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"To enrich lives through effective and caring service"

September 6, 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:

DEPARTMENT OF ALTERNATE PUBLIC DEFENDER
CLARA SHORTRIDGE FOLTZ 18TH FLOOR REFURBISHMENT
APPROVE PROJECT, SCOPE AND BUDGET
CAPITAL PROJECT NO. 87267
(FIRST DISTRICT - 3 VOTES)

SUBJECT

Approval of the recommended actions will establish the Alternate Public Defender Office Refurbishment Project; approve the Project scope and budget; find that the Project is exempt from the California Environmental Quality Act; and authorize the Chief Deputy Director of Internal Services Department, or his designee, to deliver the project using a Board-approved Job Order Contract(s).

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and establish Capital Project No. 87267 - Clara Shortridge Foltz 18th Floor Alternate Public Defender Office Refurbishment Project (Project), with a total project cost estimate of $3,500,000.

2. Find the Project categorically exempt from the California Environmental Quality Act (CEQA) for reasons stated herein and reasons reflected on record of the project.

3. Authorize the Chief Deputy Director of the Internal Services Department (ISD), or his designee, to deliver the project using a Board-approved Job Order Contract(s).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Project is to refurbish unoccupied office space on the 18th floor of the Clara Shortridge Foltz Criminal Justice Center (CJC), located at 210 West Temple Street, Los Angeles. The refurbishment is in preparation for the relocation of the Alternate Public Defender staff and operations from the Hall of Records. The new location will provide better accessibility of services to constituents and a more functional working space for the staff.

The scope of work for the proposed Project to be delivered by ISD, includes:

1. Purchase of office modular furniture and furnishings through ISD's Purchasing Division.

2. Replacement of existing carpeting, vinyl flooring and cove base.

3. Painting of walls and, doors; refinishing of the wood paneling in Director's office and removal of existing murals from the public lobby.

4. Installation of data outlets, wireless Local Area Network, card access; and Voice over IP migration.

5. Repair, replacement, and general improvements of various areas, including but not limited to the break rooms and kitchenettes.

Implementation of Strategic Plan Goals

The recommendations support the Board approved County Strategic Plan Goals of Operational Effectiveness/Fiscal Sustainability (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 project budget is currently estimated at $3,500,000 which includes construction, equipment and a change order allowance.

Sufficient funding is available in the Fiscal year 2016-17 Capital Projects/Refurbishment Budget, Capital Project No. 87267 to fully fund the Project. The project is funded with prior year net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 11, 2015, the Project budget includes the one percent (1%) of construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

This proposed general improvement project is categorically exempt from CEQA. This project is within a class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301 (a) and (f) and 15302(c) of the State of CEQA Guidelines and Classes 1(d) and (i) and 2(c) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed project consists of minor alterations and repairs to an existing public facility and replacement of existing support systems. The activities involve negligible or no expansion of an existing use. In addition, the project is not in a sensitive area and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make use of the exemption inapplicable based on the project records.

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

CONTRACTING PROCESS

This Project will be delivered using an ISD (Board-approved) as-needed consultant for the design, a Board–approved Job Order Contract(s) for the construction, and ISD's Purchasing Division for the furniture.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

CONCLUSION

Please return one adopted copy of this Board letter to the ISD Facilities Operations Service, one adopted copy to the Chief Executive Office, Capital Programs Division and one adopted copy to the Alternate Public Defender.

Respectfully submitted,

Dave Chittenden
Chief Deputy Director

DC;PE:JA:EU:jl

c: Executive Office, Board of Supervisors
Chief Executive Officer
Chief Operating Officer
County Counsel
Alternate Public Defender