

REPORT OF GENERAL MANAGER

NO. 03-345

DATE November 5, 2003


C.D. 02

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: STONEHURST RECREATION CENTER- FACILITY UPGRADES (#1237C) - REVIEW OF BIDS AND AWARD OF CONTRACT

L. Barth \_\_\_\_\_  
J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
H. Fujita \_\_\_\_\_

J. Kolb \_\_\_\_\_  
\*B. Lukehart BL  
F. Mok \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Accept the base bid of Terra Cal Construction, Inc., in the amount of \$289,900, as the lowest responsive and responsible bid;
2. Authorize the Departmental Chief Accounting Employee to encumber funds in the amount of \$289,900 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>
45W	T428	\$350,000
302	927PS	\$118,250
302	946SX	\$126,000

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

SUMMARY:

On September 30, 2003, the following bids were received for the Stonehurst Recreation Center - Facilities Improvements (#1237C):

REPORT OF GENERAL MANAGER

PG. 2

NO. 03-345

<u>Designer</u>	<u>Estimate</u>
In -House Designer	\$286,000.00
<u>BIDDER</u>	<u>BASE BID</u>
American West landscape, Inc.	\$393,291.14
Diversified Management, Inc.	\$335,335.00
MJS Construction, Inc.	\$434,500.00
Ryco Construction, Inc.	\$448,844.00
Terra Cal Construction, Inc.	\$289,900.00

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

<u>Fund</u>	<u>Account</u>
45W	T428
205	H900
302	927PS
302	946SX

The City Attorney has reviewed the bids and found them to be in order. Terra Cal Construction, Inc., was the lowest responsive and responsible bidder.

The proposed construction involves an equestrian arena, equestrian trail, jogging trail, fencing, and irrigation improvements. There have been several community meetings held on this project and there is consensus in the community that this is a beneficial project for the surrounding neighborhoods which are zoned for equestrian use.

Staff has reviewed the outreach effort made by Terra Cal Construction, 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 7.2% and satisfied 100 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 Terra Cal Construction, Inc., 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 Jane MacDonald Adrian, Acting Project Manager.

# GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

**Bidder:** Terra Cal Construction, Inc

**Bid Date:** September 30, 2003

**Project Name:** STONEHURST RECREATION CENTER- FACILTY 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.		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
<b>TOTAL POINTS ACHIEVED</b>				100
<b>MBE/WBE % ACHIEVED:</b>				<b>7.2 %</b>