



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

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ALHAMBRA, CALIFORNIA 91803-1331  
Telephone (626) 458-5100  
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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE  
REFER TO FILE

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

17 January 8, 2019

CELIA ZAVALA  
EXECUTIVE OFFICER

January 08, 2019

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  
EL MONTE COMPREHENSIVE HEALTH CENTER  
PRIMARY CARE CLINIC RENOVATION AND  
URGENT CARE CENTER RENOVATION PROJECTS  
ESTABLISH AND APPROVE CAPITAL PROJECTS,  
APPROVE APPROPRIATION ADJUSTMENT, AND  
ADOPT, ADVERTISE, AND AWARD  
CAPITAL PROJECT NOS. 87472 AND 87473  
(SUPERVISORIAL DISTRICT 1)  
(4 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to establish and approve the capital projects; adopt plans and specifications; allow advertising for construction bids; and authorize Public Works to execute a construction contract for the Primary Care Clinic Renovation and Urgent Care Center Renovation projects located at the El Monte Comprehensive Health Center.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed El Monte Comprehensive Health Center Primary Care Clinic Renovation and Urgent Care Center Renovation projects are exempt from the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the projects.

2. Establish and approve the following El Monte Comprehensive Health Center capital projects and budgets as follows: Primary Care Clinic Renovation project (Capital Project No. 87472) in the amount of \$3,100,000 and Urgent Care Center Renovation project (Capital Project No. 87473) in the amount of \$3,525,000 for a combined total projects budget of \$6,625,000.
3. Approve the Fiscal Year 2018-19 Appropriation Adjustment to reallocate a total of \$823,000 from the Department of Health Services' Enterprise Fund-Committed to fund the projected Fiscal Year 2018-19 expenditures for the El Monte Comprehensive Health Center Primary Care Clinic Renovation project (Capital Project No. 87472) and Urgent Care Center Renovation project (Capital Project No. 87473).
4. Adopt the plans and specifications that are on file with Public Works for construction of the El Monte Comprehensive Health Center Primary Care Clinic Renovation and Urgent Care Center Renovation projects, with an estimated construction cost of \$1,700,000 and \$1,300,000, respectively, for a combined estimated construction cost of \$3,000,000.
5. Instruct the Executive Officer of the Board to advertise the El Monte Comprehensive Health Center Primary Care Clinic Expansion and Urgent Care Center Renovation projects under a single solicitation and contract for bids to be received and opened on February 21, 2019, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
6. Authorize the Director of Public Works or his designee to execute a consultant services agreement with the apparent lowest responsive and responsible bidder to prepare a baseline construction schedule for a \$2,000 not-to-exceed amount funded by the project funds.
7. Delegate authority to the Director of Public Works or his designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to waive inconsequential and non-material deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has timely prepared a satisfactory baseline construction schedule and satisfied all conditions for contract award. Upon such determination, authorize the Director of Public Works or his designee to award and execute a single construction contract for the combined projects, in the form previously approved by County Counsel, to the apparent lowest responsive and responsible bidder if the low bid can be awarded within the approved combined total project budget, and to take all other actions necessary and appropriate to deliver the projects.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find that the El Monte Comprehensive Health Center (CHC) Primary Care Clinic Renovation and Urgent Care Center Renovation projects are exempt from the California Environmental Quality Act (CEQA); establish and approve the two capital projects in El Monte CHC and projects budget; approve an Appropriation Adjustment; adopt plans and specifications, allow advertising for construction bid, and authorize Public Works to award and execute a single combined construction contract for the El Monte CHC Primary Care Clinic Renovation and Urgent Care Center Renovation projects.

The proposed projects are located at 10953 Ramona Boulevard, El Monte, CA 91731 and will enhance the delivery of healthcare services by expanding the size of the El Monte CHC Primary Care Clinic and adding an Urgent Care Center which are much needed services for the constituents of the County of Los Angeles residing in the San Gabriel Valley. The proposed El Monte CHC

Primary Care Clinic Renovation and Urgent Care Center Renovation projects, approximately 8,800 square feet, will refurbish the existing Ambulatory Surgery Center (ASC) that is no longer in use, located on the 1st Floor of the facility, to provide additional space to house the primary care and urgent care programs.

#### El Monte CHC Primary Care Clinic Renovation Project (C.P. 87472)

The existing Primary Care Clinic is located on the 2nd floor of the El Monte CHC. The proposed Primary Care Clinic Renovation will provide Patient-Centered Medical Homes care that will utilize health maintenance and chronic disease management principles to improve healthcare for patients while reducing hospitalizations and emergency room utilization.

The proposed primary care clinic renovation project, approximately 3,400 square feet, will be located within a portion of the renovated space at the existing ASC, and will accommodate a reception and waiting room, treatment room, eight exam rooms, two team rooms, a medication room, a care manager office, soiled and clean utility rooms, and patient restrooms.

#### El Monte CHC Urgent Care Center Renovation Project (C.P. 87473)

The proposed urgent care center renovation on the 1st floor of the El Monte CHC will provide constituents access to urgent care services. Currently, patients assigned to receive Patient-Centered Medical Home care at El Monte CHC, La Puente Health Center, and East San Gabriel Valley Health Center must travel to LAC+USC Medical Center for both emergency and urgent care services. As a result, patients use out-of-network services, which is costly to the County, is not conducive to quality care, and is not convenient for the patients. In addition, the new urgent care center renovation will be a valuable resource to patients assigned to Community Partner Clinics and to other uninsured patients who also may use the LAC+USC Medical Center emergency and urgent care services by providing urgent medical care locally.

The proposed urgent care center renovation project, approximately 5,400 square feet, will be located within a portion of the renovated space of the existing ASC, and will accommodate a reception and waiting room, a nurse's station, two triage rooms, four observation rooms, an education/counseling office, a treatment room, five exam rooms, a medication room, a charting room, soiled and clean utility rooms, three offices, and patient restrooms.

The proposed projects include the removal and installation of new partitions, ceiling tiles, flooring, and casework; modifications to mechanical, electrical, plumbing, and fire sprinklers systems; fire alarm system upgrade; and compliance with accessibility requirements of the Americans with Disabilities Act.

Plans, specifications, and jurisdictional approvals have been completed using a Board-approved, as-needed architect/engineer agreement. To maximize efforts and minimize costs, the two projects will be delivered under one construction contract. Upon the Board's approval of the recommended actions, construction of the proposed projects are anticipated to begin in June 2019 and are estimated to be completed in September 2020. To expedite construction of both projects, we are recommending that the Board adopt and advertise these documents for construction bids, and authorize Public Works to award and execute a construction contract to the lowest responsive and responsible bidder if the low bid can be awarded within the approved combined total project budget.

## Green Building/Sustainable Design Program

The projects are either upgrades to the building systems or renovation to less than 10 percent of an existing building. The scope of work for these projects does not make it feasible to upgrade the building to be Leadership in Energy and Environmental Design certified level to meet the Board's December 20, 2016, policy. The proposed projects will support the Board's Policy for Green Building/Sustainable Design Program by recycling disposable material and by incorporating energy efficient products during construction.

### **Implementation of Strategic Plan Goals**

The County Strategic Plan directs the provision of Strategy II.1, Drive Economic and Workforce Development in the County; Strategy II.2, Support the Wellness of our Communities; and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. The recommended actions support the Strategic Plan by supporting the wellness of our communities and enhancing the delivery of comprehensive and seamless healthcare services to the residents of the County seeking healthcare assistance.

### **FISCAL IMPACT/FINANCING**

The total project budget for each project is as follows: \$3,100,000 for the El Monte CHC Primary Care Clinic Renovation project (C.P. 87472) and \$3,525,000 for El Monte CHC Urgent Care Center Renovation project (C.P. 87473). The total project budget includes construction, change order contingency, plans and specifications, permit fees, consultant services, inspection services, civic art, and County services.

The combined total project budget is \$6,625,000. Department of Health Services (DHS) has paid \$543,000 for preliminary assessment fees. The enclosed Fiscal Year (FY) 2018-19 Appropriation Adjustment (Enclosure A) will reallocate \$823,000 from the from the DHS' Enterprise Fund-Committed to fund the projected FY 2018-19 expenditures: \$445,000 for the El Monte CHC Primary Care Clinic Renovation (C.P. 87472) and \$378,000 for the Urgent Care Center Renovation (C.P. 87473) projects. DHS will provide funding in the future budget phases, as needed, to fully fund the remaining project budget of \$5,259,000.

#### Operating Budget Impact

DHS' FY 2018-19 Final Budget includes funding for a one-time cost of approximately \$1,035,000 for both projects. Of this amount, \$148,000 is for fixtures and furniture and \$887,000 is for equipment. DHS will submit budget request during future budget phase for support staff as needed for the primary care and urgent care services.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In accordance with the Board's Civic Art Policy amended on August 11, 2015, the El Monte CHC Primary Care Clinic Renovation and Urgent Care Clinic Renovation projects include 1 percent of the design and construction costs to be allocated to the Civic Art fund, approximately \$18,400 and \$19,000, respectively.

A standard construction contract will be used for the combined El Monte CHC Primary Care Clinic Renovation and Urgent Care Center Renovation projects. The contract contains terms and conditions supporting the Board's ordinances and policies, including but not limited to, the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs, Contract Language to Assist in Placement of Displaced County Workers, and Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015).

In accordance with the Board's consolidated Local and Targeted Worker Hire Policy adopted on September 6, 2016, the projects will require that at least 30 percent of the total California craft worker hours for construction of the project be performed by Local Residents and at least 10 percent be performed by Targeted Workers facing employment barriers.

Prior to execution of the construction contract, Public Works will ensure that the contractor has submitted acceptable performance and payment bonds and evidence of required contractor insurance.

The plans and specifications include the contractual provisions, methods, and material requirements necessary for these projects and are on file with Public Works, Business Relations and Contracts Division.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed El Monte CHC Primary Care Clinic Renovation and Urgent Care Center Renovation projects are categorically exempt from CEQA. The two separate projects which consist of repairs and upgrades to existing facilities, as well as replacement of features in the interior of existing facilities are within certain classes of projects that have been determined not to have a significant effect on the environment in that the projects meet criteria set forth in Sections 15301 (a) and (i) and 15302(c) of the State CEQA Guidelines and Classes 1(d), (i) and (l) and 2(e) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, because the projects include repair, upgrade, inclusion of safety devices and replacement of features at existing facilities. The projects involve negligible or no expansion of use and replacement features will have the same purpose and capacity.

Additionally, based on the project records, both projects will comply with all applicable regulations and are not located in a sensitive environment. There are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code Section 65962.5, or indications that the projects may cause a substantial adverse change in the significance of a historical resource that would make the exemptions inapplicable.

Upon the Board's approval of the El Monte CHC Primary Care Clinic Renovation and Urgent Care Center Renovation projects, Public Works will file a Notice of Exemption for each project with the Registrar-Recorder/County Clerk in accordance with Section 21152 of the California Public Resources Code.

## **CONTRACTING PROCESS**

Advertising for construction bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Enclosure B).

As requested by the Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" and "Public Works Business Opportunities" websites. Public Works will also inform local small business enterprises about this business opportunity for those certified by the County of Los Angeles Department of Consumers and Business Affairs.

Participation by Community Business Enterprises (CBE) in the projects is encouraged through Public Works' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have little or no impact on current services at the existing El Monte CHC. Patient care services will remain fully operational during construction.

**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Project Management Division I.

Respectfully submitted,



MARK PESTRELLA

Director

MP:AKM:ms

Enclosures

- c: Arts Commission
- Auditor-Controller
- Chief Executive Office (Capital Programs Division)
- County Counsel
- Executive Office
- Department of Health Services (Capital Projects Division)
- Department of Public Social Services (GAIN/GROW Programs)



PINK

BA FORM 03/13

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES  
**REQUEST FOR APPROPRIATION ADJUSTMENT**

DEPT'S. NO. 110

DEPARTMENT OF HEALTH SERVICES

December 3, 2018

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 2018-19**

**4 - VOTES**

SOURCES

USES

BA Detail - See Attachment Page 1.

BA Detail - See Attachment Page 1.

SOURCES TOTAL: \$ 2,469,000

USES TOTAL: \$ 2,469,000

JUSTIFICATION


This budget adjustment is necessary to establish and fund Capital Project No. 87472, El Monte CHC Primary Care Clinic Renovation and Capital Project No. 87473, El Monte CHC Urgent Care Center Renovation from DHS Enterprise Fund-Committed for DHS for anticipated expenditures in FY 2018-19.

**ADOPTED**

  
AUTHORIZED SIGNATURE Mela Guerrero, Controller, DHS

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES  
BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

# 17 JAN 08 2019

  
CELIA ZAVALA  
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR ---

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY 

CHIEF EXECUTIVE OFFICER

BY 

B.A. NO. 078

BY  Dec. 7 20 18

BY  DEC 10 20 18

**DEPARTMENT OF HEALTH SERVICES  
REQUEST FOR APPROPRIATION ADJUSTMENT  
CAPITAL PROJECTS  
FISCAL YEAR 2018-19**

4 VOTES

**SOURCES:**

<b>DHS Enterprise Fund</b>	
MN2-3078	
Committed for DHS	823,000
Decrease Obligated Fund Balance	
<b>LAC+USC Medical Center Enterprise Fund</b>	
MN4-HG-96-9911-60010	
Operating Transfers In	823,000
Increase Revenue	
<b>Total Enterprise Fund</b>	<b><u>\$ 1,646,000</u></b>
<b>Ent Sub - LAC+USC Medical Center</b>	
A01-AC-6100-21200-21224	
Other Financing Uses	823,000
Decrease Appropriation	
<b>Total General Fund</b>	<b><u>\$ 823,000</u></b>
<b>Total</b>	<b><u>\$ 2,469,000</u></b>

**USES:**

<b>DHS Enterprise Fund</b>	
MN2-HS-6100-60070	
Other Financing Uses	823,000
Increase Appropriation	
<b>LAC+USC Medical Center Enterprise Fund</b>	
MN4-HG-96-9912-60010	
Operating Subsidy - General Fund	823,000
Decrease Revenue	
<b>Total Enterprise Fund</b>	<b><u>\$ 1,646,000</u></b>
<b>Ambulatory Care Network Capital Improvements El Monte CHC Primary Care Clinic Renovation</b>	
A01-CP-6014-64050-87472	
Capital Assets - Buildings & Improvements	445,000
Increase Appropriation	
<b>Ambulatory Care Network Capital Improvements El Monte CHC Urgent Care Center Renovation</b>	
A01-CP-6014-64050-87473	
Capital Assets - Buildings & Improvements	378,000
Increase Appropriation	
<b>Total General Fund</b>	<b><u>\$ 823,000</u></b>
<b>Total</b>	<b><u>\$ 2,469,000</u></b>

Noted & Approved:

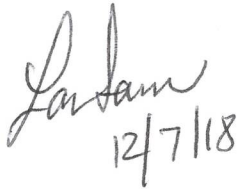
  
Mela Guerrero, Contoller  
Department of Health Services

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

# 17 JAN 08 2019

  
CELIA ZAVALA  
EXECUTIVE OFFICER

BA # 078

  
12/7/18



ENCLOSURE B

January 8, 2019

**CONSTRUCTION CONTRACT  
PUBLIC BUILDINGS CORE SERVICE AREA  
EL MONTE COMPREHENSIVE HEALTH CENTER  
PRIMARY CARE CLINIC RENOVATION AND  
URGENT CARE CENTER RENOVATION PROJECTS  
ESTABLISH AND APPROVE CAPITAL PROJECTS,  
APPROVE APPROPRIATION ADJUSTMENT, AND  
ADOPT, ADVERTISE, AND AWARD  
CAPITAL PROJECT NOS. 87472 AND 87473  
(SUPERVISORIAL DISTRICT 1)  
(4 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Business Relations and Contracts Division, Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, CA 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for materials, labor, and equipment required to complete construction for the following project:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>DATE OF BID OPENING</u></b>
1	7590 & 7591	El Monte Comprehensive Health Center Primary Care Clinic Renovation and Urgent Care Center Renovation	February 21, 2019

Copies of the project manual and drawings for the project may be downloaded for free from the Public Works website <http://dpw.lacounty.gov/go/constructioncontracts>; or may be purchased for the fee stated above at the Cashier's office, Public Works, 900 South Fremont Avenue, Mezzanine, Alhambra, California 91803. For bid information, please call Ms. Anna Schwartz of Business Relations and Contracts Division at (626) 458-2586. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 9:30 a.m. on February 21, 2019. Bids will be publicly opened, examined, and declared by Public Works at 10:00 a.m. on this date in the conference rooms at 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess either (1) an active General Engineering, (A) license classification, or (2) an active General Building (B) license classification with an active Warm-Air Heating, Ventilating and Air-Conditioning Contractor (C-20), Electrical (C-10), and Plumbing (C-36), Asbestos Abatement Contractor (C-22) license classifications, C - Specialty Contractor and all licenses needed to complete the work (this may be possessed by a subcontractor to the general) at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for the project. The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the work of improvement in accordance with the Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at the Public Works' Business Relations and Contracts Division, which shall be made available to any interested party upon request.

### **PRE-BID CONFERENCE**

Public Works, Project Management Division I, will hold a **mandatory** pre-bid conference/site visit on Tuesday, January 29, 2019, at 10:30 a.m., at the El Monte Comprehensive Health Center, located at 10953 Ramona Boulevard, El Monte, California 91731 to provide information on the project, bidding process, building walk and answer any questions that the potential bidders may have.

For further directions, please contact Ms. Anna Schwartz with Public Works, Business Relations and Contracts Division, at (626) 458-2586 or [aschwartz@dpw.lacounty.gov](mailto:aschwartz@dpw.lacounty.gov).

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.

**Americans with Disabilities Act (ADA) Information**



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5:00 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference PJ-2.

**Información sobre la Ley de Estadounidenses con Discapacidades (ADA)**



Individuos que requieran acomodamiento razonable pueden solicitar materiales escritos en formatos alternativos, acomodamiento físico, intérpretes en lenguaje de señas Americano ú otros acomodamientos razonables comunicándose con nuestro Coordinador Departamental de la Ley de Estadounidenses con Discapacidades al (626) 458-4081, de 7:30 a.m. a 5 p.m., lunes a jueves (excluyendo días festivos). Personas con problemas auditivos pueden comunicarse primer marcando al Servicio de Difusión de California al 7-1-1. Solicitudes pueden hacerse por lo menos una semana antes para asegurar disponibilidad. Cuándo se haga una petición razonable para acomodo, por favor mencione PJ-2.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated January 8, 2019.

Specs. 7590 & 7591

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