

**APPROVED**  
JUN 26 2014

REPORT OF GENERAL MANAGER

NO. 14-164

DATE June 26, 2014

**BOARD OF RECREATION  
& PARK COMMISSIONERS**

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS-NEEDED ROOFING REPAIRS, MAINTENANCE, RETROFIT AND/OR CONSTRUCTION – AWARD OF CONTRACT

R. Adams

V. Israel

*for*

\*R. Barajas

CSD

K. Regan

H. Fujita

N. Williams

General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Find, in accordance with Charter Section 1022, that the Department of Recreation and Parks (Department) does not have, available in its employ, personnel with sufficient time or necessary expertise to undertake all of the parks roofing repairs, maintenance, retrofit and/or construction projects in a timely manner, and it is more feasible, economical and in the Department's best interest, to secure these services by contract with several contractors to perform this work as-needed and on an occasional, but frequent basis, without engaging in a new competitive bidding process for each individual project to be performed;
2. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that competitive bidding is not practicable or advantageous as it is necessary for the Department to be able to call upon contractors to perform this work as-needed and on an occasional, but frequent, basis without engaging in a new competitive process for each individual project to be performed; however, from among as-needed contractors each individual project is assigned on the basis of availability of an as-needed contractor to perform the work, the price to be charged and the unique expertise of the as-needed contractor;
3. Find in accordance with Charter Section 371(e)(10), that use of competitive bidding would be undesirable, impractical or impossible or is otherwise excused by the common law and the Charter because, unlike the purchase of a specified product, there is no single criterion, such as price comparison, that will determine which proposer can best provide the services

REPORT OF GENERAL MANAGER

PG. 2 NO. 14-164

required by the Department to provide roofing repairs, maintenance, retrofit and/or construction projects;

4. Find, in accordance with Charter Section 372, that obtaining competitive proposals or bids for each individual project for which work may be performed pursuant to this agreement is not reasonably practicable or compatible with the Department's interests of having available as-needed contractors who are assigned various projects on the basis of availability, price, and expertise, and that it is therefore necessary to have several as-needed contractors for this type of service available when called upon by the Department to perform services;
5. Approve the proposed contract (Contract), substantially in the form on file in the Board Office, between the Department and the one (1) contractor listed below for as-needed roofing repairs, maintenance, retrofit and/or construction services for a three (3) year contract, specifying the terms and conditions, subject to approval of the Mayor and the City Attorney as to form;

Contractor:

Bravo Roofing, Inc.  
126 South Viking Avenue  
Brea, California 92821

6. Direct the Board Secretary to transmit the Contracts to the Mayor in accordance with Executive Directive No. 3 and to the City Attorney for review and approval as to form; and,
7. Authorize the Board President and Secretary to execute the Contracts upon receipt of the necessary approvals.

SUMMARY:

The Department is in need of roofing repairs, maintenance, retrofit and/or construction services, which current staffing can only provide on a limited basis because the Department does not have available in its employ, personnel with sufficient time or the necessary expertise. Therefore, one or more park facility construction contracts are required. With over 420 park locations under the jurisdiction of the Department, roofing construction services contracts are critical to maintaining and expanding our current park facility infrastructures.

This contract will provide the Department with an additional resource to perform roofing repairs, maintenance, retrofit and/or construction services to help supplement current City forces. In addition, these contracts will provide the Department's Planning, Construction and Maintenance Branch a tool to meet current and future roofing construction projects.

REPORT OF GENERAL MANAGER

PG. 3 NO. 14-164

On November 20, 2013, the Board approved a Request for Qualifications (RFQ) for Roofing Repairs, Maintenance, Retrofit and/or Construction (Board Report No. 13-288), which was released December 19, 2013. On March 25, 2014, the Department received two (2) proposals in response to the RFQ. The responders were:

- 1) Best Contracting Services, Inc.
- 2) Bravo Roofing, Inc.

The various roofing repairs, maintenance, retrofit and/or construction services will include, but are not limited to, the design, engineering and construction of all new roofing systems, skylights, roof access hatch covers, roof drains and gutter systems for all municipal building structures. The type of roofing systems that may be used includes but is not limited to metal (metal roof systems, standing seam, structural and architectural), torch down, self adhered, hot mopped, tile (ceramic, concrete, clay), asphalt composition roofing shingle systems and tapered roof insulation systems. Roofing maintenance and/or repairs may include minor or major repairs to existing roof systems throughout the City. Roofing services may also include performing a hazardous materials surveys and abatement, re-design and engineering of existing roofing systems and/or repairs to existing trust and/or roofing systems.

The responders were required to provide evidence of their qualifications by meeting the following requirements:

Qualified Responders must have been in good standing with the California Contractor's License Board under a C-39 Roofing Contractors License for the last ten (10) years and must provide the following qualifications to meet the minimum requirement for this RFQ:

Provide a minimum of ten (10) new and/or retrofit roofing projects with a minimum of 10,000 square feet each. All projects must have been performed from May 2008 to present. All projects must have been performed in Los Angeles County.

Only one (1) of the two (2) responders submitted a responsive submittal to this RFQ. One (1) responder failed to submit a complete submittal and/or failed to qualify, and thus was disqualified from any further review process. The following responder was disqualified because they submitted an incomplete RFQ package submittal response, specific details for the disqualifications can be found in Exhibit A.

Best Contracting Services, Inc.  
19027 South Hamilton Avenue  
Gardena, California 90248

REPORT OF GENERAL MANAGER

PG. 4                      NO. 14-164

The following responder met the minimum requirements for the RFQ for roofing repairs, maintenance, retrofit and/or construction as specified above:

Bravo Roofing, Inc.  
126 South Viking Avenue  
Brea, CA 92821

RFQ responses were evaluated solely for the minimum qualifications (as stated in RFQ Document). The minimum qualifications as set forth determined the responder's knowledge and experience to perform the terms and specifications of this Contract. It was found through review and verification by Department staff that the above-listed responder met and/or exceeded the minimum qualifications as set forth in the RFQ.

Once it was determined that the responders had met all of the minimum qualifications, the staff verified with the references provided by the respondents. Questions were posed regarding respondent's ability to produce a quality product that met all necessary standards, in a timely manner. They were also asked whether the respondent was timely and effective in their correspondence with governing agencies. All of the references for the respondent who met our minimum qualifications responded favorably to these questions and highly recommended the respective respondent. It was then determined that the above listed Respondent should be selected as a pre-qualified roofing repairs, maintenance, retrofit and/or construction contractor and eligible to bid on future Department projects.

The responder who submitted and qualified, also performed and passed the City's Business Inclusion Program (BIP) outreach.

The Department is seeking authorization for Board President and Secretary to execute a contract with the one (1) qualified responder, subject to City Attorney's and Mayor's approval. The selected pre-qualified contractor recommended to the Board for a three (3) year contract, in an amount not-to-exceed an annual expenditure of \$7,000,000.00. The contract amount is an estimate, and the Department does not guarantee that the contract maximum amount will be reached. The construction services that the Department is requesting shall be on an as-needed basis. The Department, in entering into an agreement, guarantees no minimum amount of business or compensation. The contract awarded through this RFQ shall be subject to funding availability and early termination by Department, as provided in the Standard Provisions for City Contracts (Rev 03/09).

Funding for projects will be provided from various funding sources including to but not limited to Proposition K, Quimby, and Proposition 40.

REPORT OF GENERAL MANAGER

PG. 5            NO. 14-164

FISCAL IMPACT STATEMENT:

Executing this as-needed contract has no impact to the Department's General Fund.

This Report was prepared by Jim Newsom, Management Analyst II, Planning, Construction and Maintenance Branch.

# EXHIBIT A

## REQUEST FOR QUALIFICATION

### AS-NEEDED ROOFING REPAIRS, MAINTENANCE, RETROFIT AND/OR CONSTRUCTION

"NON RESPONSIVE RESPONDERS"	REASONS FOR "NON-RESPONSIVENESS"
Best Contracting Services, Inc.	<ol style="list-style-type: none"><li>1) Responder did not sign the Bidder Certification For (CEC Form 50) on page 21 of RFQ document; and,</li><li>2) Responder did not Sign the Contractor Responsibility Ordinance Form on page 76 of RFQ documents.</li></ol>