

REPORT OF GENERAL MANAGER

NO. 15-248

DATE November 18, 2015

C.D. ALL

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AS NEEDED ELECTRICAL CONSTRUCTION, RETROFIT, MAINTENANCE  
AND/OR REPAIR SERVICES –AWARD OF CONTRACT

R. Barajas RB K. Regan \_\_\_\_\_  
H. Fujita \_\_\_\_\_ \*N. Williams \_\_\_\_\_  
V. Israel \_\_\_\_\_

  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

That the Board:

1. Find, in accordance with Charter Section 371(e)(2) and Los Angeles Administrative Code Section 10.15(a)(2), that a competitive bidding is not practicable or advantageous as it is necessary for the Department of Recreation and Parks (RAP) to be able to call on 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; and,
2. 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 RAP'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 RAP to perform services;
3. Find, in accordance with Charter Section 1022, that RAP does not have, available in its employ, personnel with sufficient time or necessary expertise to undertake electrical construction, retrofit, maintenance and repairs in a timely manner, and it is more feasible, economical and in RAP's best interest, to secure these services by contract with several

## REPORT OF GENERAL MANAGER

PG. 2

NO. 15-248

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;

4. Approve the selection process for the selection of qualified firm; and,
5. Approve a proposed Personal Services Contract (Contract) between the City of Los Angeles, RAP and the following firm for electrical construction and retrofit specifying the terms and conditions for a three (3) year contract, subject to approval of the Mayor and of the City Attorney as to form;

**Contractor:**

Electric Service and Supply Co. of Pasadena

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

**SUMMARY:**

RAP requires as-needed electrical construction and retrofit contracts in order to perform current and future construction projects such as the installation of new and/or retrofit old sports field lighting. Many of our park facilities require continued electrical upgrades and modifications, in order to maintain a safe, productive and efficient operation. The minimum qualifications as described in more detail below were established to address the highest and most complex needs of RAP.

It is imperative that RAP develop and award this contract in order to continue its general facility electrical upgrades and new construction demands. Currently RAP does not have the expertise and equipment to install new sport field lighting equipment and although it may be able to perform some facility electrical construction and retrofit, it is severely under staffed and currently cannot perform such work at its park facilities. Having access to on-call, pre-qualified contractors who specialize in this type of work will help ensure that RAP facilities are maintained in a safe operating condition with reduced interruption to public use when electrical construction and retrofit is needed. The pre-qualified contractor will work as support to the RAP's Planning, Maintenance and Construction staff and be called upon on an as-needed basis.

RAP operates over four hundred (400) park properties, of which over one hundred and twenty (120) throughout the City have sports field lighting amenities that service more than one million (1,000,000) patrons every year, with approximately two-thirds (2/3) of them being more than forty

## REPORT OF GENERAL MANAGER

PG. 3

NO. 15-248

(40) years old. Our park facilities and sports lighting infrastructure is in constant need of electrical improvements, updating and/or rehabilitation. Our RAP's electrical construction staff does not have the skill, knowledge and/or equipment to perform mid-to large-scale electrical construction and retrofit projects.

The proposed electrical Contractor has demonstrated the required special electrical knowledge and skills that are required for new installation and/or retrofit of our Park lighting infrastructure, which includes but is not limited to outdoor park lighting, park pathway lighting, parking lot lighting, lighting controllers, facility gym lighting and electrical knowledge and skills of recreation facility infrastructure.

On March 4, 2015, the Board of Recreation and Park Commissioners (Board), through Report No. 15-044, approved a Request for Qualification for Electrical Construction, Retrofit, Maintenance and/or Repairs Contract (RFQ), which was released May 6, 2015. On July 14, 2015, the Department received two (2) proposals in response to the Request for Qualifications for Electrical Construction, Retrofit, Maintenance and/or Repairs.

- 1) Electric Services & Supply Company of Pasadena  
2668 East Foothill Boulevard  
Pasadena, California 91107
- 2) M. Wilson Company Contractors, Inc.  
2605 Sierra Way  
La Verne, CA 91750

The Responders were required to provide evidence of their qualifications and was required to meet at least one (1) of two (2) minimum requirements listed below.

- 1) Outdoor Sports Field Lighting: Qualified Responders must have provided minimum of ten (10) years of installation experience for baseball, football, soccer and other fields lighting. Responder must have performed lighting tower installations seventy feet (70') high. Responder/s must have installed at least ten (10) sports field lighting projects for baseball, football, soccer or other related sports field lightings over the last five (5) years. All sports field lighting installation must have been performed one hundred percent (100%) by Responders.
- 2) RAP Facility: Responders must have provided a list of two (2) indoor gymnasium lighting installations over the last five (5) years and provide a list of five (5) outdoor lighting project with a minimum of ten (10) lighting standards, poles and fixtures. Responders must have performed one hundred percent (100%) of the electrical work.

## REPORT OF GENERAL MANAGER

PG. 4

NO. 15-248

Only one (1) of the two (2) responders submitted a responsive submittal to this RFQ. One (1) responders failed to submit a complete submittal and/or failed to qualify, and thus were 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.

M. Wilson Company Contractors, Inc.  
2605 Sierra Way  
La Verne, California 91750

The following responder met the minimum requirements for the RFQ as specified above:

Electric Service & Supply Co. of Pasadena  
2668 East Foothill Boulevard  
Pasadena, CA 91107

The RFQ response was evaluated solely for the minimum qualifications (as stated in RFQ Document). The minimum qualifications as set forth will determine the responder's knowledge and experience to perform the terms and specifications of this Contract. It was found through review and verification RAP 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 responder had met all of the minimum qualifications, RAP Staff verified with the respondents' provided references. 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 if the respondent was timely and effective in their correspondence with governing agencies. All of the references for the respondent responded favorably to these questions, and highly recommend the respective respondent. It was then determined that the above listed Respondent should be selected as a pre-qualified electrical construction, retrofit, maintenance and/or repair contractor and eligible to bid on future RAP projects.

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

We are seeking approval of a contract for the qualified responder and authorization of the Board President and Secretary to execute this contract, subject to approval by the City Attorney and the Mayor's Office. The selected pre-qualified contractor will be recommended to the Board for a three (3) year contract, in an amount not to exceed an annual expenditure of Ten Million Dollars

## REPORT OF GENERAL MANAGER

PG. 5

NO. 15-248

(\$10,000,000.00) per contract, per contractor. The contract amount is an estimate, and the RAP does not guarantee that the contract maximum amount will be reached. The construction services that RAP is requesting shall be on an as-needed basis; RAP, in entering into an agreement, 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.

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

### FISCAL IMPACT STATEMENT:

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

This report was prepared by Jim Newsom, Senior Management Analyst II, Contracts, Finance Division.

## EXHIBIT A

Responder Name	Full RFQ Document Submitted (Y/N)	All Forms Submitted Completed (Y/N)	Comments
<b>M. Wilson Company Contractors, Inc.</b>	Yes	No	1) Responder did not sign the Contractor Responsibility Questionnaire Form on Page 63 of RFQ document. 2) Responder signed the Child Care Declaration Statement on Page 83 of the RFQ document in only one of the two required places. 3) Responder did not fill out and sign the Iran Contracting Act of 2010 Compliance Affidavit (Form A) on page 131 of RFQ document.