



MARK PESTRELLA, Director

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**

*"To Enrich Lives Through Effective and Caring Service"*

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IN REPLY PLEASE  
REFER TO FILE

April 23, 2024

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

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

39 April 23, 2024

JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

Dear Supervisors:

**CONSTRUCTION CONTRACT**  
**CONSTRUCTION MANAGEMENT CORE SERVICE AREA**  
**CONSUMER AFFAIRS OFFICE REFURBISHMENT PROJECT**  
**APPROVE CAPITAL PROJECT AND BUDGET**  
**APPROVE APPROPRIATION ADJUSTMENT**  
**AUTHORIZE USE OF JOB ORDER CONTRACTING**  
**SPECS. 7932; CAPITAL PROJECT NO. 8A010**  
**FISCAL YEAR 2023-24**  
**(SUPERVISORIAL DISTRICT 1)**  
**(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval of the Consumer Affairs Office Refurbishment Project and associated appropriation adjustment, and authorization to deliver the proposed project using a Board-approved Job Order Contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed Consumer Affairs Office Refurbishment Project exempt from the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the project.
2. Approve the proposed Consumer Affairs Office Refurbishment Project, Capital Project No. 8A010, with a total project budget of \$3,943,000.

3. Approve an appropriation adjustment to transfer \$1,997,000 from the completed Consumer Affairs Office Renovations Project, Capital Project No. 87257, and \$100,000 from the Department of Consumer and Business Affairs operating budget to the Consumer Affairs Office Refurbishment Project, Capital Project No. 8A010, to fully fund the proposed project.

4. Authorize the Director of Public Works or his designee to deliver the proposed project using a Board-approved Job Order Contract.

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

The purpose of the recommended actions is to seek Board approval to find the proposed Consumer Affairs Office Refurbishment Project exempt from the California Environmental Quality Act (CEQA); approve the capital project, budget, and appropriation adjustment; and authorize Public Works to deliver the proposed project using a Board approved Job Order Contract (JOC).

#### Project Description and Background

The Department of Consumer and Business Affairs (DCBA) Headquarters occupies approximately 21,700 square feet of office space on the Ground Floor of the Hall of Records (HOR) located at 320 West Temple Street, Los Angeles, CA 90012, in the Los Angeles Downtown Civic Center. The space includes the suites and offices of the Department Head and his executive team, administrative offices, staff workspaces, conference and meeting rooms, a break room, and a public counter area. Collectively, the DCBA currently occupies Suite B-96 in the Hall of Administration (HOA) and the Ground Floor Suites G10, G43, and G66 in the HOR. The HOR and HOA locations house almost all of DCBA's staff who provide a wide array of services to consumers and our community through education, advocacy, and complaint resolution. Some examples of such services are consumer protection; immigrant services, such as legal services and language access; housing and tenant protections; worker protections; investigations; financial empowerment and education; and cannabis regulations and licensing.

In December 2020, Public Works completed the Consumer Affairs Office Renovations Project, Capital Project No. 87257, that refurbished vacant and underutilized office space in the HOR into the DCBA Headquarters. This allowed for some staff to be relocated from the HOA location to the renovated space in the HOR. The HOA currently houses DCBA's Office of Labor Equity and Consumer Protections bureaus. DCBA's long-term goal is to transition those bureaus to the HOR, where most of DCBA staff are located, to help meet and optimize their current and future operational and staffing needs. The proposed project will allow DCBA to complete this transition and will make Suite B-96 in the HOA available for use by another County department.

The proposed project will consist of renovating approximately 5,760 square feet of additional vacant and underutilized storage and office space on the Ground Floor in Suite G45 of the HOR with new staff offices and workstations for approximately 60 staff, two conference rooms, and three evidence rooms to relocate the Office of Labor Equity and Consumer Protections bureaus of DCBA from the HOA that review and audit confidential documents. This space is located adjacent to and will be connected with the recently renovated suites now being occupied by DCBA. The proposed renovation work will include interior demolition and hazardous material abatement, and remodeling of the space including interior partition walls; the fire alarm system devices; electrical panels; ceiling; interior lighting; heating, ventilation, and air conditioning system; interior finishes; low voltage; information technology; audio/visual; and telecommunication systems. The public and staff

restrooms were renovated to meet current Americans with Disabilities Act requirements as part of the prior project completed in December 2020.

The renovated office space will comply with the County's new Office Space Guidelines by providing an open, contemporary, and improved functional work environment with hoteling workspaces, collaboration areas, and comfortable breakrooms that will promote employee wellness and engagement, and optimize space efficiency. As the County moves to implement more telework strategies, this space would be used to accommodate additional hoteling opportunities for potentially reducing lease space around the downtown Los Angeles area. The renovated office space would project a professional work environment and provide improved customer services to the consumers and business partners served by the DCBA.

Public Works completed the design using a Board-approved on-call consultant and is seeking approval from the Board to complete the construction using a Board-approved JOC. If approved, it is anticipated that construction will begin in May 2024 and be completed in February 2025.

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

These recommendations support the County Strategic Plan: Strategy III.3, Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, and Objective III.3.2, Manage and Maximize County Assets, by investing in public infrastructure that will improve the operational effectiveness of existing County assets.

### **FISCAL IMPACT/FINANCING**

The total project budget is estimated at \$3,943,000, including plans and specifications, plan check, consultant services, construction, change order contingency, Civic Art allowance, miscellaneous expenditures, and County services. The Project Schedule and Budget Summary are included in Enclosure A.

The predevelopment costs of \$246,000 were funded by the previously completed Consumer Affairs Office Renovations Project, Capital Project No. 87257. The Fiscal Year 2023-24 Capital Projects/Refurbishment Budget includes \$1,600,000 in appropriation under Capital Project No. 8A010 for the proposed project. Approval of the appropriation adjustment (Enclosure B) will transfer \$1,997,000 from the completed Consumer Affairs Office Renovations Project, Capital Project No. 87257, and \$100,000 from DCBA's operating budget to fully fund the proposed project. It is funded with \$1,173,000 of net County cost (NCC) and \$2,770,000 of NCC derived from the Departmental prior years savings.

#### **Operating Budget Impact**

The estimated \$445,000 costs for Furniture, Fixture, and Equipment will be requested as part of the Fiscal Year 2024-25 annual budget process to be funded using DCBA's Fiscal Year 2023-24 year-end savings. There is no NCC impact.

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

In accordance with the Board's Civic Art Policy amended on August 4, 2020, the proposed project budget includes one percent of the eligible design and construction costs for the Civic Art Allocation, which is estimated at \$29,000.

This project is subject to Board Policy 5.270, Countywide Local and Targeted Worker Hiring.

The project will support the Board's Green Building/Sustainable Design Program by incorporating energy-efficient mechanical and electrical equipment and fixtures as part of the office space renovation.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt from CEQA. The project consists of interior renovations to an existing building and is within certain classes of projects that have been determined not to have a significant effect on the environment. The project meets the criteria set forth in Sections 15301 (a), (d), and (l); 15302 (b); 15303; and 15331 of the State CEQA Guidelines and Classes 1 (c), (d), and (l); 2; and 3 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. Due to the previous identification of the HOR building as eligible for listing on the National Register of Historic Places and California Register of Historic Resources, including interior contributing components, Public Works retained a qualified architectural historian, ECORP Consulting, Inc., who reviewed the design documents and prepared a Historical Resources Memo that determined that the proposed project would not result in impacts to a historical resource. The project provides for repair, refurbishment, replacement, and minor alterations of existing facilities involving negligible or no expansion of an existing use and where replacement features will have the same purpose and capacity and repair and restoration of historical resources.

Additionally, the proposed project will comply with all applicable regulations, is not located in a sensitive environment, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste sites compiled pursuant to Government Code Section 65962.5, or indications that the project may cause a substantial adverse change in the significance of a historical resource that would make the exemptions inapplicable based on the record of the proposed project.

Upon the Board's approval of the recommended actions, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk and the State Office of Planning and Research in accordance with Section 21152 of the California Public Resources Code and will post the notice to its website in accordance with Section 21092.2.

## **CONTRACTING PROCESS**

Public Works utilized a Board-approved, on-call consultant to complete the design and is requesting Board authorization to carry out the work using a Board-approved JOC.

The project scope includes substantial remodeling and alteration work, and Public Works has made the determination that the use of a JOC is the most appropriate contracting method to deliver the project.

The furniture, fixtures, and equipment procurement will be handled by Public Works through Purchase Orders in accordance with the County's purchasing policies and procedures established by the Internal Services Department.

The Internal Services Department managed the design of the upgraded low-voltage, information

technology, and telecommunication systems and will carry out the installation through a Telecommunications Equipment and Services Master Agreement.

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

Approval of the recommended actions will have no impact on other current County services or projects. The HOR, including the Ground Floor, will remain open and fully operational during construction. The contractor will be required to coordinate construction activities with the County to minimize disruption to the building tenants, and any construction work that may be disruptive to the tenants will be scheduled outside of normal business hours.

**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Project Management Division I.

Respectfully submitted,



MARK PESTRELLA, PE

Director

MP:HA:sl

Enclosures

- c: Department of Arts and Culture (Civic Art Division)
- Department of Consumer and Business Affairs
- Chief Executive Office (Capital Programs Division)
- County Counsel
- Executive Office
- Internal Services Department

**CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
CONSUMER AFFAIRS OFFICE REFURBISHMENT PROJECT  
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SPECS. 7932; CAPITAL PROJECT NO. 8A010  
FISCAL YEAR 2023-24  
(SUPERVISORIAL DISTRICT 1)  
(3 VOTES)**

**I. PROJECT SCHEDULE SUMMARY**

Project Activity	Scheduled Completion Date
Construction Documents	01/31/2024*
Jurisdictional Approvals	02/29/2024*
Construction Award (Job Order Contract)	04/30/2024
Start Construction	05/01/2024
Substantial Completion	02/28/2025
Project Acceptance	04/30/2025

\*Actual Completion Date

**II. PROJECT BUDGET SUMMARY**

Project Activity	Proposed Budget
Construction Contract	\$2,500,000
Change Order Contingency	\$ 375,000
Job Order Contract Fees	\$ 60,000
Telecommunication/Information Technology/Audio Visual Systems	\$ 60,000
Civic Art Allowance	\$ 29,000
Plans and Specifications	\$ 402,000
Consultant Services	\$ 40,000
Miscellaneous Expenditures	\$ 10,000
Jurisdictional Review/Plan Check/Permits	\$ 20,000
County Services	\$ 447,000
<b>TOTAL</b>	<b>\$3,943,000</b>

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BOARD OF SUPERVISORS  
OFFICIAL COPY

April 23, 2024

COUNTY OF LOS ANGELES

**REQUEST FOR APPROPRIATION ADJUSTMENT**

DEPARTMENT OF CHIEF EXECUTIVE OFFICER

**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFORE**  
**FY 2023-24**  
**3 - VOTES**

**SOURCES**

**USES**

CONSUMER AND BUSINESS AFFAIRS  
**CONSUMER AFFAIRS OFFICE RENOVATIONS**  
A01-CP-6014-65053-87257  
CAPITAL ASSETS - B & I  
**DECREASE APPROPRIATION** **1,997,000**

CONSUMER AND BUSINESS AFFAIRS  
**CONSUMER AFFAIRS OFFICE REFURBISHMENT**  
A01-CP-6014-65053-8A010  
CAPITAL ASSETS - B & I  
**INCREASE APPROPRIATION** **2,097,000**

CONSUMER AND BUSINESS AFFAIRS  
A01-CA-2000-19100  
SERVICES & SUPPLIES  
**DECREASE APPROPRIATION** **100,000**

**SOURCES TOTAL** **\$ 2,097,000**

**USES TOTAL** **\$ 2,097,000**

**JUSTIFICATION**

Reflects the transfer of \$1,997,000 from the completed project, Consumer Affairs Office Renovations, Capital Project No. 87257, and \$100,000 from the Department of Consumer and Business Affairs operating budget to Consumer Affairs Office Refurbishment, Capital Project No. 8A010, to fully fund the proposed project.

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

**James Yun** Digitally signed by James Yun  
Date: 2024.02.27 16:02:20 -08'00'

**AUTHORIZED SIGNATURE**

**JAMES YUN, MANAGER, CEO**

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

39 April 23, 2024



JEFF LEVINSON  
INTERIM EXECUTIVE OFFICER

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY **Andrea Turner** Digitally signed by Andrea Turner  
Date: 2024.02.29 13:49:03 -08'00'

B.A. NO. **108**

DATE **2/29/24**

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY **Amir Alam** Digitally signed by Amir  
Alam  
Date: 2024.03.12 17:05:12  
-07'00'

DATE **3/12/24**