County of Los Angeles
INTERNAL SERVICES DEPARTMENT
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"To enrich lives through effective and caring service"

March 29, 2016

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:

**FIRST DISTRICT SAN GABRIEL VALLEY
FIELD OFFICE REFURBISHMENT PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87311
FIRST DISTRICT
(3 VOTES)**

SUBJECT

The recommended actions will approve the scope and budget, approve an Appropriation Adjustment to fully fund the project, find that the Project is exempt from the California Environmental Quality Act, and authorize the Director of Internal Services to deliver the project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and establish the Capital Project No. 87311 – First District San Gabriel Field Office Refurbishment Project and the total Project budget of $1,092,321.

2. Approve the attached Appropriation Adjustment transferring $1,093,000, including the transferring of $1,048,000 in net County cost from the Board of Supervisors – Executive Office Fiscal Year 2015-16 Operating Budget to the First District San Gabriel Field Office Refurbishment Project, Capital Project No. 87311, to fully fund the Project; and the transfer of $45,000 in net County cost to ISD's operating budget to fund the purchase and installation of new office furniture.

3. Find that the proposed Project is exempt from the California Environmental Quality Act.

4. Authorize the Director of Internal Services to deliver the projects using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The proposed Project is to refurbish unoccupied office space at 1441 North Santa Anita Avenue, in South El Monte, in preparation for the relocation of the First District field office staff and operations from 3400 Aerojet Avenue, El Monte, to that location. The new location will provide better accessibility of services to constituents and a more functional working space for staff. This refurbished office space will allow the First District to better service its community.

The proposed Project consists of the refurbishment and reconfiguration of 1,720 square feet of unoccupied office space and will include a reception area, Field Deputy and Case Worker offices and a conference room. The Chief Executive Office (CEO) Real Estate Division provided ISD with a conceptual layout for utilization of the identified space. ISD, at the request of the CEO, completed a feasibility study for the proposed use and the overall recommendation was that the vacant space was suitable for the new field office.

The project scope also includes removal of hazardous materials, seismic upgrades, new heating, ventilating and air conditioning equipment, updating of the interior finishes, and new security and network systems. In addition, the project budget includes a contingency to cover the potential cost of upgrading the staff restrooms to meet requirements of the Americans with Disabilities Act, which will be determined after the design is completed using a Board-approved Architectural and Design contract and submitted to Public Works Building and Safety for plan check approval.

The proposed Project is scheduled to be completed within twelve (12) months following adoption of this Board Letter.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The proposed Project will support the Countywide Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1), by providing employees with safe and efficient work space, Community Support and Responsiveness (Goal 2) and Integrated Services Delivery (Goal 3) by providing enhanced service and response as well as integration of community and public safety services.

FISCAL IMPACT/FINANCING

The total estimated proposed Project cost is $1,092,321, which includes construction costs of $1,047,321 and the office furniture purchase and installation cost of $45,000. The complete proposed Project Schedule and Budget Summary are detailed in Attachment A.

The Board's approval of the attached Appropriation Adjustment, in the amount of $1,093,000, will authorize the transfer of $1,048,000 in net County cost from the BOS-Executive Office Fiscal Year 2015-16 operating budget to the First District San Gabriel Field Office Refurbishment Project, Capital Project No. 87311.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and amended on December 15, 2009, the budget for the Project is over $500,000, and is not an underground project, portable trailer or technical equipment or structure acquired at a set price through a purchase order. Therefore a one percent (1%) allocation of the design and construction costs for the Civic Art Fund is included in the total budget.

ENVIRONMENTAL DOCUMENTATION

The proposed general improvement Project is categorically exempt from CEQA. The Project will include refurbishment of various office space is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the State CEQA Guidelines, as the Project consists of a minor alteration to an existing public facility based on the project records and does not involve expansion of an existing use. These actions are also exempt under Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, there are not cumulative impacts, unusual circumstance or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board's approval of the Project, ISD will file a Notice of Exemption as applicable with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

This project will be delivered using ISD Board-approved an as-needed consultant for the design, and a Board-approved Job Order Contract for the construction, as well as ISD in-house staff.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current services or projects.

CONCLUSION

Please return one adopted copy of this Board letter to each: ISD Facilities Operations Service, CEO Capital Projects Division and to the Executive Office of the Board.

Respectfully submitted,

Jim Jones
Internal Services Department
Director

Attachments

c: Chief Executive Officer
County Counsel
Executive Office of the Board

ATTACHMENT A

PROJECT SCHEDULE AND BUDGET SUMMARY

FIRST DISTRICT SAN GABRIEL
FIELD OFFICE REFURBISHMENT PROJECT
APPROVE PROJECT AND BUDGET
APPROVE APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87311

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Complete Construction Documents	3 months following Board approval
Jurisdictional Approval	5 months following Board approval
Award Construction Contract	7 months following Board approval
Substantial Completion	11 months following Board approval
Project Acceptance	12 months following Board approval

II. BUDGET SUMMARY

Budget Category	Proposed Budget
Design	$ 105,210
Construction	$ 576,000
Change Order Allowance	$ 50,100
Inspection/Testing	$ 50,100
Civic Art Fee	$ 6,800
Furniture, Fixtures and Equipment	$ 45,000
County Services	$ 259,111
Total	**$ 1,092,321**

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BA FORM 05052015

BOARD OF SUPERVISORS
OFFICIAL COPY

March ~~15~~ 21, 2016
DEPT NO: 060

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

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 2015-16
3 - VOTES

SOURCES		USES	
BOARD OF SUPERVISORS A01-BS-2000-10010 SERVICES & SUPPLIES **DECREASE APPROPRIATION**	1,093,000	BOS-EXECUTIVE OFFICE **FIRST DISTRICT SAN GABRIEL FIELD OFFICE REFURB** A01-CP-6014-65060-87311 CAPITAL ASSETS - B & I **INCREASE APPROPRIATION**	1,048,000
		INTERNAL SERVICES A01-IS-2000-13100 SERVICES & SUPPLIES **INCREASE APPROPRIATION**	45,000
SOURCES TOTAL	1,093,000	**USES TOTAL**	1,093,000

JUSTIFICATION

Reflects the transfer of $1.093M in NCC, necessary to fund the First District San Gabriel Field Office Refurbishment Project. The project will provide accommodations for a First Supervisorial District Field Office at the San Gabriel Valley Service Center.

Chia-Ann Yen

AUTHORIZED SIGNATURE CHIA-ANN YEN, MANAGER, CEO

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

☐ ACTION

☑ RECOMMENDATION

AUDITOR-CONTROLLER

BY Lanham

B.A. NO. 148

DATE March 3, 2016

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE March 3, 2016

SEND 3 COPIES TO THE AUDITOR-CONTROLLER