



# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

October 9, 2007

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

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
FIRE STATION 67 APPARATUS BAY AND HEADER RAISING  
REFURBISHMENT PROJECT – CITY OF CALABASAS  
CATEGORICAL EXEMPTION – APPROVE APPROPRIATION ADJUSTMENT  
AWARD AGREEMENT - SPECS. 6870; C.P. 88735  
(SUPERVISORIAL DISTRICT 3)  
(3 VOTES)**

**JOINT RECOMMENDATION WITH THE FIRE CHIEF:**

1. Find the Fire Station 67 Apparatus Bay and Header Raising Refurbishment project categorically exempt under the California Environmental Quality Act.
2. Approve the appropriation adjustment to transfer \$612,000 from the Fire District's Capital Project Accumulated Capital Outlay Fund, Services and Supplies appropriation to Capital Project 88735 to fully finance the proposed project cost.
3. Approve the \$951,300 total project budget for the Fire Station 67 project.
4. Authorize and delegate authority to the Director of Public Works to manage the project on behalf of the Consolidated Fire Protection District; to award and execute consultant agreements, amendments, and supplements related to this project within the same authority and limits as delegated to the Director of Public Works by your Board for County projects; and to accept the project and release retention upon acceptance.
5. Award and authorize the Director of Public Works to execute an agreement with Osborn Architects to provide design and construction administration services for Fire Station 67 for an \$85,000 not-to-exceed fee to be funded

through the Consolidated Fire Protection District and to establish the effective date following Board approval.

6. Authorize the Director of Public Works to initiate the refurbishment work for Fire Station 67 by using a Board-approved Job Order Contract.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions is to initiate design and construction administration activities for the expansion and refurbishment of the apparatus bay in Fire Station 67 located at 25801 Piuma Road, Calabasas.

The project will extend the apparatus bay approximately 6 feet and raise the header of the apparatus bay to a height of 12 feet 6 inches. These modifications will allow the apparatus bay to accommodate and meet the operational requirements of the Fire District. The project will also include appropriate Americans with Disabilities Act upgrades.

Following completion of the construction documents and jurisdictional approvals, the refurbishment work will be completed using a Board-approved Job Order Contract.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we provide Service Excellence (Goal 1) by improving the efficiency, quality, and responsiveness of County services to all residents. It also directs that we ensure Children and Families' Well-Being (Goal 5) by enhancing the ability of families to live in safe, stable, and supportive communities. We are also directed to improve Community Services (Goal 6) by offering a wide range of services responsive to each community's specific needs. This project helps to achieve these goals as it is an investment in public infrastructure that will benefit the community of Calabasas by improving the Fire Department's ability to respond to local emergencies.

### **FISCAL IMPACT/FINANCING**

The recommended agreement is for an \$85,000 not-to-exceed amount. Sufficient funds are available in the Fiscal Year 2007-08 Capital Project (C.P.) 88735 to award the recommended agreement. The total estimated project cost, including plans and specifications, plan check, construction, equipment, consultant services, and County services, is \$951,300.

Following your Board's approval of the attached appropriation adjustment of \$612,000 (Attachment B), sufficient funding will be available in C.P. 88735 to complete construction of the proposed project. There is no impact to net County cost.

The Project Schedule and Budget Summary are included in Attachment A.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard design services agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, negotiation, and hiring qualified displaced County employees will be included.

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

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, 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.

Osborn 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).

As required by your Board, the project cost includes 1 percent of design and construction costs to be allocated to the Civic Art Fund per your Board's Civic Art Policy adopted on December 7, 2004.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Fire Station 67 project has been reviewed and determined to be categorically exempt under the California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines, Sections 15301 (a), (d), and (e), and the County of Los Angeles Environmental Procedures and Guidelines, Class 1, adopted by your Board on November 17, 1987. A Notice of Exemption will be filed with the Registrar-Recorder/County Clerk.

## **CONTRACTING PROCESS**

Osborn Architects was selected by the County through a competitive process to provide as-needed architectural/engineering (A/E) design services for various Fire District projects. On March 29, 2007, the Architectural Evaluation Board (AEB) recommended 15 firms to be considered for performing the professional services for various Fire District projects. On May 16, 2007, technical proposals for services were requested from these firms. On June 13, 2007, six firms submitted proposals for evaluation. The proposals were evaluated by a committee made up of representatives from the Department of Public Works (Public Works), the Fire District, and the Chief Executive Office, who met to select a total of four A/E firms to provide as-needed A/E design services. Osborn Architects is one of the selected firms.

Osborn Architects agreed to provide A/E design services for Fire Station 67 for an \$85,000 not-to-exceed fee. The fee has been reviewed by Public Works and is considered reasonable for the scope of work.

On February 3, 1998, your Board requested that contract opportunities be listed on the Doing Business with Us website. However, this contract opportunity was not listed on the website because the AEB evaluation process was used. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the Doing Business with Us website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from the website information.

Osborn Architects' Community Business Enterprises participation data (10 percent) and 3-year contracting history with the County are on file with Public Works.

The contract requires the consultant to pay its employees applicable prevailing wages in accordance with the California Labor Code.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects during the performance of the recommended services.

The Honorable Board of Supervisors  
October 9, 2007  
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**CONCLUSION**

Please return one adopted copy of this letter to my office and Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer



P. MICHAEL FREEMAN  
Fire Chief

WTF:DLW:PMF  
DL:JSE:DJT:SW

Attachment (2)

c: Auditor-Controller  
County Counsel  
Office of Affirmative Action Compliance  
Department of Public Social Services (GAIN/GROW Program)

October 9, 2007

**ATTACHMENT A**

**FIRE STATION 67 APPARATUS BAY AND HEADER RAISING  
REFURBISHMENT PROJECT  
SPECS. 6870; C.P. 88735**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment	N/A
Project Feasibility	N/A
Project Program	N/A
Design	
a) Contract Execution	10/30/07
b) Construction Documents	06/16/08
c) Jurisdictional Approval	08/18/08
Contract Award	10/15/08
Construction	
a) Substantial Completion	03/10/09
b) Acceptance	05/12/09



COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT DEPT'S No. 390-05

DEPARTMENT OF FIRE

September 21, 2007

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3-Vote  
Fiscal Year 2007-08

SOURCES:

Fire Department - Capital Project ACO  
Services & Supplies  
J13-FR-2000-50099  
\$ 612,000

USES:

Fire - Capital Project ACO  
Fire Station 67  
Fixed Assets - Bldg & Improvements  
J13-CP-6014-65033-88735  
\$ 612,000

Summary Total:

Sources:  
\$ 612,000

Uses:  
\$ 612,000

This Appropriation Adjustment is necessary to fund construction cost for Fire Station 67 Apparatus Bay and Header Rising Project.

Sonia Garcia, Supervisor A1111, FMD

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

Sept 21, 2007 19

CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

BY *Mel Lopez*  
SEP 24 2007

APPROVED (AS REVISED): BOARD OF SUPERVISORS

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No. 030

BY

DEPUTY COUNTY CLERK