



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA  
Chief Executive Officer

October 12, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

22 October 12, 2010

*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  
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MICHAEL D. ANTONOVICH  
Fifth District

**DEPARTMENT OF PARKS AND RECREATION:  
PARKS MODULAR REFURBISHMENT PROJECT  
AT EAST AGENCY HEADQUARTERS  
ESTABLISH PROJECT SCOPE AND APPROVE PROJECT BUDGET  
CAPITAL PROJECT NO. 86935  
(FIRST DISTRICT) (3 VOTES)**

### SUBJECT

Approval of the recommended actions will approve the project scope of work and project budget, and authorize the Department of Parks and Recreation to complete design and construction of the Regional Facilities Modular Refurbishment Project at East Agency Headquarters.

### IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the proposed project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Approve the project, including the scope of work and the total project budget of \$1,126,000 for the Regional Facilities Agency Headquarters Modular Refurbishment Project, Capital Project No. 86935.
3. Authorize the Director of the Department of Parks and Recreation to complete site improvements and the modular trailer refurbishment/installation at the East Agency Yards, through a Board-approved Job Order Contract.

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

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**PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find that the proposed Parks Modular Refurbishment project is exempt from the California Environmental Quality Act (CEQA) and allow the Department of Parks and Recreation (Department) to proceed with design work and complete the refurbishment and installation of modular buildings salvaged from LAC-USC General Hospital Construction Project to be re-utilized as Administrative Offices for the Department's Regional Facilities Agency.

In Fiscal Year (FY) 2002-03, the Department formed the Regional Facilities Agency to manage operations and maintenance of the Department's regional parks, natural areas and wildflower sanctuaries, botanical gardens and recreational trails. Since the reorganization, staff and managers of the Regional Facilities Agency have shared existing offices and maintenance facilities with staff and managers of local parks throughout the County, in addition to leased office space shared with the Internal Services Department (ISD) located in the City of Monrovia.

The installation and refurbishment of the modular buildings and related improvements will provide an administrative headquarters for Regional Facilities Agency staff and improve efficiencies in administrative and field operations. It is estimated that the building will accommodate approximately 30 staff.

The project includes a complete remodel and refurbishment of ten existing modular units currently vacant and located at the East Agency Headquarters, 265 Cloverleaf Drive, Baldwin Park, 91706. The proposed project will be completed by the Department's Board-approved Job Order Contract (JOC) program. The proposed project consists of the completion of the following scope of work: installation and renovation of ten existing modular units to create one 8,400 square-foot building with the approximate dimensions of 120 feet by 70 feet as previously assembled at LAC-USC General Hospital. Tenant improvements to include: new office space, doors, paint, flooring and all finishes with two access points one being Americans Disability Act (ADA) compliant. In addition, there will be a men's and women's restroom and a kitchenette. The contractor will provide a finished building ready for occupancy. The contractor shall provide all plans, specifications, permits, and fees to complete the project.

All site improvements will be coordinated by the JOC, include parking lot repairs, striping of the existing parking lot to accommodate ADA compliant parking, parking for staff vehicles, and emergency access. In addition, the project may include the placement of approximately 1,000 square feet of temporary sheds and bins within the existing craft yard which would provide coverage storage for craft materials sensitive to moisture.

The project also includes the connection of all utility services such as Edison, water, sewer and telephone/data. The connection to existing sewer and water systems will be completed by the JOC with assistance from the Department's Building Crafts staff.

All construction will be managed by the Department.

### **Implementation of Strategic Plan Goals**

The recommended actions meet the Board-approved County Strategic Plan Goals of Operational Effectiveness (Goal 1), by centralizing key administrative functions and operating in the most efficient and cost-effective manner.

### **FISCAL IMPACT/FINANCING**

The total project cost estimate of \$1,126,000 includes \$982,000 for construction cost, \$121,000 for consultant services, and \$23,000 for County services. The project schedule and budget summary are included in Attachment I.

Funding for the project consists of \$26,000 net County cost and \$1,100,000 Vehicle License Fee Gap Loan fund (VLF). Sufficient appropriation is available in the FY 2010-11 Capital Projects/Refurbishment Budget, under Capital Project (C.P.) No. 86935 to fully fund the project.

### **Operating Budget Impact**

Based on the project description, the Department anticipates ongoing operating costs of approximately \$6,500 annually for utilities. However, this will be fully offset by the savings generated from transportation costs reduction by centralizing Regional Facilities operations and staffing and eliminating a current lease with ISD. The Department expects to absorb this cost and any additional operating costs related to this project within its existing operating budget.

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

The Regional Facilities Modular Refurbishment Project will establish a headquarters for Regional Facilities Administration and Facilities Operations & Crafts to consolidate its operations. Currently, the Facilities Operations & Crafts and the Project Management Section operates out of a leased satellite office in Monrovia. The consolidation of the Regional Facilities administrative and operations management staff will provide a more effective means to efficiently administer, manage and support the Regional Parks.

Pursuant to your Board's Civic Art Policy, adopted December 7, 2004, and subsequently revised on November 5, 2008, the Parks Modular Refurbishment Project (C.P. No. 86935) budget includes 1 percent of design and construction costs to be allocated to the Civic Art Fund.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Parks Modular Refurbishment project is categorically exempt from the provisions of CEQA. The project consists of relocation and internal/external modification of existing structures to an existing facility, conversion of small structures and installation of a limited number of new small structures, including possible temporary storage structures, construction of utility extensions, and improvements to the existing parking lot, which includes repairs as well as, the addition of striping, and additional storage capacity within the existing Crafts yard. The proposed activities are therefore within certain classes of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in Sections 15301 (d) and (f) of the State CEQA Guidelines (State Guidelines) and Class 1 (i)(s) and (f) of the County's Environmental Procedures and Guidelines, Appendix G which includes repair, maintenance; and minor alteration of existing structures and facilities; Section 15303 (c) and (d) of the State Guidelines and Class 3\_(a)(b)(d) and (k)\_of the County's Environmental Document Reporting Procedures and Guidelines , Appendix G, which involves new construction or conversion of small structures; and Section 15311 of State Guidelines and Class 11 (a)(c)(f) and (h) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. which applies to construction and placement of minor accessory structures.

In addition, the project is not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemptions inapplicable based on the project records. Additionally, the parking lot repairs involve no expansion of the existing use. Upon your Board's approval of the project, Parks & Recreation will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

Upon your Board's approval of the project, the Department will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

The proposed project will be accomplished through the Department's JOC program and the project will be managed by the Construction Division of Regional Facilities Agency of the Department.

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

Approval of these actions will have a positive impact on the Regional Facilities Agency's coordination, management, deferred maintenance, and operation of the Regional Parks. The proposed project is estimated to be completed within 18 months. Activities required to complete the work will be scheduled to ensure minimal or no negative impact on ongoing services at the East Agency Headquarters.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division, and the Department of Parks and Recreation.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:BC:RG  
DJT:CV:zu

Attachment

- c: Executive Office, Board of Supervisors
- County Counsel
- Arts Commission
- Internal Services Department
- Parks and Recreation

**REGIONAL AGENCY MODULAR REFURBISHMENT PROJECT  
AT THE EAST AGENCY HEADQUARTERS**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Board Approval	10/12/10
JOC Contract	12/15/10
Construction Documents	2/28/11
Jurisdictional Approvals	4/15/11
Start Construction	5/15/11
Substantial Completion	12/31/11
Project Acceptance	2/30/12

## II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Purchase Order Contract – Master Agreement Vendor	0
Job Order Contract	\$750,000
Change Orders/Contingency	10,000
Departmental Crafts	24,500
Youth Employment	0
Construction Consultants	0
Misc. Expense – Furniture	100,000
Telecomm Equip – Affixed to Building	90,000
Civic Arts	7,900
Subtotal	\$ 982,400
Programming/Development	\$ 0
Plans and Specifications*	\$ 0
Consultant Services	
Site Planning	\$ 0
Hazardous Materials	0
Geotech/Soils Report and Soils Testing	0
Material Testing	0
Cost Estimating	0
Topographic Surveys	0
Construction Management	0
Construction Administration	0
Environmental	0
Move Management	0
Equipment Planning	0
Utilities	95,000
Misc. Expense	26,000
Subtotal	\$ 121,000
Miscellaneous Expenditures	\$ 0
Jurisdictional Review/Plan Check/Permit	\$ 0
County Services	
Code Compliance Inspection	\$ 0
Quality Control Inspection	0
Design Review	0
Design Services	0
Contract Administration	0
Project Management	0
Project Management Support Services	0
ISD Job Order Contract Management	0
DPW Job Order Contract Management	6,000
ISD Communications/Data	0
Project Security	0
Project Technical Support	0
Office of Affirmative Action	4,100
Gordian Group	12,500
Subtotal	\$ 22,600
<b>TOTAL</b>	<b>\$1,126,000</b>