COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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June 23, 2005

IN REPLY PLEASE
REFER TO FILE: PM-3

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

CONSOLIDATED FIRE PROTECTION DISTRICT
NEW HEADQUARTERS COMPLEX
AWARD AGREEMENTS FOR
PROGRAMMING/SCHEMATIC DESIGN SERVICES
AND ENVIRONMENTAL SERVICES
SPECS. 6640; C.P. 70794
SUPERVISORIAL DISTRICT 1
3 VOTES

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND THE FIRE CHIEF THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT:

1. Approve the enclosed appropriation adjustment to increase appropriation in the amount of $570,000 to the Consolidated Fire Protection District New Headquarters Complex project, Capital Project 70794, from the Fire District's Accumulated Capital Outlay Fund – Services and Supplies.

2. Approve the alternate implementation process of developer design-build for the Consolidated Fire Protection District New Headquarters Complex project.

3. Delegate authority to the Acting Director of Public Works to manage the programming and schematic design phases of the Consolidated Fire Protection District New Headquarters Complex project.

4. Authorize the Fire Chief to execute an agreement with Sapphos Environmental Inc to prepare project environmental documentation for a not to exceed fee of $213,475 and establish the effective date following Board approval.

5. Award and authorize the Acting Director of Public Works to execute an agreement with Gruen Associates to provide programming, schematic design, and consulting services for the Consolidated Fire Protection District New Headquarters Complex project for a not to exceed fee of $916,200 to be financed from the Fire District's Accumulated Capital Outlay Fund, C.P. 70794, and establish the effective date following Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board's approval of the above recommended actions will enable completion of the initial phases of the design and environmental consulting services for the proposed Consolidated Fire Protection District New Headquarters Complex, located at 1320 North Eastern Avenue in the unincorporated area of Los Angeles.

Background

In its continuous effort to better serve the community and provide prompt, skillful, and cost-effective fire protection and life-safety services, the Fire District has recognized the need to consolidate its administrative services offices into one facility.

The present Headquarters Complex includes the Fire District headquarters building, earthquake training building, a separate training building and tower, fire command and control communications building, fuel system and accessory building, firefighter memorial, covered patio, museum/gym, and location where fire recruits are instructed in fire combat techniques.

The Klinger Headquarters building was constructed in two phases between 1950 and 1957. The site was developed by cutting near the top of the hill and placing the excavated material on the slope of the hill to create a level pad for the two-story building and parking area. In addition to the Headquarters Complex, 450 employees are located in various leased offices throughout the County.

The Klinger Headquarters building has experienced cracking due to settlement and lateral movement of the originally excavated material on the slope. In 2001, a slope stability analysis was conducted, which resulted in the installation of slope monitoring equipment. The monitoring results indicate continued slope movement and settlement. The Fire District has analyzed the soil stability issues, age and construction type of the current headquarters building, and potential financial benefits of staff consolidation and is recommending that a new headquarters building be constructed.

New Headquarters Complex

On April 15, 2004, the Fire District prepared a preliminary study for the new headquarters project that indicated a need for 175,000 square feet for an administration building and 195,000 square feet for a multilevel parking structure for 500 vehicles. The proposed project includes the construction of a new entrance road, two separate two-story buildings connected by a three-story entry/office structure, an entrance plaza, a multilevel underground parking facility, new firefighter memorial garden, new fueling station, and associated infrastructure. The fire command and control facility, communications building, and training tower would remain intact. Upon completion of the proposed project, it is anticipated that the existing headquarters building will be demolished.

Alternative Project Implementation Method

The statutory authority of the Fire District under the Health and Safety Code does not specifically authorize a lease leaseback to acquire a building on property owned by the Fire District. However, the recommended design-build implementation process could be accomplished utilizing the County's lease leaseback process under Government Code Section 25371. The statute authorizes the County to lease its property to a developer for the construction of design-build buildings to be used by the County.

The Fire District would lease the new headquarters site to the County, which in turn, will lease the site to a developer who will construct the new headquarters building and parking structure. The developer would be selected through a request for proposal process.

Upon completion of the proposed project by the developer and acceptance by the Fire District, the County would purchase the building from the developer with proceeds from a long-term publicly issued debt financing, or available Fire District funds, or a combination of both. The County would lease the completed building and parking structure to the Fire District.

Following completion of the programming and schematic design phases and the environmental documentation process, we will return to your Board with recommendations required to complete the implementation of the proposed project.

Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility. The consolidation of staff into a single facility will increase service efficiency and cost effectiveness of administrative operations.

FISCAL IMPACT/FINANCING

Based on the Fire District's preliminary space requirements study, the current estimated total project cost is between $40,000,000 to $45,000,000. The total estimated cost of the programming and schematic phases, including environmental, consultant, and County services, totals $1,598,475 (Enclosure A).

The recommended agreement with Gruen Associates is for a not to exceed fee of $916,200. The recommended agreement with Sapphos Environmental Inc is for a not to exceed fee of $213,475. The enclosed appropriation adjustment will transfer appropriation in the amount of $570,000 to the Consolidated Fire Protection District New Headquarters Complex project from the Fire District's Accumulated Capital Outlay Fund Services and Supplies. Sufficient appropriation will be available in the 2004-05 Capital Project Budget, Consolidated Fire Protection District New Headquarters Complex project, C.P. 70794, for award of the recommended agreements upon your Board's approval of the enclosed appropriation adjustment.

The proposed project will be funded by the Consolidated Fire Protection District annual payment of the debt service related to the County's issuance of a long-term financing mechanism upon completion of the project by the developer, or available Fire District funds, or a combination of both.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard agreement, in the form previously approved by County Counsel, will be used for the architect/engineering and environmental services. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for awarding this agreement, Gruen Associates and Sapphos Environmental Inc are willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under Federal income tax laws.

Gruen Associates and Sapphos Environmental Inc are in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

ENVIRONMENTAL DOCUMENTATION

Under the previously Board-approved as-needed agreements, the Fire District has the authority to hire specialized professional/technical consultants based on qualifications. In 2003, the Fire District hired Sapphos Environmental Inc to prepare an Initial Study and pertinent technical reports related to the proposed project through the Board-approved as-needed agreements based on their expertise and qualifications. The Initial Study was not completed due to Fire District changes to the proposed project. The recommended agreement will allow Sapphos Environmental Inc to commence additional work to modify the existing Initial Study and prepare required environmental documentation to remain consistent throughout the environmental process. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to enter into a developer agreement for construction of the project.

CONTRACTING PROCESS

On April 28, 2004, the Architectural Evaluation Board (AEB) recommended 15 firms to be considered for architect/engineer services for this project. On June 21, 2004, technical proposals for services were requested from these firms. On July 19, 2004, five firms submitted proposals for evaluation. Three firms were short listed and invited for oral presentations on August 16, 2004. The proposals were evaluated by a panel of members from the Fire District, CAO, and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of work requirements. These evaluations were completed without regard to race, creed, color,

or gender. Based on the review and evaluation of the proposals, Gruen Associates was found to be the firm best qualified to perform these services.

On February 3, 1998, your Board requested that contract opportunities be listed on the "Doing Business with Us" website. However, these contract opportunities were not listed on the website because the AEB evaluation process was used. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the "Doing Business with Us" website to offer general consultant opportunities, and the AEB supplements its business listing of architectural firms from the website information.

Gruen Associates has agreed to provide the services for a total not to exceed fee of $916,200. The negotiated fee has been reviewed by the Fire District, CAO, and Public Works and is considered reasonable for the scope of work.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreement as this agreement is for non-Proposition A services.

Gruen Associates' Community Business Enterprises participation data and three-year contracting history with the County are on file with Public Works. Sapphos Environmental Inc's Community Business Enterprises participation data and three-year contracting history with the County are on file with the Fire District.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects during the performance of the recommended services.

CONCLUSION

Please return one adopted copy of this letter to the CAO (Capital Projects Division), Fire District, and Public Works.

Respectfully submitted,

for DONALD L. WOLFE
Acting Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

P. MICHAEL FREEMAN
Fire Chief

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Enc. 2

cc: Auditor-Controller
County Counsel
Department of Public Social Services (GAIN/GROW Program)

June 23, 2005

ENCLOSURE A

CONSOLIDATED FIRE PROTECTION DISTRICT
NEW HEADQUARTERS COMPLEX PROJECT
PROGRAMMING/SCHEMATIC DESIGN
AND ENVIRONMENTAL SERVICES
SPECS. 6640; C.P. 70794

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Project Needs Assessment	N/A
Project Feasibility Study and Site Analysis	4/15/04*
Project Program	9/2005
Schematic Design	12/2005
Award Developer Agreement	7/2006
Design Construction Document Submittal	TBD
Jurisdiction Approval	TBD
Construction Substantial Completion	TBD
Project Acceptance	TBD

* Indicates completed activity.

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Land Acquisition	$ 0
Plans and Specifications	$ 916,200
Construction a) Construction b) Change Orders Subtotal	 $ TBD TBD $ TBD
Consultant Services	$ 405,275
Miscellaneous Expenditures a) Print/Blueprinting/Legal Advertising b) Office of Affirmative Action Compliance Subtotal	 $ TBD TBD $ TBD
Jurisdictional Review and Plan Check	$ 1,000
County Project Management Services	$ 276,000
TOTAL	$ 1,598,475

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BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. 390-15

DEPARTMENT OF FIRE

5/25/05 XB

AUDITOR-CONTROLLER.
THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

3 - VOTE

FY 2004-05

FINANCIAL SOURCES:

Fire District
Capital Project ACO Fund
Services and Supplies
J13 - FR - 50099-2000
$ 570,000

FINANCIAL USES:

Fire District
Capital Project ACO Fund
New Headquarters Complex Project
Building and Improvements - F/A
J13 - FR - 70794 - 6014
$ 570,000

JUSTIFICATION:

The appropriation adjustment is necessary to award programming/schematic design services and environmental services related to the Consolidated Fire Protection District - New Headquarters Complex Project.

Theresa Barrera

THERESA BARRERA, ASSISTANT CHIEF, FMD

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR— ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER BY

No. 355 JUNE 1 2005

APPROVED AS REQUESTED AS REVISED

June 2, 2005 19

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER