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

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

March 6, 2012

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

35 March 6, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

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: FIRE DISTRICT
FIRE STATION 69 SEPTIC SYSTEM REPLACEMENT PROJECT
UNINCORPORATED AREA OF TOPANGA
APPROVE REVISED PROJECT BUDGET
ADOPT, ADVERTISE, AND AWARD
SPECS. 6871; CAPITAL PROJECT NO. 88942
(THIRD DISTRICT) (3 VOTES)

SUBJECT

This action is to approve the revised Project budget, adopt plans and specifications for construction, advertise for bids, and delegate authority to the Director of Public Works, or her designee, to award the construction contract for the Fire Station 69 Septic System Replacement Project in the unincorporated area of Topanga.

JOINT RECOMMENDATION WITH THE FIRE CHIEF THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT:

1. Approve the revised total Project budget of $1,301,000 for the Fire Station 69 Septic System Replacement Project, Capital Project No. 88942.

2. Adopt plans and specifications that are on file in the Architectural Engineering Division of the Department of Public Works as custodian of record for construction of the Fire Station 69 Septic System Replacement Project in the unincorporated area of Topanga at an estimated construction cost of $688,000.

3. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received and opened on April 4, 2012, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

4. Authorize the Director of Public Works, or her designee, to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule for a $2,500 not-to-exceed fee funded by existing project funds and establish the effective date.

5. Delegate to the Director of Public Works, or her designee, the authority to determine if bids are nonresponsive and to reject bids on such basis, in accordance with the applicable contract and bid documents, and to determine whether the apparent Lowest Responsive and Responsible Bidder has timely prepared a satisfactory baseline construction schedule that satisfies all conditions for contract award, including the criteria adopted by your Board for contract award. Upon determination that all such conditions have been satisfied, authorize the Director of Public Works, or her designee, to award and execute a construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder so long as the bid amount does not exceed $688,000, and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance.

6. Delegate authority to the Director of Public Works, or her designee, to manage and deliver the Fire Station 69 Septic System Replacement Project to issue change orders pertaining to the construction contract for the Project, within the same authority and limits delegated under the County Code to the Director of Public Works for purposes of County projects, to accept the Project, and to release retention.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Department of Public Works (Public Works) to solicit bids for construction, award a construction contract, and to proceed with implementation and delivery of the Fire Station 69 Septic System Replacement Project (Project), which is located at 401 South Topanga Canyon Boulevard, Topanga, California 90290.

The existing onsite septic system at Fire Station 69 has deteriorated to the point that it is not capable of handling the current wastewater loads produced by the station. As a result, the system requires increased maintenance and routine pumping of the septic

tanks. On March 4, 2010, Public Works procured a feasibility study from GEOCON West, Inc., through a Board-approved, as-needed consultant services agreement. The report determined that the repair of the existing septic system was not feasible and/or cost-effective and recommends a new septic system be designed and installed as soon as possible to avoid future health and safety issues and excessive ongoing maintenance costs.

On August 3, 2010, your Board established the Capital Project No. 88942, found the Project categorically exempt from the California Environmental Quality Act (CEQA), authorized the Director of Public Works, or her designee, to proceed with the Project design, and awarded an agreement with Osborn Architects to provide design services for the new septic system.

The proposed new septic system will consist of a 1,500 gallon main processing tank (same capacity as the existing tank), filter pods, a distribution box, and three seepage pits. The system will also include three additional seepage pits for future use, should the three new seepage pits fail, which is a requirement of the Department of Public Health.

Plans and specifications are now complete. Approving the recommended actions to adopt plans and specifications; advertise for bids; delegate to the Director of Public Works, or her designee, the authority to award, execute, and implement a consultant services agreement for preparation of a baseline construction schedule; and delegate to the Director authority to award and execute a construction contract that will allow an accelerated process for delivery of the Project, which is necessary to avoid future health and safety issues at the station since the current septic system is failing.

Green Building/Sustainable Design Program

The Project supports your Board's Green Building/Sustainable Design Program by implementing a new sewage treatment system that will result in cleaner effluent being released into the soil, thus improving the quality of the groundwater.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by providing an environmentally sound facility. In addition, this Project is an investment in public infrastructure.

FISCAL IMPACT/FINANCING

On August 3, 2010, your Board approved an initial Project budget of $941,000. Upon completion of design services, the revised total Project cost estimate is $1,301,000, which includes plans and specifications, plan check, construction, change orders, a one-year maintenance agreement, consultant services, miscellaneous expenditures, Civic Art allocation, and County services. Public Works' fair construction cost estimate for the Project is $688,000 (including a 10 percent bid contingency).

The Fire District's Fiscal Year 2011-12 Accumulated Capital Outlay Fund Capital Project No. 88942 is fully funded with fund balance from the Consolidated Fire District's Accumulated Capital Outlay Fund. There is no impact to net County cost.

The revised Project Schedule and Budget Summary are included in Attachment A.

Operational Budget Impact

There will be no impact to the current operating budget. A one-year maintenance agreement will be awarded to the apparent Lowest Responsive and Responsible Bidder. Costs for maintenance for the first year are included in the construction budget of the capital project. After the first year of maintenance, the Fire District shall be responsible for the ongoing maintenance of the septic system, currently estimated at $2,500 per year.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract contains terms and conditions supporting your Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunity for Work (GROW) Programs; Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Applicable law, including the State Public Contract Code, requires the County to award a construction contract to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the lowest-priced bid; (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.

To ensure that the contract is awarded to the apparent Lowest Responsive and Responsible Bidder 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 contractors State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy 5.140, the information reported by the contractor will be considered before the Director of Public Works, or her designee, exercises the delegated authority to award a contract.

The proposed consultant services agreement with the apparent Lowest Responsive and Responsible Bidder bid to prepare a baseline construction schedule that conforms to the County's Schedule Specification is critical to successfully manage construction activities by both 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 bidder fails to complete an acceptable schedule, the bidder may be determined to be nonresponsible and that the Chief Executive Office may recommend awarding the construction contract to the next lowest bidder, contingent on the next lowest bidder's completion of a baseline schedule that conforms to the County's specifications.

In order to expedite construction of the Project, it is recommended that your Board authorize the Director of Public Works, or her designee, to award and execute a construction contract to the Lowest Responsive and Responsible Bidder, if the contract can be awarded within Public Works' estimated construction cost for the Project. Public Works will not award the construction contract if the low bid comes in higher than $688,000 without returning to your Board for approval.

As required by your Board, the Project cost includes 1 percent of design and construction costs to be allocated to the Civic Art Fund per your Board's Civic Art Policy adopted on December 7, 2004.

ENVIRONMENTAL DOCUMENTATION

On August 3, 2010, your Board found the Project to be categorically exempt from CEQA pursuant to Section 13502 of the State CEQA Guidelines and Class 2 of the County of Los Angeles Environmental Document Procedures and Guidelines, Appendix G.

On November 8, 2010, Public Works filed a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

A standard 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 in the contract.

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 that they may be eligible for the Federal Earned Income Credit under the Federal Income Tax Law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

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.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

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 CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division; Fire Department, Construction and Maintenance Division; the Department of Public Works, Project Management Division II; and the Arts Commission.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

DARYL L. OSBY
Fire Chief

WTF:DLO:RLR
DJT:SW:CY:cvb

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Auditor-Controller
Internal Services
Public Works

u:\board letters 2012\board letters [word]\capital projects\bos letter 03-06-12 fs 69 septic system replacement.doc

ATTACHMENT A
March 6, 2012

DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
FIRE STATION 69 SEPTIC SYSTEM REPLACEMENT PROJECT
UNINCORPORATED AREA OF TOPANGA
APPROVE REVISED PROJECT BUDGET
ADOPT, ADVERTISE, AND AWARD
SPECS. 6871; CAPITAL PROJECT NO. 88942
(THIRD DISTRICT) (3 VOTES)

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date
Project Feasibility	09/14/10*	N/A
Design Construction Documents Jurisdictional Approval	 02/01/11 05/18/11	 11/21/11* 01/12/12*
Construction Bid and Award	08/15/11	04/16/12
Construction Substantial Completion Project Acceptance	 04/16/12 06/13/12	 12/20/12 02/21/13

*Indicates completed activity

II. PROJECT BUDGET SUMMARY

Budget Category	Original Project Budget	Impact of this Action	Total Project Budget
Land Acquisition	$ 0	$ 0	$ 0
Construction			
Low Bid Contract	$ 360,000	$ 266,000	$ 626,000
Bid Contingency (10 percent)	$ 0	$ 62,000	$ 62,000
Change Orders – Construction (10 percent)	$ 54,000	$ 14,000	$ 68,000
Utility Connection Fee	$ 0	$ 4,000	$ 4,000
Civic Art	$ 0	$ 8,000	$ 8,000
Subtotal	$ 414,000	$ 354,000	$ 768,000
Programming/Development	$ 0	$ 0	$ 0
Plans and Specifications	$ 92,000	$ 0	$ 92,000
Consultant Services			
Deputy Inspection	$ 10,000	$ 10,000	$ 20,000
Hazardous Material	$ 80,000	($ 70,000)	$ 10,000
Geotech/Soils Test	$ 0	$ 70,000	$ 70,000
Material Testing	$ 10,000	$ 0	$ 10,000
Cost Estimating/Constructability Reviews	$ 0	$ 0	$ 0
Topographic Surveys	$ 0	$ 0	$ 0
Environmental	$ 0	$ 0	$ 0
Subtotal	$ 100,000	$ 10,000	$ 110,000
Miscellaneous Expenditures			
Printing	$ 1,000	$ 3,000	$ 4,000
Subtotal	$ 1,000	$ 3,000	$ 4,000
Jurisdictional Review/Plan Check/Permit			
Code Compliance Inspection	$ 13,000	($ 1,000)	$ 12,000
County Services			
Code Compliance and Quality Control Inspections	$ 45,000	$ 0	$ 45,000
Contract Administration	$ 14,500	$ 7,500	$ 22,000
Project Management	$ 225,500	($ 15,500)	$ 210,000
Project Management Support Services	$ 0	$ 0	$ 0
Secretarial	$ 9,500	$ 2,500	$ 12,000
Document Control	$ 9,500	($ 500)	$ 9,000
ISD ITS Communications	$ 0	$ 0	$ 0
Project Technical Support	$ 13,000	($ 1,000)	$ 12,000
Consultant Contract Recovery	$ 1,000	$ 0	$ 1,000
Office of Affirmative Action	$ 3,000	$ 1,000	$ 4,000
Subtotal	$ 321,000	($ 6,000)	$ 315,000
Total	$ 941,000	$ 360,000	$ 1,301,000

ATTACHMENT B
March 6, 2012

DEPARTMENT OF PUBLIC WORKS: FIRE DISTRICT
FIRE STATION 69 SEPTIC SYSTEM REPLACEMENT PROJECT
UNINCORPORATED AREA OF TOPANGA
APPROVE REVISED PROJECT BUDGET
ADOPT, ADVERTISE, AND AWARD
SPECS. 6871; CAPITAL PROJECT NO. 88942
(THIRD DISTRICT) (3 VOTES)

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 furnishings, materials, labor, and equipment required to complete construction for the following work:

SD	SPECS	PROJECT	BID DOC. FEE	DATE OF BID OPENING
5	6871	Fire Station 69 Septic System Replacement 401 South Topanga Canyon Boulevard Topanga, California 90290	$75	April 4, 2012

Copies of the project manual and drawings may be downloaded for free from the Los Angeles County Public Works website http://dpw.lacounty.gov/go/construction contracts; or for $75, copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 2:00 p.m. on April 4, 2012. Bids will be publicly opened, examined, and declared by Public Works at 2:30 p.m. on this date in the Department of Public Works' Main Conference Rooms, 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 either (1) an active A license classification or (2) an active B license classification with an active C-42 license classification (this may be possessed by a subcontractor to the general) at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project. The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the work of improvement in accordance with the Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at the Department of Public Works, Architectural Engineering Division, which shall be made available to any interested party upon request.

PREBID CONFERENCE

Public Works' Project Management Team will hold a prebid conference at 10:30 a.m. on March 15, 2012, at the project site, 401 South Topanga Canyon, Blvd., Topanga, CA 90290, to provide information on the project, bidding process, and answer any questions that the potential bidders may have. For further directions, please contact Ms. Cheryl Wong with the Public Works' Project Management Team at (626) 300-2330.

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, to contract 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 Teléfono (626) 458-2563.

Upon 72 hours notice, 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 our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental 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 noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para más información del ADA, póngase en contacto con nuestro Coordinador del ADA del Departamento 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 March 6, 2012.

Specs. 6871

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