



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

"Parks Make Life Better!"

John Wicker, Director

Norma E. Garcia, Chief Deputy Director

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34 February 13, 2018

February 13, 2018

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:

**SOUTH COAST BOTANIC GARDEN
ADMINISTRATION COMPLEX REFURBISHMENT
ESTABLISH AND APPROVE CAPITAL PROJECT,
APPROVE PROJECT SCOPE, BUDGET, AND APPROPRIATION ADJUSTMENT,
AND ADOPT YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87450
(SUPERVISORIAL DISTRICT 4) (4 VOTES)**

SUBJECT

Approval of the recommended actions will allow the Department of Parks and Recreation to execute the South Coast Botanic Garden Administration Complex Refurbishment Project; establish the capital project, approve the project scope, budget and appropriation adjustment; authorize the Director of Parks and Recreation to proceed with the proposed Project through a Board-approved design consultant and Job Order Contract; and adopt a Youth Employment Plan.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the recommended actions regarding the South Coast Botanic Garden Administration Complex Refurbishment Project are categorically exempt from the California Environmental Quality Act for the reasons stated herein and the reasons reflected in the records of the project.
2. Establish and approve the South Coast Botanic Garden Admin Complex Refurbishment Project, Capital Project No. 87450, with an estimated project budget of \$440,600.
3. Approve an appropriation adjustment to appropriate \$441,000 of Proposition A Grant Funds to Capital Assets – Buildings and Improvements under Capital Project No. 87450 to fully fund the South

Coast Botanic Garden Administration Complex Refurbishment Project.

4. Authorize the Director of Parks and Recreation, or his designee, to carry out the South Coast Botanic Garden Administration Complex Refurbishment Project through a Board-approved design consultant and Job Order Contract.

5. Adopt the Youth Employment Plan 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 South Coast Botanic Garden Administration Complex Refurbishment (Project) exempt from the California Environmental Quality Act (CEQA); establish Capital Project No. 87450; approve the project scope, budget, and appropriation adjustment. The recommended actions will also authorize the Director of the Department of Parks and Recreation (Department) to implement the proposed Project through a Board-approved design consultant and Job Order Contract (JOC); and adopt the Youth Employment Plan (YEP).

The proposed Project is located at the South Coast Botanic Garden, 26300 Crenshaw Boulevard, Palos Verdes Peninsula, CA 90274. South Coast Botanic Garden is an 87-acre public botanic garden featuring the James J. White Rose Garden, a Japanese Garden, Fuchsia Garden, Children's Garden and a manmade pond. Facility amenities include a gift shop, wedding gazebos, picnic areas, auditorium, classrooms and offices. Currently, some of the Administration Building Mission tile roofing is broken and the wood trellis over the gift shop area is sagging. Also, the heating and air conditioning units on the auditorium/classroom roof have exceeded their life cycle and become unreliable.

The proposed Project scope consists of replacing portions of the Mission tile roofing and the built-up roof on the Administration Building; replacing the three heating and air conditioning units and the built-up roof on the Auditorium/Classroom Building; replacing the gravel roof over the gift shop; repairing the wood trellis, and related improvements. The proposed Project will be delivered through a Board-approved JOC.

Department staff will utilize the services of a Board-approved as-needed consultant to provide 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 items acquired.

On May 19, 2015, the Board approved the allocation of \$440,600 of Proposition A Grant Funds to the Department for the proposed Project at South Coast Botanic Garden.

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 II) for the proposed Project to comply with the requirements of RPOSD's policy. Youth will be employed to perform tasks such as area clean-up, landscaping, and painting.

Implementation of Strategic Plan Goals

The proposed recommendations further the County Strategic Plan Goal to Foster Vibrant and Resilient Communities (Goal II) by enhancing recreation opportunities to benefit County residents.

Green Building/Sustainable Design

Portions of the Project will support the Board's Sustainable Design Program by reducing the need for repairs and maintenance while also providing the best use of the sites. Green elements, including but not limited to, roofing materials containing recycled materials will be utilized in various aspects of the project.

FISCAL IMPACT/FINANCING

The total project cost estimate of \$440,600 includes design, consultant services, jurisdictional review, YEP, construction and County services. The Project Schedule and Budget Summary are included in Attachment I.

The recommended appropriation adjustment will allocate \$441,000 to Capital Assets – Buildings and Improvements under Capital Project No. 87450, which will be offset with \$440,600 in Proposition A Grant Funds. Upon Approval of the appropriation adjustment, sufficient funds will be available to fully fund the Project in the Fiscal Year 2017-18 Capital Projects/Refurbishments Budget, Capital Project No. 87450. There is no impact to net County cost.

Operating Budget Impact

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

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Approval of the recommended actions will authorize the Department to implement the proposed Project using a Board-approved JOC contract. With the Board's authorization, the proposed Project may be performed using a JOC as the work involves repair, remodeling, and refurbishing of County facilities.

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 consolidated Local and Targeted Worker Hire Policy adopted on September 6, 2016, the proposed Project will include a best efforts goal that at least 30 percent of the total California craft worker hours for construction/refurbishment of the proposed Project be performed by Local Residents. The "Targeted Worker" component will not be included as part of the project.

In accordance with the Board's Civic Art Policy adopted December 7, 2004 and last amended on August 11, 2015, the Project is 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 Project is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Sections 15301 (a) (d) and 15302 of the State CEQA Guidelines and Classes 1 (c) (d) (s) and 2 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, because the project consists of restoration or rehabilitation of deteriorated or damaged structures, facilities, and mechanical equipment; and replacement or reconstruction of existing structures and facilities.

CONTRACTING PROCESS

Design of the improvements will be completed by the Department's in-house staff and as-needed consultants selected by the Planning and Development Agency from the Department's approved list of as-needed consultants. The construction documents, including plans with specifications will be completed for a not-to-exceed fee of \$24,000.

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 facilities.

CONCLUSION

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

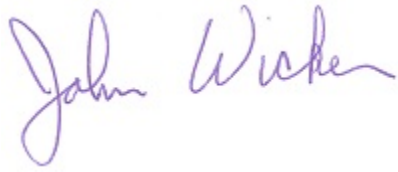
Should you have any questions please contact Joan Rupert at (626) 588-5325 or jrupert@parks.lacounty.gov, Henry Ling at (626) 588-5363 or hling@parks.lacounty.gov, Nicole Melkonian at (626) 588-5367 or nmelkonian@parks.lacounty.gov, or Kaye Michelson at (626) 588-5355 or kmichelson@parks.lacounty.gov.

The Honorable Board of Supervisors

2/13/2018

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Respectfully submitted,



JOHN WICKER

Director

JW:NEG:KR:HL:JR

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Auditor Controller
Parks and Recreation

ATTACHMENT I

**SOUTH COAST BOTANIC GARDEN
ADMINISTRATION COMPLEX REFURBISHMENT
ESTABLISH AND APPROVE CAPITAL PROJECT,
APPROVE PROJECT SCOPE, BUDGET, AND APPROPRIATION ADJUSTMENT,
AND ADOPT YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87450
(SUPERVISORIAL DISTRICT 4) (4 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Board Approval	February 13, 2018
Consultant Services	May 30, 2018
JOC Contract	July 31, 2018
Start Construction	September 1, 2018
Substantial Completion	November 30, 2018
Project Acceptance	December 18, 2018

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	0
Construction	0
Purchase Order Contract	0
Job Order Contract	\$ 387,000
Change Orders/Contingency	0
Departmental Crafts Parks Department Trails	0
Youth Employment	\$ 2,000
Construction Consultants	0
Telecomm Equip – Affixed to Building	0
Civic Arts	0
Subtotal	\$ 389,000
Programming/Development	0
Plans and Specifications Subtotal	\$24,000
Consultant Services	
Cost Estimating	0
Construction Management	0
Construction Administration / Gordian	0
Utilities/Change Order	0
Subtotal	0
Miscellaneous Expenditures – Furniture	0
Jurisdictional Review/Plan Check/Permit Subtotal	\$ 7,600
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	\$ 7,000
ISD Communications/Data	0
Project Security	0
Project Technical Support	0
ISD Office of Contract Compliance	\$ 5,000
Subtotal	\$ 20,000
TOTAL	\$ 440,600

ATTACHMENT II

SOUTH COAST BOTANIC GARDEN ADMINISTRATION COMPLEX REFURBISHMENT ESTABLISH AND APPROVE CAPITAL PROJECT, APPROVE PROJECT SCOPE, BUDGET, AND APPROPRIATION ADJUSTMENT, AND ADOPT YOUTH EMPLOYMENT PLAN CAPITAL PROJECT NO. 87450 (SUPERVISORIAL DISTRICT 4) (4 VOTES)

YOUTH EMPLOYMENT PLAN

Background (Scope of Work)

The Project is located at South Coast Botanic Garden, 26300 Crenshaw Boulevard, Palos Verdes Peninsula, CA 90274. The proposed Project scope consists of replacing portions of the Mission tile roofing and the built-up roof on the Administration Building; replacing the three heating and air conditioning units and the built-up roof on the Auditorium/Classroom Building; replacing the gravel roof over the gift shop; repairing the wood trellis, and related improvements.

Tasks That May Be Performed by At-Risk Youth

Youth may perform painting, general clean-up or maintenance duties at the Administration Complex

Estimated Cost of Youth Employment

It is estimated that the Department will expend \$2,000 in youth employment on this project.

Method of Youth Employment

The Department employs youth to work in various areas of the Department through its Youth Employment Plan. This program allows the Department to hire a Youth Conservation Corps group or recruit youth to work on projects based on their training, experience, and physical classes. Youth are employed in or near the community in which they live.

Youth Employment Goal

The Youth Employment Goal for the County of Los Angeles was \$15,739,507.43. The Department exceeded this goal.

ATTACHMENT III

**SOUTH COAST BOTANIC GARDEN
ADMINISTRATION COMPLEX REFURBISHMENT
ESTABLISH AND APPROVE CAPITAL PROJECT,
APPROVE PROJECT SCOPE, BUDGET, AND APPROPRIATION ADJUSTMENT,
AND ADOPT YOUTH EMPLOYMENT PLAN
CAPITAL PROJECT NO. 87450
(SUPERVISORIAL DISTRICT 4) (4 VOTES)**

APPROPRIATION ADJUSTMENT

(SEE ATTACHED)

February 13, 2018

DEPT NO: 600

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF PARKS AND RECREATION

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 2017-18****4 - VOTES****SOURCES**

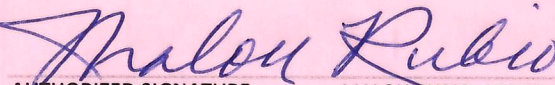
PARKS AND RECREATION
SOUTH COAST BOTANIC GARDEN ADMIN COMPLEX REFURBISHMENT
A01-CP-91-R400-65043-87450
REGIONAL PARK AND OPEN SPACE DISTRICT-CAPITAL PROJECTS
INCREASE REVENUE **441,000**

USES

PARKS AND RECREATION
SOUTH COAST BOTANIC GARDEN ADMIN COMPLEX REFURBISHMENT
A01-CP-6014-65043-87450
CAPITAL ASSETS - B & I
INCREASE APPROPRIATION **441,000**

SOURCES TOTAL**\$ 441,000****USES TOTAL****\$ 441,000****JUSTIFICATION**


The appropriation adjustment is necessary to fully fund the South Coast Botanic Garden Administration Complex Refurbishment Project, Capital Project No. 87450.

ADOPTEDBOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**# 3 4****FEB 13 2018**

AUTHORIZED SIGNATURE

MALOU RUBIO, ADMIN. DEPUTY DIRECTOR

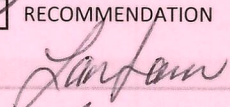
BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)


LORI GLASGOW
EXECUTIVE OFFICERREFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

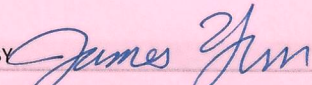
DATE

B.A. NO. **096**
Jan. 26, 2018☒ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE


Jan 26, 2018