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: PJ-2

May 18, 2006

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:

DEPARTMENT OF CORONER
BIOLOGICAL ANNEX REFURBISHMENT/REPLACEMENT PROJECT
AWARD AGREEMENT
C.P. 77354
SUPERVISORIAL DISTRICT 1
3 VOTES

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR BOARD:

Award and authorize the Director of Public Works to execute an Agreement with HMC Architects to perform feasibility studies, develop proposed programming schemes and cost estimates as needed to develop a scope of work for the Department of Coroner Biological Annex Refurbishment/Replacement project (C.P. 77354) for a not-to-exceed fee of $150,000 funded by the 2005-06 Final Capital Projects/Refurbishments Budget, and establish the effective Contract date following receipt of insurance certificate filed by the consultant.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended action will allow Public Works to proceed with feasibility studies and programming studies to develop the most efficient and cost-effective proposed scope of work to address the current inadequacies of the Coroner facilities.

Project Background

The current Coroner's facility was constructed in 1970 and consists of 39,250 square feet that houses autopsy and forensic laboratory operations as well as administrative and supporting services. The existing facility fails to provide sufficient space for the Coroner's autopsy and laboratory operations, which has compromised the Coroner's ability to effectively separate biologically hazardous areas from nonhazardous areas and has impaired the processing and storage of decedents. Further, the facility's heating, ventilating, air conditioning, electrical, and other building systems have experienced significant deterioration and now require replacement or refurbishment in order to meet the Coroner's operational requirements.

These conditions have been documented through two separate consultant studies by The Smith Group in 2000 and RNL Design in 2002. Both studies provided options for the addition of up to 51,000 square feet to meet the Coroner's needs through the year 2020 at an estimated cost of between $52.1 million and $86.8 million.

On July 10, 2003, in order to develop a less costly option, the Chief Administrative Office retained Fuller, Coe, and Associates, Inc., to analyze ways to improve the functionality of the Coroner's biological areas. This review included the option of relocating the public administrative service functions to the 18,000-square-foot old Administration building, which is located immediately to the north of the Coroner's existing facility. The relocation is expected to take place in August 2006, thereby making more space available for the overcrowded biological areas.

Proposed Project

The proposed project recommended in the RNL Architects' report includes the addition of a new building adjacent to the 1104 Biological building to address the required additional space for autopsy and laboratory operations; repair/replacement of the heating, ventilating, and air conditioning system to address the ventilation and circulation issues of the existing facilities; and repair/replacement of other building systems to meet the Coroner's operational requirements and to avoid outbreaks of communicable airborne diseases to employees. It is recommended that HMC Architects be retained to prepare feasibility studies, programming studies, and cost estimates to review alternatives and analyze the recommendation outlined in the RNL Architects' report dated June 2002.

The recommended services are anticipated to be completed by December 2006, and we will return to your Board at that time with a recommendation for a Capital project to include a proposed scope of work and schedule.

Implementation of Strategic Plan Goals

Preparing this feasibility study is consistent with the County Strategic Plan Goal of Organizational Effectiveness and Fiscal Responsibility by investing in public health infrastructure, improving internal operations, and correcting workspace inefficiencies within the Coroner's facilities.

FISCAL IMPACT/FINANCING

The Agreement is for a not-to-exceed amount of $150,000 and includes the preparation of feasibility studies, programming studies, and cost estimates for the proposed project as outlined in the RNL Architects' report dated June 2002. Sufficient appropriation is included in the 2005-06 Final Capital Projects/Refurbishments Budget – Coroner's Department Biological Annex Refurbishment/Replacement project (C.P. 77354) to fund this Agreement.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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 in the Contract.

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

HMC Architects is in full compliance with Los Angeles County Code, Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program), 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.

ENVIRONMENTAL DOCUMENTATION

Awarding this Agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to construct the project.

CONTRACTING PROCESS

On August 24, 2004, the Architectural Evaluation Board recommended 20 firms to be considered for performing the professional services for this project. On January 10, 2005, two firms submitted proposals for evaluation. The proposals were evaluated by a panel comprised of members from the Department of 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 review and evaluation of the proposals, HMC Architects was found to be the firm best qualified to perform the service.

The list of firms that received the Request for Proposal was promulgated by the Architectural Evaluation Board. This process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design services. In addition, as requested by your Board on February 3, 1998, the Request for Proposal was posted on the County's Doing Business With Us website for subcontracting opportunities

The Chief Administrative Office is proceeding with the renovation work in the old Administration building through the County's contracting authority process.

HMC Architect's Community Business Enterprises data and 3 year contracting history are on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will not impact the Coroner's current services or operations. Renovation activities, if authorized by your Board in the future, will be sequenced and scheduled to minimize any impact on operations.

CONCLUSION

Please return an adopted copy of this letter to the Chief Administrative Office (Capital Projects Division) and Public Works.

Respectfully submitted,

for DONALD L. WOLFE
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

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cc: Department of Coroner
County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance