



MARK PESTRELLA, Director

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

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone (626) 458-5100
<http://dpw.lacounty.gov>

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

15 January 15, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

January 15, 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
LIVE OAK LIBRARY REFURBISHMENT PROJECT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7425; CAPITAL PROJECT NO. 87342
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

SUBJECT

Public Works is seeking Board adoption of the plans and specifications, authorization to advertise for construction bids, and award of the construction contract for the Live Oak Library Refurbishment project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the recommended actions are within the scope of the project previously found to be exempt under the California Environmental Quality Act and that there have been no changes to the project since approval.
2. Adopt plans and specifications that are on file with Public Works for construction of the Live Oak Library Refurbishment project at an estimated fair construction cost of \$4,370,000.
3. Instruct the Executive Officer of the Board to advertise the project for bids to be received and opened on February 14, 2019, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

4. 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 existing project funds.

5. Delegate authority to the Director of Public Works or his designee to make a determination that a bid is nonresponsive and to reject a bid on that basis, to award to the next lowest responsive and responsible bidder, 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 the construction contract, in the form previously approved by County Counsel, to the apparent lowest responsive and responsible bidder if the low bid, including the additive alternate, can be awarded within the approved total project budget, to establish the effective date of the contract upon receipt by Public Works of acceptable performance and payment bonds and evidence of required contractor insurance, and to take all other actions necessary and appropriate to deliver the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the project within the scope of the previous exemption finding under the California Environmental Quality Act (CEQA), adopt plans and specifications, allow advertising for construction bids, and authorize Public Works to award and execute a construction contract for the Live Oak Library Refurbishment project.

Project Background and Description

LA County Library has been leasing and operating the existing approximately 2,900-square-foot Live Oak Library, located at 4153 East Live Oak Avenue in Arcadia, since 1964. The County is seeking to replace the existing undersized library with a larger library in the same area to meet the current and projected library service needs of the community.

On August 23, 2016, the Board approved the acquisition of a suitable 22,402-square-foot property containing an approximately 7,440-square-foot building at a purchase price of \$2,170,000 for development of the replacement library facility. The new prospective library site is located at 22 West Live Oak Avenue in Arcadia, approximately 2 miles from the existing library.

On March 13, 2018, the Board approved the Live Oak Library Refurbishment project with a total project budget of \$7,315,000, and authorized Public Works to complete the building interior and site demolition work at the replacement facility using a Board-approved Job Order Contract (JOC). Public Works completed this work with JOC in May 2018 in an effort to reduce the potential for unforeseen site conditions and to make the building and site ready for the library refurbishment.

The proposed project will include refurbishment of the acquired 7,440-square-foot building for development of the replacement library facility at an estimated construction cost of \$4,000,000, including structural roof repairs and replacement of the roofing; replacement of the building mechanical, electrical, and plumbing systems and data infrastructure; refurbishment of the interior; and installation of signage, book shelves, custom cabinetry, and furniture. In addition, the project will include reconstruction of the on-site asphalt parking lot and landscaping areas.

The replacement library will include an adult reading area, a teen area, a children's area with homework center, a glass enclosed study room, a 40-seat community meeting room, express-service self-checkout machines near the customer service desk, public access computers and Wi-Fi, staff areas, public restrooms, and a collection of 42,500 books and other library materials.

The furniture, fixtures, and equipment for the proposed Live Oak Library Refurbishment project is estimated at \$500,000. The bid documents include, as an Additive Alternate, the procurement of a portion of the furniture, fixtures, and equipment (tables, chairs, appliances, book shelving, modular work stations, and staff lockers) by the general contractor for installation coordination with the other finish trades and is estimated at \$370,000. The remaining furniture, fixtures, and equipment (laptop vending machine, book self check-out units, computers, printers, fax machines, and copier machines) is estimated at \$130,000 and will be procured by LA County Library with purchase orders through the Internal Services Department. The \$500,000 to fully fund the furniture, fixtures, and equipment procurement will be transferred from the Live Oak Library Refurbishment Project to LA County Library's operating budget.

If the bid amount for the furniture, fixtures, equipment from the apparent lowest responsive and responsible bidder is reasonable, the additive alternate will be included in the construction contract award. If not, the furniture, fixtures, and equipment will be procured by LA County Library with purchase orders through the Internal Services Department.

To expedite construction of the project, we are recommending that the Board authorize Public Works to award and execute a construction contract with the lowest responsive and responsible bidder if the low bid can be awarded within the approved total budget of \$7,315,000.

The proposed consultant services agreement requires the apparent lowest responsive and responsible bidder to prepare a baseline construction schedule that conforms to the County's schedule specification.

Construction of the improvements is scheduled to begin in May 2019 and will be substantially completed by May 2020.

Green Building/Sustainable Design Program

The proposed project will consist of major refurbishment of an existing County building to serve as the new Live Oak Library facility. In accordance with the County's Energy and Environmental Policy amended by the Board on December 20, 2016, a cost-benefit assessment was completed by Public Works based on the project scope and budget to determine whether it makes environmental and fiscal sense to have the project achieve a United States Green Building Council Leadership in Energy and Environmental Design (LEED) certification and, if so, to determine the appropriate level of LEED certification. Based on the results of the cost-benefit assessment, the project will be designed and constructed to achieve LEED Certified Level certification by incorporating sustainable design features to optimize energy and water use efficiency, enhance the sustainability of the site, improve indoor environmental quality, and maximize the use and reuse of sustainable and local resources.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provisions of Strategy II.2, Support the Wellness of our Communities, Objective II.2.2, Expand Access to Recreational and Cultural Opportunities, and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, Objective III.3.2, Manage and Maximize County Assets. The recommended actions support the Strategic Plan by investing in public infrastructure that will enhance cultural, recreational, and learning opportunities for County residents and visitors, and improve the operational effectiveness of an existing County asset.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate for the project is \$4,370,000, including \$4,000,000 for the library refurbishment and site improvements, and \$370,000 for the furniture, fixtures, and equipment (Additive Alternate).

On March 13, 2018, the Board approved the total project budget of \$7,315,000, including plans and specifications, plan check, construction, change order contingency, signage, furniture and equipment, consultant services, miscellaneous expenditures, civic art, and County services.

The \$500,000 to fully fund the furniture, fixtures, and equipment procurement will be transferred from the Live Oak Library Refurbishment Project, Capital Project No. 87342, to LA County Library's operating budget.

The project is funded with \$4,604,000 from the Provisional Financing Uses Budget allocated to the Fifth Supervisorial District; \$315,000 from the Fifth Supervisorial District's Extraordinary Maintenance funds; and \$2,396,000 from Various Fifth District Improvement, Capital Project No. 77047. Sufficient appropriation is available in the Fiscal Year 2018-19 Capital Projects/Refurbishment Budget, Capital Project No. 87342, to fully fund the project.

Operating Budget Impact

LA County Library anticipates a possible increase in ongoing operating costs as a result of the proposed project that will be absorbed in LA County Library's ongoing operating budget. LA County Library will also incur a one-time expense of approximately \$154,000 for additional library materials. Funding for the additional library materials will consist of \$78,000 residual funds from completed Fifth Supervisorial District projects that was approved by the Board during 2018-19 Supplemental Budget and \$76,000 is included in LA County Library's Library Facilities Mitigation Fee Funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy amended on August 11, 2015, the project budget includes 1 percent of the eligible design and construction costs to be allocated to the Civic Art Fund (\$42,500).

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

A standard construction contract will be used that contains terms and conditions supporting the Board's ordinances and policies, including but not limited to, the County's 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 Services Notice 1015).

The plans and specifications are on file with Public Works' Business Relations and Contracts Division.

ENVIRONMENTAL DOCUMENTATION

On March 13, 2018, the Board approved the Live Oak Library Refurbishment project and found the project to be categorically exempt from CEQA as it involves refurbishment of an existing building and site to serve as a library facility.

Public Works filed a Notice of Exemption with the Registrar-Recorder/County Clerk upon approval of the project. The proposed actions are within the scope of the previously approved exempt project and there have been no changes to the project or the circumstances under which it will be undertaken since approval.

CONTRACTING PROCESS

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

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) in the project 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 no impact on current County services or projects. The existing Live Oak Library will continue in operation during construction of the replacement library facility.

CONCLUSION

Please return one adopted copy of this Board letter to the Public Works, Project Management Division I and LA County Library.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" and last name "Pestrella" clearly distinguishable.

MARK PESTRELLA
Director

MP:AKM:mae

Enclosures

c: Arts Commission
Chief Executive Office (Capital Programs
Division)
County Counsel
Executive Office
LA County Library
Department of Public Social Services
(GAIN/GROW Program)

January 15, 2019

**CONSTRUCTION CONTRACT
PUBLIC BUILDINGS CORE SERVICE AREA
LIVE OAK LIBRARY REFURBISHMENT PROJECT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7425; CAPITAL PROJECT NO. 87342
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

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 Public Works, Business Relations and Contracts Division, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

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

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC FEE</u>	<u>DATE OF BID OPENING</u>
5	7425	Live Oak Library Refurbishment Project 22 West Live Oak Avenue Arcadia, CA 91007	\$75	February 14, 2019

Copies of the project manual and drawings may be downloaded free of charge from the County of Los Angeles, 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 contact Mr. Sami Gharib of Business Relations and Contracts Division at (626) 458-2552. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in the conference rooms at 900 South Fremont Avenue, Alhambra, California 91803.

This project requires the general contractor firm to possess a B license classification at the time of bid.

In addition to the above, the general contractor must satisfy at least one of the following two minimum requirements for qualification experience:

OPTION 1 – LIBRARY PROJECT EXPERIENCE

The general contractor shall have completed as a prime contractor, a minimum of one Public Library (as defined by Section 18810 (p) of the California Education Code) project (new or refurbishment) within the last 10 years, where the final contract value of work was at least \$3 million. School, Academic, or Special Libraries, as also defined in Section 18810, will **not** be considered as Public Libraries under this option; **OR**

OPTION 2 – PUBLIC WORKS PROJECT EXPERIENCE

The general contractor shall have completed as a prime contractor, within the last 5 years, at least one new building project or refurbishment project for a public entity at a construction value of at least \$3 million and a total square footage of at least 7,000 square feet, which included at least three of the following construction elements: low voltage and telecommunication systems, interior acoustical treatment, custom millwork, or LEED Certification. The general contractor shall submit verification of such qualifying experience on the County provided form at the time of bid submittal.

For both options, the County will determine, in its sole discretion, whether or not the information provided at the time of bid submittal meets the requirements for qualifying experience in order for the general contractor to be considered a responsive and qualified bidder for this project.

The general 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 project in accordance with Labor Code Section 1770. Copies of the prevailing rate per diem wages are on file at the Department of Public Works, which shall be made available to any interested party upon request.

PREBID CONFERENCE

Public Works, Project Management Division I will hold a prebid conference at 10 a.m., on January 24, 2019, at the project site, 22 West Live Oak Avenue, Arcadia, CA 91007, to provide information on the scope of work and answer basic questions from the potential bidders. Detailed questions or additional information must be submitted in writing to Mr. Sami Gharib with Public Works, Business Relations and Contracts Division at Fax No. (626) 979-5311 or you may contact him at (626) 458-2552.

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 relating to contracting 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.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



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-I]**.



Individuos que requieran acomodamiento rasonable accesible pueden solicitar materiales escritos en formatos alternativos, acomodamiento fisico accesible, intérpretes en lenguaje de señas Americano ú otros acomodamientos rasonables comunicándose con nuestro Coordinador Departamental del Acto de Americanos con Incapacidades al (626) 458-4081, de 7:30 a.m. a 5:00 p.m., Lunes a Jueves (excluyendo días festivos). Personas sordas o con problemas auditivos pueden comunicarse primero 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 reasonable para acomodo, por favor mencione **[PJ-I]**.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated January 15, 2019.

Specs. 7425

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