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 31, 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:
MILL CREEK CREW ROOM REPLACEMENT
AREA OF ANGELES NATIONAL FOREST
CATEGORICAL EXEMPTION – APPPROVE TOTAL PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7079; CAPITAL PROJECT NO. 67938
(FIFTH DISTRICT) (4 VOTES)

SUBJECT

These actions will find that the proposed project is exempt under the California Environmental Quality Act, approve the total proposed Project budget and the appropriation adjustment, adopt plans and specifications, advertise for bids, and allow the Director of Public Works, or her designee, to award and execute a construction contract for Mill Creek Crew Room Replacement Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the Mill Creek Crew Room Replacement Project is categorically exempt from the provisions of the California Environmental Quality Act as it includes replacement of a structure with the same purpose and capacity as the structure replaced for the reasons stated in this letter and in the record of the proposed Project.

2. Establish Capital Project No. 67938 and approve the total budget of $1,410,000 for the Mill Creek Crew Room Replacement Project funded by the California Disaster Assistance Act, and insurance policy proceeds from the County's

Consolidated Property and Boiler Machinery Insurance Program and Department of Public Works Road Fund.

3. Approve the appropriation adjustment to reallocate and transfer appropriation in the amount of $1,410,000 offset with revenue from the California Disaster Assistance Act, insurance policy proceeds from the County's Consolidated Property and Boiler Machinery Insurance Program and Department of Public Works Road Fund for the Mill Creek Crew Room Replacement Capital Project No. 67938 within the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget.

4. Adopt plans and specifications for the Mill Creek Crew Room Replacement Project at an estimated construction cost of $700,000, and instruct the Executive Officer of the Board of Supervisors to advertise the proposed Project for construction bids to be received and opened on September 4, 2012, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

5. Authorize the Director of Public Works, or her designee, to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a $2,000 not-to-exceed fee and to establish the effective date thereof.

6. Delegate to the Director of Public Works, or her designee, the authority to determine if bids are non-responsive and to reject bids on such basis, in accordance with the applicable contract and bid documents, and to determine whether the apparent Lowest Responsive and Responsible Bidder has timely prepared a satisfactory baseline construction schedule that satisfies all conditions for contract award, including the criteria adopted by the Board for contract award. Upon the determination that all such conditions have been satisfied, authorize the Director of Public Works, or her designee, to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder, and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that the proposed Mill Creek Crew Room Replacement Project (Project) is exempt from the California Environmental Quality Act (CEQA); allow the County to proceed with the solicitation of bids for construction;

authorize the Department of Public Works (Public Works) to award a construction contract; and proceed with the implementation and delivery of the proposed Project.

The Mill Creek Crew Building was a County owned facility that was destroyed in the 2009 Station Fire. The proposed Project is a replacement of the facility. The original 1,830 square-foot building, located at 27500 Angeles National Forest Highway, Palmdale, California contained offices, bathrooms, a locker room, and a kitchen. It was used as a field office by the Public Works Road Maintenance Division. Although the facility was designed by well known architect, Richard Neutra, and constructed in the 1940s, the State Historic Preservation Officer has issued a finding of No Historic Properties Affected, since the facility does not retain sufficient integrity for inclusion in the National Register of Historic Places and is not a significant example of Richard Neutra's work. The U.S. Forest Service has provided authorization to the County to reconstruct a similar structure. The proposed replacement facility will be 1,800 square-feet on the same footprint and will be designed to comply with all current jurisdictional requirements.

In order to expedite construction of the proposed Project, it is recommended that the Board authorize the Director of Public Works, or her designee, to award and execute a construction contract to the Lowest Responsive and Responsible Bidder (as defined in the Facts and Provisions/Legal Requirements Section of this Board letter.)

The proposed consultant services agreement requires the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specifications, which is critical to successfully manage construction activities by both the Bidder and the County. Bid documents provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an acceptable construction schedule, the Director of Public Works may return to the Board to recommend that the Bidder be determined non-responsible and recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on that Bidder completing a baseline schedule that conforms to the County's specifications.

Green Building/Sustainable Design Program

The proposed Project supports the Board's Green Building/Sustainable Design Program by using energy-efficient light fixtures, an energy star-rated heating and air conditioning system, and improved structural insulation due to modernized building shell construction elements. The proposed Project will incorporate low impact designs and drought-tolerant landscaping.

Implementation of Strategic Plan Goals

The recommended actions will support the Board-approved County Strategic Plan Goals 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 total proposed Project cost, including plans and specifications, plan check, construction, change order contingency, consultant services, jurisdictional review, and County services, is estimated at $1,410,000, which includes Public Works' fair construction cost estimate of $700,000. Because of the structure's remote location and the number of agencies involved in the funding, design, and approval process, exceptional effort went into coordination of all these elements leading to higher than normal soft costs. Upon the Board's approval of the attached appropriation adjustment (Attachment C), which reallocates and transfers appropriation, sufficient funding will be available within the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget, under Capital Project No. 67938, to fund the proposed Project costs. The Project Schedule and Budget Summary are included in Attachment A.

Funding for the proposed Project will be provided through the California Disaster Assistance Act and insurance policy proceeds from the County's Consolidated Property and Boiler Machinery Insurance Program, which are estimated at $1,179,000. The remainder of the costs, which are estimated at $231,000, will be funded by the Public Works Road Fund. The Public Works Road Fund will also cover any costs not fully covered by insurance proceeds.

Operating Budget Impact

Public Works does not anticipate any one-time, start-up, or ongoing costs, as the proposed Project replaces a prior facility. Future maintenance requirements will be fulfilled with existing Public Works staff and resources.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract contains terms and conditions supporting the Board's ordinances and policies, 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 for Work (/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).

Applicable law, including the State Public Contract Code, requires the County to award a construction contract to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the lowest-priced bid; (2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be a "responsible" Bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under the bid solicitation.

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 the County, complaints filed with the contractors State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy 5.140, the information reported by the bidder will be considered before making a recommendation to award.

Pursuant to the Board's Civic Art Policy, the proposed Project is exempt from the Civic Art fee as the funding source does not support civic art expenditures.

ENVIRONMENTAL DOCUMENTATION

This proposed Project is categorically exempt from CEQA. The proposed Project includes replacement of a destroyed field office building with a structure having the same purpose and capacity. Therefore, the proposed Project is within a certain class of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Section 15302, and Class 2(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. Additionally, there are no cumulative impacts, unusual circumstances impacts to historic resources or other limiting factors that would make the exemption inapplicable based on the project records.

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

CONTRACTING PROCESS

A standard contract, 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 contract.

As required by the Board, language has been incorporated into the Project specifications stating that the Bidder 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).

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As requested by the Board on February 3, 1998, this contract opportunity will be listed on the Doing Business with Us website.

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

Participation by Community Business Enterprises (CBEs) in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

IMPACT ON CURRENT SERVICES OR PROJECTS

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

CONCLUSION

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

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
DKM:AH:zu

Attachments

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

U:\BOARD LETTERS 2012\\Capital Projets, Propty Dvlp, Asset Plng, Disability Rghts\Mill Creek Crew Room Replacement 073112.doc

ATTACHMENT A
July 31, 2012

DEPARTMENT OF PUBLIC WORKS:
MILL CREEK CREW ROOM REPLACEMENT
AREA OF ANGELES NATIONAL FOREST
CATEGORICAL EXEMPTION – APPPROVE TOTAL PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7079; CAPITAL PROJECT NO. 67938
(FIFTH DISTRICT) (4 VOTES)

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Design Construction Documents Jurisdictional Approvals	 08/31/11* 11/02/11*
Construction Bid and Award	11/06/12
Construction Substantial Completion Acceptance	 07/14/13 10/23/13

* Indicates completed activity.

II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	$ 0
Construction	
Low Bid Construction Contract	$ 700,000
Change Orders	$ 70,000
Telecommunication	$ 18,400
Utilities Connection Fee	$ 14,400
Subtotal	**$ 802,800**
Programming/Development	$ 0
Plans and Specifications	$ 0
Consultant Services	
Deputy Inspection	$ 25,000
Geotech/Soils Test	$ 4,773
Other	$ 16,100
Subtotal	**$ 45,873**
Miscellaneous Expenditures	
Internal Services Department	$ 3.625
Subtotal	**$ 3,625**
Jurisdictional Review/Plan Check/Permit	
Building and Safety Plan Check	$ 14,472
Fire Department	$ 2,500
Health Department	$ 1,500
State Water Resources Board	$ 1,000
Jurisdictional Review – USFS	$ 10,000
Regional Planning	$ 0
Subtotal	**$ 29,472**
County Services	
Code Compliance & Quality Control Inspections	$ 102,349
Design Review	$ 355
Design Services	$ 143,149
Contract Administration	$ 18,412
Project Management	$ 207,669
Project Management Support Services	$ 40,740
Project Technical Support	$ 15,556
Subtotal	**$ 528,230**
Total	**$ 1,410,000**

ATTACHMENT B

DEPARTMENT OF PUBLIC WORKS:
MILL CREEK CREW ROOM REPLACEMENT
AREA OF ANGELES NATIONAL FOREST
CATEGORICAL EXEMPTION – APPPROVE TOTAL PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7079; CAPITAL PROJECT NO. 67938
(FIFTH DISTRICT)
(4 VOTES)

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

OFFICIAL NOTICE
INVITING BIDS

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

SD	SPECS	PROJECT	BID DOC. FEE	DATE OF BID OPENING
5	7079	Mill Creek Crew Room Replacement	$50	September 4, 2012

Copies of the project manual and drawings may be downloaded for free from the Los Angeles County Public Works website http://dpw.lacounty.gov/go/construction contracts or for $50 copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11 a.m. on this date in Architectural Engineering Division Conference Room, 8th Floor, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active B license classification at the time of bid submission. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PREBID CONFERENCE

The Public Works' Project Management Team will hold a prebid conference at 9 a.m. on August 14, 2012, at the project site located at 6162 Pacifico Mountain Road, Palmdale, California to provide information on the project, bidding process, and answer any questions that the potential bidders may have. For further directions, please contact Ms. Grace Stohs with the Public Works' Project Management Team at (626) 458-5114.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Teléfono (626) 458-2563.

Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.

Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para más información del ADA, póngase en contacto con nuestro Coordinador del ADA del Departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated July 31, 2012.

Specs. 7079

SACHI A. HAMAI, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

ATTACHMENT C

APPROPRIATION ADJUSTMENT

PINK (1)

BA FORM 09/09

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 060

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

July 31, 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

4 - VOTES

SOURCES	USES
SEE ATTACHED	SEE ATTACHED

SOURCES TOTAL: $ 2,589,000

USES TOTAL: $ 2,589,000

JUSTIFICATION

This appropriation adjustment is necessary to provide sufficient appropriation in capital project number 67938 for the Crew Room Replacement Project.

AUTHORIZED SIGNATURE [NAME]

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR --- ☐ ACTION ☑ RECOMMENDATION

AUDITOR-CONTROLLER BY Karen Shikuma

B.A. NO. 005 July 11 20 12

☑ APPROVED AS REQUESTED ☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER BY

July 17 20 12

SEND 6 COPIES TO THE AUDITOR-CONTROLLER

COUNTY OF LOS ANGELES

APPROPRIATION ADJUSTMENT

CAPITAL PROJECTS/REFURBISHMENTS

FISCAL YEAR 2012-13

4 - VOTES

FINANCIAL SOURCES			FINANCIAL USES		
FEDERAL AND STATE DISASTER AID Mill Creek Crew Room Replacement A01-CP-6014-65034-77294 Capital Assets- Building and Improvements DECREASE APPROPRIATION	$	1,179,000	FEDERAL AND STATE DISASTER AID Mill Creek Crew Room Replacement A01-CP-94-9923-65034-77294 Other Misc/CP DECREASE REVENUE	$	1,179,000
PUBLIC WORKS- ROAD FUND Crew Room Replacement B03-CP-94-9923-65045-67938 Other Misc/CP INCREASE REVENUE	$	1,179,000	PUBLIC WORKS- ROAD FUND Crew Room Replacement B03-CP-6014-65045-67938 Capital Assets- Building and Improvements INCREASE APPROPRIATION	$	1,410,000
PUBLIC WORKS- ROAD FUND Crew Room Replacement B03-CP-92-R409-65045-67938 Charges for Services/CP INCREASE REVENUE	$	231,000			
TOTAL	$	2,589,000	TOTAL	$	2,589,000

JUSTIFICATION:

This appropriation adjustment is necessary to provide sufficient appropriation in capital project No. 67938 for the Crew Room Replacement Project.

BA#005 Karen Shikuma 7/11/12