

REPORT OF GENERAL MANAGER

NO. 03-158


DATE May 21, 2003

C.D. 14

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: KNAPP RANCH PARK – SPORTSFIELD LIGHTING (#1330C) - W.O. E170247 –  
REVIEW OF BIDS AND AWARD OF CONTRACT

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

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

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board :

1. Waive informality of failure to submit pages 30 and 31 with bid and find that MBE/WBE outreach efforts were made and there was actual compliance;
2. Accept the base bid of Electro Construction Corp. in the amount of \$142,600.00 as the lowest responsible bidder;
3. Authorize the Chief Accounting Employee to encumber funds in the amount of \$142,600.00 from the following fund and account number under the awarding authority of this Board Report; and,

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>GROSS AMOUNT</u>
43K	T 429	\$145,000.00

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 as to form by the City Attorney have been obtained thereon.

SUMMARY:

On February 19, 2003, the Board approved final plans and call for bids for the Knapp Ranch Park – Sportsfield Lighting (#1330C) W.O. E 170247F, located at 25000 Kittridge Street (Board Report No. 03-53).

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On April 22, 2003 the following bid was received:

<u>Designer</u>	<u>Estimate</u>
Recreation and Parks	\$129,360.00
<u>BIDDER</u>	<u>BASE BID</u>
Electro Construction Inc.	\$142,600.00

Electro Construction Corp. is the only bidder and the lowest responsible bidder. The City Attorney has reviewed the bid and found that pages 30 and 31 (MBE/WBE outreach affidavit) which were required to be submitted with the bid package were missing. However, this informality may be waived in that staff has verified MBE/WBE outreach compliance (see below).

Staff has reviewed the outreach effort made by Electro 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 36% 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 Electro Construction Corp. 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 by the bidder.

Prepared by Kathleen Chan, Prop K Coordinator, and Bureau of Engineering.

# GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: Electro Construction Corp

Bid Date: April 22, 2003

Project Name: Knapp Ranch Park - Sportsfield Lighting (#1330C) - W.O. E170247

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	
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
<b>TOTAL POINTS ACHIEVED</b>				<b>90</b>

**MBE/WBE % ACHIEVED: 36%**