



MARK PESTRELLA, Director

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

"To Enrich Lives Through Effective and Caring Service"

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

June 17, 2025

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

39 June 17, 2025

Edward Yen
EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**CONSTRUCTION CONTRACT
CONSTRUCTION MANAGEMENT CORE SERVICE AREA
SOUTH EL MONTE ASSESSOR OFFICE 1190 ROOF REPLACEMENT PROJECT
APPROVE PROJECT, SCOPE, AND BUDGET
AUTHORIZE USE OF JOB ORDER CONTRACT
SPECS. 7983; CAPITAL PROJECT NO. 8A077
FISCAL YEAR 2024-25
(SUPERVISORIAL DISTRICT 1)
(3-VOTES)**

SUBJECT

Public Works is seeking Board approval for the proposed South El Monte Assessor Office 1190 Roof Replacement Project, scope, and budget; and to authorize Public Works to deliver the project using a Board-approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed South El Monte Assessor Office 1190 Roof Replacement Project is 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 South El Monte Assessor Office 1190 Roof Replacement Project, Capital Project No. 8A077, with a total project budget of \$2,546,000.
3. Authorize the Director of Public Works or his designee to deliver the proposed 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 proposed South El Monte Assessor Office 1190 Roof Replacement Project exempt from the California Environmental Quality Act (CEQA), approve the capital project and budget, and authorize Public Works to deliver the proposed project using a Board-approved Job Order Contract (JOC).

Project Description and Background

The proposed project is located at 1190 Durfee Avenue, South El Monte, CA 91733. The 36,861-square-foot, 2-story office building was built in 1980 and was purchased by the County in 2019.

The South El Monte Assessor Office’s existing roof at 1190 Durfee Avenue has reached the end of its useful lifespan and is exhibiting issues with water pooling and deterioration, causing leaks throughout the facility. The roof has been patched and repaired throughout the years by the prior owner; however, constant leaking and increasing costs of repairs have prompted the need to replace the damaged roof. The proposed repair work includes the removal and replacement of the existing roof and mansard roof assemblies, including any damaged structural decking, drains, sheathing, flashing, coping, curbs, and parapets. In addition to the work, there will be the recaulking of the exterior windows, which are exhibiting water penetration.

Public Works is utilizing Board-approved on-call consultants for design and construction administration and is seeking approval from the Board to carry out the construction using a Board-approved JOC. It is anticipated that construction will begin in August 2025 and be completed in six months.

Green Building/Sustainable Design Program

The proposed project will support the Board's policy for Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency as part of the building renovation.

Implementation of Strategic Plan Goals

These recommendations support the County’s Strategic Plan: North Star 2, Foster Vibrant and Resilient Communities, Focus Area Goal E, Economic Health, Strategy ii, Small Businesses; 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 for the proposed South El Monte Assessor Office 1190 Roof Replacement Project is estimated at \$2,546,000, as noted in the Enclosure, which includes design, plan check, consultant services, construction, change order contingency, Civic Art allocation, and County services.

Sufficient appropriation is available in the Fiscal Year 2024-25 Capital Projects/Refurbishment Budget, Capital Project No. 8A077, to fully fund the proposed project. The proposed project is funded with \$2,546,000 of net County cost derived from the departmental prior year savings.

Operating Budget Impact

The proposed Scope of Work consists of repairs made to an existing building. Therefore, following the completion of the proposed project, Public Works and the Office of the Assessor do not anticipate any one-time start-up or additional ongoing costs as a result of the proposed project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The project would be constructed under a JOC previously approved by the Board. It contains a standard construction contract, which was reviewed and approved by County Counsel, and terms and conditions supporting the Board's ordinances, policies, and programs. These include, but are not limited to, the County's Greater Avenues for Independence and Skills and Training to Achieve Readiness for Tomorrow Program, 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 plans and specifications, including the contractual provisions and material requirements necessary for the proposed project, are on file with Public Works Business Relations and Contracts Division, 900 South Fremont Avenue, 8th 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 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 includes 1 percent of eligible design and construction costs in an estimated amount of \$15,000 to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed project is categorically exempt from the provisions of CEQA. It consists of repairing an existing office building, including replacing the roof, and 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), (d), and (l); and 15302 (c) of the State CEQA Guidelines; and Classes 1 (c), (d), (h), and (i); and 2 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The project provides for the repair, refurbishment, and minor alterations of existing facilities and replacement of the roof involving negligible or no expansion of existing use and where replacement features will have the same purpose and capacity. 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 California 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, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk and the State Clearinghouse in the Governor's Office of Land Use and Climate Innovation in accordance with California Public Resources Code 21152 and will post the Notice of Exemption to the County's website pursuant to Section 21092.2.

CONTRACTING PROCESS

Public Works is utilizing Board-approved, on-call consultants for design and construction administration and is requesting Board authorization to carry out the construction using a Board-approved JOC.

The proposed project scope includes repair work, and Public Works has determined that the use of JOC is the most appropriate contracting method to deliver the proposed project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will have minimal impact on current County services. The proposed project will be phased accordingly to minimize disruptions to current services during the construction phase.

CONCLUSION

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Pestrella". The signature is fluid and cursive, with the first name "Mark" written in a larger, more prominent script than the last name "Pestrella".

MARK PESTRELLA, PE

Director

MP:SK:mm

Enclosures

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

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I. PROJECT SCHEDULE

Project Activity	Completion Date
Construction Documents	*Q2 2025
Jurisdictional Approval	Q3 2025
Construction	
Substantial Completion	Q1 2026
Project Acceptance	Q1 2026

*Indicates a completed activity.

II. PROJECT BUDGET

Budget Category	Budget
Construction	
Construction	\$1,655,000
Change Order Contingency (15 percent)	\$ 330,000
Civic Arts	\$ 15,000
Subtotal	\$2,000,000
Plans and Specifications	\$ 200,000
Consultant Services	\$ 40,000
Miscellaneous Expenditures	\$ 11,000
Jurisdictional Reviews	\$ 30,000
County Services	\$ 265,000
Total	\$2,546,000