



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

February 04, 2025

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:

**CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
SOUTH EL MONTE ASSESSOR OFFICE REFURBISHMENT PROJECT  
APPROVE REVISED PROJECT SCOPE AND BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE USE OF JOB ORDER CONTRACT  
SPECS. 7659; CAPITAL PROJECT NO. 87587  
FISCAL YEAR 2024-25  
(SUPERVISORIAL DISTRICT 1)  
(3-VOTES)**

**SUBJECT**

Public Works is seeking Board approval for the proposed revised project scope and budget for the previously approved South El Monte Assessor Office Refurbishment Project, approve the appropriation adjustment, and authorize Public Works to deliver the revised project using Board approved Job Order Contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the South El Monte Assessor Office Refurbishment Project's revised fire alarm expansion and roof repair scope 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 revised fire alarm expansion scope and budget of \$759,000 for the South El Monte Assessor Office Refurbishment Project, Capital Project No. 87587.

3. Approve the proposed revised roof repair scope and budget of \$250,000 for the South El Monte Assessor Office Refurbishment Project, Capital Project No. 87587.
4. Approve an appropriation adjustment to transfer \$700,000 from El Monte Fire Alarm System Project, Capital Project No. 8A012, to South El Monte Assessor Office Refurbishment Project, Capital Project No. 87587, to fully fund the revised fire alarm expansion scope.
5. Authorize the Director of Public Works or his designee to deliver the proposed revised work for the project using Board-approved Job Order Contract.

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

The purpose of the recommended action is to seek Board approval to find the revised South El Monte Assessor Office Refurbishment Project exempt from the California Environmental Quality Act (CEQA), approve the revised project scope and budget, and authorize Public Works to deliver the proposed revised project scope using a Board approved Job Order Contract (JOC).

#### Project Description and Background

On March 19, 2019, the Board approved the purchase of two adjacent commercial properties located at 1198 and 1190 Durfee Avenue, South El Monte, CA 91733, and requested that Public Works design and implement necessary building refurbishments for the Assessor's current and future use. On August 8, 2023, the Board approved the \$8,900,000 South El Monte Assessor Office Refurbishment Project located at 1198 Durfee Avenue and authorized Public Works to deliver the work using a Board approved JOC. Public Works is currently administering the project, which includes a major office refurbishment, roof repair, and upgrading the existing building, communication, and fire alarm systems.

The fire alarm system at 1198 Durfee Avenue was designed and permitted with the low voltage conduits and cables entering and passing through the adjacent 1190 Durfee Avenue building. As a result, the fire alarm system will be revised to tie into the 1190 Durfee Avenue building. The revised fire alarm system for both 1198 and 1190 Durfee Avenue will share the same conduits, equipment, operation, connectivity, and monitoring system, and will allow joint use, monitoring, and maintenance of a single fire alarm system servicing both buildings. The fire alarm programming will function in sequence allowing the buildings to communicate with one another and to trigger alarms simultaneously.

During the roof membrane repair work at the 1198 Durfee Avenue building, the contractor encountered various unforeseen conditions, including damages to the roof underlayment, deterioration of the roof's structural elements, defective flashing and waterproofing, termite damage, and structural deficiencies that were not shown in the as-built plans. The client department approved \$250,000 of additional funding for roof repair due to these unforeseen conditions.

Public Works has utilized a Board-approved on-call architectural/engineering consultant to complete the revised fire alarm expansion and roof repair design and is now seeking the Board's approval to deliver the revised Scope of Work using a Board-approved JOC. If approved, it is anticipated the project will be completed by September 2025.

**Implementation of Strategic Plan Goals**

These recommendations support the County Strategic Plan: North Star 2, Foster Vibrant and Resilient Communities, Focus Area Goal E, Economic Health, Strategy ii, Small Businesses Investment and Support; and North Star 3, Realize Tomorrow's Government Today, Focus Area Goal F, Flexible and Efficient Infrastructure, Strategy ii, Modernize Infrastructure, by improving public infrastructure assets that will improve the operational effectiveness of an existing County asset.

**FISCAL IMPACT/FINANCING**

The total cost of the proposed revised scope is estimated at \$1,009,000, which includes \$59,000 for predevelopment activities paid from El Monte Fire Alarm System Project, Capital Project (CP) No. 8A012; revised roof repair design, plans and specifications, permits, construction, and County services (Enclosure A).

Approval of the appropriation adjustment (Enclosure B) will transfer \$700,000 from the El Monte Fire Alarm System Project, CP No. 8A012, to South El Monte Assessor Office Refurbishment Project, CP No. 87587, to fully fund the revised fire alarm expansion scope. The fire alarm scope is fully funded with net County cost, derived from savings in the Department's prior-year operating budget.

During the Fiscal Year 2024-25 supplemental changes budget, \$250,000 was allocated to the South El Monte Assessor Office Refurbishment Project, CP No. 87587, to fully fund the revised unforeseen roof repair work.

Upon approval of the recommended action, the revised total project budget will be \$9,909,000, including \$59,000 of predevelopment costs under the El Monte Fire Alarm System Project, CP No. 8A012.

**Operating Budget Impact**

The Assessor's Office does not anticipate any ongoing or one-time cost associated with the revised scope. Additional operating costs, if any, will be funded through the Department's operating budget.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The project will be constructed under a Best Value JOC previously approved by the Board. It contains a standard construction contract, which was reviewed and approved by County Counsel, and terms and conditions that support the Board's ordinances, policies, and programs. These include, but are not limited to, the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs, Contract Language to Assist in Placement of Displaced County Workers, and Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015).

The Assessor's Office will work directly with the fire alarm vendor or with the Internal Services Department as the County's purchasing agent to process a Purchase Order through a master vendor agreement for the ongoing fire alarm monitoring and maintenance.

The plans and specifications, including the contractual provisions and material requirements for the proposed project, are on file with Public Works Project Management Division II, 900 South Fremont Avenue, 5th Floor, Alhambra, CA 91803-1331.

In accordance with Board Policy 5.270, Countywide Local and Targeted Worker Hiring, the project will require that at least 30 percent of the California construction labor hours to be performed by Qualified Local Residents and at least 10 percent be performed by Targeted Workers facing employment barriers. The project will also include a jobs coordinator who will facilitate implementation of the targeted hiring requirement of the policy.

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the project budget allocates 1 percent of eligible design and construction costs in an estimated amount of \$8,000 to the Civic Art Fund.

### **ENVIRONMENTAL DOCUMENTATION**

On March 19, 2019, the Board approved the purchase of the property and authorized the Chief Executive Office to proceed with the design to refurbish the existing office buildings. The Board found the refurbishment project actions exempt from CEQA. With the revised Scopes of Work at 1198 and 1190 Durfee Avenue, the project remains categorically exempt from CEQA. The additional work consists of minor trenching, minor repairs, and installation of a fire alarm system and roof repair. The project is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Sections 15301 (a) and (d); and 15304 (f) of the State CEQA Guidelines; and Classes 1 (a) and (d); and 4 (k) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The project provides for the installation and minor alterations of existing facilities involving negligible or no expansion of existing use.

Additionally, the project will comply with all applicable regulations and is not located in a sensitive environment. 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.

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

**CONTRACTING PROCESS**

Public Works is utilizing a Board-approved, on-call consultant to prepare the revised design and is requesting Board authorization to carry out the construction using a Board approved JOC.

The South El Monte Assessor Office Refurbishment Project revised scope includes roof repair and the remodeling and installation of the existing fire alarm system expansion between 1198 and 1190 Durfee Avenue buildings. Public Works has made the determination that the use of a JOC is the most appropriate and expeditious contracting method to deliver the project.

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

There will be no impact on County services at 1198 Durfee Avenue during the performance of the recommended roof repair activity as the building is currently under construction and unoccupied. There will also be no impact on current County services at 1190 Durfee Avenue during the performance of the recommended actions, as construction will occur after working hours.

**CONCLUSION**

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

Respectfully submitted,



MARK PESTRELLA, PE  
Director

MP:SK:bh

Enclosures

c: Arts and Culture (Civic Art Division)  
Assessor  
Auditor-Controller  
Chief Executive Office (Capital Programs  
Division)  
County Counsel  
Executive Office, Board of Supervisors

**CONSTRUCTION CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
SOUTH EL MONTE ASSESSOR OFFICE REFURBISHMENT PROJECT  
APPROVE REVISED PROJECT SCOPE AND BUDGET  
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APPROVE USE OF JOB ORDER CONTRACT  
SPECS. 7659; CAPITAL PROJECT NO. 87587  
FISCAL YEAR 2024-25  
(SUPERVISORIAL DISTRICT 1)  
(3-VOTES)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Board-approved Schedule</b>	<b>Impact of this Action</b>
Construction Documents	November 2022*	May 2024**
Jurisdictional Approvals	May 2023*	August 2024**
Job Order Contract – Construction Work	–	March 2025
Substantial Completion 1198 Building 1190 Building	September 2024* September 2024*	February 2025 August 2025
Project Acceptance 1198 Building 1190 Building	December 2024* December 2024*	April 2025 September 2025

\*Indicates a completed activity

\*\*For revised fire alarm scope

**II. PROJECT BUDGET**

<b>Budget Category</b>	<b>Board-approved Budget (August 8, 2023)</b>	<b>Impact of this Action</b>	<b>Revised Budget</b>
Construction			
Job Order Contract – Construction Work	\$5,200,000	\$ 710,000	\$5,910,000
Low Voltage Procurement	\$ 900,000	\$ 0	\$ 900,000
Assessor’s Furniture, Fixtures, & Equipment Procurement	\$ 360,000	\$ 0	\$ 360,000
Civic Arts	\$ 60,000	\$ 8,000	\$ 68,000
Subtotal	\$6,520,000	\$ 718,000	\$7,238,000
Pre-Development (Capital Project No. 8A012)	\$ 0	\$ 59,000	\$ 59,000
Plans and Specifications	\$ 600,000	\$ 10,000	\$ 610,000
Consultant Services	\$ 175,000	\$ 12,000	\$ 187,000
Miscellaneous Expenditures	\$ 15,000	\$ 7,000	\$ 22,000
Jurisdictional Reviews	\$ 110,000	\$ 15,000	\$ 125,000
County Services	\$ 730,000	\$ 115,000	\$ 845,000
Contingency	\$ 750,000	\$ 73,000	\$ 823,000
<b>Total</b>	<b>\$8,900,000</b>	<b>\$1,009,000</b>	<b>\$9,909,000</b>

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BA FORM 10142022

BOARD OF SUPERVISORS  
OFFICIAL COPY

February 04, 2025

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 2024-25**  
**3 - VOTES**

**SOURCES**

**USES**

ASSESSOR  
EL MONTE FIRE ALARM SYSTEM  
A01-CP-6014-65059-8A012  
CAPITAL ASSETS - B & I  
**DECREASE APPROPRIATION**

**700,000**

ASSESSOR  
SOUTH EL MONTE ASSESSOR OFFICE REFURBISHMENT  
A01-CP-6014-65059-87587  
CAPITAL ASSETS - B & I  
**INCREASE APPROPRIATION**

**700,000**

**SOURCES TOTAL** \$ 700,000

**USES TOTAL** \$ 700,000

**JUSTIFICATION**

Reflects the transfer of \$700,000 to South El Monte Assessor Office Refurbishment Project, Capital Project No. 87587, from El Monte Fire Alarm System, Capital Project No. 8A012, to fully fund the revised fire alarm scope for the building.

**James Yun** Digitally signed by James Yun  
Date: 2025.01.13 17:54:17  
-08'00'

**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: 2025.01.14 08:56:04 -08'00'

B.A. NO. 081

DATE 1/14/25

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY Amir Alam Digitally signed by Amir Alam  
Date: 2025.01.14 14:18:23  
-08'00'

DATE 1/14/25

**STATE/SUPPLEMENTAL BUDGET REQUEST ADJUSTMENT  
FY 2024-25**

2/4/2025	
Cluster	COMMUNITY SVCS AND CAPITAL PROGR
Type of Change	BUDGET ADJUSTMENT
Department Impacted	CAPITAL PROGRAMS
Program Impacted	ASSESSOR
Funding Type	ONE-TIME
Type of Adjustment	NET COUNTY COST
Change in Budgeted Positions	
Votes	3

**Justification**

Reflects the transfer of \$700,000 to South El Monte Assessor Office Refurbishment Project, Capital Project No. 87587, from El Monte Fire Alarm System, Capital Project No. 8A012, to fully fund the revised fire alarm scope for the building.

**Sources (Increase Revenue / Decrease Appropriation)**

FUND	DEPT	LVL1	LVL2	DESCRIPTION	CAT	OBJ	DESCRIPTION	AMOUNT
A01	CP	65059	8A012	EL MONTE FIRE ALARM SYSTEM		6014	CAPITAL ASSETS - B & I	700,000
								700,000

**Uses (Increase Appropriation / Decrease Revenue)**

FUND	DEPT	LVL1	LVL2	DESCRIPTION	CAT	OBJ	DESCRIPTION	AMOUNT
A01	CP	65059	87587	SOUTH EL MONTE ASSESSOR OFFICE REFU		6014	CAPITAL ASSETS - B & I	700,000
								700,000

Appropriation	-
Intrafund Transfers	-
Revenue	-
Net County Cost	-

**Explanation of change**

To address the revised fire alarm scope for the South El Monte Assessor Office, at 1198 and 1190 Durfee Avenue, South El Monte, CA 91733.

Manager, CEO Approval