

S P E C I A L A G E N D A

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

Wednesday, June 9, 2004 - 10:30 a.m.

George Hjelte Assembly Room
200 North Main Street, City Hall East, Room 1325
Los Angeles, California 90012

EVERY PERSON WISHING TO ADDRESS THE COMMISSION MUST COMPLETE A SPEAKER'S REQUEST FORM AT THE MEETING BEFORE THE BOARD'S CONSIDERATION OF THE ITEM AND SUBMIT IT TO THE COMMISSION EXECUTIVE ASSISTANT.

PURSUANT TO COMMISSION POLICY, COMMENTS BY THE PUBLIC ON AGENDA ITEMS WILL BE HEARD ONLY AT THE TIME THE RESPECTIVE ITEM IS CONSIDERED, FOR A CUMULATIVE TOTAL OF UP TO FIFTEEN (15) MINUTES FOR EACH ITEM. ALL REQUESTS TO ADDRESS THE BOARD ON PUBLIC HEARING ITEMS MUST BE SUBMITTED PRIOR TO THE BOARD'S CONSIDERATION OF THE ITEM. 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, WITH FIFTEEN (15) MINUTES TOTAL ALLOWED FOR PUBLIC PRESENTATION.

1. GENERAL MANAGER'S REPORTS:

- 04 198 Griffith Park Recreation Center - Outdoor Sportsfield Improvements W.O. E170256F - Review of Bids and Award of Contract
- 04-199 Podlow Skate Park - Phase II - W.O. #E170400F Review of Bids and Award of Contract

2. UNFINISHED BUSINESS:

- 04-152 Approval of Amendments to the Purchase and Sale Agreement for the Acquisition of a Turn-Key Park at Lake Street

3. 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

4. NEXT MEETING:

The next regularly scheduled meeting of the Board of Recreation and Park Commissioners will be held on Wednesday, June 16, 2004 at 9:30 a.m., George Hjelte Assembly Room, 200 North Main Street, City Hall East, Room 1325, Los Angeles, California 90012.

5. 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.

June 9, 2004

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.

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REPORT OF GENERAL MANAGER

NO. 04-198


DATE June 9, 2004

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK RECREATION CENTER OUTDOOR SPORTSFIELD IMPROVEMENTS (W.O. E170256F) - REVIEW OF BIDS AND AWARD OF CONTRACT

| | | | |
|--------------|-----------|------------|-------|
| K. Chan | <u>hc</u> | J. Combs | _____ |
| H. Fujita | _____ | J. Kolb | _____ |
| M. Marrascal | _____ | F. Mu's | _____ |
| K. Regan | _____ | G. Stupile | _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Accept the base bid of Los Angeles Engineering in the amount of \$843,960.00 as the lowest responsible bidder;
2. Authorize the Department's Chief Accounting Employee to encumber funds in the amount of \$427,085.18 from the available funds in the following funds and account numbers under the awarding authority of this Board Report; and,

| FUND | ACCOUNT NO. | AMOUNT |
|-------------------|-------------|---------------|
| 43K (Prop. K-YR7) | V466 | \$ 427,085.18 |

3. Request the City Attorney to prepare a contract, including a "funding clause" limiting the City's liability for contract payments to the amount of funding appropriated by the City for this contract, as well as so limiting the contractor's obligation to perform the contract, as further described in this report, after which the Board President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

REPORT OF GENERAL MANAGER

PG 2

NO. 04-198

SUMMARY:

On April 7, 2004, the Board approved final plans and call for bids for the Griffith Recreation Center Outdoor Sportsfield Improvements and Perimeter Fencing, W.O. E170256F, located at 3401 Riverside Drive, Los Angeles, CA 90027 (Board Report No. 04-97). Plans provide for the removal and replacement of an existing soccer field with a synthetic turf soccer field.

On May 25, 2004, the following bids were received:

| <u>Designer</u> | <u>Estimate</u> |
|-----------------|-----------------|
| Land Images | \$ 780,000.00 |

| <u>Bidder #1- LA Engineering, Inc.</u> | <u>Bid Amount</u> |
|--|-------------------|
| Base Bid | \$ 843,960.00 |
| Deduct Alternate No. 1 | \$ 3,300.00 |
| Deduct Alternate No. 2 | \$ 600.00 |
| Deduct Alternate No. 3 | \$ 8,200.00 |
| Deduct Alternate No. 4 | \$ 12,880.00 |
| Deduct Alternate No. 5 | \$ 10,800.00 |

| <u>Bidder #2- Ecology Construction</u> | <u>Bid Amount</u> |
|--|-------------------|
| Base Bid | \$ 868,262.40 |
| Deduct Alternate No. 1 | \$ 2,250.00 |
| Deduct Alternate No. 2 | \$ 1,250.00 |
| Deduct Alternate No. 3 | \$ 5,340.00 |
| Deduct Alternate No. 4 | \$ 5,125.00 |
| Deduct Alternate No. 5 | \$ 9,585.00 |

| <u>Bidder #3- Ryco Construction, Inc.</u> | <u>Bid Amount</u> |
|---|-------------------|
| Base Bid | \$ 1,017,101.00 |
| Deduct Alternate No. 1 | \$ 4,000.00 |
| Deduct Alternate No. 2 | \$ 1,500.00 |
| Deduct Alternate No. 3 | \$ 10,000.00 |
| Deduct Alternate No. 4 | \$ 20,000.00 |
| Deduct Alternate No. 5 | \$ 9,800.00 |

REPORT OF GENERAL MANAGER

PG 3

NO. 04-198

Los Angeles Engineering submitted the lowest base bid as shown above. Five deductive alternates were also included in the bid packages. As it is anticipated there will be sufficient funds to award the Base Bid and to allow for contingencies during the construction of the project, it is recommended that the project be awarded with none of the deductive alternates being exercised. The project was presented to the Prop K Steering Committee on May 27, 2004, and it was recommended that the Board award the Base Bid at \$843,960.00 at this time.

Currently, there is only \$427,085.18 available in Prop K funds, as indicated below. The remaining funds required to fully encumber the contract are contingent upon approval of the Engineer's Report for the allocation of Prop K funds for fiscal year 2004-05. The Steering Committee was made aware that the award is contingent upon the approval of next year's funding in the Prop K program. The contract will provide that the City's liability for contract payments under this contract shall only be to the extent of the City appropriation to fund the contract. If the City does appropriate the additional funding through the City Council approval of the Engineer's Report for the Prop K program the City's liability for contract payments shall be extended to the extent of such appropriation, subject to the terms and conditions of this contract. The Contractor will not be required to do any work in excess of the amount of current funding, plus any additional funding appropriated by the City, if any, for this project.

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

| FUND | ACCOUNT NO. | AMOUNT |
|-------------------|-------------|---------------|
| 43K (Prop. K-YR7) | V466 | \$ 427,085.18 |

However, additional funding is planned for this project to be available after July 1, 2004, contingent upon City Council appropriating the funds. If these funds are appropriated, as requested and recommended by the LA for Kids Steering Committee, by adoption of the Engineer's Report by the City Council in June, 2004, the Department's Chief Accounting Employee will be able to encumber the contract balance. The contractor would be notified of the amount of the appropriation being made to the contract from the additional funding and to continue working until project completion or until the appropriated funding for the project is expended which ever comes first.

Staff has reviewed the outreach effort made by Los Angeles Engineering and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 7% 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 a synopsis of said package is attached.

REPORT OF GENERAL MANAGER

PG 4

NO. 04-198

The City Attorney and staff have reviewed the bids submitted by Los Angeles Engineering and found them to be in order. Los Angeles Engineering is the lowest responsible bidder.

Staff reviewed the responsiveness and work performance of Los Angeles Engineering 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.

This report was prepared by Kathleen Chan, Acting Superintendent and Cathie Santo Domingo, Proposition K Group, Bureau of Engineering.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: Los Angeles Engineering

Bid Date: May 25, 2004

Project Name: GRIFFITH PARK RECREATION CENTER – OUTDOOR SPORTSFIELD IMPROVEMENTS AND PERIMETER FENCING - W.O. E170256F

| 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 |
| TOTAL POINTS ACHIEVED | | | | 100 |

MBE/WBE % ACHIEVED: 7 %

REPORT OF GENERAL MANAGER

NO. 04-199

DATE June 9, 2004

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: **PEDLOW SKATE PARK – PHASE II (W.O. #E170400F) - REVIEW OF BIDS AND AWARD OF CONTRACT**

| | | | |
|-------------|-----------|------------|-------|
| • K. Chan | <u>kc</u> | J. Corallo | _____ |
| H. Fujita | _____ | J. Kello | _____ |
| M. Mariscal | _____ | F. Mok | _____ |
| K. Regan | _____ | G. Stigile | _____ |



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Accept the base bid and Deductive Alternate No. 3 along with Additive Alternate No. 1 of Atek Engineering & Construction, Inc., in the amount of \$1,020,000 as the lowest responsible bidder;
2. Authorize the Department's Chief Accounting Employee to encumber funds in the amount of \$758,650.71 from the available funds in the following funds and account numbers under the awarding authority of this Board Report; and,

| FUND | ACCOUNT NO. | AMOUNT |
|--------------------------|-------------|----------------------|
| 43K (Prop. K-YR6) | T248 | \$ 61,554.71 |
| 43K (Prop. K-YR7) | V248 | \$ 379,059.00 |
| 43M (Prop. K-YR7) | V248 | \$ 40,000.00 |
| 43L (Prop. K-YR7) | V248 | \$ 278,037.00 |
| 45W (Prop 12 Per Capita) | V431 | \$ 52,400.00 |
| Available Funds | | \$ 811,050.71 |

3. Request the City Attorney to prepare a contract, including a "funding clause" limiting the City's liability for contract payments to the amount of funding appropriated by the City for this contract, as well as so limiting the contractor's obligation to perform the contract, as further described in this report, after which the Board President and Secretary be authorized to execute same after the appropriate signatures by the other parties thereto and approval of form by the City Attorney have been obtained thereon.

REPORT OF GENERAL MANAGER

PG 2

NO. 04-199

SUMMARY:

On April 7, 2004, the Board approved final plans and call for bids for the Pedlow Skate Park – Phase II, W.O. E170400F, located at 17334 Victory Boulevard, Reseda, CA 91406 (Board Report No. 03-377). The plans provide for construction of a new 1,135 square foot office concession/restroom building which includes a check-in lobby, the Park Director's Office, a skate equipment storage/rental area, a maintenance room, an electrical room, and restroom facilities. In addition to the new building, the following improvements are included for the skate park facilities: extension of a half-pipe, new concrete bowl, snake run, grinding steps, new beginner's area, and extension of concrete flat work along the top of existing skate park elements.

On May 25, 2004, the following bids were received:

| <u>Designer</u> | <u>Estimate</u> |
|----------------------------|-----------------|
| David Evans and Associates | \$ 789,720.00 |

| <u>Bidder #1- Atek Engineering & Construction, Inc.</u> | <u>Bid Amount</u> |
|---|-------------------|
| Base Bid | \$ 970,000.00 |
| Additive Alternate No. 1 | \$ 130,000.00 |
| Additive Alternate No. 2 | \$ 310,000.00 |
| Additive Alternate No. 3 | \$ 80,000.00 |
| Additive Alternate No. 4 | \$ 15,000.00 |
| Deduct Alternate No. 1 | \$ 55,000.00 |
| Deduct Alternate No. 2 | \$ 50,000.00 |
| Deduct Alternate No. 3 | \$ 80,000.00 |

| <u>Bidder #2- Trimax Construction Corp.</u> | <u>Bid Amount</u> |
|---|-------------------|
| Base Bid | \$1,230,000.00 |
| Additive Alternate No. 1 | \$ 140,000.00 |
| Additive Alternate No. 2 | \$ 218,000.00 |
| Additive Alternate No. 3 | \$ 65,000.00 |
| Additive Alternate No. 4 | \$ 14,000.00 |
| Deduct Alternate No. 1 | \$ 40,000.00 |
| Deduct Alternate No. 2 | \$ 10,000.00 |
| Deduct Alternate No. 3 | \$ 72,000.00 |

REPORT OF GENERAL MANAGER

PG 3

NO. 04-199

| Bidder #3- Malleraft, Inc. | <u>Bid Amount</u> |
|----------------------------|-------------------|
| Base Bid | \$1,534,000.00 |
| Additive Alternate No. 1 | \$ 83,000.00 |
| Additive Alternate No. 2 | \$ 190,000.00 |
| Additive Alternate No. 3 | \$ 51,000.00 |
| Additive Alternate No. 4 | \$ 9,000.00 |
| Deduct Alternate No. 1 | \$ 60,000.00 |
| Deduct Alternate No. 2 | \$ 42,000.00 |
| Deduct Alternate No. 3 | \$ 72,000.00 |

Atek Engineering & Construction, Inc., submitted the lowest base bid as shown above. Three deductive alternates and four additive alternates were also included in the bid packages. As it is anticipated there will be sufficient funds to award the Base Bid less with Deductive Alternate No. 3 (deletion of furnishing and installing of the modular (above ground) skate equipment located at New Beginner's Area at south end) and adding Additive Alternate No. 1 (construction of all utilities for the new building to include furnishing and installing domestic water lines, water taps, sewer lines, clean outs, building electrical, sewer, utility pole, fire hydrant and water service line) and to allow for contingencies during the construction of the project, it is recommended that the project be awarded with only Deductive Alternate No. 3 and Additive Alternate No. 1 being exercised. The project was presented to the Prop K Steering Committee on May 27, 2004, and it was recommended that the Board award the Base Bid and Deductive Alternate No. 3 and Additive Alternate No. 1 at \$1,020,000.00 at this time.

The Proposition K program has awarded \$1 million towards the construction of the skateboard park. Currently, there is \$758,650.71 available in Prop K funds for construction. The City Council and Mayor authorized \$524,000 from the Proposition 12 Per Capita program for the project. The Community Development Department has received \$52,400 of the \$524,000 for a total of \$811,050.71 available for award at this time (see the table below). The State will release an additional 70% of the \$524,000 (\$366,800) upon award of the contract. The remaining 20% (\$104,800) will be released by the State upon completion and acceptance of the project by the Board of Commissioners. The Steering Committee was also appraised of the fact that the Prop K Program Manager was recommending the award of the contract with a 10% construction Contingency fund, which is approximately half of the usual amount. The contract will provide that the City's liability for contract payments under this contract shall only be to the extent of the City appropriation to fund the contract. With the receipt \$366,800.00 in Prop 12 funds, the City's liability for contract payments shall be extended to the extent of such appropriation, subject to the terms and conditions of this contract. The Contractor will not be required to do any work in excess of the amount of current funding, plus any additional funding appropriated by the City, if any, for this project.

REPORT OF GENERAL MANAGER

PG 4

NO. 04-199

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

| FUND | ACCOUNT NO. | AMOUNT |
|--------------------------|-------------|---------------|
| 43K (Prop. K-YR6) | T248 | \$ 61,554.71 |
| 43K (Prop. K-YR7) | V248 | \$ 379,059.00 |
| 43M (Prop. K-YR7) | V248 | \$ 40,000.00 |
| 43L (Prop. K-YR7) | V248 | \$ 278,037.00 |
| 45W (Prop 12 Per Capita) | V431 | \$ 52,400.00 |
| Available Funds | | \$ 811,050.71 |

However, additional funding is planned for this project to be received from the State, contingent upon the City submitting proper request for reimbursement. When funds are received as requested, the Department's Chief Accounting Employee will be able to encumber the contract balance. The contractor will be notified of the amount of the appropriation being made to the contract from the additional funding and to continue working until project completion or until the appropriated funding for the project is expended which ever comes first.

The Department, through a letter dated May 28, 2004, received a bid protest from Trimax Construction Corporation, the second low bidder. Department staff consulted with the City Attorney regarding this protest and have the following responses to the three issues brought forward. The first issue is that Atek Engineering and Construction, Inc. must perform at least 50% of the work. Staff has determined that the base bid amount is \$970,000.00 and, of this amount, \$624,142.00 or 64.3% is being done by ATEK Engineering. Therefore, the contractor is performing more than 50% of the work. The second issue is that contractor did not submit Good Faith Effort Outreach Documentation with the bid. The Documentation has been submitted and staff has determined that the documentation is in order. Further, the Good Faith Effort Outreach Effort was performed prior to the deadline for submitting a bid. The City Attorney has determined that failure to submit documentation with the bid is an immaterial discrepancy. The third issue is that the contractor listed a "sister company" as a subcontractor. Atek Engineering and Construction, Inc. listed Atek Construction, a sister company, as the electrical subcontractor. Ali Taha is an officer and shareholder of both companies. The City Attorney has indicated that there are no laws that apply to this project that would prohibit a general contractor from subcontracting to a "sister company".

Staff has reviewed the outreach effort made by Atek Engineering & Construction, Inc., and, based on the documents submitted, has determined that a "good faith" effort has been made. The contractor obtained a MBE/WBE participation of 6.2% and satisfied 80 of the 100-point requirements outlined by the Board's outreach program. The outreach Document Package is on file in the Board Office and a synopsis of said package is attached.

REPORT OF GENERAL MANAGER

PG 5

NO. 04-199

The City Attorney and staff have reviewed the bids submitted by Atek Engineering & Construction, Inc., and found them to be in order. Atek Engineering & Construction, Inc. is the lowest responsible bidder.

Staff reviewed the responsiveness and work performance of Atek Engineering & Construction, 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.

This report was prepared by Kathleen Chan, Acting Superintendent and Alice Gong, Proposition K Group, Bureau of Engineering.

GUIDELINES FOR EVALUATION OF GOOD FAITH EFFORT CHECKLIST

Bidder: Atek Engineering & Construction, Inc.

Bid Date: May 25, 2004

Project Name: PEDLOW SKATE PARK - PHASE II - W.O. #E170400F

| 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 | 0 |
| 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 | 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 | | | | 80 |

MBE/WBE % ACHIEVED: 6.2%

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:

- 07/13/04 Tobias Avenue Park - Acquisition (#1351A)
- 06/22/04 Request for Proposals - Operation of the Golf Cart Rental Concession at the City's 18-hole Golf Courses
- 07/13/04 Request for Proposals - Operation of a Food Service Concession: Encino-Balboa Golf Course (Sepulveda Golf Complex) Food Service