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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27 February 19, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

February 19, 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:

**LA COUNTY LIBRARY
CARSON LIBRARY REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION
APPROVE CAPITAL PROJECT NO. 87478
APPROVE APPROPRIATION ADJUSTMENT
APPROVE PROJECT SCOPE AND BUDGET
SECOND DISTRICT – 4 VOTES**

SUBJECT

Approval of the recommendations will find the Carson Library Refurbishment Project exempt from the California Environmental Quality Act, approve Capital Project No. 87478, approve the budget and scope of work, approve an appropriation adjustment, and authorize the Director of the Internal Services Department, or his designee, to deliver the proposed Project using Board-approved Job Order Contracts.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Carson Library Refurbishment Project exempt from the California Environmental Quality Act, for the reasons stated in this Board letter and in the record of the project.
2. Approve the Carson Library Refurbishment Project, Capital Project No. 87478 with a total budget of \$2,328,102 and approve the scope of work.
3. Approve an appropriation adjustment to transfer \$300,000 from the Capital Project No. 87478

budget, to the LA County Library operating budget for the procurement of the furniture, fixtures, and equipment for the project.

4. Authorize the Director of the Internal Services Department, or his designee, to deliver the Carson Library Refurbishment Project using Board-approved Job Order Contracts.
5. Authorize the Director of the Internal Services Department, or his designee, to authorize project work orders; to accept the project and file notices upon final completion of the project; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on the project, as applicable; and assess liquidated damages as authorized under Government Code section 53069.85 and the contract specifications.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will find the proposed Carson Library Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), approve Capital Project No. 87478, approve the budget and scope of work, approve an appropriation adjustment, and authorize the Internal Services Department (ISD) to deliver the Project using Board-approved Job Order Contracts (JOCs).

The project is located at 151 E. Carson Street in the City of Carson and supports the County's continued commitment to enhance public facilities and implement ADA access standards. In addition, the Project will help advance Countywide leveraging of LA County Library funds, as well as enhance a culture of access that people with disabilities can count on when utilizing Los Angeles County Library programs, facilities, and services.

The scope of work will consist of the refurbishment of the 21,164 square-foot existing Carson Library's (library) public area; including the reconfiguration of the public restrooms in the lobby and a path of travel to comply with ADA standards; refurbishment of three group study rooms to accommodate seating for 4-5 people which include adding interior windows, lighting, power outlets, projector and goo-painted wall. Replacement of the circulation desk to accommodate two (2) staff, add three (3) new self-check-out systems and one (1) built-in book drop off cabinet. Replacement and relocation of the information desk; refurbishing the Teen Area by enlarging the space with dedicated shelving, group seating, bar height counters for laptops, comfort seating and café tables for reading. Adding a new cooling system to MCR Room; repairing the electrical and data infrastructure; new digital display in lobby; interior paint and flooring in main public area; exterior and interior library signage; custom cabinetry including the customer service desk, reference desk, and laptop vending machine enclosure. Technology upgrades include adding four (4) new Online Public Access Computer iPads, additional computer workstations, and new laptop vending machine. New and refurbished furniture for the adult, teen, and children areas. In addition, the project will include reconstruction of the on-site asphalt parking lot to meet ADA requirements.

Implementation of Strategic Plan Goals

The County Strategic Plan directs the provisions of Goal II. Foster Vibrant and Resilient Communities, Strategy II.2 – Support the Wellness of our Communities, Objective II.2.2 Expand

Access to Recreational and Cultural Opportunities, and Goal III. Realize Tomorrow's Government Today, Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, Objective III.3.2 Manage and Maximize County Assets. The recommendations support the strategic plan by investing in public infrastructure that will enhance the recreational and cultural opportunities for County residents and visitors, and improve the operational effectiveness of an existing County asset.

Green Building/Sustainable Design Program

The Project will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

The Project will be designed and constructed to comply with Title 24 of the California Code of Regulations. Title 24 contains building standards to conserve electricity and natural gas in new and existing buildings within the State. When possible, ISD will document all Title 24 related improvements that qualify for Leadership in Energy and Environmental Design (LEED) building points to apply toward future LEED certification for the County building.

FISCAL IMPACT/FINANCING

The total cost for the proposed Project is currently estimated at \$2,328,102, which includes design, construction, change order allowance, inspection/testing, civic art fee, furniture, fixtures, and equipment and ISD County services.

The project is funded with \$401,768 from the LA County Library Developer Fee Budget; \$1,725,334 from the LA County Library Operating Budget; and \$201,000 NCC from the Carson Regional Public Library ADA Upgrade Project, Capital Project No. 87146, to the proposed Carson Library Refurbishment Project, Capital Project No. 87478. Sufficient appropriation is available in the Fiscal Year 2018-19 Capital Projects/Refurbishment Budget, Capital Project No. 87478, to fully fund the project.

Approval of the Appropriation Adjustment (Attachment A) will transfer \$300,000 from the Carson Library Refurbishment Project budget, Capital Project No. 87478, to LA County Library's operating budget to fund the procurement of the furniture, fixtures, and equipment for the proposed Project.

Operating Budget Impact

The proposed appropriation adjustment to transfer \$300,000 to the LA County Library operating budget will be used for furniture, fixtures and equipment (FF&E) purchases (\$200,000) and the rental of modular trailers for a temporary library for the duration of the construction period (\$100,000). The project scope of work consists of replacing existing infrastructure with like infrastructure. Therefore, following completion of the Project, LA County Library does not anticipate any one-time start-up costs or additional ongoing costs as a result of the Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Local and Targeted Worker Hire Policy, adopted on September 6, 2016, the proposed Project will include a best effort goal that at least thirty percent (30%) 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 proposed Project.

Pursuant to the Board’s Civic Art Policy, adopted on December 7, 2004 and last amended on August 11, 2015, the Project is required to allocate one percent (1%) of the design and construction costs for the Civic Art Fund, approximately \$21,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The scope of work consists of refurbishments made to study rooms and open spaces, repairs to electrical and data infrastructure, and reconstruction of the bathrooms, paths of travel, and the parking lot to ADA standards. Therefore, the work is within certain classes 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(a), (d), and (f), 15302(c), 15303 and Section 15311 (a) and (b) of the State CEQA Guidelines and Classes 1(c), (d), (i), (n) and (x)(2), 2(e), 3 and 11(d) and (f) of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G because it includes repairs and minor alterations to existing public facilities, replacement of features, placement of equipment in small structures and accessory structures.

The proposed activities involve negligible or no expansion of an existing use and replacement features will have the same purpose and capacity. In addition, based on the records of the proposed Project, it will comply with all applicable regulations, it is not in a sensitive environment and 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 it may cause a substantial adverse change in the significance of a historic resource that would make the exemption inapplicable.

Upon the Board’s approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with section 21152 of the California Public Resources Code.

CONTRACTING PROCESS

The Project will be delivered using ISD Board-approved JOCs for the construction. The standard Board-directed clauses, including those that provide for contract termination, renegotiation, and hiring qualified displaced County employees are included in the JOC agreement.

The JOC contractor, who will perform the work, is required to fully comply with the Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.201 (Living Wage Program), and Chapter 2.203 (Contractor Employee Jury Service Program).

For this Project, ISD has made the determination that JOC is the most appropriate contracting method to perform the tasks involved. Specifically, to the extent the project entails repair, refurbishment, remodel, or alteration, and the cost of such project exceeds \$50,000, such project

would have to be performed via a competitively-procured construction contract, such as JOC, not by County employees, due to the "Force Account" limitations set forth in the Public Contract Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Upon approval of the recommended actions, the library will be closed to the public during construction. However, a 2,160 square foot modular temporary library will be provided on site for

public use while the library is under construction. To mitigate impediments caused by the construction, accessible portable restrooms, temporary relocation of accessible parking spaces, and alternate paths of travel will be utilized during construction.

CONCLUSION

Please return one adopted copy of this letter to the ISD Facilities Operations Service, Chief Executive Office, Capital Programs Division, and to LA County Library.

Respectfully submitted,



SCOTT MINNIX

Director

SM:SH:ME:AE:sy:jl

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
LA County Library

January 29, 2019

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 HER RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE

FY 2018-19

4 - VOTES

SOURCES

USES

LA COUNTY LIBRARY
CARSON LIBRARY REFURBISHMENT
A01-CP-6014-65044-87478
CAPITAL ASSETS - B & I
DECREASE APPROPRIATION

300,000

PROJECT AND FACILITY DEVELOPMENT
A01-CF-6100-10190
OTHER FINANCING USES
INCREASE APPROPRIATION

300,000

LA COUNTY LIBRARY
B06-PL-96-9911-41200
OPERATING TRANSFERS IN
INCREASE REVENUE

300,000

LA COUNTY LIBRARY
B06-PL-2000-41200
SERVICES & SUPPLIES
INCREASE APPROPRIATION

300,000

SOURCES TOTAL \$ 600,000

USES TOTAL \$ 600,000

JUSTIFICATION

Reflects funding from the Carson Library Refurbishment project (CP No. 87478) to LA County Library Operating Budget, by way of the Project and Facility Development (PFD) budget (10190) to fund all furniture, fixtures and equipment purchases for the project.

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

27

FEB 19 2019

James Yun
AUTHORIZED SIGNATURE

JAMES YUN, MANAGER, CEO

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

Celia Zavala
CELIA ZAVALA
EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY *[Signature]*

CHIEF EXECUTIVE OFFICER

BY *[Signature]*

B.A. NO. 099

DATE Dec. 21, 2018

DATE 1/8/19