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November 12, 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:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

19 November 12, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

**DEPARTMENT OF WORKFORCE DEVELOPMENT, AGING, AND COMMUNITY SERVICES
ANTELOPE VALLEY SENIOR CENTER REFURBISHMENT PROJECT CATEGORICAL
EXEMPTION; ESTABLISH AND APPROVE CAPITAL PROJECT NO.87486
APPROVE PROJECT BUDGET AND PROJECT SCOPE
FIFTH DISTRICT – 3 VOTES**

SUBJECT

Approval of the recommendations will find the Antelope Valley Senior Center Refurbishment Project exempt from the California Environmental Quality Act, establish and approve Capital Project No. 87486, approve the Project budget and scope, 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 Antelope Valley Senior Center Refurbishment Project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish and approve the Antelope Valley Senior Center Refurbishment Project, Capital Project No. 87486 with a total budget of \$350,000.
3. Authorize the Director of the Internal Services Department, or his designee, to deliver the Antelope Valley Senior Center Refurbishment Project using Board-approved Job Order Contracts.

4. 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 Antelope Valley Senior Center (Center) Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), establish and approve Capital Project No. 87486, approve the Project budget and scope, and authorize the Internal Services Department (ISD) to deliver the Project using Board-approved Job Order Contracts (JOCs).

The proposed Project is located at 777 West Jackman Street in the City of Lancaster, and is the site of the Department of Workforce Development, Aging, and Community Services' (WDACS) Center.

The Center offers a variety of educational, social, and recreational activities for persons 50 years and older. Some of its many offerings for the community are educational forums, recreational day trips, exercise, arts & crafts, workshops, and a computer lab. In addition, the Center, which also functions as a cooling center, provides food bank distribution and mental health services to income-qualifying seniors over 60 as well as mental health services.

The proposed scope of work for the Project includes: remodeling an existing lobby space by removing an existing sliding door and installing an accessible exit-only door, and installing a sliding window and countertop for a security guard station on the existing wall; remodeling an existing office space by removing an existing, temporary wall and existing door, and installing a drywall partition, doors, and heating, ventilation, and air conditioning (HVAC) ductwork; refurbishing the existing landscape with drought-tolerant plants and cacti to deter trespassing; remodeling the exterior by installing four round security planters to protect an existing access ramp; repairing the existing sprinkler system; re-painting and patching an existing outdoor cinderblock wall; removing a center island and wheel stops; leveling, re-stripping, and slurry sealing existing pavement space to designate as a loading zone; leveling and re-stripping existing parking spaces to designate four accessible parking spaces with one van access near the entrance; and installing four monitoring cameras in the library and hallways to supplement the existing cameras in the facility.

The construction duration is scheduled to last 6 months.

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.

FISCAL IMPACT/FINANCING

The total cost for the proposed Project is currently estimated at \$350,000, which includes design, construction, change order allowance, inspection/testing, contingency, and ISD County services.

The Project is funded with \$350,000 from Prior Year Net County Cost. Sufficient appropriation is available in the Fiscal Year 2019-20 Capital Projects/Refurbishment Budget, Capital Project No. 87478, to fully fund the project.

Operating Budget Impact

The scope of work consists of repair, remodeling, and refurbishments made to an existing facility and outdoor space. Therefore, following the completion of the proposed Project, ISD does not anticipate any one-time start-up 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 budget is less than \$500,000; therefore, the "Local Worker" and "Local Targeted Worker" labor hours are not required as part of the Project.

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004 and last amended on August 11, 2015, the Project is exempt from the one percent (1%) allocation of the design and construction costs for the Civic Art Fund, because the estimate budget is less than \$500,000.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The scope of work consists of repair, remodeling, and refurbishments made to an existing interior and exterior space as well as landscaping improvements, replacement of existing features, installation of equipment, and landscaping. 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), (f), (h), 15302(c), 15303, and 15304(b) of the State CEQA Guidelines and Classes 1(d), (i), (j), (s), 2(e), 3, and 4(c) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because it includes repairs and minor alterations to existing public facilities with negligible or no expansion of use, replacement of features with the same purpose and capacity, placement of small equipment and accessory structures and, minor alterations to land. No trees will be removed.

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 exemptions 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 and the Telecommunications Equipment and Services Master Agreement (TESMA) for the camera installation. The standard Board-directed clauses, including those that provide for contract termination and hiring qualified displaced County employees, are included in the JOC and TESMA agreement.

The JOC contractor who will perform the work is required to fully comply with applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Program) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

For this Project, ISD has made the determination that JOC and TESMA are the most appropriate contracting methods to perform the tasks involved. Specifically, to the extent the project entails repair, remodeling, refurbishment, 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.

In addition, ISD currently administers, through a Master Agreement that your Board approved on October 3, 2017, a TESMA program that provides a pool of readily available, prequalified providers of telecommunications equipment and services to help ISD and County departments effectively obtain equipment and services to fulfil their telecommunications needs through the competitive selection process.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will have minimal impact on current County services.

CONCLUSION

Please return one adopted copy of the board letter to the following: ISD Facilities Operations Service, the Chief Executive Office – Capital Programs Division, and WDACS.

The Honorable Board of Supervisors

11/12/2019

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Respectfully submitted,

A handwritten signature in blue ink that reads "Scott Minnix". The signature is written in a cursive, flowing style.

SCOTT MINNIX

Director

SM:SH:ME:CM:sy

c: Executive Office, Board of Supervisors
Chief Executive Officer
County Counsel
Department of Workforce Development, Aging,
and Community Services