

REPORT OF GENERAL MANAGER

NO. 03-179

DATE May 28, 2003

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: LINCOLN PARK – SPORTSFIELD LIGHTING UPGRADES AND FACILITY IMPROVEMENTS (#1114D) - W.O. E170233 – 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Approved _____ Disapproved _____ Withdrawn _____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, as an informality, the contractors' failure to submit page 3A with the bid since the page represents the cover sheet with instructions to bidders for completing the bidders check list and the purpose of the sheet is to provide information to the bidder and not to provide information to the City;
2. Accept the base bid of Electro Construction Corp. in the amount of \$114,200.00 as the lowest responsible bidder;
3. Accept the three additive alternates, the addition of the drinking fountains (\$12,000.00), the addition of the game tables (\$7,240.00) and the field refurbishment (\$88,200) in a total amount of \$107,440.00 to be added to the base bid, for a total contract amount of \$221,640.00;
4. Authorize the Chief Accounting Employee to encumber funds in the amount of \$221,640.00 from the following fund and account number under the awarding authority of this Board Report; and,

<u>FUND</u>	<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
43K	T262	\$221,640.00

5. 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.

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SUMMARY:

On March 20, 2003, the Board approved final plans and call for bids for the Lincoln Park Sportsfield Lighting Upgrades and Facility Improvement Project (#1114D) W.O. E 170233, located at 3501 Valley Boulevard (Board Report No. 03-81). Plans provide for sportsfield lighting, field refurbishment and game table installation at the facility.

On May 13, 2003 the following bids were received:

DESIGNER
Recreation and Parks

ESTIMATE
\$156,928.00

<u>BIDDER</u>	<u>BASE BID</u>	<u>BIDDER</u>	<u>BASE BID</u>
Electro Construction Corp.	\$114,200	MS Navarro Engr.	\$168,200
Add. Alt. No. 1	\$ 12,000	Add. Alt. No. 1	No Bid
Add. Alt. No. 2	\$ 7,240	Add. Alt. No. 2	No Bid
Add. Alt. No. 3	\$ 88,200	Add. Alt. No. 3	No Bid

<u>BIDDER</u>	<u>BASE BID</u>
Diamond Electric & Inst.	\$132,400
Add. Alt. No. 1	\$ 6,990
Add. Alt. No. 2	\$ 8,510
Add. Alt. No. 3	\$220,175

Electro Construction Corp. submitted the lowest base bid in accordance with the Bid Documents. The City Attorney has reviewed the bid and found that page 3A, the cover sheet of the Instructions to Bidders and Bidders Check list, was not submitted with the bid package. However, this informality may be waived since the cover sheet provides information to the bidders and does not require information on that page to be provided to the City.

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 49.4% and satisfied 77 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.

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: May 13, 2003

Project Name: Lincoln Park – Sportsfield Lighting Upgrades and Facility Improvements (#1114D) – W.O. E170233

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	0
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	13
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				77

MBE/WBE % ACHIEVED: 49.4%