



GAIL FARBER, Director

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS**

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE

November 15, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Dear Supervisors:

35 November 15, 2016

LORI GLASGOW
EXECUTIVE OFFICER

**CONSTRUCTION CONTRACT
PUBLIC BUILDINGS CORE SERVICES AREA
PAMELA PARK COMMUNITY BUILDING ADDITION AND
RESTROOM RENOVATION PROJECT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7324; CAPITAL PROJECT NO. 69764
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

SUBJECT

Approval of the recommended actions will adopt plans and specifications, allow advertising for construction bids, and authorize the Director of Public Works or her designee to award and execute a construction contract for the Pamela Park Community Building Addition and Restroom Renovation project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the recommended actions are within the scope of the project previously found to be exempt under the California Environmental Quality Act and that there have been no changes to the project since approval.
2. Adopt plans and specifications that are on file with the Department of Public Works for construction of the Pamela Park Community Building Addition and Restroom Renovation project.
3. Instruct the Executive Officer of the Board to advertise the project for bids to be received and opened on December 20, 2016, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

BIDS: December 20, 2016 at 10:45 a.m.

4. 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 amount funded by the existing project funds.

5. Delegate to the Director of Public Works or her designee the authority to make a determination that a bid is nonresponsive and to reject a bid on that basis, to award to the next lowest responsive and responsible bidder, to waive inconsequential and non-material deficiencies in bids submitted, and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has timely prepared a satisfactory baseline construction schedule and satisfied all conditions for contract award. Upon such determination, authorize the Director of Public Works or her designee to award and execute the construction contract, in the form previously approved by County Counsel, to the apparent lowest responsive and responsible bidder if the low bid can be awarded within the approved total project budget; to establish the effective date of the contract upon receipt by Public Works of acceptable performance and payment bonds and evidence of required contractor insurance; and to take all other actions necessary and appropriate to deliver the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the recommended actions within the scope of the previous exemption finding under the California Environmental Quality Act (CEQA), adopt plans and specifications, advertise for construction bids, and authorize the Director of Public Works or her designee to award and execute a construction contract for the Pamela Park Community Building Addition and Restroom Renovation project.

Project Description and Background

The project will include renovation and expansion of the existing community building to provide additional dedicated space for park recreational programs and renovation of the existing park restroom facilities to comply with current Americans with Disabilities Act (ADA) standards at Pamela Park located at 2236 Goodall Avenue in the City of Duarte.

The project will consist of constructing an approximately 800-square-foot addition to the existing 3,279-square-foot community building, including an approximately 600-square-foot craft room and a 200-square-foot storage room; refurbishing the existing community building, including replacing the vinyl flooring and acoustic ceiling tiles; repainting the interior and exterior walls; renovating the existing park restroom facilities to comply with current ADA standards; reconstructing portions of the existing concrete walkway to provide an ADA compliant path of travel from the parking lot to the community building; and associated landscaping and irrigation system modifications. In addition, the project will include providing a camera surveillance system for the community building as an additive alternative.

Public Works has completed the plans and specifications for this project using in-house design staff and Board-approved, as-needed consultants, and recommends that the Board adopt and advertise these documents for construction bids as required under the Public Contract Code.

In order to expedite construction of the project, it is recommended that the Board authorize the Director of Public Works or her designee to award and execute a construction contract with the lowest responsive and responsible bidder if the low bid can be awarded within the approved total budget of \$1,425,000.

The proposed consultant services agreement requires the apparent lowest responsive and responsible bidder to prepare a baseline construction schedule that conforms to the County of Los Angeles' schedule specification.

Construction of the improvements is scheduled to begin in March 2017 and will be substantially completed by October 2017.

Green Building/Sustainable Design Program

The project is not subject to the Countywide Energy and Environmental Policy adopted by the Board on January 16, 2007, because it involves construction of a new structure less than 10,000 gross square feet in size. However, the project supports the Board's Green Building/Sustainable Design Program by incorporating water efficient plumbing fixtures and energy efficient light fixtures as part of the community building and park restroom renovations.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness/Fiscal Sustainability (Goal 1), Community Support and Responsiveness (Goal 2), and Integrated Services Delivery (Goal 3). These recommended actions support the Strategic Plan by investing in public infrastructure that will enhance recreational opportunities for County residents and visitors by providing improved public parks facilities.

FISCAL IMPACT/FINANCING

On December 15, 2015, the Board approved a \$1,425,000 budget for this project, which includes a change order contingency of \$150,000.

The project is funded with \$483,000 of net County cost; \$342,000 of Park In-Lieu Fees Accumulated Capital Outlay Fund (Quimby Fund) available in Park Planning Area No. 5; and \$600,000 of County Excess funds available to the Fifth Supervisorial District pursuant to the Los Angeles County Safe Neighborhood Parks Proposition of 1996 (Proposition A).

Operating Budget Impact

Following completion of the project, the Department of Parks and Recreation anticipates one-time, start-up costs of \$24,000 for park and safety signage, recreation furnishings, and maintenance supplies and an ongoing annual operational cost of \$33,000 for maintenance, recreation, and plumbing supplies. Sufficient net County cost funding is available in Parks and Recreation's Operating Budget for these costs.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy amended on August 11, 2015, the project budget includes 1 percent of design and construction costs to be allocated to the Civic Art Fund (\$10,000).

In accordance with the Board's consolidated Local and Targeted Worker Hire Policy adopted on September 6, 2016, the project will include a best efforts goal that at least 30 percent of the total California craft worker hours for construction of the project be performed by Local Residents. A "Targeted Worker" component will not be included as part of the project.

A standard construction contract will be used that contains terms and conditions supporting the Board's ordinances and policies, including but not limited to, the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs, Contract Language to Assist in Placement of Displaced County Workers, Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Services Notice 1015).

The plans and specifications include the contractual provisions and material requirements necessary for the project and are on file with Public Works Contracts and Business Affairs Division.

ENVIRONMENTAL DOCUMENTATION

On December 15, 2015, the Board approved the Pamela Park Community Building and Restroom Renovation project and found the project to be categorically exempt from CEQA, as the project provides for repair, renovation, and minor alterations of existing park facilities; replaces existing structures or facilities; and is a small addition to an existing structure that is not more than 50 percent of the existing floor area.

A Notice of Exemption was filed with the Registrar-Recorder/County Clerk for the project. The proposed actions are within the scope of the previously approved project and there have been no changes to the project or the circumstances under which it will be undertaken since approval.

CONTRACTING PROCESS

Advertising for construction bids will be in accordance with the enclosed County's standard Instruction Sheet for Publishing Legal Advertisements.

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

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

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

The park facility and community building will remain open to the public during construction, and the contractor will be required to coordinate construction activities with the County to minimize disruption of public access to the facilities. The park restrooms will be closed during construction. However, temporary restroom facilities will be provided for public use during construction.

CONCLUSION

Please return one adopted copy of this Board letter to the Department of Public Works, Project Management Division I.

Respectfully submitted,



GAIL FARBER

Director

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Enclosures

c: Arts Commission
Chief Executive Office (Capital Programs
Division)
County Counsel
Executive Office
Department of Parks and Recreation

November 15, 2016

**CONSTRUCTION CONTRACT
PUBLIC BUILDINGS CORE SERVICES AREA
PAMELA PARK COMMUNITY BUILDING ADDITION AND
RESTROOM RENOVATION PROJECT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7324; CAPITAL PROJECT NO. 69764**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for 2 weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Department of Public Works Contracts and Business Affairs Division, 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 furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC FEE</u>	<u>DATE OF BID OPENING</u>
5	7324	Pamela Park Community Building Addition and Restroom Renovation project 2236 Goodall Avenue Duarte, CA 91010	\$50	December 20, 2016

Copies of the project manual and drawings may be downloaded free of charge from the County of Los Angeles, Department of Public Works website (<http://dpw.lacounty.gov/go/constructioncontracts>), or may be purchased for the fee stated above at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine, Alhambra, California 91803. For bid information, please contact Mr. David Asato of Contracts and Business Affairs Division at (626) 458-2586. 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 the Department of Public Works at 11:00 a.m. on this date in the conference rooms at 900 South Fremont Avenue, Alhambra, California 91803.

This project requires the general contractor firm to possess a B license classification at the time of bid.

The general contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the project in accordance with Labor Code Section 1770. Copies of the prevailing rate per diem wages are on file at the Department of Public Works, which shall be made available to any interested party upon request.

PREBID CONFERENCE

The Department of Public Works Project Management Division I will hold a prebid conference at 2 p.m., on November 30, 2016, at the project site, 2236 Goodall Avenue, Duarte, CA 91010, to provide information on the scope of work and answer basic questions from the potential bidders. Detailed questions or additional information must be submitted in writing to Mr. David Asato with the Department of Public Works Contracts and Business Affairs Division at Fax No. (626) 979-5311 or you may contact him at (626) 458-2586.

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 relating to contracting 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 Telefono (626) 458-2563.



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5:00 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference **[PJ-I]**.

November 15, 2016

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Individuos que requieran acomodamiento razonable accessible pueden solicitar materiales escritos en formatos alternativos, acomodamiento fisico accesible, intérpretes en lenguaje de señas Americano ú otros acomodamientos razonables comunicándose con nuestro Coordinador Departamental del Acto de Americanos con Incapacidades al (626) 458-4081, de 7:30 a.m. a 5:00 p.m., Lunes a Jueves (excluyendo días festivos). Personas sordas o con problemas auditivos pueden comunicarse primero marcando al Servicio de Difusión de California al 7-1-1. Solicitudes pueden hacerse por lo menos una semana antes para asegurar disponibilidad. Cuándo se haga una petición razonable para acomodo, por favor mencione **[PJ-1]**.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated November 15, 2016.

Specs. 7324 LORI GLASGOW, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES