County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

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First District

MARK RIDLEY-THOMAS
Second District

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Third District

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MICHAEL D. ANTONOVICH
Fifth District

October 28, 2011

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

REPORT BACK ON HEALTHY CAFETERIA – HALL OF ADMINISTRATION (JUNE 28, 2011 AGENDA, ITEM NO. 15)

As instructed on June 28, 2011, your Board directed the Chief Executive Office to: (1) assess and report on the advantages of providing food service by multiple food vendors, instead of a single operator; and (2) perform a feasibility study to determine the cost to re-design and build-out the Kenneth Hahn Hall of Administration (HOA) for multiple vendors.

1. Assess and Report on the Advantages of Multiple Vendors

In keeping with the Board's emphasis on setting goals to assist County employees with implementing a healthy life style and providing nutritional meal options, whenever possible, your Board requested the Chief Executive Office to assess and report on the advantages of providing food service in the HOA by multiple food vendors.

As part of this assessment, it is recommended that a survey of the building population (approximately 2,500) be conducted to assess the type of food, service, and pricing that would be supported. The survey results will provide critical information for any potential vendor who will be evaluating ways to increase sales and patronage of the facility, despite the cafeteria's basement location and limited building population.

A cafeteria that is re-designed to accommodate operating space for multiple vendors as opposed to a single-operator should provide the HOA building population and visitors with a greater variety of menu selection and the potential for upgraded food service.

At this time, the current single-operator at the HOA is generating average gross sales of $50,000 per month. Our office contacted a seasoned food industry professional who suggested that a subdivision of space may not be feasible due to several factors. If the current sales revenue cannot be significantly increased, it may be difficult to attract stable, credit-worthy vendors. The challenges presented to any prospective vendors are competing for food sales in the same locale, adhering to the County's strict contract compliance terms and conditions, and incurring the payment of the Living Wage rate, which is approximately 30 percent greater than the food industry. Our consultant stated that the size of space and limited building population would likely attract small business operations as major corporate vendors would find the business opportunities to be unattractive. It was also noted that a small business operator may have difficulty providing premium quality meat, produce, and related products due to the lack of corporate purchasing power and distribution.

2. Feasibility Study to Determine the Cost to Re-design and Build-out the Kenneth Hahn Hall of Administration

The Chief Executive Office, Real Estate Division developed a general description of the preliminary re-design plan (Attachment 1) of the cafeteria space, which was created to accommodate five individual vendors. The preliminary re-design plans were presented to the County's Internal Services Department (ISD) and served as the basis of a preliminary cost estimate (Attachment 2) of $2.4 million. This ISD estimate included the proposed reconstruction costs of the kitchen space and vendor replacement equipment. The cost estimate also included a 25 percent contingency due to the lack of detailed plans and specifications, which is customary when estimating a project based on preliminary plans.

The proposed preliminary re-design plan (Attachment 3) subdivides the current single operator kitchen space into five separate, self-contained service areas, which can accommodate two vendors with open flame equipment for cooked menu items, two vendors that can provide cold food, sandwiches, and drinks, and one vendor with space to serve as a coffee and cold drink bar.

As information, the cafeteria facility which had seen minimum changes since the Kenneth Hahn Hall of Administration was built in 1960, experienced a significant refurbishment (Refurbishment No. 86493) of the dining room and food service line area at the time your Board approved a cosmetic and operational improvement project in October 2000, at a total cost of approximately $800,000. The refurbishment project did not include any re-design of the kitchen space or the replacement of the kitchen equipment because the facility has always been operated by a single-operator.

In closing, our office recognizes the importance of supporting your Board's goal to provide healthy eating options for County employees at work. If your Board concludes that the operational and financial challenge of moving forward with the multiple vendor concept is too significant to overcome, we recommend the following next steps:

- Conduct a building survey to obtain the type of food, service, and pricing the building population would support;

- Initiate a Request for Proposals, emphasizing the need for a food service vendor to address the Board's desire to offer nutritional and healthy alternatives of food and beverages; and

- Authorize the CEO to place a priority on food quality and service, when making any future recommendation to the Board for a new food service provider, even if the revenue received from the new contract is cost neutral to ensure the Board's objective of providing nutritional and healthy food options are met.

If you have questions, your staff may contact Christopher Montana at (213) 974-4200, or email cmontana@ceo.lacounty.gov.

WTF:RLR
CMM:ls

Attachments

c: Executive Office, Board of Supervisors

Attachment # 1

County of Los Angeles
Chief Executive Office
Real Estate Division

Proposed Redesign
Hall of Administration - Basement Cafeteria

General Description

The conceptual design consists of creating an open food court area with multiple restaurant vendors and a common dining area.

Based on a general inspection of the existing facilities, multiple non-conforming issues were discovered, such as:

a. The existing kitchen equipment layout does meet the ADA requirements for accessibility.

b. The existing kitchen equipment is very old and it does not meet the requirement for energy conservation (Title -24).

c. The existing electrical and lighting does not meet the current requirement of the National Electrical Code (NEC).

d. The mechanical ventilation does not meet the general requirements of the National Mechanical Code (NMC).

There are also many unknowns such as:

a. The existing mechanical and ventilation system may not be able to serve the proposed new demand for ventilation and exhaust.

b. The existing electrical panels will require replacement and upgrade to support the new required power demand.

c. The existing drainage and plumbing system will require upgrade according to supply and demand of the proposed redesign.

d. With the proposed layout, the fire sprinkler system requires new risers.

e. Environmental design kitchen will require stainless steel counters and sinks, exhaust hoods, water faucets, floor drains, fire suppression system, lighting, moisture resistant walls and ceiling material, which are washable.

Proposed Redesign

With the proposed redesign layout, the existing kitchen facilities will need to be demolished, including the electrical, mechanical, plumbing/ drainage, and fire sprinkler systems.

Note: All of the vendor-described spaces will require the following:

a. Architectural development plans
b. Mechanical design plans and calculations
c. Electrical plans and Title 24 energy calculations
d. Low voltage design
e. Fire sprinkler systems design
f. Structural justification plans and calculations
g. Plan check submittals and permits
h. Construction and construction management
i. Fire and life safety

Prior to the redesign, another aspect to take into consideration is to have the utilities service meters separated for each individual vendor.

1. Spaces to accommodate five vendors in the proposed redesign layout

Each vendor has the capacity to provide different type of food services.

Vendor #1

Approximate area = 1,041 square feet
Walk-in freezer
Walk-in cooler
Storage room
Food prep area
Kitchen without open flame equipment
Client service counter
This space is for cold food, sandwiches, and drinks.

Vendor #2

Approximate area = 1,761 square feet
Walk-in freezers
Walk-in coolers
Storage room
Food prep area
Pantry
Prep kitchen without open flame equipment
Warm trays food display at front counter
This space is for pre-cooked food menu items.

Vendor # 3

Approximate area = 1,964 square feet
\Walk-in freezers
Walk-in coolers
Storage room
Dish washing
Food prep area
Open flame and grill kitchen
Mechanical ventilation system
Fire suppression system
Pass thru counter
Service counter
This space is for make-to-order menu dishes.

Vendor #4

Approximate area = 2,979 square feet
Walk-in freezers
Walk-in coolers
Storage room
Dish washing
Food prep area
Open flame and grill kitchen
Mechanical ventilation system
Fire suppression system
Pass thru counter
Service counter
This space is for make-to-order menu dishes with table service.

Vendor #5

Approximate area = 266 square feet
Storage area
Open counter area
This space is for the sale of hot coffee and cold drinks.

2. Proposed redesign layout for the existing open dining area

Existing cashiers, bread, and salad counters will be removed and replaced with additional seating area.

County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

TOM TINDALL
Director

"To enrich lives through effective and caring service"

Telephone: (323) 267-2225
FAX: (323) 260-5256

Attachment # 2

August 30, 2011

To: Christopher Montana, Acting Director
Chief Executive Office - Real Estate Division

From: Anthony Eng, Section Manager
Production Management

Subject: **RE-DESIGN CAFETERIA**
ESTIMATE # 1240-11

This letter is in response to your request on July 17, 2011, for an Order of Magnitude for the proposed re-design of the cafeteria, at the Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA. The scope of work is based on a site visit with Eirain Escalante, Facilities Project Manager, Chief Executive Office and John Yee, our Estimator, on August 12, 2011. Upon the completion of architectural/engineering drawings and jurisdictional agency approvals, a more accurate estimate can be developed.

Scope of Work:

- Provide labor, material, and equipment to de-energize, disconnect all electrical in kitchen such as equipment, appliances, outlets and lighting in kitchen area. Use lockout/tagout and ground procedures where appropriate before working on equipment.
- Provide, labor, material and equipment to shut-off, disconnect and cap all the kitchen equipment and appliances plumbing in the kitchen area.
- Provide labor, material and equipment to shut down, disconnect, and cap all heating, ventilation, air conditioning system to cafeteria and kitchen area.
- Provide labor, material, equipment to disconnect and safety off all the fire alarm devices and speakers in kitchen area.
- Provide labor, material and equipment to remove all kitchen equipment and stored at the County's storage yard unless otherwise noted.
- Provide labor, material to install temporary power and lighting prior to demolition.

- Provide labor, material and equipment to remove, dispose flooring, walls, doors and ceilings in kitchen area for the proposed kitchen re-design. Including removal of existing depressed floor to match finish terrazzo floor in dining area.
- Provide labor, material and equipment for abatement of hazardous materials in the kitchen area.
- Provide labor, material and equipment to remove, dispose existing service counters as proposed on the provided drawings from Efrain Escalante.
- Provide, labor, equipment to patch and repair the terrazzo flooring and match to existing as close as possible.
- Provide labor, material and equipment to install new counters, storage room for the proposed natural drink/coffee stand.
- Provide labor, material and equipment to install new walls, doors, and ceilings to meet new code requirements as proposed on the provided drawings from Efrain Escalante.
- Provide labor, material to modify the existing staff restroom to two ADA restrooms as proposed on provided drawings from Efrain Escalante.
- Provide labor, material and equipment to install ceramic tile on all the walls, floors in kitchen area and match new finish floor to existing terrazzo floor.
- Provide labor, material and equipment to paint the walls (that are not tiled) and ceilings.
- Provide labor, material to install separate electrical service panels for power and lighting for each vendor.
- Provide labor, material to install convenience outlets and hook-up all electrical kitchen equipment and appliances.
- Provide labor, material and equipment to install new lighting as proposed on provided drawings from Efrain Escalante.
- Provide labor, material and equipment to provide, install proposed walk-in freezers, cooler, ovens, ranges, dishwashers and all other major equipment proposed on provided drawings from Efrain Escalante.
- Provide labor, material and equipment to install new grease ducts and exhaust system for each vendor location to accommodate the new exhaust hoods.
- Provide labor, material and equipment to install plumbing for gas, water and drainage for the new equipment at each vendor location including final hook-up to all equipment and appliances.
- Provide labor, material and equipment to install a new fire suppression system for each vendor location per code requirements.
- Provide labor, material and equipment to install stainless steel counters for the food and kitchen preparation areas.

- Provide labor, material and equipment to install service counters with warming trays at vendor locations # 1 and # 2.
- Provide labor, material and equipment to install curved service counters at vendor locations # 3 and # 4.
- Provide labor, material to install power, voice and data for new the vendor's offices and cash register locations.
- Provide labor, material to modify existing heating, ventilation and air conditioning system to accommodate the new vendor locations.
- Provide labor, material to modify existing fire sprinkler system to accommodate the new vendor locations.
- Provide labor, material to install and modified the fire alarm system for the proposed cafeteria and kitchen design.

Order of Magnitude Estimated Cost: $ 2,400,000

Clarifications:

- This order of magnitude estimated cost is based on all work being conducted during normal business and off hours as need to meet customer deadlines. Work must be coordinated with the District # 1 Manager and ISD's assigned Project Manager.
- Because of the lack of complete details and specifications, this estimate shall not be used as a final bid for construction. It should be noted that this is only an Order of Magnitude projection for typical work of this kind. Actual estimates may have a variation of 25%. In the event that construction bid documents and technical specifications are prepared, Facilities Operation Services can determine the actual cost of construction upon receipt of stamped and approved construction documents.
- Architectural, engineering, plan check, permits and fees are included in this Order of Magnitude per drawings from Efrain Escalante.
- Provide testing for hazardous material prior to starting demolition.
- Health Services requirements and fees are not included in this Order of Magnitude. Upon receiving a stamped and approved set of drawings will determine the cost.
- Obtain any required permits for construction.
- All work to be in accordance with state and local building codes.
- All electrical installations must conform to the National Electric Code and installed in a workmanlike manner.
- Project site must be cleaned by the end of each workday to maintain a safe work environment.

- Each craft is responsible for their own clean up and disposal of debris from project site.

This estimate is good for the 11/12 Fiscal Year. Any change in scope or unforeseen conditions will require a cost revision. Please refer any future correspondence to **Estimate # 1240-11**.

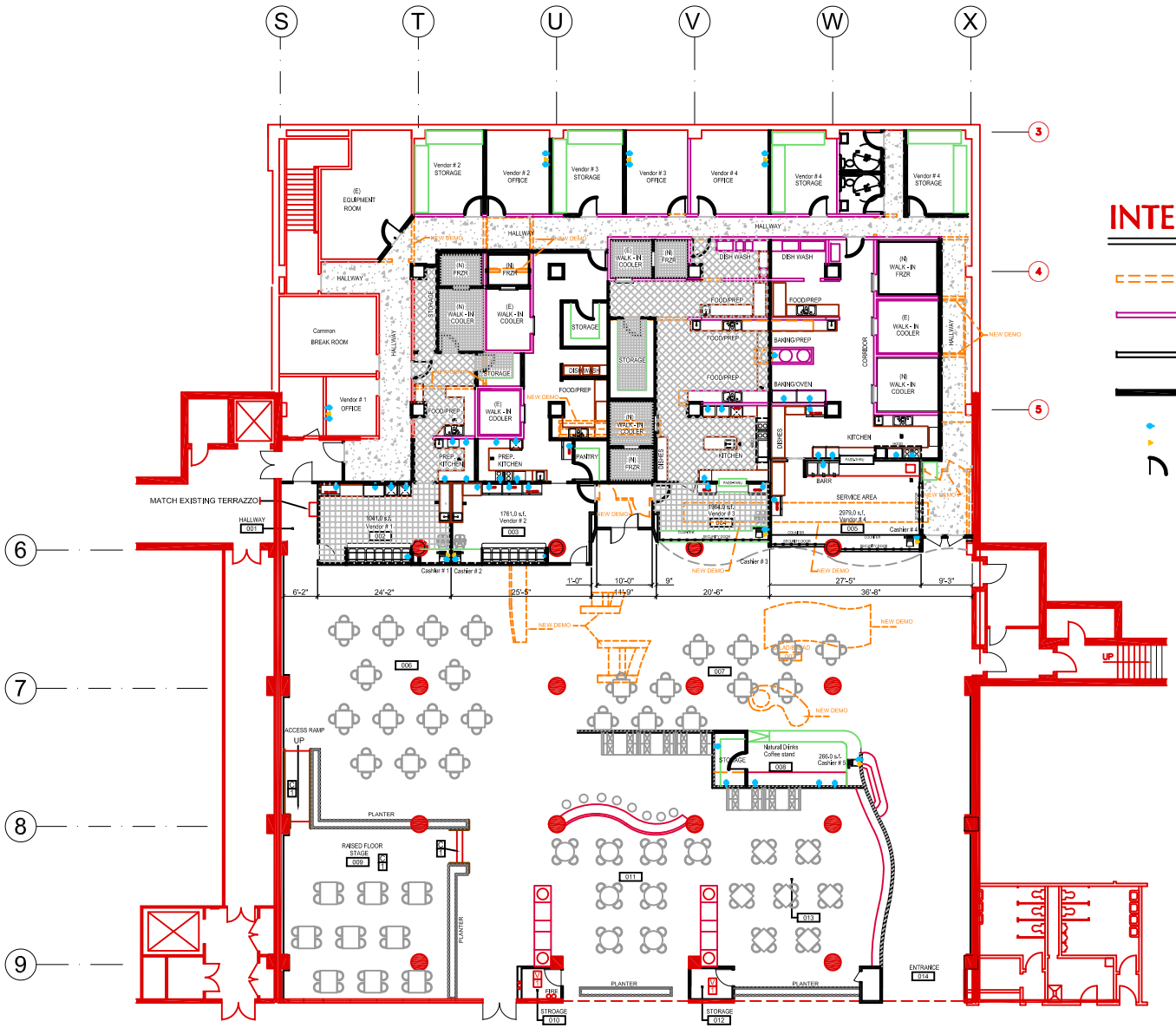
Because of the lack of complete plans and specifications, this estimate shall not be used as a bid. In the event that project bid documents are prepared, Facilities Operations Service would like to reserve the right to attend bidder conferences and submit a bid at the same time as other contractors or vendors.

Please send written correspondence or your funded service request to fax number (323) 260-5256.

If you have any questions, please feel free to contact me or John Yee at (323) 267-2126.

AE:jy

c: BIS File #39
LACO #0181
Efrain Escalante
John Yee



INTERIOR WALLS LEGEND

- DENOTES EXISTING TO BE DEMO
- DENOTES EXISTING INTERIOR WALLS TO REMAIN
- DENOTES EXISTING INTERIOR WALLS TO REMAIN
- DENOTES PROPOSED INTERIOR WALLS
- DENOTES PROPOSED POWER
- DENOTES PROPOSED DATA CABLING
- DENOTES PROPOSED NEW DOORS

PROPOSED BASEMENT FLOOR PLAN

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ATTACHMENT # 3

created date 7/5/11	APPROVALS LESSOR	INFORMATION EFRAIN E.	COUNTY OF LOS ANGELES CHIEF EXECUTIVE OFFICE HOA – BASEMENT CAFETERIA 500 WEST TEMPLE ST. LOS ANGELES CA.
revisions A. B. C. D. E.	lessor client department client department C.E.O. chief real estate	designer agent NONE checked by Rentable sq. ft.	

COUNTY OF LOS ANGELES
CHIEF EXECUTIVE OFFICE
REAL ESTATE DIVISION
FACILITIES DESIGN
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