

REPORT OF GENERAL MANAGER

NO. 03-379

DATE December 10, 2003

C.D. 02

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SEPULVEDA BASIN EAST LANDSCAPE IMPROVEMENTS (#1275B) -
REVIEW OF BIDS AND AWARD OF CONTRACT

L. Barth _____
A. Coroalles _____
H. Fujita _____
J. Kolb _____

*B. Lukehart BSL.
F. Mok _____
G. Stigile _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Accept the base bid of America West Landscape, Inc. in the amount of \$455,471 (four hundred fifty-five thousand four hundred seventy-one dollars) as the lowest responsible bidder;
2. Authorize the Chief Accounting Employee to encumber funds in the amount of \$455,471 from the following fund and account numbers under the awarding authority of this Board Report; and

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
302	460KSF	\$307,747
205	021S	\$ 75,000
205	H026	\$450,000

3. Direct staff to prepare a contract, subject to approval by the City Attorney, after which the President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto.

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SUMMARY:

On November 4, 2003, the following bids were received for the Sepulveda Basin East Landscape Improvements (#1275B):

<u>Designer</u>	<u>Estimate</u>
In House Designer	\$475,000.00
 <u>BIDDER</u>	
America Landscape, Inc.	<u>BASE BID</u> \$542,660.00
America West Landscape, Inc.	\$455,471.00
Nativ Engineering	\$574,921.00
Ryco Construction, Inc.	\$544,445.00
Terra Cal Construction, Inc.	\$577,300.00
Tiffany Group	\$585,400.00

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

The proposed construction involves the widening of the driveway, installation of improved facilities signage, and the landscaping of the entrance to the Valley Region Headquarters, starting at Woodley Avenue and continuing along the fence adjacent to the Infantry Armory Army Reserve Facility. The landscaping will consist of California native plants. A new 52-car parking lot will be constructed adjacent to the Valley Region Headquarters; native landscaping will be planted around the parking lot; a single rhino gate will be constructed across the driveway at Woodley Avenue; and a small picnic area which includes an irrigation system, picnic tables, trees, planting areas, and decomposed granite will be developed adjacent to the Valley Region Headquarters. This project will benefit the patrons that frequent the golf course or Lake Balboa by improving visibility of the entrance and provide additional parking.

Staff has reviewed the outreach effort made by America West Landscape, 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 6% and satisfied 95 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 America West Landscape, Inc., on past Department projects and found them to be satisfactory. The Department of Public Works,

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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 Jane MacDonald Adrian, Acting Project Manager

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: American West Landscape, Inc.,

Bid Date: September 30, 2003

Project Name: STONEHURST RECREATION CENTER- FACILITY UPGRADES (#1237C)

Indicator	Required Documentation	Description of Submitted or Missing Documentation	Points	
1	The bidder's or proposer's efforts to obtain participation by MBEs, WBEs and other business enterprises could reasonably be expected by the Board of Recreation and Park Commissioners (the "Board") to produce a level of participation by interested sub-contractors, including 15% MBE and 2% WBE.		0	0
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.	Did not provide a letter to outreach agencies. But there is proof of receipt of assistance from such agencies.	10	5
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				95
MBE/WBE % ACHIEVED:				6.0 %