



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Parks Make Life Better!"

John Wicker, Director

Norma E. Garcia, Chief Deputy Director

April 18, 2017

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

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

31 April 18, 2017

LORI GLASGOW
EXECUTIVE OFFICER

**BASSETT PARK AND CITY TERRACE PARK
COOLING CENTER PROJECTS
ESTABLISH AND APPROVE CAPITAL PROJECTS,
APPROVE PROJECT SCOPE, BUDGET, AND APPROPRIATION ADJUSTMENT, AND ADOPT
YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87367 AND 87368
(SUPERVISORIAL DISTRICT 1) (4 VOTES)**

SUBJECT

Approval of the recommended actions will allow the Department of Parks and Recreation to execute the Bassett Park and City Terrace Park Cooling Center Projects; establish capital projects; approve the project scopes, budgets, and an appropriation adjustment; authorize the Director of Parks and Recreation to proceed with the proposed projects through a Board-approved design consultant and Job Order Contract; and adopt Youth Employment Plans.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the recommended actions regarding the proposed Bassett Park and City Terrace Park Cooling Center Projects are categorically exempt from the California Environmental Quality Act for the reasons stated herein and the reasons reflected in the records of the projects.
2. Establish and approve the Bassett Park Cooling Center, Capital Project No. 87367, with a total project budget of \$450,000.
3. Establish and approve the City Terrace Park Cooling Center, Capital Project No. 87368, with a total project budget of \$450,000.

4. Approve an appropriation adjustment to appropriate a total of \$900,000, in the amount of \$450,00 for each project, of Proposition A County Excess Funds to the Capital Assets-Buildings and Improvements Financing Use under Capital Project No. 87367 to fully fund the Bassett Park Cooling Center Project and Capital Project No. 87368 to fully fund the City Terrace Park Cooling Center Project.
5. Authorize the Director of Parks and Recreation, or his designee, to utilize a Board-approved as-needed design consultant to provide engineered drawings, specifications and cost estimate services for a not-to exceed fee of \$45,000 for each project.
6. Authorize the Director of Parks and Recreation, or his designee, to carry out the projects through a Board-approved Job Order Contract.
7. Adopt the Youth Employment Plan for the Bassett Park and City Terrace Park Cooling Center Projects, as required by the Los Angeles County Regional Park and Open Space District Procedural Guide.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Bassett Park and City Terrace Park Cooling Center Projects (Projects) exempt from the California Environmental Quality Act (CEQA); establish Capital Project No. 87367 and Capital Project No. 87368; approve the project scopes, budgets, and appropriation adjustments; and adopt the Youth Employment Plan (YEP). The recommended actions will also authorize the Department of Parks and Recreation (Department) to implement the proposed Projects through a Board-approved design consultant and Job Order Contract (JOC).

Project Background and Description

Bassett Park (510 N. Vineland Ave, La Puente, CA91746) is an existing public park located in the unincorporated community of La Puente that is operated and maintained by the Department. The park includes a recreation building, restroom, sports fields, picnic areas, a children's play area, and a gym facility. The Project scope of work consists of renovating the existing gym building's heat/ventilation systems with a new heating, ventilation air conditioning system (HVAC), including duct work as needed, and related improvements as the heat/ventilation system has exceeded its useful life.

City Terrace Park (1126 N. Hazard Ave, Los Angeles, CA90063) is an existing public park located in the unincorporated community of City Terrace that is operated and maintained by the Department of Parks and Recreation. The park includes a recreation building, dome with restroom building, pool building, sports fields, tennis courts, picnic areas, a children's play area, and a gym facility. The Project scope of work consists of renovating the existing gym building's heat/ventilation systems with a new HVAC, including duct work as needed, and related improvements as the heat/ventilation system has exceeded its useful life.

Department staff will utilize the services of in-house staff and Board-approved as-needed design consultants, Gwynne Pugh Urban Studio, to provide engineered drawings, specifications, and cost estimating services. The JOC contractor will be responsible for obtaining all the required permits based on the plans and specifications provided by the design consultant, and installation of the items required. It is anticipated that construction will begin in August 2017 and be completed in December

2017.

On May 3, 2016, the Board approved the First Supervisorial District's motion to allocate \$450,000 of County Excess Funds, available to the First Supervisorial District, to the Department for the City Terrace Gym Cooling Center Project and \$450,000 of County Excess Funds, available to the First Supervisorial District, to the Department for the Bassett Park Cooling Center Project. The Projects will be fully funded with the awarded grants.

Youth Employment Plan

In 2009, the Board, acting as the governing body of the Los Angeles County Regional Park and Open Space District (RPOSD), adopted a procedural guide for projects funded by Proposition A. RPOSD's policy requires that the grantee's governing body adopt a YEP for each Proposition A funded project at a duly noticed public meeting. Approval of the recommended actions will adopt a YEP (Attachment III) for the proposed Projects to comply with the requirements of RPOSD's policy.

Implementation of Strategic Plan Goals

The recommended actions further the Board approved County Strategic Plan Goal to Foster Vibrant and Resilient Communities (Goal 2) by improving park facilities.

Green Building/Sustainable Design

Portions of the Projects will support the Board's Sustainable Design Program by reducing the need for repairs and maintenance while also providing Best Management Practices in various aspects of the Projects and incorporating new energy-efficient HVAC to replace original heat and ventilation systems and ducts and make related improvements.

FISCAL IMPACT/FINANCING

The total cost estimate of \$450,000 for the Bassett Park Project includes design, consultant services, jurisdictional review, construction, YEP, and County services.

The total cost estimate of \$450,000 for the City Terrace Park Project includes design, consultant services, jurisdictional review, construction, YEP, and County services.

The individual Project Schedule and Budget Summary are included in Attachment I and II.

The recommended appropriation adjustment (Attachment IV) will increase the Project budget by appropriating \$450,000 for each project to the Capital Assets-Buildings and Improvements Financing Use under Capital Project No. 87367 and Capital Project No. 87368, which will be offset with a total of \$900,000 in Proposition A County Excess Funds. Upon approval of the appropriation adjustment, sufficient funds will be available to fully fund the Projects in the Fiscal Year 2016-17 Capital Projects/Refurbishment Budget, Capital Project No. 87367 and Capital Project No. 87368.

Operating Budget Impact

Based on the Projects descriptions, the Department does not anticipate any one-time start-up and ongoing costs for the Projects. The provisions of the Projects have maintenance requirements that will be fulfilled with existing departmental staff and resources.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Projects construction will be delivered through a Board-approved JOC. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the JOC. The JOC contractor who is awarded this contract will be required to fully comply with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.203 (Contractor Employee Jury Service Program), and Chapter 2.201 (Living Wage Program).

In accordance with the Board's Civic Art Policy adopted on December 7, 2004, and last amended on August 11, 2015, the Projects are exempt from Civic Art Fees as Eligible Project Costs are less than \$500,000.

This Board Letter has been reviewed and approved by County Counsel as to form.

ENVIRONMENTAL DOCUMENTATION

The proposed Projects are categorically exempt from CEQA. They consist of renovating existing gym buildings, replacing existing ventilation systems with new HVAC, including duct work, and related improvements. The proposed Projects are within certain classes of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Sections 15301(a), (c), and (d) of the CEQA Guidelines, and Classes 1(c), (d), (f), and (s) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, as the proposed Projects involve repair and minor alterations of existing park facilities with negligible or no expansion of an existing use. Additionally, the proposed Projects are not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemption inapplicable based on the Projects' records.

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

CONTRACTING PROCESS

Design of the improvements will be completed by the Department's in-house staff and as-needed consultants, Gwynne Pugh Urban Studio, selected by the Planning and Development Agency from the Department's approved list of as-needed consultants.

The construction documents including plans with specifications and cost estimate services are needed to better meet the community's needs, and will be completed by the design Consultant for a not-to-exceed fee \$45,000 (per project).

The design Consultant's fee schedule, community Business Enterprise participation data and three-year contracting history with the County are on file with the Department.

Construction of the improvements will be completed using a Board-approved JOC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will have no impact on other County services or projects at these

The Honorable Board of Supervisors

4/18/2017

Page 5

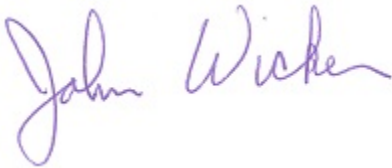
facilities.

CONCLUSION

Upon approval by the Board, please return one adopted copy to the Chief Executive Office, Capital Projects Division, and one adopted copy to the Department of Parks and Recreation.

Should you have any questions please contact Michael Ralston at (626)369-3671 or mralston@parks.lacounty.gov, Manuel Escobar at (626) 369-5146 or mescobar@parks.lacounty.gov, Nicole Melkonian at (213) 639-5135 or nmelkonian@parks.lacounty.gov, Kaye Michelson at (213) 738-2955 or kmichelson@parks.lacounty.gov.

Respectfully submitted,



JOHN WICKER

Director

JW:NEG:CL:JY

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

ATTACHMENT I

**BASSETT PARK
COOLING CENTER PROJECT
ESTABLISH AND APPROVE CAPITAL PROJECT,
APPROVE PROJECT SCOPE, BUDGET AND APPROPRIATION ADJUSTMENT,
AND ADOPT YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87367
(SUPERVISORIAL DISTRICT 1) (4 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Board Approval	04/18/2017
Construction Documents	05/18/2017
JOC Contract	08/15/2017
Start Construction	09/6/2017
Substantial Completion	10/22/2017
Project Acceptance	11/27/2017
Project Construction Completion Due	12/31/2017

**BASSETT PARK
COOLING CENTER PROJECT
ESTABLISH AND APPROVE CAPITAL PROJECT,
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AND ADOPT YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87367
(SUPERVISORIAL DISTRICT 1) (4 VOTES)**

PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Purchase Order Contract	0
Job Order Contract	387,000
Change Orders/Contingency	0
Departmental Crafts Parks Department Trails	0
Youth Employment	0
Construction Consultants	0
Telecomm Equip – Affixed to Building	0
Civic Arts	0
Subtotal	\$387,000
Programming/Development	0
Plans and Specifications*	45,000
Consultant Services	
Site Planning	0
DPW Engineering Services	0
Geotech/Soils Report and Soils Testing	0
Material Testing	0
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration / Gordian	0
Environmental	0
Utilities/Change Order	0
Other Expenditure:	0
Subtotal	\$0
Miscellaneous Expenditures – Furniture	0
Jurisdictional Review/Plan Check/Permit	0
County Services	0
Code Compliance Inspection	0
Quality Control Inspection	0
Design Review	0
Contract Administration	0
Gordian Group	8,000
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	5,000
ISD Communications/Data	0
Project Security	0
Project Technical Support	0
ISD Office of Contract Compliance	5,000
Subtotal	\$18,000
TOTAL	\$450,000

ATTACHMENT II

**CITY TERRACE PARK
COOLING CENTER PROJECT
ESTABLISH AND APPROVE CAPITAL PROJECT,
APPROVE PROJECT SCOPE, BUDGET AND APPROPRIATION ADJUSTMENT,
AND ADOPT YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87368
(SUPERVISORIAL DISTRICT 1) (4 VOTES)**

II. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Board Approval	04/18/2017
Construction Documents	05/18/2017
JOC Contract	08/15/2017
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Substantial Completion	10/22/2017
Project Acceptance	11/27/2017
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**CITY TERRACE PARK
 COOLING CENTER PROJECT
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 (SUPERVISORIAL DISTRICT 1) (4 VOTES)**

PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Purchase Order Contract	0
Job Order Contract	387,000
Change Orders/Contingency	0
Departmental Crafts Parks Department Trails	0
Youth Employment	0
Construction Consultants	0
Telecomm Equip – Affixed to Building	0
Civic Arts	0
Subtotal	\$387,000
Programming/Development	0
Plans and Specifications*	45,000
Consultant Services	
Site Planning	0
DPW Engineering Services	0
Geotech/Soils Report and Soils Testing	0
Material Testing	0
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration / Gordian	0
Environmental	0
Utilities/Change Order	0
Other Expenditure:	0
Subtotal	\$0
Miscellaneous Expenditures – Furniture	0
Jurisdictional Review/Plan Check/Permit	0
County Services	0
Code Compliance Inspection	0
Quality Control Inspection	0
Design Review	0
Contract Administration	0
Gordian Group	8,000
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	5,000
ISD Communications/Data	0
Project Security	0
Project Technical Support	0
ISD Office of Contract Compliance	5,000
Subtotal	\$18,000
TOTAL	\$450,000

ATTACHMENT III

BASSETT PARK AND CITY TERRACE PARK COOLING CENTER PROJECTS ESTABLISH AND APPROVE CAPITAL PROJECTS, APPROVE PROJECT SCOPE, BUDGET AND APPROPRIATION ADJUSTMENT, AND ADOPT YOUTH EMPLOYMENT PLAN CAPITAL PROJECT NO. 87367 AND 87368 (SUPERVISORIAL DISTRICT 1) (4 VOTES)

YOUTH EMPLOYMENT PLAN

BACKGROUND (Scope of Work)

The scope of work to include repair of the community room kitchen to meet current County of Los Angeles Building Code (Building code) and current American and Disabilities Act (ADA Code), including replacement of electrical, plumbing, cabinets, doors, window, drywall, appliances, and flooring to comply with County, State, and Federal regulations. Also to include, ADA upgrades to restrooms, parking lot, and path of travel from the parking lot to the community building to meet all current Title 24 and 2014 County of Los Angeles Building Codes.

Tasks that may be performed by At-Risk Youth

Youth may perform tasks such as area clean-up tasks.

Estimated Cost of Youth Employment

The estimated budget for youth labor is \$0 for each project.

Method of Youth Employment

Youth will be hired using the Department's At-Risk Youth Worker Program.

Youth Employment Goal:

Under the provisions of the Los Angeles County Regional Park and Open Space District's policy on employment of youth, the youth Employment Minimum Obligation for the County of Los Angeles of \$15,739,750 has been met. However, the Department actively pursues employment opportunities for at-risk youth on all projects where feasible

ATTACHMENT IV

**BASSETT PARK AND CITY TERRACE PARK
COOLING CENTER PROJECTS
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AND ADOPT YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87367 AND 87368
(SUPERVISORIAL DISTRICT 1) (4 VOTES)**

APPROPRIATION ADJUSTMENT

(SEE ATTACHED)

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 600

DEPARTMENT OF PARKS AND RECREATION

April 18, 2017

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 2016-17

4 - VOTES

SOURCES

USES

BA DETAIL - SEE ATTACHMENT PAGE 1

BA DETAIL - SEE ATTACHMENT PAGE I

SOURCES TOTAL: \$ 900,000

USES TOTAL: \$ 900,000

JUSTIFICATION

The appropriation adjustment is necessary to fully fund the Bassett Park Cooling Center Project, Capital Project No. 87367, and City Terrace Cooling Center Project, Capital Project No. 87368.

ADOPTED BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

Malou Rubio AUTHORIZED SIGNATURE MALOU RUBIO, DEPT. FINANCE MANAGER II

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

31

APR 18 2017

Lori Glasgow LORI GLASGOW EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ...

- ACTION
RECOMMENDATION

AUDITOR-CONTROLLER

BY [Signature] March 31 20 17

B.A. NO. 185

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY [Signature] April 3 20 17

**COUNTY OF LOS ANGELES
 REQUEST FOR APPROPRIATION ADJUSTMENT
 DEPARTMENT OF PARKS AND RECREATION
 F.Y. 2016-17
 4-VOTES**

SOURCES

PARKS AND RECREATION
 BASSETT PARK COOLING CENTER
 A01-CP-91-R400-65043-87367
 REV: REG PARK AND OPEN SPACE DT/CP \$ 450,000
 INCREASE REVENUE

PARKS AND RECREATION
 CITY TERRACE PARK COOLING CENTER
 A01-CP-91-R400-65043-87368
 REV: REG PARK AND OPEN SPACE DT/CP \$ 450,000
 INCREASE REVENUE

TOTAL \$ 900,000

USES

PARKS AND RECREATION
 BASSETT PARK COOLING CENTER
 A01-CP-6014-65043-87367
 CAPITAL PROJECTS - BUILDINGS & IMPROV. \$ 450,000
 INCREASE APPROPRIATION

PARKS AND RECREATION
 CITY TERRACE PARK COOLING CENTER
 A01-CP-6014-65043-87368
 CAPITAL PROJECTS - BUILDINGS & IMPROV. \$ 450,000
 INCREASE APPROPRIATION

TOTAL \$ 900,000

ADOPTED
 BOARD OF SUPERVISORS
 COUNTY OF LOS ANGELES

31

APR 18 2017

Lori Glasgow
 LORI GLASGOW
 EXECUTIVE OFFICER

BA# 185

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