



County of Los Angeles CHIEF EXECUTIVE OFFICE

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DAVID E. JANSSEN
Chief Executive Officer

July 31, 2007

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 PUBLIC WORKS: LA CRESCENTA LIBRARY PROJECT
ADOPT, ADVERTISE, AND AWARD
APPROVE REVISED PROJECT BUDGET
SPECS. 6831; C.P. 77450
(SUPERVISORIAL DISTRICT 5)
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt plans and specifications for the La Crescenta Library project at an estimated construction cost of \$7,259,098 funded by net County cost, United States Department of Housing and Urban Development Economic Development Initiative Special Project Grant funds, and proceeds from the sale of surplus library property; and instruct the Executive Officer of the Board to advertise the project for construction bids to be received and opened on September 6, 2007, in accordance with the Instruction Sheet for Publishing Legal Advertisements (Attachment B).
2. Approve demolition of the existing La Crescenta Library building to allow for construction of the new expanded library facility.
3. Approve the revised project budget of \$14,613,126 for the La Crescenta Library project as detailed in Attachment A.

Board of Supervisors

GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

4. Authorize the Director of Public Works to execute a Consultant Services Agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule for a \$15,000 not-to-exceed fee, funded by existing project funds.
5. Delegate to the Director of Public Works the authority to determine, in accordance with the applicable Contract and bid documents, whether the apparent lowest responsible bidder has timely prepared a satisfactory baseline construction schedule and satisfied all the conditions for Contract award, including the criteria adopted by your Board for Contract award; authorize the Director of Public Works to award and execute the Construction Contract, in the form previously approved by County Counsel, to the apparent lowest responsible bidder; and authorize the Director of Public Works to establish the effective date of the Contract upon receipt by the Director of Public Works of acceptable Performance and Payment Bonds and evidence of required contractor insurance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the recommended actions will authorize Public Works to advertise for construction bids and award a Construction Contract for the La Crescenta Library project. The adopt, advertise, and award process is being recommended in order to expedite the delivery of the project.

The proposed project will replace the existing single-story 4,300-square-foot library with a new two-story 15,010-square-foot library and associated parking on the existing library site and adjacent property. The adjacent property was purchased by the County in October 2005 to accommodate the new expanded library. The proposed library will include a large adult reading area, a community meeting room to seat 100 people, two small group study rooms, a teen area for middle- and high-school students, a children's area with dedicated storytelling and programming space, express-service checkout machines at the customer service desk, public access computers with Internet access, and an expanded collection of 81,000 books and other library materials.

In addition, the project also includes, as an additive alternate, replacing the existing public sidewalk bordering the perimeter of the entire library site. This off-site improvement was not included in the original project scope but was required as part of the jurisdictional approval process. If the apparent lowest responsible bid, including the additive alternate, is within the estimated construction cost of \$7,259,098, the additive alternate will be included in the construction award. If not, the sidewalk replacement will be completed separately with a Job Order Contract in Fiscal Year 2008-09 when Fifth Supervisorial District Road Construction Program funds become available.

The existing library building demolition and site preparation work on the acquired property will be completed using a Job Order Contract to reduce the potential for unforeseen site conditions and to make the site ready for construction of the new expanded library. The demolition and site preparation work is scheduled to begin in July 2007 and will be completed by October 2007.

If the bid can be awarded within the total project budget, Public Works will proceed with the Contract award. If the bid cannot be accommodated within the total project budget, a Contract will not be awarded; and we will return to your Board with a revised project scope of work and funding recommendations.

The proposed Consultant Services Agreement requires the apparent lowest responsible bidder to prepare a baseline construction schedule that conforms to the County's schedule specification, which is critical to successfully managing construction activities by both the contractor and the County. Bid specifications provide that if the apparent lowest responsible bidder fails to complete an acceptable schedule, the Director of Public Works may return to your Board to recommend that the bidder be determined nonresponsible and recommend awarding the Construction Contract to the next lowest responsible bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

Implementation of Strategic Plan Goals

These actions meet the County Strategic Plan Goals of Fiscal Responsibility, Service Excellence, and Children and Families' Well-Being by investing in public infrastructure that will improve library service as well as educational facilities and programs.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate for the project is \$7,259,098, including \$119,105 for the additive alternate. The total project cost, including land acquisition, programming, plans and specifications, plan check, construction, signage, furniture and equipment, civic art, telecommunications, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$14,613,126, which is \$2,190,000 more than the previously approved project budget of \$12,423,126. The increase includes \$300,000 for tenant relocation costs associated with the land acquisition; \$350,000 for demolition costs to remove the existing site improvements from the acquired property; \$50,000 for furniture, fixtures, and equipment based on the completed design; \$849,998 for escalated construction costs based on the completed design; \$85,000 for additional change order contingency to mitigate unforeseen site conditions; \$500,000 for telecommunication, security, and audio/visual systems to be

furnished and installed by Internal Services Department; \$31,967 for an independent constructability review of the construction documents; and \$23,035 for County services.

The project is funded with \$12,826,126 of net County cost, \$1,437,000 of Department of Housing and Urban Development Economic Development Initiative-Special Project Grant funds, and \$350,000 in proceeds from the sale of surplus library property. Sufficient appropriation for the estimated total project cost is available in the Fiscal Year 2007-08 Capital Projects Budget (C.P. 77450) to fund this project. In addition, the Fiscal Year 2008-09 Road Fund Budget will include \$215,000 in Fifth Supervisorial District Road Construction Program funds to fund the off-site improvements around the perimeter of the library site, if necessary. The Project Schedule and Budget Summary are included in Attachment A.

Operating Budget Impact

It is anticipated that the new library will begin operation in September 2009, and funding for annual operating costs will be required at that time. The annual budgetary cost for operating this new facility is estimated at \$1.7 million, based on the current costs for staffing, support, facility maintenance, and other operating costs that will be required. This represents a net increase of approximately \$700,000 per year over the current annual operating cost for the existing La Crescenta Library. The Public Library will request additional funding for the new library's operating costs beginning in Fiscal Year 2009-10. The Chief Executive 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.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The total project cost includes an \$85,216 allocation to the Civic Art Fund per your Board's Civic Art Policy adopted on December 7, 2004.

This project is not subject to the Countywide Energy and Environmental Policy adopted by your Board on January 16, 2007, since it was authorized and funded prior to February 15, 2007.

A standard Construction Contract, 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.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the Contract if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of Contract award, bidders will be required to attest their willingness 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 (Safely Surrendered Baby Law) and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure that the Contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

ENVIRONMENTAL DOCUMENTATION

On July 2, 2005, the United States Department of Housing and Urban Development approved a Finding of No Significant Impact on the environment in accordance with the National Environmental Policy Act.

On August 16, 2005, your Board adopted an Environmental Assessment/Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program for this project in accordance with the California Environmental Quality Act.

CONTRACTING PROCESS

On August 16, 2005, your Board awarded an Architectural/Engineering Design Services Agreement to Carde-Ten Architects for a \$665,000 not-to-exceed fee.

The Honorable Board of Supervisors
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Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As requested by your Board on February 3, 1998, this Contract opportunity will be listed on the Doing Business with Us website.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The existing La Crescenta Library will be closed during construction of the new expanded library facility, and library patrons will be directed to the nearby La Canada-Flintridge Library for services. The demolition work, which is scheduled to begin in July 2007, will be phased to allow the existing library to remain open as long as possible before demolishing the building in preparation for the start of construction.

CONCLUSION

Please return an adopted copy of this letter to the Chief Executive Office (Capital Projects and Real Estate Divisions), Public Library, and Public Works (Project Management Division I).

Respectfully submitted,



DAVID E. JANSSEN
Chief Executive Officer

DEJ:DLW:DL
JSE:DJT:z

Attachments (2)

- c: County Counsel
- Public Library
- Office of Affirmative Action Compliance (Ozie Smith)
- Department of Public Social Services (GAIN/GROW Program)
- Department of Public Works (Project Management Division I)

ATTACHMENT A

**LA CRESCENTA LIBRARY PROJECT
ADOPT, ADVERTISE, AND AWARD
APPROVE REVISED PROJECT BUDGET
SPECS. 6831; C.P. 77450**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date
Award Design Contract		08/16/05*
Execute Design Contract		09/15/05*
Schematic Design		01/16/06*
Design Development		07/25/06*
Construction Documents		02/01/07*
Jurisdictional Approvals		06/28/07*
Construction Award	03/20/07	11/26/07
Construction Start	04/30/07	12/03/07
Substantial Completion	06/30/08	01/27/09
Library Opening	03/02/09	09/17/09
Final Acceptance	04/21/09	11/26/09

* Actual completion date.

II. PROJECT BUDGET SUMMARY

Budget Category	Board-Approved Project Budget	Impact of this Action	Revised Project Budget
Land Acquisition	\$ 1,755,000	\$ 300,000	\$ 2,055,000
Programming	\$ 59,950	\$ 0	\$ 59,950
Plans and Specifications			
Basic Design Services	\$ 413,010	\$ 0	\$ 413,010
Construction Administration	116,490	0	116,490
Consultant Services	60,500	0	60,500
Additional/Reimbursable Services	75,000	0	75,000
Total A/E Contract	\$ 665,000	\$ 0	\$ 665,000
Plan Check and Jurisdictional Review	\$ 51,838	\$ 0	\$ 51,838
Construction			
Demolition	\$ 128,712	\$ 350,000	\$ 478,712
Construction Contract	6,409,100	849,998	7,259,098
Change Order Contingency	640,910	85,000	725,910
Total Construction	\$ 7,178,722	\$1,284,998	\$ 8,463,720
Furniture, Fixtures, and Equipment	\$ 980,000	\$ 50,000	\$ 1,030,000
Telecommunications	\$ 75,000	\$ 500,000	\$ 575,000
Other Consultant Services	\$ 317,947	\$ 31,967	\$ 349,914
Civic Art	\$ 85,216	\$ 0	\$ 85,216
Miscellaneous Expenditures	\$ 75,000	\$ 0	\$ 75,000
County Services	\$ 1,179,453	\$ 23,035	\$ 1,202,488
Total Project Budget	\$12,423,126	\$2,190,000	\$14,613,126

ATTACHMENT B

**LA CRESCENTA LIBRARY PROJECT
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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 Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC FEE</u>	<u>DATE OF BID OPENING</u>
5	6831	La Crescenta Library Project 2809 Foothill Boulevard La Crescenta, CA 91214	\$50	September 6, 2007

Copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine, Alhambra, California 91803, for the fee stated above. For bid information, please contact Mr. Ron Beal of Architectural Engineering Division at (626) 458-2587. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11 a.m. on this date in the Main Conference Room, 5th Floor, at 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a B license classification at the time of award. The general contractor firm shall have a minimum of 5 years of public works experience in building construction and shall have completed a minimum of one public library project (City, County, or Special District) in the last 5 years, where the value of work was in excess of \$2,000,000. The contractor should verify to the County's satisfaction that he/she holds the correct license for this type of project.

PREBID CONFERENCE

Public Works will hold a prebid conference at 10 a.m., on Thursday, August 16, 2007, at the project site located at 2809 Foothill Boulevard, La Crescenta, California 91214, to provide information on the project, bidding process, and address any questions that potential bidders may have. For further directions, please contact Mr. Beal.

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 relating to contracting 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.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY or for more Americans with Disabilities Act (ADA) information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de notificación, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del Departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated July 31, 2007.

Specs. 6831

SACHI A. HAMAI, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES