



County of Los Angeles
CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

June 17, 2008

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: CONDUCT A COMPREHENSIVE CONDITION
ASSESSMENT OF PUBLIC WORKS BUILDINGS;
CATEGORICAL EXEMPTION; AWARD AGREEMENT
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This action is to approve and authorize the Acting Director of Public Works or his designee to execute a consultant agreement with DMJM Holmes and Narver and Magellan Consulting, Inc., to conduct a condition assessment of all Public Works facilities.

IT IS RECOMMENDED THAT YOUR BOARD:

Award and authorize the Acting Director of Public Works or his designee to execute an agreement with DMJM Holmes and Narver and Magellan Consulting, Inc., to provide comprehensive condition assessment services for the Department of Public Works' buildings for a \$696,000 not-to-exceed fee to be funded by Aviation, Los Angeles County Flood Control District, Road, Sewer Maintenance, and Waterworks funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to enable the Department of Public Works (Public Works) to proceed with a comprehensive condition assessment of its approximately 400 buildings. In addition to making recommendations on repair

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First District

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priorities, the consultant will analyze the current lighting, HVAC and windows of the buildings and make recommendations for energy and water savings through high efficiency systems.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan supports Service Excellence (Goal 1) by providing environmentally sound facilities. In addition, this project is an investment in public infrastructure since it helps maintain, improve, and extend the useful life cycle of our infrastructure to optimize its intended function, and serve our customers' needs.

FISCAL IMPACT/FINANCING

There is no impact to the County General Fund.

The recommended agreement with DMJM Holmes and Narver and Magellan Consulting, Inc., is for a \$696,000 not-to-exceed fee. Funding for this consultant fee is related to the number of buildings, square footage of each building, and task difficulty. Costs will be distributed proportionately to the following funds: Aviation; Los Angeles County Flood Control District; Road; Sewer Maintenance; and the Waterworks District.

Funding is included in the Fiscal Year 2007-08 Aviation, Los Angeles County Flood Control District, Road, Sewer Maintenance and the Waterworks District funds.

The expenditures for this service, however, will not exceed the amount approved by the Board, and no service will be ordered without the funding authorization of Public Works' Financial Management Branch.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In addition to its Headquarters Facility, Public Works owns over 400 smaller buildings located at approximately 80 different locations throughout the County of Los Angeles. These buildings house public counters, fleet operations, field offices, storage warehouses, maintenance shops, airport terminals, and hangars. Most buildings are constructed of either masonry, wood, or metal frame construction; and the age of the buildings vary from new to 50 years old.

The recommended agreement with DMJM Holmes and Narver and Magellan Consulting, Inc., will authorize a comprehensive condition assessment to be conducted on all of Public Works' occupied buildings. The consultant will provide detailed information on the characteristics of these buildings such as their internal square

footage, type of construction, mechanical, electrical and plumbing systems, functional adequacy, ADA compliance, as well as detailed information about the condition of each building system and the cost to repair deficient systems or upgrade them to industry standards.

This process will help Public Works assess the true condition and needs of its buildings, as well as facilitate a comprehensive plan and budgeting process for future building maintenance needs.

The agreement will be in the form previously reviewed and approved by County Counsel. The recommended contract was solicited on an open competitive basis and is in accordance with applicable Federal, State, and County requirements. The contractor is in compliance with the Chief Executive Officer's and your Board's requirements.

The contract contains terms and conditions supporting your Board's ordinances, policies, and programs, including but not limited to, Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code Chapter 2.202; and the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with the Department of Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378(b)(4) of the California Environmental Quality Act (CEQA) Guidelines, approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA.

CONTRACTING PROCESS

DMJM Holmes and Narver and Magellan Consulting, Inc., was selected by the County through a competitive process to provide as-needed architectural/engineering (A/E) design services for comprehensive condition assessment. On July 18, 2007, the Architectural Evaluation Board (AEB) recommended eight firms to be considered for performing the professional services for comprehensive condition assessment. On August 20, 2007, technical proposals for services were requested from these firms. On September 19, 2007, four firms submitted technical proposals for evaluation. The proposals were evaluated by a committee made up of representatives from different divisions within Public Works, which met to select DMJM Holmes and Narver and Magellan Consulting, Inc., to provide the comprehensive condition assessment services. DMJM Holmes and Narver and Magellan Consulting, Inc., agreed to provide these services for a \$696,000 not-to-exceed fee. The fee has been reviewed by the Chief Executive Office and Public Works and is considered reasonable for the scope of work.

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.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Retention of a consultant to perform these services will not impact customer service nor divert staffing from other critical projects.

The Honorable Board of Supervisors
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CONCLUSION

Please return one adopted copy of this letter to Public Works Operational Services Division.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:DDE
ZK:pad

c: Auditor-Controller
County Counsel
Office of Affirmative Action Compliance
Department of Public Social Services (GAIN/GROW Program)