

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

August 16, 2005

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:

**ACTON/AGUA DULCE LIBRARY PROJECT
APPROVE GRANT AGREEMENT AND ACCEPT BOND ACT GRANT FUNDS;
APPROVE REVISED PROJECT BUDGET; AWARD AGREEMENT
SPECIFICATIONS 6525; C.P. 77453
(SUPERVISORIAL DISTRICT 5) 3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND
DIRECTOR OF PUBLIC WORKS THAT YOUR BOARD:**

1. Approve and authorize the County Librarian to sign the Grant Agreement with the California State Library (Attachment B) to accept State Library Bond Act grant funds in the amount of \$4,613,685 for the Acton/Agua Dulce Library Project.
2. Approve a revised project budget of \$10,375,335 for the Acton/Agua Dulce Library Project as detailed in Attachment A.
3. Award and authorize the Director of Public Works to execute an agreement with Tetra Design, Inc. to provide architectural/engineering design and consultant services for the Acton/Agua Dulce Library project for a not-to-exceed fee of \$612,245, funded by Fifth District Capital Project funds and State Library Bond Act grant funds, and establish the effective contract date following receipt of insurance certificates filed by the consultant.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the recommended actions will authorize the County Librarian to execute the grant agreement with the State, allow the County to accept the Library Bond Act grant funds awarded by the State and proceed with the design for the Acton/Agua Dulce Library Project.

On December 16, 2003 your Board authorized the Public Library to submit a grant application to the State for grant funds under the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 (Bond Act) to construct the Acton/Agua Dulce Library Project. The project will include the construction of an approximately 10,874 square foot library facility and associated parking on 1.492 acres of donated land located on Crown Valley Road in the unincorporated community of Acton.

On November 29, 2004 the State awarded a Bond Act grant to the County in the amount of \$4,613,685 for construction of the Acton/Agua Dulce Library Project. In order to receive the grant funds, the County is required to execute the attached grant agreement with the State Library. The agreement commits the County to administer and implement the library project and expend the grant funds in conformance with the provisions of the agreement and the requirements of the Bond Act and applicable regulations. Approval of the recommended actions will authorize the County Librarian to execute the grant agreement on behalf of the County.

On September 10, 2002 your Board awarded an agreement to Tetra Design, Inc. to prepare the various planning and design documents for submission to the State Library with the grant application. Under the recommended agreement, Tetra will provide the design and construction administration services necessary to complete the project. Following the completion of construction documents and jurisdictional approvals, tentatively scheduled for November 2006, we plan to return to your Board to adopt plans and specifications and advertise for bids to construct the project.

Implementation of Strategic Plan Goals

Approval of these actions is consistent with the County's Strategic Plan Goals of Fiscal Responsibility, Service Excellence, and Children and Families' Well-Being as this is an investment in public infrastructure that will provide improved library service and educational facilities and programs for enhancing education/workforce readiness for the residents of the unincorporated communities of Acton and Agua Dulce.

FISCAL IMPACT/FINANCING

At the time of the grant application, the project budget was estimated at \$8,408,519. The project was to be funded by a State bond act grant of \$4,613,685 and net County cost of \$3,794,834.

The grant application project budget included \$309,000 for the value of the land, which is considered a project cost by the State for purposes of the grant application. Since the library site was donated, the County did not incur any actual land acquisition expense. As a result, the actual net cost of the project was estimated to be \$8,099,519.

Since submitting the grant application, the construction industry has experienced significant cost increases resulting in a revised total project cost estimate of \$10,375,335 which exceeds the cost estimate developed at the time of the grant application by \$2,275,816. The revised cost estimate includes plans and specifications, plan check, construction, furniture and equipment, consultant services, civic art, library books and materials, miscellaneous expenditures, and County services. The revised project schedule and budget summary are provided in Attachment A.

The State grant of \$4,613,685 represents the State's maximum obligation to the project. Therefore, the County is responsible for funding the additional \$2,275,816 in project costs which results in a total County contribution of \$5,761,650.

Sufficient appropriation has been provided in the Fiscal Year 2005-06 Capital Projects budget (C.P. 77453) to fund the recommendations.

Operating Budget Impact

It is anticipated that the new library facility will begin operation in January 2009, and funding for annual operating costs will be required at that time. The annual cost for operating this new facility is estimated at \$760,000 based on the current costs for staffing, support, facility maintenance, and other operating costs that will be required. The Public Library will request additional funding for the new library's operating costs beginning in Fiscal Year 2008-09. The Chief Administrative Office will review the operating requirements and available funding as part of the budget and make a final recommendation to your Board at that time.

In addition to annual operating costs, one-time start-up costs of \$1,200,000 are required to purchase the library books and materials for the new facility's initial collection. Funding for the purchase of those materials is included in the project budget, and will be required beginning in Fiscal Year 2007-08.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Bond Act requires the County to operate the new library for a period of 40 years. The attached grant agreement with the State (Attachment B) requires the County to construct the public library facility described in the application submitted to the State in January 2004. The County is required to conform to the requirements of the Bond Act and applicable regulations in all aspects of administration, implementation, and construction of its public library project, and to expend grant funds in accordance with the Bond Act and the regulations. The grant agreement has been reviewed and approved as to form by County Counsel.

On October 14, 2003 your Board approved a donation agreement with the Brevidoro Family Partnership to acquire 1.492 acres of unimproved real property on Crown Valley Road approximately one-quarter mile north of Sierra Highway in the unincorporated community of Acton to be used as the site for the proposed project. Title to this property transferred to the County on November 5, 2003.

ENVIRONMENTAL DOCUMENTATION

On October 14, 2003 your Board adopted a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for this project.

CONTRACTING PROCESS

On February 21, 2002, Public Works issued a Request for Proposals to 21 firms recommended by the Architectural Evaluation Board to provide design and consultant services for potential library projects identified by your Board for Library Construction Bond Act applications. A total of nine firms submitted proposals. The proposals were evaluated by a panel of members from Public Library and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluation was done without regard to race, creed, color, or gender. On March 11, 2002, Public Works and Public Library selected and ranked the five best-qualified firms. Tetra Design was determined to be the firm best qualified for this project.

On September 10, 2002 your Board awarded and authorized Public Works to execute an agreement with Tetra Design for a not-to-exceed fee of \$156,713 to provide architectural/engineering design and consultant services for submission of the State grant application. Subsequently, Public Works, under delegated authority, awarded two

supplemental agreements for additional consultant services in support of the grant application, increasing the total contract value by \$24,350 for a total contract amount of \$181,063.

Tetra Design has agreed to provide design and consultant services to complete the project for a not-to-exceed fee of \$612,245. This fee includes design, construction administration, consultant, and additional/reimbursable services. Consultant services will include additional geotechnical investigation studies; preparation of a hydrology study; and planning/design of the furniture, fixtures, and equipment and graphic signage for the proposed library. The construction administration services will be billed only during construction. The fee for additional and reimbursable services will only be used if additional work is requested and approved by Public Works.

The negotiated fee for the Acton/Agua Dulce Library project is based on the County's architectural/engineering fee schedule approved by your Board on August 21, 1990. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

A standard agreement, 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 will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, Tetra Design is willing to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

Tetra Design is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.203 (Contractor Employee Jury Services), and is aware of the Safely Surrendered Baby Law.

Tetra Design's fee schedule, Community Business Enterprise participation data, and three-year contracting history are on file with Public Works.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will have no impact on current services. The communities of Acton and Agua Dulce will continue to be served by the existing Public Library bookmobile service during the construction of the proposed library facility.

The Honorable Board of Supervisors
August 16, 2005
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CONCLUSION

Please return one adopted copy of this letter to the Public Library, Department of Public Works, and Chief Administrative Office-Capital Projects Division. In addition, please return one copy of the Grant Agreement with the State with original signatures to the Public Library.

Respectfully submitted,

MARGARET DONNELLAN TODD
County Librarian

DONALD L. WOLFE
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

Attachments

cc: County Counsel
Executive Office, Board of Supervisors
Department of Public Social Services (GAIN/GROW Program)

ACTON/AGUA DULCE LIBRARY PROJECT

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Award Design Contract	08/16/05
Execute Design Contract	09/07/05
Schematic Design	10/12/05
Design Development	01/02/06
Construction Documents	06/28/06
Jurisdictional Approvals	11/15/06
Construction Award	03/20/07
Construction Start	04/23/07
Substantial Completion	06/23/08
Library Opening	01/12/09
Final Acceptance	03/03/09

II. PROJECT BUDGET SUMMARY

Budget Category	Board Approved Budget	Projected Escalation Impact	Current Project Estimate
Land Acquisition*	\$ 309,000	\$ 0	\$ 309,000
Plans & Specifications	\$ 447,321	\$ 169,354	\$ 616,675
Plan Check & Jurisdictional Reviews	\$ 60,542	\$ 13,454	\$ 73,996
Construction			
Construction Contract	\$ 4,039,696	\$ 1,321,140	\$ 5,360,836
Contingency	\$ 400,414	\$ 130,670	\$ 531,084
Total Construction	\$ 4,440,110	\$ 1,451,810	\$ 5,891,920
Furniture, Fixtures & Equipment	\$ 640,615	\$ 64,062	\$ 704,677
Other Consultant Services	\$ 500,285	\$ (93,412)	\$ 406,873
Civic Art	\$ 0	\$ 69,155	\$ 69,155
Library Materials	\$ 1,120,000	\$ 80,000	\$ 1,200,000
Miscellaneous Expenditures	\$ 0	\$ 140,627	\$ 140,627
County Services	\$ 890,646	\$ 380,766	\$ 1,271,412
Total Project Budget	\$ 8,408,519	\$ 2,275,816	\$ 10,684,335
Less Credit for Donated Land**	\$ (309,000)	\$ 0	\$ (309,000)
Net Project Cost	\$ 8,099,519	\$ 2,275,816	\$ 10,375,335

* Appraised value of donated land. Not an actual expenditure by County.

** Bond Act Regulations allow credit for appraised value of land.

**GRANT AGREEMENT BETWEEN THE
CALIFORNIA STATE LIBRARY AND THE COUNTY OF LOS ANGELES**

GRANT AWARD NO: 3026

SECTION 1. THE PARTIES

The parties of this Grant Award Agreement are the California State Library (State), the grantor, and the County of Los Angeles, the grantee.

SECTION 2. THE GRANT

As authorized by the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000, with the approval of the California Public Library Construction and Renovation Board, the State hereby grants the County of Los Angeles (Grantee); the sum of \$4,613,685 for the purpose of constructing the public library described in Grantee's Public Library Project Application Proposal No. 3026, which proposal is hereby incorporated by reference into this Agreement.

SECTION 3. TERMS OF AGREEMENT

- A. This agreement is effective upon its execution by both parties and expires on _____.
- B. Prior to the expiration of the term of this Agreement, State may extend the term of this Agreement, by written amendment hereto, if State, in its sole discretion, determines such extension is necessary.

SECTION 4. GRANT AWARD CONDITION

- A. In all aspects of administration, implementation, and construction of its public library project, Grantee shall conform to the requirements of the California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 (Act), the regulations implementing the Act, and shall expend grant funds in accordance with the Act and applicable regulations.

- B. Grantee shall construct the library proposed in its Public Library Project Application Proposal No. 3026.

SECTION 5. GRANT PAYMENTS

- A. Grantee shall submit to the State required financial and program performance reports satisfactory to the State detailing Grantee's expenditure of Grant funds.
- B. Grant payments shall be payable on a reimbursement basis:
- C. Payments shall be made no more frequently than on a monthly basis. Payment requests shall be made only for eligible project costs. Payment requests shall be submitted on a form prescribed by the State Librarian, and sent to:

Bond Act Fiscal Officer
California State Library
1029 J Street, Suite 400
Sacramento, CA 95814
916-445-9592

- D. In the event that the funding provided is greater than the cost of Project, Grantee shall return the portion of funding which exceeds the cost of the Project to the State.

SECTION 6. PAYMENT RETENTION

State shall withhold 10% from each payment request, which shall be paid to the Grantee when all of the following have been completed:

- A. All eligible project costs have been expended; and all required financial and performance reports concerning the Project have been submitted.
- B. Grantee certifies, by providing a compliance letter from the local building official, that the building has been completed in accordance with the approved plans and specifications, including installation of book stacks.
- C. Grantee shows evidence that the building title has been accepted by Grantee; and,
- D. All ineligible cost issues, identified under interim or final audits performed by The California Department of Finance (DOF), have been resolved.

SECTION 7. SUSPENSION OR TERMINATION OF PAYMENT

State may at any time during the term of this Agreement, suspend or terminate payment to Grantee, in whole or in part, in the event of any of the following occurrences:

- A. If Grantee has made or makes any material misrepresentation with respect to information or statements furnished to the State required by this Agreement.
- B. If there is any litigation with respect to the performance by Grantee of any of its obligations under this Agreement, which may materially jeopardize or adversely affect the undertaking of, or carrying out of, the purposes of this Agreement.
- C. If Grantee fails to comply with any of the terms of this Agreement.
- D. If Grantee applies for, or consents to, or acquiesces in the appointment of a receiver, trustee, liquidator or custodian for all or part of its property; or if Grantee files a voluntary petition in bankruptcy or petition or an answer seeking liquidation or reorganization under the United States Bankruptcy Code or any other law related to bankruptcy or insolvency or relief of debtors.

SECTION 8. STATE'S RIGHT TO AUDIT

- A. Grantee shall maintain, by generally accepted accounting principles applicable for local government, a complete record of all financial transactions related to this Agreement. The accounting standards used shall be those promulgated by the Government Accounting Standards Board and the Financial Accounting Standards Board in effect during the term of this Agreement.
- B. In determining whether Grant funds are expended for intended purposes as prescribed under this Agreement, the entire Project, including the progress of the Project and Grant fund expenditures, are subject to audit and examination by the California Department of Finance (DOF) during the Project and for a period of five years after the final payment has been made, or for such longer period, if any, as is required by DOF.
- C. Grantee agrees that the California State Library and DOF auditors or representatives, upon reasonable advance notice to Grantee, shall have access and the right to audit, examine, and make excerpts or transcripts of or from records. Records include contracts, subcontracts, invoices, receipts, payrolls and personnel information, conditions of employment, documents of change orders, budget change requests, indirect costs allocation plan, and all other data or financial records relating to matters covered under this Agreement.

- D. Grantee further agrees that such right of State to examine or audit shall continue for five (5) years after the expiration or termination of this Agreement, or for such longer period, if any, as is required by applicable law. Grantee shall preserve and make available its records (i) until the expiration of five (5) years from the date of expiration or sooner termination of this Agreement, or (ii) for such longer period, if any, as is required by DOF.

SECTION 9. INELIGIBLE COSTS, OFFSET AND RESTITUTION

- A. Ineligible costs may be identified through audits, Grantee monitoring or other sources of information that become available to State.
- B. Ineligible costs shall also include expended costs concluded to be ineligible during The California Department of Finance's interim or final audits of grant fund expenditures. Further, the ineligible costs may be applied to offset subsequent payments to Grantee required under this Agreement. In the event that ineligible costs exceed subsequent payments, Grantee shall repay the excess to State within ninety (90) days unless otherwise extended by the State.
- C. Without limiting any other contractual remedies available to State for breach of this Agreement, Grantee agrees to make restitution to State for any cost incurred by Grantee and paid with bond funds that are not allowable under applicable State statutes, rules, regulations, policies and procedures, or the terms of this Agreement.

SECTION 10. FUNDING CONTINGENCY

Funding of this agreement is contingent upon availability of funding through the sale of General Obligation Bonds and/or General Fund loans requested by State. In addition, this Agreement is subject to any law or additional restrictions, limitations, or conditions enacted by the Legislature that may affect the provisions, terms or funding of this Agreement in any manner. This contingency will remain in effect during the entire term of the Agreement, including any extension to the term agreed upon by State and Grantee.

SECTION 11. RESOLUTION OF DISPUTES

If Grantee and State cannot agree on disposition of State Building Code (California Code of Regulations, Part 1, Title 24) matters during any reviews by State, State and Grantee may submit such matters to The Division of State Architect (DSA), California Department of General Services, for determination. Both State and Grantee should accept the DSA determination as final disposition of such matters.

SECTION 12. COMPLIANCE WITH LAWS

Grantee shall comply with all applicable laws, ordinances, codes and regulations of federal, state, and local governments in carrying out its obligations under this agreement.

SECTION 13. WAIVER

Grantee agrees that waiver by the State of any breach or violation of the terms or conditions of this Agreement shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition.

SECTION 14. SEVERABILITY

If any term, covenant, condition or provision of this Agreement, or the Application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, covenants, conditions or provisions of this Agreement, or the Application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

SECTION 15. PRIOR AGREEMENTS AND AMENDMENTS

This Agreement, including all Exhibits attached hereto, represents the entire Agreement of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by a written amendment duly executed by the parties to this Agreement.

SECTION 16. MISCELLANEOUS PROVISIONS

- A. The headings of the sections and subsections of this Agreement are inserted for convenience only. They do not constitute a part of this Agreement and shall not be used in its construction.
- B. Where this Agreement refers to State and no officer of the State is named, the State Librarian or his or her designee(s) shall have the authority to act on State's behalf.

SECTION 17. AUTHORITY AND STATUS OF GRANTEE

- A. Grantee represents and warrants that the individual who executes this Agreement is duly authorized to do so by Grantee.
- B. Grantee warrants that it will possess all the necessary licenses and/or permits required by any governmental agency in order to carry out the purpose contemplated herein.

APPROVED AS TO FORM

**CALIFORNIA STATE LIBRARY
STATE LIBRARIAN OF CALIFORNIA**

SUSAN HILDRETH DATE

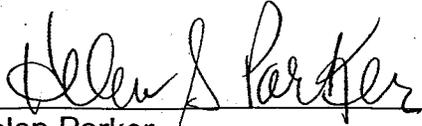
GRANTEE

AGENCY

AUTHORIZED SIGNATURE DATE

PRINTED NAME AND TITLE OF PERSON SIGNING

APPROVED AS TO FORM
RAYMOND G. FORTNER, JR., County Counsel

By: 
Helen Parker
Deputy