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May 06, 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:

**LOS ANGELES COUNTY REGISTRAR RECORDER/COUNTY CLERK  
ELEVATOR PANEL REPLACEMENT PROJECT  
CATEGORICAL EXEMPTION  
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 87892  
APPROVE PROJECT BUDGET  
(FY 2024-25)  
(SUPERVISORIAL DISTRICT 4 - 3-VOTES)**

**SUBJECT**

Approval of the recommendations will find the Elevator Panel Replacement Project exempt from the California Environmental Quality Act, establish and approve Capital Project No. 87892, approve the project budget, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed project using a Board-approved Master Agreement (MA).

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed Elevator Panel Replacement 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 Elevator Panel Replacement Project, Capital Project No. 87892 with a total budget of \$357,000.
3. Authorize the Director of the Internal Services Department, or designee, to deliver the Elevator Refurbishment Project using a Board-approved Master Agreement.

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

Approval of the proposed Elevator Panel Replacement Project (Project) would find the project exempt from the California Environmental Quality Act (CEQA) and approve the refurbishment of five (5) existing elevators located at the Registrar Recorder/County Clerk's (RRCC) office located at 12400 Imperial Hwy, Norwalk, CA 90650. The existing elevator door equipment is worn out and the door panels contain asbestos. These components will be replaced to mitigate any potential risk that may occur if the door panels were damaged.

The proposed scope of work includes replacing hoistway and elevator car door operating equipment, door panels, infrared reopening devices, and related components such as switches, locks, hangers, tracks, and restrictors. Asbestos-containing door panels would be safely removed, transported, and disposed of in accordance with code regulations.

The estimated project duration is approximately four (4) months which includes construction and project completion.

### **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.

### **FISCAL IMPACT/FINANCING**

The total cost for the proposed Project is estimated at \$357,000, which includes design, construction, change order allowance, inspection/testing, and Internal Services Department (ISD) County services costs (Attachment A).

Sufficient appropriation is available in the Fiscal Year 2024-25 Capital Projects / Refurbishment Budget, Capital Project No. 87892, to fully fund the project. The proposed Project is funded with \$357,000 of NCC derived from the Departmental prior-year savings.

### **Operating Budget Impact**

The proposed scope of work consists of repairs and refurbishments to existing elevators. Therefore, upon completion of the proposed project, ISD and RRCC do not anticipate any start-up or ongoing costs.

### **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 budget is less than \$500,000; therefore, the "Local Worker" and "Local Targeted Worker" labor hours are not required as part of the 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 is exempt from the Civic Art Allocation because the estimated eligible project costs are less than \$500,000.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA. The scope of work consists of refurbishments to existing elevators. 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 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 Land Use and Climate Innovation 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**

ISD currently administers the As-Needed Elevator and Escalator Maintenance Services MAs to maintain a pool of readily available qualified contractors to provide required elevator and escalator services for a variety of County facilities. Contractors provide expedited services for elevator and escalator projects that occur on an intermittent basis.

On July 13, 2020, ISD released a Request for Statement of Qualifications (RFSQ) for As-Needed Elevator and Escalator Maintenance Services and posted the solicitation and contracting opportunity announcement on the County's "Doing Business with LA County" web site, which was sent to 98 vendors. Additionally, ISD hosted two virtual vendor events to advertise the contracting opportunity, specifically to increase participation from our small business community.

Five (5) Statements of Qualifications (SOQs) were received and reviewed for compliance with the minimum qualifications criteria set forth in the RFSQ. The vendors were determined to be qualified and were recommended for MA award, which was approved by the Board on March 16, 2021 for an initial term of five years, with three additional one-year renewal options and six month-to-month extensions.

On May 29, 2024, ISD Contracting Division solicited bids for the proposed Project to the five qualified vendors. Out of the five vendors, three submitted bids, and two did not submit bids. Following evaluation of the 3 submitted bids, Smartrise Elevator Services Inc. was selected as the lowest cost, qualified bidder.

ISD currently administers the Facility Ancillary Services Master Agreement (FASMA) to maintain a pool of readily available qualified contractors to provide required hazardous material and remediation services for a variety of County facilities. ISD will utilize a FASMA vendor to remove and abate any asbestos containing material that results from this project and dispose of within accordance of State and local laws.

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

Approval of the recommendations will have minimal impact on current County services. The Project will be performed one elevator at a time, which will allow four elevators to be available throughout the project duration.

### **CONCLUSION**

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

Respectfully submitted,



MICHAEL OWH

Director

MO:QH:ME:FW:kc

Enclosures

c: Executive Office, Board of Supervisors  
Chief Executive Office  
County Counsel  
Registrar Recorder/County Clerk

**LOS ANGELES COUNTY REGISTRAR RECORDER/COUNTY CLERK  
ELEVATOR PANEL REPLACEMENT PROJECT  
PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Elevator Panel Replacement</b>
<b>CAPITAL PROJECT NO. :</b>	<b>87892</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	N/A	N/A
Jurisdictional Approval	N/A	N/A
Start Project	2 weeks following Board approval	May 2025
Substantial Completion	3 months following Board approval	July 2025
Project Acceptance	4 months following Board approval	August 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 282,000.00
Change Orders (Contingency)	\$ 28,000.00
<b>Subtotal</b>	<b>\$ 310,000.00</b>
Civic Art	\$ -
Plans and Specifications	\$ -
Jurisdictional Review/Plan Check/Permits	\$ -
ISD Indirect	\$ 47,000.00
<b>Total Project Budget</b>	<b>\$ 357,000.00</b>