



MICHAEL OWH
Director

County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

Speed. Reliability. Value.

Telephone: (323) 267-2101
FAX: (323) 264-7135

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

40 MAY 7, 2024

JEFF LEVINSON
INTERIM EXECUTIVE OFFICER

May 07, 2024

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:

**LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE
CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER OFFICE REMODELING PROJECT
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A032
APPROVE PROJECT BUDGET
AUTHORIZE USE OF JOB ORDER CONTRACT
(FY 2023-24)
(SUPERVISORIAL DISTRICT 1 - 3-VOTES)**

SUBJECT

Approval of the recommendations will find the Clara Shortridge Foltz Criminal Justice Center Office Remodeling Project exempt from the California Environmental Quality Act, establish and approve Capital Project No. 8A032, approve the project budget, and authorize the Director of the Internal Services Department (ISD), or designee, to deliver the proposed project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the proposed Clara Shortridge Foltz Criminal Justice Center Office Remodeling Project exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish and approve the proposed Clara Shortridge Foltz Criminal Justice Center Office Remodeling Project, Capital Project No. 8A032 with a total budget of \$1,800,000.

3. Authorize the Director of the Internal Services Department, or designee, to deliver the Clara Shortridge Foltz Criminal Justice Center Office Remodeling Project using a Board-approved Job Order Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will find the proposed Clara Shortridge Foltz Criminal Justice Center (CJC) Office Remodeling Project (Project) exempt from the California Environmental Quality Act (CEQA), establish and approve Capital Project No. 8A032, approve the project budget, and authorize the Internal Services Department to deliver the proposed Project using a Board-approved Job Order Contract (JOC).

In November 2022, the District Attorney's office, located on the 17th Floor of the CJC at 210 W Temple St. in Los Angeles, was impacted by flooding caused by a faulty water supply line in a restroom on the 18th Floor. Due to the damage sustained from the flooding, staff were temporarily relocated to alternate locations. The proposed project will remodel the existing floors, walls, and windows to provide refreshed office space so the District Attorney can resume operations at this location.

The proposed remodeling work includes wall patching and painting; removal of existing flooring, base board with proper abatement and air sampling; installation of vinyl flooring with rubber wall base and window blinds; and the application of paint to the existing acoustic ceiling.

The estimated project duration is approximately six (6) months which includes construction, and project completion.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: Goal III. Realize Tomorrow's Government Today, Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability, Objective III.3.2 Manage and Maximize County Assets by investing in public infrastructure that will improve the operational effectiveness of an existing County asset.

FISCAL IMPACT/FINANCING

The total cost for the proposed Project is currently estimated at \$1,800,000, which includes construction, change order allowance, inspection/testing, civic art fee, and ISD county services (Enclosure A).

On February 27, 2024 the Board adopted mid-year budget adjustments to the Fiscal Year 2023-2024 budget, which included a transfer of \$1,800,000 from the District Attorney's operating budget to the Capital Projects/Refurbishments Budget for the Clara Shortridge Foltz Criminal Justice Center Office Remodeling Project, Capital Project No. 8A032, to fully fund the proposed Project.

Operating Budget Impact

The scope of work consists of repairs and remodeling made to an existing space. Therefore, following the completion of the proposed project, ISD and the District Attorney's office do not anticipate any one-time start-up or additional ongoing costs as a result of the proposed project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Local and Targeted Worker Hire Policy, updated on May 17, 2023, the proposed Project will include a best efforts Local Worker hiring goal of at least thirty percent (30%). The "Targeted Worker" component will not be included as part of the proposed Project.

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the proposed Project budget includes one percent (1%) of eligible design and construction costs, in the amount of \$10,000, to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The scope of work consists of the interior remodeling of an existing office space. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that it will meet the criteria set forth in Sections 15301(d) and 15302 of the State CEQA Guidelines and Classes 1(c) and (2) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because it includes repairs and minor alterations to existing public facilities with negligible or no expansion of use and the replacement of features with the same purpose and capacity.

In addition, based on the records of the proposed project, it will comply with all applicable regulations, it is not in a sensitive environment and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code section 65962.5, or indications that it may cause a substantial adverse change in the significance of a historic resource that would make the exemptions inapplicable.

Upon the Board's approval of the proposed project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the 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

The proposed Project will be delivered using an ISD Board-approved Job Order Contract (JOC) for the construction. The standard Board-directed clauses, including those that provide for contract termination and hiring qualified displaced County employees, are included in all JOCs.

The JOCs contain the Board's required provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law, and the Child Support program.

The JOC contractor who will perform the work is required to fully comply with applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Program) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

For this Project, ISD has made the determination that the use of a JOC is the most appropriate contracting method to perform the tasks involved. Specifically, to the extent the project entails repair, remodeling, refurbishment, or alteration, and the cost of such project exceeds \$50,000, such project would have to be performed via a competitively-procured construction contract, such as a JOC, not by county employees, due to the "Force Account" limitations set forth in the Public Contract Code.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will have minimal impact on current County services. The existing space is currently unoccupied and will not be utilized during the construction phase.

CONCLUSION

Please return one adopted copy of the board letter to the following: ISD Operations Service, the Chief Executive Office – Capital Programs Division, and the Los Angeles County District Attorney's office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. OWH', with a stylized flourish at the end.

MICHAEL OWH

Director

MO:ME:TD:sy

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Office
County Counsel
LA County Department of Arts and Culture (Civic
Art Division)
Los Angeles County District Attorney's Office

**PROJECT INFORMATION SHEET
SCHEDULE AND BUDGET SUMMARY**

PROJECT :	DA CJC Office Remodel
CAPITAL PROJECT NO. :	8A032

I. PROJECT SCHEDULE		
Project Activity	Duration	Scheduled Completion Date
Complete Construction Documents	N/A	N/A
Jurisdictional Approval	N/A	N/A
Award Construction Contract	1 months following Board approval	May 2024
Substantial Completion	5 months following Board approval	Sept 2024
Project Acceptance	6 months following Board approval	Oct 2024

II. BUDGET SUMMARY	
Budget Category	Proposed Budget
Construction	
Construction	\$ 981,000.00
Change Orders (Contingency)	\$ 231,000.00
Subtotal	\$ 1,212,000.00
Civic Art (if not exempt)	\$ 10,000.00
Plans and Specifications	\$ 35,000.00
Jurisdictional Review/Plan Check/Permits	\$ 59,000.00
County Services (ISD Indirect)	\$ 484,000.00
Total Project Budget	\$ 1,800,000.00