

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue Los Angeles, California 90063

Speed. Reliability. Value.

Telephone: (323) 267-2101 FAX: (323) 264-7135

November 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:

LA COUNTY LIBRARY
VARIOUS LA COUNTY LIBRARY GRANT FUNDED PROJECTS
CATEGORICAL EXEMPTION
ESTABLISH AND APPROVE CAPITAL PROJECT NOS. 88969, 88971, 88972, AND 89006
APPROVE PROJECT BUDGETS AND AN APPROPRIATION ADJUSTMENT
AUTHORIZE USE OF JOB ORDER CONTRACTS
(FY 2025-26)
(SUPERVISORIAL DISTRICTS 2, 4, AND 5 - 4-VOTES)

SUBJECT

Approval of the recommendations will find the four (4) 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:

- Find the four (4) proposed LA County Library grant funded 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 Dr. Martin L. King Jr. Library Restroom Refurbishment Project, Capital Project No. 88969, Rivera Library Restroom Refurbishment Project, Capital Project

No. 88971, San Dimas Library Restroom Refurbishment Project, Capital Project No. 88972, and the Carson Library HVAC Refurbishment Project, Capital Project No. 89006, with a combined total project budget of \$3,767,000.00.

- 3. Approve an appropriation adjustment to transfer \$3,445,000 from the LA County Library's Operating budget as follows:
 - a. \$678,000 to the Dr. Martin L. King Jr. Library Restroom Refurbishment Project, Capital Project No. 88969.
 - b. \$856,000 to the Rivera Library Restroom Refurbishment Project, Capital Project No. 88971.
 - c. \$1,013,000 to the San Dimas Library Restroom Refurbishment Project, Capital Project No. 88972.
 - d. \$898,000 to the Carson Library HVAC Refurbishment Project, Capital Project No. 89006.

LA County Library has previously paid a total of \$322,000 from its operating budget for pre-construction services related to the four (4) proposed projects: \$49,000 for the MLK Library Restroom Refurbishment Project, \$103,000 for the Rivera Library Restroom Refurbishment Project, \$103,000 for the San Dimas Library Restroom Refurbishment Project, and \$67,000 for the Carson Library HVAC Refurbishment Project.

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 four (4) proposed LA County Library (Library) refurbishment projects exempt from the California Environmental Quality Act (CEQA), establish and approve the proposed four (4) 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

On December 6, 2022, the Board approved over \$9 million in grant funding from the California State Library to address life-safety and critical maintenance needs across LA County Library (Library) buildings. 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 the Internal Services Department's (ISD) assistance in providing a budget and timeline with appropriate milestones and deliverables for each of the 11 capital improvement projects. 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.

On July 23, 2024, the Board authorized the ISD to proceed with the delivery of five (5) out of the eleven (11) initial projects. We are now requesting the Board's approval to advance an additional four (4) projects from the original eleven (11) for further consideration. The remaining two (2) projects will be delivered by ISD's Maintenance and Operations Division.

Dr. Martin L. King Jr. (MLK) Library Restroom Refurbishment Project

The proposed restroom refurbishment work includes the removal of walls, ceilings, doors, tile, toilet partitions, bathroom fixtures, and a storefront entrance. The work includes concrete slab access and patching, wall framing, installation of doors, partitions, tile, wall and ceiling finishes, paint, handrails, and restroom accessories. Plumbing work includes the rerouting and reinstallation of toilets, sinks, and a drinking fountain. The HVAC system will be rerouted, and grills installed. Electrical work includes the installation of lighting, occupancy sensors, and related wiring.

The estimated project duration is approximately seven (7) months which includes construction and project closeout.

Rivera Library Restroom Refurbishment Project

The proposed restroom refurbishment work includes the removal of existing interior walls, ceilings, flooring, doors, plumbing fixtures, partitions, finishes, and a storefront entrance. The work includes concrete and brick demolition to access underground utilities, followed by patching and surface restoration. The scope also includes framing of walls, installation of doors and partitions, restroom accessories, wall and ceiling finishes, paint, and tile.

Mechanical and electrical systems will be modified as needed, including rerouting of plumbing and HVAC components, and installation of plumbing fixtures, lighting, and signage. Site work includes trenching and backfilling to support necessary plumbing reroutes.

The estimated project duration is approximately nine (9) months which includes construction and project closeout.

San Dimas Library Restroom Refurbishment Project

The proposed restroom refurbishment work includes the removal of walls, ceilings, doors, tile, partitions, bathroom fixtures, a countertop, and a storefront entrance. Concrete slabs will be cut, leveled, and patched for plumbing access. Wall framing, door installation, gypsum board, tile, paint, partitions, ADA-compliant handrails, and restroom accessories will be installed as well.

Plumbing work includes rerouting and reinstalling toilets, sinks, and a drinking fountain. HVAC components will be adjusted, with new air grilles installed. Electrical work includes installation of lighting, strip lights, and motion sensor switches.

The estimated project duration is approximately eight (8) months which includes construction and project closeout.

Carson Library HVAC Refurbishment Project

The proposed project involves the refurbishment of the chilled water system, including removal of existing chilled water piping, valves, and a chiller unit with its steel base. The proposed scope of work includes installation of an air-cooled chiller, piping, valves, sensors, meters, strainers, gauges, and structural supports. Temporary chilled water piping will be provided to maintain operations. Electrical work includes demolition and reinstallation of power and control systems, conduit, wiring, disconnect switch, and related components. Crane services will be used for equipment handling.

The estimated project duration is approximately seven (7) months which includes construction and project closeout.

<u>Implementation of Strategic Plan Goals</u>

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 proposed 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, the Internal Services Department (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 project budgets for the four (4) proposed projects consist of design, construction, change order allowances, inspection/testing, and ISD county services (Enclosure A). The recommended actions will approve the total project cost of \$3,767,000.00 for the four (4) proposed projects as follows:

- a. Dr. Martin L. King Jr. Library Restroom Refurbishment Project, Capital Project No. 88969 with a total budget of \$727,000. Pre-construction costs of approximately \$49,000 were previously paid in FY 2024-25 from LA County Library's operating budget.
- b. Rivera Library Restroom Refurbishment Project, Capital Project No. 88971 with a total budget of \$959,000. Pre-construction costs of approximately \$103,000 were previously paid in FY 2023-24 and FY 2024-25 from LA County Library's operating budget.
- c. San Dimas Library Restroom Refurbishment Project, Capital Project No. 88972 with a total budget of \$1,116,000. Pre-construction costs of approximately \$103,000 were previously paid in FY 2023-24 and FY 2024-25 from LA County Library's operating budget.
- d. Carson Library HVAC Refurbishment Project, Capital Project No. 89006 with a total budget of \$965,000. Pre-construction costs of approximately \$67,000 were previously paid in FY 2024-25 from LA County Library's operating budget.

Approval of the enclosed appropriation adjustment (Enclosure B) will transfer a total of \$3,445,000 from the LA County Library's operating budget to the proposed Capital Projects as follows:

- a. \$678,000 to the Dr. Martin L. King Jr. Library Restroom Refurbishment Project, Capital Project No. 88969.
- b. \$856,000 to the Rivera Library Restroom Refurbishment Project, Capital Project No.88971.
- c. \$1,013,000 to the San Dimas Library Restroom Refurbishment Project, Capital Project No. 88972.
- d. \$898,000 to the Carson Library HVAC Refurbishment Project, Capital Project No. 89006.

Operating Budget Impact

The proposed scope of work consists of refurbishments made to an existing space. Therefore, following the completion of the proposed projects, if approved, 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 Carson Library HVAC Refurbishment Project, MLK Library Restroom Refurbishment Project, Rivera Library Restroom Refurbishment Project, and San Dimas Library Restroom Refurbishment Project budgets are exempt from the Civic Art allocation because the estimated eligible project costs are less than \$500,000. The estimated eligible costs for each project include only budgeted amounts for qualifying design and construction work, excluding repairs, maintenance, or building system replacements. Based on this calculation, all four proposed projects fall below the \$500,000 threshold and are therefore exempt from the Civic Art allocation.

With respect to the All-Gender Restroom Policy Guidelines approved on November 1, 2022, the proposed projects will not be specifically aimed at building an all-gender restroom because the proposed projects do not exceed 50% of the construction cost of building an equivalent new space. ISD will continue coordinating with departments to evaluate the applicability of this policy based on site conditions and feasibility. ISD, in coordination with Library, reviewed applicability of this policy during initial site walks and project design, assessing feasibility based on site conditions.

ENVIRONMENTAL DOCUMENTATION

The four separate proposed projects are categorically exempt from the California Environmental Quality Act (CEQA). The scope of work at each facility, as described above, consists of the remodeling and refurbishment of existing 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(a), (d), 15302, 15303, and 15304(c) and (f) of the State CEQA Guidelines and Classes 1(c), (d), and (l), 2, 3, and 4(k) and (m) 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, installation of equipment at existing facilities, and the minor alteration of land which do not involve the removal of scenic, mature, healthy trees.

In addition, based on the records of the proposed projects, each project will comply with all applicable regulations, are 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 Land Use and Climate Innovation 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 Job Order Contracts (JOC) 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 Greater Avenues for Independence (GAIN) Program and General Relief Opportunity for Work (GROW) Program participants for employment openings, and compliance with the Safely Surrendered Baby Law.

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 proposed projects entail repair, remodeling, refurbishment, or alteration, and the cost of such projects exceeds \$50,000, such projects would have to be performed via a competitively procured construction contract, 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)

Library and ISD will coordinate closely to minimize impacts to library patrons and maintain public access throughout the project, to the extent possible:

- Carson Library will be closed for approximately three (3) weeks during chiller installation with the possibility of intermittent shutdown for the following two (2) weeks. Sidewalk services will be provided during this period.
- MLK Library is scheduled to remain closed for the full duration of construction, with patron services redirected to Carson Library.
- Rivera Library is scheduled to remain closed for the full duration of construction. Sidewalk services will be offered as needed.
- San Dimas Library is scheduled to remain closed for the full duration of construction, with patron services to be redirected to a temporary location which will be identified by Library before construction starts.

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.

Respectfully submitted,

MICHAEL OWH

Director

MO:QH:ME:kc

Enclosures

Executive Office, Board of Supervisors
 Chief Executive Office
 County Counsel
 LA County Library

PROJECT :	Carson Library HVAC Refurbishment
CAPITAL PROJECT NO. :	89006

I. PROJECT SCHEDULE			
Project Activity Duration		Scheduled Completion Date	
Complete Construction Documents	Complete	April 2025	
Jurisdictional Approval	Complete July 2025		
Award Construction Contract	2 months following Board approval Jan 2026		
Substantial Completion	mpletion 6 months following Board approval May 2026		
Project Acceptance	8 months following Board approval	July 2026	

II. BUDGET SUMMARY		
Budget Category		Proposed Budget
Construction		
Construction	\$	520,000.00
Change Orders (Contingency)	\$	76,000.00
Subtotal	\$	596,000.00
Civic Art (if not exempt)	\$	-
Plans and Specifications	\$	66,000.00
Jurisdictional Review/Plan Check/Permits	\$	23,000.00
Project Management	\$	125,000.00
Overhead	\$	155,000.00
Total Project Budget		965,000.00

PROJECT :	MLK Library Restroom Refurbishment
CAPITAL PROJECT NO. :	88969

I. PROJECT SCHEDULE			
Project Activity Duration		Scheduled Completion Date	
Complete Construction Documents	Complete	Apr 2025	
Jurisdictional Approval	Complete Aug 2025		
Award Construction Contract	1 month following Board approval Dec 2025		
Substantial Completion 6 months following Board approval May 2026		May 2026	
Project Acceptance	8 months following Board approval	July 2026	

II. BUDGET SUMMARY			
Budget Category		Proposed Budget	
Construction			
Construction	\$	327,000.00	
Change Orders (Contingency)	\$	100,000.00	
Subtotal	\$	427,000.00	
Civic Art (if not exempt)	\$	-	
Plans and Specifications	\$	71,000.00	
Jurisdictional Review/Plan Check/Permits	\$	24,000.00	
Project Management	\$	73,000.00	
Overhead	\$	132,000.00	
Total Project Budget	\$	727,000.00	

PROJECT :	Rivera Library Restroom Refurbishment
CAPITAL PROJECT NO. :	88971

I. PROJECT SCHEDULE			
Project Activity Duration		Scheduled Completion Date	
Complete Construction Documents	Complete May 20		
Jurisdictional Approval	In progress July 2025		
Award Construction Contract	1 month following Board approval Dec 2025		
Substantial Completion	ubstantial Completion 8 months following Board approval July 2026		
Project Acceptance	10 months following Board approval	Sept 2026	

II. BUDGET SUMMARY			
Budget Category		Proposed Budget	
Construction			
Construction	\$	492,000.00	
Change Orders (Contingency)	\$	84,000.00	
Subtotal	\$	576,000.00	
Civic Art (if not exempt)	\$	-	
Plans and Specifications	\$	70,000.00	
Jurisdictional Review/Plan Check/Permits	\$	34,000.00	
Project Management	\$	104,000.00	
Overhead	\$	175,000.00	
Total Project Budget	\$	959,000.00	

PROJECT :	San Dimas Library Restroom Refurbishment
CAPITAL PROJECT NO. :	88972

I. PROJECT SCHEDULE			
Project Activity Duration C		Scheduled Completion Date	
Complete Construction Documents	Complete Apr 202		
Jurisdictional Approval	Complete July 2025		
Award Construction Contract	1 month following Board approval Dec 2025		
Substantial Completion 7 months following Board approval June 2026		June 2026	
Project Acceptance	9 months following Board approval	Aug 2026	

II. BUDGET SUMMARY		
Budget Category		Proposed Budget
Construction		
Construction	\$	541,000.00
Change Orders (Contingency)	\$	152,000.00
Subtotal	\$	693,000.00
Civic Art (if not exempt)	\$	-
Plans and Specifications	\$	71,000.00
Jurisdictional Review/Plan Check/Permits	\$	37,000.00
Project Management	\$	112,000.00
Overhead	\$	203,000.00
Total Project Budget		1,116,000.00

ENCLOSURE B PINK BOARD OF SUPERVISORS BA FORM 10142022 OFFICIAL COPY October 21, 2025 **COUNTY OF LOS ANGELES** REQUEST FOR APPROPRIATION ADJUSTMENT **DEPARTMENT OF LA COUNTY LIBRARY 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 2025-26 4 - VOTES **SOURCES** USES **BA DETAIL - SEE ATTACHMENT PAGE 1 BA DETAIL - SEE ATTACHMENT PAGE 1 SOURCES TOTAL** 6,890,000 **USES TOTAL** 6,890,000 **JUSTIFICATION** This adjustment reflects the transfer of \$3,445,000 from the LA County Library operating budget to Capital Project Nos. 88969, 88971, 88972 and 89006, to fully fund the proposed refurbishment projects. Grace Reyes Digitally signed by Grace Reyes Date: 2025.09.16 20:39:13 -07'00' **AUTHORIZED SIGNATURE** Grace Reyes, Manager BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED) ACTION REFERRED TO THE CHIEF APPROVED AS REQUESTED **EXECUTIVE OFFICER FOR---**RECOMMENDATION APPROVED AS REVISED Digitally signed by Matthew J. Diaz Date: 2025.09.17 Digitally signed by Andrea Turner Date: 2025.09.17 09:56:00 -07'00' Matthew Andrea J. Diaz

CHIEF EXECUTIVE OFFICER

13:09:32 -07'00'

9/17/25

DATE

Turner

DATE

9/17/25

AUDITOR-CONTROLLER

B.A. NO.

026

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

FY 2025-26 4 - VOTES

SOURCES USES

LA COUNTY LIBRARY LA COUNTY LIBRARY

 B06-PL-2000-41200
 B06-PL-6100-41200

 SERVICES & SUPPLIES
 OTHER FINANCING USES

DECREASE APPROPRIATION 3,445,000 INCREASE APPROPRIATION 3,445,000

LA COUNTY LIBRARY ACO

LA COUNTY LIBRARY ACO

DR. MARTIN L. KING JR. LIBRARY RESTROOM REFURB PROJECT DR. MARTIN L. KING JR. LIBRARY RESTROOM REFURB PROJECT

J12-CP-96-9919-65052-88969 J12-CP-6014-65052-88969
OPERATING TRANSFERS IN - CAPITAL PROJECTS CAPITAL ASSETS - B & I

INCREASE REVENUE 678,000 INCREASE APPROPRIATION 678,000

LA COUNTY LIBRARY ACO

LA COUNTY LIBRARY ACO

RIVERA LIBRARY RESTROOM REFURBISHMENT PROJECT RIVERA LIBRARY RESTROOM REFURBISHMENT PROJECT

J12-CP-96-9919-65052-88971 J12-CP-6014-65052-88971

OPERATING TRANSFERS IN - CAPITAL PROJECTS CAPITAL ASSETS - B & I

INCREASE REVENUE 856,000 INCREASE APPROPRIATION 856,000

LA COUNTY LIBRARY ACO LA COUNTY LIBRARY ACO

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 J12-CP-96-9919-65052-88972
 J12-CP-6014-65052-88972

 OPERATING TRANSFERS IN - CAPITAL PROJECTS
 CAPITAL ASSETS - B & I

INCREASE REVENUE 1,013,000 INCREASE APPROPRIATION 1,013,000

LA COUNTY LIBRARY ACO

LA COUNTY LIBRARY ACO

CARSON LIBRARY HVAC REFURBISHMENT PROJECT CARSON LIBRARY HVAC REFURBISHMENT PROJECT

J12-CP-96-9919-65052-89006 J12-CP-6014-65052-89006
OPERATING TRANSFERS IN - CAPITAL PROJECTS CAPITAL ASSETS - B & I

INCREASE REVENUE 898,000 INCREASE APPROPRIATION 898,000

SOURCES TOTAL \$ 6,890,000 USES TOTAL \$ 6,890,000

Andrea Turner Digitally signed by Andrea Turner Date: 2025.09.17 09:56:25 -07'00'

BA 026 9/17/25