

REPORT OF GENERAL MANAGER

NO. 03-344

DATE November 5, 2003

C. D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GLASSELL PARK - FIELD RELOCATION (#1352A), REVIEW OF BIDS AND AWARD OF CONTRACT

L. Barth _____
J. Combs _____
A. Corrales _____
H. Fujita _____

J. Kolb _____
*B. Lukehart BSL
F. Mok _____



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Withdrawn _____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 \$91,143.56, and accept Deductive Alternate No. 2, in the amount of \$23,408.00, for a total bid of \$67,735.56, as the lowest responsive and responsible bid;
2. Authorize the Chief Accounting Employee to encumber funds in the amount of \$67,735.56 from the following fund and account numbers under the awarding authority of this Board Report; and,

FUND
45W

DEPARTMENT
22

ACCOUNT NO.
T419

3. Authorize the Board President and Secretary to execute a contract on the above terms, subject to City Attorney approval as to form.

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NO. 03-344

SUMMARY:

On September 30, 2003, the following bids were received for the Glassell Park - Field Relocation (#1352A) project:

Design Consultant

In-house

Base Bid Estimate

\$70,000.00

<u>BIDDER</u>	<u>BASE BID</u>	<u>Ded. Alt. #1</u>	<u>Ded. Alt. #2</u>
America West Landscape, Inc.	\$ 91,143.56	\$ 5,550.58	\$23,408.00
Diversified Landscape Management	\$ 93,574.00	\$ 9,597.00	\$21,497.40
Ryco Construction, Inc.	\$ 97,279.00	\$10,000.00	\$11,000.00
MJS Construction, Inc.	\$112,000.00	\$14,000.00	\$13,000.00
ABC Lawn Sprinkler Co., Inc.	\$116,560.00	\$19,792.00	\$19,000.00

The project scope includes the removal and relocation of an existing play area, create an outdoor open field area, minor grading, new fencing to an existing ballfield, irrigation improvement, new lawn establishment, and renovation of existing of existing lawn area. Deductive alternate # 1 above, is for the deletion of renovating the existing lawn area. Deductive alternate #2 above, is for the deletion of fencing improvements to existing ballfield.

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

FUND

45W

DEPARTMENT

22

ACCOUNT NO.

T419

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 29.5 % and satisfied 90 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 America West Landscape, Inc., and found that they have not been awarded any past projects. 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: America West Landscape, Inc.

Bid Date: September 30, 2003

Project Name: GLASSELL PARK - FIELD RELOCATION (#1352A)

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	0
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	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				90
MBE/WBE % ACHIEVED:			29.5 %	