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

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Chief Executive Officer

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Third District

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Fifth District

July 3, 2012

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

Dear Supervisors:

DEPARTMENT OF PARKS AND RECREATION:
ACTON PARK GROUP PICNIC SHELTER AND IMPROVEMENT PROJECT
APPROVE CAPITAL PROJECT AND PROJECT BUDGET
CAPITAL PROJECT NO. 69695
(FIFTH DISTRICT) (3 VOTES)

SUBJECT

Approval of the recommended actions will authorize the Department of Parks and Recreation to implement the proposed Acton Park Group Picnic Shelter Improvement Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Acton Park Group Picnic Shelter and Improvement Project is categorically exempt from the California Environmental Quality Act because the proposed Project involves refurbishment of existing restrooms and installation of a new group picnic shelter at an existing group picnic area for the reasons stated herein and the reasons reflected in the record of the proposed Project.

2. Approve the proposed Acton Park Group Picnic Shelter and Improvement Project, Capital Project No. 69695 and budget in the amount of $300,000.

3. Authorize the Internal Services Department, as the Purchasing Agent for the County, to proceed with the procurement of materials and installation services to complete the proposed Acton Park Group Picnic Shelter and Improvement Project.

4. Authorize the Department of Parks and Recreation to implement the proposed Acton Park Group Picnic Shelter and Improvement Project in coordination with the Internal Services Department.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the recommended actions will find the proposed Acton Park Group Picnic Shelter and Improvement Project (Project) exempt from the California Environmental Quality Act (CEQA), approve the Project and authorize the Department of Parks and Recreation (Department) to deliver the proposed Project.

The proposed Project is located at 3751 Syracuse Avenue, in the City of Acton, where temperatures rise over 100 degrees in the summer season. Currently, the existing Group Picnic Area is exposed to the extreme heat and does not provide shelter for picnic users. The proposed Project consists of installation of a Picnic Shelter (Shelter) over the Group Picnic Area. The Shelter will be a 35 X 54 polygon shaped canopy, which will provide shade and protect users from the extreme heat conditions. In addition, the Shelter will include lighting and lockable electrical outlets to prevent unauthorized use.

The proposed Project will also include general improvements and repairs to the restroom facility to include removal and replacement of damaged mirrors, partitions, screens, and hardware to improve the aesthetics of the restroom facility.

Procurement of the Shelter falls within the authority of the Internal Services Department (ISD), the County's Purchasing Agent (Purchasing Agent). However, because of the specialized nature of the installation and building code requirements, the installation labor cost exceeds ISD purchasing authority. Therefore, the Board's approval is required for ISD to proceed with the acquisition.

The Department's North Agency staff will manage the proposed Project and perform maintenance work related to the restroom facility. ISD will secure a vendor to install the Shelter.

Implementation of Strategic Plan Goals

The recommendations support the Board-approved County Strategic Plan Goals of Operational Effectiveness (Goal 1) by investing in public infrastructure and amenities to enhance recreational opportunities that benefit County residents.

Green Building/Sustainable Design Program

The proposed Project supports the Board's Green Building/Sustainable Design Program by obtaining a Shelter structure containing material with recycled materials that meets Leadership in Energy and Environment Design and Major Renovations (LEED MR) providing a Credit 4 certificate.

The proposed Project is not subject to the Countywide Energy and Environmental Policy adopted by the Board on January 16, 2007, since it involves the installation of a picnic Shelter structure that is less than 10,000 gross square-feet in size.

FISCAL IMPACT/ FINANCING

The total proposed Project cost, including construction, contingency, plans and specifications is estimated at $300,000, which is funded with Fifth Supervisorial District Capital Project net County cost. Sufficient appropriation is available in the Capital Projects/Refurbishments Budget to fund the proposed Project. The Project Schedule and Budget Summary are included in Attachment I.

Operating Budget Impact

Based on the proposed Project description, the Department does not anticipate any one-time start-up or ongoing costs. The provisions of the proposed Project have maintenance requirements that will be fulfilled with existing park staff and resources.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The contractor, who is awarded this contract, will be required to fully comply with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.203 (Contractor Employee Jury Service Program).

In accordance with the Board's Civic Art Policy adopted on December 7, 2004, and revised on December 15, 2009, Civic Art fees do not apply to the proposed Project, as the proposed Project cost is less than $500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the CEQA. The proposed Project consists of the installation of a Shelter and interior restroom improvements; and is therefore, within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301(d) and 15303(d) and (e) of the State CEQA Guidelines, and Classes 1(c) and 3(b) of the County's Environmental Document Reporting Procedures and Guidelines (Appendix G), because the proposed Project involves refurbishment of existing restrooms, as well as the installation of a new accessory structure, including a Shelter, lighting, and electrical outlets. The proposed Project includes no expansion of existing use. Additionally, the proposed Project is not located in a sensitive environment, there are no unusual circumstances, or other limiting factors, which would make use of the exemptions inapplicable based on the proposed Project records.

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

CONTRACTING PROCESS

The procurement of the Shelter falls under the statutory authority of the Purchasing Agent. Upon the Board's approval, both the Shelter structure and installation will be competitively solicited in accordance with County Purchasing Policies and Procedures.

To ensure that the contract is awarded to the Lowest Responsive and Responsible Bidder with a satisfactory history of performance, Bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with County, complaints filed with the Contractor State License Board, labor law/payroll violation, and debarment actions. As provided in Board Policy No. 5.140, information reported by the contractor will be considered before making a recommendation to award.

The contract specifications contain provisions requiring the Bidder to report solicitations of improper consideration of County employees and allowing the County to terminate the contract if it is found that the Bidder offered or gave improper consideration to County employees.

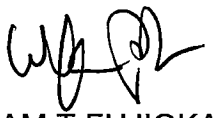
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed Project specifications require the Bidder to coordinate the installation schedule with the Park's daily activities to minimize disruption to the public.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and to the Department Parks and Recreation.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
SW:VM:cvb

Attachment

c: Executive Office, Board of Supervisors
County Counsel
Internal Services
Parks and Recreation

ATTACHMENT I

DEPARTMENT OF PARKS & RECREATION:
ACTON PARK GROUP PICNIC SHELTER AND IMPROVEMENT PROJECT
CAPITAL PROJECT NO. 69695

PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Board Action	07/03/2012
Design Documents	N/A
Bid Solicitation	08/09/2012
Environmental Documents	N/A
Jurisdictional Approval	09/06/2012
Award Construction Contract	10/04/2012
Construction Start	11/13/2012
Construction Substantial Completion	01/14/ 2013
Final Acceptance	01/28/ 2013

PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	$ 0
Construction	
Purchase Order Contract	$ 252,300
Department Crafts	
Contigency	25,000
Job Contractor Order	
Youth Employment	
Construction Consultants	
Misc. Expense	
Telecomm Equip - Affixed to Building	
Civic Arts	
Subtotal	$ 282,000
Programming/Development	
Plans and Specifications	
Consultant Services	
Site Planning	
Hazardous Materials	
Geotech/Soils Report and Soils Testing	
Material Testing	
Cost Estimating	
Topographic Surveys	
Construction Management	
Construction Administration	
Environmental	
Move Management	
Equipment Planning	
Legal	
Construction/Change Order	
Other:	
Subtotal	
Miscellaneous Expenditures	
Jurisdictional Review/Plan Check/Permit	$ 18,000
County Services	
Code Compliance Inspection	
Contract Compliance Inspection	
Design Review	
Design Services	
Contract Administration	
Project Management	
Project Management Support Services	
ISD Job Order Contract Management	
DPW Job Order Contract Management	
ISD ITS Communications	
Project Security	
Project Technical Support	
ISD – Contract Compliance	$ 4,700
County Counsel	
Consultant – Gordian Group	
Sheriff Job Order Contract Management	
Subtotal	
TOTAL	$ 300,000