



**COMMUNITY DEVELOPMENT COMMISSION/
HOUSING AUTHORITY
of the County of Los Angeles**

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**Hilda L. Solis
Mark Ridley-Thomas
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Janice Hahn
Kathryn Barger**
Commissioners

Monique King-Viehlend
Executive Director

August 14, 2018

The Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

3-D August 14, 2018

CELIA ZAVALA
ACTING EXECUTIVE OFFICER

**AVALON LIBRARY INTERIOR IMPROVEMENT PROJECT
ADOPT, ADVERTISE, AWARD AND ACCEPT
(DISTRICT 4) (3 VOTES)**

SUBJECT

Approval of the recommended actions will adopt the plans and specifications for the Avalon Library Interior Improvement Project (Project); allow advertising for construction bids; authorize the Executive Director of the Community Development Commission of the County of Los Angeles (Commission), or her designee, to award and execute a construction contract, and authorize the Commission to accept the Project upon completion. Should bids received be higher than the estimated construction cost or if no bids are received, the recommended actions will authorize the Executive Director or her designee to deliver the Project using a Board-approved Job Order Contract (JOC).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed Avalon Library Interior Improvement Project is exempt from provisions of the California Environmental Quality Act (CEQA), for the reasons stated in this letter and in the record of the Project.
2. Approve the Avalon Library Interior Improvement Project and adopt the plans and specifications that are on file with the Commission's Construction Management Unit for the refurbishment and renovation of the Project.
3. Instruct the Executive Office of the Board to advertise the Project for bids to be received and opened on October 10, 2018, in accordance with the attached Instruction Sheet for Publishing Legal

BIDS: October 10, 2018 at 2:00 p.m.

Advertisements.

4. Delegate authority to the Executive Director, or her designee, to determine that a bid is non-responsive, and to reject all non-responsive bids, to award the construction contract to the lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bid submittals; to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has timely completed all conditions for contract award.
5. Authorize the Executive Director, or her designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder for the Project if the low bid amount does not exceed the estimated construction cost of \$685,203. The Project will be funded using Fourth Supervisorial District Capital Project and Community Development Block Grant Funds included in the Commission's approved Fiscal Year 2018-2019 budget.
6. Authorize the Executive Director, or her designee, to establish the effective date of the contract, in the form previously approved by County Counsel, upon receipt of acceptable performance and payment bonds and evidence of required contract insurance, following Board approval, and to take actions necessary and appropriate to fully deliver the Project.
7. Authorize the Executive Director, or her designee, upon her determination and, as necessary and appropriate, to terminate the contractor's right to proceed with the performance of the contract or to terminate the contract for convenience.
8. Approve a contingency amount of 12.5% of the construction contract amount using the same source of funds for unforeseen Project costs and authorize the Executive Director, or her designee, to approve individual changes or additions in the work being performed under the contract, and use the contingency amount for such changes or additions pursuant to the authority and subject to the limitations set forth in California Public Contract Code Section 20142.
9. Authorize the Executive Director, or her designee, to reject all bids received in the event the apparent lowest responsive and responsible bid exceeds the estimated construction cost of \$685,203.
10. Authorize the Executive Director, or her designee, in the event bids are rejected or if no bids are received in response to the advertisement for construction bids, to use an existing Board-approved JOC to deliver the project, provided the amount of the original work order issued to the contractor under the JOC does not exceed \$685,203, and approve a contingency amount of 12.5% of the original work order amount issued under the JOC for unforeseen Project costs.
11. Authorize the Executive Director, or her designee, to approve and accept the Project at completion on behalf of the County; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on the Project; and, to assess liquidated damages as authorized under applicable law and the contract specifications.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Project is located at 215 Sumner Avenue in Avalon on Catalina Island. The scope of work entails refurbishment and remodeling of the library's interior, which includes alterations to the facility to comply with the Americans with Disabilities Act (ADA) requirements for the staff restroom,

installation of windows to provide more natural light and views to the exterior, removal of the dropped ceiling to gain interior volume and enhance the space. Doors, millwork, flooring, shelving, lighting, furniture, electrical, fixtures, furniture, and finishes will be replaced and/or refurbished to modernize the existing library.

Approval of the recommended actions will find that the proposed Project is exempt from the provisions of CEQA, adopt the plans and specifications for the Project, allow advertising for construction bids, and authorize the Executive Director, or her designee, to award and execute a single construction contract with the apparent lowest responsive and responsible bidder for the Project if the low bid contract can be awarded within the estimated construction cost. The Commission is overseeing the development and construction of the Project on behalf of the County.

Plans, specifications, and jurisdictional approvals have been substantially completed, and we are recommending 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 Executive Director, or her designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder if the low bid does not exceed the estimated construction cost amount of \$685,203. Additionally, we are requesting authority for the Executive Director, or her designee, to approve individual changes or additions in the work being performed under the contract using the contingency amount for such changes or additions, pursuant to the authority and subject to the monetary limitations set forth in California Public Contract Code section 20142.

If bids received are higher than the estimated construction cost, it is recommended that the Board authorize the Executive Director, or her designee, to reject all bids, or if no bids are received, then use an existing Board-approved JOC to deliver the project if the amount of the original work order issued to the contractor under the JOC does not to exceed the estimated construction cost of \$685,203, and approve a contingency amount of 12.5% of the original work order amount issued under the JOC for unforeseen Project costs. Authorizing the use of JOC will mitigate delays by allowing for a back-up procurement process in the event the cost of the traditional, design-bid-build delivery method exceeds the construction budget, or if no bids are received in response to the advertisement for construction bids.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. On September 27, 2016, your Board authorized the Commission to accept and incorporate \$440,000 in Fourth Supervisorial District Capital Project Funds, in the Commission's approved Fiscal Year 2016-2017 budget, and on August 15, 2017 your Board approved an additional \$770,000 in Fourth Supervisorial District Capital Project Funds, to be included in the Commission's approved Fiscal Year 2017-2018 budget for the interior renovation of the Project. In addition, the Commission previously committed \$100,000 in Community Development Block Grant funds to the Project for a total Project funding of \$1,310,000. The Commission's construction cost estimate for the contract is \$685,203 without contingency. The Budget Summary is included in Attachment A.

Given the location of the Project on Catalina Island and the higher cost to transport materials to the island, approval of a 12.5% contingency is requested, using the same source of funds, for unforeseen costs for the Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On August 15, 2017, your Board authorized the Executive Director to negotiate and execute an architectural contract and any related amendment for up to \$163,827 with Martinez Architects, to complete design, plan check submissions and corrections, and assistance during the bidding and construction administration phases.

In accordance with the Board's Civic Art Policy amended on August 11, 2015, the Project budget includes one (1) percent of design and construction costs allocations to the Civic Art Fund.

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

The plans and specifications include the contractual provisions and material requirements necessary for the Project and are on file with the Commission's Construction Management Unit.

It is anticipated that the Project will be completed in 300 days for either the traditional, design-bid-build delivery method or JOC process following the required commencement date identified in the Notice to Proceed. The Commission will act on behalf of the County of Los Angeles, the owner of the Project, to approve and accept the Project upon completion.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is within a class of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The scope of work for the Avalon Library Interior Improvement Project located at 215 Sumner Avenue in Avalon on Catalina Island entails the refurbishment and remodeling of the library's interior, which includes alterations to the facility to comply with ADA requirements for the staff restroom, installation of windows, and removal of a dropped ceiling to enhance the space. Doors, millwork, flooring, shelving, lighting, furniture, electrical, fixtures, furniture, and finishes will be replaced and/or remodeled to modernize the existing library.

The Project will involve negligible expansion of an existing use. In addition, there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the Project's records.

In addition, the Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, or remove rare plants or mature trees.

Upon your Board's approval of the Project, we will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

An advertisement for construction bids will be issued for the Project, in accordance with the 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) on the Project is encouraged through the Commission's CBE Outreach Program and by monitoring the good-faith efforts of bidders to subcontract with CBEs.

A construction contract will be executed with the apparent lowest responsive and responsible bidder for the Project, in the form previously approved by County Counsel, upon receipt of acceptable performance and payment bonds and evidence of required contract insurance.

In the event bids received are higher than the estimated construction cost, we recommend rejecting all bids, or if no bids are received, then use an existing Board approved JOC to deliver the project, to the extent the original work order issued to the contractor under the JOC does not exceed the estimated construction cost of \$685,203.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will not result in additional operational costs for the Public Library. When the renovation begins, a temporary express service library will be provided to the community. The interior refurbishment, remodeling, and other related interior improvements to the Project will result in enhanced services and effective resources to the community for many years to come.

Respectfully submitted,



MONIQUE KING-VIEHLAND

Executive Director

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Enclosures

Attachment A

AVALON LIBRARY INTERIOR IMPROVEMENT PROJECT
Estimated Budget

I. PROJECT FUNDING CHART

Project Budget Category	Total Funding
Soft Cost	200,985
Hard Cost	685,203
Hard Cost Contingency	85,650
Low Voltage	38,162
Project Management, Inspection, Labor Compliance and Project Administration Fees	300,000
Total	1,310,000

Attachment B
**CONSTRUCTION CONTRACT
AVALON LIBRARY INTERIOR IMPROVEMENT PROJECT
APPROVE, ADOPT, AND ADVERTISE
CDC BID NO. CDC18-092**

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 the Community Development Commission, Construction Management Unit, to the attention of Ms. Vivian Saavedra, 700 West Main Street, Alhambra, CA 91801.

**OFFICIAL NOTICE
INVITING BIDS**

Sealed Bids are hereby requested by the Community Development Commission ("Commission") for the Avalon Library Interior Improvement Project located at 215 Sumner Avenue, Avalon, CA 90704. Bids will be received at 700 W. Main Street (Conference Room 201), Alhambra, CA 91801 up to and until **2:00 p.m., October 10, 2018**. All bids will be opened and read before the public at the above-mentioned time and address. Bids must provide full disclosure on False Claim Act violations, pertinent civil litigation history, criminal convictions, debarments, and labor law/payroll violations on the forms provided in Part C. Failure to complete these forms may result in a determination that the bidder is non-responsive and/or not responsible. Bidders shall guarantee their bid for a minimum of 120 days.

SD	PROJECT	COMMISSION BID NO.	DATE OF BID OPENING
2	Avalon Library Interior Improvement Project 215 Sumner Avenue Avalon, CA 90704	CDC18-092	October 10, 2018

Contractors interested in bidding are invited to access our website at www.lacdc.org to download a free copy of the complete Bid Documents. Please contact Vivian Saavedra at (626) 586-1785 if you need assistance downloading the Bid Documents from the website. Bid documents will be available beginning **August 30, 2018 by 5 p.m.** Si usted requiere mas informacion sobre este anuncio, por favor llame a Becky Cerecedes al telefono (626) 586-1789.

Notwithstanding any other provision herein, the Commission reserves the right in its sole discretion to reject any and all bids or to waive technical or inconsequential errors, discrepancies, and deficiencies in bids submitted in the public's interest. This solicitation for bids is not a contract or commitment of any kind. The Commission is not liable for costs or expenses incurred in the preparation of the respondents' bid. It reserves the right to issue

supplementary information or guidelines related to this Notice to Bid. The Commission ensures equal opportunity in the award and performance of any contract to all persons, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, or disability.

REQUIREMENTS

California Class A Contractor's License

10% Bid Bond Required

100% Performance and 100% Payment Bonds

Completion of the project within 300 Calendar Days

State Prevailing Wage Requirements

Compliance with Senate Bill 854

GAIN/GROW Attestation

Child Support Compliance

Claims History Disclosures

Defaulted Property Tax Reduction Program

Local Small Business Enterprise Preference Program

Local and Targeted Worker Hiring

General Liability Insurance with Additional Insured Endorsement (shall include completed operations and be on a primary and non-contributory basis)

Pollution Liability insurance including coverage for bodily injury, property damages, and environmental damage

Workers' Compensation Insurance (shall be statutory and include employer's liability and a waiver of subrogation)

Automobile Insurance, coverage shall be on a primary and non-contributory basis (coverage shall include owned, hired, non-owned, or any auto). Other related requirements listed in the bid documents

Mandatory job experience required – All bidders responding to this solicitation **shall have completed within the last 5 years preceding the bid due date:**

1) At least one ground up new construction of civic, community/publicly oriented type buildings, **OR** substantial gut rehabilitation/renovation of two civic, community/publicly oriented type buildings, **OR** a combination thereof. Each of these projects shall be located within California; each will have a total hard cost value in excess of \$500,000, and each with a total of at least 1,000 square feet or greater. Each of the two qualifying projects shall have included at least three of the following items: custom millwork, relocation or construction of architectural and/or structural walls, new window placement, new finishes (carpet, tile, paint), interior remodeling, electrical, and/or utility feeds.

Failure to provide completion information in response to the foregoing minimum requirements shall render the bid non-response. Failure to meet the foregoing requirements shall result in disqualification of the bid for failure to meet the mandatory minimum requirements of the bid. However, the Commission, in its

sole discretion, may determine, based upon the information submitted, whether the bidder meets the requirements set forth above.

All bidders must complete Part C (in its entirety).

PREBID CONFERENCE

The **MANDATORY** pre-bid conference shall be conducted on **Wednesday, September 5, 2018, at 11:00 a.m.** at 700 W. Main St., Alhambra CA 90801. Questions may be submitted in writing by e-mail to vivian.saavedra@lacdc.org. Questions are due **no later than 10:00 a.m., Wednesday, September 19, 2018.** Questions submitted after that time **will not** be accepted. The project scope of work entails the refurbishment and remodeling of an existing public library's interior approximately 1,500 square feet. This includes but is not limited to, alterations to the facility to comply with the Americans with Disabilities Act requirements for the staff restroom, installation of windows to provide more natural light and views to the exterior, and removal of the dropped ceiling to gain interior volume and enhance the space. Doors, millwork, flooring, shelving, lighting, furniture, electrical, fixtures, furniture, and finishes will be replaced and/or refurbished to modernize the existing library. Contractors are responsible for verifying site and building conditions prior to submitting their bid.

CELIA ZAVALA, ACTING EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES