



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: **A-0**

June 6, 2002

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:

**REFURBISHMENT OF ALHAMBRA HEADQUARTERS
AWARD AGREEMENT
C.P. 88902
SUPERVISORIAL DISTRICT 5
3 VOTES**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that this work is exempt from the provisions of the California Environmental Quality Act (CEQA).
2. Approve Phase 2 design and construction of Capital Project 88902 in the amount of \$1,200,000 and programming, design, and contract administration services for Phase 3 as part of a multiyear plan to refurbish portions of the Department of Public Works' Alhambra Headquarters through reconfiguring modular partitions and purchasing and constructing new partitions, furniture, and equipment as needed; purchasing new carpeting and window coverings; and upgrading the fire alarm system and network cabling and hubs.
3. Award and authorize the Director of Public Works to execute an agreement with Mosakowski-Lindsey Associates (MLA) for a not to exceed fee of \$500,000 to provide architect/engineer services for Phases 2 and 3 of the tower refurbishment and miscellaneous as-needed programming and architectural services to be funded from the 2001-02 Flood Control District fund and establish the effective date following Board approval.

4. Authorize the Director to procure the services within the approved budget and deliver the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On March 13, 2001, your Board approved Phase 1 of C.P. 88902 for \$1,200,000 as part of a multiphased, multiyear program to refurbish and reconfigure a portion of our Headquarters building in Alhambra. This phase was completed on December 13, 2001, on schedule and under budget.

Since 1987, when we moved into the Alhambra Headquarters building, there have been numerous changes to the work units to carry out Public Works' missions and goals as well as additional responsibilities and personnel reassignments. These changes have required reconfiguring divisions and moving personnel into any available space, including leased space at 1000 Fremont along with other departments. Many divisions have personnel split working on several floors/locations creating workflow inefficiencies, which complicates supervision in addition to frustrating the public. Additionally, many of the original workstations that were purchased and installed 15 years ago were often configured for one purpose and are now being used for another. Working space is often inadequate and/or inefficiently utilized. In many cases, these older workstations were not designed to contend with the computers we now have that require telecommunication lines and cabling capability. Additionally, carpeting requires replacement because it is heavily worn, torn, and/or discolored, and window coverings installed when the building was first occupied in 1971 have exceeded their useful life. The fire alarm system and network cabling and hubs also need to be upgraded.

Phase 1 included our highest priority needs to accommodate our new Chief Information Officer and staff, consolidate the Information Technology Division into one work location, and consolidate Mapping and Property Management Division into one work location. We also vacated space to accommodate the planned Traffic Management Center in our Annex facility, which will be under construction beginning in early 2003.

We are now proposing to proceed with Phase 2 of the refurbishment project, which will include reconstructing and relocating the Department's Emergency Operations Center (DEOC) and its emergency power system, modifying the 24-hour emergency dispatch and radio telecommunications room, modifying the mail center and sorting facilities, and reconfiguring Water Resources Division to accommodate the work above. The DEOC work was included

in a previously budgeted and approved C.P. 88680 which will be closed. The total estimated project cost for Phase 2 is \$1,200,000 including approximately \$110,000 in architectural design and contract administration services. The work includes constructing new walls and partitions including hazardous materials abatement, electrical and mechanical distribution systems (including fire alarms and telecommunication network hardware), specialized equipment for the DEOC and Dispatch, carpeting, painting, window coverings, and office furnishings. All construction will be through an existing JOC contractor, and the balance of the work will be through routine vendor procurements. We have scheduled all work to be completed by January 2003.

We are also recommending that your Board authorize the Director to enter into an architect/engineer services agreement with Mosakowski-Lindsey Associates (MLA) to perform space programming and design and construction administration services for this capital project and the next phase, in addition to a number of other ongoing programming and design services at our Headquarters campus for a not to exceed fee of \$500,000. Of this total, approximately \$110,000 is for design and construction administration for Phase 2; \$248,000 is for programming, design, and construction administration services for Phase 3; and the balance is for the ongoing as-needed programming services for the overall campus. Phase 3 is scheduled to include the complete refurbishment and furnishing of approximately 45,000 square feet of space over two floors for an approximate cost of \$2,400,000. MLA is currently under contract with Public Works to provide study services that lead to the development of future capital project schematic programs and is familiar with our operations and facilities through previous work, including design and construction administration of our Annex building, parking structure, and original tenant improvements for our Headquarters building. MLA maintains a database of the infrastructure and record documents for this building on its CADD files and was the architect of record when we bought the facility in 1987. Once the construction documents for Phase 3 are completed, scheduled for fall 2002, we will return to your Board for authorization to proceed with the project.

Implementation of Strategic Plan Goals

This and future projects meet the County's Strategic Plan Goals of Service Excellence in that they improve public access to our services, Workforce Excellence in that they will create a positive work environment for our employees and provide proper equipment and facilities for their assignments, and Organizational Effectiveness in that we will now be able to consolidate divisions and operational functions on the same floor.

FISCAL IMPACT/FINANCING

The proposed project for Phase 2 is estimated to cost \$1,200,000. This work will be initially funded by the Flood Control District, which owns the Alhambra Headquarters building. The refurbishment costs incurred by the District will be billed to Public Works' other funds (excluding the Facility Project Management Fund) based on space utilization; there will be no net County cost. We will return to your Board in future years for authorization to fund completion of the remaining phases of the refurbishment project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, 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.

As requested by the Board on August 12, 1997, and as a threshold requirement for consideration for contract award, MLA is willing to consider Greater Avenues for Independence Program participants for future employment.

MLA is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

ENVIRONMENTAL DOCUMENTATION

With respect to the requirements of CEQA, this work is categorically exempt as specified in Appendix G, Class 1 (d), of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, Synopsis 57, and Section 15301 (a) of the State CEQA Guidelines.

CONTRACTING PROCESS

On April 17, 2002, Public Works issued a Request for Oral Presentations to six firms for the project. Six firms responded to the request. An Evaluation Committee, composed of Public Works architectural, engineering, and contract administration staff, conducted the oral interviews. The evaluations of the firms were based on technical expertise, proposed work

plan, experience, personnel qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on the evaluation of the Oral Presentations, Public Works determined that MLA was the best qualified firm for this project.

MLA's Community Business Enterprise participation data and three-year contracting history with the County are on file with Public Works.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.020) does not apply to the recommended contract, as this contract is for non-Proposition A services.

As requested by your Board on February 3, 1998, this contract opportunity was posted on the Office of Small Business website.

Reconfiguring partitions and other building-related trades will be primarily performed by an existing JOC contractor. New furniture systems, replacing carpeting and window coverings, and upgrading the fire alarm system will be purchased through existing County agreement vendors or procured through an open bidding process by Public Works or Internal Services Department, as appropriate.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This work will make the Public Works Headquarters building more operationally efficient and provide improved services to the public.

The Honorable Board of Supervisors
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CONCLUSION

Please return one adopted copy of this letter to Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

TJR:djm
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cc: Chief Administrative Office
County Counsel
Internal Services Department