

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

26 July 23, 2024



**MICHAEL OWH**  
Director

County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

*Speed. Reliability. Value.*

**EDWARD YEN**  
EXECUTIVE OFFICER

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July 23, 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:

**LA COUNTY LIBRARY  
VARIOUS LA COUNTY LIBRARY RESTROOM REFURBISHMENT PROJECTS  
CATEGORICAL EXEMPTION  
ESTABLISH AND APPROVE CAPITAL PROJECTS 89281, 89282, 89283, 89284 AND 89285  
AND BUDGETS,  
APPROPRIATION ADJUSTMENT,  
AND USE OF JOB ORDER CONTRACTING  
(FY 2024-25)  
(SUPERVISORIAL DISTRICTS 1, 2, and 4 - 4 VOTES)**

**SUBJECT**

Approval of the recommendations will find the five proposed projects are exempt from the California Environmental Quality Act; establish and approve the proposed projects and other activities; approve the project budgets and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed projects using Board-approved Job Order Contracts.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the five (5) proposed LA County Library restroom refurbishment projects exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of each proposed project.

2. Establish and approve the five (5) proposed Capital Projects as follows:
  - a. Angelo M. Iacaboni Library Restroom Refurbishment Project, Capital Project No. 89281 with a total project budget of \$703,000.
  - b. Anthony Quinn Library Restroom Refurbishment Project, Capital Project No. 89282 with a total project budget of \$762,000.
  - c. City Terrace Library Restroom Refurbishment Project, Capital Project No. 89283 with a total project budget of \$686,000.
  - d. Hawthorne Library Restroom Refurbishment Project, Capital Project No. 89284 with a total project budget of \$592,000.
  - e. Hermosa Beach Library Restroom Refurbishment Project, Capital Project No. 89285 with a total project budget of \$728,000.
3. Approve an appropriation adjustment to transfer a total of \$3,471,000 from the Library's Operating budget to the various proposed Capital Projects.
4. Authorize the Director of the Internal Services Department, or designee, to deliver the proposed projects using Board-approved Job Order Contracts.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommendations will find the five proposed LA County Library (Library) restroom remodeling projects exempt from the California Environmental Quality Act (CEQA), establish and approve the proposed five Capital Projects, approve the proposed project budgets and an appropriation adjustment, and authorize the Internal Services Department (ISD) to deliver the proposed projects using Board-approved Job Order Contracts (JOCs).

**Background**

Library was awarded more than \$9 million in grant funds from the California State Library for various life-safety and critical maintenance needs of Library buildings, approved by the Board on December 6, 2022. All 85 Library locations have received funding of varying amounts for security and maintenance, and 11 locations were assigned to ISD for completion. On February 15, 2023, Library formally requested ISD's assistance in providing a budget and timeline with appropriate milestones and deliverables for each of the 11 capital improvement projects and delivering the projects by the State's deadline of March 2026. The 11 proposed projects' scope of work includes various refurbishment and remodeling work to address accessibility, path of travel, security, heating, ventilation, and air conditioning (HVAC), roofing, and miscellaneous repairs.

Upon confirmation of the total project budgets for five (5) out of the eleven proposed projects, the following proposed five (5) projects were selected to move forward to receive Board consideration for approval. The subsequent six (6) proposed projects will be presented before the Board for consideration for approval at a later date once the total project budgets can be confirmed.

#### Angelo M. Iacaboni Library

The proposed scope of work consists of the refurbishing of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels would be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

#### Anthony Quinn Library

The proposed scope of work consists of the refurbishing of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels would be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. Main entry doors will be made automatic. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

#### City Terrace Library

The proposed scope of work consists of the refurbishing of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels will be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

#### Hawthorne Library

The proposed scope of work consists of the remodeling of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels will be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. Main entry doors would be made automatic. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

### Hermosa Beach Library

The proposed scope of work consists of the remodeling of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels will be based on ADA compliant architectural plans and hazardous materials reports for lead and asbestos. The entry doors would be made automatic to accommodate ADA access. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

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

These recommendations support the County Strategic Plan: North Star 3: Realize Tomorrow's Government Today, Focus Area Goal G: Internal Controls and Processes, Strategy ii. Manage and Maximize County Assets by investing in public infrastructure that will improve the operational effectiveness of an existing County asset.

### Green Building/Sustainable Design Program

The proposed projects will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

The projects will be designed and constructed to comply with Title 24 of the California Code of Regulations. Title 24 contains building standards to conserve electricity and natural gas in new and existing buildings within the State. When possible, ISD will document all Title 24 related improvements that qualify for Leadership in Energy and Environmental Design (LEED) building points to apply toward future LEED certification for the County building.

### **FISCAL IMPACT/FINANCING**

The recommended actions in this Board letter will approve the total project cost of \$3,471,000 for the five proposed projects as follows:

- a. Angelo M. Iacoboni Library Restroom Refurbishment Project, Capital Project No. 89281 with a total project budget of \$703,000.
- b. Anthony Quinn Library Restroom Refurbishment Project, Capital Project No. 89282 with a total project budget of \$762,000.
- c. City Terrace Library Restroom Refurbishment Project, Capital Project No. 89283 with a total project budget of \$686,000.
- d. Hawthorne Library Restroom Refurbishment Project, Capital Project No. 89284 with a total project budget of \$592,000.
- e. Hermosa Beach Library Restroom Refurbishment Project, Capital Project No. 89285 with a total project budget of \$728,000.

The project budgets for the five proposed projects consist of design, construction, change order allowances, inspection/testing, and ISD county services (Enclosure A).

Approval of the enclosed appropriation adjustment (Enclosure B) will transfer \$3,471,000 from Library's Operating budget to the proposed Capital Projects Nos 89281, 89282, 89283, 89284 and 89285 as reflected above.

#### Operating Budget Impact

The scope of work consists of repairs and refurbishments made to an existing space. Therefore, following the completion of the proposed projects, Library does not anticipate any one-time start-up or additional ongoing costs as a result of the proposed projects.

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

In accordance with the Board's Local and Targeted Worker Hire Policy, updated on May 17, 2023, the proposed Projects will include a best efforts Local Worker hiring goal of at least thirty percent (30%).

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the proposed projects are exempt from the Civic Art Allocation because the estimated eligible project costs are less than \$500,000.

#### **ENVIRONMENTAL DOCUMENTATION**

The five separate proposed projects are categorically exempt from CEQA. The scope of work at each facility, as described above, consists of the remodeling and refurbishment of existing restroom facilities. 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), 15302, and 15303 of the State CEQA Guidelines and Classes 1(c), 2, and 3 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, replacement of features with the same purpose and capacity, placement of small equipment and accessory structures, and installation of equipment at existing facilities.

In addition, based on the records of the proposed projects, each project will comply with all applicable regulations, each 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 they may cause a substantial adverse change in the significance of any historic resource that would make the exemptions for each project inapplicable.

Upon the Board's approval of the proposed projects, ISD will file Notices 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 Notices to its website in accordance with section 21092.2.

## **CONTRACTING PROCESS**

The proposed projects will be delivered using ISD Board-approved JOCs 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 contractors who will perform the work are 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 these proposed projects, ISD has made the determination that the use of JOCs is the most appropriate contracting method to perform the tasks involved. Specifically, to the extent the projects entail repairs, remodeling, refurbishment, or alterations, and the cost of such projects exceeds \$50,000, such projects would have to be performed via competitively-procured construction contracts, 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 proposed project sites will provide portable restrooms for County patrons during regular business hours which will be facilitated and maintained by Library through the duration of the proposed projects. Funding for the portable restrooms will be separate from the proposed projects and will be provided by Library via a purchase order

## **CONCLUSION**

Please return one adopted copy of the board letter to the following: ISD Operations Service, the Chief Executive Office – Capital Programs Division, and LA County Library.

The Honorable Board of Supervisors

7/23/2024

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael OWH", with a circular 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 Library

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Angelo Iacoboni Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89281</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 328,000.00
Change Orders (Contingency)	\$ 60,000.00
<b>Subtotal</b>	<b>\$ 388,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 95,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 203,000.00
<b>Total Project Budget</b>	<b>\$ 703,000.00</b>



**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Quinn Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89282</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 361,000.00
Change Orders (Contingency)	\$ 90,000.00
<b>Subtotal</b>	<b>\$ 451,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 74,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 220,000.00
<b>Total Project Budget</b>	<b>\$ 762,000.00</b>

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>City Terrace Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89283</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 324,000.00
Change Orders (Contingency)	\$ 82,000.00
<b>Subtotal</b>	<b>\$ 406,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 65,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 198,000.00
<b>Total Project Budget</b>	<b>\$ 686,000.00</b>

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Hawthorne Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89284</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 253,000.00
Change Orders (Contingency)	\$ 75,000.00
<b>Subtotal</b>	<b>\$ 328,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 79,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 168,000.00
<b>Total Project Budget</b>	<b>\$ 592,000.00</b>

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Hermosa Beach Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89285</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 334,000.00
Change Orders (Contingency)	\$ 86,000.00
<b>Subtotal</b>	\$ 420,000.00
Civic Art (if not exempt)	\$ -
Library FFE	
Plans and Specifications	\$ 81,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 210,000.00
<b>Total Project Budget</b>	<b>\$ 728,000.00</b>



COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENT

FY 2024-25  
4 - VOTES

SOURCES	USES
<b>LA COUNTY LIBRARY</b> B06-PL-2000-41200 SERVICES & SUPPLIES <b>DECREASE APPROPRIATION</b>	<b>LA COUNTY LIBRARY</b> B06-PL-6100-41200 OTHER FINANCING USES <b>INCREASE APPROPRIATION</b>
<b>3,471,000</b>	<b>3,471,000</b>
LA COUNTY LIBRARY ACO <b>ANGELO M. IACABONI LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89281 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>ANGELO M. IACABONI LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89281 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>703,000</b>	<b>703,000</b>
LA COUNTY LIBRARY ACO <b>ANTHONY QUINN LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89282 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>ANTHONY QUINN LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89282 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>762,000</b>	<b>762,000</b>
LA COUNTY LIBRARY ACO <b>CITY TERRACE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89283 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>CITY TERRACE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89283 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>686,000</b>	<b>686,000</b>
LA COUNTY LIBRARY ACO <b>HAWTHORNE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89284 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>HAWTHORNE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89284 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>592,000</b>	<b>592,000</b>
LA COUNTY LIBRARY ACO <b>HERMOSA BEACH LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89285 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>HERMOSA BEACH LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89285 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>728,000</b>	<b>728,000</b>
<b>SOURCES TOTAL</b>	<b>USES TOTAL</b>
<b>\$ 6,942,000</b>	<b>\$ 6,942,000</b>

BA #002

7/8/24