



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

DONALD L. WOLFE, Director

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PJ-2**

August 3, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF CORONER
BIOLOGICAL ANNEX REFURBISHMENT PROJECT
APPROVE THE PROJECT AND PRELIMINARY PROJECT BUDGET
AWARD AGREEMENT
SPECS. 6797; C.P. 77354
SUPERVISORIAL DISTRICT 1
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
DEPARTMENT OF CORONER THAT YOUR BOARD:**

1. Approve a preliminary total project budget of \$32,198,680 for the Department of Coroner Biological Annex Refurbishment project.
2. Award and authorize the Director of Public Works to execute an Agreement with HMC Architects to provide design and consultant services for the Department of Coroner Biological Annex Refurbishment project (C.P. 77354) for a \$2,547,150 not-to-exceed fee funded by the 2006-07 Final Capital Projects/Refurbishments Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will allow Public Works to proceed with design for the renovation of the Coroner's existing facilities located at 1102 and 1104 North Mission Road and the design of a new crypt building adjacent to the existing buildings to address the current inadequacies of the Coroner's facilities and storage issues.

Project Background

On June 26, 2006, the Chief Administrative Office and Coroner provided recommendations that addressed decedent storage issues at the Coroner's facility. Several recommendations have already been implemented, including the augmentation of investigative and forensic support staff and the execution of as-needed Cremation Agreements. The relocation of the existing public service functions to the Old Administration Building has also been initiated and will be completed in September 2006. The remaining recommendations entailed the:

- construction of a new 4,000- to 5,000-square-foot crypt building; and
- reconfiguration of existing space to properly separate hazardous and nonhazardous areas; allocate more space to autopsy, laboratory, and other functions.

Programming for the majority of the proposed capital needs has already been completed. On July 24, 2006, a Consultant Agreement was issued under delegated authority to HMC Architects for \$75,000 to complete the programming study, including a preliminary cost estimate of the proposed crypt building.

Proposed Project

The proposed project includes a new building to be located adjacent to the 1104 Biological building to provide additional crypt space; the repair/replacement of the heating, ventilating, and air conditioning system to address the ventilation and circulation issues of the existing facilities; and the repair/replacement of other building systems to meet the Coroner's operational requirements and to avoid potential outbreaks of communicable airborne diseases among employees. It is recommended that HMC Architects be retained to prepare the architectural documents to implement the proposed project.

The architectural services consist of the preparation of schematic, design development, construction documents, cost estimates, move management plans, and schedules for the tenant improvements to the 1102 and 1104 facilities and the new crypt building. Upon completion of the construction documents, we will return to your Board to request approval of our method for delivering construction on this project.

Implementation of Strategic Plan Goals

The proposed project meets the County Strategic Plan Goals of Organizational Effectiveness and Fiscal Responsibility by investing in public health infrastructure and implementation of efficient workplace environment within the Coroner's facilities.

FISCAL IMPACT/FINANCING

The total project cost, including plans and specifications, plan check, construction, equipment, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$32,198,680. The Project Schedule and Budget Summary are included in Enclosure A. The recommended Agreement with HMC is for a \$2,547,150 not-to-exceed fee. Sufficient appropriation is included in the 2006-07 Adopted Capital Projects/Refurbishments Budget - Department of Coroner Biological Annex Refurbishment project (C.P. 77354) to fund the design and construction services.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard Agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for Contract termination, renegotiation, and hiring qualified displaced County employees will be included in the Agreement.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of Contract award, HMC Architects is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

HMC Architects is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program) and shall require each subcontractor to notify its employees about Board Policy 5.135 (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

ENVIRONMENTAL DOCUMENTATION

Awarding this Agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to construct the project.

CONTRACTING PROCESS

On August 24, 2004, the Architectural Evaluation Board recommended 20 firms to be considered for performing the professional services for this project. On January 10, 2005, two firms submitted proposals for evaluation. The proposals were evaluated by a panel consisting of Public Works employees, based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on review and evaluation of the proposals, HMC Architects was found to be the firm best qualified to perform the services.

The list of firms that received the Request for Proposal was promulgated by the Architectural Evaluation Board. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design services. In addition, as requested by your Board on February 3, 1998, the Request for Proposal was posted on the County's Doing Business With Us website for subcontracting opportunities.

HMC has agreed to provide the design and consultant services as well as construction administration for a \$2,547,150 not-to-exceed fee. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

HMC Architects' Community Business Enterprises data and three-year contracting history are on file with Public Works.

Renovations and tenant improvements to the Old Administration Building will be implemented utilizing both the Public Works' Job Order Contract program and Internal Services Department purchasing program.

The Honorable Board of Supervisors
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will not impact the Coroner's current services or operations. Renovation activities, if authorized by your Board in the future, will be sequenced and scheduled to minimize any impact on operations.

CONCLUSION

Please return an adopted copy of this letter to the Chief Administrative Office (Capital Projects Division) and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

ANTHONY T. HERNANDEZ
Director, Department of Coroner

LAKSHMANAN SATHYAVAGISWARAN, M.D.
Chief Medical Examiner – Coroner

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cc: County Counsel
Office of Affirmative Action Compliance
Department of Public Social Services (GAIN/GROW Program)

August 3, 2006

ENCLOSURE A

**DEPARTMENT OF CORONER
BIOLOGICAL ANNEX REFURBISHMENT PROJECT
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I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Award Design Contract	08/15/06
Schematic Design	02/05/07
Design Development	06/04/07
Construction Documents	10/01/07
Jurisdictional Approvals	01/07/08
Construction Award	04/07/08
Construction Start	06/02/08
Substantial Completion	06/02/10
Final Acceptance	08/08/10

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II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Programming Services	\$ 357,625
Renovation/Relocation Old Administration Building	\$ 2,250,000
Plans and Specifications	\$ 2,547,150
Plan Check and Jurisdictional Reviews	\$ 50,000
Construction	
Construction Contract	\$19,792,000
Change Order Allowance	<u>2,968,800</u>
Total Construction	\$22,760,800
Equipment	\$ 75,000
Other Consultant Services	\$ 150,000
Miscellaneous Expenditures	\$ 150,000
County Services	\$ 3,858,105
TOTAL	\$32,198,680