

Antonio Gonzalez of Transportes Gonzalez donated \$200 to the youth sports program.

Normandie Recreation Center

Chris Miller of Manhattan Beach Little League donated 16 dozen baseballs, five dozen T-balls, two dozen softballs, and two catcher's mitts with a total value of \$940 for the sports program.

Debs Park

Manny Rohatiner donated \$100 to the park in memory of Ernest Debs.

Mr. and Mrs. Nick G. Stiny donated \$25 to the park in memory of Ernest Debs.

Donald H. Steier of Guzin & Steier donated \$100 in memory of Ernest Debs.

Report prepared by: Mary L. Pinch

REPORT OF GENERAL MANAGER

NO. 02-232

DATE June 5, 2002

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: DONATIONS TO COMMUNITY SERVICES BRANCH

| | |
|-----------------------|-------------------------|
| *J. Combs <u> </u> | T. Corrales <u> </u> |
| J. Duggan <u> </u> | H. Fujita <u> </u> |
| J. Kolb <u> </u> | M. Tamari <u> </u> |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board approve the following donations and that proper recognition be given to the donors:

SUMMARY:

The Community Services Branch recently received the donations listed below:

GOLF DIVISION

Mr. Craig Kessler, Public Links Golf Association of Southern California, donated towels to be awarded as tee prizes for the 52nd Annual LA City Junior Golf Championship. Estimated value: \$1,250

TREGNAN GOLF ACADEMY

Mr. Warren Salyer, DigiPrep, donated \$200 towards Tregnan Golf Academy for a Fundraiser Brick.

SENIOR CITIZEN SECTION

Kaiser Permanente donated \$5,000 towards the Senior Citizen Section's 50+ Fitness Jamboree.

Ms. Loraine Phillips, Northridge Woman's Club, donated \$2,379.35 towards the Senior Citizen Section's Valley Area Home Delivered Meals Program.

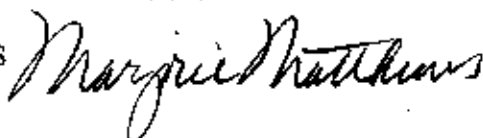
This report was prepared by Dacia Gonzalez, Community Services Branch.

FOR INFORMATION ONLY

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

June 5, 2002

TO: Board of Recreation and Park Commissioners

FROM: MARJORIE MATTHEWS
Acting General Manager 

SUBJECT: RUSTIC CANYON RECREATION CENTER - FACILITY ENHANCEMENTS
(#1030D)

On Monday evening, May 13, 2002, a community meeting was held at Rustic Canyon Recreation Center to familiarize the community with the scope of the facility enhancement project that is currently in the bidding and award phase of development.

On May 1, 2002, the Board approved the plans and called for bids to be received on May 28, 2002 (Board Report No. 02-180). The proposed construction involves upgrading and automation of the park irrigation system, relocation of the back flow preventors, regrading and replanting of the existing slopes to prevent erosion, replanting existing empty planters, installation of a new ADA accessible walkway from the recreation building to the lower park area, installation of a new stair from the parking lot to the lower park and from Latimer Street entrance to the tennis courts, installation of mow strips and walls where needed, replacement of broken light poles in the parking area and related improvements.

There are some members of the community that believe that this project will destroy the rustic, natural beauty of the park. The community does not object to the new irrigation system or to making necessary repairs. They appear to be objecting to a low retaining wall varying in height from 6-inches to 3-feet that is being installed to help control erosion. They also object to the removal of 150 trees, a small portion of the hundreds of trees that will remain at the facility. They also object to planting flowers and shrubs under the existing oak trees because they believe that this planting will kill the oaks. The community believes that they were excluded from the planning process because the VNOC meetings were not advertised throughout the community

Subsequently, Councilmember Cindy Miscikowski met with the community to hear of their concerns and on May 23, 2002, the Councilmember met with Recreation and Parks staff to determine the next course of action. Councilmember Miscikowski wants to receive bids, as scheduled, on May 28, 2002. Before the contract is awarded, another community meeting will be held to tell the community what staff has done to mitigate their concerns about the project. As part of the meeting, Councilmember Miscikowski proposes to hold a work shop to show community members exactly what the project entails. Staff has already reduced the number of trees that will be removed. Additionally, staff will redo some of the graphics that were previously presented to the community to emphasize the large number of trees that will remain after the project is completed. The council office and staff are working diligently to alleviate the community concerns. It is believed that most of the community will be satisfied with the project when it is completed.

Report prepared by Richard Klink, Contract Administrator.

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.

08/08/01 01-274 Department Procedures for the Selection of Technical Consultants