



MARK PESTRELLA, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

25 March 13, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER

March 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

Dear Supervisors:

**CONSTRUCTION CONTRACT
PUBLIC BUILDINGS CORE SERVICE AREA
VARIOUS HALL OF RECORDS PROJECTS
APPROVE CAPITAL PROJECTS,
PROJECT BUDGETS, AND APPROPRIATION ADJUSTMENTS
AUTHORIZE SUPPLEMENTAL PROFESSIONAL SERVICES,
AND USE OF JOB ORDER CONTRACTS
SPECS. 7478; CAPITAL PROJECT NO. 87365
SPECS. 7475; CAPITAL PROJECT NO. 87257
SPECS. 7476; CAPITAL PROJECT NO. 87431
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

These actions will approve projects to repair the plaza level and modernized office space on the ground and seventh floors of the Hall of Records to relocate the Department of Consumer and Business Affairs and the Chief Executive Office staff from leased spaces; authorize the Chief Executive Officer or her designee to execute amendments to Professional Services Agreement Contract with Smith Group JJR to provide additional design services; and authorize the Director of Public Works or his designee to use Job Order Contracts to deliver the projects.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the Hall of Records 7th Floor Renovation, Consumer and Business Affairs Refurbishment, and Plaza Refurbishment projects exempt from the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the projects.

2. Approve Capital Project No. 87365, Hall of Records 7th Floor Renovation project, and total project budget of \$7,700,000, which includes design, construction, change order contingency, consultant services, miscellaneous expenditures, and County services.
3. Approve Capital Project No. 87257, Hall of Records Consumer and Business Affairs Refurbishment project, and total project budget of \$6,014,000, which includes design, construction, change order contingency, consultant services, miscellaneous expenditures, and County services.
4. Approve Capital Project No. 87431, Hall of Records Plaza Refurbishment project, and total project budget of \$7,790,000, which includes design, construction, change order contingency, consultant services, miscellaneous expenditures, and County services.
5. Approve an appropriation adjustment to transfer \$1,117,000 from Hall of Records Modernization project, Capital Project No. 87363, to the Hall of Records 7th Floor Renovation project, Capital Project No. 87365.
6. Approve an appropriation adjustment to transfer \$700,000 from the Extraordinary Maintenance Budget to the Hall of Records Plaza Refurbishment project, Capital Project No. 87431.
7. Authorize the Chief Executive Officer or her designee to approve and execute amendments to the Professional Services Agreement, Contract Number AO 17 400, with the Smith Group JJR, as needed, including to make changes to the statement of work, pricing schedule, contract sum and to extend the term of the agreement to and until June 30, 2019, to provide design and support services for the Hall of Records 7th Floor Renovation project, Capital Project No. 87365, provided that the aggregate total increase in the contract sum does not exceed \$400,000, upon approval as to form by County Counsel.
8. Authorize the Director of Public Works or his designee to use Board-approved Job Order Contracts for the demolition, remodeling, and renovation for each of the three specified Hall of Records projects. These projects are identified as Capital Project No. 87365, 7th Floor Renovation; Capital Project No. 87257, Consumer and Business Affairs Refurbishment; and Capital Project No. 87431, Plaza Refurbishment project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the Hall of Records (HOR) 7th Floor Renovation, Consumer and Business Affairs Refurbishment, and Plaza Refurbishment projects exempt from the California Environmental Quality Act (CEQA); approve the projects and budgets; approve appropriation adjustments; authorize the Chief Executive Officer or her designee to approve and execute amendments to the Professional Services Agreement, Contract Number AO-17-400, with Smith Group JJR, to increase the contract amount and extend the contract term to and until June 30, 2019, to provide for design and support services for the HOR 7th Floor Renovation project; and authorize the Director of Public Works or his designee to use Board-approved Job Order Contracts (JOC) to deliver the projects.

HOR 7th Floor Renovation Project

HOR 7th Floor currently has approximately 18,000 square feet of available office space after the District Attorney's Office was relocated to the Hall of Justice (HOJ). As part of the planning for HOJ project, some employees from the Chief Executive Office (CEO) would move from existing leased spaces into HOR, and the savings from avoiding leasing would help to reduce the debt service for HOJ tenant improvement work.

The proposed project scope of work on HOR 7th floor includes abatement of hazardous materials; elevator lobby renovation; upgraded mechanical, electrical, and plumbing infrastructure; Americans with Disabilities Act compliant restrooms; and new furniture, fixtures, and equipment. The project is anticipated to be substantially completed by the end of December 2018.

HOR Ground Floor Renovation Project

The proposed scope of work will renovate 21,700 square feet of available office space for the Department of Consumer and Business Affairs consists of remodeling and renovating existing restrooms to comply with current codes; replacing existing heating and ventilation system; new furniture, fixtures, and equipment; and providing Americans with Disabilities Act access to the building. Construction documents and jurisdictional approvals are underway. The project is anticipated to be completed by the end of April 2019.

HOR Plaza Refurbishment Project

After 55 years of use, the exterior protection systems of the building plaza have exceeded their designed life span and the deterioration is allowing rain water intrusion into the building, such that repairs and new water proofing are required. The proposed project consists of demolition; refurbishment and water proofing of the existing basement walls and western planter structure; and repair and replacement of the plaza decking that also acts as a structural roof over half of the Department of Consumer and Business Affairs' ground floor offices.

Demolition plans and jurisdictional approvals are underway. The project is anticipated to be completed by the end of April 2019.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provisions of Strategy II.2, Support the Wellness of our Communities, and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, Objective III.3.2, Manage and Maximize County Assets. The 7th Floor Consumer and Business Affairs and Plaza Renovation projects will contribute by reutilizing under-used and underperforming areas of the building. The recommended actions help to achieve these goals by converting and improving an existing structure that will provide centralized services for a quicker response to the community and by reducing lease expenses.

FISCAL IMPACT/FINANCING

HOR 7th Floor Renovation Project

The total cost of the HOR 7th Floor Renovation project is estimated at \$7,700,000, including design, construction, change orders, consultant services, miscellaneous expenditures, and County services.

The recommended amendments to the existing Professional Services Agreement Contract Number AO-17-400, with Smith Group JJR, will amend the agreement, as needed, including to increase the contract sum and extend the term of the contract to until June 30, 2019, to provide design and support services for the HOR 7th Floor Renovation project, Capital Project No. 87365, provided that the aggregate total increase in the contract sum does not exceed \$400,000.

Approval of an appropriation adjustment (Enclosure A) will transfer \$1,117,000 from Hall of Records Modernization project, Capital Project No. 87363, to the Hall of Records 7th Floor Renovation project, Capital Project No. 87365. Upon approval of the appropriation adjustment, there will be sufficient funding available in Capital Project No. 87365, to fully fund the project.

Consumer and Business Affairs Refurbishment Project

The total cost for the HOR Consumer and Business Affairs Refurbishment project is currently estimated at \$6,014,000, including design, construction, change orders, consultant services, miscellaneous expenditures, and County services.

There is sufficient funding available in Capital Project No. 87257 to fully fund the project.

Plaza Refurbishment Project

The total cost for the HOR Plaza Refurbishment project is currently estimated at \$7,790,000, including design, construction, change orders, consultant services, miscellaneous expenditures, and County services.

Approval of an appropriation adjustment (Enclosure B) will transfer \$700,000 from the Extraordinary Maintenance Budget to the Hall of Records Plaza Refurbishment project, Capital Project No. 87431. Upon approval of the appropriation adjustment, there will sufficient funding available in Capital Project No. 87341 to fully fund the project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy amended on August 11, 2015, two projects include 1 percent of design and construction costs to be allocated to the Civic Art Special Fund. The Civic Art allocation of \$47,000 is allocated for Capital Project No. 87365; and \$41,466 is allocated for Capital Project No. 87257. Capital Project No. 87431 is exempt from the 1 percent allocation of the construction cost for Civic Art Fund since it is an underground structural repair and paving replacement project.

ENVIRONMENTAL DOCUMENTATION

The proposed projects are exempt from CEQA. They fall within certain classes of projects that have been determined not to have a significant effect on the environment in that they meet criteria of specific classes of categorical exemptions. The proposed ground floor Consumer and Business Affairs Department Refurbishment and HOR 7th Floor Renovation projects involve interior alterations, code updates, and negligible or no expansion in use. The proposed HOR Plaza Refurbishment project involves waterproofing and drainage system repairs, realignment of deck pavers, a new structural support system, exterior lighting, and landscaping. These projects have been found consistent with established standards for historic resource rehabilitation and are

categorically exempt from the provisions of CEQA. These actions meet the criteria set forth in Sections 15301, Class 1 (a), (d), and (e); 15302, Class 2 (c); and Section 15331, Class 31 of the State's CEQA Guidelines and Class 1 sections (c), (d) and (g) and Section 2(e) of the County of Los Angeles Environmental Procedures and Guidelines adopted by the Board on November 17, 1987.

In addition, based on the project records, these projects will comply with all applicable regulations and they are not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste sites compiled pursuant to Government Code Section 65962.5, or indications that they may cause a substantial adverse change in the significance of a historic resource that would make the exemptions inapplicable.

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

CONTRACTING PROCESS

Smith Group JJR was selected in September 2016, following a competitive solicitation process for procurement of qualified architectural firms for consideration to provide professional services for space planning study and space planning design. On January 10, 2017, the Board delegated authority to the Chief Executive Officer or her designee to execute a professional services agreement with the Smith Group JJR to provide office space planning and professional design consulting services for the HOR 7th Floor.

On February 6, 2017, the Chief Executive Officer executed Professional Services Agreement Contract Number AO-17-400 with Smith Group JJR for the period of February 6, 2017, through January 31, 2018, in the amount of \$470,000. The Chief Executive Officer executed Amendment Number 1 to the agreement to extend the term of the agreement from January 31, 2018, to June 30, 2018, to accommodate unanticipated delays in conducting certain tasks initiated on the existing scope of work. In addition, Amendment Number 1 extends the timeline for development of construction documents for the HOR 7th Floor Renovation project to June 30, 2018.

Due to the complexity of the 7th Floor Renovation project, additional design and support services will be required to fully complete the project, which includes the elevator lobby and other mechanical and electrical systems. We are recommending the Board delegate authority to the Chief Executive Officer or her designee to execute amendments, as needed, including to make changes to the contract sum and to extend the term of the contract from June 30, 2018, to and until project completion, to provide design and support services for the HOR 7th Floor Renovation project, Capital Project No. 87365, provided that the aggregate total increase in the contract sum does not exceed \$400,000.

The three proposed HOR projects presented in this letter include demolition, renovation, remodeling, and refurbishment work, and will be carried out using Board-approved JOCs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

We anticipate that some demolition, abatement, and construction will need to be performed in the off-hours to help reduce impacts to the tenants on other floors of the building. Approval of the recommended actions will have no impacts on current County services or projects.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Project Management Division I, and one copy to the Chief Executive Office, Capital Programs Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" written in a larger, more prominent script than the last name "Pestrella".

MARK PESTRELLA

Director

MP:AKM:cg

Enclosures

c: Arts Commission
Auditor-Controller
Chief Executive Office (Capital Programs
Division)
Department of Consumer and Business Affairs
County Counsel
Executive Office
Department of Public Social Services
(GAIN/GROW Program)

February 20, 2018

DEPT NO: 060

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

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****3 - VOTES**

SOURCES	USES
VARIOUS CAPITAL PROJECTS HALL OF RECORDS MODERNIZATION A01-CP-6014-65099-87363 CAPITAL ASSETS - B & I DECREASE APPROPRIATION	VARIOUS CAPITAL PROJECTS HALL OF RECORDS 7TH FLOOR RENOVATION A01-CP-6014-65099-87365 CAPITAL ASSETS - B & I INCREASE APPROPRIATION
1,117,000	1,117,000

SOURCES TOTAL**\$ 1,117,000****USES TOTAL****\$ 1,117,000****JUSTIFICATION**

This adjustment is necessary to transfer \$1,117,000 from Hall of Records Modernization Project, Capital Project No. 87363 to the Hall of Records 7th Floor Renovation Project, Capital Project No. 87365, to fully fund the project.

ADOPTEDBOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

25 MAR 13 2018
BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

AUTHORIZED SIGNATURE

Amir Alam, MANAGER, CEO

Celia Zavala
CELIA ZAVALA

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

BY

DATE

LaFaur
Feb. 7, 2018

☐ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE

[Signature]
2.8.18

AUDITOR-CONTROLLER

B.A. NO. 160

February 20, 2018
DEPT NO: 060

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

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****3 - VOTES****SOURCES****USES**

EXTRAORDINARY MAINTENANCE

A01-CF-2000-12810

SERVICES & SUPPLIES

DECREASE APPROPRIATION

700,000

VARIOUS CAPITAL PROJECTS

HALL OF RECORDS PLAZA REFURBISHMENT

A01-CP-6014-65099-87431

CAPITAL ASSETS - B & I

INCREASE APPROPRIATION

700,000

SOURCES TOTAL**\$ 700,000****USES TOTAL****\$ 700,000****JUSTIFICATION**

This adjustment is necessary to transfer \$700,000 from Extraordinary Maintenance Budget to the Hall of Records Plaza Refurbishment, Capital Project No. 87431, to fully fund the Hall of Records Plaza Refurbishment project.

ADOPTEDBOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


25

MAR 13 2018

AUTHORIZED SIGNATURE

Amir Alam

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



CELIA ZAVALA
ACTING EXECUTIVE OFFICER
REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR---☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER

B.A. NO. 159

BY


DATE


 Feb. 7, 2018
☐ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

DATE


 2-8-18