



County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

June 26, 2012

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 PUBLIC WORKS:
SHERIFF'S DEPARTMENT PARKS BUREAU EAST
MODULAR BUILDING REPLACEMENT PROJECT
FRANK G. BONELLI REGIONAL PARK
CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT,
APPROVE PROJECT BUDGET, AND APPROPRIATION ADJUSTMENT
SPECS. 7170; CAPITAL PROJECT NO. 77296
(FIFTH DISTRICT) (3 VOTES)**

SUBJECT

These actions will find the Project categorically exempt from the provisions of the California Environmental Quality Act; establish a capital project; approve the Project budget, approve an appropriation adjustment; authorize the Department of Public Works to carry out the Project; and purchase a new modular building through the Internal Services Department.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the site grading for the Sheriff's Department Parks Bureau East Modular Building Replacement Project categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project No. 77296 within the Fiscal Year 2011-12 Capital Projects/Refurbishments Budget for the Sheriff's Department Parks Bureau East Modular Building Replacement Project.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only*

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

3. Approve the appropriation adjustment transferring \$1,398,000 currently appropriated in the Fiscal Year 2011-12 Capital Projects/Refurbishments Budget under the Office of Public Safety Conversion Renovations Project (Capital Project No. 87103) to the Sheriff's Department Parks Bureau East Modular Building Replacement Project (Capital Project No. 77296), to fully fund the Project.
4. Approve the Project budget of \$1,398,000 for the Sheriff's Department Parks Bureau East Modular Building Replacement Project (Capital Project No. 77296).
5. Authorize the Director of Public Works, or her designee, to carry out the Project.
6. Authorize the Internal Services Department, in its capacity as the County's Purchasing Agent, to proceed with the acquisition of a new modular building for the Sheriff's Department Parks Bureau East Modular Building Replacement Project using a County agreement vendor, for the estimated amount of \$300,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed site grading for the Sheriff's Department Parks Bureau East Modular Building Replacement Project (Project) categorically exempt from the provisions of the California Environmental Quality Act (CEQA), and authorize the Department of Public Works (Public Works) to complete design and obtain jurisdictional approvals. The recommended actions will also approve the Project budget and an appropriation adjustment to fund the Project, which includes the purchase of a new modular building through the Internal Services Department (ISD) using a County agreement vendor. The Project site is located at 120 East Via Verde Drive in the City of San Dimas, within the Frank G. Bonelli Regional Park (Bonelli Park).

On December 15, 2009, the Board approved the consolidation of the Office of Public Safety (OPS) with the Sheriff's Department. As a result of this action, the Office of County Services (OCS) was created within the Sheriff's Department. The OCS consists of two bureaus: the County Services Bureau and the Parks Bureau. The Parks Bureau is responsible for providing security at County park sites. Due to the consolidation of the bureaus, the Sheriff's Department absorbed 58 former OPS facilities that require renovation in order to meet the Sheriff's Department standards. The existing modular office building at Bonelli Park was one of these facilities.

Due to its state of disrepair, it is recommended that the 1,392 square-foot modular building at Bonelli Park be replaced with a new one. The scope of work will include the installation of a new 2,400 square-foot modular building along with pertinent site work, which includes grading, over excavation, soil re-compaction, and utility connections.

Public Works will carry out the design of the modular building and site work through a Board-approved, as-needed architect/engineer (A/E) design services agreement with the La Canada Design Group (LCDG). Public Works will procure the modular building through an ISD agreement vendor. Once design and jurisdictional approvals for all required site work are completed, Public Works will return to the Board to adopt plans and specifications and advertise for bids to construct the site work.

Green Building/Sustainable Design Program

The Project supports the Board's Green Building/Sustainable Design Program by using energy-efficient light fixtures with light sensor controls and photocells for outdoor lighting. There will be savings due to a reduction in electricity as a result of the sustainable building elements included in the design. The Project will also use water-efficient fixtures in the restrooms. This will result in a reduction in the amount of potable water used.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

FISCAL IMPACT/FINANCING

The \$1,398,000 total Project cost estimate for the Sheriff's Department Parks Bureau East Modular Building Replacement Project includes plans and specifications, plan check, procurement of the modular building, construction, change orders, consultant services, miscellaneous expenditures, County services, and a 1 percent allocation to the Civic Art Special Fund.

Approval of the attached appropriation adjustment will authorize the transfer of funds in the amount of \$1,398,000 in prior year net County cost from the OPS Conversion Renovation Project, Capital Project No. 87103, to the Project, Capital Project No. 77296.

Upon the Board's approval of the attached appropriation adjustment, sufficient funds will be available in the Fiscal Year 2011-12 Capital Projects/Refurbishments Budget, under Capital Project No. 77296, to fully fund the Project.

The Project Schedule and Budget Summary are attached.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The existing contract with LCDG contains terms and conditions supporting your Board's ordinances, policies, and programs, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities (GROW) Programs; Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

As required by the Board, language has been incorporated into the Project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

The new modular building will be procured through an ISD County agreement vendor. The request complies with the County Equipment Policy that the Board approved on October 16, 2001, which requires Board approval prior to a department's purchasing/financing equipment with a unit cost of \$250,000 or greater.

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

ENVIRONMENTAL DOCUMENTATION

On August 9, 2011, the Board found the project categorically exempt from the provisions of CEQA, in accordance with State CEQA Guidelines, Section 15301(a), (d), (e), (f), and (l), Section 15302(b), and Section 15303(c), and (d) and (e) of the State CEQA Guidelines and Classes 1(d), (g), (h), and (i), 2(a) and (e), and 3(b) and (d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

A Notice of Exemption was filed with the Registrar-Recorder/County Clerk on September 15, 2011.

The Project scope will now include minor site grading around the area where the new modular building will be installed. This proposed site grading is categorically exempt from the provisions of CEQA in accordance with State CEQA Guidelines, Section 15304(a) and Class 4 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The activity includes minor alteration to land, which is, therefore, within a class of projects that has been determined not to have a significant effect on the environment. The site grading does not include the removal of healthy, mature trees. In addition, the site grading is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board's approval of the proposed site grading, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

Public Works will carry out the design of the modular building and site work through a previously Board-approved, as-needed A/E design services agreement with LCDG.

The acquisition of the modular building is under the statutory authority of the County purchasing agent and will be accomplished in accordance with the County's purchasing policies and procedures established by ISD.

IMPACT ON CURRENT SERVICES OR PROJECTS

There will be no negative impact on current County services or projects during the performance of the recommended services. Public Works will take the appropriate measures to minimize any impacts on departmental operations at Bonelli Park during completion of the Project.

The Honorable Board of Supervisors
June 19, 2012
Page 6

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division; Sheriff's Department, Facilities Planning Bureau; and Department of Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
DKM:TJ:zu

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Auditor-Controller
Internal Services
Parks and Recreation
Public Works
Sheriff

**SHERIFF'S DEPARTMENT PARKS BUREAU EAST
MODULAR BUILDING REPLACEMENT PROJECT
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(FIFTH DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	N/A
Project Feasibility	11/24/10*
Design Construction Documents Jurisdictional Approvals	12/03/12 02/20/13
Construction Bid and Award	06/04/13
Construction Substantial Completion Project Acceptance	12/31/13 03/03/14

*Indicates completed activity.

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	\$ 0
Construction	
Modular Building	\$ 300,000
Site Work	\$ 430,000
Change Orders	\$ 73,000
Civic Arts	\$ 8,000
Telecommunications	\$ 10,000
Furniture, Fixtures, and Equipment	\$ 47,000
Subtotal	\$ 868,000
Programming/Development	\$ 0
Plans and Specifications	\$ 65,000
Consultant Services	
Deputy Inspection (Geotechnical)	\$ 20,000
Geotech/Soils Test	\$ 10,000
Material Testing	\$ 10,000
Cost Estimating	\$ 5,000
Scheduling	\$ 5,000
Subtotal	\$ 50,000
Miscellaneous Expenditures	
Printing	\$ 3,000
Subtotal	\$ 3,000
Jurisdictional Review/Plan Check/Permit	\$ 14,000
County Services	
Code Compliance and Quality Control Inspections	\$ 63,000
Contract Administration	\$ 50,000
Project Management	\$ 232,000
Secretarial	\$ 12,000
Document Control	\$ 16,000
Project Technical Support	\$ 17,000
Consultant Contract Recovery	\$ 4,000
Office of Affirmative Action	\$ 4,000
Subtotal	\$ 398,000
Total	\$ 1,398,000

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S. NO. 060

June 26, 2012

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-12

3 - VOTES

SOURCES

USES

Sheriff
OPS Conversion Renovation (0)
A01-CP-6014-65046-87103
Capital Assets-Building and Improvements
DECREASE APPROPRIATION \$1,398,000

Sheriff
Sheriff Parks Bureau East Modular Building Replacement (5)
A01-CP-6014-65046-77296
Capital Assets-Building and Improvements
INCREASE APPROPRIATION \$1,398,000

SOURCES TOTAL: \$ 1,398,000

USES TOTAL: \$ 1,398,000

JUSTIFICATION

This appropriation adjustment is necessary to reallocate capital project funding to establish the Sheriff Parks Bureau East Modular Building Replacement Project and provide full funding for the capital project.


AUTHORIZED SIGNATURE Dawn McDivitt, Manager, CEO

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

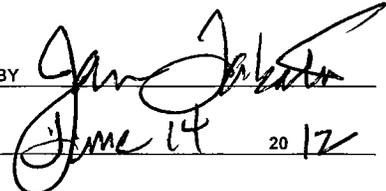
- ACTION
- RECOMMENDATION

- APPROVED AS REQUESTED
- APPROVED AS REVISED

AUDITOR-CONTROLLER

BY 
June 14 20 12

CHIEF EXECUTIVE OFFICER

BY 
June 14 20 12

B.A. NO. 178