

REPORT OF GENERAL MANAGER

NO. 02-367

DATE October 16, 2002

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: TRANSFER OF FUNDS FOR THE EL SERENO SKATE PARK PROJECT

J. Combs *[Signature]* H. Fujita _____
 A. Corrales _____ M. Matthews _____
 J. Duggan* *[Signature]* L. Barth _____
 J. Kolb _____

[Signature]
 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board of Recreation and Park Commissioners, subject to the approval of the Mayor, transfer funds as shown below within Fund 302, Department 88:

| | | | |
|-------|---------|--|------------------|
| From: | | | |
| | Account | 1010, Salaries General | \$ 91,482 |
| | | 1070, Salaries As Needed | 24,211 |
| | | 3160, Maintenance Materials and Supplies | 5,000 |
| | | 6020, Operating Expenses | 20,000 |
| | Total | | \$140,693 |
| To: | Account | 8620, Children's Play Equipment | \$140,693 |

SUMMARY:

The Bridewell Armory facility was scheduled to open this fiscal year and was approved for \$140,693 for salaries and expense for the facility. In addition to the salary and expense funds, there is \$59,450 for equipment that is in the Capital Finance Administration Fund and requires Council approval to expend. However, improvements to the facility will take longer than expected and as a result the funds for operations will not be spent at Bridewell this year. At the same time, a new skate park project at El Sereno Park is going through the initial approval process to receive CDBG funding. As planned the Park will receive \$750,000 to relocate and replace the existing basketball court and play equipment area and create the space for the installation of the skate park. Additional retaining wall and ADA compliant walkways will also be constructed. Total project cost is estimated at \$750,000.

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To expedite construction while the CDBG approval process is going through the Council it is recommended that the total sum (\$140,693) from the Bridewell Armory be transferred and made available to start construction of the skate park. As the CDBG funds are approved the expense will be transferred from the General Fund of the Department. Councilmember Nick Pacheco is in favor of transferring these funds to expedite the El Sereno project.

Report prepared by: John Duggan

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C.D. 02

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SUNLAND RECREATION CENTER - PARKING LOT IMPROVEMENT (#1156B) - W.O. E170244D - REVIEW OF BIDS AND AWARD OF CONTRACT

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

H. Fujita _____
M. Matthews MM
L. Barth _____

Manuel A. Mallinada
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Reject the lowest bid of Fredrick Towers, Inc., as non-responsible for lack of a MBE/WBE outreach effort;
2. Accept the base bid of A.M. Classic Construction, Inc., in the amount of \$228,300.00 as the lowest responsible bidder;
3. Authorize the Chief Accounting Employee to encumber funds in the amount of \$228,300.00 from the following fund and account numbers under the awarding authority of this Board Report; and,

| <u>FUND</u> | <u>ACCOUNT NO.</u> | <u>GROSS AMOUNT</u> |
|-------------|--------------------|---------------------|
| 205 | H900 | \$151,361.00 |
| 43K | S405 | \$150,000.00 |
| 302 | 946SQ | \$ 60,000.00 |

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 June 19, 2002, the Board approved final plans and call for bids for the Sunland Recreation Center - Parking Lot Improvements (#1156B) project, located at 8640 Fenwick Avenue, Sunland, CA 91040 (Board Report No. 02-253). On July 30, 2002, the following bids were received:

| <u>Designer</u> | <u>Estimate</u> |
|-----------------|-----------------|
| In-house Design | \$171,000.00 |

| <u>BIDDER</u> | <u>BASE BID</u> |
|---------------------------------|-----------------|
| Frederick Towers, Inc. | \$214,000.00 |
| A.M. Classic Construction, Inc. | \$228,300.00 |
| E.A. Mendoza Contracting | \$286,100.00 |
| Ryco Construction, Inc. | \$312,213.00 |

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

| <u>FUND</u> | <u>ACCOUNT NO.</u> |
|-------------|--------------------|
| 205 | H900 |
| 43K | S405 |
| 302 | 946SQ |

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

Staff has reviewed the outreach effort made by A.M. Classic 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 5% 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.

Staff reviewed the responsiveness and work performance of A.M. Classic Construction, Inc. 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 Robert Gutierrez, Project Manager.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: A.M. Classic Construction, Inc.

Bid Date: July, 30, 2002

Project Name: Sunland Recreation Center - Parking Lot Improvement (#1156B)

| 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 | -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. | | 9 | 9 |
| 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: 5%

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DATE October 16, 2002

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Release of Stop Notice - Rose Hill Recreation Center
Restroom Improvements and New Half Basketball Court
(#2703N) - Contract No. 2994

J. Combs _____

H. Fujita _____

A. Corrales _____

*M. Matthews _____

J. Duggan _____

J. Kolb _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Release of Stop Notice from Zaino Tennis Courts Inc. be accepted.

SUMMARY:

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

Contract 2994

Rose Hill Recreation Center -
Restroom Improvements and New
Half Basketball Court (#2703N)
was awarded to T & J Field
Construction Co., Inc. on
May 2, 2001.

Claimant: Zaino Tennis Courts,
Inc.
Amount: \$5,174.59

This project was accepted by the
Board at its meeting held on
August 14, 2002

Prepared by Petrona Johnson

FOR INFORMATION ONLY

CITY OF LOS ANGELES
Department of Recreation and Parks

October 16, 2002

TO: Board of Recreation and Park Commissioners

FROM: Manuel A. Mollinedo
General Manager



SUBJECT: SECOND AVENUE PARK: PROPOSED NAME CHANGE TO BENNY H. POTTER WEST ADAMS AVENUES MEMORIAL PARK

In September, 2001, the Department of Recreation and Parks received a request by a community group, the BHP Memorial Park Committee, to change the name of Second Avenue Park to Benny H. Potter West Adams Avenues Memorial Park. Second Avenue Park is located at 2413 Second Avenue (Exhibit A). The park is located adjacent to the South Seas House, currently under reconstruction by the Department, which will be used as a community facility.

Benny H. Potter was a resident of the neighborhood near Second Avenue Park for ten years and was beloved by his local community. He cared for his neighbors when in need, took care of their pets, and watched out for crime. Mr. Potter was a decorated WWII veteran and set an example to youth that "you don't have to be a big shot to be of service and value to the neighborhood." A petition accompanied the request for the name change, as well as a letter of support from Congresswoman Diane Watson.

Community meetings on this proposal were held on April 20 and September 7 of this year, at which most attendees expressed support for the proposal. The West Adams Avenues Association, has expressed support for renaming the park to Benny H. Potter West Adams Avenues Memorial Park. Councilmember Holden supports the efforts of the community in the renaming of the park.

However, since the community meetings, the Department has also received input from community members in opposition to the renaming, and suggestions that dedication of a feature or specific area of the park in his memory would be more appropriate. There are two other such plaques at the park honoring outstanding individuals.

The Department is actively working with the community and the Council Office in accordance with existing park naming policies to develop a recommendation to the Board on this matter. A report will be coming at a subsequent meeting of the Board.

Report prepared by Camille Didier, Supervisor, Advance Planning/Special Project.

EXHIBIT A

SEE 593



ZIP

SEE 634 MAP

SEE 673 MAP

90004

90020

90005

90010

90001

90001

90006

90018

HANCOCK PARK

PARK SITE BLVD

VENICE

PERSON PARK

SEE 673 MAP