



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

October 20, 2009

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:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

24

October 20, 2009

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**DEPARTMENT OF PUBLIC WORKS:  
BALDWIN PARK, CARSON/GARDENA, AND LANCASTER  
ANIMAL SHELTERS SPAY/NEUTER CLINIC PROJECTS  
SPECS. 6932, 6933, AND 6934; CAPITAL PROJECTS 77539, 77538, AND 77536  
ADOPT, ADVERTISE, AND AWARD  
(FIRST, SECOND, AND FIFTH DISTRICTS) (3 VOTES)**

**SUBJECT**

The recommended actions will adopt plans and specifications; advertise the project for construction bids; and delegate authority to the Director of Public Works to award and execute a construction contract for the Baldwin Park, Carson/Gardena, and Lancaster Animal Shelters Spay/Neuter Clinic projects.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Adopt plans and specifications for the Baldwin Park, Carson/Gardena and Lancaster Animal Shelters Spay/Neuter Clinic projects at combined estimated construction cost of \$2,805,000 and instruct the Executive Officer of the Board to advertise the project for construction bids to be received and opened on November 19, 2009, in accordance with the Instruction Sheet for Publishing Legal Advertisements.
2. 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 \$3,500 not-to-exceed fee, funded within the existing project budget.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only**

3. 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 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. Upon her determination that all such conditions have been satisfied, 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, and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will authorize the Department of Public Works (Public Works) to advertise for construction bids for the Baldwin Park, Carson/Gardena, and Lancaster Animal Shelters Spay/Neuter Clinic projects and allow Public Works to award a construction contract to proceed with the construction of the project. The adopt, advertise, and award process is being recommended in order to expedite the delivery of the projects.

The existing spay/neuter clinics at the Baldwin Park, Carson/Gardena, and Lancaster Animal Shelters are heavily used to meet the increasing demands of their service areas. The conditions of the clinics have deteriorated over the years from heavy usage, and no significant upgrades or improvements have been made to the clinics since they originally opened. The proposed projects include removal and replacement of the spay/neuter clinics to meet current code requirements and to provide improved and more efficient animal care services.

The Baldwin Park Spay/Neuter Clinic project includes installation of a new 8-inch diameter water main along North Elton Street from Ramona Avenue to the frontage of the animal shelter site to provide a new public fire hydrant for the facility as required by the County of Los Angeles Fire Department. The installation of the new water main and public fire hydrant was completed in May 2009.

Additionally, the Department of Animal Care and Control (Department) through Internal Services Department (ISD) is procuring and installing a new modular building at the Baldwin Park Animal Shelter to serve as a temporary spay/neuter clinic during construction of the new clinic building. ISD is scheduled to complete the modular building installation by October 2009.

Due to the limited scope of work and budget, the reconstruction of the spay/neuter clinics was combined under one design agreement and will be bid as a single construction contract to make the improvements economically feasible.

On August, 19, 2008, your Board awarded an agreement to Carde Ten Architects to provide the design and construction administration services for the Baldwin Park and Carson/Gardena Animal Shelters Spay/Neuter Clinics, and amended the agreement on December 2, 2008, to include the Lancaster Animal Shelter Spay/Neuter Clinic into the scope of the agreement. The recommended actions will adopt the plans and specifications developed by Carde Ten Architects for the three proposed spay/neuter clinics.

Upon receipt and review of all bids, the apparent Lowest Responsive and Responsible Bidder will be determined. If the Lowest Responsive and Responsible bid can be awarded within your Board approved total project budget, Public Works will proceed with the contract award. If the bid cannot be accommodated within the approved total 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.

Approval of the recommended actions will also authorize the execution of a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specification. Preparation of a baseline schedule is critical to successfully manage construction activities by the contractor and the County, and a responsible contractor must be able to produce such a construction schedule. 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 nonresponsive 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.

### **Green Building/Sustainable Design Program**

The projects are not subject to the Countywide Energy and Environmental Policy adopted by your Board on January 16, 2007, since it involves construction of three new buildings, each less than 10,000 gross square feet in size.

However, the proposed projects will support your Board's Policy for Green Building/Sustainable Design Program to the extent feasible by: using building materials that are composed of recycled materials; using mechanical, plumbing and electrical

systems that will optimize energy and water efficiency; and reducing the amount of demolition materials that would be deposited in landfills.

### Implementation of Strategic Plan Goals

The proposed projects supports Countywide Strategic Plan Goals of Operational Effectiveness (Goal 1) and Community and Municipal Services (Goal 3) by investing in public infrastructure that will improve animal care and control services.

### FISCAL IMPACT/FINANCING

The recommended action will authorize Public Works to advertise for construction of all three projects at an aggregate estimated construction cost of \$2,805,000, which represents a base construction cost of \$935,000 for each project. Although the design and construction of the three spay/neuter clinics are being combined to achieve economies of scale, the associated costs for each animal shelter facility are being accounted for separately. The total cost for each project is detailed as follows:

#### Baldwin Park

Public Works' fair construction cost estimate for the Baldwin Park Spay/Neuter Clinic project is \$1,028,500, including \$935,000 for base construction contract and \$93,500 for a change order fund. The total project cost for spay/neuter clinic, including plans and specifications, plan check, construction, change order fund, consultant services, civic art, miscellaneous expenditures, and County services, is estimated at \$1,930,000. The proposed project is \$430,000 higher than the other two projects due to the required installation of the new water main, and the procurement and installation of a modular building.

#### Carson/Gardena

Public Works' fair construction cost estimate for the Carson/Gardena Spay/Neuter Clinic project is \$1,028,500, including \$935,000 for base construction contract and \$93,500 for a change order fund. The total project cost for spay/neuter clinic, including plans and specifications, plan check, construction, change order fund, consultant services, civic art, miscellaneous expenditures, and County services, is estimated at \$1,500,000.

#### Lancaster

Public Works' fair construction cost estimate for the Carson/Gardena Spay/Neuter Clinic project is \$1,028,500, including \$935,000 for base construction contract and \$93,500 for

a change order fund. The total project cost for spay/neuter clinic, including plans and specifications, plan check, construction, change order fund, consultant services, civic art, miscellaneous expenditures, and County services, are estimated at \$1,500,000.

The apparent Lowest Responsive and Responsible Bidder is required to prepare a baseline construction schedule at a not-to-exceed cost of \$3,500. This aggregate amount for all three projects will be allocated to each individual project budget. Sufficient appropriation is available in the Fiscal Year 2009-10 Capital Project/Refurbishment for Budget Baldwin Park, Carson/Gardena and Lancaster Spay/Neuter Clinic projects (C.P.s 77539, 77538, and 77536) to fully fund the projects. The Project Schedules and Budget Summaries for each spay/neuter clinic is detailed in Attachment A.

The proposed Baldwin Park, Carson/Gardena and Lancaster Spay/Neuter Clinic projects are fully funded by prior year departmental net County cost.

#### **Operating Budget Impact**

The proposed projects will not have any fiscal impact to the General Fund or to the Department operating Budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The project schedules have been extended to include the Lancaster Spay/Neuter Clinic to address comments from the various local jurisdictional agencies. In addition, the construction schedule has been extended by approximately three months in consideration of the work involving multiple sites throughout the County.

Pursuant to your Board's Civic Art Policy adopted on December 7, 2007, and subsequently amended on November 18, 2008, the Baldwin Park, Carson/Gardena, and Lancaster Animal Shelters Spay/Neuter Clinic project budgets include 1 percent of design and construction costs to be allocated to the Civic Art Fund.

Applicable law, including the State Public Contract Code, requires the County to award construction contracts to the Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the bid with the lowest cost; (2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be a "responsible" bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under the bid solicitation.

A standard contract, in the form previously approved by County Counsel, will be used. The contract will contain terms and conditions supporting your Board's ordinances, policies, and programs, including, but not limited to, County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN/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.

To ensure that the contract is awarded to the Lowest Responsive and Responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the contractor's State License Board, labor law/payroll violation, and debarment actions. As provided for in Board Policy No. 5.140, the information reported by the contractor will be considered before making a recommendation to award.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration of 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.

The plans and specifications include the contractual provisions and material requirements necessary for this project and are on file with Public Works.

### **ENVIRONMENTAL DOCUMENTATION**

On August 19, and December 2, 2008, your Board found that the reconstruction of the Baldwin Park, Carson/Gardena, and Lancaster Animal Shelters Spay/Neuter Clinics are categorically exempt under the California Environmental Quality Act (CEQA) in accordance with State CEQA Guidelines, Sections 15301 (I), 15302, and 15303(d), and the revised County of Los Angeles Environmental Procedures and Guidelines, Classes 1(h), 2(a), 3(a), and 3(c) adopted by your Board on November 17, 1987, because the work will involve replacement or reconstruction of existing animal care facilities with new facilities of substantially the same size, purpose, and capacity.

### **CONTRACTING PROCESS**

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.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current County services or projects. The Baldwin Park, Carson/Gardena, and Lancaster Animal Shelters will remain operational during construction of the improvements. At the Baldwin Park Animal Shelter, a modular building will be installed to serve as a temporary spay/neuter clinic during construction. The existing clinic at the Carson/Gardena Animal Shelter will remain open during construction of the new clinic at a revised location within the existing animal shelter site. The existing modular spay/neuter clinic at the Lancaster Animal Shelter will be temporarily relocated on-site as part of the ongoing construction of the Lancaster Animal Shelter Expansion project and will be operational prior to and during the construction of the new clinic.

The Honorable Board of Supervisors  
October 20, 2009  
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**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Animal Care and Control; and Public Works, Project Management Division I.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:GF:SK  
DJT:AC:zu

Attachments (2)

- c: Animal Care and Control
- Arts Commission
- County Counsel
- Department of Public Social Services (GAIN/GROW Program)
- Department of Public Works
- Internal Services Department
- Office of Affirmative Action Compliance

October 20, 2009

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS  
BALDWIN PARK, CARSON/GARDENA, AND LANCASTER  
ANIMAL SHELTERS SPAY/NEUTER CLINIC PROJECTS  
SPECS. 6932, 6933, AND 6934; CAPITAL PROJECTS 77539, 77538, AND 77536  
ADOPT, ADVERTISE, AND AWARD**

**I. PROJECT SCHEDULE (Baldwin Park, Carson/Gardena, and Lancaster Clinics)**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>	<b>Revised Completion Date</b>
Award Design Contract	08/19/08	08/19/08*
Execute Design Contract	09/04/08	09/04/08*
Construction Documents	03/10/09	05/28/09*
Jurisdictional Approvals	05/12/09	09/24/09*
Construction Award	07/08/09	01/07/10
Start Construction	07/31/09	02/01/10
Substantial Completion**	03/31/10	11/26/10
Project Acceptance	06/30/10	01/27/11

\* Actual completion date.

\*\* Assumes construction of all three spay/neuter clinics under one construction contract.

I. PROJECT BUDGET SUMMARY (Baldwin Park Clinic)

Project Activity	Approved Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 935,000
Job Order Contract	0
Change Orders	93,500
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Modular Spay/Neuter Clinic (ISD)	230,000
Telecomm Equip – Affixed to Building	10,000
Civic Arts	10,000
Utility Connection Fees	200,000
Subtotal	\$1,478,500
Programming/Development	\$ 13,000
Plans and Specifications	\$ 106,200
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	3,000
Geotech/Soils Report and Soils Testing	10,000
Material Testing	25,000
Cost Estimating	2,100
Topographic Surveys	15,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Constructability Review	10,000
Subtotal	\$ 65,100
Miscellaneous Expenditures	\$ 5,000
Jurisdictional Review/Plan Check/Permit	\$ 8,000
County Services	
Code Compliance and Quality Control Inspection	\$ 60,803
Design Review	11,265
Design Services	0
Contract Administration	24,481
Project Management	137,094
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	15,557
Office of Affirmative Action	5,000
County Counsel	0
Subtotal	\$ 254,200
<b>TOTAL</b>	<b>\$1,930,000</b>

**II. PROJECT BUDGET SUMMARY (Carson/Gardena Clinic)**

Project Activity	Approved Budget
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 935,000
Job Order Contract	0
Change Orders	93,500
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Misc. Expense	0
Telecomm Equip – Affixed to Building	10,000
Civic Arts	10,000
Subtotal	<u>\$1,048,500</u>
Programming/Development	\$ 13,000
Plans and Specifications	\$ 106,200
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	3,000
Geotech/Soils Report and Soils Testing	10,000
Material Testing	25,000
Cost Estimating	2,100
Topographic Surveys	15,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Constructability Review	10,000
Subtotal	<u>\$ 65,100</u>
Miscellaneous Expenditures	\$ 5,000
Jurisdictional Review/Plan Check/Permit	\$ 8,000
County Services	
Code Compliance and Quality Control Inspection	\$ 60,803
Design Review	11,265
Design Services	0
Contract Administration	24,481
Project Management	137,094
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	15,557
Office of Affirmative Action	5,000
County Counsel	0
Subtotal	<u>\$ 254,200</u>
<b>TOTAL</b>	<b>\$1,500,000</b>

**III. PROJECT BUDGET SUMMARY (Lancaster Clinic)**

<b>Project Activity</b>	<b>Approved Budget</b>
Land Acquisition	\$ 0
Construction	
Low Bid Construction Contract	\$ 935,000
Job Order Contract	0
Change Orders	93,500
Departmental Crafts	0
Youth Employment	0
Construction Consultants	0
Misc. Expense	0
Telecomm Equip – Affixed to Building	10,000
Civic Arts	10,000
Subtotal	\$1,048,500
Programming/Development	\$ 13,000
Plans and Specifications	\$ 106,200
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	3,000
Geotech/Soils Report and Soils Testing	10,000
Material Testing	25,000
Cost Estimating	2,100
Topographic Surveys	15,000
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Legal	0
Construction/Change Order	0
Other: Constructability Review	10,000
Subtotal	\$ 65,100
Miscellaneous Expenditures	\$ 5,000
Jurisdictional Review/Plan Check/Permit	\$ 8,000
County Services	
Code Compliance and Quality Control Inspection	\$ 60,803
Design Review	11,265
Design Services	0
Contract Administration	24,481
Project Management	137,094
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	0
ISD ITS Communications	0
Project Security	0
Project Technical Support	15,557
Office of Affirmative Action	5,000
County Counsel	0
Subtotal	\$ 254,200
<b>TOTAL</b>	<b>\$1,500,000</b>

October 20, 2009

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS  
BALDWIN PARK, CARSON/GARDENA, AND LANCASTER  
ANIMAL SHELTERS SPAY/NEUTER CLINIC PROJECTS  
SPECS. 6932, 6933, AND 6934; CAPITAL PROJECTS 77539, 77538, AND 77536  
ADOPT, ADVERTISE, AND AWARD**

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:

<b><u>SUBMISSION AND BID</u></b>	<b><u>BID DOC</u></b>	<b><u>DATE OF BID</u></b>
<b><u>SD</u>   <b><u>SPECS</u></b>   <b><u>PROJECT</u></b></b>	<b><u>FEE</u></b>	<b><u>SUBMISSION</u></b>
1   6932   Baldwin Park,	\$75	November 19, 2009
2   6933   Carson/Gardena, and		
5   6934   Lancaster Animal Shelters Spay/Neuter Clinic Project		
Baldwin Park	Carson/Gardena	Lancaster
4275 North Elton Street	216 West Victoria Street	5210 West Avenue I
Baldwin Park, CA 91706	Gardena, CA 90248	Lancaster, CA 93536

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 Grace Stohs of Architectural Engineering Division at (626) 458-5114. 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 11:00 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 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 20, 2009.

Specs. 6932 SACHI A. HAMAI, EXECUTIVE OFFICER  
6933 OF THE BOARD OF SUPERVISORS  
6934 OF THE COUNTY OF LOS ANGELES