

A G E N D A

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

Wednesday, February 19, 2003 - 5:30 p.m.  
Chatsworth Park South Recreation Center  
22360 Devonshire Street, Los Angeles, California 91311

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. SPECIAL INTRODUCTION

Special Introduction and opening remarks by Dianne Kartiala, Field Deputy, Office of Councilmember Hal Bernson.

2. GENERAL MANAGER'S REPORTS:

- 03-53 Knapp Ranch Park - Sportsfield Lighting (#1330C) - Approval of Final Plans and Call for Bids - W.O. E170247
- 03-54 Amendment No. 1 to Contract No. 2936 - Changing Name of Environmental Engineering Consultant URS Greiner Woodward - Clyde International - Americas, Inc.
- 03-55 Amendment to Supplemental Agreement No. 2 to Contract No. 2727 with Jones & Madhavan for As-Needed Mechanical Engineering Services
- 03-56 Echo Park Lake Transfer of Funds from Fund 302, Recreation and Parks Fund to the Bureau of Sanitation
- 03-57 Acceptance of Stop Notices and Release of Stop Notice on Department Construction Contracts - Winnetka Recreation Center - Childcare Center (#2600N); Imperial Courts Recreation Center - New Community Building (#1605D); C.D.D./Youth Opportunities Unlimited Program (Y.O.U.) Alternative High School and Childcare Facilities (#1724C)

February 19, 2003

- 03-58      Records Management Program - Signature Authority
- 03-59      Acceptance of Various Donations to the Griffith/Metro Region
- 03-60      Approval of a Request for Proposal for the Automated Golf and Tennis Reservation System
- 03-61      Approval of a Request for Proposal for the Roosevelt Golf Course & Los Feliz Golf Course (EATZ) Food Service Concession
- 03-62      Various Communications

3.    UNFINISHED BUSINESS:

- 03-44      Ascot Park: Request to Rescind Previous Authorization Under Board Report No. 01-235 for the Proposed Acquisition of the Two Soto Street Properties (#1348A)

4.    NEW BUSINESS:

Memorandum:    Overview of Hansen Dam Master Plan and Recreation and Parks Feasibility Plan

5.    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)

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

6.    GENERAL MANAGER'S ORAL REPORT:

- Report on Department Activities and Facilities

7.    FUTURE AGENDA ITEMS:

Request by Commissioners to Schedule Specific Items on Future Agendas.

February 19, 2003

8. 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.

9. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, March 5, 2003 at 9:30 a.m., George Hjelte Assembly Room, 200 North Main Street, City Hall East, Room 1325, Los Angeles, California 90012.

10. ADJOURNMENT:

Under the California State Ralph M. Brown Act, those wishing to make audio recordings of the Commission Meetings are allowed to bring tape recorders or camcorders in the Meeting.

Sign language interpreters, assistive listening devices, or any auxiliary aides and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For additional information, please contact the Commission Office at (213)473-5888.

Finalization of Commission Actions: In accordance with City Charter, actions that are subject to Section 245 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](http://www.laparks.org).

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REPORT OF GENERAL MANAGER

NO. 03-53

DATE February 19, 2003

C.D.     

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **KNAPPRANCH PARK - SPORTSFIELD LIGHTING (#1330C) - APPROVAL OF FINAL PLANS AND CALL FOR BIDS - W. O. E170247**

J. Duggan \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Kofu \_\_\_\_\_  
L. Barth \_\_\_\_\_

H. Fujita \_\_\_\_\_  
B. Lukohari BLL  
J. Combs \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve final plans and specifications; and,
2. Approve the date for bids to be advertised as Tuesday, March 25, 2003, at 3:00 p.m. in the Board Room.

SUMMARY:

Final plans and specifications for the Knapp Ranch Park - Sportsfield Lighting (#1330C) project are complete. Plans provide for supply and installation of eight light poles and fixtures for tennis court lighting, seven poles and fixtures for lighting the basketball court and related security lighting. This is a Prop K project and three Local Volunteer Neighborhood Oversight (LVNOC) meetings have been held. There is consensus on the project.

The construction budget for the project is \$145,000.00 out of a total project funding of \$231,730.00; \$145,000.00 is allocated for construction. The estimate for construction of the project as designed is \$129,360.00.

Staff has determined the subject project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article II, Section 1, Class 1 (12) of the City CEQA Guidelines.

Report prepared by Kathleen Chan, Prop K Coordinator.

REPORT OF GENERAL MANAGER

NO. 03-54

DATE February 19, 2003

C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT NO. 1 TO CONTRACT NO. 2936 - CHANGING NAME OF ENVIRONMENTAL ENGINEERING CONSULTANT URS GREINER WOODWARD-CLYDE INTERNATIONAL - AMERICAS, INC.

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
J. Kolb \_\_\_\_\_

H. Fujita \_\_\_\_\_  
B. Lukohart BL  
L. Barth \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve Amendment No. 1 to Contract No. 2936 changing the name of the as-needed environmental engineering consultant, from URS Greiner Woodward - Clyde International - Americas, Inc. to URS Corporation Americas; and,
2. Request the Mayor to waive the City Administrative Officer's (CAO), review and report.

SUMMARY:

On November 17, 1999, the Department entered into as-needed consulting Contract No. 2936 for environmental engineering services with URS Greiner Woodward - Clyde International - Americas, Inc. The contract is for a duration of six (6) years, expiring November 16, 2005, and for an amount not-to-exceed \$300,000.00.

On June 17, 2000, the Secretary of State of the State of California approved a name change for the corporation to URS Corporation Americas (document attached).

The name change to URS is required by the Office of the Controller before they will approve any new purchase orders for payment to the consultant.

This amendment does not increase the amount, extend the term or change the contract in any material way, therefore staff is recommending that the Board request the Mayor waive CAO review of the Amendment. This will allow the Amendment to be executed in a relatively short period and facilitate payment to the consultant for work already completed.

Prepared By Jess Miller, Senior Management Analyst.

REPORT OF THE GENERAL MANAGER

NO. 03-55

DATE: February 19, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARKS COMMISSIONERS

SUBJECT: AMENDMENT TO SUPPLEMENTAL AGREEMENT NO. 2 TO CONTRACT NO. 2727 WITH JONES & MADHAVAN FOR AS-NEEDED MECHANICAL ENGINEERING SERVICES

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
J. Kolb \_\_\_\_\_

H. Fujita \_\_\_\_\_  
B. Lukehart \_\_\_\_\_  
L. Barth \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board approve this Amendment to Supplemental Agreement No. 2 to Contract No. 2727 with Jones & Madhavan, changing the additional amount outlined in the Agreement from \$300,000.00 to \$550,000.00 for a new contract total of \$1,150,000.00, subject to approval of the Mayor in accordance with Executive Directive No. 16, by the City Attorney as to form, and as well as by the City Council.

SUMMARY:

On January 22, 2003, in Board Report No. 03-28, the Board approved Supplemental Agreement No. 2 to the contract with Jones & Madhavan providing for an additional three (3) years for a new total of nine (9) years and increasing the amount by an additional \$300,000.00 for a new total of \$900,000.00.

In accordance with Executive Directive No. 16, the Supplemental Agreement was subsequently forwarded to the Mayor and the City Attorney's Office for further review. Upon further review in the Mayor's Office, the City Administrative Officer (CAO) recommended that the Supplemental Agreement be amended to add an additional \$250,000.00 to the contract, in addition to the previously approved \$300,000.00, due to the fact that the consultant will be working on three additional large Proposition K projects involving swimming pool designs at Northridge Recreation Center, Harvard Recreation Center, and Echo Park.

The Amendment to the Supplemental Agreement is attached. The Amendment will be forwarded to the Mayor pursuant to Executive Directive 16 and the City Attorney for approval as to form, as well as to the City Council for approval as required by Charter Section 373 and Administrative Code Section 10.5.

REPORT OF GENERAL MANAGER

NO. 03-56

DATE February 19, 2003

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ECHO PARK LAKE TRANSFER OF FUNDS FROM FUND 302,  
RECREATION and PARKS FUND TO THE BUREAU OF SANITATION

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan JD

H. Fujita \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
B. Lukehart \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION

That the Board, subject to the approval of the Mayor, authorize the transfer of funds from Recreation and Parks to the Bureau of Sanitation for the design, fabrication and installation of one floating wetland island for the Echo Park Lake, as follows:

|      |                            |             |
|------|----------------------------|-------------|
| From | : Fund 302, Department 88  |             |
|      | Appropriation Account 3160 | \$20,000.00 |
| To   | : Fund 100, Department 82  |             |
|      | Appropriation Account 1010 | \$20,000.00 |

SUMMARY

To improve the water quality in the Echo Park Lake, it is recommended that several floating wetland islands be installed in the lake. The funds to be transferred would pay for one of the floating wetland islands. The islands will allow aquatic plants to be placed into a support framework in moveable bins. The aquatic plants will assist in purifying the water in the lake.

Prepared by: Rose Reyes

REPORT OF GENERAL MANAGER

NO. 03-57


DATE February 19, 2003

C.D. 8,15,12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Acceptance of Stop Notices and Release of Stop Notice on Department Construction Contracts - Winnetka Recreation Center - Childcare Center (#2600N); Imperial Courts Recreation Center - New Community Building (#1605D); C.D.D./Youth Opportunities Unlimited Program (Y.O.U.) Alternative High School and Childcare Facilities (#1724C)

|                   |                         |
|-------------------|-------------------------|
| J. Combs _____    | H. Fujita _____         |
| A. Corrales _____ | J. Kolb _____           |
| J. Duggan _____   | *B. Lukehart <u>BSC</u> |

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

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RECOMMENDATION:

1. That the Board direct staff to withhold the amount claimed in the following Stop Notices, plus an additional sum equal to 25% thereof to defray any costs of litigation in the event of court action, if said funds are available, and to notify contractors, sureties and other interested parties that the amounts of said claims plus 25% will be withheld; and
2. That the following Release of Stop Notice be accepted.

SUMMARY:

STOP NOTICES

The Department is in receipt of a legal notices to withhold construction funds, pursuant to California Civil Code Section 3103 and 3181, on the contracts indicated below:

REPORT OF GENERAL MANAGER

PG. 2

NO. 03-57

Contract 3054

C.D. 12

Winnetka Recreation Center - Childcare Center (#2600N). Construction of new Childcare center. Contract awarded to Trimax Construction Corp. on September 24, 2002.

Claimant: Fred Stasky  
Inspections

Amount: \$3,769.00

Project Status: In construction  
Completion Date: August, 2003  
Project Impact: None

Contract 2836

C.D. 15

Imperial Courts Recreation Center New Community Building (#1605D). Construction of a new community building. Contract was awarded to Ed Hodges Construction Company who defaulted and the project was taken over by the surety, Washington International Insurance Company. D&M Construction was selected as new contractor, and later removed from the project due to default. PW Construction, Inc. is now the completion contractor. Contract was executed on November 26, 2001.

Claimant: Summers  
Group, Inc.  
dba Rexel  
ESD

Amount: \$24,655.60

Project Status: Project is complete  
Completion Date: February, 2003  
Project Impact: None

RELEASE OF STOP NOTICE

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

REPORT OF GENERAL MANAGER

PG. 3

NO. 03-57

Contract

C.D. 8

C.D.D./Youth Opportunities Unlimited Program (Y.O.U.) Alternative High School and Childcare Facilities (#1724C). Improvements to a two-story high school building and childcare center located at 915 West 85<sup>th</sup> Street. Contract was awarded to Reza Inc./DJA Construction Co., Inc. on June 4, 1998.

Claimant: M.F. Bolster  
Flooring Co.

Amount: \$19,101.00

Project Status: Complete  
Completion Date: December 10, 2002  
Project Impact: None

Prepared by Patricia Johnson

REPORT OF GENERAL MANAGER

NO. 03-58

DATE February 19, 2003

C.D. \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RECORDS MANAGEMENT PROGRAM - SIGNATURE AUTHORITY

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
A. Coroalles \_\_\_\_\_ B. Lukehart \_\_\_\_\_  
J. Duggan\* \_\_\_\_\_ J. Kolb \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that:

1. The Commission Executive Assistant be authorized to sign, as the Board's designee, those documents necessary to certify and request authority to destroy records; and
2. In the absence of the Commission Executive Assistant, the Acting Commission Executive Assistant be authorized to sign, as the Board's designee, those documents necessary to certify and request authority to destroy records;
3. The Commission Executive Assistant forward said authorization to the City Clerk along with the required exemplar.

SUMMARY:

In 1981, the City Council adopted a new records management program for the retention and disposition of City records. Under this program (LAAC Sec. 12.5.[b]), at the beginning of each fiscal year the City Clerk must be provided with a current exemplar of the signature of the department head, or designee, having the current authority to submit and certify requests for authority to destroy records.

Prepared by Mary Alvarez, Commission Executive Assistant.

REPORT OF GENERAL MANAGER

NO. 03-59


DATE February 19, 2003

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Acceptance of Various Donations to the Griffith/Metro Region

J. Combs \_\_\_\_\_ H. Fujita \_\_\_\_\_  
A. Corrales \_\_\_\_\_ J. Kulb \_\_\_\_\_  
J. Duggan \_\_\_\_\_ B. Lukhart \_\_\_\_\_

  
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:

Alpine Recreation Center

Ms. Sharon Lowe donated \$200 to the facility for the children's Halloween party.

Garcia Recreation Center

Liga De Beisbol de Veteranos (Joe Luna) donated \$420 plus 50 toys with an estimated value of \$500 for the youth sports program.

Liga De Beisbol de Veteranos (Joe Luna) also donated an additional \$200 to the youth sports program.

Glassell Recreation Center

Super A Foods (Jesse Terrazas) donated 18 containers of orange juice valued at \$75 to the center.

Rapid Stop Market (Mahmud Rahman) donated 18 gallons of milk and 18 gallons of Tampeco juice to the center, valued at \$90.

Saf Keep Storage (Sue Bouchey and Skip Razec) donated \$2000 cash to the center.

International House of Pancakes (Gilberto Aramburo, Mgr.) donated two five-gallon containers of pancake batter valued at \$75.

REPORT OF GENERAL MANAGER

PG. 2            NO. 03-59

Montecito Heights Recreation Center

Martin Cruz donated \$200 for the youth sports program.

Philippe Cejudo donated \$80 for the youth sports program.

Mr. Clarel T. Broussard donated \$100 for the youth sports program.

Pecan Recreation Center

Dr. Erma L. Benitez donated candy and toys valued at \$3,500 for the children's Christmas party.

Seoul International Park

Kid's Land (Yoo K. Choi) donated 30 toys valued at \$200 for the holiday program.

Los Angeles Korean Festival Foundation (Young-Chol Kim) donated 240 toys valued at \$1,000 for the holiday program.

Korean Medical Association of So. California donated \$1,000 for the children's holiday program.

Wabash Recreation Center

Ricardo Wilson donated a Toshiba fax machine valued at \$300 to the center.

Report prepared by: Mary L. Pinch

DATE February 19, 2003

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF A REQUEST FOR PROPOSAL FOR THE AUTOMATED GOLF AND TENNIS RESERVATION SYSTEM

|                     |                   |
|---------------------|-------------------|
| J. Combs _____      | H. Fujita _____   |
| *A. Coroalles _____ | J. Koib _____     |
| J. Duggan _____     | B. Lukehart _____ |



General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

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RECOMMENDATION:

That the Board:

1. Reject bid proposals received in response to the November 6, 2001, Automated Golf and Tennis Reservation System Request for Proposals; and,
2. Approve the a new Automated Golf and Tennis Reservation System Personal Services Contract Request for Proposals; and,
3. Direct staff, subsequent to City Attorney review as to form, to advertise the new Request for Proposal and begin the Request for Proposal process.

SUMMARY:

In November 2001, the Department released a Request for Proposal (RFP) for a state of the art automated golf and tennis reservation system to replace an existing outdated and antiquated system. The RFP required that the selected firm provide and maintain a complete computer system, including Point of Sale (POS), an interactive voice response (IVR) system, and also required that the system comply with the Americans with Disabilities Act (ADA).

## REPORT OF THE GENERAL MANAGER

PAGE 2

NO. 03-60

On January 15, 2002, two proposals were received, one from AT Course Software, L.L.C. (AT Course), a limited liability company based in Arizona and the second from Fairway Systems, Inc. (Fairway), a Colorado-based Corporation. Fairway is the provider of our current reservation system.

In the initial evaluation of the proposals, staff noted areas in which certain information and proposal elements, such as inclusion of IVR, POS, and ADA compliance, or compliance with City ordinances, were not clearly in conformance with the specific requirements in the RFP. Following extensive meetings with the City Attorney, staff has determined that it may not be possible to confirm the responsiveness of either proposal or to perform appropriate comparisons on a level playing field. For example, due to the specific wording and structure of the RFP, requests for additional information or clarification of services offered and pricing for services could be considered a bid enhancement. At this time, staff and City Attorney concur that a revised RFP could resolve those issues and more timely result in a valid contract award. Accordingly, staff requests that the Board reject all proposals and approve a new RFP for the reservation system.

The new RFP has been revised with the goal of avoiding solicitation and receipt of proposals that evince inconsistency, vagueness, or omissions.

### Significant Contract Provisions

- **Scope of Services:**  
The selected company will provide a complete automated golf and tennis reservation system, including all hardware, software, maintenance, and system upgrades.
- **Cost of Work:**  
A Statement of Work, including milestones, cost breakdowns for the base reservation system, and costs for each module will be included with the RFP. Costs shall include a complete breakdown of personnel costs (identifying the individuals, the estimated hours per person, the hourly billing rates, the total cost per person), hardware costs, software costs, costs broken down by module, and other related expenses.
- **Standard Provisions To Apply:**  
All provisions as described in the City's Standard Provisions for City Contracts (as revised 10/01) apply to this agreement.

## REPORT OF THE GENERAL MANAGER

PAGE 3

NO. 03-60

- **Term:**  
The term of this agreement will commence upon execution and terminate five (5) years after the date of execution with one five (5) year agreement option, at the City's discretion. In addition, the City will have the option to purchase any and all equipment and/or the systems source code after the expiration of each option. The City also reserves the right to supply the hardware.
- **Hours of Business Operation:**  
The selected company will provide continuing and ongoing maintenance for all system hardware and software with a maximum response time of four (4) hours for the file server and a maximum of twenty-four (24) hours for site locations.
- **Proposal Bond:**  
A Twenty Thousand Dollar (\$20,000.00) Proposal Deposit in the form of a Cashier's Check only, payable to the Department of Recreation and Parks.
- **Performance Bond:**  
The selected company will be required to provide a performance bond for the entire term of the agreement in the amount of \$20,000.00, which may be drawn upon multiple times, in any denomination up to the total amount, in the event of default. Should the bond amount fall below 10% of the required amount, the Proposer will be required to furnish the system source code at no additional cost.
- **Evaluation Process:**  
To ensure fair and equal evaluation of the proposals, Staff will conduct a preliminary analysis of all submitted proposals. Those proposals that offer the most favorable package, terms, and experience will be subjected to a technical evaluation, and then may be invited to an interview before a final evaluation panel.

As part of the evaluation process, the Department reserves the following rights:

- To accept or reject any or all proposals.
- To waive any or all immaterial defects or requirements, so long as such waiver does not give any Proposer a material advantage over the other Proposers. A Proposer shall not be relieved of his/her/its proposal nor shall any change be made in his/her/its proposal because of mistakes.
- To seek supplemental information or clarification from any Proposer at any time.
- To make background inquiries to further evaluate the qualifications of any Proposer.
- To reschedule or resolicit proposals.

## REPORT OF GENERAL MANAGER

PG. 4 No. 03-60

Proposals will be ranked utilizing the following criteria:

- Features, Performance, and Support of Proposed System.
  - Cost and Value of System.
  - Experience, Qualifications, and Past Performance.
  - Financial Capability and Stability.
  - Approach to Users of the System.
- Process for Appeal:  
Any proposer wishing to contest the Department's decision on this award must be prepared to adhere to the following procedure:
1. Submission of a letter contesting the decision signed by the corporate binding authority. This letter must include the reason(s) for the protest, citing the law, rule, regulation or procedure on which the protest is based, including facts and evidence to support the claim.
  2. All such protests must be received within five (5) business days of the written notification from the Department that the proposer's proposal has been rejected and that another proposer is to be recommended for award at an upcoming scheduled Board meeting.

The expected time of completion to conduct the RFP process and award of the agreements for the Automated Golf and Tennis Reservation System is approximately six months. This timeline is more consistent with the typical processing of proposals or pre-qualification for personal services contracts, and some forms and requirements that were adopted from concession RFP processes have been eliminated. We hope to broaden the pool of proposers through less restrictions on minimum experience because the communications and information industry is developing at an intensive pace. We will insure viability instead through a stringent technical review and the requirement that test modules be operating before an award is recommended. In the event that no clear winner is identified from the technical screening and initial review, paid experts will be engaged to rank proposers subsequent to an interview and to provide recommendations to staff.

DATE February 19, 2003

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF A REQUEST FOR PROPOSAL FOR THE ROOSEVELT GOLF COURSE & LOS FELIZ GOLF COURSE (EATZ) FOOD SERVICE CONCESSION

|                     |                   |
|---------------------|-------------------|
| J. Combs _____      | H. Fujita _____   |
| *A. Coroalles _____ | J. Kolb _____     |
| J. Duggan _____     | B. Lukchart _____ |

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_                      Disapproved \_\_\_\_\_                      Withdrawn \_\_\_\_\_  
 \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the Roosevelt Golf Course & Los Feliz Golf Course (EATZ) Food Services Concession Contract Request for Proposal; and,
2. Direct staff, subsequent to City Attorney review as to form, to advertise the Request for Proposal and begin the Request for Proposal process; and,
3. Direct staff to handle the Request for Proposal process as described herein.

SUMMARY:

Staff has prepared a Request for Proposals (RFP) for the combined operation of the Roosevelt Golf Course and Los Feliz Golf Course (EATZ) Food Service Concessions. The concession agreements for both locations, which are currently on separate contracts, expire on or about March, 2003. For this forthcoming RFP, these concessions are offered as a combined opportunity, in part to realize the benefits provided by economies of scale, proximity of the locations, similarity of services, and to mitigate the impact of the anticipated one-year closure of the Roosevelt Golf Course for the reconstruction of the greens and installation of a new irrigation system.

## REPORT OF GENERAL MANAGER

PG. 2

No. 03-61

### Roosevelt Golf Course Food Service

The Roosevelt Golf Course in Griffith Park is a nine-hole executive golf course with a small driving range. The food service concession is a fully equipped facility which includes indoor dining and shared use of an adjacent patio and raised deck area for additional seating. The number of golf rounds played annually averages 100,000. Gross receipts at the café reached \$205,000 in 2001, but fell to \$180,000 in 2002.

The exact schedule and duration of the golf course closure has not been determined, but will most likely occur later in 2003 or early 2004. The Department expects to accommodate for this planned closure in the terms accepted for this agreement.

### Los Feliz Golf Course (EATZ) Food Service

The Los Feliz Golf Course (EATZ) Food concession serves the nine-hole golf course that averages 51,000 rounds of golf per year. EATZ Café includes counter seating, indoor seating, and covered and/or fenced patio seating, and enjoys a prominent Los Feliz Boulevard frontage. The operation serves food and beverages, including beer and wine. Gross receipts have exceeded \$400,000 in each of the last two years.

### Significant Proposal and Contractual Provisions

The RFP is structured to be open to the business suggestions of our prospective proposers, as opposed to defining specific requirements in terms of menus and other service details. The RFP does require a high quality restaurant operation, featuring full food menu, the offering of beer and wine, and hours of operation that cover most of the open hours of the golf courses. In addition, certain contractual requirements and minimum terms are stipulated:

1. Standard Conditions:  
All provisions of the Department's new Standard Conditions and Regulations for the Operation of Concessions (as revised 02/2003) apply to this agreement, and the document serves as the sample contract.
2. Term:  
The term of the agreement will be five (5) years.
3. Capital Improvements:  
Capital improvements are not a required proposal item; however, as part of the selection process in conjunction with the rental percentage proposed and other factors, the Department will consider all reasonable capital improvements proposed which are conducive to the enhancement and increased revenue of the two facilities.

REPORT OF GENERAL MANAGER

PG. 3

No. 03-61

4. **Minimum Rent:**

The minimum rent required will be ten (10) percent of gross receipts for the Los Feliz Food Service, and seven (7) percent of gross receipts for the Roosevelt Food Service.

5. **Hours of Operation:**

Both food facilities have traditionally opened every day of the year, no later than thirty minutes before the first tee-off time, and close no sooner than dusk; however, final hours of operation will be negotiated with the selected proposer and incorporated into the operating contract.

6. **Utilities:**

Stand alone utility meters have been installed at both locations and all services fees will be paid by the selected concessionaire directly to the utility service companies.

7. **Proposal Bond:**

All proposals must include a Fourteen Thousand Dollar (\$14,000.00) Proposal Deposit in the form of a Cashier's Check only, payable to the City of Los Angeles. This amount is required as a guarantee that the proposer will enter into the concession agreement for the subject concession. The Proposal Deposit of the successful proposer will be released upon receipt of the required Performance Bond and evidence of insurance and execution of the concession agreement.

8. **Performance Bond:**

A performance bond will be required for the entire term of the agreement in the amount of Seventeen Thousand Dollars (\$17,000.00). This amount reflects three months' average rent for a concession operation similar to the current concession operation. If the scope of a proposed concession operation differs substantially from the present concession operation, the actual performance bond amount is subject to change. Said bond is required prior to execution of the concession agreement and shall be in the form of a financial instrument pre-approved by the Department. Surety bonds will not be accepted.

9. **Evaluation Process:**

The Department will conduct a preliminary evaluation of all proposals submitted and rank proposals within the general criteria listed below. The ranking process will favor proposers who offer the most advantageous terms and experience and submit documents as required by City Ordinance, State or Federal Law. The Department reserves the right to request additional information to further understand a submitted proposal. Interviews may be scheduled as needed.

## REPORT OF GENERAL MANAGER

PG. 4

No. 03-61

Proposals will be ranked utilizing the following criteria:

- Qualifications and experience of the proposers and its personnel.
- Documented ability to perform (resources, personnel, evidence of past performance, financial capability, references to contact).
- Rates (rental percentage, menu pricing), optional capital improvements.
- Organization, clarity, and thoroughness of proposal.
- Vision for this concession, concepts, and business plan.

### 10. Process for Appeal:

Any proposer wishing to contest the Department's decision on this award must be prepared to adhere to the following procedure:

1. Submission of a letter contesting the decision signed by the corporate binding authority. This letter must include the reason(s) for the protest, citing the law, rule, regulation or procedure on which the protest is based, including facts and evidence to support the claim.
2. All such protests must be received within five (5) business days of the written notification from the Department that the proposer's proposal has been rejected and that another proposer is to be recommended for award at an upcoming scheduled Board meeting.

The expected time of completion to conduct the RFP process and award of the agreement for the Roosevelt Golf Course and Los Feliz Golf Course (EATZ) Food Service Concession is approximately four to six months. This timeline has been significantly reduced from previous RFP timelines by efforts to modify forms and procedures, reduce redundant and over-detailed proposal form requirements, and allow for a multi-step process that immediately disqualifies proposers not meeting minimum or compulsory requirements. The process proposed herein also seeks to broaden the pool of proposers by leaving the structure and evidence of performance to proposers, rather than rigidly defining how and what specifically they must propose. In the event that no clear winner is identified from the initial review, paid experts will be engaged to rank proposers subsequent to an interview and to provide recommendations to staff. This method conforms to a recommendation in the Manask report, and requires the Board to suspend use of the Concession Policy Manual's formal RFP evaluation process, which prescribes using City personnel and a mathematical scoring system. Revision to the Department's Concession Policies and Procedures Manual to reflect Charter compliance issues raised in the Manask report and to revise and streamline the RFP process will be brought to the Board in the near future.

REPORT OF GENERAL MANAGER

NO. 03-62

DATE February 19, 2003

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) City Clerk, relative to Sixth Annual Student Run Los Angeles 30K Training Race, co-sponsored by Student Run Los Angeles, the Department of Recreation and Parks - Hansen Dam, and Council District Seven on February 2, 2003.

Note and file.

2) City Clerk, relative to the location, cost and use of all facilities leased by any City of Los Angeles Agency or Department.

Note and file.

3) City Clerk, relative to the Non-financial Transfer of Jurisdiction of a 4.7-acre parcel of land near the new Venice Library to the Department of Recreation and Parks.

Note and file.

4) Kevin McEveety, relative to a complaint about the current charge for golf cards.

Refer to General Manager.

REPORT OF GENERAL MANAGER

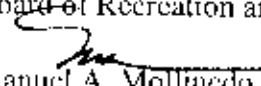
PG. 2 NO. 03-62

- 5) Gordon R. Bachlund, P.E., President, Southern California Scenic Railway, to Linda Barth, Administrative Resources Division, relative to setting a schedule for the removal of their property from Griffith Park. Note and file.
- 6) Debra A. Baumann, to Khaim Morton, Office of the Mayor, relative to opposition to paving horse trails at Hansen Dam Park. Refer to General Manager.
- 7) Jim Agnew, relative to support for equestrian activities in Hansen Dam Area. Refer to General Manager.
- 8) Todd Roth, relative to a request for information about alleged incidents involving his daughter at Stonchurst Recreation Center. Refer to General Manager.
- 9) Anonymous, relative to alleged misconduct by a Department employee in regard to Griffith Park Travel Town. Note and file.
- 10) Anonymous, relative to the alleged filthiness of the toilets at Balboa Golf Course. Note and file.

Prepared by Paul Liles

CITY OF LOS ANGELES  
Department of Recreation and Parks

February 19, 2003

TO: Board of Recreation and Park Commissioners  
FROM:   
Manuel A. Mollinedo  
General Manager  
SUBJECT: OVERVIEW OF HANSEN DAM MASTER PLAN AND RECREATION AND  
PARKS FEASIBILITY PLAN

The Hansen Dam Flood Control Project was completed by the U.S. Army Corps of Engineers in 1940 at a cost of \$11,000,000. The Dam has a storage capacity of 29,700 acre feet of water, and is a part of a comprehensive plan for storm water management in the Los Angeles County Drainage Area. Hansen Dam provides flood protection and captures runoff water from both the Big and Little Tujunga Washes. The primary purpose of Hansen Dam is flood control. Secondary uses allowed by the Corps include biological protection and public recreation. Public recreation is offered through lease to the Department of Recreation and Parks (RAP).

RAP leases 1,463 acres of land in the Hansen Dam Flood Control Basin for recreational purposes from the U.S. Army Corps of Engineers. Nine hundred and seventy-five (975) acres of our leased land is currently undeveloped with 488 acres developed. The Corps last updated the Hansen Dam Master Plan in 1991, to assist in guiding both RAP and the U.S. Army Corps of Engineers in the management of resources within the Hansen Dam project area.

The 1991 Master Plan calls for four specific uses within the basin: environmental by sensitive areas, intensive recreation, low density recreation, and areas which the Corps needs for operation of their flood control facilities.

The four specific basin uses are described as follows:

1. Environmentally sensitive areas are reserved for preservation of sensitive environmental habitats, wildlife, vegetation, or cultural resources. Appropriate improvements for this area as listed in the Master Plan are:
  - Equestrian trails
  - Hiking trails
  - Wildlife observation features
2. Intensive recreation areas are characterized as areas with a low risk of flooding, easy vehicular access, and are remote from residential or environmentally-sensitive areas. Recreational features and improvements allowed in these areas include:

- Recreation lakes
- Picnic areas
- Recreation parking areas
- Developed campgrounds
- Tot lots
- Nature centers
- Sports fields
- Golf courses
- Playgrounds
- Special event facilities
- Equestrian campgrounds
- Visitor centers
- Recreation centers
- Equestrian centers
- Resorts

3. Low density recreation areas are characterized as areas with a low risk of sedimentation and limited vehicular access. They generally serve as buffer areas between environmentally-sensitive areas and intensive recreation areas. The types of recreational use activities allowed in low density area include:

- Equestrian trails
- Hiking trails
- Primitive campgrounds

4. Corps Flood Control Activities

Refer to attached, "Alternate A Proposed Plan", Plate 1, for the location and distribution of the use areas within the Hansen Dam Basin.

In 1999 Planning and Construction Division provided an analysis of the proposed projects within Hansen Dam as a response to the \$10 million specified for the recreation area in Proposition K. The Plan identified six potential areas of development in the Hansen Dam Basin, and utilized the 1991 Corps of Engineers land use designations as the basis for the recommendations therein (see the attached Hansen Dam Facilities Plan #1). The Plan itemized a potential of \$14.5 million of recreational development projects for the six designated improvement areas.

The \$10 million in Proposition K funding is broadly earmarked for a Soccer Complex, RV park, Ranger Station/Visitor's Center, Road/Trail improvements, and fencing. The first phase of the Soccer complex is under construction at a cost of \$500,000.00. The remaining projects do not have specific budgets or project descriptions. Planning and Construction has the opportunity to be proactive on the Proposition K projects and create a comprehensive program to take to the community. Advanced planning for the balance of the Prop K projects will begin this year and will build on the 1999 feasibility plan and community needs assessment for Hansen Dam. The community priorities can then be forwarded to the Proposition K Regional VNOC to expend the balance for the \$9.5 remaining in the Prop. K specified program.

In addition, Proposition 40 allocates \$4.6 million for Hansen Dam. The Proposition 40 dollars are designated specifically for:

- Children's Museum
- Kids Campground
- Trails
- Skate Park
- Parking Lot

The attachments show the preliminary ideas for improvements. All of the designated projects are consistent with the Corps Master Plan and the RAP Facilities Plan. These projects are ready to start the community planning process to select suitable sites and develop the specific design program.

Report prepared by Robert D. Fawcett, Project Manager II.

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.

BIDS TO BE RECEIVED

02/18/03 Ramona Gardens - Alvarez Park Redevelopment (#1137B)

02/25/03 Delano Recreation Center - Community Building (#1805A)

GENERAL MANAGER'S REPORTS:

02-417 Amendment to Personnel Resolution No. 9987 - Section 1A Regular Authority - One Accounting Clerk I