



County of Los Angeles
CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

October 30, 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:
ACTON/AGUA DULCE LIBRARY PROJECT
ADOPT, ADVERTISE, AND AWARD
APPROVE REVISED PROJECT BUDGET
SPECS. 6832; C.P. 77453
(FIFTH DISTRICT) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt plans and specifications for the Acton/Agua Dulce Library project at an estimated construction cost of \$7,416,567 funded by net County cost, State Library Bond Act grant funds, Waterworks District No. 37 Accumulated Capital Outlay funds, and Fiscal Year 2007-08 Road Fund Budget funds; and instruct the Executive Officer of the Board to advertise the project for construction bids to be received and opened on December 11, 2007, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
2. Approve the appropriation adjustment in the amount of \$100,000 to increase appropriation for the Acton/Agua Dulce Library project to reflect an increase in revenue from the Fiscal Year 2007-08 Road Fund Budget, and approve the revised project budget of \$13,371,335 for the Acton/Agua Dulce Library project.
3. Authorize the Director of Public Works to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a \$5,000 not-to-exceed fee funded by existing project funds.

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. Delegate to the Director of Public Works the authority to determine, in accordance with the applicable contract and bid documents, whether the apparent Lowest Responsive and Responsible Bidder has 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 Responsive and Responsible Bidder if the Director determines that all of the above-referenced conditions for contract award have been satisfied; 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 the Department of Public Works (Public Works) to advertise for construction bids and award a construction contract for the Acton/Agua Dulce Library project. The adopt, advertise, and award process is being recommended in order to expedite the delivery of the project.

The residents of Acton and Agua Dulce are currently served by the Public Library's Santa Clarita Valley bookmobile service, which provides limited library services at various locations in the communities. For additional library services, local residents must travel to County library facilities in Canyon Country or Lancaster.

The project will consist of a new 11,343-square-foot library facility with associated parking and site improvements on 1.492 acres of donated land located at 33792 Crown Valley Road in the unincorporated community of Acton. The proposed library will include a large adult reading area, a community meeting room to seat 75 people, a teen area for middle- and high-school students, a children's area with dedicated storytelling and programming space, a small group study room, express-service checkout machines at the customer service desk, public access computers with Internet access, and a new opening day collection of 33,000 books and other library materials.

In addition, the project will include reconstruction of the easterly portion of Crown Valley Road along the frontage of the library site to meet current County road standards. This off-site improvement was not included in the original project scope but was required as part of the jurisdictional approval process. The cost for the off-site road improvements is estimated at \$100,000 and will be funded with 2007-08 Road Fund Budget funds.

The project will also include the installation of a new 16-inch-diameter water main along Crown Valley Road from Sierra Highway to the frontage of the library site (approximately 830 lineal feet) to provide the necessary fire flow capacity for the library. On September 11, 2007, your Board approved a cooperative agreement between the County and Waterworks District No. 37, Acton (District), for installation of the new water main. The cost for the water main installation is estimated at \$400,000. Under the cooperative agreement, the District will pay for 43 percent of the water main installation costs (\$172,000), and the County will fund the remaining 57 percent of the costs (\$228,000) with existing project funds.

On August 16, 2005, your Board accepted State Library Bond Act grant funds and awarded a design services agreement to Tetra Design, Inc., for the project. The plans and specifications have been completed, and we are recommending that your Board adopt and advertise these documents for construction bids.

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 current project budget, a contract will not be awarded, and we will return to your Board with a revised project scope of work and/or funding recommendations.

The proposed consultant services agreement requires the apparent Lowest Responsive and 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 Responsive and 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 apparent Lowest Responsive and Responsible Bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we provide Fiscal Responsibility (Goal 4), Service Excellence (Goal 1), and Children and Families' Well-Being (Goal 5) 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 \$7,416,567, including \$100,000 for the road improvements and \$400,000 for the new water main installation. The total project cost, including plans and specifications, plan check, construction, furniture and equipment, telecommunications, civic art, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$13,367,335, which is \$2,996,000 more than the previously approved project budget of \$10,375,335. The increase includes \$2,055,731 for escalated construction costs based on the completed design; \$210,573 for additional change order contingency; an additional \$245,628 for furniture, fixtures, and equipment based on the completed design; \$439,622 for telecommunication, security, and audio/visual systems to be furnished and installed by Internal Services Department; \$13,325 for an independent constructability review of the construction documents; \$4,000 for additional civic art design costs; and \$27,121 for County services.

The attached appropriation adjustment (Attachment C) will increase appropriation by \$100,000 to reflect revenue from the Fifth Supervisorial District's Road Construction Program included in the Fiscal Year 2007-08 Road Fund Budget to fund the off-site road improvements on Crown Valley Road. Upon approval by your Board of the attached appropriation adjustment, sufficient appropriation for the estimated total project cost will be available in the Fiscal Year 2007-08 Capital Projects Budget (C.P. 77453) and the District's Accumulative Capital Outlay Fund-Acton (N50) to fund the proposed project. The Project Schedule and Budget Summary are included in Attachment A.

The project is funded with \$8,485,650 of net County cost, \$4,613,685 of State Library Bond Act matching grant funds, \$172,000 of District Accumulative Capital Outlay funds, and \$100,000 of Fiscal Year 2007-08 Road Fund Budget funds.

Operating Budget Impact

It is anticipated that the new library will begin operation in November 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 \$1.24 million, 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 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.

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 2008-09.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

CONTRACTING PROCESS

On August 16, 2005, your Board awarded an architectural/engineering design services agreement to Tetra Design for a \$612,245 not-to-exceed fee.

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)

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.

The Honorable Board of Supervisors
October 30, 2007
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CONCLUSION

Please return two adopted copies of this letter to the Chief Executive Office (Capital Projects and Real Estate Divisions), one to the Public Library, and two to Public Works (Project Management I and Waterworks Divisions).

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DLW:DL
JSE:DJT:PB

Attachments (3)

c: County Counsel
Department of Public Works
Public Library
Office of Affirmative Action Compliance (Ozie Smith)

October 30, 2007

ATTACHMENT A

**DEPARTMENT OF PUBLIC WORKS: ACTON/AGUA DULCE LIBRARY PROJECT
ADOPT, ADVERTISE, AND AWARD
APPROVE REVISED PROJECT BUDGET
SPECS. 6832; C.P. 77453**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised 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		05/29/07*
Jurisdictional Approvals		10/15/07*
Construction Award	03/20/07	02/06/08
Construction Start	04/23/07	03/12/08
Substantial Completion	06/23/08	05/10/09
Library Opening	01/12/09	11/30/09
Final Acceptance	03/03/09	12/16/09

* Actual completion date.

II. PROJECT BUDGET SUMMARY

Budget Category	Board-Approved Project Budget	Impact of this Action	Revised Project Budget
Land Acquisition*	\$ 309,000	\$ 0	\$ 309,000
Plans and Specifications	\$ 616,675	\$ 13,080	\$ 629,755
Plan Check and Jurisdictional Reviews	\$ 73,996	\$ 0	\$ 73,996
Construction			
Construction Contract	\$ 5,360,836	\$2,055,731	\$ 7,416,567
Change Order Contingency	531,084	210,573	741,657
Total Construction	\$ 5,891,920	\$2,266,304	\$ 8,158,224
Furniture, Fixtures, and Equipment	\$ 704,677	\$ 245,628	\$ 950,305
Telecommunications	N/A	\$ 439,622	\$ 439,622
Other Consultant Services	\$ 406,873	\$ 13,325	\$ 420,198
Civic Art	\$ 69,155	\$ 4,000	\$ 73,155
Library Materials	\$ 1,200,000	\$ 0	\$ 1,200,000
Miscellaneous Expenditures	\$ 140,627	\$ (13,080)	\$ 127,547
County Services	\$ 1,271,412	\$ 27,121	\$ 1,298,533
Total Project Budget	\$10,684,335	\$2,896,000	\$13,680,335
Less Credit for Donated Land**	\$ (309,000)	\$ 0	\$ (309,000)
Net Project Cost	\$10,375,335	\$2,996,000	\$13,367,335

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

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

October 30, 2007

ATTACHMENT B

**DEPARTMENT OF PUBLIC WORKS: ACTON/AGUA DULCE LIBRARY PROJECT
ADOPT, ADVERTISE, AND AWARD
APPROVE REVISED PROJECT BUDGET
SPECS. 6832; C.P. 77453**

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	6832	Acton/Agua Dulce Library 33792 Crown Valley Road Acton, CA 93510	\$75	December 11, 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. Matt Jerge of Architectural Engineering Division at (626) 458-2593. 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 the Department of 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 an active B license classification at the time of bid. The bid documents require that the prime contractor firm have a minimum of 5 years of public works experience in building construction and that the prime contractor 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 must verify to the County's satisfaction that he/she holds the correct license and experience for this type of project.

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, the Department of 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 the Department of Public Works' 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 the Department of Public Works' 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 de Obras Públicas puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para personas con incapacidades. Además, documentación sobre el programa está disponible en la oficina principal del Departamento de Obras Públicas localizada en Alhambra (900 South Fremont Avenue), la cual es accesible para personas con incapacidades. Solamente si necesita solicitar adaptaciones o para mas información del ADA, póngase en contacto con nuestro Coordinador del ADA 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 October 30, 2007.

Specs. 6832

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

October 30, 2007

ATTACHMENT C

**DEPARTMENT OF PUBLIC WORKS: ACTON/AGUA DULCE LIBRARY PROJECT
ADOPT, ADVERTISE, AND AWARD
APPROVE REVISED PROJECT BUDGET
SPECS. 6832; C.P. 77453**

**FISCAL YEAR 2007-08
(FIFTH DISTRICT) 3 VOTES**

FINANCIAL SOURCES:

Public Works – Road Fund
Services and Supplies
B03-PW-2000-47000 \$100,000
Decrease Appropriation

Public Libraries
Capital Projects/Refurbishments
Acton/Agua Dulce Library (5)
Library Project
Operating Transfers In/CP
A01-CP-96-9919-65044-77453 \$100,000
Increase Revenue \$200,000

FINANCIAL USES:

Public Works – Road Fund
Other Financing Uses
B03-PW-6100-47000 \$100,000
Increase Appropriation

Public Libraries
Capital Projects/Refurbishments
Acton/Agua Dulce Library (5)
Library Project
Fixed Assets – B & I
A01-CP-6014-65044-77453 \$100,000
Increase Appropriation \$200,000

Justification:

This adjustment is necessary to increase appropriation and revenue for the Acton/Agua Dulce Library project to fully fund the project scope of work. Funds are provided from the Road Fund Budget. This is for the Road portion of the Project.

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF PUBLIC WORKS

DEPT'S.
NO. 690
October 17, 2007

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
FY 2007-08
A-VOTE BUDGET ADJUSTMENT

SOURCES

USES

Public Works - Road Fund
B03 - PW - 2000 - 47000
Services and Supplies 100,000
DECREASE APPROPRIATION

Public Works - Road Fund
B03 - PW - 6100 - 47000
Other Financing Uses 100,000
INCREASE APPROPRIATION

Public Libraries
Capital Projects/Refurbishments
Acton/Agua Dulce Library (5)
Library Project
A01 - CP - 96 - 9919 - 65044 - 77453
Operating Transfers In / CP 100,000
INCREASE REVENUE

Public Libraries
Capital Projects/Refurbishments
Acton/Agua Dulce Library (5)
Library Project
A01 - CP - 6014 - 65044 - 77453
Fixed Assets - Building & Improvements 100,000
INCREASE APPROPRIATION

\$200,000

\$200,000

JUSTIFICATION

This adjustment is necessary to increase appropriation and revenue for the Acton/Agua Dulce Library project to fully fund the project scope of work. Funds are provided from the Road Fund Budget.

of the project.

This is for the Road portion

(Control No. 08-06)

CHIEF ADMINISTRATIVE OFFICER'S REPORT

✓
Change for PW Wolfe
DONALD L. WOLFE, Director

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR--

ACTION APPROVED AS REQUESTED

AS REVISED

Oct 18, 2007

AUDITOR-CONTROLLER

BY *[Signature]*
10/17/07

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

CHIEF ADMINISTRATIVE OFFICER

NO. *042*

BY

DEPUTY COUNTY CLERK