COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

JAMES A. NOYES, Director

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ALHAMBRA, CALIFORNIA 91803-1331
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ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE REFER TO FILE: PJ-1

August 7, 2003

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:

PICKENS YARD IMPROVEMENT PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE TOTAL PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT AND ADVERTISE
SPECS. 6557; C.P. 67925
SUPERVISORIAL DISTRICT 5
3 VOTES

JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE FLOOD CONTROL DISTRICT:

1. Find that the project is categorically exempt under the California Environmental Quality Act Guidelines in accordance with Article 19, Section 15301 (e)2, and under Class 1 (g)3 of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

2. Establish Capital Project 67925 for the Pickens Yard Improvement Project and approve a total project budget of $257,000 (Enclosure A).

3. Approve an Appropriation Adjustment (Enclosure C) in the amount of $257,000 to establish an appropriation for Capital Project 67925 in the Fiscal Year 2003-04 Flood Control District Capital Project Budget.

4. Adopt plans and specifications for the construction of the Pickens Yard Improvement Project at an estimated construction cost between $102,546 and $141,000 and instruct the Executive Officer to advertise for bids to be received and opened on September 16, 2003, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

5. Authorize the Director of Public Works to carry out the project and delegate authority to the Director of Public Works or his designee to manage the construction of the Pickens Yard Improvement Project on behalf of the Flood Control District and to award and execute consultant agreements, supplements, construction contracts, and change orders related to this project within the same limits delegated to the Director by your Board for County projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Pickens Yard is a Flood Control District maintenance subyard located at 4628 Briggs Avenue, La Crescenta, and it serves the foothill areas near Glendale, La Canada-Flintridge, and the unincorporated area of La Crescenta City. The existing office building, built in 1973, is undersized for operational needs and is not compliant with Americans with Disabilities Act and Title 24 Regulations.

Approving these actions will allow Public Works to construct an 882-square-foot office addition to provide expanded office space, an ADA compliant restroom, and an ADA access ramp. Following receipt of bids, scheduled for September 16, 2003, we will return to your Board for construction contract award.

Implementation of Strategic Plan Goals

These actions are consistent with the County's Strategic Plan Goals of Fiscal Responsibility and Organizational Effectiveness as this project is an investment in public infrastructure and will allow Flood Control District to provide services in a more cost-effective manner.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate for the project is between $102,546 and $141,000. The total project cost, including plan check, construction, consultant services, miscellaneous expenditures, and County services, is estimated at $257,000. The Project Schedule and Budget Summary are included in Enclosure A.

The project is funded by the Flood Control District. Sufficient appropriation will be available in Fiscal Year 2003-04 to fund this project following your Board's approval of the enclosed Appropriation Adjustment (Enclosure C). The Appropriation Adjustment will transfer $25,000 from Services and Supplies Appropriation and $232,000 from Other Charges Appropriation of the Fiscal Year 2003-04 Flood Control District Fund Budget to the Buildings and Improvements Appropriation of the Pickens Yard Improvement Project (C.P. 67925).

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

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

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, of the Safely Surrendered Baby Law and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under the California Environmental Quality Act Guidelines in accordance with Article 19, Section 15301 (e)2, and under Class 1 (g)3 of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, as the project involves expansion of an existing structure. A Notice of Exemption will be filed with the County Clerk.

CONTRACTING PROCESS

The design services were performed by Public Works staff and funded by Flood Control District funds.

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Following receipt of bids scheduled for September 16, 2003, we will return to your Board for construction contract award.

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 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)

The project will have minimal impacts on current services at this facility. During the 90-day construction period, scheduled to begin in October 2003, temporary restroom facilities will be provided while the existing restroom is being upgraded.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects) and Public Works.

Respectfully submitted,

JAMES A. NOYES for
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

ZK:njc
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Enc. 3

cc: County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance (Ozie Smith)

August 7, 2003

ENCLOSURE A

PICKENS YARD IMPROVEMENT PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE TOTAL PROJECT BUDGET
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SPECS. 6557; C.P. 67925

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Documents	04/28/03
Jurisdictional Approvals	05/28/03
Construction Start	10/29/03
Substantial Completion	02/03/04
Final Acceptance	04/14/04

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
Plan Check	$ 1,000
Construction	
Construction Contract	$ 141,000
Change Order Contingency	21,000
Total Construction	$ 162,000
Consultant Services	$ 10,000
Miscellaneous Expenditures	$ 5,000
County Services	$ 79,000
TOTAL	**$ 257,000**

August 7, 2003

ENCLOSURE B

PICKENS YARD IMPROVEMENT PROJECT
ESTABLISH CAPITAL PROJECT
APPROVE TOTAL PROJECT BUDGET
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ADOPT AND ADVERTISE
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PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20991, at least five or more times prior to the date set for opening bids, in a daily newspaper of general circulation printed and published in the County and designated by the Board, or for at least two times prior to such date in a weekly newspaper printed and published in the County and designated by the Board. 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, on behalf of Los Angeles County Flood Control District, will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

SD	SPECS	PROJECT	BID DOC. FEE	DATE OF BID OPENING
5	6557	Pickens Yard Improvement Project 4268 Briggs Street La Crescenta, CA 91214	$25	09/16/03

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803-1331, for the fee stated above. For bid information, please call Mr. Dennis Morelos of Architectural Engineering Division at (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803-1331.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the

time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

The District 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 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 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 S. Fremont Ave.), 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 7:00 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 disponsible en nuestra oficina principal en Alhambra (900 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated August 19, 2003.

Specs. 6557

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

August 7, 2003

ENCLOSURE C

PICKENS YARD IMPROVEMENT PROJECT
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SPECS. 6557; C.P. 67925

APPROPRIATION ADJUSTMENT

BA-FORM

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF PUBLIC WORKS

DEPT'S. NO. 690

July 29, 2003

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2003-04

3-VOTE BUDGET ADJUSTMENT

SOURCES

Services and Supplies (2000)

B07-PW-47000-2000-$25,000

Other Charges (5500)

B07-PW-47000-5500 -$232,000

USES

Fixed Assets - Buildings and Improvements (6014)

B07-PW-67925-6014-$257,000

JUSTIFICATION

This appropriation adjustment is necessary to provide funding for the Pickens Yard Improvement Project per the attached Board letter.

DONALD L. WOLFE, Chief Deputy Director

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR---	ACTION	APPROVED AS REQUESTED	AS REVISED
	RECOMMENDATION	JULY 30, 2003	CHIEF ADMINISTRATIVE OFFICER
AUDITOR-CONTROLLER NO. 16	BY JULY 30, 2003	APPROVED (AS REVISED): BOARD OF SUPERVISORS	BY DEPUTY COUNTY CLERK