County of Los Angeles
**CHIEF EXECUTIVE OFFICE**
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
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WILLIAM T FUJIOKA
Chief Executive Officer

# ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34 September 4, 2012

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EXECUTIVE OFFICER

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September 4, 2012

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:**
**BUILDING CONDITION ASSESSMENT AND ASSET MANAGEMENT DATABASE DEVELOPMENT SERVICES**
**FOR COUNTY DEFERRED MAINTENANCE PROJECTS**
**AWARD CONSULTANT SERVICES AGREEMENT**
**APPROVE FUNDING AGREEMENT**
**(ALL DISTRICTS) (3 VOTES)**

## SUBJECT

The recommended actions will award and authorize the Chief Executive Officer, or his designee, to execute a consultant services agreement with AECOM Technical Services, Inc., to develop an asset management tracking and forecasting database system, perform a pilot phase of building condition assessments, and comply with State water quality standards.

## IT IS RECOMMENDED THAT THE BOARD:

1. Award and authorize the Chief Executive Officer, or his designee, to execute a consultant services agreement with AECOM Technical Services, Inc., to perform a pilot phase of building condition assessments and asset management database development services for County Deferred Maintenance Projects for a one year term, commencing on the date of the Notice to Proceed. The consultant services agreement shall not exceed a fee of $1,032,000.

2. Delegate authority to the Chief Executive Officer, or his designee, to execute a funding agreement with the City of La Verne for a not-to-exceed fee amount of $69,997 to construct a 180 linear-foot sewer line extension from the current point of termination of the existing sewer line to the point of connection of the newly constructed sewer line, which will replace the failed wastewater treatment system that served Probation Camp Afflerbaugh, Marshall Canyon Golf Course, Tree Farm, and Regional Park.

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will allow the Chief Executive Office (CEO) to proceed with the development of an asset maintenance management system that will provide an ongoing projection of required and anticipated repair/replacement actions and costs for County capital assets, initiate physical condition assessments of approximately 21.8 million square-feet of County-owned facilities, and complete State required refurbishment activities on the Marshall Canyon reservoir/irrigation system.

### Background

On September 28, 2010, the Board authorized the development of the County Deferred Maintenance Program in order to provide a rational basis for long-term planning of ongoing maintenance of County facilities. Such a goal is to be realized through the implementation of a systematic approach to the assessment of County building conditions and development of an asset management database system that would track and forecast long-term maintenance requirements.

While this program was under development, the Board also authorized the initiation of certain high-priority deferred maintenance activities through the allocation of $59.9 million in funds within the Extraordinary Maintenance Budget to refurbish:

- 22 County public health centers, community centers, and senior centers; and
- Repairs or major deferred maintenance efforts to 11 additional County facilities required by jurisdictional regulatory agencies, or to maintain essential services.

To date, work at 14 public health and community/senior centers, three probation camps, and three museums, has been completed. Maintenance activities at 11 of the remaining 13 facilities are scheduled for completion in September 2012.

Refurbishment activities at the final two sites, Antelope Valley Rehabilitation Center (AVRC) and Dorothy Kirby Center, will require additional programming to accommodate unforeseen site and building conditions. The CEO will return to the Board with separate recommendations to meet the refurbishment objectives at both sites in September 2012.

**Proposed Building Condition Assessment and Asset Management Database System**

The goal of the Asset Management Database System (AMDS) is to provide a continuously updated, long-term maintenance plan for each County facility. Such a plan would document the type, cost, and date of each repair and project the timing and costs of future repairs or maintenance activities. The aggregated projections for all County buildings would provide the basis for the prioritization and forecast of annual maintenance activities, as well as the development of annual budgetary recommendations for maintenance staffing, contracts, and equipment acquisitions.

The AMDS will provide a record of all maintenance activities and repairs to electrical, plumbing, heating, ventilation and air conditioning, fire safety, security, lighting, elevator, and energy management systems. It will also include interior conditions such as flooring, ceilings, doors, and paint, and exterior conditions such as roofing, windows, fencing, irrigation, and parking lots. Accessibility issues and opportunities for energy efficiency upgrades will also be noted.

The CEO and Internal Services Department (ISD) reviewed the County's existing data resources and determined that the available information was inadequate to internally develop such a system. A Request for Proposals (RFP) was subsequently developed to select a firm that could best develop the desired system.

The information necessary to populate the AMDS is reliant upon a thorough assessment of each building's physical condition. ISD had committed a team of crafts specialists for over a year to the assessment of 30 of the facilities that have been refurbished since September 2010. To assess the remaining 21.8 million square feet of County facilities (excluding hospitals and Sheriff facilities) within the next few years, and to ensure the information provided by the assessments is compatible with the data formats in the AMDS, it was decided that the same firm that develops the AMDS should also perform the assessments.

**AECOM Consultant Services Agreement**

The proposed consulting services agreement with AECOM Technical Services, Inc., (AECOM) will include development of the AMDS, as well as performance of building condition assessments for four facilities totaling 156,676 square-feet (1 percent). The initial four building assessment is intended to be a pilot phase for the full assessment of the remaining 21.8 million square-feet of County-owned buildings. Use of the pilot phase will ensure the data from the building condition assessments meet the County's standards and are fully compatible with the AMDS. The four County-owned facilities included in the pilot phase are the El Monte Comprehensive Health Center, F. D. Roosevelt Park, Fire Station No. 3, and the A.C. Bilbrew Library.

The pilot phase of the program is scheduled to be completed in one year. Upon its completion, the CEO will review the data and draft reports to confirm or clarify what content and format of the deliverables meet the expectations of the County. The CEO will return to the Board by September 30, 2013, to amend the agreement to reflect the remaining building condition assessments.

**City of La Verne Funding Agreement**

Approval of the recommended actions will also authorize the Chief Executive Officer, or his designee, to execute a funding agreement with the City of La Verne (City) to reimburse the City for its cost to construct a 180 linear-feet of sewer line connection with the County sewer line that serves the Afflerbaugh/Paige Probation Camp (Camp). The Camp's water treatment plant failed to meet Regional Water Quality Control Board (Water Board) standards. Connecting the Camp to the City's sewer system was deemed the most cost-effective, long-term method of complying with the Water Board's requirements.

The County is contracting with the City to build the sewer line extension, because the point of termination of the City's existing sewer line falls within a private housing development for which the City has an existing easement. This action will save the County the time and cost of required surveys and legal descriptions to obtain a separate easement for a one-time use. The proposed funding agreement is for a one-time payment of $69,997, which includes costs for design and engineering, plan check and permits, construction and the sewer line extension, and contingencies for unforeseen conditions.

## Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by increasing our ability to manage fluctuations in workload in a responsive manner and provide responsive, efficient, and high-quality public services.

## FISCAL IMPACT/FINANCING

The proposed consultant services agreement with AECOM will be executed for a maximum fee of $1,031,808, including $1,007,808 for development of the AMDS and $24,000 for the building condition assessments. The CEO will return to the Board with recommendations to amend the consultant services agreement to accommodate the remaining building assessments.

The funding agreement with the City is for a one-time payment of $69,997. The costs of the AECOM contract and the payment to the City will both be funded from Extraordinary Maintenance Budget.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard consultant services agreement will be used in the form previously reviewed and approved as to form by County Counsel. The contract will be in compliance with the Board's requirements.

Award of the contract will be in full compliance with Federal, State, and County regulations. The agreement will contain terms and conditions supporting the Board's ordinances, policies, and programs including, but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, 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; Defaulted Property Tax Reduction Program, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

## ENVIRONMENTAL DOCUMENTATION

The proposed actions are not a project pursuant to the California Environmental Quality Act (CEQA) because they are an activity that is excluded from the definition of a project by Section 15378(b) (4) and (5) of the State CEQA Guidelines. The proposed actions are an administrative activity of the government that will not result in direct or indirect changes to the environment. The appropriate environmental documentation, as required under CEQA, will be completed and the Board will be requested to make a CEQA finding before a discretionary action is approved for any project.

## CONTRACTING PROCESS

On November 2, 2011, the Department of Public Works (Public Works), at the request of the CEO, issued an RFP for building condition assessment and asset management database development services. On February 2, 2012, a total of seven firms responded to the RFP. The Evaluation Committee comprised of representatives from ISD's and Public Work's technical staff, and the CEO Capital Project Division evaluated the proposals. The committee evaluated these proposals based on technical expertise, experience, personnel qualifications, work plans, and understanding of the work requirements.

Based on the review and evaluations of these proposals, the committee determined that AECOM demonstrated appropriate qualifications to perform the building condition assessments and asset management database development services. The initial contract term will be for one year commencing on the issuance of the initial Notice to Proceed.

All evaluations were completed without regard to race, creed, color, or gender.

As requested by the Board on February 3, 1998, these consultant services agreement opportunities were listed on the County's "Doing Business with Us" website. A copy of the website posting is attached for your reference.

Public Works has evaluated and determined that Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended contracts.

## IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no impact on current County services or projects as a result of authorizing the recommended consultant services and funding agreements. The proposed consultant services agreement will provide for building condition evaluations and asset management database development services to assist the County in implementing a Countywide Deferred Maintenance Program in an efficient and cost-effective manner; and the proposed funding agreement authorizing the County to reimburse the City for one-time sewer line extension construction costs will ultimately eliminate ongoing costly quarterly wastewater quality monitoring and reporting to the Water Board.

## CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and the Department of Public Works, Architectural Engineering Division.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
SW:RB:zu

c: Executive Office, Board of Supervisors
County Counsel
Internal Services
Public Works