

APPROVED
JAN 22 2014

REPORT OF GENERAL MANAGER

NO. 14-007

DATE January 22, 2014

**BOARD OF RECREATION
& PARK COMMISSIONERS**

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: HEATING, VENTILATION, AND AIR CONDITIONING CONSTRUCTION, RETROFIT, MAINTENANCE AND/OR REPAIRS – REQUEST FOR QUALIFICATIONS

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|-------------|--------------------|-------------|-------|
| R. Adams | _____ | V. Israel | _____ |
| *R. Barajas | <u>[Signature]</u> | K. Regan | _____ |
| H. Fujita | _____ | N. Williams | _____ |

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Request for Qualifications (RFQ), substantially in the form on file in the Board Office, for Heating, Ventilation, and Air Conditioning (HVAC) construction, retrofit, maintenance and/or repairs, for a three-year (3) contract, in an amount not to exceed \$7,000,000.00 per year per contract awarded, subject to the review and approval of the City Attorney as to form;
2. Direct the Board Secretary to transmit the RFQ to the City Attorney for review and approval as to form; and,
3. Authorize staff to advertise the RFQ and conduct the RFQ process, subsequent to City Attorney review and approval as to form.

SUMMARY:

The Department of Recreation and Parks (RAP) is in need of HVAC construction, retrofit, maintenance and/or repair services, which current staffing provides on a limited basis, therefore one or more HVAC construction, retrofit, maintenance and/or repairs contracts are required. Currently, there are two (2) Citywide HVAC contracts (Contract Nos. 59044 and 59026), which staff is using for various HVAC projects. Historical use of our Citywide HVAC contractors has limited RAP's ability to obtain a wide range of competitive bids for its HVAC construction, retrofit, maintenance

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and/or repair projects. With over 170 building structures under the jurisdiction of RAP, HVAC services contracts are critical to maintaining and expanding our park system infrastructure.

Staff has developed and is now ready to release, at the direction of the Board, an RFQ which will be published per Mayor's Executive Directive No. 14 which states, "...every Department will utilize the Los Angeles Business Assistance Virtual Network (BAVN) as the exclusive means for posting all opportunities for RFQ's..." In addition, a letter inviting bids will be mailed to interested parties from a mailing list maintained by the RAP. The Planning, Construction and Maintenance Branch, which oversees the RAP's construction and maintenance projects, has reviewed and provided input on the RFQ.

A pre-qualification conference will be held approximately three (3) weeks after the release of the RFQ in order to provide potential responders with a review of the submittal documents, compliance documents, and requirements for the Business Inclusion Program (BIP) as required by Executive Directive No. 14.

Evaluation Process

Responses will be evaluated in two (2) levels. Level I will be a review by Department staff for the minimum qualifications, as stated in the RFQ document. The minimum qualifications will determine the responder's knowledge and experience to perform the terms and specifications of the contract. If a responder's minimum qualification cannot be verified by staff, the responder will be disqualified and no further evaluation will be performed on the response. Level II will evaluate all required compliance and submittal documents as required per City Ordinance. The responder must successfully pass Level I before staff will proceed to Level II.

If any of the responders are successful in meeting the City's minimum qualifications requirements, then a recommendation will be made to the Board for award of contracts to each of them. In the interest of maintaining a competitive environment and maximizing the City's contracting options, staff may choose to recommend awarding a contract to multiple vendors. If multiple vendors are awarded this contract, they will have the opportunity to submit a competitive quote for each project issued by RAP's Planning, Construction and Maintenance Branch, within the terms of this contract. Projects will be awarded solely on the prices submitted by the vendors.

The selected responders will be recommended to the Board for a three-year (3) contract, in an amount not to exceed \$7,000,000.00 per year, per contract. The contract amount is an estimate, and RAP does not guarantee that the contract maximum amount will be reached. The HVAC construction, retrofit, maintenance and/or repair services that RAP will be requesting shall be on an as-needed basis. RAP, in entering into a contract, guarantees no minimum amount of business or compensation. Contracts awarded through this RFQ shall be subject to funding availability and early termination by RAP, as provided in the Standard Provisions for City Contracts.

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Funding for projects will be provided from various funding sources.

FISCAL IMPACT STATEMENT:

Releasing the Request for Qualification has no fiscal impact on RAP's General Fund.

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