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

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

July 17, 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 PUBLIC WORKS:**
**LOS ANGELES COUNTY FLOOD CONTROL DISTRICT**
**IMPERIAL MAINTENANCE YARD REFURBISHMENT PROJECT**
**APPROVE CAPITAL PROJECT, PROJECT BUDGET, AND**
**APPROPRIATION ADJUSTMENT**
**CAPITAL PROJECT NO. 88968**
**(FIRST DISTRICT) (3 VOTES)**

## SUBJECT

Approval of the recommended actions will authorize the Chief Engineer of the Los Angeles County Flood Control District to implement the proposed Imperial Maintenance Yard Refurbishment Project and approve an appropriation adjustment.

## IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Imperial Maintenance Yard Refurbishment Project is categorically exempt from the provisions of the California Environmental Quality Act because the work involves minor alteration and retrofit of an existing building and demolition of an individual small structure, with no negligible expansion of an existing use, and for the reasons stated herein, and those reflected in the record of the proposed Project.

2. Approve the proposed Imperial Maintenance Yard Refurbishment Project, Capital Project No. 88968 with a total budget of $938,000.

3. Approve the appropriation adjustment in the amount of $938,000, which will transfer Flood District Funds (B07) to the proposed Imperial Maintenance Yard Refurbishment Project, Capital Project No. 88968.

4. Delegate authority to the Chief Engineer of the Los Angeles County Flood Control District, or her designee, to manage and deliver the proposed Imperial Maintenance Yard Refurbishment Project using a Board-approved Job Order Contract.

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Imperial Maintenance Yard Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), approve the Project, and authorize the Department of Public Works (Public Works) to deliver the proposed Project.

The Flood Control District's Imperial Maintenance Yard (Imperial Yard) Administration Building located at 5525 East Imperial Highway in the City of South Gate is the headquarters for the Flood Control District South Maintenance Area. The Imperial Yard consists of two office buildings, the Administration Building, and a modular office trailer (Trailer), which houses staff responsible for maintenance of all flood protection and water conservation facilities within the South Area jurisdiction. The Trailer is old and dilapidated, and is no longer suitable for occupancy.

The proposed Project will include interior renovations to the Administration Building and demolition of the Trailer. The Administration Building's interior will be renovated to reconfigure the work space for better functionality and more efficient use of the existing area to accommodate displaced staff relocating from the Trailer. In addition, the proposed Project includes installation of new furniture, flooring, paint, and the air flow of the existing air conditioning system will be rebalanced to accommodate the renovations.

The construction documents for the proposed Project are being completed by Public Works Architectural Engineering Division. The proposed Project demolition and refurbishments will be performed using a Board-approved Job Order Contract (JOC).

## Green Building/Sustainable Design Program

The proposed Project supports the Board's Green Building/Sustainable Design Program because energy performance will be optimized by the upgrade and use of controllable lighting and heating, ventilation, and air conditioning systems. Material and resources will be conserved by maintaining interior walls and reusing existing furnishings to the extent feasible. Additionally, the paint, adhesives, and furniture are comprised of low-emission materials.

## Implementation of Strategic Plan Goals

The recommendations support the Board-approved County Strategic Plan Goals of Operational Effectiveness (Goal 1) by improving the efficiency, quality, and responsiveness of County services to all residents.

## FISCAL IMPACT/FINANCING

The total cost of the proposed Project, including plans and specifications, plan check, construction, furniture, equipment, consultant services, Civic Arts, and County services is $938,000. The proposed Project Budget and Schedule are included in Attachment I.

Approval of the appropriation adjustment (Attachment II) will transfer $938,000 from the Flood Control District's (B07) Capital Assets Infrastructure budget to the proposed Imperial Maintenance Yard Refurbishment Project, Capital Project No. 88968. There is no impact to net County cost.

## Operating Budget Impact

There will be no impact to the Public Works General Fund budget as a result of the recommended proposed Project.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy adopted December 7, 2004, and revised on December 15, 2009, 1 percent of the design and construction cost of the proposed Project has been allocated to the Civic Art Fund.

## ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The proposed Project, which includes minor alteration and retrofit of an existing building to meet current standards of public health and safety and demolition of an individual small structure falls within existing classes of projects that have been determined not to have a significant effect on the environment in accordance with Sections 15301(a) and (d) and 15302 the State CEQA Guidelines and Classes 1(a), (d) and (h) and 2(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project involves no negligible expansion of an existing use. Additionally, 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, 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 use in-house architects/engineers to provide design services for the proposed Project. Upon completion of the designs and permits, Public Works will proceed with renovations using a Board-approved JOC.

## IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed Project specifications require the JOC to coordinate the refurbishment schedule with the daily operations to minimize disruption. In addition, temporary facilities will be used for staff to minimize interference with daily operations.

## CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and to the Department of Public Works, Flood Maintenance Division.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
SW:VM:cvb

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Public Works

# DEPARTMENT OF PUBLIC WORKS:
# IMPERIAL MAINTENANCE YARD REFURBISHMENT PROJECT
# CAPITAL PROJECT NO. 88968

## PROJECT SCHEDULE

| Imperial Maintenance Yard Refurbishment Project | Completion Date |
|---|---|
| Board Action to Authorize Project | 07/17/2012 |
| Construction Documents/Jurisdictional Approval | 07/25/2012 |
| Job Order Contract Notice to Proceed – Administration Building | 08/27/2012 |
| Substantial Completion – Administration Building | 10/31/2012 |
| Substantial Completion – Crew Building Demolition | 11/15/2012 |
| Final Project Acceptance and Closeout | 02/28/2013 |

## PROJECT BUDGET SUMMARY

| Project Activity | Proposed Budget |
|---|---|
| Land Acquisition | $ 0 |
| **Construction** | |
| Purchase Order Contract (Flooring) | $ 37,000 |
| Job Order Contract | $ 465,000 |
| Change Orders/Contingency | $ 60,000 |
| Departmental Crafts Parks Department Trails | $ 0 |
| Construction Consultants | $ 0 |
| Telecomm Equip – Affixed to Building | $ 0 |
| Civic Arts (1% of Total Cost) | $ 6,000 |
| **Subtotal** | **$ 568,000** |
| Programming/Development | $ 0 |
| Plans and Specifications* | $ 0 |
| **Consultant Services** | |
| Site Planning | $ 15,000 |
| DPW Engineering Services (AE Fees) | $ 58,000 |
| Geotech/Soils Report and Soils Testing | $ 0 |
| Material Testing | $ 0 |
| Cost Estimating | $ 0 |
| Topographic Surveys | $ 0 |
| Construction Management | $ 0 |
| Construction Administration | $ 20,000 |
| Environmental | $ 0 |
| Utilities/Change Order | $ 0 |
| **Other Expenditure:** | $ 0 |
| **Subtotal** | **$ 93,000** |
| Miscellaneous Expenditures – Furniture | $ **99,000** |
| Jurisdictional Review/Plan Check/Permit | $ **31,000** |
| **County Services** | |
| Code Compliance Inspection | $ 0 |
| Quality Control Inspection | 0 |
| Design Review | $ 15,000 |
| Contract Administration | 0 |
| Gordian Group | $ 21,000 |
| Project Management Support Services | |
| ISD Job Order Contract Management | 0 |
| DPW Job Order Contract Management | $ 25,000 |
| Moving Cost | $ 30,000 |
| ISD Contract Compliance | 0 |
| Project Technical Support | $ 22,000 |
| Information Technology Phone/Data | $ 34,000 |
| **Subtotal** | **$ 147,000** |
| TOTAL | **$ 938,000** |

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BA FORM 09/09

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

# REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 690

DEPARTMENT OF PUBLIC WORKS

July 17, 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 2012-13

3 - VOTES

| SOURCES | | USES | |
|---|---|---|---|
| Public Works - Flood Control District General Fund<br>B07 - PW - 604A - 47000<br>Capital Assets - Infrastructure<br>DECREASE APPROPRIATION | 938,000 | Public Works - Flood<br>Imperial Maintenance Yard Refurbishment<br>B07 - CP - 6014 - 65032 - 88968<br>Capital Assets - Building and Improvements<br>INCREASE APPROPRIATION | 938,000 |

**SOURCES TOTAL:** $ 938,000

**USES TOTAL:** $ 938,000

## JUSTIFICATION

Budget adjustment reflects a decrease of $938,000 to Flood Control District Fund and an increase of $938,000 to Imperial Yard Refurbishment Capital Project No. 88968.

AUTHORIZED SIGNATURE SABRA WHITE

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 Karen Shlaume

B.A. NO. 001 June 20 2012

CHIEF EXECUTIVE OFFICER BY [signature]

June 21 2012

SEND 6 COPIES TO THE AUDITOR-CONTROLLER