



SCOTT MINNIX
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone: (323) 267-2101
FAX: (323) 264-7135

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

25 December 19, 2017

December 19, 2017

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

LORI GLASGOW
EXECUTIVE OFFICER

Dear Supervisors:

**HALL OF ADMINISTRATION
BOARD AUDIO CONTROL ROOM WORKPLACE SAFETY PROJECT
CATEGORICAL EXEMPTION;
APPROVE CAPITAL PROJECT
APPROVE PROJECT SCOPE AND BUDGET;
CAPITAL PROJECT NO. 87406
(FIRST DISTRICT - 3 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed Hall of Administration Board Audio Control Room Workplace Safety Project (Project) exempt from the California Environmental Quality Act; approve Capital Project No. 87406; approve the Project scope and budget; and authorize the Director of the 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. Find that the proposed Project is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this letter and in the record of the project.
2. Approve the proposed Capital Project No. 87406 Hall of Administration Board Audio Control Room Workplace Safety Project, and approve a total budget of \$1,500,000.
3. Authorize the Director of the Internal Services Department (ISD), or his designee, to deliver the Project using a Board-approved Job Order Contract(s) (JOCs).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Hall of Administration Board Audio Control Room Workplace Safety Project (Project) exempt from CEQA; approve Capital Project No. 87406; approve the project scope and budget, and authorize ISD to deliver the Project using a Board-approved JOC(s).

The proposed Project is located on the 4th Floor of the Hall of Administration, at 500 West Temple Street in Los Angeles, CA 90012 (HOA). The Project area includes the Board Audio Control Room (ACR), Video Control Room (VCR), and the Uninterruptible Power Supply Room (UPSR).

On March 24, 2015, the Board of Supervisors (Board) approved the Public Information Office and Board Audio Control Room Refurbishment Project, Capital Project No. 86990. The scope of work included the conversion of the Media Room (in Room 383) into an accessible restroom, the renovation of the Public Information Office (Room 358), and the refurbishment of the ACR at the HOA. The Media Room conversion to an accessible restroom and the renovation of the Public Information Office were completed in September 2015 and December 2016, respectively.

The design phase for the refurbishment of the ACR was completed in April 2017, under the Public Information Office and Board Audio Control Room Refurbishment project, Capital Project No. 86990, however the work was not implemented due to schedule impact on the Board's proceedings. To minimize impacts on the Board, the Chief Executive Office (CEO) and ISD agreed to set funding aside, establish a new project and capital project number, and are currently requesting delegated authority to perform the majority of the demolition work in the ACR, VCR, and UPSR during the last week of December 2017, and first week of January 2018, and the construction work during non-working hours, such as nights and weekends.

The purpose of the proposed Project is to provide a safe working environment for staff by improving the ventilation, air conditioning, lighting, and data and voice networks for staff supporting the Board's proceedings. The work also includes installation of, audio visual equipment that is efficient and effective for production and broadcasting of the Board meetings. The scope of work for each Project area is described below.

Board Audio Control Room

The proposed scope of work includes, demolition and replacement of ceiling tiles and fluorescent lights with new ceiling tiles, energy efficient light-emitting diode (LED) lights, and fan coils; removal and replacement of old deteriorated carpet with new carpet; purchase of new equipment and installation of professional sound proofing materials on the walls adjacent to the hallway. The scope of work also includes painting the entire room and creating an editing bay; relocating existing equipment, upgrading to new compliant Local Area Network (LAN), and telephone system with Voice over Internet Protocol (VoIP); and relocation of floor electrical outlets to wall outlet.

Uninterruptible Power Supply Room

The proposed scope of work includes demolition and replacement of ceiling tiles and fluorescent lights with new ceiling tiles, energy efficient light-emitting diode (LED) lights, and fan coils.

Video Control Room

The proposed scope of work includes Installation of energy efficient fan coils.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provision of Goal III, Realize Tomorrow's Government Today, Strategy III.4.2, Engage and Share Information with Our Customers, Communities and Partners. This work will allow staff to maximize the effectiveness of the operations to support delivery of customer-oriented and efficient public service.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

FISCAL IMPACT/FINANCING

The budget for the Project is \$1,500,000 and it includes construction, change orders, equipment, and County services. Design services were completed under the previous Board-approved Capital Project No. 86990, as a part of the Public Information Office and Board Audio Control Room Refurbishment project.

The Project is fully funded from the Cable Television-Public, Education and Government/Open Video System Trust Fund (PEG Fund). Sufficient funding is available in the Fiscal Year 2017-18 Adopted Capital Projects/Refurbishment Budget, Capital Project No. 87406.

Operating Budget Impact

Based on the proposed revisions to the Project, one-time start-up or ongoing costs are not anticipated.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

ISD carried out the design of the proposed Project using a Board-approved Architectural/Engineering (A/E) design services agreement. The construction component of the proposed Project will be delivered through a Board approved JOC(s). The JOC(s) agreement contains terms and conditions supporting the Board's ordinances, policies, and programs.

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004 and last amended on August 11, 2015, the Project is required to allocate one percent (1%) of the construction and design costs for the Civic Art Fund, approximately \$7,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The Project scope includes interior alteration, renovation, repair and refurbishment of an existing facility, as well as installation of equipment, and soundproofing the interior walls of the existing audio control room with no external impacts. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in 15301(a), and (f) and 15303 of the State CEQA Guidelines and Classes 1(d) and (i) and 3 of the County's Environmental

Document Reporting Procedures and Guidelines, Appendix G. The proposed Project consists of minor alterations, repairs and maintenance of an existing public facility and replacement of existing support systems. The activities involve negligible or no expansion of an existing use. In addition, based on the project records, the project will comply with all applicable regulations and there are no cumulative impacts, unusual circumstances, no substantial adverse change in the significance of an historic resource, damage to scenic resources or listing on a list compiled pursuant Section 65962.5 of the Government Code that would make the exemptions inapplicable.

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 Guidelines.

CONTRACTING PROCESS

The proposed Project will be delivered using a Board-approved consultant for the design, and a Board-approved JOC(s) for the construction.

Broadcasting equipment for the Audio Control Room such as cables, microphones, switch board, monitors, distribution rack, etc. will be purchased by ISD Purchasing and Contract Services in accordance with ISD procurement guidelines.

For this proposed Project, ISD has made the determination that JOC is the most appropriate contracting method to perform the tasks involved. Specifically, the Project requires specialized licensed contractors (i.e., California State License Board B General, C10 Electrical, C20 Warm-Air Heating, Ventilating and Air-Conditioning, and C33 Painting and Decorating), involves a number of different trades, entails some complexity, such as preconstruction readiness, applicable environmental testing, demolition of materials and proper disposal of waste, installation of electrical system, VOIP system, and fan coils, and paint, and must be delivered within 10 months. The Chief Executive Office concurs with the use of JOC for the delivery of the proposed Project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The revisions to the Project will have no impact to the delivery of County services; however, closures to portions of the offices will be coordinated to minimize disruption to County services.

Construction for this work is tentatively scheduled to begin in December 2017, and it is anticipated to be completed within 10 months. The majority of the work is tentatively scheduled to be completed during the Board's holiday break. The work for this proposed Project will occur around the Board meeting schedule to minimize impacts on the Board's proceedings.

CONCLUSION

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

The Honorable Board of Supervisors

12/19/2017

Page 5

Respectfully submitted,

A handwritten signature in blue ink that reads "Scott Minnix". The signature is written in a cursive, flowing style.

SCOTT MINNIX

Director

SM:DC:JA:AE:jp:jl

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