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March 29, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

21 March 29, 2016

LORI GLASGOW
EXECUTIVE OFFICER

**AGRICULTURAL COMMISSIONER-WEIGHTS & MEASURES
MONROVIA FIELD STATION RENOVATION
CAPITAL PROJECT NO. 87260
FIFTH DISTRICT
(3 VOTES)**

SUBJECT

Approval of the recommended actions will establish the subject Project, approve the scope and budget, find that the Project is exempt from the California Environmental Quality Act (CEQA), and authorize the Director of Internal Services to deliver the project using a Board-approved job order contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and establish the following refurbishment Capital Project No. 87260– Monrovia Field Office Renovation Project and approve the total Project budget of \$1,902,000.
2. Find that the proposed Project is exempt from the California Environmental Quality Act.
3. Authorize the Director of Internal Services to deliver the projects using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department of Agricultural Commissioner/Weights and Measures (ACWM) worked with the Chief Executive Office (CEO) to locate new office space for some ACWM staff because current space is insufficient to house all employees effectively. An unoccupied County facility located at 1703 Mountain Avenue, Monrovia was identified as practicable for the new space.

On June 14, 2014, ACWM requested that Internal Services Department (ISD) provide design and construction services for the new office design. ISD assigned the project to an as-needed Architectural and Engineering services vendor and the design, project scope, plans and construction estimates were completed. The design has been approved by the Department of Public Works, Building and Safety.

The proposed Project will consist of refurbishment of 2,900 square feet office space to accommodate field staff from the Weed Abatement, Integrated Pest Management and Agricultural Pesticide Regulation Divisions. The project scope includes: removal of hazardous material, demolition of the entire interior, installation of new electrical and heating, ventilating and air conditioning equipment, a new American with Disabilities Act compliant ramp and restrooms, and new security cameras and network systems.

The proposed Project is scheduled to be completed seven months following adoption of this Board Letter.

Implementation of Strategic Plan Goals

The proposed Projects will support the Countywide Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1), by providing employees with safe and efficient work space.

FISCAL IMPACT/FINANCING

The total estimated proposed Project cost is \$1,902,000.

The proposed Project is fully funded with net County cost derived from prior two fiscal year savings in the ACWM operating budget. Sufficient appropriation is available in the FY 2015-16 Capital Projects/Refurbishments Budget (Capital Project No. 87260) to fund the proposed Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and amended on December 15, 2009, the budget for the Project is over \$500,000, and is not an underground project, portable trailer or technical equipment or structure acquired at a set price through a purchase order. Therefore, a one percent (1%) allocation of the design and construction costs for the Civic Art Fund is included in the total budget.

ENVIRONMENTAL DOCUMENTATION

The proposed general improvement Project is categorically exempt from CEQA. The Project will include refurbishment of various office space and is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the State CEQA Guidelines, as the Project consists of a minor alteration to an existing public facility based on the project records and does not involve expansion of an existing use. These actions are also exempt under Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, there are no cumulative impacts, unusual circumstances or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board's approval of the Projects, ISD will file Notices of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

This project will be delivered using an ISD Board-approved as-needed consultant for the design, and a Board-approved Job Order Contract for the construction, as well as ISD in-house staff.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current services or projects.

CONCLUSION

Please return one adopted copy of this Board letter to each: ISD Facilities Operations Service, CEO Capital Projects Division and to the Department of Agricultural Commissioner/Weights & Measures.

The Honorable Board of Supervisors

3/29/2016

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Jones", with a long horizontal flourish extending to the right.

JIM JONES

Director

A handwritten signature in black ink, appearing to read "Kurt E. Floren", with a long horizontal flourish extending to the right.

KURT E. FLOREN

Agricultural Commissioner, Director of Weights
and Measures

JJ:DC:KF:JA:jl

c: Chief Executive Officer
County Counsel
Executive Office of the Board