



MARK PESTRELLA, Director

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

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE
REFER TO FILE

July 12, 2022

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

63 July 12, 2022

CELIA ZAVALA
EXECUTIVE OFFICER

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
HALL OF RECORDS REGIONAL PLANNING HEADQUARTERS AND
HEARING ROOM RENOVATION PROJECT
APPROVE CAPITAL PROJECT
ADOPT, ADVERTISE, AND AWARD
SPECS. 7688; CAPITAL PROJECT NO. 87605
(FISCAL YEAR 2022-23)
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval of the Hall of Records Regional Planning Headquarters and Hearing Room Renovation Project, adopt plans and specifications, advertise for construction bids, and delegate authority to Public Works to execute the construction contract for the proposed project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the Hall of Records Regional Planning Headquarters and Hearing Room Renovation Project is categorically exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the proposed project.
2. Approve the Hall of Records Regional Planning Headquarters and Hearing Room Renovation Project, Capital Project No. 87605, with a project budget of \$14,487,000.

3. Adopt plans and specifications that are on file with Public Works for construction of the Hall of Records Regional Planning Headquarters and Hearing Room Renovation Project at an estimated construction cost of \$8,500,000.
4. Instruct the Executive Officer of the Board to advertise the Hall of Records Regional Planning Headquarters and Hearing Room Renovation Project for bids to be received and opened on August 18, 2022, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
5. 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 \$20,000 not-to-exceed amount funded by the project funds.
6. 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 award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial 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 can be awarded within the approved total budget, to establish the effective date of the contract upon receipt by the 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 Hall of Records (HOR) Regional Planning Headquarters and Hearing Room Renovation Project categorically exempt from the California Environmental Quality Act (CEQA); approve the project and budget; adopt and advertise for construction bids; award a consultant services agreement for the preparation of a baseline construction schedule; and authorize the Director of Public Works to execute and award a construction contract for the project.

Background

The HOR was designed by midcentury architect, Richard Neutra, in partnership with fellow architect, Robert Alexander, and is considered a rare example of a constructed high-rise office building designed by the architects. Planned as part of the 1957 Civic Center Master Plan, the HOR provides records storage space and clerks' offices for the County. The HOR retains a remarkable degree of design integrity, both on the exterior and interior, which will be retained as part of this proposed project.

The proposed project will renovate a portion of the 13th Floor in the HOR to house the Headquarters for the Department of Regional Planning. The proposed scope will include renovated office space, a breakroom area, and a hearing room on the 1st Floor. The renovations will include new architectural finishes, mechanical and electrical upgrades, new audio-visual equipment, upgrades to data and telecommunications equipment, and Americans with Disabilities Act upgrades. The design will incorporate the County's Work Space Standards, which contain guidelines for office and workstation sizes, and meeting spaces, including hoteling stations and huddle rooms. Once completed, the

project will allow the Department of Regional Planning to consolidate staff, currently housed on the 10th and 11th Floors of the HOR, into a single space. These suites will be subsequently used by the Auditor-Controller, which will relocate from leased space at the World Trade Center.

Design and jurisdictional approvals have been completed, and it is recommended that the Board adopt and advertise plans and specifications for construction bids as required by the Public Contract Code. In order to accelerate the delivery of the project, it is recommended that the Board authorize the Director of 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 total project budget approved by the Board.

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

It is anticipated that construction of the project will begin in November 2022 and be substantially completed in November 2023.

Green Building/Sustainable Design Program

The project supports the Board's Green Building/Sustainable Design Program by implementing energy efficient lighting and restroom fixtures. The design features sustainable sourced wood products as finish materials throughout the suite in various areas.

Implementation of Strategic Plan Goals

These recommendations support the County's Strategic Plan: Goal III Realize Tomorrow's Government Today, Strategy II.2, Support the Wellness of our Communities; and Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, Objective III.3.2, Manage and Maximize County Assets. The proposed project will contribute to these goals by refurbishing underused and underperforming areas of the building, improving an existing structure that will provide for more efficient services, and a redesigned workspace to maximize employee productivity. Furthermore, the project will create long-term savings since staff will vacate other HOR spaces to consolidate onto the 13th Floor and allow other County staff to backfill those vacated spaces instead of financing leased office space.

FISCAL IMPACT/FINANCING

The project budget for the HOR Regional Planning Headquarters Project is currently estimated at \$14,487,000. The budget includes construction; change order contingency; furniture, fixtures, and equipment; plans and specifications; consultant services; permit fees; and County services. The \$14,487,000 project budget includes \$600,000 for information technology equipment and appliances. The equipment will be procured through a Telecommunications Equipment and Services Master Agreement that is a separate competitive solicitation process. In compliance with the Board's policy, the proposed project furniture will be procured by the County Purchasing Agent through the Internal Services Department. The project budget and schedule are included in Enclosure A.

There is sufficient appropriation in the Fiscal Year 2022-23 Capital Projects/Refurbishments Budget, under Capital Project No. 87605, to proceed with the proposed project.

Operating Budget Impact

The Department of Regional Planning anticipates a possible increase in ongoing operating costs resulting from the proposed project that will be absorbed in their operating budget. These costs include facility cleaning and technology telecommunications costs for services rendered by Internal Services Department.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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 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).

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

In accordance with the Board's Civic Art Policy amended on August 4, 2020, the proposed project budget includes 1 percent of the eligible design and construction costs for the Civic Art Allocation, which is estimated at \$112,000.

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 Residents and at least 10 percent be performed by Targeted Workers facing employment barriers.

ENVIRONMENTAL DOCUMENTATION

The proposed HOR Regional Planning Headquarters Project is categorically exempt from CEQA. The project consists of interior renovations to an existing building. This project is within certain classes of projects that have been determined not to have a significant effect on the environment, and that they meet the criteria set forth in Sections 15301 (a), (d), and (e); and Section 15302 (b) of the State's CEQA Guidelines and Class 1 (d) and Class 2 (a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The projects provide for repair, refurbishment, replacement, and minor alterations of existing facilities involving negligible or no expansion of an existing use and where replacement features will have the same purpose and capacity.

Additionally, the proposed project will comply with all applicable regulations; is not in a sensitive environment; will not create cumulative impacts, unusual circumstances, or damage to scenic highways; is not listed on hazardous waste sites compiled pursuant to Government Code Section 65962.5, and there is no indication the project may cause a substantial adverse change in the significance of a historic resource that would make the exemption inapplicable based on the record.

Upon the Board's approval of the project, Public Works will file a Notice of Exemption for the project with the Registrar-Recorder/County Clerk in accordance with Section 21152 of the Public Resources Code and will post the Notice of Determination to its website pursuant to Section 21092.2.

CONTRACTING PROCESS

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

This contract opportunity will be listed on the "Doing Business with Us" and "Do Business with Public Works" websites. Public Works will also inform the 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 project is encouraged through Public Works' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

Standard contracts, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees are included in the contract.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The HOR will remain fully operational during construction. We anticipate that some demolition, abatement, and construction will need to be performed in the off-hours to help reduce impacts to the tenants on other floors of the building. Department of Regional Planning's Headquarters staff will telework for the duration of the project, and public hearings conducted by the Regional Planning Commission or Hearing Officer will be relocated to other available County facilities.

CONCLUSION

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

Respectfully submitted,



MARK PESTRELLA, PE

Director

MP:LR:sl

Enclosures

- c: Department of Arts and Culture
- Auditor-Controller
- Chief Executive Office
- County Counsel
- Executive Office
- Department of Public Social Services
(GAIN/GROW Program)
- Department of Regional Planning

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I. PROJECT SCHEDULE SUMMARY

Project Activity	Scheduled Completion Date
Construction Documents	07/2022*
Construction Start	11/2022
Substantial Completion	11/2023
Final Acceptance	01/2024

*Actual Completion Date

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Project Budget
Construction	\$ 9,333,964
Demolition	\$ 700,000
Change Order Contingency	\$ 498,714
Civic Arts	\$ 112,000
Information Technology Infrastructure	\$ 900,000
Plans and Specifications	\$ 1,200,000
Consultant Services	\$ 100,000
Miscellaneous Expenditures	\$ 600,000
Jurisdictional Review/Plan Check/Permits	\$ 75,000
County Services	\$ 967,322
TOTAL	\$ 14,487,000

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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 Public Works Business Relations and Contracts Division, 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:

<u>SUPERVISORAL DISTRICT</u>	<u>SPECS.</u>	<u>PROJECT</u>	<u>DATE OF BID OPENING</u>
1	7688	Hall of Records Regional Planning Headquarters and Hearing Room Renovation Project	August 18, 2022

Copies of the project manual and drawings for the project may be downloaded for free from the Public Works website <https://dpw.lacounty.gov/contracts/opportunities.aspx>. For bid information, please contact Mr. Eric Macias of Business Relations and Contracts Division at (626) 458-2530 or emacias@pw.lacounty.gov. Bids will only be accepted electronically through Bid Express, a secure bidding service website at www.bidexpress.com. To submit the bid electronically, register with Bid Express at least one week prior to the bid opening date. Once the bidder is registered, an invitation will be sent to the bidder to allow access to the Public Contracting and Asset Management bid opening. There is a nominal service fee to use Bid Express. Each bid shall be submitted no later than 1 p.m. on August 18, 2022. Bids will be opened, examined, and declared by Public Works on Microsoft Teams Conference Meeting at 2 p.m. on this date.

This information and link to access the bid opening will be posted on Public Works' website on the project information link.

ENCLOSURE B

July 12, 2022

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a valid California General Engineering (A) license classification 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 prebid conference on Thursday, July 28, 2022, at 10 a.m., at Public Works Headquarters, 900 South Fremont Avenue, Alhambra, CA 91803 to provide information on the project, bidding process, and answer any questions that the potential bidders may have. Attendance is strongly required.

If you have any questions, please contact Mr. Macias at (626) 458-2530 or emacias@pw.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 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 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 PMI-3.

July 12, 2022

Información sobre la Ley de Estadounidenses con Discapacidades



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 PMI-3.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated February 9, 2021.

Specs. 7688

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