



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
"Creating Community Through People, Parks and Programs"



Tim Gallagher, Director

December 16, 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:

**ADOPT AND ADVERTISE FOR A CONSTRUCTION CONTRACT
AND APPROVE THE YOUTH EMPLOYMENT PLAN
FOR GENERAL IMPROVEMENTS PROJECT AT
CASTAIC LAKE RECREATION AREA
C.P. NO. 86452
SPEC. NO. 03-0020
(Fifth District - 3 - Vote Matter)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

- Find the project exempt from the California Environmental Quality Act (CEQA).
2. Adopt Plans and Specifications No. 03-0020 for the General Improvements Project at Castaic Lake State Recreation Area (Castaic Lake) at an estimated construction cost of \$1,528,133 and instruct the Executive Officer-Clerk of the Board to advertise for construction bids in accordance with the "Instruction Sheet for Publishing Legal Advertisement" (Attachment C).
 3. Approve the attached Youth Employment Plan (Attachment B).
 4. Instruct the Executive Officer-Clerk of the Board to seal and return the plans and specifications to the Department.
 5. Authorize the Director of Parks and Recreation to extend the bid date, as necessary, to allow bidders to have enough time to submit complete bids in the event that the Department may need to issue Notices to Bidders.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will adopt the plans and specifications and authorize advertisement for construction bids for the General Improvements Project at Castaic Lake. The improvements are funded through specified allocations for Castaic Lake under the voter-approved Safe Neighborhood Parks Propositions of 1992 and 1996 and, therefore, the Department is recommending that the project proceed in order to meet the intent of the Propositions.

The proposed construction project consists of activities to refurbish deteriorated facilities and increase compliance with the Americans with Disabilities Act (ADA) and Title 24 Construction Standards. Specifically, the project will provide:

Improvements to two campground restroom buildings including the addition of a family restroom and propane-heated shower facilities.

Refurbishment and ADA compliance upgrades of six restroom buildings.

- Reroofing and replacement of the heating, ventilating, and air conditioning unit at the administration building.

Walkway improvements to 1.6 miles of walks, including ADA-compliant pathways to existing structures.

- Rebuilding nine picnic shade shelters at the RV campground. Two of these shelters will be demolished and rebuilt under the at-risk youth employment program.
- Addition of an ADA-compliant fish cleaning station to the RV campground area.

This project will also refurbish deteriorated facilities and increase compliance with the Americans with Disabilities Act (ADA) and Title 24 Construction Standards.

Approval of the recommendation to extend the bid date, as needed, will assure that the County is provided with the best and lowest bids possible. If a question about an item in the Bid Documents is raised by a bidder near the bid date, the response by the County may require significant work by the bidders to assure they are submitting complete bids. It is therefore to the County's advantage to be able to extend the bid date as needed so that all bidders have time to make whatever changes are required in their calculations and final bids.

IMPLEMENTATION OF STRATEGIC PLAN

The building and site improvements in this project will enhance Fiscal Responsibility (Goal No. 4) through investment in public infrastructure and Service Excellence (Goal No. 1) by creating additional user-friendly facilities.

FISCAL IMPACT/FINANCING

PROJECT BUDGET IMPACT:

The total construction cost including the estimated base contract amount of \$1,528,133 plus the change orders/contingencies estimate of \$303,626, is currently estimated at \$1,831,759. The total cost including plans and specifications, plan review, make-ready activities, construction, consultant services, at-risk youth employment, and County services is currently estimated at \$2,541,937 (see Attachment A).

The proposed project is funded by specified allocations for Castaic Lake from the Safe Neighborhood Parks Propositions of 1992 and 1996 as follows:

- Regional Park and Open Space District (District) at a total of \$2,511,937.
 - 1 Section (8), Subsection (a), Paragraph (2), Subparagraph (D) of the Safe Neighborhood Parks Proposition of 1992 - \$811,937
 2. Section (3), Subsection (a), Paragraph (1), Subparagraph (J) of the Safe Neighborhood Parks Proposition of 1996 - \$1,700,000
- The project also includes \$30,000 of General Fund Net County cost for a family restroom at the lower lake.

OPERATING BUDGET IMPACT:

Following completion of the improvements, which is currently scheduled for November 2004, no one-time start-up costs are currently anticipated. However, an increase in ongoing operating (S&S) costs of \$30,500 annually is anticipated. These costs include an increase of \$27,500 for additional grounds maintenance services, which are currently performed under a contract, and \$3,000 for propane. These ongoing costs are required to operate and maintain the facility improvements and are expected to begin in Fiscal Year 2004-2005.

Parks and Recreation will continue to work with the Chief Administrative Office to determine appropriate operating requirements and to identify available funding if the County continues to operate the facility in the future.

Sufficient appropriation for the project is available in the Fiscal Year 2003-04 Capital Projects / Refurbishments Budget under C.P. No. 86452.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard contract, in the form previously approved by County Counsel will be used.

As required by your Board, the following standard provisions have been incorporated into the project specifications: Solicitation of Improper Consideration by County Employees; Consideration for Employment Qualified Current or Former County Employees; Consideration to Hiring Qualified Employees in the County's Greater Avenues for Independence (GAIN/GROW) Program; Contractor Notification to its Employees Regarding Potential Eligibility for Federal Earned Income Tax Credit, Jury Service Notification, Safely Surrendered Baby Law, and Local Small Business Preference.

As required by your Board, language has been incorporated into the specifications stating that the Contractor shall acknowledge that the County has established a goal of ensuring that all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family, and spousal support obligations, and that contractors shall provide identifying information concerning principal owners to the District Attorney's Office, as requested.

As part of this Department's program to fulfill the Youth Employment Minimum Obligation adopted for the County by your Board on June 26, 1997, language has been incorporated into the project specifications encouraging the Contractor to employ at-risk youth from the community in the construction of this project. In addition, the attached Youth Employment Plan (see Attachment B) identifies tasks that will be performed by at-risk youth under the Department's supervision and must be adopted by your Board prior to the department incurring any District-funded development costs.

In accordance with your Board's request of February 3, 1998, this contract opportunity will be posted on the "Doing Business with the County" web site upon your Board's approval.

These actions have been reviewed and approved by County Counsel

CONTRACTING PROCESS

Attachment C is the "Instruction Sheet for Publishing Legal Advertisements." Advertising an "Offer to Consider Equivalent" is not warranted since materials are covered by descriptive technical specifications adequate for competitive bidding.

Community Business Enterprise (CBE) participation in the project will be enhanced through the Capital Project CBE Outreach Program and by the requirement that bidders demonstrate their good faith efforts to utilize CBE.

Utilizing the As-Needed Design Services Agreement No. 72025 previously approved by your Board on December 8, 1998, the Department issued a Notice to Proceed to Martinez Architecture on August 2, 2000, to prepare construction plans, specifications, and provide construction observation services during the construction phase of the project for a fee of \$155,099.

A mandatory pre-bid meeting will be held at the site to insure all bidders are familiar with the site and the requirements of this contract.

There is a potential for significant cost savings on this project by having the Contractor use the existing surface of the non-compliant walkways as base for the new poured concrete ADA-compliant walkways. Using the existing surface instead of removing it constitutes a potential savings by eliminating the removal, grinding, disposal, and replacement costs for those areas. Therefore the project includes a provision for pricing a supplemental agreement to the contract for a deductive change, at a unit price that is part of the form of bid, for each linear foot of pathway that is appropriate for use as base material. The Department has developed an estimate of 3,200 linear feet of walkway where this may be done, but due to variable site conditions, the exact amount of reusable surface must be determined after construction is underway.

In determining the lowest bidder for this project, the Contractor's lump sum base bid will be adjusted based upon its estimated cost savings for reusing 3,200 linear feet of trail. This does not require any or all of the estimated 3,200 feet of trail to be reused, or limit the reuse that will be based on this pricing to 3,200 feet. The decision for determining what trail area is or is not to be reused will be totally at the discretion of the department.

Construction bids are scheduled to be opened on February 4, 2004. Upon opening of bids, the department will return to your Board for award of a construction contract. This date may be extended at the discretion of the Department to allow for inclusion of any addenda presented to the bidders during the bidding process.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

It is anticipated the Contract will be awarded in April 2004 and the Contractor will be issued a Phase I Notice to Proceed. During Phase I, the Contractor will be submitting his schedule and material submittals for approval. There will be no impact to current services or projects during this phase. Once Phase I has been completed, the Contractor will be issued a Notice to Proceed for Phase II of this project where the physical work will be completed. By requiring the Contractor to schedule his work so that there is always at least one parking lot and one restroom available in each area during the work, impacts on current services and projects will be minimized.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORTS

The proposed project has been reviewed and determined to be categorically exempt under California Environmental Quality Act according to Sections 15301, Class 1(a), (c), (d), (e) (1), (f), (l); 15302 (c), and Section 15303, Class 3 of the State Guidelines and Class 1(c), (d), (g)(1), (h), (i), (c) Class 2 (a) and Class 3 (b) of the County Environmental Document Reporting Procedures and Guidelines Adopted by your Board on November 17, 1987.

CONCLUSION

Please instruct the Executive Officer-Clerk of the Board to forward one (1) conformed copy of this letter to the Chief Administrative Office, Capital Projects Division, and four (4) conformed copies of this letter to the Department of Parks and Recreation for distribution.

Respectfully,

For 
Tim Gallagher
Director

David E. Janssen
Chief Administrative Officer

Attachments (5)

c: Executive Office (22)
County Counsel

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C.P. NO. 86452
SPEC. NO. 03-0020
(Fifth District - 3 - Vote Matter)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date	Date Completed
1. Land Acquisition Environmental Impact Report	N/A	N/A	N/A
2. Program			08/00
4. Schematic Design			02/01
5. Design Development			03/01
6. Construction Documents			09/02
7. Jurisdictional Approval			02/03
8. Construction Contract Award	03/04		
9. Construction Start	05/04		
10. Beneficial Occupancy	01/05		
11. Final Acceptance	03/05		

II. PROJECT COST SUMMARY

Cost Category	Estimated Project Cost	Impact of Proposed Action	Revised Project Cost	Actual Expenditures & Encumbrance
1. Land Acquisition	N/A	N/A	N/A	N/A
2. Plans and Specifications	217,036	0	217,036	193,489
3. Plan Review	36,858	0	36,858	8,210
4. Make-Ready Activities	0	0	0	0
5. Construction	1,831,759	0	1,831,759	
A. Contract	1,665,236		1,665,236	0
B. Change Orders	166,523		166,523	0
6. Equipment	0	0	0	0
7. Consultant Services	31,553	0	31,553	10,979
8. County Services	331,033	0	331,033	180,790
9. Other	19,004	0	19,004	
10. At-risk Youth*	74,694	0	74,694	0
TOTAL	2,541,937	0	2,541,937	393,468

* Including youth employment, supervision, and materials.

ATTACHMENT B

**ADOPT AND ADVERTISE FOR A CONSTRUCTION CONTRACT
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CASTAIC LAKE RECREATION AREA
C.P. NO. 86452
SPEC. NO. 03-0020
YOUTH EMPLOYMENT PLAN**

Background:

The proposed improvements will enhance the recreational activities at Castaic Lake to address the increasing public needs. This project will also refurbish deteriorated facilities; these refurbishments are anticipated to decrease future required maintenance closures of the restrooms as well as increase the County's compliance with the Americans with Disabilities Act (ADA) and Title 24 Construction Standards.

The proposed construction project consists of:

- Improvements to two campground restroom buildings including the addition of family restroom and propane-heated shower facilities
- Refurbishment and ADA compliance upgrades of six restroom buildings
- Reroofing and replacing the heating, ventilating, and air conditioning unit at the administration building
- Walkway improvements to 1.6 miles of walks, including ADA-compliant pathways to existing structures
- Rebuilding nine picnic shade shelters at the RV campground. Two of these shelters will be demolished and rebuilt under the at-risk youth employment program.

Task(s) that may be performed by at-risk youth:

- Demolition, including cutting and hauling of lumber
- Removal of footings, including chipping and breaking
- Pouring new footings, including paving around the areas opened
- Structural framing, including setting and bolting lumber
- Painting of the structure

Estimated Cost of Youth Employment:

Total estimated hours of youth employment:	1,152
Cost per hour:	<u>x\$9.50</u>
Total estimated cost of youth employment:	\$ 10,944

Method of Youth Employment:

The contract documents will require the Contractor to make a good faith effort to employ at-risk youth from the community in which the project is being carried out, in conformance with the County's definition of "At-Risk Youth".

Youth Employment Goal:

Under the provisions of the Los Angeles County Regional Park and Open Space District policy on employment of At-Risk Youth, the Youth Employment Minimum Obligation (YEMO) of the County of Los Angeles is \$15,739,750 (equal to fifty percent of the total maintenance and servicing funding from Proposition A of 1992 and 1996). The Department is actively pursuing employment opportunities for at-risk youth on all projects. Youth employment accomplished to date, by the Department is as follows:

	<u>YEMO GOAL</u>	<u>ACCOMPLISHED</u>	<u>REMAINING</u>
Project Support	\$5,246,583	\$635,248	\$4,611,335
Maintenance	\$5,246,583	\$222,869	\$5,023,714
Other new youth employment (various parks and other County programs)	<u>\$5,246,584</u>	<u>\$136,009</u>	<u>\$5,110,575</u>
YEMO Totals	\$15,739,750	\$994,126	\$14,745,624

ATTACHMENT C

December 2, 2003

TO: Executive Officer-Clerk of the Board of Supervisors
County of Los Angeles
State of California

FROM: Project Management Division
Department of Parks and Recreation

Regarding: NOTICE INVITING CONSTRUCTION BIDS
ON DRAWINGS AND SPECIFICATIONS
LISTED UNDER PROJECT TABULATION

**ADVERTISE FOR A CONSTRUCTION CONTRACT
FOR GENERAL IMPROVEMENTS AT
CASTAIC LAKE RECREATION AREA**

**INSTRUCTION SHEET FOR PUBLISHING - LEGAL ADVERTISEMENTS
PUBLISHING**

In accordance with the State of California Public Contract Code Section 20125, and Government Code Sections 6060 and 6062, under which you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper.

Also publish in the following:

1. Local paper.
2. Any newspaper requested by the **FIFTH** District.

Forward three reprints of the attached advertisement to the Project Management Division, Department of Parks and Recreation, 680 Wilshire Place, 3rd Floor, Los Angeles, California 90005.

OTHER INSTRUCTIONS

**Project: GENERAL IMPROVEMENTS PROJECT AT
CASTAIC LAKE RECREATION AREA
C.P. NO. 86452**

Spec. No. 03-0020

OFFICIAL NOTICE - INVITING BIDS

Notice is hereby given that the Executive Officer-Clerk of the Board of Supervisors will receive sealed bids in a place, time, and manner hereinafter described, for furnishing all materials, labor, and equipment required for the construction to complete the following work:

PROJECT TABULATION

<u>SPEC. NO.</u>	<u>PROJECT</u>	<u>DEPOSIT</u>	<u>DATE OF BID OPENING</u>
03-0020	<i>Castaic Lake State Recreation Area General Improvements</i>	\$50.00 Nonrefundable	February 4, 2004*

*Note: This date may be extended at the discretion of the Department to allow for inclusion of addenda presented to the bidders during the bidding process.

There will be a mandatory pre-bid walk-through for this project on Wednesday, January 7, 2004, at Castaic Lake State Recreation Area, main office parking lot, at 9:00 AM. Attendance at this walk-through is mandatory. A bid submitted by a Contractor who has not attended the mandatory pre-bid walk-through may be deemed not responsive for that reason.

Each bid shall be submitted on a form obtained at the address below. Bids shall be sealed and filed at **680 Wilshire Place, at the front desk of Suite 300, third floor, Los Angeles, CA 90005** on or before **10:45 a.m.** on the date indicated. Bids will be publicly opened, examined, and declared by the Department of Parks and Recreation at 11:00 a.m. this date at 680 Wilshire Place, Suite 300 – Main Conference Room, Los Angeles, California 90005.

Project construction range has been estimated from **\$1,204,506 to \$1,656,196**

Construction time is to be a maximum of two hundred (200) calendar days for the entire project.

Bids shall conform to Drawings and Project Manual open to inspection in the Office of the Executive Officer-Clerk of the Board of Supervisors, and at **the Department of Parks and Recreation, 680 Wilshire Place, Los Angeles, California 90005, Suite 300 on the third floor.** Copies of Project Manual and Drawings of the work to be bid upon can be obtained at **the Department of Parks and Recreation, 680 Wilshire Place, Los Angeles, California 90005, Suite 300 on the third floor.**

For information, call Mr. Eric Herman at **(213) 738-2976.**

Bidders must comply with the provisions of the Bidding Requirements, General Conditions, and the Project Manual concerning bid guarantee, contract bonds, and insurance requirements. This project requires the Prime Contractor to possess a license classification of **"(A)" or "(B)"** at the time of submitting the bid. The Contractor is also required to hold the following specialty licenses: **C-36 (Plumbing), C-39**

(Roofing), and C-20 (Warm Air Heating, Ventilation, and Air Conditioning). The Prime Contractor may meet the specialty license requirements by listing sub-contractors with these licenses on its form of bid.

The Board of Supervisors reserves the right to reject any or all bids and also reserves the right to waive technical, trivial, or insubstantial errors and discrepancies in bids submitted in the public interest.

Pursuant to the Labor Code of the State of California, the State Department of Industrial Relations has determined the general prevailing rate of per diem wages for each craft or type of worker needed to execute any construction contracts that may be awarded to the successful bidder or bidders by the County of Los Angeles. In the event the Contractor or any subcontractor employed by Contractor pays a worker less than stipulated prevailing rate for such work or craft, the Contractor will be liable for all forfeits and additional wage payments as provided in Sections 1775 and 1776 of the Labor Code of the State of California.

Contractor may substitute securities for retention moneys to be withheld in accordance with the conditions of Public Contract Code Section 22300.

Bids must provide full disclosure on False Claim Act violations and civil/criminal legal actions as provided for on the respective attachments in the bid package. Failure to complete these forms may result in the determination that the bidder is non-responsive and/or not responsible.

Prior to the date and time of submission of bids, bidders shall submit separately to the District Attorney a completed Principal Owner Information (POI) Form if such form is not currently on file with the District Attorney. Bidders shall certify, in accordance with Section 2.200.600 of the County Code, that: 1) the POI Form has been appropriately completed and provided to the District Attorney with respect to the Contractor's principal owners; 2) the Contractor has fully complied with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 3) the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices and will continue to maintain compliance. Such certification must be submitted on the Child Support Compliance Program (CSCP) Certification Form included as one of the proposal forms. Failure by the bidder to submit the CSCP Certification (which includes certification that the POI Form has been submitted to the District Attorney) may result in the determination that a bid is non-responsive (County Code Section 2.200.070)

SMALL BUSINESS ENTERPRISE PREFERENCE

In evaluating bids, the County will give preference to businesses that are certified by the County as a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204 of the Los Angeles County Code. A Certified Local SBE is: 1) a business certified by the State of California as a small business enterprise; and 2) a business having its principal office currently located in Los Angeles County for a period of at least the past twelve months; and 3) certified by Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above. Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. County must verify Local SBE certification prior to applying the preference. Sanctions and financial penalties may apply to a business that knowingly and with intent to defraud fraudulently seeks to obtain or maintain certification as a certified Local SBE.

Information about the State's small business enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/smbus/default>.

These terms shall also apply to proposed subcontractors of Bidders on County contracts.

Bidders are urged to familiarize themselves with bid documents and specifications package No. 03-0020.

The County of Los Angeles encourages bids from all certified minority and women-owned firms. On final analysis and consideration of award, Contractor will be selected without regard to gender, race, creed, or color.

Si necesita mas informacion sobre este anuncio, llame a la Sra. Sonia De La Pena, (213) 738-2876.

Published by order of the Board of Supervisors of the County of Los Angeles, State of California dated July 29, 2003.

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