



MARK PESTRELLA, Director

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

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone (626) 458-5100
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE

June 25, 2024

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

60 June 25, 2024

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

Edward Yen
EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
PUBLIC DEFENDER HALL OF RECORDS
2ND FLOOR REFURBISHMENT PROJECT
ESTABLISH AND APPROVE CAPITAL PROJECT
APPROVE APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACT
SPECS. 7923; CAPITAL PROJECT NO. 87994
FISCAL YEAR 2023-24
(SUPERVISORIAL DISTRICT 1)
(3 VOTES)**

SUBJECT

Public Works is seeking Board approval of the proposed Public Defender Hall of Records 2nd Floor Refurbishment Project, approval of the 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 Public Defender Hall of Records 2nd Floor 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. Establish and approve the proposed Public Defender Hall of Records 2nd Floor Refurbishment Project, Capital Project No. 87994, with a total project budget of \$2,500,000.

3. Approve an appropriation adjustment to transfer \$563,000 from the completed Public Defender Hall of Records 6th Floor Refurbishment Project, Capital Project No. 87734, and \$1,937,000 from the Public Defender operating budget, as follows: \$1,000,000 from Services and Supplies, and \$937,000 from identified savings in Salaries and Employee Benefits to the Public Defender Hall of Records 2nd Floor Refurbishment Project, Capital Project No. 87994, 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 a finding by the Board that the proposed Public Defender Hall of Records (HOR) 2nd Floor Refurbishment Project is exempt from the California Environmental Quality Act (CEQA), establish and approve the capital project, approve the project budget and associated appropriation adjustment, and authorize Public Works to deliver the proposed project using a Board approved Job Order Contract (JOC).

Background

The Public Defender occupies approximately 8,600 square feet of storage space on the 2nd Floor of the HOR located at 320 West Temple Street, Los Angeles, CA 90012. The Public Defender has identified the need to remodel this underutilized storage area into office and warehousing space to accommodate their current and future operation and staffing needs.

The proposed project would consist of refurbishing and remodeling approximately 8,600 square feet of vacant and underutilized storage space into office space with staff workstations, a meeting room, a staff lounge, a lactation room, and a flex storage area for intake and distribution of legal documents and office supplies, equipment, and furnishings that cannot be received or stored at Public Defender offices within courthouses. The proposed work would include remodeling of the fire alarm system; interior lighting; heating, ventilation, and air conditioning system; interior finishes; public restrooms on the floor to meet current Americans with Disabilities Act accessibility requirements; and installation of low voltage, information technology, and telecommunication systems.

The remodeled space would comply with the County's Office Space Guidelines by providing an open, contemporary, and improved functional work environment with new lighting, collaboration areas, comfortable breakroom, and modern aesthetic that will promote employee wellness and engagement and support hoteling workspaces to optimize space efficiency.

Public Works is utilizing a Board-approved, on-call consultant for the design that will be completed in October 2024 and is seeking approval from the Board to complete the refurbishment and remodel work using a Board-approved JOC.

If approved, the work is anticipated to begin in February 2025 and will be substantially completed in October 2025.

Implementation of Strategic Plan Goals

These recommendations support the County Strategic Plan: North Star 3, Realize Tomorrow's Government Today, Focus Area Goal F, Flexible and Efficient Infrastructure, Strategy ii, Modernize Infrastructure, by remodeling and modernizing public infrastructure assets that will improve the

workforce environment for County staff and the delivery of public services to Los Angeles County residents.

FISCAL IMPACT/FINANCING

The total project cost is estimated at \$2,500,000, including plans and specifications, plan check, consultant services, construction, change order contingency, furniture and equipment, Civic Art allocation, and County services. The project schedule and budget summaries are included in Enclosure A.

Approval of the recommended appropriation adjustment (Enclosure B) will transfer \$563,000 from the completed Public Defender HOR 6th Floor Refurbishment Project, Capital Project No. 87734, and \$1,937,000 from the Public Defender operating budget to the Fiscal Year 2023-24 Capital Projects/Refurbishment Budget under Capital Project No. 87994 to fully fund the proposed project. Of the \$1,937,000 from the Public Defender operating budget, \$1,000,000 was included for this project in the Fiscal Year 2023-24 Final Adopted Budget and the remaining \$937,000 is related to identified savings in the current year. The project is fully funded with current and prior year net County cost.

Operating Budget Impact

Public Defender anticipates a possible increase in ongoing operating costs as a result of the proposed project that will be absorbed in the Public Defender's ongoing operating budget. These costs include facility cleaning and technology telecommunications costs for services rendered by Internal Services Department.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy amended on August 4, 2020, the project budget includes one percent of the eligible design and construction costs for the Civic Art Allocation, which is estimated at \$17,000.

The 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 water and energy efficient mechanical, plumbing, and electrical equipment and fixtures as part of the office space refurbishment.

ENVIRONMENTAL DOCUMENTATION

The proposed project is categorically exempt from CEQA. The project consists of interior repairs and remodel of existing vacant storage space into office space at the HOR. The project 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 (c); and 15303 of the State CEQA Guidelines and Classes 1 (c), (d), (l); 2 (e); 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 some interior contributing components, Public Works retained a qualified architectural historian at 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.

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 complied 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 exemption inapplicable based on the records 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 with the State Office of Planning and Research in accordance with Section 21152 (a) of the California Public Resources Code and will post the notice to its website pursuant to Section 21092.2.

CONTRACTING PROCESS

Public Works is utilizing 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 Defender through Purchase Orders in accordance with the County's purchasing policies and procedures established by the Internal Services Department.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will have no impact on current County services or projects. The HOR 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 operations, and any construction work that may be disruptive 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,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" and last name "Pestrella" clearly distinguishable.

MARK PESTRELLA, PE

Director

MP:HA:sl

Enclosures

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

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
PUBLIC DEFENDER HALL OF RECORDS
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(3 VOTES)**

I. PROJECT SCHEDULE SUMMARY

Project Activity	Scheduled Completion Date
Construction Documents	07/15/2024
Jurisdictional Approvals	10/31/2024
Construction Award (Job Order Contract)	01/30/2025
Start Construction	02/18/2025
Substantial Completion	10/31/2025
Project Acceptance	12/31/2025

II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Construction	\$1,670,000
Furniture, Fixtures, and Equipment	\$ 130,000
Civic Art Allowance	\$ 17,000
Plans and Specifications	\$ 215,000
Consultant Services	\$ 25,000
Miscellaneous Expenditures	\$ 15,000
Jurisdictional Review/Plan Check/Permits	\$ 28,000
County Services	\$ 400,000
TOTAL	\$2,500,000

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BOARD OF SUPERVISORS

OFFICIAL COPY

June 25, 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

VARIOUS CAPITAL PROJECTS

HALL OF RECORDS 6TH FLOOR REFURB-PD

A01-CP-6014-65099-87734

CAPITAL ASSETS - B & I

DECREASE APPROPRIATION

563,000

TRIAL COURTS

PD HOR 2ND FLOOR REFURBISHMENT

A01-CP-6014-65047-87994

CAPITAL ASSETS - B & I

INCREASE APPROPRIATION

2,500,000

PUBLIC DEFENDER

A01-PD-1000-15200

SALARIES & EMPLOYEE BENEFITS

DECREASE APPROPRIATION

937,000

PUBLIC DEFENDER

A01-PD-2000-15200

SERVICES & SUPPLIES

DECREASE APPROPRIATION

1,000,000

SOURCES TOTAL

\$ 2,500,000

USES TOTAL

\$ 2,500,000

JUSTIFICATION

Reflects the transfer of \$563,000 from the completed Public Defender Hall of Records 6th Floor Refurbishment Project, Capital Project No. 87734, to Public Defender Hall of Records 2nd Floor Refurbishment, Capital Project No. 87994. Also, a transfer of \$1,937,000 from the Public Defender operating budget, \$1,000,000 from Services and Supplies included in the FY 2023-24 Final Adopted Budget and \$937,000 from identified savings in Salaries & Employee Benefits, to fully fund the project.

James Yun

Digitally signed by James Yun
Date: 2024.05.15 17:46:38
-07'00'

AUTHORIZED SIGNATURE

James Yun, Manager, CEO

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

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY **Andrea Turner**
Digitally signed by Andrea Turner
Date: 2024.05.16 14:33:13
-07'00'

B.A. NO. 238

DATE 5/16/24

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

Kieu-Anh King

Digitally signed by Kieu-Anh King
Date: 2024.05.17
13:01:38 -07'00'

BY **King**

DATE 5/17/24