



WILLIAM T FUJIOKA  
Chief Executive Officer

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>

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July 30, 2013

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

26 July 30, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**DEPARTMENT OF PUBLIC WORKS:  
CASTAIC ANIMAL CARE CENTER  
SPAY/NEUTER CLINIC AND ADMINISTRATION BUILDING PROJECT  
APPROVE REVISED PROJECT AND BUDGET; AND  
ADOPT AND ADVERTISE  
SPECS. 7173; CAPITAL PROJECT NO. 77545  
(FIFTH DISTRICT)  
(3 VOTES)**

**SUBJECT**

Approval of the recommended actions will find the proposed revisions to the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project exempt from the California Environmental Quality Act, approve the revisions to the Project and budget, adopt plans and specifications, and allow advertising for construction bids for the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed revisions to the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Approve the proposed revisions and the revised budget of \$2,900,000, from the previously approved budget of \$1,860,000, for the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project, Capital Project No. 77545.

3. Adopt plans and specifications that are on file with the Department of Public Works for construction of the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project at an estimated construction cost of \$1,755,000, and instruct the Executive Officer of the Board of Supervisors to advertise the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project for construction bids to be received and opened on September 4, 2013, 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 \$2,000 not-to-exceed amount funded by the existing Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project funds.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended actions will revise the Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project's (Project) scope and budget to address unforeseen site conditions, adopt plans and specifications, and allow advertising for construction bids for the Project.

On February 14, 2012, the Board approved the proposed Project to include the new construction of a spay/neuter clinic building; acquisition and installation of a new administrative modular building; and repairs of existing site improvements at the existing Castaic Animal Care Center (Center) located at 31044 Charlie Canyon Road in the unincorporated area of Castaic, with the Project budget of \$1,860,000.

The revised Project includes the construction of a new, approximately 1,752-square-foot spay/neuter clinic building; procurement and installation of a new, approximately 1,440-square-foot modular administration building; and work associated with utility connections and site preparation, including modification of the soil for the two new building foundations, and planting of new trees within the Center site, with the revised Project budget of \$2,900,000.

The original budget was based on the assumption that the two new buildings would be supported on traditional spread footing foundations with minimal earthwork and grading for preparation of the building pad areas. However, during the design phase, a geotechnical investigation study conducted at the site determined that the onsite soils are susceptible to liquefaction and differential settlement in a seismic event, making the ground unstable for the new buildings. To address the potential hazards of the soil, the underlying soils will be improved through compaction grouting, a process where grout is injected into the soil under pressure compacting the surrounding soil. The new spay/neuter clinic will then be supported on a concrete mat foundation, while the modular administration building will be supported on a traditional spread footing foundation.

The existing Center is located in a very high fire hazard severity zone. As part of the jurisdictional requirements from the County of Los Angeles Fire Department, a total of eight trees, not previously identified as part of the proposed Project, will be removed for forestry purposes to maintain 30 feet of fuel clearance around the new buildings and protect against potential hazardous fire conditions. Eight new Fire Department approved species of trees will be planted in another location within the Center site to replace the trees that were removed, and to provide wind break and shade, which are beneficial to the Center.

Additional funding has been allocated to fully fund the revised Project based on the final design. Plans and specifications for the revised Project are complete, and we recommend the Board adopt and advertise these documents for construction bids.

The proposed consultant services agreement requires the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule that conforms to the County's schedule specification, which is critical to successfully managing construction activities by both the contractor and the County. The bid specifications provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an acceptable schedule, the Director of Public Works may return to the Board to recommend that the bidder be determined nonresponsible and recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

Following receipt of bids scheduled for September 4, 2013, we will return to the Board for construction contract award. It is anticipated that construction will begin in December 2013 and be completed in April 2015.

#### Green Building/Sustainable Design Program

The proposed Project is not subject to the Countywide Energy and Environmental Policy adopted by the Board on January 16, 2007, since it involves construction of two new buildings, each less than 10,000 gross square feet in size. However, the proposed Project supports the Board's Policy for Green Building/Sustainable Design Program by incorporating sustainable design features to optimize energy and water use efficiency in the new buildings, and enhance the sustainability of the site. Examples of sustainable design features for the proposed Project are the incorporation of an infiltration system to capture, filter, and percolate stormwater runoff on site; inclusion of solar tube skylights and occupancy sensors for energy efficiency; and the installation of water efficient plumbing fixtures.

#### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by investing in public infrastructure that will improve animal care and control services in the north County area.

#### **FISCAL IMPACT/FINANCING**

The Department of Public Works' fair construction cost estimate for the revised Project is \$1,755,000. The total revised Project cost, including programming, plans and specifications, plan check, construction, consultant services, miscellaneous expenditures, and County services, is currently estimated at \$2,900,000, which reflects an increase of \$1,040,000 from the previously approved proposed Project budget of \$1,860,000. The increase in the estimated construction costs is due to the additional change order contingency amount and increased budget amount for soil modification, and installation of the low voltage and telecommunication systems by the Internal Services Department (ISD), based on the completed design and associated soft costs for incorporating the Project revisions. The revised Project Schedule and Budget Summary are detailed in Attachment A.

The Fiscal Year 2013-14 Capital Projects/Refurbishment Budget, under Capital Project Number (C.P. No.) 77545, currently includes \$2.8 million in appropriation for the revised Project, including \$1,730,000 from the Fifth Supervisorial District's Community Programs net County cost, \$130,000 from the Fifth Supervisorial District's Capital Improvements net County cost, \$208,000 from the Capital Projects Designation net County cost (savings from the Lancaster Animal Shelter Spay/Neuter Clinic and Expansion Project, C.P. No. 77536), and \$732,000 net County Cost from obligated fund balance assigned for Capital Projects/Extraordinary Maintenance. An additional \$100,000 in carryover funds from the Department of Animal Care and Control's operating budget will be transferred to the Capital Project budget as part of Fiscal Year 2013-14 Supplemental Resolution to fully fund the revised Project.

#### Operating Budget Impact

Following completion of the revised Project, the Department of Animal Care and Control will work with the Chief Executive Office to determine the appropriate level of associated maintenance and operational costs and will request funding as required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On February 14, 2012, the Board approved the proposed Project with an estimated total budget of \$1,860,000, which included the construction of the spay/neuter clinic through the County's competitive low-bid process; the acquisition and installation of a prefabricated modular administration building through a commodity purchase under the statutory authority of the County's purchasing agent; and site repairs to be completed by ISD through the Board approved competitive bid process and Job Order Contract program.

The acquisition and installation of the modular administration building, including associated site work, was originally planned to be completed through a purchase order under the ISD's purchasing program. However, in an effort to save costs by combining the site work for both new buildings under the same contract, the modular administration building was included with the spay/neuter clinic as part of the low bid contract. The bid documents require the contractor to complete the modular administration building within the first eight months of the contract period.

Repairs to the existing site improvements, including installation of a cold soft water line from the existing utility building to the kennel building, replacement of the damaged asphalt pavement around the perimeter of the kennel building with new concrete pavement, and the repair of the facility's existing irrigation system were completed in April 2013.

As part of the revised Project, ISD will procure and install telecommunication systems for the new spay/neuter clinic and modular administration buildings, and an intrusion alarm system for the spay/neuter clinic.

Pursuant to the Board's Civic Art Policy, adopted on December 7, 2004, and revised on December 15, 2009, the revised Project budget includes 1 percent of the design and construction costs to be allocated toward the Civic Arts Fund.

Applicable law, including the State Public Contract Code, requires the County to award construction contracts to the Lowest Responsive and Responsible Bidder, which refers to the firm that: 1) submits the lowest bid price; 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.

As part of their bids, contractors are required to provide unit prices for the compaction grouting and for the extended daily overhead rate. As specified in the bid documents, the lowest bid price shall be determined by adding the lump sum bid, the extended overhead daily rate multiplied by 30 calendar days, the unit price for the injection casing multiplied by 1,000 linear feet, the unit price for compaction grout multiplied by 3,000 cubic feet, and the Local Small Business Enterprise preference (5 percent of the lowest bid price up to a maximum of \$50,000), if applicable.

A standard construction contract, in a form previously approved by County Counsel, will be used. The contract 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 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; and the standard Board-directed clauses that provide for contract termination or renegotiation.

To ensure that the contract is awarded to the 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 contractor's State License Board, labor law/payroll violations, and debarment actions. As provided for in Board Policy No. 5.140, the information reported by the contractor will be considered before making a recommendation to award.

The Project specifications contain provisions requiring the contractor to report solicitations of improper consideration of 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.

The plans and specifications include the contractual provisions and material requirements necessary for the Project and are on file with Public Works Architectural Engineering Division.

## **ENVIRONMENTAL DOCUMENTATION**

On February 14, 2012, the Board found the proposed Project to be categorically exempt from the California Environmental Quality Act (CEQA), pursuant to Sections 15301(a) and (d), 15303(c) and (d), and 15304(a) of the State CEQA Guidelines, and Classes 1(c) and (d); 3(a), (d), and (k); and 4(a) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

The Project's revisions including the removal of trees for forestry purposes to maintain fuel clearance around the new buildings, the planting of new trees, and the ground improvement by compaction grouting for the new building pad areas are also exempt from CEQA because they are within certain classes of Projects that have been determined not to have a significant effect on the environment in

that the revised work meets the criteria set forth in Sections 15304 (b) and (i) of the State CEQA Guidelines, and Class 4 of the County's Environmental Document Reporting Procedures and Guidelines. The Project is not located in a sensitive environment and 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 revisions to the approved Project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk pursuant to Section 15062 of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

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

As requested by the Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" website.

Participation by Community Business Enterprises (CBE) in the Project is encouraged through Public Works' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBE.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will have no impact on current County services or Projects. The existing animal care center will remain operational during construction of the Project.

### **CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; the Department of Animal Care and Control; and the Department of Public Works, Project Management Division I.

The Honorable Board of Supervisors

7/30/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:RLR:DJT

DKM:CF:zu

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Arts Commission  
Animal Care and Control  
Public Works

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
 CASTAIC ANIMAL CARE CENTER  
 SPAY/NEUTER CLINIC AND ADMINISTRATION BUILDING PROJECT  
 APPROVE REVISED PROJECT AND BUDGET; AND  
 ADOPT AND ADVERTISE  
 SPECS. 7173; CAPITAL PROJECT NO. 77545**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>	<b>Revised Completion Date</b>
Construction Documents	09/27/12	03/11/13*
Jurisdictional Approvals	11/29/12	04/30/13*
Construction Award	02/28/13	10/31/13
Construction Start	03/25/13	12/02/13
Substantial Completion	03/31/14	04/03/15
Final Acceptance	05/29/14	06/01/15

\* Actual completion date.



**II. PROJECT BUDGET SUMMARY**

<b>Project Activity</b>	<b>Board-Approved Budget</b>	<b>Impact of this Action</b>	<b>Revised Project Budget</b>
Land Acquisition	\$ 0	\$ 0	\$ 0
Construction			
Low Bid Construction Contract	\$ 800,000	\$ 955,000	\$ 1,755,000
Purchase Order (Modular)	250,000	(250,000)	0
Change Orders	102,000	106,000	208,000
Site Repairs	105,000	0	105,000
Youth Employment	0	0	0
Construction Consultants	0	0	0
Utility Connection Fees	11,050	0	11,050
Telecommunication & Low Voltage (ISD)	50,000	100,000	150,000
Civic Arts	12,550	7,450	20,000
Subtotal	\$ 1,330,600	\$ 918,450	\$ 2,249,050
Programming/Development	\$ 0	\$ 0	\$ 0
Plans and Specifications	\$ 125,000	\$ 40,000	\$ 165,000
Consultant Services			
Site Planning	\$ 0	\$ 0	\$ 0
Hazardous Materials	0	0	0
Geotech/Soils Report and Soils Testing	20,000	6,000	26,000
Material Testing/Deputy Inspection	50,000	0	50,000
Cost Estimating	6,400	0	6,400
Topographic Surveys	8,500	0	8,500
Construction Management	0	0	0
Construction Administration	0	0	0
Environmental	0	0	0
Move Management	0	0	0
Equipment Planning	0	0	0
Legal	0	0	0
Construction/Change Order	0	0	0
Subtotal	\$ 84,900	\$ 6,000	\$ 90,900
Miscellaneous Expenditures	\$ 5,000	\$ 0	\$ 5,000
Jurisdictional Review/Plan Check/Permit	\$ 31,500	\$ (2,350)	\$ 29,150
County Services			
Code and Contract Compliance Inspection	\$ 60,000	\$ 0	\$ 60,000
Design Review	0	0	0
Design Services	0	0	0
Contract Administration	25,000	10,000	35,000
Project Management	160,000	52,900	212,900
Project Management Support Services	0	0	0
ISD Job Order Contract Management	0	0	0
DPW Job Order Contract Management	0	0	0
ISD ITS Communications	0	0	0
Project Security	0	0	0
Project Technical Support	20,000	0	20,000
ISD Countywide Contract Compliance Section	10,000	0	10,000
Other: Labor Compliance	0	13,000	13,000
Other: Contract Recovery	8,000	2,000	10,000
Subtotal	\$ 283,000	\$ 77,900	\$ 360,900
<b>TOTAL</b>	<b>\$ 1,860,000</b>	<b>\$ 1,040,000</b>	<b>\$ 2,900,000</b>

July 30, 2013

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS:  
CASTAIC ANIMAL CARE CENTER  
SPAY/NEUTER CLINIC AND ADMINISTRATION BUILDING PROJECT  
APPROVE REVISED PROJECT AND BUDGET; AND  
ADOPT AND ADVERTISE  
SPECS. 7173; CAPITAL PROJECT NO. 77545**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for 2 weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Department of Public Works Architectural Engineering Division, 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 furnishing all materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>SPECS</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC FEE</u></b>	<b><u>DATE OF BID OPENING</u></b>
5	7173	Castaic Animal Care Center Spay/Neuter Clinic and Administration Building Project 31044 Charlie Canyon Road Castaic, CA 91384	\$75	Sept. 4, 2013

Copies of the Project manual and drawings may be downloaded free of charge from the County of Los Angeles, Department of Public Works website (<http://dpw.lacounty.gov/go/constructioncontracts>), or may be purchased for the fee stated above at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine, Alhambra, California 91803. For bid information, please contact Ms. Cheryl Wong of Architectural Engineering Division at (626) 300-2330. 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 the date indicated. Bids will be publicly opened, examined, and declared by the Department of Public Works at 2:30 p.m. on this date in the conference rooms at 900 South Fremont Avenue, Alhambra, California 91803.

This Project requires the general contractor firm to possess a B license classification at the time of bid.

The general 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 Project in accordance

with Labor Code Section 1770 et seq. Copies of the prevailing rate per diem wages are on file at the Department of Public Works, which shall be made available to any interested party upon request.

### **PREBID CONFERENCE**

The Department of Public Works Project Management Division I will hold a prebid conference at 10 a.m., on August 14, 2013, at the Project site, 31044 Charlie Canyon Road, Castaic, California 91384, to provide information on the scope of work and answer basic questions that the potential bidders may have. Detailed questions or additional information must be submitted in writing to Ms. Cheryl Wong with the Department of Public Works Architectural Engineering Division at Fax No. (626) 979-5311 or you may contact her at Telephone No. (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 relating to contracting 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 Telefono (626) 458-2563.



Individuals requiring reasonable accessibility accommodations may request written materials in alternate formats, physical accessibility accommodations, sign language interpreters or other reasonable accommodations by contacting our departmental Americans with Disabilities Act Coordinator at (626) 458-4081, from 7:30 a.m. to 5:00 p.m., Monday through Thursday (excluding holidays). Persons who are deaf or hard of hearing may make contact by first dialing the California Relay Service at 7-1-1. Requests should be made at least one week in advance to ensure availability. When making a reasonable accommodation request, please reference **[PJ-I]**.



Individuos que requieran acomodamiento razonable accessible pueden solicitar materiales escritos en formatos alternativos, acomodamiento fisico accesible, intérpretes en lenguaje de señas Americano ú otros acomodamientos razonables comunicándose con nuestro Coordinador Departamental del Acto de Americanos con Incapacidades al (626) 458-4081, de 7:30 a.m. a 5:00 p.m., Lunes a Jueves (excluyendo días festivos). Personas sordas o con problemas auditivos pueden comunicarse primero marcando al Servicio de Difusión de California al 7-1-1. Solicitudes pueden hacerse por lo menos una semana antes para asegurar disponibilidad. Cuándo se haga una petición reasonable para acomodo, por favor mencione **[PJ-I]**.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated July 30, 2013.

Specs. 7173      SACHI A. HAMAI, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES