



## County of Los Angeles CHIEF EXECUTIVE OFFICE OPERATIONS CLUSTER

FESIA A. DAVENPORT  
Chief Executive Officer

**DATE:** September 14, 2022  
**TIME:** 2:00 P.M. – 4:00 P.M.  
**LOCATION:** **TELECONFERENCE CALL-IN NUMBER: 1(323)776-6996**  
**TELECONFERENCE ID: 439827168#**

To Join Via Phone, Dial 1(323)776-6996, Then Press 439827168#.

**YOU CAN ALSO JOIN THIS MEETING BY CLICKING ON THE FOLLOWING LINK:**

[Click here to join the meeting](#)

**THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY TO ENSURE  
THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES AS PERMITTED  
UNDER STATE LAW**

### **AGENDA**

Members Of The Public May Address The Operations Cluster On Any Agenda  
Item After All Informational Items Are Presented.  
Two (2) Minutes Are Allowed For Each Item.

1. **Call To Order – Koffi Kouassi/Anthony Baker**
2. **INFORMATIONAL ITEM(S):**
  - A) Board Letter:  
COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS  
CEO/CLASSIFICATION – Jennifer Revuelta, Principal Analyst
  - B) Board Letter:  
AMENDMENT TO THE PEOPLESOFT TECHNICAL SUPPORT  
SERVICES CONTRACT WITH MYTHICS, INC.  
LACDA/CIO – Douglas Van Gelder, IT Manager
  - C) Board Letter:  
CONTRACT FOR IMPLEMENTATION AND PROVISIONING OF A  
CONSTRUCTION MANAGEMENT SOFTWARE WITH PROCORE  
TECHNOLOGIES, INC.  
PW/CIO – Jesse Juarros, Chief Information Officer and  
Vincent Yu, Deputy Director

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- D) Board Letter:  
AUTHORIZATION FOR THE ASSESSOR TO AMEND SOLE SOURCE AGREEMENT WITH ORACLE AMERICA, INC. (ORACLE) TO PROVIDE CONTINUOUS SUPPORT FOR THE DEVELOPMENT OF ASSESSOR'S MODERNIZATION PROJECT (AMP) PHASE IV  
ASSESSOR – Steven Hernandez, Assistant Assessor and Kevin Lechner, Assistant CIO

3. **PRESENTATION/DISCUSSION ITEMS:**

None available.

4. **Public Comment**  
(2 Minutes Each Speaker)

5. **Adjournment**

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**FUTURE AGENDA TOPICS**

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**CALENDAR LOOKAHEAD:**

- A) AUDITOR-CONTROLLER – RECOMMENDATION TO PERFORM BIENNIAL REVIEWS UNDER WELFARE AND INSTITUTIONS CODE SECTION 275(B)
- B) DHS/CIO – APPROVAL TO DELEGATE AUTHORITY TO AMEND AGREEMENT NO. H-706815 WITH ECCOVIA, INC., DBA CLIENTTRACK ON A SOLE SOURCE BASIS
- C) DHS/CIO – ADVANCE NOTIFICATION OF INTENT TO NEGOTIATE AND EXECUTE A SOLE SOURCE PURCHASE EMPLOYING EXISTING AUTHORITY GRANTED FOR AGREEMENT NO. H-705407 WITH CERNER CORPORATION
- D) LASD/CIO – ADVANCE NOTIFICATION OF INTENT TO ENTER INTO NEGOTIATIONS FOR A SOLE SOURCE AMENDMENT TO EXTEND AGREEMENT NUMBER 78034 WITH SENTINEL OFFENDER SERVICES, LLC TO PROVIDE CONTINUED LOS ANGELES COUNTY OFFENDER MONITORING SYSTEM SERVICES
- E) PD/CIO - APPROVE CONTRACT AMENDMENT NO. 2 TO INCREASE THE CONTRACT SUM WITH PUBLICIS SAPIENT CORPORATION FOR CLIENT CASE MANAGEMENT SYSTEM CONSULTING SERVICES

**BOARD LETTER/MEMO  
CLUSTER FACT SHEET**

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	9/14/2022	
<b>BOARD MEETING DATE</b>	10/4/2022	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	CHIEF EXECUTIVE OFFICE	
<b>SUBJECT</b>	COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS	
<b>PROGRAM</b>		
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost: \$3,573,000 (all funds) \$251,000 (NCC)	Funding source:  TERMS (if applicable): Explanation:
<b>PURPOSE OF REQUEST</b>		
<b>BACKGROUND</b> (include internal/external issues that may exist including any related motions)	1. Title and salary changes for the following LACERA classifications: <ul style="list-style-type: none"> <li>Executive Secretary, LACERA (0442) title changed to Executive Administrative Assistant, LACERA</li> <li>Management Secretary, LACERA (0440) title changed to Legal Secretary, LACERA and salary changed from 95A, NM (\$5,506.00 - \$7,221.00) to 96B, NM (\$5,671.08 - \$7,438.55)</li> <li>Secretary, LACERA (0438) title changed to Administrative Assistant, LACERA and salary changed from 84J, MVO (\$4,167.45 - \$5,770.45) to 85H, NMVO (\$4,271.18 - \$5,914.82)</li> <li>Senior Management Secretary, LACERA (0441) title changed to Senior Legal Secretary, LACERA and salary changed from 99A, NM (\$6,137.00 - \$8,049.00) to 100G, NM (\$6,400.36 - \$8,393.82)</li> <li>Senior Secretary, LACERA (0439) title changed to Senior Administrative Assistant, LACERA and salary changed from 91A, NM (\$4,940.00 - \$6,479.00) to 91L, NM (\$5,063.64 - \$6,640.82)</li> </ul> 2. Reclassification of 142 positions in the Departments of Board of Supervisors, District Attorney, Health Services, Internal Services, Medical Examiner-Coroner, Parks and Recreation, Public Health, Public Social Services, Public Works, and Youth Development.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Jennifer Revuelta, Principal Analyst, (213) 974-1783, <a href="mailto:JRevuelta@ceo.lacounty.gov">JRevuelta@ceo.lacounty.gov</a>	



## **CEO October 4, 2022 General Reclass Board Letter Summary**

### CEO Classification/Compensation Contact Information:

Ann Havens, Senior Manager, (213) 974-9960, [AHavens@ceo.lacounty.gov](mailto:AHavens@ceo.lacounty.gov)

Jennifer Revuelta, Principal Analyst, (213) 974-1783, [jrevuelta@ceo.lacounty.gov](mailto:jrevuelta@ceo.lacounty.gov)

Chris Stevens, Senior Analyst, (213) 974-2507, [cstevens@ceo.lacounty.gov](mailto:cstevens@ceo.lacounty.gov)

This Board Letter includes:

1) Title and salary changes for the following LACERA classifications:

- Executive Secretary, LACERA (0442) title changed to Executive Administrative Assistant, LACERA
- Management Secretary, LACERA (0440) title changed to Legal Secretary, LACERA and salary changed from 95A, NM (\$5,506.00 - \$7,221.00) to 96B, NM (\$5,671.08 - \$7,438.55)
- Secretary, LACERA (0438) title changed to Administrative Assistant, LACERA and salary changed from 84J, MVO (\$4,167.45 - \$5,770.45) to 85H, NMVO (\$4,271.18 - \$5,914.82)
- Senior Management Secretary, LACERA (0441) title changed to Senior Legal Secretary, LACERA and salary changed from 99A, NM (\$6,137.00 – \$8,049.00) to 100G, NM (\$6,400.36 - \$8,393.82)
- Senior Secretary, LACERA (0439) title changed to Senior Administrative Assistant, LACERA and salary changed from 91A, NM (\$4,940.00 - \$6,479.00) to 91L, NM (\$5,063.64 - \$6,640.82)

The recommended titles more accurately reflect the responsibilities and utilization of these classes within the LACERA organization. In addition, the recommended compensation changes are appropriate based on market parity and cost-of living considerations.

2) Reclassification of 142 positions in the Departments of Board of Supervisors, District Attorney, Health Services, Internal Services, Medical Examiner-Coroner, Parks and Recreation, Public Health, Public Social Services, Public Works, and Youth Development.





FESIA A. DAVENPORT  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

Board of Supervisors  
HILDA L. SOLIS  
First District

HOLLY J. MITCHELL  
Second District

SHEILA KUEHL  
Third District

JANICE HAHN  
Fourth District

KATHRYN BARGER  
Fifth District

October 4, 2022

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:

### **COUNTYWIDE CLASSIFICATION/COMPENSATION ACTIONS (ALL DISTRICTS) (3 VOTES)**

#### **SUBJECT**

This letter and accompanying ordinance will update the tables of positions and the departmental staffing provisions by changing the titles of one (1) represented and four (4) non-represented Los Angeles County Employees Retirement Association (LACERA) classifications, changing the salaries of one (1) represented and three (3) non-represented LACERA classifications, and reclassifying positions in various County departments.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the titles of one (1) represented and four (4) non-represented LACERA classifications; change the salaries of one (1) represented and three (3) non-represented LACERA classifications; and reclassify 142 positions in the Departments of Board of Supervisors, District Attorney, Health Services (DHS), Internal Services (ISD), Medical Examiner-Coroner (MEC), Parks and Recreation, Public Health (DPH), Public Social Services, Public Works, and Youth Development (DYD).

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

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to implement recommended actions in a timely manner. Approval will provide the ordinance authority for County departments to implement the classification and compensation changes in this letter.

These recommendations will ensure the proper allocation of positions based upon the duties and responsibilities assigned to these jobs and as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system.

These actions are recommended based upon generally accepted professional principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper allocation of positions facilitates efficient business operations and can reduce the number of costly personnel-related issues.

#### Title Changes and Salary Adjustments

We are recommending title changes for one (1) represented and four (4) non-represented classifications that comprise the LACERA Secretarial Series (Attachment A). These titles more accurately reflect the responsibilities and utilization of these classes within the LACERA organization.

We are also recommending a change to the salary schedules for one (1) represented and three (3) non-represented LACERA secretarial classifications (Attachment A). The recommended compensation changes are appropriate based on market parity and cost-of-living considerations.

#### Reclassifications

There are 142 positions in 10 departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. Therefore, the subject positions would be more appropriately classified in the recommended classes.

#### Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan Goal III – Realize Tomorrow's Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

#### FISCAL IMPACT/FINANCING

The projected budgeted annual cost resulting from these recommended actions is estimated to total \$3,573,000 (all funds). Net County cost is estimated to be \$251,000.

The Honorable Board of Supervisors  
10/04/22  
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Cost increases associated with upward reclassification actions will be absorbed within the Adopted Budget for each affected department. No additional funding is required.

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

The County Charter authorizes the establishment and maintenance of “a classification plan and the classification of all positions.” This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code, has been approved as to form by County Counsel.

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

Approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

Respectfully submitted,

FESIA A. DAVENPORT  
Chief Executive Officer

FAD:JMN:AC:AYH  
JR:CL:mmg

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Human Resources  
Affected Departments

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION  
CHIEF EXECUTIVE OFFICE RECOMMENDED COMPENSATION AND  
CLASSIFICATION PLAN CHANGES**

**ATTACHMENT A**

**NON-REPRESENTED CLASSIFICATION RECOMMENDED  
FOR TITLE CHANGE IN THE CLASSIFICATION PLAN**

<b>Item No.</b>	<b>Title</b>	<b>Recommended Title Change</b>
0442	Executive Secretary, LACERA	Executive Administrative Assistant, LACERA

**NON-REPRESENTED CLASSIFICATIONS RECOMMENDED FOR  
TITLE AND SALARY CHANGE IN THE CLASSIFICATION PLAN**

<b>Item No.</b>	<b>Current Title</b>	<b>Current Salary Schedule and Level</b>		<b>Recommended Title Change</b>	<b>Recommended Salary Schedule and Level</b>	
0440	Management Secretary, LACERA	NM	95A	Legal Secretary, LACERA	NM	96B
0441	Senior Management Secretary, LACERA	NM	99A	Senior Legal Secretary, LACERA	NM	100G
0439	Senior Secretary, LACERA	NM	91A	Senior Administrative Assistant, LACERA	NM	91L

**REPRESENTED CLASSIFICATION RECOMMENDED FOR  
TITLE AND SALARY CHANGE IN THE CLASSIFICATION PLAN**

<b>Item No.</b>	<b>Current Title</b>	<b>Current Salary Schedule and Level</b>		<b>Recommended Title Change</b>	<b>Recommended Salary Schedule and Level</b>	
0438	Secretary, LACERA	NMVO	84J	Administrative Assistant, LACERA	NMVO	85H

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### BOARD OF SUPERVISORS

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Intermediate Board Specialist Item No. 1099A N36MO 87A Non- Represented	2	Senior Board Specialist Item No. 1100A N36MO 91A Non-Represented
1	Senior Board Specialist Item No. 1100A N36MO 91A Non-Represented	1	Management Analyst Item No. 1848A NMO 97A Non-Represented

The two (2) subject Intermediate Board Specialist positions are assigned to the Building Management Division and report to an Administrative Services Manager I. Duties of the positions include supervising and monitoring the work of construction contractors to confirm compliance with plans, specifications, and building codes; creating intricate project timelines; preparing cost estimates and status reports; reviewing proposals, submitting orders, and scheduling and coordinating services; and analyzing reports to ensure facilities are in compliance with applicable policies, regulations, and building codes. Based on the duties and responsibilities of the subject positions, the work performed is consistent with the class of Senior Board Specialist. Positions allocated to this class perform highly specialized clerical and staff support work in the Executive Office of the Board of Supervisors. Therefore, we recommend upward reallocation of the subject positions to Senior Board Specialists.

The subject Senior Board Specialist position is assigned to the Human Resources Division and reports to an Administrative Services Manager I. Duties of the position include conducting job analyses; reviewing and examining selection requirements and supplemental questionnaires to determine employment eligibility; administering civil service executive level exams; and providing recommendations to management on all aspects of recruitment and selection processes. Based on the duties and responsibilities of the subject position, the work performed is consistent with the class of Management Analyst. Positions allocated to this class perform a variety of analytical, technical, confidential, and sensitive assignments in core administrative functional areas such as human resources and other departmental administration related functions. Therefore, we recommend upward reallocation of the subject position to Management Analyst.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### DISTRICT ATTORNEY

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Legal Office Support Assistant I Item No. 2160N NMLO 82E Represented	1	Staff Assistant I Item No. 0907N NMO 84B Represented

The subject Legal Office Support Assistant I position reports to the Assistant Program Administrator, Victim and Witness Assistance for the Bureau of Victim Services (BVS) Direct Services Operations II, which encompasses 16 BVS locations at courthouses and Los Angeles County Sheriff's Department stations within three (3) regions. The subject position prepares, submits, and tracks BVS Special Requests for goods and equipment such as general office supplies and furniture, computers and peripheral equipment, cellphones, calling cards, business cards, etc.; determines bureau supply and equipment needs and makes recommendations for provisions in accordance with various fund and grant stipulations; maintains log of equipment distributed to staff under the Pilot Tablet Program; researches cost-effective sources/resources for conducting business and community outreach such as for creation of advertisements, promotional items, informational handouts, banners, etc.; requests or personally creates/designs and updates content and outreach materials such as brochures, posters, website content, etc.; analyzes organizational problems such as information access and space configuration and makes recommendations to management for their solution; develops and implements policies and procedures to improve workflow and distributes and monitors office-needs logs and databases; travels to County BVS locations to conduct equipment assessments and to facilitate installations of equipment; delivers and retrieves office supplies and documents for the bureau; assists with coordinating bureau meetings; oversees audio/visual and printed materials for meetings and events; coordinates resolution of issues between bureau and property management; assists in employee workstation siting and movement of supplies and furniture; evaluates and submits facility inspection reports in compliance with Chief Executive Office (CEO) policy; and serves as bureau vehicle coordinator in reporting mileage to the Automotive Maintenance Assistant and ensuring maintenance of assigned County vehicle fleet.

The duties of the position are allocable to a Staff Assistant I, which has responsibility for the housekeeping and record keeping functions and for conducting administrative studies of internal operations and procedures as an assistant to the manager of a line operation in a County department. Therefore, we recommend upward reallocation of the subject position to Staff Assistant I.

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DHS – CALIFORNIA ADVANCING AND INNOVATING IN MEDI-CAL PROGRAM REORGANIZATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Administration</b>			
1	Accounting Officer I Item No. 0656A NMO 96A Represented	1	Accountant II Item No. 0647A NMO 90A Represented
1	Accounting Systems Technician Item No. 0665A NMO 94F Represented	1	Senior Accounting Systems Technician Item No. 0666A NMO 104E Non-Represented
2	Clinical Social Work Supervisor I Item No. 9014N N3MO 101D Represented	2	Clinical Social Work Supervisor II Item No. 9015N N3MO 103D Represented
1	Epidemiologist Item No. 1759N NMO 106E Non-represented	1	Information Technology Specialist II Item No. 2570N NMO 125G Non-represented
1	Epidemiology Analyst Item No. 1757N NMO 94K Represented	1	Information Technology Specialist I Item No. 2569N NMO 120E Non-represented
1	Program Manager II Item NO. 0978A NMO 102J Non-Represented	1	Senior Accounting Systems Technician Item No. 0666A NMO 104E Non-Represented

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **DHS – CALIFORNIA ADVANCING AND INNOVATING IN MEDI-CAL PROGRAM REORGANIZATION** (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Administration (Continued)</b>			
1	Senior Accounting Systems Technician Item No. 0666A NMO 104E Non-Represented	1	Principal Accounting Systems Technician Item No. 0668A NMO 109D Non-represented
1	Senior Clinical Social Worker Item No. 9019N NMO 101L Represented	1	Supervising Clinic Nurse I Item No. 5329N N21 RN06 Represented
1	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented	1	Manager I, Facilities Operations & Crafts Item No. 6685N NMO 112L Non-Represented
1	Staff Assistant I Item No. 0907N NMO 84B Represented	1	Staff Development Specialist, HS Item No. 9144N NMO 97J Non-represented
2	Staff Development Specialist Item No. 1861N NMO 97L Non-Represented	2	Staff Development Specialist, HS Item No. 9144N NMO 97J Non-represented

DHS is implementing the California Advancing and Innovating Medi-Cal (CalAIM) program that will improve the quality of life and health outcomes of Medicaid beneficiaries. CalAIM will be implemented in phases by utilizing existing resources and reinforcing operations with new positions.

On March 15, 2022, your Board approved Phase I of this project through a DHS' Mid-Year Board letter, which included the approval of 125 new positions. To continue with the department's implementation efforts for Phase I, our office reviewed 86 existing ordinance



## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **DHS – CALIFORNIA ADVANCING AND INNOVATING IN MEDI-CAL PROGRAM REORGANIZATION (Continued)**

positions, which were reassigned from various existing programs to support CalAIM operations, including financial, clinical social work, information technology, craft management, and training.

Therefore, with this Board action, we are recommending reallocation of 13 of the subject positions to match the level of expertise and skills required to implement this new program. Future requests will include additional items tied to program expansion and will be submitted at a later time to your Board for approval.

#### **DHS – ENTERPRISE EMPLOYEE HEALTH SERVICES PROGRAM REORGANIZATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Administration</b>			
1	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
<b>Ambulatory Care Network</b>			
2	Registered Nurse II Item No. 5134A N21 RN02 Represented	2	Registered Nurse I Item No. 5133A N21 RN01 Represented
1	Student Worker Item No. 8242F N1 FH Represented	1	Supervising Staff Nurse I Item No. 5338F N21 RN06 Represented
<b>Harbor Care South</b>			
1	Assistant Nursing Director, Administration Item No. 5295A N41 RN17 Non-Represented	1	Nursing Director, Administration Item No. 5296A N23 S14 Non-Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DHS – ENTERPRISE EMPLOYEE HEALTH SERVICES PROGRAM REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Harbor Care South (Continued)</b>			
2	Clinic Licensed Vocational Nurse I Item No. 5090A NMO 82K Represented	2	Senior Typist-Clerk Item No. 2216A NMVO 78G Represented
2	Licensed Vocational Nurse I Item No. 5104A NMO 82K Represented	2	Registered Nurse I Item No. 5133A N21 RN01 Represented
1	Licensed Vocational Nurse II Item No. 5105A NMO 84K Represented	1	Registered Nurse I Item No. 5133A N21 RN01 Represented
2	Registered Nurse II Item No. 5134A N21 RN02 Represented	1	Registered Nurse I Item No. 5133A N21 RN01 Represented
		1	Supervising Staff Nurse I Item No. 5338A N21 RN06 Represented
1	Relief Nurse Item No. 5261F FH Represented	1	Registered Nurse I Item No. 5133F N21 RN01 Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DHS – ENTERPRISE EMPLOYEE HEALTH SERVICES PROGRAM REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>LAC+USC Medical Center</b>			
1	Licensed Vocational Nurse II Item No. 5105A NMO 84K Represented	1	Registered Nurse I Item No. 5133A N21 RN01 Represented
1	Nursing Attendant II Item No. 5100A NMO 73H Represented	1	Registered Nurse I Item No. 5133A N21 RN01 Represented
1	Physician, MD, Emergency Room Item No. 5422F FH Non-Represented	1	Nurse Practitioner Item No. 5121F N21 RN13 Represented
2	Registered Nurse II Item No. 5134A N21 RN02 Represented	1	Registered Nurse I Item No. 5133A N21 RN01 Represented
		1	Registered Nurse III Item No. 5135A N21 RN03 Represented
1	Senior Clerk Item No. 1140A NMVO 77H Represented	1	Intermediate Typist-Clerk Item No. 2214A NMVO 74B Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DHS – ENTERPRISE EMPLOYEE HEALTH SERVICES PROGRAM REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Olive View-UCLA Medical Center</b>			
1	Contract Services Analyst, Building Services Item No. 6808A NMO 95C Non-Represented	1	Nurse Practitioner Item No. 5121A N21 RN13 Represented
2	Intermediate Clerk Item No. 1138A NMVO 73C Represented	2	Registered Nurse I Item No. 5133A N21 RN01 Represented
1	Unit Support Assistant Item No. 5096F N3MO 66J Represented	1	Supervising Staff Nurse I Item No. 5338F N21 RN06 Represented
<b>Rancho Los Amigos National Rehabilitation Center</b>			
1	Clinic Nursing Attendant I Item No. 5087A N2MO 69F Represented	1	Registered Nurse I Item No. 5133A N21 RN01 Represented
2	Licensed Vocational Nurse I Item No. 5104A NMO 82K Represented	1	Supervising Staff Nurse I Item No. 5338A N21 RN06 Represented
		1	Registered Nurse I Item No. 5133A N21 RN01 Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### **DHS – ENTERPRISE EMPLOYEE HEALTH SERVICES PROGRAM REORGANIZATION (Continued)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Rancho Los Amigos National Rehabilitation Center (Continued)</b>			
3	Nursing Attendant I Item No. 5098F N2MO 69F Represented	1  2	Nurse Practitioner Item No. 5121F N21 RN13 Represented  Registered Nurse I Item No. 5133F N21 RN01 Represented
1	Registered Nurse I Item No. 5133A N21 RN01 Represented	1	Nurse Manager Item No. 5286A N41 RN16 Non-Represented
1	Registered Nurse II Item No. 5134A N21 RN02 Represented	1	Nurse Practitioner Item No. 5121A N21 RN13 Represented

DHS requested to redesign the existing staffing levels for positions assigned to the Employee Health Services (EHS) Program to better serve the employee population. As such, our office reviewed a total of 59 positions, which have resulted in the reallocation of 31 positions to standardize the classification levels within EHS units. The department's hybrid staffing model will consist of onsite and ambulatory medical teams that will deliver 24/7 coverage to meet the urgent needs of our employee population.

According to the department, the primary objectives of this program include the provision of personal health assessment and evaluation, assessment of the work environment to identify potential areas of risk, delivery of care and treatment of communicable disease exposures, and provision of health education and counseling. EHS services will be delivered at each DHS' hospital, rehabilitation center, ambulatory clinics, and non-traditional health settings, including mobile Housing for Health clinics and correctional health facilities. Therefore, we recommend the implementation of the staffing levels for positions in the EHS Program and the reallocation of 31 ordinance positions, which are located in various units.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### DHS – LAC+USC MEDICAL CENTER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Cytology Laboratory Technologist Supervisor II Item No. 4962A NMO 109B Represented	1	Cytology Laboratory Technologist Supervisor I Item No. 4961A NMO 106B Represented

The subject Cytology Laboratory Technologist Supervisor II position is assigned to the Anatomic Pathology Laboratory of LAC+USC Medical Center and reports to a Clinical Laboratory Scientist Assistant Administrative Supervisor. The position provides first-level supervision to Cytology Laboratory Technologists, Laboratory Assistants, and a Senior Medical Stenographer assigned to the Cytopathology Laboratory. Duties of the subject position include hiring, scheduling, developing, training, evaluating performance, and counseling employees; overseeing the cytology processing; evaluating the workflow and specimen testing to maintain adequate turnaround time; troubleshooting and recommending process improvements to ensure accurate test performance and to meet all quality goals; and planning and coordinating the operation of the Cytology Section.

The duties and responsibilities of the subject position are consistent with the classification standards for Cytology Laboratory Technologist Supervisor I, a class that functions as a first level supervisor that has full time administrative and technical responsibility for the work of Cytology Laboratory Technologist and ancillary personnel. Therefore, we recommend downward reallocation of the subject position to Cytology Laboratory Technologist Supervisor I.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### INTERNAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Compliance Auditor Item No. 0684A NMO 106F Non-Represented	1	Administrative Services Manager I Item No. 1002A NMO 103L Non-Represented
1	Equal Employment Opportunity Compliance Investigator Item No. 1677A NMO 96A Non-Represented	1	Administrative Services Manager I Item No. 1002A NMO 103L Non-Represented
2	Information Systems Support Analyst II Item No. 2535A N2MO 103C Non-Represented	2	Information Technology Technical Support Analyst II Item No. 2546A NMO 98C Represented
2	Senior Application Developer Item No. 2525A NMO 107K Represented	2	Administrative Services Manager II Item No. 1003A NMO 106L Non-Represented

The subject Compliance Auditor position is assigned to the Executive Management Services Division and reports to a Section Manager, Administration, ISD. Duties of the position include assisting with administrative functions pertaining to the oversight of the section; independently maintaining audit data and schedules; leading and conducting the department's Internal Control Certification Program; and working on specialized assignments and projects for Executive Management. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Administrative Services Manager I. Positions allocated to this class independently perform a full range of difficult to complex analytical assignments and make recommendations on issues which directly impact departmental programs and administrative operations. Therefore, we recommend downward reallocation of the subject position to Administrative Services Manager I.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **INTERNAL SERVICES (Continued)**

The subject Equal Employment Opportunity Compliance Investigator position reports to a Section Manager, Administration in the Contracts Division where it performs analytical assignments and makes recommendations to management. Duties of the position include independently reviewing and amending contract Invitation for Bid Notices; providing recommendations to determine the need for pre-bid conferences; leading the evaluation of contractor claims; and issuing unilateral contract change orders, negotiating contract modifications, and requesting technical data from the contractor to prepare for negotiations. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Administrative Services Manager I. Positions allocated to this class independently perform a full range of difficult to complex analytical assignments and make recommendations on issues such as contracts and other matters which directly impact departmental programs and administrative operations. Therefore, we recommend upward reallocation of the subject position to Administrative Services Manager I.

The two (2) subject Information Systems Support Analyst II positions are assigned to the Purchasing Division and report to a Section Manager, Administration, ISD. Duties of the positions include assisting end users with procurement application systems via email, phone, and support tickets; testing and verifying systems pertaining to the development of reports, software customizations, and workflow requests; completing test scenarios for applied patches and system upgrades; and preparing documents for distribution to staff and end users. Based on the duties and responsibilities of the subject positions, the work performed is consistent with the classification of Information Technology Technical Support Analyst II. Positions allocated to this class provide a full-range of technical information technology support services under general supervision. Therefore, we recommend downward reallocation of the two (2) subject positions to Information Technology Technical Support Analyst II.

The first subject Senior Application Developer position is assigned to the Executive Management Services Division and reports to a Section Manager, Administration, ISD. Duties of the position include overseeing the Accountability Systems' Governance and Internal Controls Unit; maintaining a web-based portal containing current policies and procedures; recommending policy revisions for internal, external, and fraud audits; managing the tracking and revising of critical draft policy development and updates; and conducting confidential studies. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Administrative Services Manager II. Positions in this class may function in a lead or project management capacity with responsibility for providing guidance and direction to staff on specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations. Therefore, we recommend downward reallocation of the subject position to Administrative Services Manager II.



## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **INTERNAL SERVICES (Continued)**

The second subject Senior Application Developer position is assigned to the Executive Management Services Division and reports to a Section Manager, Administration, ISD. Duties of the position include performing confidential analytical administrative functions pertaining to the oversight of the Internal Affairs Unit; coordinating investigations; functioning in a lead capacity with responsibility for managing the contracts of sub-contracted investigators; overseeing the management, delivery, and tracking of all complex confidential department fraud allegations and investigations; and overseeing the development and finalization of all confidential Investigative Disposition Reports. Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Administrative Services Manager II. Positions in this class may function in a lead or project management capacity with responsibility for providing guidance and direction to staff on specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations. Therefore, we recommend downward reallocation of the subject position to Administrative Services Manager II.

#### **MEDICAL EXAMINER-CORONER**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Public Information Specialist Item No. 1608A NMO 102J Non-Represented	1	Senior Public Information Specialist Item No. 1609A NMO 106J Non-Represented

The subject Public Information Specialist position reports directly to the Chief Medical Examiner, Coroner and is a single budgeted position for the MEC public information program. The position coordinates MEC public relations/communications strategies to ensure these communications are consistent and effective; prepares and distributes press releases and correspondence to public inquiries on department programs/activities; functions as the departmental Board liaison, responding to the Board and their deputies to provide case information and status updates; oversees website and social media platforms; and prepares managers for media interviews, appearances, and speeches.

The nature of the work was found to be complex and highly visible, controversial, and sensitive in nature, and the duties and responsibilities of the subject position are consistent with the class of Senior Public Information Specialist. Therefore, we recommend upward reallocation of the position to Senior Public Information Specialist.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### PARKS AND RECREATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Special Assistant, Parks and Recreation Item No. 8766A NMO 114B Non-Represented	2	Special Assistant, Parks and Recreation (UC) Item No. 8765A NMO 114B Non-Represented

The new Special Assistant, Parks and Recreation (UC) classification was adopted by your Board on April 19, 2022 and has responsibility for providing specialized staff and consultative services to the Director and Chief Deputy Director of Parks and Recreation in carrying out special projects, studies, and assignments on matters relating to the functions and operations of the department. The unclassified classification was established to provide the department with flexibility in the recruitment and retention of qualified staff. Since the two (2) subject positions report to the two (2) highest positions of authority within the department, the unclassified positions are appropriate for the executive structure. Therefore, we recommend lateral reallocation of the subject positions to Special Assistant, Parks and Recreation (UC).

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Account Clerk II Item No. 0578A NMVO 77G Represented	1	Accountant II Item No. 0647N NMO 90A Represented
4	Accountant II Item No. 0647A NMO 90A Represented	1	Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented
		1	Financial Specialist II Item No. 0748N N27MO 94F Non-Represented
		2	Health Care Financial Analyst Item No. 0672N NMO 98B Non-Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
7	Accountant II Item No. 0647N NMO 90A Represented	2	Financial Specialist II Item No. 0748N N27MO 94F Non-Represented
		1	Financial Specialist III Item No. 0749N N27MO 98F Non-Represented
		1	Management Analyst Item No. 1848N NMO 97A Non-Represented
		2	Health Care Financial Analyst Item No. 0672N NMO 98B Non-Represented
		1	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
7	Accountant III Item No. 0648A NMO 94C Represented	2	Financial Specialist II Item No. 0748N N27MO 94F Non-Represented
		3	Financial Specialist III Item No. 0749N N27MO 98F Non-Represented
		2	Health Care Financial Analyst Item No. 0672N NMO 98B Non-Represented
3	Accountant III Item No. 0648N NMO 94C Represented	1	Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented
		1	Health Care Financial Analyst Item No. 0672N NMO 98B Non-Represented
		1	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented
1	Accounting Officer I Item No. 0656A NMO 96A Represented	1	Principal Accounting Systems Technician Item No. 0668N NMO 109D Non-Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Accounting Officer II Item No. 0657A NMO 100K Represented	1	Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented
2	Accounting Technician I Item No. 0642A NMO 80J Represented	2	Accountant II Item No. 0647N NMO 90A Represented
7	Accounting Technician I Item No. 0642N NMO 80J Represented	2	Accountant II Item No. 0647N NMO 90A Represented
		2	Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented
		1	Management Analyst Item No. 1848N NMO 97A Non-Represented
		2	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented
3	Accounting Technician II Item No. 0643A NMO 84H Represented	3	Accountant II Item No. 0647N NMO 90A Represented

**DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS****ATTACHMENT B****DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION**  
**(Continued)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Chief, Fiscal Services, Substance Abuse Item No. 1036A NMO 111L Non-Represented	1	Senior Staff Analyst, Health Item No. 4594N NMO 114B Non-Represented
2	Financial Specialist I Item No. 0747N N26MO 90F Non-Represented	1	Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented
		1	Financial Specialist II Item No. 0748N N27MO 94F Non-Represented
1	Financial Specialist II Item No. 0748N N27MO 94F Non-Represented	1	Health Care Financial Analyst Item No. 0672N NMO 98B Non-Represented
1	Financial Specialist III Item No. 0749A N27MO 98F Non-Represented	1	Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented
1	Financial Specialist III Item No. 0749N N27MO 98F Non-Represented	1	Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented

# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Fiscal Officer I Item No. 0752A NMO 107J Non-Represented	1	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented
2	Intermediate Typist-Clerk Item No. 2214A NMVO 74B Represented	1  1	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented  Senior Staff Analyst, Health Item No. 4594N NMO 114B Non-Represented
1	Intermediate Typist-Clerk Item No. 2214N NMVO 74B Represented	1	Accountant II Item No. 0647N NMO 90A Represented
2	Patient Financial Services Worker Item No. 9193A NMO 83G Represented	2	Management Analyst Item No. 1848N NMO 97A Non-Represented



# DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

## ATTACHMENT B

### DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION (Continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
5	Patient Resources Worker Item No. 9192A N3MO 75G Represented	1  3  1	Accountant II Item No. 0647N NMO 90A Represented  Assistant Staff Analyst, Health Services Item No. 4595N NMO 103A Non-Represented  Health Care Financial Analyst Item No. 0672N NMO 98B Non-Represented
1	Project Director I Item No. 9122A NMO 100J Non-Represented	1	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented
1	Senior Clerk Item No. 1140A NMVO 77H Represented	1	Staff Analyst, Health Item No. 4593N NMO 107A Non-Represented
1	Statistical Clerk Item No. 1352A NMVO 73J Represented	1	Senior Staff Analyst, Health Item No. 4594N NMO 114B Non-Represented

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **DPH – SUBSTANCE ABUSE AND PREVENTION CONTROL REORGANIZATION** **(Continued)**

In 2017, the County of Los Angeles opted into California's Drug Medi-Cal Organized Delivery System. This fundamentally changed how specialty Substance Use Disorder (SUD) treatment services were delivered and moved from a cost reimbursement model to a fee-for-service. This movement and further change expected in the next several years under the CalAIM initiative transformed expectations under each section and unit within the Substance Abuse and Prevention Control Finance Branch. This change requires the infusion of positions capable and experienced to conduct standard finance and accounting needs of its new operational environment where Medi-Cal is the primary payer of SUD treatment services. As such, we recommend reallocation of the 56 subject positions as listed above.

#### **PUBLIC SOCIAL SERVICES**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Technology Specialist I Item No. 2569A NMO 120E Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented

The subject Information Technology Specialist I position is located in the Business Intelligence and Data Warehouse Section of the Bureau of Contract and Technical Services, where it supports an Information Technology Manager III. Duties of the position include providing full administrative and technical supervision to the unit of over 25 subordinates; leading staff in the creation and distribution of Business Intelligence Reports, dashboards, analytics, and technical data; and collaborating with external and internal stakeholders for information technology project development.

Based on the duties and responsibilities of the subject position, the work performed is consistent with the classification of Information Technology Manager I. Positions allocated to this class plan, organize, and direct the activities of a major information systems section or a small division providing services to support the achievement of departmental and County objectives. Additionally, Information Technology Manager I incumbents supervise professional information technology staff, whereas Information Technology Specialist I positions function as consultants and project managers. Therefore, we recommend downward reallocation of the subject position to Information Technology Manager I.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Administrative Assistant III Item No. 0889A NMO 96G Represented	2	Public Information Associate Item No. 1607A NMO 93J Non-Represented
1	Management Specialist I, Public Works Item No. 0892A NMO 107A Non-Represented	1	Public Information Specialist Item No. 1608A NMO 102J Non-Represented
1	Program Manager II Item No. 0978A NMO 102J Non-Represented	1	Public Information Specialist Item No. 1608A NMO 102J Non-Represented
2	Public Information Officer I Item No. 1600A NMO 99H Non-Represented	2	Public Information Specialist Item No. 1608A NMO 102J Non-Represented

The two (2) subject Administrative Assistant III positions are located in the Community and Government Relations Group (CGRG). The subject positions assist with community engagement and media relations, internal and external communications, and public information; communicate news, issues, priorities, and programs to the public; and assist with centralized multi-media services for the department. The duties and responsibilities of the subject positions meet the classification criteria for Public Information (PI) Associate, a class responsible for assisting in the overall administration of public information programs, services, or activities, utilizing various media channels. Therefore, we recommend downward reallocation of the subject positions to PI Associate.

The subject Management Specialist position is located in the CGRG. The subject position develops and implements internal policies, procedures, and style guidelines for communications products such as media releases and advisories, feature articles, op-eds, talking points, advertising copy, video scripts, presentations, and digital media content; directs the planning, implementation, and management of community outreach events including disseminating pertinent information to community stakeholders; provides

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### **PUBLIC WORKS (Continued)**

strategic communications advice to executive management; and functions as the designated spokesperson for media inquiry responses. The duties and responsibilities of the subject position meet the classification criteria for PI Specialist, a class responsible for initiating, planning, developing, maintaining, evaluating, implementing, and coordinating department-wide public information programs, services, activities, and disseminating information to the public through various media channels. Therefore, we recommend downward reallocation of the subject position to PI Specialist.

The subject Program Manager II position is located in the CGRG. The subject position functions as the primary point of contact for news media, assesses avenues of appropriate messaging, and facilitates timely responses in coordination with CEO, Emergency Operations Center (EOC), and other departments; manages social media strategy and execution; coordinates messaging to explain initiatives to affected communities ensuring alignment with County and department goals; prepares internal communications such as assignment writing, newsletter editing, and promoting the internal Strategic Plan; and participates with the CGRG team and consultants to develop communication plans for projects or outreach initiatives. The duties and responsibilities of the subject position meet the classification criteria for PI Specialist, a class responsible for initiating, planning, developing, maintaining, evaluating, implementing, and coordinating department-wide public information programs, services, activities, and disseminating information to the public through various media channels. Therefore, we recommend lateral reallocation of the subject position to PI Specialist.

The two (2) subject Public Information Officer I positions are located in the CGRG. The subject positions develop strategic community engagement plans to achieve business goals and objectives; manage community engagement and outreach; function as the primary points of contact for new media, assess avenues of appropriate messaging, and facilitate timely responses in coordination with CEO, EOC, and other departments; manage social media strategy and execution; coordinate messaging to explain initiatives to affected communities ensuring alignment with County and department goals; prepare internal communications such as assignment writing, newsletter editing, and promoting the internal Strategic Plan; and participate with the CGRG team and consultants to develop communication plans for projects or outreach initiatives. The duties and responsibilities of the subject positions meet the classification criteria for PI Specialist, a class with responsibility for initiating, planning, developing, maintaining, evaluating, implementing, and coordinating department-wide public information programs, services, activities, and disseminating information to the public through various media channels. Therefore, we recommend upward reallocation of the subject positions to PI Specialist.

## DEPARTMENTAL RECLASSIFICATION RECOMMENDATIONS

### ATTACHMENT B

#### YOUTH DEVELOPMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Program Implementation Manager, Health Services Item No. 4629A N23 S12 Non-Represented	2	Youth Development Manager Item No. 8305A N23 S12 Non-Represented
4	Senior Staff Analyst, Health Item No. 4594A NMO 114B Non-Represented	4	Youth Development Supervisor Item No. 8302A NMO 114B Non-Represented
15	Staff Analyst, Health Item No. 4593A NMO 107A Non-Represented	15	Youth Development Specialist Item No. 8299A NMO 107A Non-Represented

On April 19, 2022, your Board adopted the creation of the Youth Development Specialist classification to form the foundation of the DYD, with responsibility for providing coordination and collaborative project management for a wide range of youth development services, opportunities, and support. Subsequently, on June 28, 2022, your Board adopted the creation of the Youth Development Manager, Youth Development Supervisor, and Youth Development Ambassador classifications to expand the occupational series and create a career pathway within DYD. As such, we recommend reclassifying the placeholder positions allocated to DYD during the Fiscal Year 2022-2023 Adopted Budget in accordance with their respective duties and responsibilities.

## **ANALYSIS**

This ordinance amends Title 6 – Salaries of the Los Angeles County Code by:

- Changing the title of one non-represented classification;
- Changing the title and salary of three non-represented classifications; and
- Adding, deleting, and/or changing certain employee classifications and number of ordinance positions in the departments of Board of Supervisors, District Attorney, Health Services, Internal Services, Medical Examiner-Coroner, Parks and Recreation, Public Health, Public Social Services, Public Works, and Youth Development.

DAWYN R. HARRISON  
Acting County Counsel

By:  
RICHARD D. BLOOM  
Principal Deputy County Counsel  
Labor & Employment Division

RDB:bd

Received: 8/11/2022  
Revised: 8/11/2022

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 – Salaries of the Los Angeles County Code to change only the title of one non-represented classification; change the title and salaries of three non-represented classifications; and add, delete and/or change certain employee classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to change the title of the following class:

ITEM NO.	TITLE
0442	<del>EXECUTIVE SECRETARY, LACERA</del> <u>EXECUTIVE ADMIN ASSISTANT, LACERA</u>

**SECTION 2.** Section 6.28.050 (Tables of Classes of Positions with Salary Schedule and Level) is hereby amended to change the title and salary of the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
0440	<del>MANAGEMENT SECRETARY, LACERA</del> <u>LEGAL SECRETARY, LACERA</u>	01/01/2022	NM	95A
		01/01/2023	NM	96B
		01/01/2024	NM	97C
		*	NM	96B
		01/01/2023	NM	97C
		01/01/2024	NM	98D

0441	<del>SENIOR MANAGEMENT SECRETARY, LACERA</del> <u>SENIOR LEGAL SECRETARY, LACERA</u>	01/01/2022	NM	99A
		01/01/2023	NM	100B
		01/01/2024	NM	101C
		*	NM	100G
		01/01/2023	NM	101H
		01/01/2024	NM	102J
0439	<del>SENIOR SECRETARY, LACERA</del> <u>SENIOR ADMIN ASSISTANT, LACERA</u>	01/01/2022	NM	91A
		01/01/2023	NM	92B
		01/01/2024	NM	93C
		*	NM	91L
		01/01/2023	NM	93A
		01/01/2024	NM	94B

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classification added to Section 6.28.050 of the County Code

**SECTION 3.** Section 6.44.010 (Department of the Board of Supervisors) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1099A	51	<u>49</u>	INTERMEDIATE BOARD SPECIALIST
1848A	4	<u>5</u>	MANAGEMENT ANALYST
1100A	44	<u>42</u>	SENIOR BOARD SPECIALIST



**SECTION 4.** Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1608A	4	<del>PUBLIC INFORMATION SPECIALIST</del>

**SECTION 5.** Section 6.52.010 (Department of Medical Examiner-Coroner) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1609A</u>	<u>1</u>	<u>SR PUBLIC INFORMATION SPECIALIST</u>

**SECTION 6.** Section 6.70.010 (District Attorney) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2160N	5 <u>4</u>	LEGAL OFFICE SUPPORT ASSISTANT I
0907N	4 <u>2</u>	STAFF ASSISTANT I

**SECTION 7.** Section 6.77.010 (Department of Public Health) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>0656A</del>	<del>4</del>	<del>ACCOUNTING OFFICER I</del>
<del>1036A</del>	<del>4</del>	<del>CHIEF, FISCAL SVCS, SUBSTANCE ABUSE</del>
<del>9122A</del>	<del>4</del>	<del>PROJECT DIRECTOR I</del>

**SECTION 8.** Section 6.77.010 (Department of Public Health) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>0668N</u>	<u>1</u>	<u>PRIN ACCOUNTING SYSTEMS TECHNICIAN</u>

**SECTION 9.** Section 6.77.010 (Department of Public Health) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0578A	6 <u>5</u>	ACCOUNT CLERK II
0647A	42 <u>8</u>	ACCOUNTANT II
0647N	<del>26</del> <u>29</u>	ACCOUNTANT II
0648A	40 <u>3</u>	ACCOUNTANT III

0648N	14	<u>8</u>	ACCOUNTANT III
0657A	3	<u>2</u>	ACCOUNTING OFFICER II
0642A	17	<u>15</u>	ACCOUNTING TECHNICIAN I
0642N	8	<u>1</u>	ACCOUNTING TECHNICIAN I
0643A	10	<u>7</u>	ACCOUNTING TECHNICIAN II
4595N	35	<u>46</u>	ASSISTANT STAFF ANALYST,HLTH SERVS
0747N	3	<u>1</u>	FINANCIAL SPECIALIST I
0748N	4	<u>9</u>	FINANCIAL SPECIALIST II
0749A	7	<u>6</u>	FINANCIAL SPECIALIST III
0749N	8	<u>11</u>	FINANCIAL SPECIALIST III
0752A	2	<u>1</u>	FISCAL OFFICER I
0672N	15	<u>24</u>	HEALTH CARE FINANCIAL ANALYST
2214A	206	<u>204</u>	INTERMEDIATE TYPIST-CLERK
2214N	79	<u>78</u>	INTERMEDIATE TYPIST-CLERK
1848N	17	<u>21</u>	MANAGEMENT ANALYST
9193A	24	<u>19</u>	PATIENT FINANCIAL SERVS WORKER
9192A	27	<u>22</u>	PATIENT RESOURCES WORKER
1140A	32	<u>31</u>	SENIOR CLERK
4594N	22	<u>25</u>	SENIOR STAFF ANALYST,HEALTH
4593N	73	<u>81</u>	STAFF ANALYST,HEALTH
1352A	2	<u>1</u>	STATISTICAL CLERK II

**SECTION 10.** Section 6.78.010 (Department of Health Services - Administration) is hereby amended to delete the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<del>0656A</del>	<del>4</del>	<del>ACCOUNTING OFFICER I</del>
<del>1759N</del>	<del>4</del>	<del>EPIDEMIOLOGIST</del>
<del>1757N</del>	<del>4</del>	<del>EPIDEMIOLOGY ANALYST</del>
<del>1861N</del>	<del>2</del>	<del>STAFF DEVELOPMENT SPECIALIST</del>

**SECTION 11.** Section 6.78.010 (Department of Health Services – Administration) is hereby amended to add the following classes and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>2570N</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY SPECIALIST II</u>
<u>6685N</u>	<u>1</u>	<u>MANAGER I, FACILITIES OPNS &amp; CRAFTS</u>
<u>9144N</u>	<u>3</u>	<u>STAFF DEVELOPMENT SPECIALIST, HS</u>
<u>5329N</u>	<u>1</u>	<u>SUPERVISING CLINIC NURSE I</u>

**SECTION 12.** Section 6.78.010 (Department of Health Services - Administration) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0647A	<del>9</del> <u>10</u>	ACCOUNTANT II
0665A	<del>40</del> <u>9</u>	ACCOUNTING SYSTEMS TECHNICIAN
9014N	<del>11</del> <u>9</u>	CLINICAL SOCIAL WORK SUPERVISOR I
9015N	<del>4</del> <u>6</u>	CLINICAL SOCIAL WORK SUPERVISOR II
2569N	<del>4</del> <u>2</u>	INFORMATION TECHNOLOGY SPECIALIST I
5286A	<del>8</del> <u>9</u>	NURSE MANAGER
0668A	<del>33</del> <u>34</u>	PRIN ACCOUNTING SYSTEMS TECHNICIAN
0978A	<del>2</del> <u>1</u>	PROGRAM MANAGER II
5133A	<del>8</del> <u>7</u>	REGISTERED NURSE I
0666A	<del>15</del> <u>16</u>	SENIOR ACCOUNTING SYSTEMS TECH
9019N	<del>3</del> <u>2</u>	SENIOR CLINICAL SOCIAL WORKER
4593N	<del>18</del> <u>17</u>	STAFF ANALYST,HEALTH
0907N	<del>8</del> <u>7</u>	STAFF ASSISTANT I

**SECTION 13.** Section 6.78.055 (Department of Health Services – Harbor Care South) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5295A	<del>40</del> <u>9</u>	ASST NURSING DIR,ADMINISTRATION
5090A	<del>164</del> <u>162</u>	CLINIC LICENSED VOCATIONAL NURSE I
5104A	<del>70</del> <u>68</u>	LICENSED VOCATIONAL NURSE I
5105A	<del>39</del> <u>38</u>	LICENSED VOCATIONAL NURSE II
5296A	<del>2</del> <u>3</u>	NURSING DIRECTOR,ADMINISTRATION
5133A	<del>509</del> <u>514</u>	REGISTERED NURSE I
5134A	<del>668</del> <u>666</u>	REGISTERED NURSE II
5261F	<del>398</del> <u>397</u>	RELIEF NURSE
2216A	<del>44</del> <u>43</u>	SENIOR TYPIST-CLERK
5338A	<del>56</del> <u>57</u>	SUPERVISING STAFF NURSE I

**SECTION 14.** Section 6.78.060 (Department of Health Services – LAC+USC Medical Center) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>4962A</del>	<del>4</del>	<del>CYTOLOGY LABORATORY TECH SUPVR II</del>

**SECTION 15.** Section 6.78.060 (Department of Health Services – LAC+USC

Medical Center) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>4961A</u>	<u>1</u>	<u>CYTOLOGY LABORATORY TECH SUPVR I</u>
<u>5121F</u>	<u>1</u>	<u>NURSE PRACTITIONER</u>

**SECTION 16.** Section 6.78.060 (Department of Health Services – LAC+USC

Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2214A	<del>158</del> <u>159</u>	INTERMEDIATE TYPIST-CLERK
5105A	<del>48</del> <u>47</u>	LICENSED VOCATIONAL NURSE II
5100A	<del>252</del> <u>251</u>	NURSING ATTENDANT II
5422F	<del>132</del> <u>131</u>	PHYSICIAN,MD,EMERGENCY ROOM
5133A	<del>942</del> <u>945</u>	REGISTERED NURSE I
5134A	<del>1160</del> <u>1158</u>	REGISTERED NURSE II
5135A	<del>414</del> <u>415</u>	REGISTERED NURSE III
1140A	<del>80</del> <u>79</u>	SENIOR CLERK

**SECTION 17.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5121F</u>	<u>1</u>	<u>NURSE PRACTITIONER</u>

**SECTION 18.** Section 6.78.065 (Department of Health Services – Rancho Los Amigos) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5087A	<del>6</del> <u>5</u>	CLINIC NURSING ATTENDANT I
5104A	<del>35</del> <u>33</u>	LICENSED VOCATIONAL NURSE I
5286A	<del>47</del> <u>18</u>	NURSE MANAGER
5121A	<del>7</del> <u>8</u>	NURSE PRACTITIONER
5098F	<del>40</del> <u>7</u>	NURSING ATTENDANT I
5133A	<del>472</del> <u>175</u>	REGISTERED NURSE I
5134A	<del>483</del> <u>182</u>	REGISTERED NURSE II
5338A	<del>26</del> <u>27</u>	SUPERVISING STAFF NURSE I



**SECTION 19.** Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6808A	4	<del>CONTRACT SERVICES ANALYST, BLDG SERV</del>

**SECTION 20.** Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5338F</u>	<u>1</u>	<u>SUPERVISING STAFF NURSE I</u>

**SECTION 21.** Section 6.78.070 (Department of Health Services – Olive View-UCLA Medical Center) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1138A	<del>404</del> <u>99</u>	INTERMEDIATE CLERK
5121A	<del>46</del> <u>47</u>	NURSE PRACTITIONER
5133A	<del>336</del> <u>338</u>	REGISTERED NURSE I
5096F	<del>5</del> <u>4</u>	UNIT SUPPORT ASSISTANT

**SECTION 22.** Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>5338F</u>	<u>1</u>	<u>SUPERVISING STAFF NURSE I</u>

**SECTION 23.** Section 6.78.090 (Department of Health Services – Ambulatory Care Network) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
5133A	<del>90</del> <u>92</u>	REGISTERED NURSE I
5134A	<del>103</del> <u>101</u>	REGISTERED NURSE II
8242F	<del>7</del> <u>6</u>	STUDENT WORKER

**SECTION 24.** Section 6.81.010 (Internal Services Department) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>0684A</del>	<del>1</del>	<del>COMPLIANCE AUDITOR</del>
<del>2535A</del>	<del>2</del>	<del>INFO SYSTEMS SUPPORT ANALYST II</del>

**SECTION 25.** Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1002A	<del>24</del> <u>23</u>	ADMINISTRATIVE SERVICES MANAGER I
1003A	<del>37</del> <u>39</u>	ADMINISTRATIVE SERVICES MANAGER II
1677A	<del>6</del> <u>5</u>	EQUAL EMPLOYMENT OPPORT COMPL INVR
2546A	<del>47</del> <u>19</u>	IT TECHNICAL SUPPORT ANALYST II
2525A	<del>432</del> <u>130</u>	SENIOR APPLICATION DEVELOPER

**SECTION 26.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>8766A</del>	<del>2</del>	<del>SPECIAL ASSISTANT, PARKS &amp; REC</del>

**SECTION 27.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8765A</u>	<u>2</u>	<u>SPECIAL ASSISTANT, PARKS &amp; REC(UC)</u>

**SECTION 28.** Section 6.108.010 (Department of Public Social Services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2565A	<del>44</del> <u>12</u>	INFORMATION TECHNOLOGY MANAGER I
2569A	<del>7</del> <u>6</u>	INFORMATION TECHNOLOGY SPECIALIST I

**SECTION 29.** Section 6.109.010 (Department of Public Works) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<del>1600A</del>	<del>2</del>	<del>PUBLIC INFORMATION OFFICER I</del>

**SECTION 30.** Section 6.109.010 (Department of Public Works) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1607A</u>	<u>2</u>	<u>PUBLIC INFORMATION ASSOCIATE</u>
<u>1608A</u>	<u>4</u>	<u>PUBLIC INFORMATION SPECIALIST</u>

**SECTION 31.** Section 6.109.010 (Department of Public Works) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0889A	<del>42</del> <u>40</u>	ADMINISTRATIVE ASSISTANT III
0892A	<del>5</del> <u>4</u>	MANAGEMENT SPECIALIST I,PW
0978A	<del>20</del> <u>19</u>	PROGRAM MANAGER II

**SECTION 32.** Section 6.123.010 (Department of Youth Development) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4629A	2	PROGRAM IMPLEMENTATION MANAGER,HS
4594A	4	SENIOR STAFF ANALYST,HEALTH
4593A	15	STAFF ANALYST,HEALTH

**SECTION 33.** Section 6.123.010 (Department of Youth Development) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8305A</u>	<u>2</u>	<u>YOUTH DEVELOPMENT MANAGER</u>
<u>8299A</u>	<u>15</u>	<u>YOUTH DEVELOPMENT SPECIALIST</u>
<u>8302A</u>	<u>4</u>	<u>YOUTH DEVELOPMENT SUPERVISOR</u>

**SECTION 34.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[GENERALRECLASSABCEO]

DRAFT

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	9/14/2022			
<b>BOARD MEETING DATE</b>	10/4/2022			
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>			
<b>DEPARTMENT(S)</b>	Los Angeles County Development Authority (LACDA)			
<b>SUBJECT</b>	Amendment to PeopleSoft Technical Support Services Contract with Mythics, Inc. (Mythics)			
<b>PROGRAM</b>	Information Technology			
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:			
<b>DEADLINES/ TIME CONSTRAINTS</b>	N/A			
<b>COST &amp; FUNDING</b>	<table border="1" style="width: 100%;"> <tr> <td>Total cost: \$511,588</td><td>Funding source: LACDA's Fiscal Year 2022-24 Operating Budgets</td></tr> </table>		Total cost: \$511,588	Funding source: LACDA's Fiscal Year 2022-24 Operating Budgets
Total cost: \$511,588	Funding source: LACDA's Fiscal Year 2022-24 Operating Budgets			
	TERMS (if applicable): The Contract term is five years and LACDA is in Year 4 of the Contract.			
	Explanation: The Amendment increases the Contract amount by \$465,080 plus \$46,508 (10%) in pool dollars to a total of \$2,493,961 for the remainder of the contract.			
<b>PURPOSE OF REQUEST</b>	To authorize a Contract Amendment with Mythics to increase the maximum Contract amount to enable the LACDA to purchase additional licenses and software support fees to remain in compliance with the LACDA's Oracle Enterprise License Agreement (ELA).			
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The Contract with Mythics, Inc. provides software support services for Oracle PeopleSoft Human Capital Management /Financial and Supply Chain Management (HCM/FSCM), and PeopleSoft Human Resources Management System (HRMS). Oracle performs an annual license compliance audit of the PeopleSoft software used by the LACDA, and the HCM/FSCM software licensing costs are based on annual agency budget size and HRMS is based on full-time equivalents (FTEs). The LACDA's FY 2021-2022 approved budget increased to \$869,541,300. In FY 2022-2023 approved budget increased to \$982,361,800 and budgeted FTEs increased to 688, which will trigger another license and software support fee increase to maintain current Oracle ELA compliance that will be addressed by this Amendment.			
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:			
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:			
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Douglas Van Gelder, IT Manager, (626) 586-1727 <a href="mailto:Douglas.VanGelder@lacda.org">Douglas.VanGelder@lacda.org</a>			

October 4, 2022

Honorable Board of Commissioners  
Los Angeles County Development Authority  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**AMENDMENT TO THE PEOPLESOFT TECHNICAL SUPPORT SERVICES  
CONTRACT  
(ALL DISTRICTS) (3 VOTE)**

**CIO RECOMMENDATION: ( X ) APPROVE**

**SUBJECT**

This letter requests approval of Amendment Two to the Los Angeles County Development Authority's (LACDA) Contract with Mythics, Inc. (Mythics) for Oracle PeopleSoft Technical Support Services to purchase additional licenses and software support fees to remain compliance with LACDA's Oracle Enterprise License Agreement (ELA).

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the Executive Director or his designee to execute the attached Amendment Two to the existing Contract with Mythics to purchase additional licenses and software support fees to remain in compliance with LACDA's Oracle licensing agreement and increase the maximum Contract amount by \$465,080 plus \$46,508 (10%) in pool dollars for unforeseen costs, increasing the total compensation under the Contract up to \$2,493,961.



2. Authorize the Executive Director to incorporate up to \$391,633 of program funds into the LACDA's approved Fiscal Year 2022-2023 budget for the cost increases.
3. Find that approval of an Amendment to the existing Contract for Peoplesoft Technical Support Services is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.
4. Authorize the Executive Director or his designee, upon his determination and as necessary and appropriate under terms of the contract, to amend the Contract to add or delete services and utilize pool dollars, and if necessary, terminate for convenience the Contract with Mythics.

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

The purpose of this action is to authorize a Contract Amendment with Mythics to increase the maximum Contract amount to enable the LACDA to purchase additional licenses and software support fees to remain in compliance with the LACDA's Oracle ELA.

On June 11, 2019, the Board approved a Contract with Mythics for Oracle PeopleSoft Technical Support Services for a term of five years, from July 1, 2019 through June 30, 2024, for a maximum contract sum of \$981,394. Under this Contract, Mythics provides software support services for Oracle PeopleSoft Human Capital Management /Financial and Supply Chain Management (HCM/FSCM), and PeopleSoft Human Resources Management System (HRMS).

The Contract with Mythics includes provisions that entitle Oracle to additional license fees for HCM/FSCM and HRMS if the License Base is exceeded. The HCM/FSCM License Base is based on LACDA's annual operating budget, which was approximately \$500 million when the Contract was executed. Oracle is entitled to additional license fees of \$74,987.50 for each increase of \$50 million above the original \$500 million LACDA annual operating budget recognized in the Contract. The HRMS is based on 600 budget full-time equivalents (FTEs), and any additional FTEs over this License Base will cost \$95.30 per license. License fees are determined by an Oracle annual license compliance audit.

In Fiscal Year (FY) 2020-2021, the LACDA approved budget increased to \$785,959,500 due primarily to funding for the Lead-Based Paint Hazard Mitigation and No Place Like Home programs. On September 15, 2020, the LACDA executed under Board delegated authority Amendment One to the Contract increasing the maximum contract amount by \$902,841 to \$1,982,375. This funding enabled LACDA to increase the License Base annual operating budget to \$800,000,000 to maintain Oracle ELA compliance.

In FY 2021-2022, the LACDA's approved budget increased to \$869,541,300, due primarily to additional federal funding from Coronavirus Aid, Relief, and Economic Security Act and the American Rescue Plan Act, which allowed the LACDA to administer critical COVID-19 small business and rent relief programs and the new Emergency Housing Voucher program. In FY 2022-23, the LACDA's approved budget increased to \$982,361,800 and budgeted FTEs increased to 688, which will trigger another license increase.

This proposed Amendment Two would increase the maximum Contract amount by \$465,080 plus \$46,508 (10%) in pool dollars for a total of \$2,493,961 to maintain current Oracle ELA compliance for annual operating budget and FTE licensing metrics.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. The remaining two-year Contract term will include an additional \$465,080 to continue Mythics PeopleSoft HCM, FSCM and HRMS enterprise update licenses for managing budget size compliance services, and the LACDA is setting aside \$46,508 (10%) in pool dollars for unforeseen costs. Up to \$391,633 will be incorporated into the LACDA's approved Fiscal Year 2022-2023 budget for the increases to the Contract. Funds for year five will be included through the LACDA's annual budget approval process. The maximum contract amount increase for the remainder of the Contract will be \$511,588, including the pool dollars.

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

The Chief Information Office (CIO) has reviewed the Board Letter and recommends approval. The CIO determined that the LACDA's request addresses software licensing compliance and does not constitute a technology-related acquisition of hardware, software, or professional services that would necessitate a formal CIO analysis. The Contract Amendment with Mythics has been reviewed by County Counsel and is attached in substantially final form.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed activities are exempt from the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (b)(3), because they involve activities that will not have a physical impact on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

Honorable Board of Commissioners

October 4, 2022

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**IMPACT ON CURRENT SERVICES AND PROJECTS**

The purchase to increase the allowable budget managed within PeopleSoft licenses and services from Mythics will comply with Oracle licensing requirements and allow Mythics to continue providing PeopleSoft services. The software will continue to be instrumental in meeting the LACDA's core business requirements for Finance, Human Capital Management and Procurement.

Respectfully submitted,

Reviewed by:

EMILIO SALAS  
Executive Director  
Los Angeles County Development Authority

PETER LOO  
Acting Chief Information Officer  
County of Los Angeles

ES:KT:mr

Enclosures

# PEOPLESOFT TECHNICAL SUPPORT SERVICES CONTRACT

## AMENDMENT NO. 2

**THIS AMENDMENT NO. 2 ("AMENDMENT") TO CONTRACT FOR PEOPLESOFT TECHNICAL SUPPORT SERVICES CONTRACT** is made and entered into this 4th day of October, 2022, by and between the Los Angeles County Development Authority, hereinafter referred to as "LACDA" and Mythics, Inc., hereinafter referred to as "Contractor". The LACDA and Contractor are collectively referred to as the "Parties."

### WITNESSETH THAT:

**WHEREAS**, the LACDA and the Contractor entered into an original Contract on July 1, 2019, to provide Oracle products and services to the LACDA ("Contract") for five (5) years for \$981,394.37;

**WHEREAS**, on June 11, 2019, the Board of Commissioners approved the Executive Director to amend the Contract as necessary;

**WHEREAS**, on September 15, 2020, the Board authorized the Acting Executive Director amend this Contract to increase it by a total of \$820,763.12;

**WHEREAS**, on September 22, 2020, the Parties executed Amendment No. 1 to amend said Contract to purchase an additional 150 PeopleSoft Financial and Supply Chain Management (FSCM) licenses with associated maintenance costs, and to increase the compensation using Board approved funds by a total of \$820,763.12, increase year two (2) by \$274,454.25, year three (3) by \$327,905.34, year four (4) by \$107,060.55, and year five (5) by \$111,342.98, additional pool dollars by a total of \$82,076.31 for additional software licenses, support and the ability to allow for unforeseeable increases as needed and additional contingency of \$98,139.44;

**WHEREAS**, the Parties wish to amend said Contract to purchase an additional 400 update licenses of PeopleSoft Human Capital Management (HCM) and PeopleSoft Financial and Supply Chain Management (FSCM) with associated maintenance costs, and to increase the compensation using Board approved funds by a total of \$465,079.29, increase year four (4) by \$391,632.20, and year five (5) by \$73,447.09, additional pool dollars by a total of \$46,507.93 for additional software licenses, support and the ability to allow for unforeseeable increases as needed;

**WHEREAS**, on October 4, 2022, the Board authorized the Executive Director amend this Contract to increase it by a total of \$465,079.29;

**WHEREAS**, the Parties wish to amend said Contract to add COVID-19 Vaccinations of LACDA Contractor Personnel provision and COVID-19 Vaccination Certification of Compliance; and

**WHEREAS**, it is the intent of the Parties hereto to amend the Contract to update certain terms and conditions to the Contract, and to provide for other changes set forth herein.

**NOW, THEREFORE**, in consideration of the mutual undertakings, herein, the Parties hereto agree that said Contract be amended as follows:

1. This Amendment shall be effective upon execution.
2. The Contract is hereby incorporated by reference, and all terms and conditions, including capitalized terms defined therein, shall be given full force and effect as if fully set forth herein.
3. Section 5.1, Contract Sum, is amended to read as follows:

**"5.1 Contract Sum**

The total amount of compensation shall be increased by an additional \$465,079.29 for years four through five under this Contract, pool dollars of \$46,507.93 and shall not exceed Two Million Four Hundred Ninety-Three Thousand Nine Hundred Sixty and 46/100 Dollars (\$2,493,960.46), which shall include all related expenses (Contract Sum)."

4. Exhibit C, Fee Schedule, is deleted in its entirety, amended, and attached to this amendment as

**EXHIBIT C, FEE SCHEDULE (REVISED OCTOBER 4, 2022)**

5. Paragraph 11.5, COVID-19 Vaccinations of LACDA Contractor Personnel, is added to the Contract and to read as follows:

**"11.5 COVID-19 Vaccinations of LACDA Contractor Personnel**

11.5.1 At the Contractor's sole cost, the Contractor shall comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of Los Angeles County Code Title 2 - Administration, Division 4. All employees of the Contractor and persons working on its behalf, including but not limited to, Subcontractors of any tier (collectively, "Contractor Personnel"), must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with LACDA employees, interns, volunteers, and commissioners ("LACDA workforce members"), (2) working on LACDA and County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract (collectively, "In-Person Services").

11.5.2 The Contractor Personnel are considered “fully vaccinated” against COVID-19 two (2) weeks or more after they have received (1) the second dose in a 2-dose COVID-19 vaccine series (e.g. Pfizer-BioNTech or Moderna), (2) a single-dose COVID-19 vaccine (e.g. Johnson and Johnson [J&J]/Janssen), or (3) the final dose of any COVID-19 vaccine authorized by the World Health Organization (“WHO”).

11.5.3 Prior to assigning the Contractor Personnel to perform In-Person Services, the Contractor shall obtain proof that such the Contractor Personnel have been fully vaccinated by confirming the Contractor Personnel is vaccinated through any of the following documentation: (1) official COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC or WHO Yellow Card), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered (“Vaccination Record Card”); (2) copy (including a photographic copy) of a Vaccination Record Card; (3) documentation of vaccination from a licensed medical provider; (4) a digital record that includes a quick response (“QR”) code that when scanned by a SMART HealthCard reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code confirms the vaccine record as an official record of the State of California; or (5) documentation of vaccination from the Contractors who follow the CDPH vaccination records guidelines and standards. The Contractor shall also provide written notice to LACDA before the start of work under this Contract that its Contractor Personnel are in compliance with the requirements of this section. The Contractor shall retain such proof of vaccination for the document retention period set forth in this Contract, and must provide such records to the LACDA for audit purposes, when required by LACDA.

11.5.4 The Contractor shall evaluate any medical or sincerely held religious exemption request of its Contractor Personnel, as required by law. If the Contractor has determined that the Contractor Personnel is exempt pursuant to a medical or sincerely held religious reason, the Contractor must also maintain records of the Contractor Personnel’s testing results. The Contractor must provide such records to the LACDA for audit purposes, when required by LACDA. The unvaccinated exempt Contractor Personnel must meet the following requirements prior to (1) interacting in person with LACDA workforce members, (2) working on LACDA or County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract:

A. Test for COVID-19 with either a polymerase chain reaction (“PCR”) or antigen test has an Emergency Use Authorization (“EUA”) by the

FDA or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur at least weekly, or more frequently as required by LACDA or other applicable law, regulation or order.

B. Wear a mask that is consistent with CDC recommendations at all times while on LACDA or County controlled or owned property, and while engaging with members of the public and LACDA workforce members.

C. Engage in proper physical distancing, as determined by the applicable LACDA department that the Contract is with.

11.5.5 In addition to complying with the requirements of this section, the Contractor shall also comply with all other applicable local, departmental, State, and federal laws, regulations and requirements for COVID-19. A completed "COVID-19 Vaccination Certification of Compliance" is located in Exhibit G – Required Forms at the Time of Contract Execution and is a required part of any agreement with the LACDA."

7. Exhibit H - Forms Required at the Time of Contract Execution, is amended to add the following form, attached hereto and incorporated herein:

- **COVID-19 VACCINATION CERTIFICATION OF COMPLIANCE**

8. All other terms and conditions in the Contract shall remain the same and in full force and effect.

[Signature on the following page]

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## SIGNATURES

**IN WITNESS, WHEREOF**, the LACDA and the Contractor, through their duly authorized officers, have executed this Amendment No. 2 as of the date first above written.

CONTRACTOR: MYTHICS, INC.

By \_\_\_\_\_  
Deonte J. Watters  
Director Contracts

LOS ANGELES COUNTY DEVELOPMENT  
AUTHORITY

By \_\_\_\_\_  
Emilio Salas  
Executive Director

APPROVED AS TO FORM:  
DAWYN R. HARRISON  
Acting County Counsel

APPROVED AS TO PROGRAM:  
ADMINISTRATIVE SERVICES DIVISION

By \_\_\_\_\_  
Behnaz Tashakorian  
Principal Deputy County Counsel  
**OR**  
Elizabeth Pennington  
Deputy County Counsel

By \_\_\_\_\_  
Becky Yee  
Director



**EXHIBIT C**

**FEE SCHEDULE FOR  
PEOPLESFT TECHNICAL SUPPORT SERVICES**

**(REVISED OCTOBER 4, 2022)**

The Contractor shall provide PeopleSoft (PS) Technical Support Services as stated in the Exhibit B, Statement of Work. The Contractor shall be paid in accordance with the below table fee schedule. The license module breakdown for the original units, and revised add-on software licenses are noted in Section 2, Yearly 2-5 Fee.

**SECTION 1: YEAR 1 FEE**

Line Item	CSI	Oracle Product Description	License Type	Number of Licenses	Year 1 (07/01/2019-06/30/2020)
<b>HCM/FSCM</b>					
<b>1</b>	19591629	PS Enterprise eProcurement	Enterprise \$M in Operating Budget Perpetual	500	\$26,824.84
<b>2</b>	19591629	Micro Focus International Ltd. Net Express COBOL for	Named User	1	\$3,434.22
<b>3</b>	19591629	PS Enterprise Financials	Enterprise \$M in Operating Budget Perpetual	500	\$72,282.74
<b>4</b>	19591629	PS Enterprise Supplier Contract Management	Enterprise \$M in Operating Budget Perpetual	500	\$13,414.92
<b>5</b>	19591629	PS Enterprise Interaction Hub	Enterprise \$M in Operating Budget Perpetual	500	\$7,891.13
<b>6</b>	19591629	PS Enterprise Directory Interface	Employee Perpetual	600	\$454.53
<b>7</b>	19591629	PS Enterprise Purchasing	Enterprise \$M in Operating Budget Perpetual	500	\$14,835.31
<b>8</b>	19591629	PS Enterprise ePerformance	Employee Perpetual	600	\$3,977.13
<b>9</b>	<b>Total</b>				<b>\$143,114.82</b>

SECTION 2 – YEARS 2-5 YEARLY FEE

Line Item	Oracle Product Description	License Type	Number of Licenses	Year 2 (07/01/2020-06/30/2021)		Year 3 (07/01/2021-06/30/2022)		Year 4 (07/01/2022-06/30/2023)		Year 5 (07/01/2023-06/30/2024)	
HCM/FSCM				Original	Addon	Original	Addon	Original	Addon	Original	Addon
1	PeopleSoft Enterprise eProcurement	E\$MOBP*	500	\$28,305.48		\$29,437.70		\$30,615.21		\$31,839.92	
1a	A#1: Addon Licenses		3**		\$44,625.00		\$44,625.00				
1b	A#1: Yearly Software Update License & Support		3**		\$9,817.50		\$10,210.20		\$10,618.61		\$11,043.35
1c	A#1: Added Software License Support Increase						\$10,210.20		\$10,618.61		\$11,043.35
1d	A#2: Addon Licenses		4****				N/A		\$59,500.00		
1e	A#2: Yearly Software Update License and Support		4****				N/A		\$13,090.00		\$13,613.60
2	Micro Focus International Ltd. Net Express COBOL for	Names User	1	\$3,623.10		\$3,768.02		\$3,918.74		\$4,075.49	
2a	A#1: Not Applicable				N/A		N/A		N/A		N/A
2b	A#1: Not Applicable				N/A		N/A		N/A		N/A
2c	A#1: Not Applicable				N/A		N/A		N/A		N/A
2d	A#2: Not Applicable				N/A		N/A		N/A		N/A
2e	A#2: Not Applicable				N/A		N/A		N/A		N/A
3	PeopleSoft Enterprise Financials	E\$MOBP*	500	\$76,258.29		\$79,308.62		\$82,480.96		\$85,780.20	
3a	A#1: Addon Licenses		3**		\$120,225.00		\$120,225.00				
3b	A#1: Yearly Software Update License & Support		3**		\$26,449.50		\$27,507.48		\$28,607.78		\$29,752.09
3c	A#1: Added Software License Support Increase						\$27,507.48		\$28,607.78		\$29,752.09
3d	A#2: Addon Licenses		4****				N/A		\$160,300.00		
3e	A#2: Yearly Software Update License and Support		4****				N/A		\$35,266.00		\$36,676.64
4	PeopleSoft Enterprise Supplier Contract Management	E\$MOBP	500	\$14,152.74		\$14,718.85		\$15,307.60		\$15,919.90	
4a	A#1: Addon Licenses		3**		\$22,312.50		\$22,312.50				
4b	A#1: Yearly Software Update License & Support		3**		\$4,908.75		\$5,105.10		\$5,309.30		\$5,521.68
4c	A#1: Added Software License Support Increase						\$5,105.10		\$5,309.30		\$5,521.68
4d	A#2: Addon Licenses		4****				N/A		\$29,750.00		

4e	A#2: Yearly Software Update License and Support		4****				N/A		\$6,545.00		\$6,806.80
5	<b>PeopleSoft Enterprise Interaction Hub</b>	E\$MOBP*	500	\$8,325.14		\$8,658.15		\$9,004.48		\$9,364.66	
5a	A#1: Not Applicable		3**		N/A		N/A		N/A		N/A
5b	A#1: Not Applicable		3**		N/A		N/A		N/A		N/A
5c	A#1: Not Applicable				N/A		N/A		N/A		N/A
5d	A#2: Addon Licenses		4****				N/A		\$17,500.00		
5e	A#2: Yearly Software Update License and Support		4****				N/A		\$3,850.00		\$4,004.00
6	<b>PeopleSoft Enterprise Directory Interface</b>	EP***	600	\$479.53		\$498.71		\$518.66		\$539.41	
6a	A#1: Addon Licenses				\$13,125.00		\$13,125.00				
6b	A#1: Yearly Software Update License & Support				\$2,887.50		\$3,003.00		\$3,123.12		\$3,248.04
6c	A#1: Added Software License Support Increase						\$3,003.00		\$3,123.12		\$3,248.04
6d	A#2: Addon Licenses		2****				N/A		\$2,160.00		
6e	A#2: Yearly Software Update License and Support		2****				N/A		\$475.00		\$494.21
7	<b>PeopleSoft Enterprise Purchasing</b>	E\$MOBP*	500	\$15,651.25		\$16,277.30		\$16,928.39		\$17,605.53	
7a	A#1: Addon Licenses		3**		\$24,675.00		\$24,675.00				
7b	A#1: Yearly Software Update License & Support		3**		\$5,428.50		\$5,645.64		\$5,871.47		\$6,106.32
7c	A#1: Added Software License Support Increase						\$5,645.64		\$5,871.47		\$6,106.32
7d	A#2: Addon Licenses		4****				N/A		\$32,900.00		
7e	A#2: Yearly Software Update License and Support		4****				N/A		\$7,238.00		\$7,527.52
8	<b>PeopleSoft Enterprise ePerformance</b>	EP***	600	\$4,195.87		\$4,363.70		\$4,538.25		\$4,719.78	
8a	A#1: Not Applicable				N/A		N/A		N/A		N/A
8b	A#1: Not Applicable				N/A		N/A		N/A		N/A
8c	A#1: Not Applicable				N/A		N/A		N/A		N/A
8d	A#2: Addon Licenses		2****				\$9,450.00		\$18,900.00		
8e	A#2: Yearly Software Update License and Support		2****				\$2,079.00		\$4,158.00		\$4,324.32
9	<b>A#1: HCM/FSCM Support &amp; Update Rights Subtotal</b>			\$150,991.40	\$49,491.75	\$157,031.05	\$102,942.84	\$163,312.29	\$107,060.55	\$169,844.89	\$111,342.98
9a	<b>A#1: HCM/FSCM License Subtotal</b>				\$224,962.50		\$224,962.50		\$0.00		\$0.00

9b	A#1: Addon/Update HCM/FSCM Software & License Total				\$274,454.25		\$327,905.34		\$107,060.55		\$111,342.98
9c	A#1: Revised HCM/FSCM Total			\$425,445.65		\$484,936.39		\$270,372.84		\$281,187.87	
9d	A#2: Addon HCM/FSCM Licenses Subtotal				N/A		N/A		\$321,010.00		\$0.00
9e	A#2: Addon/Update HCM/FSCM Software & License Subtotal				N/A		N/A		\$70,622.20		\$73,447.09
9f	A#2: Addon/Update HCM/FSCM Total				N/A		N/A		\$391,632.20		\$73,447.09
9g	A#2: Revised HCM/FSCM Total			\$425,445.65		\$484,936.39		\$662,005.04		\$354,634.95	
HRMS											
10	PS Enterprise Benefits Admin. for Public Sec	ECP***	500	\$9,025.16		\$9,386.17		\$9,761.62		\$10,152.08	
11	PS Enterprise Human Resources for Public Sec	ECP***	500	\$10,314.44		\$10,727.02		\$11,156.10		\$11,602.34	
12	PS Enterprise Payroll for Public Sector	ECP***	500	\$10,314.44		\$10,727.02		\$11,156.10		\$11,602.34	
13	PS Enterprise Time and Labor for Public Sect	ECP***	500	\$9,025.16		\$9,386.17		\$9,761.62		\$10,152.08	
14	PS Enterprise Epay	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
15	PS Enterprise Ebenefits	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
16	PS Enterprise Edevelopment	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
17	PS Enterprise Eprofile	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
18	PS Enterprise Ecompensation	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
19	PS Enterprise Erecruit	ECP***	500	\$1,289.31		\$1,340.88		\$1,394.52		\$1,450.30	
20	HRMS Subtotal			\$46,415.06		\$48,271.66		\$50,202.56		\$52,210.64	
21	HCM/FSCM & HRMS Grand Total			\$197,406.46	\$471,860.71	\$205,302.71	\$533,208.05	\$213,514.85	\$320,575.40	\$222,055.53	\$333,398.51
22	A#1: Pool Dollars										
23	A#1: Total Contract Compensation Increase										
24	Original Board Approval										
25	A#1: Revised Contract Total										
26	A#2: HCM/FSCM & HRMS Grand Total				\$471,860.71		\$533,208.05		\$320,575.40		\$333,398.51
27	A#2: Total Contract Compensation Increase										
28	A#2: Pool Dollars										
29	A#2: Increase Total										
30	A#2: Revised Contract Total										

\*Enterprise \$M in Operating Budget Perpetual (E\$MOBP)  
\*\*Number of Increments (Increment Value: 50)  
\*\*\*Employee Count Perpetual (ECP)  
\*\*\*\*License Quantity to be bought (Increment Value: 100)

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	9/14/2022			
<b>BOARD MEETING DATE</b>	10/4/2022			
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>			
<b>DEPARTMENT(S)</b>	Public Works			
<b>SUBJECT</b>	Service Contract for Program Management Control System			
<b>PROGRAM</b>	N/A			
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<b>SOLE SOURCE CONTRACT</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain why:			
<b>DEADLINES/ TIME CONSTRAINTS</b>	N/A			
<b>COST &amp; FUNDING</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">           Total cost: \$10,226,859         </td> <td style="width: 50%;">           Funding source: Project Financing and Development Fund and project budgets within the system.         </td> </tr> </table> <p>TERMS (if applicable): Annual subscription fees over the full 10-year term of the contract. The initial base term is five years with an option to extend for an additional five 1-year option years for a total maximum term of ten years.</p> <p>Explanation: The \$10,226,859 not-to-exceed amount includes \$929,714 in pool dollars allocated for optional work and a one-time implementation fee for Phases I and II in the amount of \$734,692. The maximum contract sum also includes a total of \$8,212,453 for annual subscription fees over the full term of the contract, which includes \$2,809,352 for the initial base term (Years 2-5) following successful implementation and \$5,403,101 for the optional years (Years 6-10). There is an additional allocation of \$350,000 for optional integration services, which includes a fee of \$125,000 for the first-year integration/implementation and \$225,000 for the annual subscription fee for nine years.</p>		Total cost: \$10,226,859	Funding source: Project Financing and Development Fund and project budgets within the system.
Total cost: \$10,226,859	Funding source: Project Financing and Development Fund and project budgets within the system.			
<b>PURPOSE OF REQUEST</b>	Board approval to award and execute a contract with Procore Technologies, Inc., to develop, implement, and maintain a new Program Management Control System (PMCS) that is a Software-as-a-Service solution.			
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The new PMCS will replace the outdated Program Control System (PCS) that has many obsolete elements and is no longer supported by the software vendor. By replacing the existing PCS system with the proposed Countywide system PMCS, the County will be able to eliminate many existing issues with PCS, which includes, but not limited to, lack of file storage space, network interruptions, system crashes, and lack of a user-friendly interface. The proposed Software-as-a-Service platform will be the first Countywide system to track and manage Capital Improvement and Facility Reinvestment Programs at the program and project levels by all stakeholders, such as the Chief Executive Office and each applicable County Department.			
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:			
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:			
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Jesse Juarros, Chief Information Officer, (626) 458-4117, <a href="mailto:jjuarros@dpw.lacounty.gov">jjuarros@dpw.lacounty.gov</a> Vincent Yu, Deputy Director, (626) 458-4010, cell (626) 614-7217, <a href="mailto:vyu@pw.lacounty.gov">vyu@pw.lacounty.gov</a>			

October 4, 2022

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:

**SERVICES CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
PROGRAM MANAGEMENT CONTROL SYSTEM  
AWARD OF SOFTWARE AS A SERVICES CONTRACT WITH  
PROCORE TECHNOLOGIES, INC.  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**SUBJECT**

Public Works is seeking Board approval to award and execute a contract for a not-to-exceed amount of \$10,226,859 with Procore Technologies, Inc., to develop, implement, and maintain a new Program Management Control System that is a Software-as-a-Service solution to be used by the Chief Executive Office and the Departments of Internal Services, Parks and Recreation, and Public Works to manage County capital projects.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed action is not a project pursuant to the California Environmental Quality Act for the reasons stated in this Board letter.
2. Award and delegate authority to the Director of Public Works or his designee to execute a contract with Procore Technologies, Inc., for a not-to-exceed amount of \$10,226,859 to develop, implement, and maintain a new Program Management Control System for the County of Los Angeles. The initial term of the contract is for five years, with five 1-year extension options at the County's discretion. The not-to-exceed amount of \$10,226,859 includes \$929,714 in pool dollars allocated for optional work that may be requested by the County of Los Angeles.
3. Delegate authority to the Director of Public Works or his designee to authorize additional services, extend the contract expiration date as necessary to complete

those additional services, and to ensure complete implementation and full use of the Program Management Control System.

3. Delegate authority to the Director of Public Works or his designee to execute Change Notices and Amendments or otherwise modify the contract in order to: (1) add and/or update standard County contract provisions as required by the Board or the County's Chief Executive Office; (2) exercise the contract term extension options; (3) acquire additional software functionality, associated maintenance, implement changes, or other additional professional services related to the Program Management Control System in the form of optional work by Change Notice using pool fund dollars allocated for during the term of the contract; (4) add additional funds in the amount of \$437,235 to the total contract not-to-exceed amount of \$10,226,859 for subscription use of the Program Management Control System should the first part of the implementation phase for the system (Phase I) be completed in less than the projected twelve months so that the County has full use of the system through Year 10 of the contract if such last option year is exercised by the County, subject to review and approval as to form by County Counsel; and (5) suspend and/or terminate the contract for convenience. The addition of this amount will bring the maximum contract sum to \$10,664,094.

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

Approval of the recommended actions will find that they are not a project under the California Environmental Quality Act (CEQA), award and execute a contract for a new Program Management Control System (PMCS) to be used for the management of County of Los Angeles capital projects, and provide delegate authority to Public Works as specified in the recommendations above.

#### **Background**

The County invests more than \$500 million annually on more than 600 active construction projects to support the County capital projects and Facility Reinvestment Program. Capital and Facility Reinvestment Projects are executed by County departments using the Capital Project Development Process through collaborative tenant departmental teams, including in-house professional staff, facility user group experts, and consultants, using a wide variety of systems and procedures.

Currently, project management control systems are siloed by departments and, at times, by divisions/groups within a department. These systems use numerous databases and integrations and are commonly referred to as the Program Control System (PCS). The County has used numerous systems to track project information and project costs over many years including County-developed applications and databases, customizations of



off-the-shelf software, or systems provided by County vendors and contractors. Currently, many elements of the PCS are obsolete, no longer supported by the software vendor, and now face issues that can only be resolved by replacing the entire PCS.

#### Proposed Program Management Control System

The proposed PMCS will be used Countywide and will increase efficiencies, standardize work processes, facilitate improved collaboration among internal and external resources, improve functionality, and is designed to support and integrate with existing third-party software programs utilized by the County to track capital and Facility Reinvestment Programs, including projects in the development process.

Procore Technologies, Inc., has been selected to provide the Countywide Software-as-a-Service (SaaS) solution and related professional services by replacing the existing PCS with a new PMCS software technology platform. By replacing the existing PCS with the proposed PMCS, the County will be able to eliminate many existing issues with PCS, which include lack of file storage space, network interruptions, system crashes, and lack of a user-friendly interface. Other issues also include less than optimal data entry and functionality resulting in the need to perform numerous steps over multiple screens and software programs to create standardized reports and track information.

Moreover, the proposed PMCS will provide improved data storage space, cloud system security, network and system stability, unified and enhanced user interface, system simplicity, and expansion in creating and managing business intelligence information, reporting tools, and information tracking. Additionally, the proposed PMCS will provide a number of additional benefits/functionalities including:

- The first Countywide system to track and manage capital and refurbishment projects both at the program and project levels by all stakeholders across each applicable County department. This will allow stakeholders the ability to view in “real time” any updates that are made to the program or project, as well as the ability to drill-down to the details of the individual project-related information within those programs and projects.
- Improved accuracy, collaboration, and exchange of information for all County project stakeholders.
- Enhanced user interface with features, such as dashboards with built-in data analytics for County departments and stakeholders that provide the ability to drill down from program to project level information with expanded tools for reporting, and the ability to track project information through the entire project lifecycle.
- Ability to integrate with existing applications (e.g., Primavera P6 and Microsoft Project Scheduling Software, County’s Job Order Contracting, and the Electronic

County Accounting and Purchasing System) and migration of all active projects in the County's existing PCS.

- Enhanced tracking of vendor invoices, submittals, Requests for Information, Project Status Reports, and Total Project Cost Estimates.
- Compatibility with current internet browsers, operating systems, and mobile devices.
- Integration with calendar functions to display ball-in-court notifications to all stakeholders.

Implementation of the proposed PMCS will be carried out in two phases. Phase I will include development of the PMCS by configuring Procore's existing SaaS solution, including incorporating County processes and procedures that will make the system available for the Chief Executive Office (CEO) and Public Works to use. Phase II will implement the PMCS for use by Internal Services Department (ISD) and the Department of Parks and Recreation (DPR). The implementation of each phase will take approximately 12 months to complete.

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

These recommendations support the County Strategic Plan: Strategy III.2, Embrace Digital Government for the Benefit of our Internal Customers and Communities; Objective III.2.1, Enhance Information Technology Platforms to Securely Share and Exchange Data; Objective III.2.2, Leverage Technology to increase Visibility of and Access to Services; and Objective III.2.3, Prioritize and Implement Technology Initiatives that Enhance Service Delivery and Increase Efficiency; and Strategy III.3, Pursue Operational Effectiveness; Objective III.3.6, Implement a Workplace of the Future. The proposed PMCS supports these goals by realizing tomorrow's government today, which is to develop an innovative, flexible, effective, and transparent partnership between County departments focused on advancing the common good, as well as maximize the effectiveness of processes, structure, and operations to support timely delivery of customer-oriented and efficient public services.

### **FISCAL IMPACT/FINANCING**

The recommended PMCS contract is for a not-to-exceed contract amount of \$10,226,859. Enclosure A includes a summary breakdown of contract sums and fees, whereas Enclosure B includes the detailed pricing schedule. Included in the contract sum is a one-time implementation fee for Phases I and II, annual subscription fees, pool dollar for optional work, and Construction Management Database and Project Information Website integration implementation fee and associated annual subscription fees.

The one-time implementation fee for Phases I and II is \$734,692. The implementation fee will initially be funded by Public Works' Internal Service Fund – Capital Project Management Program (ISF-CPM), which will be reimbursed by the CEO's Project Financing and Development Fund. These services will be paid based on deliverables in accordance with the amounts specified in the contract following the County's written acceptance of each such implementation deliverable.

The maximum annual subscription fee is a total of \$8,212,453 for the full term of the contract, which includes \$2,809,352 for the initial base term (Years 2-5) following successful implementation and \$5,403,101 for the optional years (Years 6-10). The annual subscription fee will initially be funded by Public Works' ISF-CPM, which will be reimbursed by ISD, DPR, and projects managed by Public Works in the proposed PMCS.

The maximum optional integration services for Construction Management Database and Project Information Website is \$350,000, which includes a fee of \$125,000 for the first-year integration/implementation and \$225,000 for the annual subscription fee for nine years. This optional integration service is to enhance Public Works' ability to track Road and Flood projects in the proposed PMCS. The optional integration service will be funded by various funds administered by Public Works. The largest expenditures are anticipated to be derived from Public Works' Road and Flood Funds. The integration/implementation will initially be funded by Public Works' ISF-CPM, which will be reimbursed by various Public Works funds.

There is also an allocation of pool dollars in the amount of \$929,714, which is 10 percent of the total contract price to be used for procurement of additional professional services for Strategic Asset Management, additional software functionality, related maintenance, or other optional work that may be requested by the County. The pool dollars used for Strategic Asset Management implementation fee will be funded by CEO's Project Financing and Development Fund. The pool dollars for other additional professional services will initially be funded by Public Works' ISF-CPM, which will be reimbursed by CEO, Public Works, DPR, ISD, and projects managed by Public Works in the proposed PMCS.

In the event the vendor Procore can complete implementation within one year instead of the projected two years as specified in the Request for Proposal (RFP), the County will execute an amendment to add additional funds in the amount of \$437,235 to the total contract not-to-exceed amount of \$10,226,859 for subscription use of the Program Management Control System should the first part of the implementation phase for the system (Phase I) be completed in less than the projected twelve months so that the County has full use of the system through Year 10 of the contract if such last option year

is exercised by the County, subject to review and approval as to form by County Counsel. The addition of this amount will bring the maximum contract sum to \$10,664,094. The amendment amount of \$437,235 will initially be funded by Public Works' ISF-CPM, which will be reimbursed by projects managed by Public Works in the proposed PMCS.

Total expenditures for the integration will not exceed the amount approved by the Board. Sufficient funding for the services will be made available in various CEO and Public Works Fiscal Year 2022-23 fund budgets through the increase in Project Technical Support and Capital Project Management billing rates. Funds to finance the remainder of the implementation fee, annual subscription fee, and optional work will be requested through the annual budget process in CEO, ISD, DPR, and Public Works funds.

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

The proposed contract with Procore for implementation services, annual subscription fees, ongoing software support, software maintenance services, and related optional work is recommended to be awarded to Procore who was the highest rated firm to provide the scope of services listed in the PMCS RFP given Procore's qualifications and price. Negotiations were also successful, resulting in an overall price reduction of Procore's original bid price by \$927,802.

The recommended contract with Procore will become effective upon execution and will continue for the initial base term of five years with an option to extend for an additional five 1-year option years for a total maximum term of ten years.

Procore is scheduled to implement and complete Phase I of the PMCS for Public Works and CEO within 12 months or less from the date the Notice to Proceed is issued to Procore with the primary PMCS deliverables provided in 4 tiers. Immediately following the successful completion of Phase I, Phase II PMCS Implementation for all remaining County departments (ISD and DPR) will be completed within the subsequent 12 months or less from the date a second Notice to Proceed is issued for this work. When Procore has successfully completed Phase 1 and Phase 2 implementation and has been accepted by the County, the PMCS will have achieved Final Acceptance.

During contract negotiations, the County and Procore negotiated partial subscription fees after successful implementation of Phase 1 for the provisional acceptance and usage of the PMCS by Public Works and CEO. The County made the business decision that this was appropriate given that over 70 percent of the PMCS usage will be from Public Works projects in the system.

The contract contains all the terms and conditions in compliance with the Board's ordinances, policies, and programs, including, but not limited to, Compliance with County's Zero Tolerance Human Trafficking Policy, Time Off for Voting, Consideration of Hiring Greater Avenues for Independence/General Opportunities for Work Program Participants, Contractor Responsibility and Debarment, Compliance with Jury Service Program, Safely Surrendered Baby Law, County's Child Support Compliance Program, and County's Defaulted Property Tax Reduction Program.

Procore will provide all required levels of insurance, including for professional liability/errors and omissions and cyber-crime incidents. In addition, the contract also contains applicable information technology and software provisions to protect the County in the event of Procore's deficient performance and/or breach of warranties, including assessment of liquidated damages for late delivery, failure to correct deficiencies timely, and termination for default. Public Works has also included service credits in the service level requirements, which will be applied to the subscription fees for unscheduled downtime and other unachieved service levels, as prescribed in the contract. Likewise, very specific deficiency levels have been identified for deficiencies, system availability, and system performance.

Further, as typical in information system agreements where the SaaS solution will be configured to meet the County's business requirements, the County will withhold 10 percent of the contract amount due for each deliverable until such time that final system acceptance is achieved by Procore. Finally, as is typical with many County information technology and software agreements, Public Works was able to come to an agreement with Procore on a limitation of liability cap for both parties in the amount of \$8 million. Given the system is an existing SaaS solution used by many entities in the public and private sector and the system contains construction data, this limitation of liability is reasonable.

The Chief Information Officer (CIO) has reviewed this request and recommends approval. The CIO Analysis is included as Enclosure C. County Counsel has reviewed and approved the proposed contract as to form (see Enclosure D).

## **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not subject to CEQA since they are excluded from the definition of a project pursuant to Section 21065 of the California Public Resources Code and Section 15378 (b) (4) and (5) of the State CEQA Guidelines. The proposed actions are organizational or administrative activity of government that will not result in direct or

indirect changes to the environment and involve creation of a government funding mechanism, which do not involve any commitment to a specific project that may result in a potentially significant physical impact on the environment.

### **CONTRACTING PROCESS**

On January 20, 2021, Public Works issued a new RFP for an enterprise PMCS and Related Services for a contractor-hosted, web-based, fully managed SaaS program/platform based on Countywide requirements. The Invitation for Proposers was placed on the County's "Doing Business with Us" and "Do Business with Public Works" websites; ISD website; Twitter; and advertised in the *Los Angeles Sentinel*, *Angeles Daily Journal*, *La Opinion*, *Daily Breeze*, *The Signal* (Santa Clarita), *Watts Times*, *Pasadena Star News*, *Press Telegram* (Long Beach), *Santa Monica Daily Press*, and the *World Journal* (Monterey Park) (see Enclosure E).

A nonmandatory virtual preproposal conference was held on February 10, 2021. Eight proposals were received on March 1, 2021. Five proposals were disqualified for not meeting the minimum requirements, and the evaluation panel reviewed three proposals. The PMCS software product demonstrations were held virtually on April 26 and April 29, 2021, for the top three ranked proposers.

An evaluation committee composed of staff from the CEO, Public Works, ISD, and DPR evaluated the written proposals and software product demonstrations, which demonstrated the vendor's software program, were based on criteria described in the RFP including price, technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the system requirements.

The evaluations were completed without regard to race, creed, color, or gender and in accordance with the informed averaging methodology. Based on the combined scores for evaluation of the proposals and their price, Procore was the highest ranked vendor and was selected for negotiations. Negotiations were successful, resulting in an overall price reduction of Procore's original price of \$9,999,947.52 for the base scope of work. In addition, the County negotiations team was able to successfully negotiate a fixed subscription price yearly even if the construction cost volume increases over anticipated estimates.

One of the proposers, E-Builder, did submit a protest to the procurement and sought a Proposed Contractor Selection Review and County Independent Review. The Proposed Contractor Selection Review was denied by Public Works due to the vendor failing to demonstrate that its proposal should have been determined to be the highest scored proposal. The County Independent Review determined that E-Builder's protest had no merit.

The PMCS RFP proposed price evaluation identified the following cost elements:

- One-time Implementation Fees (including interface and integration fees)
- Annual PMCS Subscription Fees (including annual interface/integration fees)
- Optional Services

The PMCS proposed price was weighted at 10 percent of the total evaluation points. Additionally, the requested \$929,714 in pool dollars allocated for Optional Work will be managed by Public Works in coordination with the CEO.

The contract is exempt from the requirements of Proposition A because the services are highly technical in nature. Public Works has determined that Procore's proposed rates for performing the services are reasonable and was also able to successfully negotiate lower hourly rates for optional work, if needed. Public Works has evaluated and determined that the County of Los Angeles Code, Chapter 2.201 (Living Wage Program), does not apply to the recommended contract.

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

There will be no negative impact on current County services or projects during the implementation of the recommended contract since all active capital and refurbishment projects in the County's existing PCS will be migrated into the new PMCS before the system goes live. The contract will provide access to the PMCS to multiple County departments (CEO, Public Works, ISD, and DPR) to manage their capital and refurbishment projects within the County.

The Honorable Board of Supervisors  
October 4, 2022  
Page 10

## **CONCLUSION**

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

Respectfully submitted,

Reviewed by,

MARK PESTRELLA, PE  
Director of Public Works

PETER LOO  
Acting Chief Information Officer

MP:VY:cl

Enclosures

c: Auditor-Controller  
Chief Executive Office (Capital Programs Division, Chief Information Office)  
County Counsel  
Executive Office  
Internal Services Department  
Department of Parks and Recreation



October 4, 2022

**SERVICES CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
PROGRAM MANAGEMENT CONTROL SYSTEM  
AWARD OF SOFTWARE AS A SERVICES CONTRACT WITH  
PROCORE TECHNOLOGIES, INC.  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**I. IMPLEMENTATION SCHEDULE**

<b>Implementation Activity</b>	<b>Date</b>
Board Action to Award Contract	October 4, 2022
<b>Scenario 1: Implementation takes two full years to complete</b>	
Phase I: Public Works and Chief Executive Office Implementation	Within 12 months or less from the date, the Notice to Proceed (NTP) is issued.
Phase II: All remaining County Departments (Internal Services Department and Department of Parks and Recreation)	Within the subsequent 12 months or less from the date, a second NTP is issued.
Final Acceptance	Within two years from date, the first NTP is issued.
<b>Scenario 2: Implementation takes one year to complete</b>	
Phase I: Public Works and Chief Executive Office Implementation	Within six months or less from the date, the NTP is issued.
Phase II: All remaining County Departments (Internal Services Department and Department of Parks and Recreation)	Within the subsequent six months or less from the date, a second NTP is issued.
Final Acceptance	Within one year from date, the first NTP is issued.

## II. CONTRACT TERM

Contract Term Description	Date
Initial Base Term	Upon execution of contract and will continue for the initial base term of five years.
Option Years	Option to extend for an additional five 1-year option years for a total maximum term of ten years.

## III. Pricing Schedule

Pricing Schedule Summary*	Budget
<b>Scenario 1 – Implementation takes two full years to complete</b>	
One-time Implementation Fee <sup>2</sup>	\$734,692
Pool Dollars <sup>1</sup>	\$929,714
Optional Integration Services <sup>4</sup>	\$350,000
Annual Subscription Fees <sup>3</sup>	
Initial Base Term (Years 2-5)	\$2,809,352
Option Years (Years 6-10)	\$5,403,101
Subtotal	\$8,212,453
<b>Maximum Contract Sum (2-Year Implementation)<sup>1</sup></b>	\$10,226,859
<b>Scenario 2 – Implementation takes one year to complete</b>	
Implementation is completed within six months from NTP <sup>3</sup>	\$437,235
<b>Maximum Contract Sum (1-Year Implementation)<sup>1</sup></b>	\$10,664,094

\*Refer to Enclosure B: Exhibit B.1<sup>1</sup>, Exhibit B.2<sup>2</sup>, Exhibit B.3<sup>3</sup>, and Exhibit B.4<sup>4</sup> for detailed pricing schedule.

SERVICES CONTRACT  
CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
PROGRAM MANAGEMENT CONTROL SYSTEM  
AWARD OF SOFTWARE AS A SERVICES CONTRACT WITH  
PROCORE TECHNOLOGIES, INC.  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)

CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )

Pricing Schedule  
Exhibit B.1 - Pricing Schedule Summary

Pricing Summary	
Total One-Time Implementation Fees (Exhibit B.2)	\$734,692
Total Annual Subscription Fees* (Exhibit B.3)	\$8,212,453
Construction Management Database (CMD) Integration Implementation Fee (Exhibit B.4 Optional Work)	\$125,000
CMD Total Annual Subscription Fees (Exhibit B.4 Optional Work)**	\$225,000
Subtotal	\$9,297,145
Pool Dollars ***	\$929,714
Maximum Contract Sum****	\$10,226,859

\* Subscription Fees will be paid as set forth in Exhibit B.3 (Annual Subscription Fees).  
\*\* Nine years of Annual Subscription Fees for CMD Optional Work.  
\*\*\* Pool Dollars can be used to pay for Optional Work and professional services.  
\*\*\*\* If contractor completes Phase 1 implementation within six months from the issuance of the Notice to Proceed, then \$437,235 will be due for subscription use of the system.

## **PROGRAM MANAGEMENT CONTROL SYSTEM AND RELATED SERVICES AGREEMENT**

THIS CONTRACT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 ("Effective Date").

BY AND BETWEEN

COUNTY OF LOS ANGELES, State of  
California, hereinafter referred to as County,

AND

PROCORE TECHNOLOGIES, INC.  
hereinafter referred to as Contractor,

The parties hereto do mutually agree as follows:

### **1. Definition**

County means either County; County, as agent for such joint powers authority or nonprofit corporation as may be involved in the issuance of bonds, certificates of participation, or other evidences of indebtedness to finance the work contemplated herein; or said joint powers authority or nonprofit corporation. Other definitions and defined terms are contained in the various Exhibits attached to this Contract.

### **2. Contractor's Services**

The Scope of Services shall be as outlined in Exhibit A (Scope of Services). As provided in Exhibit A, Contractor will provide a Project Management Control System ("PMCS ") and Related Services of implementation, maintenance and support services (collectively, "System" or "Solution"). Once a Notice to Proceed has been issued to Contractor, Contractor shall complete Provisional Acceptance for Public Works and CEO within one (1) year from the first Notice to Proceed, and achieve Final Acceptance by no later than twelve (12) months from the second Notice to Proceed for the remaining County departments of ISD and Parks. The County will immediately issue the second Notice to Proceed following its determination of successful completion of Phase 1 for Public Works and CEO. Contractor's proposal is incorporated herein as a part of this Contract.

Contractor also agrees and acknowledges that during the term of this Contract, Contractor will not bind on, contract for, or perform work on County projects to provide Program Management/Construction Management (PM/CM) or Architect/Engineering (A/E) work.

In the event that any conflict or inconsistency between this Contract and Contractor's proposal are found, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and the exhibits and attachments to the Contract.

The Exhibits to this Contract are as follows:

Exhibit A. Scope of Services (See Exhibit A to RFP)

A.1 – PMCS Functional Requirements (see Form 19, System Requirements)

A.2 – PMCS Technical Requirements (see Form 19, System Requirements)

A.2.1 – PMCS Trusted System Requirements (See Form 19, System Requirements)

A.3 – Sample Reports (See Exhibit A.3 to RFP)

A.4 – Specific Processes (See Exhibit A.4 to RFP)

A.5 – Contract Discrepancy Report (See Exhibit A.5 to RFP)

A.6 – Acceptance Certificate

Exhibit B. Pricing Schedule

Exhibit C. Additional Information Technology (IT) Provisions

C.1 - Information Security and Privacy Requirements Exhibit (See Attachment 2 to RFP)

C.2 - Third Party Products

Exhibit D. Indemnification and Insurance Provisions

Exhibit E. Safely Surrendered Baby Law Flyer

Exhibit F. Contractor Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement

Exhibit G. Contractor Non-Employee Acknowledgment, Confidentiality, and Copyright Assignment Agreement

Exhibit H. Individual's Assignment and Transfer Copyright

Exhibit I. COVID-19 Vaccination Certification of Compliance

No work shall commence on this project until a written Notice to Proceed is issued by County. County does not guarantee or promise that any work will be assigned to Contractor under this contract until a written Notice to Proceed is issued by the County. Further, Contractor is not guaranteed any minimum amount of work or business under this Contract for the System.

### 3. Consideration

In consideration of the performance by Contractor in a manner satisfactory to County of the Services described in Section 2 (Contractor Services) above, including receipt and Acceptance of such work by County's Project Director, or his designee, of the County of Los Angeles Chief Executive Officer (hereinafter called "Director"). The Contractor shall be compensated in accordance with the attached Pricing Schedule at Exhibit B (Pricing Schedule). After issuance of a Notice to Proceed by the County, the Contractor shall be compensated according to the Pricing Schedule following Acceptance of work. A Contract year is defined as a one-year period beginning on the execution date of this Contract and each anniversary thereafter. Mileage is not reimbursable. There shall be no additional cost for licensing, access to, or use of the System that is separately applied by Contractor to County's contractors and consultants.

County agrees to pay Contractor up to a maximum not-to-exceed fee ("Maximum Contract Sum") of Ten Million Two Hundred Twenty-Six Thousand Eight Hundred and Fifty-Nine Dollars (\$10,226,859) in the manner set forth immediately below and according to the Pricing Schedule attached to this Contract as Exhibit B. If Contractor is able to complete implementation of all County departments (DPW, CEO, ISD and Parks) and achieve Final Acceptance within one year instead of the permitted two years, the Maximum Contract Sum shall be increased by \$437,235 as set forth in Exhibit B (Pricing Schedule) to allow County to have an additional year of full subscription use. The Parties shall work cooperatively together to achieve timely implementation of all County departments and Final Acceptance as soon as possible. County does not guarantee any work or services of any specific monetary amount under this Contract.

Contractor shall invoice County consistent with Exhibit B and upon the completion of tasks, subtasks, deliverables, and other additional services specified in this Contract, Scope of Services, and any change orders, as applicable, and which have been approved in writing by the County.

- a. Payments for the work accomplished shall be made upon verification and Acceptance of such work by Director and Subscription Fees shall be paid as stated in the attached Exhibit B (Pricing Schedule), up to a Maximum Contract Sum of Ten Million Two Hundred Twenty-Six Thousand Eight Hundred and Fifty-Nine Dollars (\$10,226,859). Invoices shall be accompanied by an analysis of work completed for the invoice period. This analysis shall be prepared in a format satisfactory to Director.
- b. Subject to the maximum not-to-exceed Pool Dollar amount of Nine Hundred Twenty Nine Thousand Seven Hundred and Fourteen Dollars (\$929,714), supplemental Professional Services or Optional Work may be required at County's discretion, upon prior written authorization by Director, and will be based on Contractor's Hourly Rates attached to this Contract as Exhibit B (Pricing Schedule). If the County elects to

proceed with supplemental Professional Services or Optional Work, such work and corresponding cost shall be authorized pursuant to an amendment as set forth in Section 49 (Supplemental/Amendment).

- c. Contractor shall not proceed with Professional Services or Optional Work not set forth in the Scope of Services or perform services outside the Contract Term without an amendment to this Contract as set forth in Section 49 (Supplemental/Amendment). Contractor will not be paid for any expenditure beyond the Contract amount stipulated without an amendment to this Contract.
- d. Contractor shall provide access to the System to County contractors and subcontractors at no additional cost.
- e. No Payment for Services Provided Following Expiration/Termination of Contract: Contractor shall have no claim against County for payment for any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Contract. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Contract.
- f. If requested by the Contractor, the Optional Work Hours identified in the Pricing Schedule may, at the sole discretion of the County, be increased at the time of Contract renewal, if exercised by the County, based on the most recently published percentage change in the U.S. Department of Labor, Bureau of Labor Statistics' Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim Area for the 12-month period preceding the contract renewal date, which shall be the effective date for any Cost of Living Adjustment (COLA). However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Officer as of each July 1 for the prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries, no COLA will be granted to Contractor. Upon approval of a COLA, a notification will be sent to the Contractor.
- g. Contractor will notify County when Contract amount has been incurred up to 75% of the Contract total.
- h. County shall retain from each implementation Deliverable payment, ten percent (10%) of the payment ("Withhold(s)") as part security for the fulfillment of the Contract by the Consultant to achieve Final Acceptance of the PMCS System. The Withholds will be payable to the Consultant following Final Acceptance, subject to any adjustment for

any amounts arising under this Contract owed to County by Contractor.

- i. Subscription Fees as set forth in Exhibit B (Pricing Schedule) will be paid by the County following Provisional Acceptance of the System after Phase 1, and following Final Acceptance of the System has occurred in Phase 2. Public Works and CEO will be able to use the System fully for Production Use before Final Acceptance, once Provisional Acceptance of the System has occurred at the completion of Phase 1, for the Subscription Fee amount set forth in Exhibit B (Pricing Schedule). The Subscription Fee amounts are firm and fixed during the term of this Contract, as set forth in Exhibit B (Pricing Schedule). County will also use Contractor's Order Form to confirm its purchase of each year of Subscription Fees, so long as such Order Form does not add additional terms and conditions to this Contract.
- j. In the event of early termination of this Contract for Contractor's breach, Contractor shall reimburse County the pro-rata monthly cost of Subscription Fees that remain unused for that year.

#### 4. Equipment and Supplies

Contractor agrees to furnish all necessary equipment and supplies used in the performance of the aforementioned Services at Contractor's sole cost and expense.

#### 5. County's Responsibility

County will make available drawings, specifications, and other records as available in County's file. Notwithstanding the foregoing, County does not represent the accuracy of the content of said materials.

#### 6. County's Representative

Director or Director's authorized representative, shall represent County in all matters pertaining to the services to be rendered pursuant to this Contract.

#### 7. Term

- a. The term of this Contract shall begin on the Effective Date and shall continue for five (5) years. At the sole discretion of the County, this Contract may be extended for five (5) additional one-year options not to exceed a total contract period of ten (10) years. No work will proceed until a Notice to Proceed is issued by the County.
- b. The Contractor shall notify Public Works when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event,



the Contractor shall send written notification to Public Works at the address herein provided in Section 40 (Notices).

- c. If the County authorizes the Contractor in writing to perform services on a given project prior to the stated expiration date, but thereafter such services are not completed by the stated expiration date, then the expiration of the Contract shall be automatically extended solely to allow for the completion of such services.
- d. Successful PMCS Implementation shall be completed for Phase 1 in twelve (12) months or less for Public Works and CEO from the date the Notice to Proceed is issued, and successful PMCS Implementation for Phase 2 for all remaining County Departments (Los Angeles County Internal Services Department and Los Angeles County Department of Parks and Recreation) and Final Acceptance of the System in twelve (12) months or less from the date of the second Notice to Proceed.

8. Assignment and Delegation/Mergers or Acquisitions

- a. The Consultant shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Consultant is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers.
- b. The Consultant shall not assign, exchange, transfer, or delegate its rights or duties under this Contract, whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment, delegation, or otherwise transfer of its rights or duties, without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written Amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which the Consultant may have against the County.
- c. Any assumption, assignment, delegation, or takeover of any of the Consultant's duties, responsibilities, obligations, or performance of same by any person or entity other than the Consultant, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Consultant as it could pursue in the event of default by Consultant.

9. Authorization Warranty

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

10. Budget Reductions

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

11. Compliance with Applicable Law

- a. In the performance of this Contract, Contractor shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, and all provisions required thereby to be included in this Contract are hereby incorporated herein by reference.
- b. Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all third-party claims, demands, damages, liabilities, losses, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subconsultants, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its reasonable judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Section shall be conducted by Contractor and performed by counsel selected by Contractor in consultation with County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole and reasonable judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

12. Compliance with Civil Rights Laws

The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract. The Contractor shall comply with Contractor's EEO Certification.

13. Compliance with Jury Service Program

This Contract is subject to provisions of the County's ordinance entitled Contractor Employee Jury Service (Jury Service Program) as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, incorporated by reference and made a part of this Contract.

- a. Unless Contractor, also referred herein as Contractor, has demonstrated to the County's satisfaction either that Contractor is not a Contractor as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.
- b. For purposes of this Section, Contractor means a person, partnership, corporation or other entity which has a Contract with the County or a subcontractor with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County Contracts or subcontracts.

Employee means any California resident who is a full-time employee of Contractor. Full-time means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract Contract and a copy of the Jury Service Program shall be attached to the Contract.

- c. If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its exception status from the Jury Service Program, and Contractor shall

immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of Contractor or if Contractor no longer qualifies for an exception to the Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that Contractor demonstrate to the County's satisfaction that Contractor either continues to remain outside the Jury Service Program's definition of Contractor and/or that Contractor continues to qualify for an exception to the Program.

- d. Contractor's violation of this Section of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contractor and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

#### 14. Confidentiality

Contractor shall maintain the confidentiality of all records and information, County Data, proprietary information, software codes, trade secrets, confidential information, etc., whether of County or third parties, in accordance with all applicable Federal, State, and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all third-party claims, demands, damages, liabilities, losses, costs and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subconsultants, to comply with this Section, as determined by County in its reasonable judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Section shall be conducted by Contractor and performed by counsel selected by Contractor in consultation with County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole and reasonable judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

Contractor shall inform all of its officers, employees, agents, and subconsultants providing services hereunder of the confidentiality provisions of this Contract.

Contractor shall also have its employees performing Implementation services directly for the County sign and adhere to the provisions of the "Contractor Employee

Acknowledgement and Confidentiality Agreement," Exhibit F. Contractor shall cause each non-employee performing Implementation services covered by this Contract to sign and adhere to the provisions of the "Contractor Non-Employee Acknowledgment Confidentiality and Copyright Assignment Agreement," Exhibit G.

15. Conflict of Interest

No County employee in a position to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by Contractor herein, or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this Section shall be a material breach of this Contract.

16. Consideration of Hiring County Employees Targeted for Layoff/or Re-Employment List

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

17. Consideration of Hiring GAIN/GROW Program Participants

Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates that are deemed qualified in the Contractor's sole discretion. The County will refer GAIN/GROW participants by job category to the Contractor. Contractor shall report all job openings with job requirements to: [GAINGROW@dpss.lacounty.gov](mailto:GAINGROW@dpss.lacounty.gov) to obtain a list of qualified GAIN/GROW job candidates.

In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

18. Contractor Employee Criminal Background Investigation

- a. Each of Consultants and subcontractor's staff performing services under this Contract, who is in a designated sensitive position, as determined by County in County's sole discretion, shall undergo and pass a background investigation to the satisfaction of County as a condition of beginning and continuing to perform services under this Contract. Such background investigation must be obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review, which may include, but shall not be limited to, criminal conviction information. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of Contractor's staff passes or fails the background investigation.
- b. If a member of Contractor's or subcontractor's staff does not pass the background investigation, County may request that the member of Contractor's or subcontractor's staff be removed immediately from performing services under the Contract. Contractor shall comply with County's request at any time during the term of the Contract. County will not provide to Contractor/subcontractor or to Contractor's/subcontractor's staff any information obtained through the County's background investigation.
- c. County, in its sole discretion, may immediately deny or terminate facility access to any member of Contractor's or subcontractor's staff that does not pass such investigation to the satisfaction of the County or whose background or conduct is incompatible with County facility access.
- d. Disqualification of any member of Contractor's or subcontractor's staff pursuant to this Section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

19. Contractor Responsibility and Debarment

- a. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is the County's policy to conduct business only with responsible Contractors. Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the Contract. It is the County's policy to conduct business only with responsible Contractors.
- b. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other Contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract,

debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County Contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

- c. The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a Contract with the County or a nonprofit corporation created by the County; (2) committed an act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a Contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.
- d. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- e. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- f. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.
- g. If the Contractor has been debarred for a period longer than five years, that Contractor may, after the debarment has been in effect for at least five years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following:

elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the

County.

- h. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

- i. These terms shall also apply to subcontractors of County Contractors.

20. Contractor's Acknowledgement of County's Commitment to the Safely Surrendered Baby Law and Notice to Employees Regarding the Safely Surrendered Baby Law

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Consultants to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subconsultants, if any, to post this poster in a prominent position in the Subconsultant's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at [www.babysafela.org](http://www.babysafela.org).

The Contractor shall notify and provide to its employees, and shall require each Subconsultant to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at [www.babysafela.org](http://www.babysafela.org) for printing purposes.

21. Contractor's Warranty of Adherence to County's Child Support Compliance Program

Contractor acknowledges that County has established a goal of ensuring that all individuals who benefit financially from County through Contract are in compliance with their court-ordered child, family, and spousal support obligations in order to mitigate the



economic burden otherwise imposed upon County and its taxpayers.

As required by County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Contractor's duty under this Contract to comply with all applicable provisions of law, Contractor warrants that it is now in compliance and shall during the term of this Contract maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

Failure of Contractor to maintain compliance with these requirements shall constitute a default by Contractor under this Contract.

22. County's Quality Assurance Plan

County, or its agent, will evaluate Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing Contractor's compliance with all Contract terms and performance standards. Contractor deficiencies which County determines are severe or continuing, and that may place performance of the Contract in jeopardy if not corrected, will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this Contract or impose other penalties as specified in this Contract.

23. County Rights

The County may employ, either during or after performance of this Contract, any right of recovery the County may have against the Contractor by any means it deems appropriate including, but not limited to any rights provided for in this Contract or in an action at law, in equity, or counterclaim. The rights and remedies of the County under this Contract are in addition to any right or remedy provided by California law.

24. Damage to County Facilities, Buildings Grounds

- a. When applicable, the Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- b. If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County, as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

25. Employment Eligibility Verification

Contractor warrants that it fully complies with all Federal statutes and regulations regarding employment of aliens and others, and that all its employees performing services hereunder meet the citizenship or alien status requirements contained in Federal statutes and regulations. Contractor shall obtain, from all covered employees performing services hereunder, all verifications and other documentation of employment eligibility status required by Federal statutes and regulations as they currently exist and as they may be hereafter amended. Contractor shall retain such documentation for all covered employees for the period prescribed by law. Contractor shall indemnify, defend, and hold harmless County, its officers, and employees from employer sanctions and any other liability which may be assessed against Contractor or County in connection with any alleged violation of Federal statutes or regulations pertaining to the eligibility for employment of persons performing services under this Contract.

26. Facsimile/Electronic Representations

The County and the Contractor hereby agree to regard facsimile/electronic representations of original signatures of authorized officers of each party, when appearing in appropriate places on the amendments prepared, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to amendments to this Contract, such that the parties need not follow up facsimile/electronic transmissions of such documents with subsequent (non-facsimile/electronic) transmission of "original" versions of such documents.

27. Fair Labor Standards

Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and shall indemnify, defend, and hold harmless County, its agents, officers, and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the Federal Fair Labor Standards Act for services performed by Contractor's employees for which County may be found jointly or solely liable.

28. Force Majeure

- a. Neither party shall be liable for such party's failure to perform its obligations under and in accordance with this Contract, if such failure arises out of fires, floods, epidemics, quarantine restrictions, other natural occurrences, strikes, lockouts (other than a lockout by such party or any of such party's subconsultants), freight embargoes, or other similar events to those described above, but in every such case the failure to perform must be totally beyond the control and without any fault or negligence of such party (such events are referred to in this Section as "force

majeure events").

- b. Notwithstanding the foregoing, a default by a subconsultant of Contractor shall not constitute a force majeure event, unless such default arises out of causes beyond the control of both Contractor and such subconsultant, and without any fault or negligence of either of them. In such case, Contractor shall not be liable for failure to perform, unless the goods or services to be furnished by the subconsultant were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this sub-section, the term "subconsultant" and "subconsultants" mean subconsultants at any tier.
- c. In the event Contractor's failure to perform arises out of a force majeure event, Contractor agrees to use commercially reasonable best efforts to obtain goods or services from other sources, if applicable, and to otherwise mitigate the damages and reduce the delay caused by such force majeure event.

## 29. Governing Law, Jurisdiction, and Venue

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

## 30. Independent Contractor Status

This Contract is by and between County of Los Angeles and Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between County and Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

The Contractor shall be solely liable and responsible for providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor. Contractor understands and agrees that all persons furnishing services to County pursuant to this Contract are, for purposes of Workers' Compensation liability, employees solely of Contractor and not of County.

Contractor shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any person for injuries arising from, or connected with, services performed on behalf of Contractor pursuant to this Contract.

### 31. Indemnification and Insurance

Exhibit D, the Indemnification and Insurance Provisions are incorporated into this Contract. It is currently attached as Attachment 3 (Indemnification and Insurance Provision) to the RFP.

### 32. Liquidated Damages

- a. If, in the judgment of the Director, or his/her designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided herein, may after notice and a thirty (30) day period to cure unless the parties mutually agree upon a longer time frame to cure such non-compliance, withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or his/her designee, in a written notice describing the reasons for said action.
- b. If the Director or his/her designee, determines that there are deficiencies in the performance of this Contract, including timely performance of Deliverables, that the Director, or his/her designee, deems are correctable by the Contractor over a certain time span, the Director, or his/her designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within the thirty (30) day cure period (or longer if the parties mutually agree), the Director, or his/her designee, may on the first day following the expiration of the cure period: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the monthly contract sum; or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that, except for delays relating to achieving successful implementation of the System for Public Works, under the current circumstances a reasonable estimate of such damages is Five Hundred Dollars (\$500) per day per infraction, and that the Contractor shall be liable to the County for liquidated damages in said amount. Notwithstanding the foregoing, in no event shall the cumulative total amount of liquidated damages under this Section 32 (Liquidated Damages) exceed One Hundred Forty Six Thousand, Five Hundred and Thirty Eight (\$146,538). Said amounts shall be deducted from the County's payment to the Contractor and shall be returned to the Contractor if the Contractor achieves Final Acceptance within two (2) years from the first Notice to Proceed.
- c. The action noted in this Section shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this

Contract.

- d. This Section shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in Section b above, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

33. Most Favored Public Entity

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services in the same exact quantity and delivery conditions to the State of California or any California county, municipality, or district of the State at prices below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

34. Nondiscrimination and Affirmative Action

- a. The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.
- b. The Contractor shall certify to, and comply with, the provisions of Contractor's EEO Certification.
- c. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- d. The Contractor certifies and agrees that it will deal with its subconsultants, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.
- e. The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project,

program, or activity supported by this Contract.

- f. The Contractor shall provide County representatives summary reports of the Contractor's employment records to verify compliance with the provisions of this Section when so requested by the County.
- g. If the County finds that any provisions of this Section have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State anti-discrimination laws or regulations shall constitute a finding by the County that the Contractor has violated the anti-discrimination provisions of this Contract.
- h. The parties agree that in the event the Contractor violates any of the anti-discrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

35. Non Exclusivity

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict Department from acquiring similar, equal or like goods and/or services from other entities or sources.

36. Notice of Delays

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

37. Notice of Disputes

The Contractor shall bring to the attention of the County's Project Manager and/or County's Project Director any dispute between the County and the Contractor regarding the performance of services as stated in this Contract. If the County's Project Manager or County's Project Director is not able to resolve the dispute with Contractor's Project Director, the Director of Public Works, or his/her designee shall resolve it.

38. Notice to Employees Regarding the Federal Earned Income Credit

Contractor shall notify its employees, and shall require each subconsultant to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws. Such notice shall be provided in accordance with the requirement set forth in Internal Revenue Service Notice 1015.

39. Contractor CARD Track/Monitoring Database

The County maintains databases that track/monitor contractor performance history. Information entered into such databases may be used for a variety of purposes, including determining whether the County will exercise a contract term extension option.

40. Notices

Any notice required or desired to be given pursuant to this Contract shall be given in writing and addressed as follows:

COUNTY

Public Works  
Business Relations & Contracts Division  
Ms. Erayna Chang  
900 South Fremont Avenue, 8th Floor  
Alhambra, CA 91803  
(626) 300-2325

CONTRACTOR

Procore Technologies, Inc.  
Attn: General Counsel  
6309 Carpenteria Ave,  
Carpenteria, CA 93013  
[legalnotice@procore.com](mailto:legalnotice@procore.com)

The address for notice may be changed by giving notice pursuant to this Section.

41. Ownership of Contractor Materials and County Data

- a. Except for Background Intellectual Property, Licensed Software, and other preexisting materials created before the Effective Date of this Contract, Contractor and County agree that all materials, including but not limited to, designs, specifications, techniques, plans, reports, deliverables, data, photographs, diagrams, maps, images, graphics, text, videos, advertising, software, source codes, website plans and designs, interactive media, drafts, working papers, outlines, sketches, summaries, edited and/or unedited versions of Deliverables, and any other materials or information developed under this Contract and any and all Intellectual Property rights to these materials, including any copyrights, trademarks, service marks, trade secrets, trade names, unpatented inventions, patent applications, patents, designrights, domain name rights, know-how, and any other proprietary rights and derivatives thereof, are and/or shall be the sole property of Contractor, provided(hereaftercollectively,

"Contractor Materials") that County shall obtain a worldwide, royalty-free, non-transferable license to use all such Contractor Materials utilized in the provision of the services, and County shall retain ownership of all tangible and electronic versions of the Deliverables for its internal business purposes. Further, all data and content entered into the System for County or by County, and any output of the data in any System reports, spreadsheets or in any other electronic or tangible format and any other County data (collectively, "County Data"), shall be the sole and exclusive property of the County. Contractor hereby assigns and transfers to County all Contractor's right, title and interest in and to all such County Data and any derivative works developed under this Contract.

Notwithstanding such County ownership in the County Data, Contractor may retain possession of working papers and materials prepared by Contractor under this Contract. During and for a minimum of five years subsequent to the term of this Contract, County shall have the right to inspect any and all such working papers and materials, make copies thereof and use the working papers and materials and the information contained therein.

- b. Contractor shall execute all documents requested by County and shall perform all other acts requested by County to assign and transfer to, and vest in County, all Contractor's right, title and interest in and to the County Data.
- c. Contractor represents and warrants that the Contractor Materials prepared herein under this Contract, are the original work of Contractor and do not infringe upon any Intellectual Property or proprietary rights of third parties. For those portions of the Contractor Materials that are not the original work of Contractor, Contractor represents and warrants that it has secured all appropriate licenses, rights, and/or permission from appropriate third parties to include such materials in the Contractor Materials.
- d. County shall also have the sole right to control the preparation, modification, and revisions to, all acknowledgment and/or attribution language for all County Data resulting from this Contract. County will however, honor requests by Contractor seeking removal of all acknowledgment and/or attribution language relating to the Contractor, should Contractor no longer wish to receive attribution for its work on the County Data.
- e. If directed to do so by County, Contractor will place the County name and County logo on Contractor Materials developed under this Contract pursuant to a Statement of Work. Contractor may not, however, use the County name and County logo on any other materials prepared or developed by Contractor that falls outside the scope of this Contract.



#### 42. Prohibition Against Inducement or Persuasion

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

#### 43. Prohibition from Participation in Future Solicitation(s)

Neither Contractor nor any subsidiary of or subcontractor to Contractor shall participate in any way in any future solicitation conducted by County that includes or is based upon any solicitation document that is developed as a result of the services rendered by Contractor under this Contract. As this prohibition applies to subcontractors of the Contractor, Contractor shall notify any subcontractors providing services under this Contract of this prohibition before they commence work under this Contract. Any response to a solicitation submitted by Contractor or by any subsidiary of or subcontractor to Contractor in violation of this provision shall be rejected by County. This provision shall survive the expiration or other termination of this Contract.

#### 44. Public Records Act

- a. Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to Record Retention and Inspection/Audit Settlement Section of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.
- b. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

#### 45. Publicity

- a. The Contractor shall not disclose any details in connection with this Contract to any

person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor's need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- (1) The Contractor shall develop all publicity material in a professional manner; and
- (2) During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County's Project Director. The County shall not unreasonably withhold written consent.

- b. The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this Section shall apply.

#### 46. Record Retention and Inspection/Audit Settlement

The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract. The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time.

- a. In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise specifically regarding this Contract, then the Contractor shall file a copy of such audit report with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).
- b. Failure on the part of the Contractor to comply with any of the provisions of this Section shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.
- c. If, at any time during the term of this Contract or within five (5) years after the

expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

47. Recycled Bond Paper

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

48. Subcontracting

- a. The requirements of this Contract may not be subcontracted by the Contractor without the advance approval of the County. Subcontractors listed in the Contractor's Proposals are approved by County, unless otherwise indicated by County. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.
- b. If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request.
  - A description of the work to be performed by the Subcontractor;
  - A draft copy of the proposed subcontract; and
  - Other pertinent information and/or certifications requested by the County.
- c. The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every Subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.
- d. The County does not have contractual privity with the Subcontractor. The Contractor shall remain fully responsible for all performances required of it under this Contract, including those that the Contractor has determined to subcontract. Contractor shall remain fully responsible for services rendered by any Subcontractor pursuant to a subcontract between the Contractor and Subcontractor.

- e. The Contractor shall be solely liable and responsible for all payments or other compensation to all Subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- f. The Contractor shall obtain certificates of insurance, which establish that the Subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor shall ensure delivery of all such documents to:

Public Works  
Business Relations & Contracts Division  
Attn: Erayna Chang  
900 South Fremont Avenue, 8th Floor  
Alhambra, CA 91803  
(626) 300-2325

before any Subcontractor employee may perform any work hereunder.

49. Supplemental/Amendment

- a. For any change which affects the Scope of Services, Term, Contract Sum, payments, or any term or condition included under this Contract, a Supplement or an Amendment shall be prepared and executed by the Contractor and by Director.
- b. The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, a Supplement or an Amendment to the Contract shall be prepared and executed by the Contractor and by the Director.
- c. The County, at its sole discretion, may authorize extensions of time as defined in Section 7 (Term). The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, a Notice to the Contractor will be prepared by County unless the term extension is applied automatically in accordance with Section 7.c.

50. Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program

Failure of the Contractor to maintain compliance with the requirements set forth in Contractor's Warranty of Adherence to County's Child Support Compliance Program

Section, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.51.

51. Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Property Tax Reduction Program.

Failure of Contractor to maintain compliance with the requirements set forth in "Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

52. Termination for Convenience

- a. This Contract may be terminated for convenience only following Final Acceptance, in whole or in part, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than three (3) days after the notice is sent.
- b. After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall 1) stop work under this Contract on the date and to the extent specified in such notice, and 2) complete performance of such part of the work as shall not have been terminated by such notice.
- c. All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with Record Retention and Inspection/Audit Settlement Section.
- d. County shall not incur any liability to Contractor, other than payment for work already performed, up to the date of termination and Contractor will be permitted to retain any unused Subscription Fees already paid for that year.

53. Termination for Default

- a. The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of County's Project Director:
- Contractor has materially breached this Contract; or
  - Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.
- b. In the event that the County terminates this Contract in whole or in part as provided in this Section, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this sub- Section.
- c. Except with respect to defaults of any Subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in above sub-Section if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a Subcontractor, and if such default arises out of causes beyond the control of both the Contractor and Subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the Subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this Section, the term "Subcontractor(s)" means Subcontractor(s) at any tier.
- d. If, after the County has given notice of termination under the provisions of this Section, it is determined by the County that the Contractor was not in default under the provisions of this Section, or that the default was excusable under the provisions of Section, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to Termination for Convenience Section.
- e. The rights and remedies of the County provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

54. Termination for Improper Consideration

County may, by written notice to Contractor, immediately terminate the right of Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing the Contract or securing favorable treatment with respect to the award, amendment, or extension of the Contract or the making of any determinations with respect to Contractor's performance pursuant to the Contract. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

55. Termination for Insolvency

- a. The County may terminate this Contract forthwith in the event of the occurrence of any of the following: 1) Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code; 2) The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code; 3) The appointment of a Receiver or Trustee for the Contractor; or 4) The execution by the Contractor of a general assignment for the benefit of creditors.
- b. The rights and remedies of the County provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

56. Termination for Non-Adherence of County Lobbyist Ordinance

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract,

upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

57. Termination For Non-Appropriation of Funds

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non- allocation of funds at the earliest possible date.

58. Effect of Termination

In the event County terminates this Contract in whole or in part as provided hereunder or upon the expiration of the Contract, as applicable, then, unless otherwise specified by County in writing:

- a. Contractor shall continue the performance of this Contract to the extent not terminated.
- b. Contractor shall cease provision of all Services being terminated on the date and to the extent specified in such notice and provide to County all completed work and work in progress, in a media reasonably requested by County, if applicable.
- c. County will pay to Contractor all sums due and payable to Contractor for work properly provided through the effective date of such expiration or termination (prorated as appropriate).
- d. Contractor shall return to County all monies paid by County, yet unearned by Contractor, if applicable. However, for a termination for convenience, Contractor will be permitted to retain Subscription Fees already paid that remain unused for that year.
- e. In the case of expiration or termination of the Contract as a whole, (a) any portion of the work that has not been completed shall be deemed terminated in accordance with this Section 58 (Effect of Termination) as of the effective date of such termination, and (b) the term of Maintenance Services and Support Services shall be deemed terminated.
- f. Contractor shall (a) promptly return to County any and all of the County's Confidential Information that relates to the portion of the Contract or work terminated by County, including all County Data, in a media reasonably requested by County, and (b) destroy all such Confidential Information, County materials and



other County Data as required in and in accordance with the requirements of this Contract;

Expiration or termination of this Contract for any reason will not release either Party from any liabilities or obligations set forth in this Contract which (i) the Parties have expressly agreed in writing will survive any such expiration or termination, or (ii) remain to be performed or by their nature would be intended to be applicable following any such expiration or termination.

Contractor understands and agrees that County has obligations that it cannot satisfy without use of the System provided to County hereunder or an equivalent system or solution, and that a failure to satisfy such obligations could result in irreparable damage to County and the entities it serves. Therefore, Contractor agrees that in the event of any expiration or termination of this Contract, Contractor shall fully cooperate with County in the transition of County to a new system, toward the end that there be no interruption of County's day to day operations due to the unavailability of the System during such transition, as provided in Attachment 2 (Additional IT Provisions).

59. Time Off for Voting

The Contractor shall notify its employees and shall require each subconsultant to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than 10 days before every statewide election, every Contractor and subconsultants shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Section 14000.

60. Warranty of Compliance with County's Defaulted Property Tax Reduction Program

Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles County Code Chapter. 2.206.

61. Validity

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

62. Waiver

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

63. Warranty Against Contingent Fees

- a. The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.
- b. For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

64. Local Small Business Enterprise (SBE) Preference Program

- a. This Contract is subject to the provisions of the County's ordinance entitled Local Small Business Enterprise Preference Program, as codified in Chapter 2.204 of the Los Angeles County Code.
- b. The Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Local Small Business Enterprise.
- c. The Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Local Small Business Enterprise.
- d. If the Contractor has obtained certification as a Local Small Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
  1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
  2. In addition to the amount described in subdivision (1), be assessed

a penalty in an amount of not more than 10 percent of the amount of the contract; and

3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the state and Internal Services Department of this information prior to responding to a solicitation or accepting a contract award.

#### 65. Disabled Veteran Business Enterprise Preference Program

- a. This Contract is subject to the provisions of the County's ordinance entitled Disabled Veteran Business Enterprise Preference Program, as codified in Chapter 2.211 of the Los Angeles County Code.
- b. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Disabled Veteran Business Enterprise.
- c. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Disabled Veteran Business Enterprise.
- d. If Contractor has obtained certification as a Disabled Veteran Business Enterprise by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
  1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
  2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent of the amount of the contract; and
  3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor

Debarment).

The above penalties shall also apply to any business that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the state and ISD of this information prior to responding to a solicitation or accepting a contract award.

66. Social Enterprise (SE) Preference Program

- a. This Contract is subject to the provisions of the County's ordinance entitles Social Enterprise (SE) Preference Program, as codified in Chapter 2.205 of the Los Angeles County Code.
- b. Contractor shall not knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining or attempting to obtain or retain certification as a Social Enterprise (SE) vendor.
- c. Contractor shall not willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the certification or denial of certification of any entity as a Social Enterprise (SE) vendor.
- d. If Contractor has obtained County certification as a Social Enterprise (SE) vendor by reason of having furnished incorrect supporting information or by reason of having withheld information, and which knew, or should have known, the information furnished was incorrect or the information withheld was relevant to its request for certification, and which by reason of such certification has been awarded this contract to which it would not otherwise have been entitled, shall:
  1. Pay to the County any difference between the contract amount and what the County's costs would have been if the contract had been properly awarded;
  2. In addition to the amount described in subdivision (1), be assessed a penalty in an amount of not more than 10 percent (10%) of the amount of the contract; and
  3. Be subject to the provisions of Chapter 2.202 of the Los Angeles County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).

The above penalties shall also apply to any entity that has previously obtained proper certification, however, as a result of a change in their status would no longer be eligible for certification and fails to notify the certifying department of this information prior to responding to a solicitation or accepting a contract award.

67. Local Small Business Enterprise/Social Enterprise/Disabled Veterans Business Enterprise Utilization:

When requested by the County, the Contractor shall provide to the County via methods specified by the County, such as submission of electronic live (or dynamic) data on invoices for the prime and all subcontractors using County-designated third party software system or to a County approved website, or other means of submitting expenditure information on subconsultants, including but not limited to the following information: the name, business address and telephone number/email address of each subconsultant.

In addition, the Contractor shall be required to provide each of the specified subconsultant's Local Small Business Enterprise (SBE), Disabled Veterans Enterprise (DBVE), and Social Enterprise status (i.e., whether any of the listed subcontractors are Local SBE's) and the proposed monetary amount of the work the subconsultant will perform on each Notice to Proceed. At the time of submittal of each invoice, the consultant shall indicate, via methods specified by the County, the actual dollar amounts paid to each listed subconsultant who performed work on the project. The subconsultant may be requested to confirm receipt of the actual payment to the subconsultant by the prime.

The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure to the Contractor to comply with this Article. The parties will agree that under the current circumstances a reasonable estimate of such damages is specified in this Contractor Services Contract, Section 32, Liquidated Damages, and that the Contractor shall be liable to the County for said amount.

If in the judgment of the Director, or his/her designee, the Contractor is deemed to be in non-compliance with the terms and obligations, the Director or his/her designee, at his/her option, in addition to, or in lieu of, other remedies provided in the Contractor Services Contract, may deduct and withhold liquidated damages from County's final payment to the Contractor.

#### 68. Compliance with County's Zero Tolerance Human Trafficking

Contractor acknowledges that the County has established a Zero Tolerance Human Trafficking Policy prohibiting contractors from engaging in human trafficking.

If a Contractor or member of Contractor's staff is convicted of a human trafficking offense, the County shall require that the Contractor or member of Contractor's staff be removed immediately from performing services under the Contract. County will not be under any obligation to disclose confidential information regarding the offenses other than those required by law.

Disqualification of any member of Contractor's staff pursuant to this section shall not relieve Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

#### 69. Additional Information Technology (IT) Provisions

Exhibit C, Additional IT Provisions, including Exhibit C.1 (Information Security and Privacy Requirements Exhibit) are incorporated into this Contract. It is currently attached as Attachment 2 (Additional Information Technology (IT) Provisions) to the RFP.

70. Compliance with Fair Chance Employment Practices

Contractor shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Contractor's violation of this section of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract.

71. Dispute Resolution Procedure

It is the intent of the Parties that all disputes arising under this Contract be resolved expeditiously, amicably, and at the level within each Party's organization that is most knowledgeable about the disputed issue. The Parties understand and agree that the procedures outlined in this Section 71 (Dispute Resolution Procedure) are not intended to supplant the routine handling of inquiries and complaints through informal contact with their respective managers. Accordingly, for purposes of the procedures set forth in this Section 71 (Dispute Resolution Procedure), a "Dispute" shall mean any action, dispute, claim, or controversy of any kind, whether in Contract or tort, statutory or common law, legal or equitable, now existing or hereafter arising under or in connection with, or in any way pertaining to this Contract.

Contractor and County agree to act with urgency to mutually resolve any Disputes which may arise with respect to this Contract. Time is of the essence in the resolution of disputes.

Contractor and County agree that, the existence and details of a Dispute notwithstanding, both Parties shall continue without delay their performance hereunder, except for any performance which County determines should be delayed as a result of such Dispute.

Subject to the provisions of Section 3 (Consideration), if Contractor fails to continue without delay its performance hereunder which County, in its sole discretion, determines should not be delayed as a result of such Dispute, then any additional costs which may be incurred by Contractor or County as a result of Contractor's failure to continue to so perform shall be borne by Contractor, and Contractor shall make no claim whatsoever against County for such costs. Contractor shall promptly reimburse County for such County costs, as determined by County, or County may deduct all such additional costs from any amounts due to Contractor from County.

In the event of any Dispute between the Parties with respect to this Contract, Contractor and County shall submit the matter to their respective Project Managers for the purpose of endeavoring to resolve such Dispute.

In the event that the Project Managers are unable to resolve the Dispute within a reasonable time not to exceed ten (10) days from the date of submission of the Dispute to them, then the matter shall be immediately submitted to the Parties' respective Project Directors for further consideration and discussion to attempt to resolve the Dispute.

In the event that the Project Directors are unable to resolve the Dispute within a reasonable time not to exceed ten (10) days from the date of submission of the Dispute to them, then the matter shall be immediately submitted to Contractor's president or equivalent and the Director of Public Works. These persons shall have ten (10) days to attempt to resolve the Dispute.

In the event that at these levels, there is not a resolution of the Dispute acceptable to both Parties, then each Party may assert its other rights and remedies provided under this Contract and its rights and remedies as provided by law.

All Disputes utilizing this Dispute Resolution Procedure shall be documented in writing by each Party and shall state the specifics of each alleged Dispute and all actions taken. The Parties shall act in good faith to resolve all Disputes. At all three (3) levels described in this Section 71 (Dispute Resolution Procedure), the efforts to resolve a Dispute shall be undertaken by conference between the Parties' respective representatives, either orally, by face to face meeting or by telephone, or in writing by exchange of correspondence.

Notwithstanding any other provision of this Contract, County's right to terminate this Contract or to seek injunctive relief to enforce the provisions of Section 14 (Confidentiality) shall not be subject to this Dispute Resolution Procedure. The preceding sentence is intended only as a clarification of County's rights and shall not be deemed to impair any claims that County may have against Contractor or County's rights to assert such claims after any such termination or such injunctive relief has been obtained.

Contractor shall bring to the attention of the County's Project Manager or County's Project Director any dispute between the County and the Contractor regarding the performance of Services as stated in this Contract.

## 72. COVID-19 Vaccinations of County Contractor Personnel

1. At Contractor's sole cost, Contractor shall comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4. All employees of Contractor and persons working on its behalf, including but not limited to, Subcontractors of any tier (collectively, "Contractor Personnel"), must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with County employees, interns, volunteers, and commissioners ("County workforce members"), (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract (collectively, "In-Person Services").

2. Contractor Personnel are considered “fully vaccinated” against COVID-19 two (2) weeks or more after they have received (1) the second dose in a 2-dose COVID-19 vaccine series (e.g. Pfizer-BioNTech or Moderna), (2) a single-dose COVID-19 vaccine (e.g. Johnson and Johnson [J&J]/Janssen), or (3) the final dose of any COVID-19 vaccine authorized by the World Health Organization (“WHO”).
3. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel have been fully vaccinated by confirming Contractor Personnel is vaccinated through any of the following documentation: (1) official COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC or WHO Yellow Card), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered (“Vaccination Record Card”); (2) copy (including a photographic copy) of a Vaccination Record Card; (3) Documentation of vaccination from a licensed medical provider; (4) a digital record that includes a quick response (“QR”) code that when scanned by a SMART HealthCard reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code confirms the vaccine record as an official record of the State of California; or (5) documentation of vaccination from Contractors who follow the CDPH vaccination records guidelines and standards. Contractor shall also provide written notice to County before the start of work under this Contract that its Contractor Personnel are in compliance with the requirements of this section. Contractor shall retain such proof of vaccination for the document retention period set forth in this Contract, and must provide such records to the County for audit purposes, when required by County.
4. Contractor shall evaluate any medical or sincerely held religious exemption request of its Contractor Personnel, as required by law. If Contractor has determined that Contractor Personnel is exempt pursuant to a medical or sincerely held religious reason, the Contractor must also maintain records of the Contractor Personnel’s testing results. The Contractor must provide such records to the County for audit purposes, when required by County. The unvaccinated exempt Contractor Personnel must meet the following requirements prior to (1) interacting in person with County workforce members, (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract:
  - a. Test for COVID-19 with either a polymerase chain reaction (PCR) or antigen test has an Emergency Use Authorization (EUA) by the FDA or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur at least weekly, or more frequently as required by County or other applicable law, regulation or order.
  - b. Wear a mask that is consistent with CDC recommendations at all times while on



County controlled or owned property, and while engaging with members of the public and County workforce members.

- c. Engage in proper physical distancing, as determined by the applicable County department that the Contract is with.
- 5. In addition to complying with the requirements of this section, Contractor shall also comply with all other applicable local, departmental, State, and federal laws, regulations and requirements for COVID-19. A completed **Exhibit I** (COVID-19 Vaccination Certification of Compliance) is a required part of any agreement with the County.

### 73. Gratuities

- a. Contractor is advised that it is improper for any County officer, employee, or agent to solicit consideration, in any form, from Contractor with the implication, suggestion, or statement that Contractor's provision of the consideration, or failure to provide consideration, may cause favorable or unfavorable treatment, respectively, for the Contractor relating to the amendment or extension of the Contract or the making of any determinations with respect to Contractor's performance under this Contract. A Contractor shall not offer or give, either directly or through an intermediary, such improper consideration, in any form, to a County officer, employee, or agent for the purpose of securing favorable treatment as described herein.
- b. A Contractor shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.
- c. Among other items, such improper consideration may take the form of cash; discounts; services; and the provision of travel, entertainment, or tangible gifts.
- d. Note that Contractor's failure to adhere to this requirement could subject it to Section 54, Contract to Termination for Improper Consideration section in this Contract.

### 74. Contracting with Current or Former County Employees

Contractor shall comply with the provisions under County Ordinance 2.180. Failure to comply with this Section may be considered a breach of contract.

Notwithstanding any other section of the Los Angeles County Code, the County shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:

- a. Employees of the county or of public agencies for which the board of supervisors is the governing body;
- b. Profit-making firms or businesses in which employees described in subsection 1 above serve as officers, principals, partners or major shareholders;
- c. Persons who, within the immediately preceding 12 months, came within the provisions of subsection 1 above, and who:
  - 1. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - 2. Participated in any way in developing the contract or its service specifications; and
- d. Profit-making firms or businesses in which the former employees, described in subsection 3 above, serve as officers, principals, partners or major shareholders.

#### 75. Termination For Improper Consideration

County may, by written notice to Contractor, immediately terminate the right of Contractor to proceed under this Agreement if it is found that consideration, in any form, was offered or given by Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment, or extension of the Agreement or the making of any determinations with respect to Contractor's performance pursuant to the agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to County manager charged with the supervision of the employee or to County Auditor- Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.

Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

#### 76. Compliance With County Policy Of Equity

The consultant acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE) (<https://ceop.lacounty.gov/>). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors

acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

#### 77. Disallowed Cost

If Proposer's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County.

#### 78. Default Method Of Payment: Direct Deposit Or Electronic Funds Transfer

- a. The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).
- b. The Contractor shall submit a direct deposit authorization request via the website <https://directdeposit.lacounty.gov> with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.
- c. Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.
- d. At any time during the duration of the agreement/contract, a Contractor may submit a written request for an exemption to this requirement. Such request must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

#### 79. Approval Of Contractor's Staff

County has the absolute right to approve or disapprove all of Contractor's staff performing

work hereunder and any proposed changes in the Contractor's staff, including but not limited to, the Contractor's ProjectManager.

80. Limitation of Liability

Except as prohibited by law or for claims arising under section ii (intellectual property indemnification) of exhibit d (indemnification and insurance provisions of the contract), in no event will either party or any of their officers, directors, supervisors, employees, shareholders, agents or representatives, be liable to the other party, for any special, incidental, consequential, indirect, exemplary, or punitive damages or liabilities for any cause whatsoever arising out of or relating to this agreement, whether in contract or tort or by way of indemnity or otherwise, regardless of whether the possibility of such damages or liabilities have been communicated to such party and regardless of whether such party has or gains knowledge of the existence of such damages or liabilities. except as prohibited by law or for claims arising under section ii (intellectual property indemnification) of exhibit d (indemnification and insurance provisions of the contract), in no event will either party's liability for any damages to the other, regardless of the form of action, whether based in contract, tort, negligence, strict liability, products liability or otherwise, exceed EIGHT MILLION DOLLARS (\$8,000,000.00). the parties acknowledge that this section shall not be amended in the event of an increase in fees and/or extension of the term following the effective date of the contract.

81. Survival

In addition to any provisions of this Contract which specifically state that they will survive the termination or expiration of this Contract and any rights and obligations under this Contract which by their nature should survive, the following Sections and their referenced exhibits shall survive any termination or expiration of this Contract:

Section 3	(Consideration)
Section 11	(Compliance with Applicable Laws, Rules, and Regulations)
Section 14	(Confidentiality)
Section 29	(Governing Law, Jurisdiction, and Venue)
Section 31	(Indemnification and Insurance)
Section 41	(Ownership of Contractor Materials & County Data)
Section 61	(Validity)
Section 62	(Waiver)
Section 71	(Dispute Resolution Procedure)
Section 46	(Record Retention and Inspection/Audit Settlement)
Section 80	(Limitation of Liability)
Section 81	(Survival)
Exhibit C	(Additional IT Provisions)
Exhibit D	(Indemnification and Insurance Provisions)

82. Entire Contract

This Contract constitutes the entire Contract between County and Contractor and maybe modified only by further written Contract between the parties hereto.

IN WITNESS WHEREOF, the County has, by order of its Board of Supervisors, caused these presents to be subscribed by the Director of Public Works, and the Contractor has hereunto subscribed its corporate name and affixed its corporate seal by its duly authorized officers the day, month, and year herein first above written.

COUNTY OF LOS ANGELES

PROCORE TECHNOLOGIES, INC.

By \_\_\_\_\_  
Deputy Director  
Department of Public Works

By \_\_\_\_\_

\_\_\_\_\_  
Type/Print Name

By \_\_\_\_\_

\_\_\_\_\_  
Type/Print Name

APPROVED AS TO FORM:

DAWYN R. HARRISON  
Acting County Counsel

By \_\_\_\_\_  
Principal Deputy County Counsel

\_\_\_\_\_  
Type/Print Name

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_  
(insert name and title of the officer)

personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

**PROGRAM MANAGEMENT CONTROL SYSTEM (PMCS)**

**EXHIBIT A**

**SCOPE OF SERVICES (SOS)**



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## **EXHIBITS**

- A.1 - PMCS Functional Requirements (see Form 19, System Requirements)
- A.2 - PMCS Technical Requirements (see Form 19, System Requirements)
  - A.2.1 PMCS Trusted System Requirements (see Form 19, System Requirements)
- A.3 - Sample Reports
- A.4 - Specific Processes
- A.5 - Contract Discrepancy Report
- A.6 - Acceptance Certificate

## 1. **INTRODUCTION**

### 1.1 **Background**

The County of Los Angeles (County) invests more than \$1 billion annually on the construction, renovation, modernization, alterations, improvements and deferred maintenance on more than 600 active capital projects; including roads, water supply, storm water, and sewer systems; and for more than 4,000 County buildings. These Projects are executed under the direction of a variety of County Departments and County-associated organizations and are the basis for the County Capital Improvement Program (CIP) and Deferred Maintenance Program (DMP). County-associated organizations are independent entities or agencies overseen by, and operating under, County authority. The County manages this work as Projects and Programs with teams comprised of in-house professional staff, facility user group experts, and as-needed consultants.

To assist in managing this work, the County has used numerous systems to track project information and project costs over the years. These systems have been County-developed applications and databases, customizations of off-the-shelf software, or systems provided by County vendors and contractors. Currently, the County systems are siloed by Department and operating groups (Divisions). These systems use numerous databases and integrations. As examples, for Public Works the Construction Division uses a single-platform, internally developed CMD (Construction Management Database) and Project Management Divisions I and II and Business Relations and Contracts Division use a multi-platform, internally developed Project Control System (PCS). The PCS was developed over the last 20 years and uses many SQL databases and tables, internally developed database applications, third-party software packages, and reporting software to aggregate and report project data.

Based on the County's experience with these various systems, and with the County's large, continual CIP & DMP Programs, a County-Wide Program Management Control System (PMCS) is needed to meet the following objectives below, as well as, to provide a new platform that is user friendly (with a minimal learning curve), intuitive in key stroke implementation and easy to use from any stakeholder (bottom up to top down):

- Facilitate improved collaboration, coordination and control on County Projects.
- Provide a centralized and standardized project management database and document management system that meets the requirements of a Trusted System, using consistent County processes, procedures, workflows, and forms that can be used by County Project participants for Program Management, Project Management, and Construction Management, while reducing the need for paper/hard copies of documents.

- Reduce/eliminate duplication of work and streamline labor-intensive management and reporting processes (both internal and external).
- Integrate the best management practices and business processes applicable to County Programs and construction Projects.
- Provide comprehensive reports that are generated from data collected from County construction Projects.
- Streamline and standardize data collection, processing, and reporting to ensure there is uniform reporting on County construction Projects managed by various County Departments and County-associated organizations.
- Provide web-based access to Project data, tasks and reports.
- Provide mobile device access to Project data, tasks and reports.
- Provide transparency of County resource utilization and availability.
- Provide a user-friendly, clear, and intuitive interface to aid in user adoption, acceptance and use.
- Accommodate and control changes in processes or procedures by County staff without the need for programming/development consultants or additional Contractor services.
- Support the processing, tracking and reporting of financial budgets, commitments, transactions and invoices.
- Support the processing, tracking, and approval of various project-related forms, and correspondence.
- Enable creating, tracking and reporting of Program and Project tasks, activities, progress, budgets, schedules, contracts, funding sources, reviews and approvals, submittals, Program/Project changes, and other Project information to ensure that they are well documented, timely completed and in a specified manner.
- Provide a platform for collaboration that encourages teamwork and information sharing among Users at the same time.

The characteristics of the Users, Programs and Projects that will use/be a part of PMCS include:

- Users of the system may include County employees, consultants, contractors, and subcontractors.

- Total Users are at the discretion of the County. It is anticipated that during the Implementation Phase, the number of Users will be 100. During the first year after Final Acceptance, the Users will uniformly ramp up from 100 Users to 1,000 Users. All future years are assumed to be 1000 Users. For all cases, the number of typical concurrent Users is anticipated at 70% of the total Users. Users of the System may include County employees, consultants, contractors, and subcontractors. In Exhibit B, Bid Form 3, the total number of Users for price proposal evaluation is 100 the first year, between 100 and 1000 the second year, and 1,000 for the years thereafter (year 6 through year 10). These 1,000 Users are distributed by Department as follows:

Public Works – Public Works – 600

Chief Executive Office - 20

Internal Services – 150

Parks & Recreation – 230

- Total annual in-place construction spend will range from \$750 million to over \$3 billion.
- Programs with Projects will be managed and controlled by various County Departments, divisions, project managers, and County-associated organizations. Primarily these are Public Works, Parks & Recreation, Internal Services, and the Chief Executive Office.
- Programs may include a variety of individual Projects of varying sizes and complexity. Individual Projects within the Program may range in value from \$50 thousand to more than \$1 Billion.
- Multi-year Programs will contain from 2 to 10,000 individual Projects.
- Project types will include, but not be limited to, renovation, remodeling, upgrading, and/or new construction of:
  - Office facilities
  - Medical/hospital facilities
  - Public safety facilities
  - Detention/correctional facilities
  - Sheriff Stations
  - Library facilities
  - Stormwater treatment facilities
  - Flood control facilities
  - Airports
  - Wastewater treatment facilities
  - Community centers
  - Residential facilities
  - Parks
  - Roads
  - Pump stations
  - Telecom facilities
  - Marinas
  - Warehousing facilities
  - Parking structures
  - Other facilities
  - Wetlands
  - Maintenance facilities

Unless otherwise specified as a County obligation, the Contractor shall perform all tasks and subtasks and provide all Deliverables as defined herein. Any capitalized term not otherwise defined herein will have the meaning given to it in the Contract.

## 1.2 Project Scope

To meet the County-wide Program and Project management needs, the County is inviting proposals for the PMCS Project from qualified firms to provide a Contractor-hosted PMCS and Related Services as described in this Scope of Services, for use by various Los Angeles County Departments and County-associated organizations.

The web-based, Contractor-hosted PMCS is to meet the requirements listed in Exhibit A.1 (PMCS Functional Requirements), Exhibit A.2 (PMCS Technical Requirements) and Exhibit A.2.1 (PMCS Trusted System Requirements).

The general Scope of Services for Contractor Related Services includes, but is not limited to, software program development and customization, providing licenses, configuring, implementing, training, supporting and maintaining a PMCS that can assist in the management of the following components:

**Program Management** is the overall planning, implementing, tracking, monitoring, reporting, and directing of County CIP/DMP and other construction-related activities for County facilities, assets, real estate and infrastructure. For Program Management support, PMCS must be able to roll up Project and Program data into reports and dashboards based on real-time CIP and DMP data for any County Department, Division, Section, or Unit or any County-associated organization.

Typical required Program Management activities to be tracked, and associated reports to be generated, may include, but not be limited to:

- |  |                                       |
|--|---------------------------------------|
| • Master Planning                          | • Program/Planning by Dept,           |
| • Board Letters and Schedules              | • Presentations                       |
| • Program Costs by Supervisorial District  | • Cash Flow by Funding Source/Project |
| • Program Costs by Executing Dept./Project | • Cash Flow by Department             |
| • Program Costs by Funding Source          | • Real Estate Asset Status            |
| • Cash Flow by Program                     | • Level 1/Level 2 Schedules           |
|  | • Special Projects                    |

**Project Management** is overseeing the planning, design, and construction of individual County Projects from beginning to end. It includes the preparation of feasibility studies, programming, design, permitting, construction and post-construction, project monitoring, budgeting, and reporting of County Projects, including all Project-related activities, components and subprojects. For Project Management support, PMCS must include the collection and tracking of Project-related data including management of processes and activities, workflows, forms,

modules, dashboards, and reports. The typical required Project Management reports to be generated includes, but is not limited to:

- Total Project Cost Estimate (TPCE) by Category/Cost Element
- TPCE by Subproject, Category and/or Cost Element
- Project Cash Flow
- Risk Registry/Issue Tracking Log
- Board Priority Updates
- Red Flag Reports
- Project Status Reports / Capital Project Reports
- Project Review Board (PRB) Reports
- Project Invoice Logs
- Contract Type
- Contract/Agreement Number
- Level 2/Level 3 Project Schedules
- Design Comments and Resolutions
- RFI/Change Order Tracking
- Submittals Log
- Quarterly Reports

Reports shall follow the format of existing Public Works Project Management Divisions' procedures manual processes, forms, etc. The County currently utilizes Power BI to generate a number of reports.

**Construction Management**, as defined by the County, is the direct management and oversight of contractor and subcontractor crews and tradesmen during construction and closeout of a Project. The goal is to manage, control and deliver the Project on time, within budget, and meet all Project quality expectations and objectives utilizing various Project delivery methods including, but not limited to:

- Job-Order-Contracting (JOC)
- Design-Bid-Build
- Design-Build
- Best-Value Construction
- Best-Value JOC
- Design-Build Stipulated Sum
- Lease-Lease Back
- Public Private Partnerships
- Construction Management at Risk

Typical required Construction Management processes and reports to be generated include, but are not limited to, tracking of:

- Requests for Information (RFI) logs
- Submittal logs
- Potential Change Orders/exposure logs
- Change Orders
- Change Order reasons and lessons learned
- Progress Payment Applications
- Stop Notices
- Inspection
- Progress Payment Withholds
- Proceed Orders/Construction Directives
- Issues
- Risk Management
- Schedule Updates and Comments
- Warranty/Record Documents



• Meeting Minutes

**2. GENERAL REQUIREMENTS**

This Section describes the desired qualifications of the Contractor and methods for managing and delivering the tasks, Deliverables, goods, services and other work described in this Scope of Services for the PMCS Project.

**2.1 County Resources**

County will provide the following:

- County Project Director who will approve and accept all Deliverables and other work.
- County Project Manager(s) who will act as the primary point of contact on behalf of the County for the day to day operations of the PMCS Project. The County Project Manager will track all Contractor's Tasks, Subtasks, and Deliverables. The County Project Manager also will provide support for the PMCS Project to include monitoring PMCS Project progress against County-approved Contractor Project Schedule timelines and milestones, Project costs, and Project risk assessment.
- PMCS Project team members who will be responsible for specific PMCS Project activities, as determined by the County Project Manager, including working with the Contractor's staff, providing certain subject matter expertise and additional resources for workgroups, requirements validation, testing, and review of Deliverables and other work.

**2.2 Contractor Resources: Key Staff**

The Contractor shall provide the following qualified and experienced Contractor's key staff who shall be part of the Contractor's project management and implementation team. All proposed staff must perform and render all Services within the continental United States.

- Account Manager who will be responsible for ensuring overall County satisfaction with all Contractor's products and services throughout the term on the Contract. The Account Manager will ensure that PMCS is designed, implemented, maintained and supported to meet the County's needs. The Account Manager must be employed by the Contractor and have more than five (5) years of related experience on similar projects (size, scope, and complexity).
- Contractor's Project Director who will be responsible for the overall management and coordination to ensure that the Contractor's Project team completes all Deliverables and other requirements successfully

and meets deadlines. Contractor's Project Director shall report directly to the Contractor's Account Manager. Contractor's Project Director shall serve as the primary point of contact between the County's Project Director and Contractor. The Contractor's Project Director must be employed by the Contractor and have more than five (5) years of related experience on similar projects (size, scope, and complexity).

Contractor's Project Manager shall act as a central point of contact with County staff. The Contractor's Project Manager shall have full authority to act on behalf of the Contractor on all matters relating to the daily operation of the Contract. The Contractor's Project Manager shall be able to effectively communicate in English, both orally and in writing. The County must have access to the Contractor's Project Manager, either on-site or telephonically, from 7:00 a.m. to 6:00 p.m. PST, Monday through Friday, each week of the year. The Contractor's Project Manager must be employed by the Contractor and have more than five (5) years of related experience on similar projects (size, scope, and complexity). As such, the Contractor's Project Manager must be located within Los Angeles County or within fifty (50) miles of 500 West Temple Street, Los Angeles, CA 90012, unless otherwise approved by County's Project Director.

- PMCS Project team members, who will be responsible for specific technical Project activities, as determined by the Contractor's Project Manager, including working with County staff, providing technical expertise needed to setup and implement PMCS including developing customized forms and workflows, requirements validation, testing, training and other work as needed. The Project team members must be employed by the Contractor and have a minimum of five (5) years of related experience on similar projects (size, scope, and complexity).

The Contractor shall be required to perform background checks on their proposed staff and any employee(s) assigned to the tasks listed in this Scope of Services as outlined in Section 18 (Contractor Employee Criminal Background Investigation) of the Contract.

## **2.4 Contractor Furnished Items**

Unless expressly stated otherwise, Contractor shall provide all tasks, Deliverables, goods, Services, and other work to perform and complete such work as is set forth in the Contract, including this Scope of Services. The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that is safe for the environment and safe for use by its employees and County personnel.

## **2.5 Local Project Office**

By the Effective Date of the Contract and for the duration of the Contract, the Contractor shall have a local project office that supports all activities, including project administration, testing, ad-hoc training, and demonstration activities ("Local Project Office"). The Contractor shall be fully responsible for maintaining the Local Project Office throughout the term of the Contract. County requires the Local Project Office to be located within Los Angeles County or within fifty (50) miles of 500 West Temple Street, Los Angeles, CA 90012, unless otherwise approved by County's Project Director.

## **2.6 General Deliverable Acceptance Criteria**

The Contractor shall develop and submit a Contractor's Project Schedule as part of Section 3.1, 1.1.1 Deliverable Implementation Plan (IP). The Contractor's Project Schedule shall show PMCS implementation services for Phase 1 for Public Works and CEO completing in twelve (12) months or less, and for Phase 2, the remaining County departments of ISD and Parks and Recreation being completed and Final System Acceptance achieved in twelve (12) months or less thereafter. The Contractor's Project Schedule shall list a schedule of Deliverables and shall identify any dependencies between Deliverables that require County approval of one or more prior Deliverables. Once the Contractor's Project Schedule is approved and accepted by the County, unless otherwise authorized in writing by the County Project Director, Deliverables must be delivered for approval by County Project Director according to this Schedule. Prior to the Contractor beginning work on any subsequent Deliverable the Contractor shall secure County Project Director' approval. If the Contractor begins work on the next scheduled Deliverable without receiving County Project Director approval, the Contractor does so at its sole risk.

In general, the County will require a minimum of ten (10) business days to review each Deliverable and the Contractor will have ten (10) business days to correct any deficiencies or unacceptable work identified by the County's review regarding each Deliverable. The Contractor shall identify such Deliverables and schedule the Deliverable review/resolution periods accordingly in the proposed Contractor's Project Schedule. However, the Contractor acknowledges and agrees that some Deliverables may require a more extensive review period and will be notified, as appropriate, by the County of any extended time frame needed for review. The County reserves the right to extend the review of any Deliverable.

The Contractor shall provide two electronic copies of each Deliverable, one in the native format of Microsoft Office Suite in County-specified version and one in pdf format. Electronic copies shall be provided via e-mail and provided separately on a USB flash drive. The County's right to approve all Deliverables and other work, as set forth in Section 4.0 (Acceptance) of

Attachment 2 (Additional Information Technology (IT) Provisions) of the Contract, shall not be limited in any way by the contents of any prior approved Deliverable by the County.

### **3. SCOPE OF SERVICES**

Phase 1 shall consist of completing Implementation work for Public Works and CEO. Phase 2 shall consist of completing Implementation work for ISD and Parks and Recreation, and achieving Final System Acceptance. Contractor will perform Tasks 1-7 for Phase 1 and Phase 2. For Phase 2, Deliverables from Phase 1 can be updated to reflect the associated Implementation Work for ISD and Parks, which should be less of a work effort.

#### **3.1 TASK 1: PROJECT ADMINISTRATION**

The Contractor shall provide full project management, planning, monitoring, supervision, tracking, and control for all Project activities during the term of the Contract. The Contractor shall employ project management best practices and standards, in the performance of all work.

##### **3.1.1 Subtask: Project Initiation**

The Contractor shall perform the following work in this Subtask:

1. Deliver and obtain County's approval for the Implementation Plan (IP), including the initial Contractor's Project Schedule. The IP will reflect as part of Phase 1, Public Works and CEO being implemented first within twelve (12) months of issuance of the NTP, followed by Phase 2, the other County Departments of ISD and Parks and Recreation being successfully implemented and the System achieving Final Acceptance within twelve (12) months thereafter.
2. Prepare Incoming Orientation Plan to allow appropriate knowledge transfer between the County's subject matter experts and the Contractor.

The Contractor shall deliver and present the IP to the County at a meeting within thirty (30) days after the Notice to Proceed (NTP). Approval by the County Project Director of Contractor's IP must occur before any further work under the Contract may continue. At the request of the County's Project Director, from time-to-time during the term of the Contract, the Contractor shall provide an updated IP.

The Contractor's IP shall include the initial version of the Contractor's Project Schedule, developed in County-specified version of Primavera P6 (or such other project management software as approved in advance by County Project Director). The Contractor

shall deliver all Schedule Deliverables in both native schedule software format and pdf format.

Within thirty (30) days after the NTP, the Contractor shall also deliver its Incoming Orientation Plan to provide appropriate knowledge transfer from County subject matter experts to the Contractor regarding County's existing Project Controls system functionality, policies, and procedures. The County will review the Incoming Orientation Plan with the Contractor to verify its completeness. The Contractor shall revise the Incoming Orientation Plan, as appropriate, following the joint review with the County. The Contractor shall incorporate all orientation activities into Contractor's Project Schedule.

#### **3.1.1.1 Deliverable: Implementation Plan (IP)**

The Contractor shall provide the IP, which shall include:

1. All work described in this Scope of Services and elsewhere in the Contract.
2. An approach to completing all work, including a work breakdown structure (WBS) with task and subtask descriptions, associated Deliverables, and resource requirements.
3. Contractor's Project Schedule, which shall include:
  - A. All Deliverables, tasks, subtasks, and other work.
  - B. Start date and completion date for each Deliverable, task, subtask, and other work.
  - C. Proposed County review period for each Deliverable.
  - D. Time required to complete all tasks and subtasks.
  - E. PMCS Implementation services being completed within twelve (12) months of the Notice to Proceed for Public Works and for the remaining County Departments, within twelve (12) months or less from the second Notice to Proceed.
4. Comprehensive Quality Control Plan to assure the County a consistently high level of service throughout the term of the Contract;
5. Quality Assurance (QA) methodology and practices;

6. Approach to Project communications;
7. Change Management Plan, including an approach to configuration management and change management. Changes, in this context, refer to changing the functionality of a component or adding additional functionality (e.g., changes to the Project scope). The approach shall ensure that the impacts and rationale for each change are analyzed and coordinated before being approved. The change management process may vary from item to item, as determined by the County Project Director;
8. Approach to meeting deadlines and handling delays.

#### **3.1.1.2 Deliverable: Incoming Orientation Plan**

The Contractor shall provide an Incoming Orientation Plan for PMCS. The Incoming Orientation Plan shall include:

1. Any information, data, and documentation required from existing County systems, consultants and subject matter experts.
2. Activities needed to ensure appropriate knowledge transfer from existing County systems, consultants, and subject matter experts to the Contractor, regarding existing functionality and business processes.
3. The Contractor's roles and responsibilities for all activities.

#### **3.1.2 Subtask: Ongoing Project Administration**

The Contractor shall perform on-going Project administration during the term of the Contract, which shall include:

1. Manage all Contractor's staff, including subcontractor's staff, assigned to the Project;
2. Coordinate with County Departments, or external agencies, as appropriate;
3. Manage issues raised by the County and documented in status reports on an on-going basis as agreed upon by the County and Contractor;

4. Provide planning and direction by following the County-approved IP, ensuring that proper project management controls exist and are in use;
5. Provide change management following the methodology documented in the Change Management Plan;
6. Provide routine and realistic assessments of progress as targeted in Contractor's Project Schedule;
7. Implement quality assurance/quality control measures that allow the delivery of high quality, effective Deliverables to the County;
8. Participate in the Deliverable review/resolution process for all Deliverables;
9. Provide updated copies of the IP, which incorporates only County-approved variances from the current County-approved IP.
10. Contractor Project Director shall attend status meetings with County Project Director to review any issues, and the status of the Contractor's Project Schedule, on a bi-weekly basis or as requested by County.
11. Contractor Project Manager shall provide PMCS status reports on a bi-weekly basis or as requested by the County.

#### **3.1.2.1 Deliverable: Ongoing Project Administration**

The Contractor shall provide on-going Project administration to include the following:

1. PMCS status reports.
2. Screenshots of in-progress PMCS screens/user interface.
3. Custom Code printouts.
4. Process and workflow diagrams.
5. Updates to the IP.
6. Updates to the Contractor's Project Schedule at a minimum on a monthly basis or after each deliverable milestone is reached.

### **3.2 TASK 2 – REQUIREMENTS VERIFICATION**

The Contractor shall verify all functional and technical requirements.

### **3.2.1 Subtask: Requirements Verification**

The Contractor shall conduct a thorough verification of all PMCS Functional Requirements (Exhibit A.1), PMCS Technical Requirements (Exhibit A.2), and PMCS Trusted System Requirements (Exhibit A.2.1). The Contractor shall validate and verify that all requirements have been identified and shall establish a complete set of baseline functional and technical requirements by completing the following steps:

1. Review PMCS Functional Requirements (Exhibit A.1), PMCS Technical Requirements (Exhibit A.2), and PMCS Trusted System Requirements (Exhibit A.2.1).
2. Conduct any indicated clarification sessions with County staff, subject matter experts, and County-specified key Users of PMCS to ensure a common understanding of the requirements.
3. Prepare 3.2.1.1 Deliverable: System Requirements Document (SRD), summarizing the Contractor's analysis and verification of the functional and technical requirements, including any impacts to the proposed PMCS and its related requirements, specifications, and components prior to implementing PMCS. This document shall serve as the foundation for future design and development.

#### **3.2.1.1 Deliverable: System Requirements Document (SRD)**

The Contractor shall provide an SRD that documents the complete set of verified functional and technical requirements for PMCS, describing in detail what PMCS must do, how it will do it, and other attributes PMCS must have to provide and support all identified functions and services.

### **3.2.2 Subtask: Business Continuity/Disaster Recovery Plan and Related Services**

The Contractor shall provide a Business Continuity/Disaster Recovery Plan and related Services, including PMCS software backups and backups of County data for the PMCS. The Business Continuity/Disaster Recovery Plan shall be consistent with the County's business continuity/disaster recovery plans. The Contractor shall provide all Services related to all issues pertaining to PMCS business continuity and disaster recovery. The range of Services covers the spectrum from partial loss of function or data for a brief



amount of time (less than 1 hour), to a “worst-case” scenario in which a man-made or natural disaster or IT failure may result in the loss of the entire PMCS. The Contractor shall categorize system disruptions by the severity of the event. The parameters of these events, identified in advance by the Contractor, shall require the approval of County’s Project Director and may be changed from time-to-time as required by County’s Project Director. The categories of system disruptions include:

1. Minor Event that includes a minor or partial loss of PMCS functionality.
2. Significant Event that includes a significant loss of PMCS functionality.
3. Serious Event that includes an extended disruption of PMCS functionality due to a major disaster (e.g., earthquakes, fires, floods, hurricanes, and terrorist attacks).

The Business Continuity/Disaster Recovery Plan shall include a business impact analysis to determine the areas in the technical infrastructure that are required to ensure that all requirements in the Contract shall be met. The Business Continuity/Disaster Recovery Plan shall describe each of the above system disruption events in accordance with the proposed PMCS technical infrastructure, document the results of the business impact analysis for each severity level, and determine the appropriate actions to be taken to ensure restoration and/or continuity of services in accordance with the Contract. This Business Continuity/Disaster Recovery Plan shall define and describe the procedures required to ensure that the PMCS and Hosted Services, shall be able to recover from any disruption in service regardless of the level of severity. The Business Continuity/Disaster Recovery Plan shall describe the monitoring, testing, and plan revision processes used to verify that the PMCS, including the Hosted Services, continue to comply with the Specifications, including meeting the requirements in the Contract for business continuity operations and disaster recovery.

#### **3.2.2.1 Deliverable: Business Continuity/Disaster Recovery Plan**

The Business Continuity/Disaster Recovery Plan shall serve as a master plan for responding to system outages, ensuring continuity of business operations, and recovery from a disaster. In this Business Continuity/Disaster Recovery Plan, Contractor shall include:

1. Overview of the technical infrastructure and how it relates to County business continuity/disaster recovery plans and operations.
2. Business impact analysis of the PMCS functionality and the County Data for the PMCS that identifies and prioritizes the critical PMCS systems and components.
3. Data backup/recovery procedures for backing up, retrieving, and restoring exact copies of most current County Data for the PMCS. The Contractor shall document the procedures for ensuring the physical safety of media upon which the PMCS, County Data for the PMCS are backed up. Contractor shall document its approach for the secure storage of all backup media, both on-site and off-site, including the proposed response time for recovery of the media from off-site storage.
4. PMCS backup/recovery procedures for backing up, retrieving, and restoring PMCS. Contractor shall document its approach for the backup and recovery of the PMCS, both on-site and off-site, including the proposed response time for recovery.
5. Emergency mode of operations that provides the procedures to enable business continuity, protect the security of electronic IT information during and immediately after an emergency, and recover from the emergency mode of operation with minimal impact on Users.
6. Command and control processes and procedures that delineate specific roles and responsibilities, communication, and actions that Contractor's staff must follow in an emergency.
7. Procedures for performing business continuity/disaster recovery testing during Implementation. Each test shall continue until all test results have been approved by County's Project Director. Each test shall include:

- a. Automated switch-over to the central backup site to meet performance requirements under full load in the hosted environment for Production Use; Production Use is the actual use of the System in the production environment to (a) process actual live data in County's day-to-day operations and (b) use of the System.
  - b. Interfaces or integrations to all external systems;
  - c. Test results reports; and
  - d. Updates to the Business Continuity/Disaster Recovery Plan.
8. Procedures for replacing data center facilities if required by the nature of the disaster or emergency.
9. Exercise log that documents the calendar day(s) when the Business Continuity/Disaster Recovery Plan is tested, what the nature of the test(s) are, any problems identified during each test, and corrective actions to be taken. The results of each test shall require approval by County's Project Director.
10. Revision history that documents any changes made to the Business Continuity/Disaster Recovery Plan, the date and details of the changes, and the parties responsible for initiating and approving the changes. Contractor shall maintain a backup of the PMCS, County Data for the PMCS as set forth in the Contract. Contractor shall complete a full backup of the PMCS, County Data for the PMCS that reflects the PMCS configuration and data at the completion of the week's processing cycle (e.g., Sunday). Contractor shall provide a daily backup of the County Data for the PMCS at the end of day processing Monday through Saturday. Contractor shall verify that all backups are complete, accurate, and functional.

### **3.3 TASK 3: PMCS DELIVERY**

The Contractor shall perform all work to provide, configure, design, develop, integrate, customize, test, and validate the requirements, specifications, and components of the PMCS. PMCS components shall include commercially available software application(s) as well as integrations, utilities, processes, workflows, forms, etc., developed for PMCS to integrate the County's requirements. All development efforts in this Task shall be based on the Systems Requirement Document (SRD) approved by the County.

As stated in Section 3.1 of the RFP, successful PMCS Implementation shall be completed in two phases. Phase 1 will be completed in twelve (12) months or less for Public Works and CEO from the date the Notice to Proceed is issued. Successful PMCS Implementation for all remaining County Departments (ISD, Parks and Recreation) and Final Acceptance of the System will be completed in Phase 2 within twelve (12) months or less from the date a second Notice to Proceed is issued for this work. The second Notice to Proceed will not be issued until County determines that there has been successful PMCS Implementation of the System for Public Works and CEO, and the County is ready to proceed with the System for the remaining County Departments.

To assist in prioritizing work completion, the work will be divided into four (4) Tiers of work characterized by the preparation and completion of the report forms designated in (Exhibit A.3, Sample Reports), with Tiers 1, 2 and 3 being completed by Contractor. Tier 4 shall also be completed by Contractor. However, for training purposes, County intends to also complete Tier 4 actions in parallel and Contractor shall support County with any questions and needed support. Tiers 1 through Tier 4 will occur concurrently, as shown in the table below, and should be completed within the first nine (9) months of the twelve (12) month implementation period for Public Works. The balance of time is to provide Contractor sufficient time to address Task 7, Complete Implementation as described in this Scope of Services. **As previously noted, all tasks will be repeated for Phase 2. The level of effort for Phase 2 Implementation will not be as intensive as Phase 1 Implementation Work.**

The first page in Exhibit A.3 (Sample Reports) identifies the Tiers by report, which constitutes a delivery schedule for the processes, forms, and procedures which shall be developed within the PMCS. Each process, form, and procedure identified and completed within PMCS shall have at least one associated report.

Tier	Completion Date from NTP	Notes
Tier 1	Within 3 months	Completed by Contractor
Tier 2	Within 6 months	Completed by Contractor
Tier 3	Within 9 months	Completed by Contractor
Tier 4	Within 9 months	Completed by Contractor (in parallel with Tier 3)

### **3.3.1 Subtask: Build PMCS Components**

The Contractor shall complete Task 3: PMCS Delivery and provide and develop PMCS components in accordance with the Systems Requirement Document (SRD). The Contractor shall also interconnect and/or interface with required County systems to complete the PMCS Components, and document each PMCS component, including customization for County processes, workflows, forms, etc., and any additional information used to support unit test, validation, or quality assurance activities. The Contractor shall make available the resulting PMCS components in PMCS with appropriate access permissions and configuration management rules applied.

The Contractor shall develop and provide preliminary Documentation for all PMCS components in PMCS. This Documentation shall include 'solved example problems' that will also serve as test cases to help identify and isolated defects. In each 'solved example problem', a set of specified inputs will produce a set of known outputs or responses from PMCS. Contractor shall ensure that the set of 'solved example problems' covers the core functions of each PMCS component. Example problems shall be provided by the County and will be representative of tasks and processes commonly performed as part of the existing County workflow. At a minimum, solved examples should be provided for all County forms, procedures, and processes that are initiated or generated within the PMCS.

#### **3.3.1.1 Deliverable: PMCS Minimums**

Contractor shall provide the following PMCS minimums, which shall include:

1. 30 dashboards.
2. 40 processes.
3. 4 cost code templates
4. Reports and Forms to include all reports shown in Exhibit A.3 (Sample Reports), to meet all Scope of Work requirements, and to provide at least one report from each generated process. Final reports shall be approved by the County and are to be similar in content and style, but not limited to, the sample reports provided.

### **3.3.1.2 Subtask: Tier 1 Delivery**

The Contractor shall complete the work characterized by the preparation and completion of the report forms designated as Tier 1 in (Exhibit A.3, Sample Reports) within three (3) months after NTP.

### **3.3.1.3 Deliverable: Tier 1 Components**

The Contractor shall provide PMCS components characterized by the completion of the report forms designated as Tier 1 in (Exhibit A.3, Sample Reports), which shall include:

1. Software solution.
2. Associated Documentation.
3. Custom Code printouts.
4. Process diagrams and workflows.
5. Additional information used to support unit test, validation, or quality assurance and quality control activities.

### **3.3.1.4 Subtask: Tier 2 Delivery**

The Contractor shall complete the work characterized by the preparation and completion of the report forms designated as Tier 2 in (Exhibit A.3, Sample Reports) within six (6) months after NTP.

### **3.3.1.5 Deliverable: Tier 2 Components**

The Contractor shall provide PMCS components characterized by the completion of the report forms designated as Tier 2 in (Exhibit A.3, Sample Reports), which shall include:

1. Software solution.
2. Associated Documentation.
3. Custom Code printouts.

4. Process diagrams and workflows.
5. Additional information used to support unit test, validation, or quality assurance and quality control activities.

**3.3.1.6 Subtask: Tier 3 Delivery**

The Contractor shall complete the work characterized by the preparation and completion of the report forms designated as Tier 3 in (Exhibit A.3, Sample Reports) within nine (9) months after NTP.

**3.3.1.7 Deliverable: Tier 3 Components**

The Contractor shall provide PMCS components characterized by the completion of the report forms designated as Tier 3 in (Exhibit A.3, Sample Reports), which shall include:

1. Software solution.
2. Associated Documentation.
3. Custom Code printouts.
4. Process diagrams and workflows.
5. Additional information used to support unit test, validation, or quality assurance and quality control activities.

**3.3.1.8 Subtask: Tier 4 Delivery**

The work characterized by the preparation and completion of the report forms designated as Tier 4 in (Exhibit A.3, Sample Reports) shall be completed by Contractor within nine (9) months after NTP. For training purposes, the County intends to also complete Tier 4 actions in parallel, and the Contractor shall support County with any questions and needed support.

**3.3.1.9 Deliverable: Tier 4 Components**

The PMCS components characterized by the completion of the report forms designated as Tier 4 in (Exhibit A.3, Sample Reports) shall be completed by Contractor, and shall include:

1. Software solution.
2. Associated Documentation.
3. Custom Code printouts.
4. Process diagrams and workflows.
5. Additional information used to support unit test, validation, or quality assurance and quality control activities.

**3.3.1.10 Deliverable: Interfaces and Integrations with Other Systems**

The Contractor shall provide PMCS interfaces and integrations with other systems, which shall include:

1. The Contractor shall automatically download County's Accounting System/eCAPS data (project, timesheet, expenditures, and other costs) in XML or JSON format, transform the downloaded data, and upload it to the Contractor's proposed PMCS.
2. Using downloaded flat files from County scheduling/master schedule system, the Contractor's proposed PMCS shall interface with P6 Scheduling Software and Microsoft Project Online through uploading County schedule data through an Extract, Transform and Load (ETL) process for project data, including key milestones and schedule data.
3. The Contractor's proposed PMCS shall integrate with the County's Job Order Contracting (JOC) e-Gordian and Cannon/Parkin, Inc.'s software through a link within PMCS such that, when a JOC Work Order is clicked within PMCS, the e-Gordian and Cannon/Parkin, Inc. software will open to the JOC Work Order which was clicked in PMCS.
4. The Contractor's proposed PMCS shall provide Single Sign On (SSO) capability for County Users using the County's Enterprise Identity & Access Management Directory (based upon Microsoft Azure Active Directory), as described in Exhibit A.2 (PMCS Technical Requirements).



5. The PMCS shall utilize the County's Electronic Signature solution to obtain document signatures and save the signed document back to PMCS.

The Contractor shall document all interface or integration requirements in detail.

### **3.4 TASK 4: USER ACCEPTANCE TESTING**

Task 4 includes User Acceptance Testing (UAT). UAT is a major Project milestone during which County, with the assistance of Contractor, comprehensively tests PMCS against the SRD to determine if PMCS is ready to complete Implementation. UAT will be completed for Public Works and each County Department using the System.

Contractor shall provide the 3.4.1 Deliverable: Recommended User Acceptance Test (UAT) Plan, which includes the following:

1. A description of proposed tests to be conducted during UAT for Public Works and each County Department using the System.
2. A description of tools, environments, and controls, which shall be provided by Contractor, to be used during UAT.
3. A proposed test schedule.
4. A description of Contractor and County roles, responsibilities, and resources needed to perform UAT.
5. UAT training plan and schedule for the County and Contractor Project UAT teams.
6. A process for UAT problem reporting, tracking, and resolution process.
7. A proposed approach for the correction of Deficiencies and Errors identified by the Contractor or County during UAT.

The County and Contractor will define and develop all test scenarios. The Contractor shall incorporate and manage all scenarios, together with the related procedures, and verify traceability between the scenario and procedures/objectives. The Contractor shall provide the UAT Procedures/Scenarios Inventory Report and provide an update to the County when requested by the County Project Director. The Contractor shall assist the County Project team with the integration of County-developed scenarios.

The Contractor shall provide support to the County, including configuration of the Hosted Environment for testing, training on testing tools or processes for

the County Project team, management of test results, and performance of any corrective actions in the case of identified Deficiencies and Errors by the Contractor or County. The Contractor shall be responsible for installing any special software and/or making any other changes needed to ensure the PMCS is ready for the UAT. The Contractor shall provide any necessary tools to simulate PMCS performance under operational conditions. The County Project team will perform the UAT using data sets representative of operational complexity. The County and Contractor will record all UAT results, and Contractor shall prepare reports that include a record of all successes, failures, and corrective actions taken by the Contractor.

The Contractor shall demonstrate to County's IT Staff that the PMCS production environment meets all technical requirements described in Exhibit A.2 (PMCS Technical Requirements).

The Contractor shall provide weekly Status Reports which summarize all aspects of the UAT performed during that week, including any Deficiencies and Errors identified by the Contractor or County that have been corrected and/or still outstanding, and the time frame in which outstanding deficiencies will be corrected. Status Reports shall be submitted every Tuesday morning for the entire period of the UAT. The Contractor shall document the review and acceptance of test materials, activities, and results at weekly meetings with the County.

The County will notify the Contractor of any Deficiencies and Errors identified during the UAT. For each Deficiency or Error identified, Contractor shall provide a corrective action plan, which shall include the following:

1. Description of each Deficiency or Error and its root cause.
2. Business processes, PMCS functions, and/or User Interfaces impacted.
3. Description of all potential risks to PMCS, including implementation, and a mitigation strategy.
4. Time frame for addressing/correcting each Deficiency or Error identified during the UAT.

Upon completion of the UAT, the Contractor shall schedule and participate in a meeting with the County to review the results of the UAT and determine whether Contractor has met all requirements listed in the SRD.

The Contractor shall provide a UAT Certification of Successful Completion to the County, certifying that all known Deficiencies and Errors identified have been corrected by the Contractor, in accordance with this Scope of Services (SOS), and that all corrections have been approved by County Project Director. The County's approval of the UAT Certification of

Successful Completion will indicate the completion of Task 4: User Acceptance Testing, and the Contractor may commence Task 7: Complete Implementation (see below).

#### **3.4.1 Deliverable: Recommended User Acceptance Test (UAT) Plan**

Contractor shall provide a Recommended User Acceptance Test Plan which shall include:

1. A description of proposed tests to be conducted during UAT.
2. A description of tools, environments, and controls, which shall be provided by Contractor, to be used during UAT.
3. A proposed test schedule.
4. A description of Contractor and County roles, responsibilities, and resources needed to perform UAT.
5. UAT training plan and schedule for County and Contractor Project UAT teams.
6. A process for UAT problem reporting, tracking, and resolution process.
7. A proposed approach for the correction of Deficiencies and Errors identified by Contractor or County during UAT.

#### **3.4.2 Deliverable: UAT Procedures/Scenarios Inventory Report**

Contractor shall provide the UAT Procedures/Scenarios Inventory Report, which shall include an inventory of all County-developed UAT scenarios, together with the related procedures and verified traceability between scenarios/procedures to PMCS requirements.

#### **3.4.3 Deliverable: UAT Certification of Successful Completion**

Contractor shall provide a User Acceptance Test Certification of Successful Completion to County within ten (10) business days after successful completion of UAT, certifying that: (i) all requirements traceability to all tests and test results have been verified, (ii) Deficiencies and Errors identified by Contractor or County have been corrected by Contractor and approved by County's Project Director in accordance with this SOS, as described in Task 4: User Acceptance Testing, and (iii) all other UAT– related activities have been completed.

County approval of this 3.4.3 Deliverable: UAT Certification of Successful Completion shall indicate the completion of Task 4: User Acceptance Testing and will allow Contractor to proceed with Task 7: Complete Implementation. Task 5: County Project Team Training (see below) shall be conducted concurrently with Task 3: PMCS Delivery.

### **3.5 TASK 5: COUNTY IMPLEMENTATION TEAM TRAINING**

Contractor shall conduct on-site, in-person training for all designated County Implementation Team Users to enhance their use, knowledge, and understanding of the PMCS. As the County will be developing processes, forms, reports, etc., within the PMCS, the various training will need to be conducted within the first three (3) months after NTP. Specific training sessions shall include but not be limited to:

1. Account Administrator Training
2. System Administrator Training
3. Train the Trainer
4. Report Writing Training
5. User Training

This Task 5: County Project Team Training, is for the County Project team, while general user training is included in Task 7: Complete Implementation.

The Contractor shall provide the County with technical training materials, which shall include web-based training modules and a hard copy training manual. Contractor shall also provide updates to the training manuals within seven (7) business days of any PMCS updates that impact County Users.

The Contractor shall integrate into PMCS online, up-to-date context-sensitive references to assist County Users in initiating or completing tasks. The Contractor shall provide all training manuals in Microsoft Word format and pdf format prior to the start of Task 7: Complete Implementation.

The Contractor shall share with the County the experience that Contractor has gained from daily problem handling via knowledge sharing sessions, best practices sessions, training programs, etc., to improve the County's overall knowledge and utilization of PMCS.

#### **3.5.1 Subtask: Develop County Project Team Training Plan**

The Contractor shall develop a Training Plan for PMCS. The Training Plan shall include, but not be limited to, the following:

1. Training overview of PMCS, including written guidance, training content and materials.
2. Training session descriptions by subject areas and audience that indicate training objectives, approach, durations, development timelines, and milestones for each training effort, with screen shots of program steps.
3. Approach for accessing training tools, materials, and domains.
4. Identification of new County policies and procedures that require training;
5. Documented process to develop an inventory of policy and procedure changes and document a plan for addressing these in the Training Plan.
6. Recommended Training Materials that will be developed and provided.
7. A training plan for end Users that require training after Final Acceptance Certification (e.g., new Users, temporary staff, contractors, consultants, etc.).

#### **3.5.1.1 Deliverable: County Project Team Training Plan**

Contractor shall provide the Training Plan for PMCS as described in 3.5.1 Subtask: Develop Training Plan.

#### **3.5.2 Subtask: Develop County Project Team Training Materials**

The Contractor shall develop and deliver training materials consistent with County-approved Training Plan in a format as agreed to by the County and Contractor. The Contractor shall provide the County with access to Training Materials to enhance training, including sample demonstration scripts, which will be customized and used by the County and Contractor's staff to deliver application demonstrations for end-users and other trainee groups. The Contractor shall grant the County permission to make unlimited copies of all Contractor-developed Training Materials and to create derivative works for the County's use in training PMCS end-users. The Contractor shall deliver Training Materials to the County Project Manager prior to conducting training.

**3.5.2.1 Deliverable: County Project Team Training Materials**

The Contractor shall provide the Training Materials as described in 3.5.2, which shall include ten (10) hard copies and one (1) electronic copy of all training materials and manuals provided by Contractor and third parties (e.g., product Contractors).

**3.5.3 Subtask: Develop User Documentation**

The Contractor shall establish Training Manual Documentation update procedures that allow specified County representatives to update and add Training Manual Documentation to PMCS as needed. Any update to Training Manual Documentation shall require prior approval of the County Project Director.

**3.5.3.1 Deliverable: User Documentation**

1. User manuals; Online help, both general and context-sensitive; and
2. Orientation, training materials, and manuals.

**3.5.4 Subtask: Conduct County Project Team Training**

1. The Contractor shall provide User training on-site and in-person to Users identified by the County, as described in the County Project Team Training Plan.
2. The Contractor shall provide online training, as requested by the County, as described in the County Project Team Training Plan.

**3.5.4.1 Deliverable: County Project Team Training**

Contractor shall provide the following training:

1. Account Administrator Training – (3) Groups of 15 Administrators
2. System Administrator Training – (3) Groups of 15 Administrators
3. Train the Trainer – (3) Groups of 15 Administrators
4. Report Writing Training – (3) Groups of 15 Administrators

## 5. User Training – (10) Groups of 15 Users

**3.6 TASK 6: DATA MIGRATION**

Contractor shall assist in the migration of all active projects in County's existing systems into PMCS. The data to be migrated is as follows:

Data Migration for Public Works	Database	Data Size	Notes
PMDI and PMDII: Project Control System (PCS)	SQLServer, Adaptive SQL Anywhere, and native files (word and pdf)	2.5 TB	559 projects (active, on-hold and closeout projects)

Data Migration for remaining County Departments	Database	Data Size	Notes
Internal Services Department	E-Builder Cloud	659 GB	380 Projects
Department of Parks and Recreation	SharePoint Online – Office 365 on Microsoft Cloud Services	500 GB	500 projects

Contractor in conjunction with the County shall develop test scenarios, including expected results, which will demonstrate that the data was successfully migrated as intended and required by the County. As part of the Data Migration Contractor shall perform all necessary corrections and debugging. The Conversion Test shall be performed with a simulated full load. The Contractor shall document test results, which will show the actual results of the testing.

**3.6.1 Subtask: Data Migration**

Contractor shall work with the County to migrate data from existing County systems into PMCS. The data from County system will be provided in a format agreed upon by County and Contractor.

All data entered into the system by the County, consultants, contractors, and subcontractors is owned by the County and shall not restrict access of

usage of such data by County in any manner. County will have the right to freely access system data for any purpose at any time.

Contractor shall conduct tests to validate the successful data migration.

### **3.6.2 Deliverable: Successful Data Migration**

Contractor shall successfully complete the Data Migration Tests for all migrated data. Contractor shall deliver to the County a “Data Migration Test Results Report”, within five business days of success completion of the Conversion Test, which will contain the actual documented results of the test.

Contractor shall perform data conversion and certify in writing that the Contractor has successfully performed all data conversion and migration in accordance with Task 6 (Data Migration).

## **3.7 TASK 7: COMPLETE IMPLEMENTATION**

The Contractor shall implement the PMCS and shall perform the following work: (1) Train County-specified support staff and County-specified users on PMCS; (2) Prepare interim and final reports documenting the results of implementation; and (3) Obtain County Project Director approval of the successful completion of Implementation.

### **3.7.1 Subtask: Conduct Training**

The Contractor shall conduct training in accordance with 3.5.1.1 and shall provide all County trainers the training manuals and materials necessary to train County-specified Users of PMCS. Upon completion of Implementation, the Contractor shall prepare 3.7.1.2 Deliverable: PMCS Training Report.

The Contractor shall provide on-site, in-person training and/ or virtual training if needed, to designated County personnel when PMCS is implemented. The Contractor shall also provide, if requested by the County and upon payment of applicable fees (Exhibit B, Pricing Schedule), additional on-site, in-person training after implementation and acceptance of PMCS.

Additionally, whenever a new version of PMCS is released by the Contractor during the term of the Contract, the Contractor shall provide additional training within fourteen (14) business days of a new PMCS release. At a minimum, this training shall include ten (10) live, interactive webinars at no additional charge to County. Alternatively, if requested by County, and with payment of applicable



fees, Contractor shall provide additional on-site, in-person training on the new PMCS release.

**3.7.1.1 Deliverable: Training**

The Contractor shall provide User Training to Ten (10) Groups of Fifteen (15) Users.

**3.7.1.2 Deliverable: PMCS Training Report**

The Contractor shall provide PMCS Training Report, which shall summarize all training delivered, identifying each User, the training sessions each User attended, the number of Users attending each session, names of Users certified as trained, any retraining that was required, the effectiveness of each training, and providing recommendations for improvements in the training processes and materials to be used in further training activities.

**3.7.2 Subtask: Complete Implementation**

After the County Project Directors' approval of the PMCS Training Report, the Contractor shall roll out the PMCS for Production Use in accordance with the accepted Contractor Project Schedule. Production Use for Public Works will follow Provisional Acceptance by the County when the Contractor has completed Tasks 1 – 6 for Public Works, including completion of work for Tiers 1-4 of work. Provisional Acceptance will be achieved when (i) successful completion of all work necessary for PMCS to be available for Production Use by Public Works; (ii) Deficiencies and Errors identified by the Contractor or County have been corrected by the Contractor in accordance with this Scope of Services; (iii) corrections of such Deficiencies and Errors have been approved by the County Project Director; and (iv) following County Project Director' approval of all such corrections, the PMCS has performed for thirty (30) consecutive days in compliance with the SRD, including all performance requirements, without any Deficiencies or Errors. **Following Provisional Acceptance, Public Works and CEO will be able to use the PMCS fully at no additional cost, including for any needed maintenance and support for the System, until Final Acceptance is achieved for all County Departmental Users.**

Prior to the completion of Task 7: Complete Implementation, the Contractor shall provide to the County evidence, i.e. completion of Subtask 3.3.1, including supporting documentation, that all requirements for Implementation have been successfully met. The

Contractor shall conduct a review of 3.7.2.1 Deliverable: Implementation Report) with the County at a meeting and provide any County-requested demonstrations of the deployed PMCS.

The Contractor shall evaluate the status of each Deficiency or Error identified by the Contractor or County, and shall include the following for each Deficiency or Error:

1. Description of each Deficiency or Error and its cause, and how it differs from the expected outcome.
2. Business processes, PMCS functions, and/or User Interfaces impacted.
3. A corrective action plan, test scenarios, and implementation approach.
4. Schedule for completion of each corrective action and resources required/assigned.
5. Status of each corrective action.
6. Date of completion of each correction.
7. Date of County approval of each correction, as applicable.
8. Summary of lessons learned.
9. Recommendations for any improvements to PMCS.

### **3.7.2.1 Deliverable: Implementation Report**

The Contractor shall provide the Implementation Report for Provisional Acceptance and Final Acceptance documenting the successful completion of Task 7: Complete Implementation, including:

1. Summary of Task 7: Complete Implementation activities, results, and outcomes;
2. Technical requirements validation report confirming that all technical requirements described in Exhibit A.2 (PMCS Technical Requirements) were verified in the production environment and accepted by the County's IT Staff.
3. Summary of each Deficiency or Error identified by Contractor or County (refer to Subtask 3.7.2).

4. For Provisional Acceptance, the Contractor shall certify (1) the successful completion of all work necessary for PMCS to be available for Production Use by Public Works; (ii) Deficiencies and Errors identified by Contractor or County have been corrected by Contractor in accordance with this Scope of Services; (iii) corrections of such Deficiencies and Errors have been approved by County Project Director; and (iv) following County Project Director approval of all such corrections, the PMCS has performed for thirty (30) consecutive days in compliance with the SRD, including all performance requirements, without any Deficiencies or Errors.

#### **3.7.2.2 Deliverable: Final Acceptance Certification**

The Contractor shall achieve Final Acceptance, and shall review all work, prepare, sign and provide Exhibit A.6, the Acceptance Certification certifying: (i) successful completion of Implementation; (ii) successful completion of all work necessary for PMCS to be available for production use by all County Departmental Users; (iii) Deficiencies and Errors identified by Contractor or County that have been corrected by the Contractor in accordance with the Scope of Services; (iv) corrections of such Deficiencies and Errors have been approved by County Project Director; and (v) following County Project Director approval of all such corrections, PMCS has performed for thirty (30) consecutive days in compliance with the SRD, including all performance requirements, without any Deficiencies or Errors. The Certification shall also document the review with County of 3.7.2.1 Deliverable: Implementation Report, including agenda, attendees, action items and supporting documentation.

The County requires thirty (30) days to approve the Final Acceptance Certification. The County's approval of this the Final Acceptance Certification shall signify Final Acceptance of PMCS by the County. The Contractor shall provide a final updated IP, PMCS Training Plan, and any other applicable documents reflecting actual status at completion of the Contract.

#### **4. PAYMENT OF WITHHELD FUNDS**

Please see the contract for payment terms and information on withholds, which will apply for Phase 1 and Phase 2. Upon Final Acceptance by the County, the Contractor can invoice for the implementation remaining balance for Phase 1 and Phase 2.

## **5. CONTRACT DISCREPANCY REPORT**

Verbal notification of a Contract discrepancy will be made to the County Project Director as soon as possible whenever a Contract discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and Contractor.

The County Project Director will determine whether a formal Contract Discrepancy Report, in the form attached hereto as Exhibit A.5 (Contract Discrepancy Report), shall be issued. Upon receipt of this document, the Contractor is required to respond in writing to the County Project Director within five (5) business days, acknowledging the reported discrepancies or presenting contrary evidence. A plan for correction of all discrepancies identified in the Contract Discrepancy Report (CDR) shall be submitted to the County Project Director within five (5) business days.

The Contractor is responsible for the resolution of all discrepancies as listed in the CDR. The Contractor shall respond to the CDR with its action plan. Contractor shall consult County to update the CDR as it remedies the discrepancy and/or modify the CDR accordingly. The Contractor shall comply with the CDR to resolve the discrepancy.

## **6. SUPPORT AND MAINTENANCE SERVICES**

Immediately following the County's approval of 3.6.2.2 Deliverable: Final Acceptance Certification, the Contractor will begin providing Support and Maintenance Services as outlined in this section. Support and Maintenance Services are the provision of support, maintenance, and continued management and operation services for the PMCS, as required by this Exhibit A (Scope of Services), which includes Hosted Services.

The Contractor shall provide adequate staffing and resources (Support and Maintenance Services Staff) to provide the Support and Maintenance Services under this Contract. Support and Maintenance Services Staff will be fully responsible for assisting the County with use of PMCS, answering questions or inquiries, and resolving Errors in a timely manner. Support and Maintenance Services Staff shall meet the following requirements:

1. Support and Maintenance Services Staff shall act as a central point of contact with the County and shall demonstrate previous experience in the

management of work requirements for systems similar in size and complexity.

2. Support and Maintenance Service Staff shall have experience debugging PMCS and providing related support as required for PMCS.
3. Support and Maintenance Services Staff shall have full authority to act for the Contractor on all matters relating to the daily operation of PMCS.
4. Support and Maintenance Services Staff must be able to effectively communicate in English orally and in writing.
5. Support and Maintenance Services Staff shall be available to assist the County, its consultants, and contractors twenty-four (24) hours per day, seven (7) days per week, excluding holidays observed by Contractor, which shall not exceed nine (9) days per year.
6. Errors shall be submitted and responded to electronically or by phone by Support and Maintenance Services Staff.

Support and Maintenance Services Staff shall provide PMCS maintenance and continued management and operation services throughout the Term of the Contract, as described herein and in the Contract, at no additional cost. The Contractor shall also provide, as part of Support and Maintenance Services, the Hosting Services required by the Contract, as outlined in Exhibit A.2 (PMCS Technical Requirements).

## **6.1 PMCS Performance Requirements**

The Contractor agrees that: (a) PMCS shall meet or exceed the PMCS Availability requirements as further defined herein; and (b) PMCS shall meet or exceed the Page/Screen Response Time requirements as further specified herein. All PMCS Performance Deficiencies and Errors shall be at least Priority Level 2 for the correction of Deficiencies and Errors and other County remedies to the extent that such PMCS Performance Deficiencies and Errors meet or exceed the definition of a Priority Level 2 Deficiency or Error, as defined in 6.5.2.4.B.

The following criteria shall be applied with regards to PMCS Performance Requirements.

<b>PMCS Performance Category</b>	<b>PMCS Performance Requirement</b>
PMCS Availability	Ninety-nine percent (99%), defined as no more than 7 hours and 12 minutes of monthly downtime

PMCS Performance Category	PMCS Performance Requirement
Page/Screen Response Time Baseline	For each page/screen of PMCS, an average Page/Screen Response Time of two (2) seconds.

## 6.2 PMCS Availability

PMCS Availability shall be calculated as follows:

$\frac{\text{Monthly Uptime Minutes}}{(\text{Monthly Uptime Minutes} + \text{Monthly Unscheduled Downtime Minutes})}$
$=$
$\text{PMCS Availability}$

Aside from the allowance of Scheduled Downtime (described in 6.4 Scheduled Downtime), the system shall be available 24 hours a day, 7 days a week, 365 days a year.

## 6.3 Page/Screen Response Time Monitoring

The Contractor shall implement and maintain a method to monitor and verify Page/Screen Response Times. In the event the County reports any Page/Screen Response Time Deficiency or Error in any month, the Contractor shall take measurements of the Page/Screen Response Times for five (5) 24-hour cycles specified by the County for these two (2) periods: Business Hours and Off-Business Hours. Page/Screen Response Time measurement shall be calculated and established using a simple average method for each of the two (2) periods of Page/Screen Response Time measurement. The Contractor shall provide the County a written report with respect to the month summarizing the results of Contractor Page/Screen Response Time monitoring.

## 6.4 Scheduled Downtime

Unless agreed to otherwise in advance by the County, the Contractor shall provide all Support and Maintenance Services, including the installation of Updates and Revisions, during Scheduled Downtime.

Scheduled Downtime shall occur between the hours of 8:00 p.m. Pacific Time on Fridays until 5:00 a.m. Pacific Time on Saturdays. The Contractor may change the Scheduled Downtime window by notifying County at least five (5) business days prior to modifying the Scheduled Downtime, subject to approval by the County Project Manager. Any Downtime outside of the above window of time without such prior notice and the County Project Manager's approval shall be considered "Unscheduled Downtime", which may entitle County to remedies as specified in Section 6.5 (Remedies) (see below). Notwithstanding the foregoing, the Contractor may request downtime for the provision of an emergency correction to PMCS ("PMCS Downtime"). Such downtime shall be deemed Scheduled Downtime, provided it has been previously approved by the County Project Manager.

## **6.5 Remedies**

### **6.5.1 General**

Credits shall accrue for Unscheduled Downtime in accordance with the Service Credits outlined in Section 6.5.2 (Service Credits), including Contractor failure to meet PMCS Availability requirements and/or Page/Screen Response Time requirements (hereinafter "Service Credit(s)"). For purposes of assessing Service Credits, "Unscheduled Downtime" shall mean the total amount of time during any calendar month, measured in minutes, during which PMCS has a Severity Level 1: Critical or Severity Level 2: Severe Deficiency or Error, as defined in 6.5.2.4.B, that is unresolved by Contractor, excluding Scheduled Downtime.

### **6.5.2 Service Credits**

Without limiting any other rights and remedies available to the County, either according to this Contract, by law or in equity, the County shall be entitled to Service Credits calculated based on the length of Unscheduled Downtime as provided below.

#### **1. Service Credits for Unscheduled Downtime:**

LENGTH OF CUMULATIVE UNSCHEDULED DOWNTIME PER CALENDAR MONTH	SERVICE CREDITS
More than 7 hours and 12 minutes but less than 8 hours	30% of monthly Fees
More than 8 hours but less than 10 hours	50% of monthly Fees

More than 10 hours but less than 24 hours	60% of monthly Fees
More than 24 hours	100% of monthly Fees

2. Continued Management and Operation Services. The Contractor shall provide all goods, services and other work necessary to maintain PMCS to ensure performance per the requirements of the Contract. As part of Support and Maintenance Services, the Contractor shall (a) correct any and all Errors, including compatibility issues among PMCS components themselves and/or among PMCS components (b) provide updates and version releases to PMCS, (c) provide operational support for PMCS, and (d) immediately provide training, training materials and other implementation support for PMCS updates and version releases including online, context sensitive reference materials. Contractor shall provide County with written notice no later than ninety (90) days prior to the scheduled implementation of any updates that impact existing functionality, business processes, and/or user interface and access.
3. The Contractor shall provide the County with written notice no later than thirty (30) days before the scheduled implementation of any customizations and enhancements. The notice shall include the date and time for the scheduled implementation, length of time to implement the work, and the reason the change is needed. The Contractor shall attempt, whenever feasible, to implement PMCS customization or enhancements during the Scheduled Downtime hours of 8:00 p.m. Pacific Time on Saturdays until 2:00 a.m. Pacific Time on Sundays.
4. Error Resolution

A. Identification of Errors

Within 24 hours of an Error submission, a Support and Maintenance Services Staff team member shall be assigned to respond via a telephone call to the submitting party to discuss and mutually establish the Error Severity Level and its resolution priority.

Errors, as detailed in Table 1.0 (Error Severity Level Definitions) below, may be identified either as a result of Contractor use of its own tools or as discovered by County or Contractor. If a Severity Level 1 or 2 Error is initially identified by Contractor, Contractor shall notify County at first available opportunity during County's business day. Upon discovery of an Error by County, County will report the Error to Contractor's Support and Maintenance Services Staff via telephone with a follow-up electronic submittal clearly describing the Error for resolution in accordance with the Contract.



The Severity Level of an Error will be assigned by County as specified in Table 1.0 below (Error Severity Level Definitions). Based on Contractor's proposed solution to correct the Error and/or workaround(s) for the Error, County may, in its sole discretion, escalate or downgrade the Error Severity Level.

#### B. Error Severity Level Definitions

The Contractor shall resolve such Errors within the timeframes as follows:

<b>Table 1.0 Error Severity Level Definitions</b>	
Severity Level and Description	Resolution Time Requirement (subject to escalation by County)(If the Severity Level Error occurs outside of business hours the Response Time shall begin at 7am the next day)
<b>SEVERITY LEVEL 1: CRITICAL</b>  Widespread PMCS unavailability; or Error disrupts functionality to the extent PMCS cannot be used.	Two (2) hours, beginning when County reports the Error to Contractor or upon Discovery of Error by Contractor, whichever occurs first.
<b>SEVERITY LEVEL 2: SEVERE</b>  A problem that severely degrades the performance of PMCS or materially restricts business; or restricts the use of one or more features of PMCS to perform necessary business functions but does not completely restrict usage of PMCS; or ability to use PMCS, but an important function is not available, and operations are severely impacted.	Eight (8) hours, beginning when County reports Error to Contractor or upon discovery of Error by Contractor, whichever occurs first.

<b>Table 1.0 Error Severity Level Definitions</b>	
Severity Level and Description	Resolution Time Requirement (subject to escalation by County)(If the Severity Level Error occurs outside of business hours the Response Time shall begin at 7am the next day)
<b>SEVERITY LEVEL 3: MINOR</b>  A problem that causes only a minor impact on the use of PMCS (e.g., report generation issues, issues with any non-Production Environment), but the problem can be easily circumvented; or the problem can cause some functional restrictions but does not have a critical or severe impact on operations.	One to two (1 to 2) calendar days, beginning when County reports Error to Contractor or upon discovery of Error by Contractor, whichever occurs first.
<b>SEVERITY LEVEL 4: COSMETIC</b>  Cosmetic defects that do not affect the functionality but affect the general look and feel of PMCS.	Earlier of (a) the next Version Release or (b) the next Scheduled Downtime, or (c) as mutually agreed.

### C. Resolution of Errors

The Contractor shall either resolve or escalate an Error reported by the County in accordance with the time frames set forth above. The time for resolving each Error shall start tolling when County notifies the Contractor of such Error by telephone, e-mail or otherwise, or upon discovery of Error by the Contractor, whichever occurs first, and shall end when the Contractor submits resolution of such Error to the County for approval thereof, provided such resolution is thereafter so approved by the County without prior rejection by the County or significant delay in the County's approval thereof.

The Contractor acknowledges that, as part of corrective measures to resolve an Error, the Contractor may be required to repair, replace or reinstall all or any part of PMCS, or update PMCS, to remedy such Error.

The Contractor shall assign a Support and Maintenance Services Staff team member to diagnose and determine the course of action to resolve Errors as specified in Section 6 (SUPPORT AND MAINTENANCE SERVICES), Table 1.0. Contractor shall maintain on-going communication with the County regarding the status of correction of all Errors reported or discovered. In addition, the County

may contact the Contractor's personnel to inquire about the resolution status of any Error. For each day that an Error is not resolved past the Error Resolution Time Requirements, the County shall assess a One Thousand Dollar (\$1,000) credit per day for Severity Level 1 and 2 against the Subscription Fees that are owed for that year, until the Error is successfully resolved. The \$1,000 credit per day will not be assessed by the County if the failure of Contractor to meet the Error Resolution Time Requirement was caused by the County, or Amazon Web Services (AWS).

D. Escalation

The County or Contractor may escalate an Error's Severity Level as necessary for resolution. The Contractor shall assist the County with all aspects of Support and Maintenance Services and Error resolution and escalation as required by the County. The County may engage the support of the Contractor at any time and for any aspects of PMCS. If any Error is not resolved within the applicable resolution time set forth above, in addition to other remedies available to the County set forth in the Contract, the County shall have the right to escalate the Error to the next Error Severity Level.

E. Error Severity Level 3

The assigned Support and Maintenance Services Staff team member shall provide a recommended solution, via a telephone call, for Severity Level 3 Errors within one (1) to two (2) calendars days of Error submission, unless an extension of time is mutually agreed to by the County and Contractor in writing.

The assigned Support and Maintenance Services Staff team member shall update the submitting party on the status of the Error, via a telephone call, each business day until resolution and implementation of the recommendation is completed.

F. Error Severity Level 4

The assigned Support and Maintenance Services Staff team member shall provide a recommended solution, via a telephone call, for Severity Level 4 Errors, via Earlier of (a) the next Version Release or (b) the next Scheduled Downtime, or (c) as mutually agreed.

**7. OPTIONAL WORK**

If requested in writing by the County and mutually agreed upon, the Contractor shall provide to County Optional Work, provided there are enough funds available

for such Optional Work. Optional Work may include software modifications, consisting of new software and/or professional services (e.g., Consulting Services). Any enhancements or modifications of the Scope of Services (SOS), resulting from Optional Work shall be incorporated into, and become part of, the Scope of Services (SOS). Any product resulting from the Contractor providing Optional Work shall become part of PMCS, as applicable, and shall be subject to the County's written approval in accordance with the terms of the Contract.

Upon the County's request, Contractor shall submit to the County for approval a not-to-exceed Maximum Fixed Price and a proposed Scope of Services for Optional Work. The County and Contractor shall agree on the Scope of Services for the provision of such Optional Work, including, as applicable, testing, warranty, etc. In Exhibit B, Pricing Schedule, Contractor shall provide pricing for the following Optional Work:

- Optional Data Migration
- Optional Integrations
- Fee Schedule for Optional Work
- Optional Training

## 7.1 Optional Data Migration

If requested by the County, the Contractor shall assist in the conversion and migration of completed Projects in the Public Works existing PCS (including data stored in Primavera Contract Management, Contract Management Database and other County databases) to PMCS. The Contractor, in conjunction with the County, shall develop test scenarios, including expected results, which will demonstrate that the data was successfully converted and migrated as intended and required by the County.

Optional Data Migration for Public Works	Database	Data Size	Notes
PMDI and PMDII	SQLServer, Oracle, and native files (word, pdf, jpg)	4.9 TB	1,084 projects
PMDIII	SQL Server	500 MB	10,000 Projects in CMD/PIW (all existing data)

As part of the Data Migration, the Contractor shall perform all necessary corrections and debugging. A conversion test shall be performed with a simulated full load. The Contractor shall document test results, which will show the actual results of the testing.

The Contractor shall work with the County to migrate data from completed Projects from the existing County systems into PMCS. The data from County systems will be provided by County in format agreed upon by County and Contractor.

All data entered in PMCS by the County, consultants, contractors, and subcontractors is owned by the County, and the Contractor shall not restrict access or usage of such data by the County in any manner. The County will have the right to freely access PMCS data, as well as tables and table indices containing the data, for any purpose at any time.

The Contractor and County shall conduct tests to validate the successful physical migration and logical conversion of data.

#### **7.1.1 Deliverable: Successful Data Migration to PMCS**

The Contractor shall successfully complete the data conversion and migration tests. The Contractor shall deliver to the County a "Data Migration Test Results Report", within five (5) business days of successful completion of the data migration and conversion tests, which will contain the actual documented results of the tests and lists of the data migrated/converted.

The Contractor shall perform data conversion and migration from the existing County systems to PMCS and certify in writing that it has successfully performed all data conversion and migration in accordance with Task 7.1: Data Migration.

### **7.2 Optional Integrations with Other Systems**

Optional PMCS integrations with other County systems include the following:

- Using downloaded flat files from County Strategic Asset Management (SAM) system, Contractor's proposed PMCS shall integrate through uploading County Facility data through an ETL process.
- Using downloaded flat files from County Local and Targeted Worker Hire Program (LTWHP) Monitoring and Business Utilization Tracking System, Contractor's proposed PMCS shall integrate through uploading summarized County data through an ETL process. Contractor's proposed PMCS shall support, interface with (data exchange), and generate reports and Prevailing Wage Payments for the LTWHP System.
- Using downloaded flat files from the County, Contractor's proposed PMCS shall integrate through uploading Equal Employment Opportunity Commission (EEOC) data through an ETL process.

- The Contractor shall work with County IT staff to develop an interface between PMCS and Construction Management Database (CMD) and Project Information Website (PIW). The data is currently is stored in a standard relational SQL based database and currently there nearly 10,000 projects with an estimated dataset size of 500mb.
- Provision for voice recognition capabilities as part of accessibility functions with which Users can navigate, complete forms, dictate and convert to text narrative information and/or observations, save converted input to Contractor's proposed PMCS database, search and retrieve information, create and review reports or dashboards, etc.

#### **7.2.1 Deliverable: Optional Integrations**

The Contractor shall successfully integrate with the County identified system's and provide Optional Configurations and Related On-going Support and Maintenance Services.

### **7.3 Fee Schedule for Optional Work**

It is anticipated that the County may wish the Contractor to provide additional work. This optional work will be performed at the rates included in Exhibit B, Pricing Schedule. The positions include, but are not limited to:

- Project Director
- Project Manager
- Sr. Business Process Specialist
- Business Process Specialist
- Sr. Programmer
- Programmer
- Training Manager
- Trainer - Train the Trainer
- Trainer - Reporting Specialist
- Trainer
- Clerk

#### **7.3.1 Deliverable: Optional Work Hours**

Consulting Deliverables are to be determined and mutually agreed upon by the County and Contractor and proposed and billed at the rates shown in Exhibit B, Pricing Schedule.

The Contractor shall provide additional County requested customizations and enhancements to PMCS as directed by the County.

The Contractor shall provide the County with written notice no later than thirty (30) days before the scheduled implementation of any additional County requested customizations and enhancements.

#### **7.4 Optional Training Services**

The Contractor shall provide additional Training as requested in writing to the Contractor. The Contractor shall provide additional training costs for:

- Account Administrator Training – Two (2) Groups of 15 Administrators
- System Administrator Training – Two (2) Groups of 15 Administrators
- Train the Trainer – Two (2) Groups of 15 Administrators
- Report Writing Training – Two (2) Groups of 15 Administrators
- User Training – Twenty (20) Groups of 15 Users

In the event the County requests optional training, such training shall be provided at the rates identified in Exhibit B, Pricing Schedule, under Optional Work hours.

##### **7.4.1 Deliverable: Optional Training**

Provide optional training services.

### **8. SUMMARY OF DELIVERABLES**

This Section 8 provides a Deliverables Summary Table of all Implementation Deliverables as detailed in Section 3 (Scope of Services) above, to be completed for Phase 1 (Public Works and CEO) then for Phase 2 (remaining County Departments, ISD and Parks and Recreation). County requirements for due dates are as specified. As part of the Project Work Plan, Contractor shall provide a proposed schedule for the submission of all Deliverables to County in accordance with County requirements.

**DELIVERABLES SUMMARY TABLE**

<b>TASK #</b>	<b>DELIVERABLE #</b>	<b>PARA.</b>	<b>IMPLEMENTATION DELIVERABLE</b>	<b>DUE DATE AFTER NTP</b>
Task 1	3.1.1.1	3.1.1	Implementation Plan (IP), which includes Contractor Project Schedule	30 days
Task 1	3.1.1.2	3.1.1	Incoming Orientation Plans	30 days

<b>TASK #</b>	<b>DELIVERABLE #</b>	<b>PARA.</b>	<b>IMPLEMENTATION DELIVERABLE</b>	<b>DUE DATE AFTER NTP</b>
Task 1	3.1.2.1	3.1.2	On-going Project Administration	On-going
Task 2	3.2.1.1	3.2.1	System Requirements Document (SRD)	30 days
Task 2	3.2.2.1	3.2.1	Business Continuity/Disaster Recovery Plan	30 days
Task 3	3.3.1.1	3.3.1	PMCS Minimums	9 months
Task 3	3.3.1.3	3.3.1	Tier 1 Components	3 months
Task 3	3.3.1.5	3.3.1	Tier 2 Components	6 months
Task 3	3.3.1.7	3.3.1	Tier 3 Components	9 months
Task 3	3.3.1.9	3.3.1	Tier 4 Components	9 months
Task 3	3.3.1.10	3.3.1	Interfaces and Integrations with Other Systems	6 months
Task 4	3.4.1	3.4	Recommended User Acceptance Test (UAT) Plan	Completed for each Tier with each Tier Deliverable.
Task 4	3.4.2	3.4	UAT Procedures/Scenarios Inventory Report	Completed for each Tier with each Tier Deliverable.
Task 4	3.4.3	3.4	UAT Certification of Successful Completion	3 months after completion of Tiers 1 through 4.
Task 5	3.5.1.1	3.5.1	County Project Team Training Plan	3 months
Task 5	3.5.2.1	3.5.2	County Project Team Training Materials	4 months
Task 5	3.5.3.1	3.5.3	User Documentation	9 months
Task 5	3.5.4.1	3.5.4	County Project Team Training	6 months
Task 6	3.6.2	3.6.1	Successful Data Migration	9 months
Task 7	3.7.1.1	3.7.1	Training	8 months
Task 7	3.7.1.2	3.7.1	PMCS Training Report	10 months
Task 7	3.7.2.1	3.7.2	Implementation Report	11 months
Task 7	3.7.2.2	3.7.2	Final Acceptance Certification	12 Months (Public Works) from first NTP 12 Months (Other County



## Exhibit A

TASK #	DELIVERABLE #	PARA.	IMPLEMENTATION DELIVERABLE	DUE DATE AFTER NTP
				Departments) from second NTP

**NOTE:**

*Phase 1 will be completed in twelve (12) months or less for Public Works and CEO from the date the Notice to Proceed is issued. Successful PMCS Implementation for all remaining County Departments and Final Acceptance of the System will be completed in Phase 2 within twelve (12) months or less from the date a second Notice to Proceed is issued for this work. (completing Tasks 1-7). **The Second NTP will be immediately issued following County's determination of successful Implementation of Public Works and CEO. All tasks will then be repeated for Phase 2. The level of effort for Phase 2 Implementation Work will not be as intensive as Phase 1 Implementation Work.***

**PMCS System Requirements- Exhibits A.1., A.2, A.2.1**  
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<b>A.1</b>	<b>PMCS Functional Requirements</b>
A.	General Functional Requirements
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C.	Project/Construction Management
D.	Financial Management
D.1	Cost Control Management
D.2	Project Budgets
D.3	Cash Flow Forecasting
D.4	Contract Commitments
D.5	Actual Expenditures
D.6	Consultant/Contractor Invoice Management
E.	Contract Management
F.	Schedule Management
G.	Document Control Management
H.	Project Reporting/Dashboards
I.	Process Management/Business Process Automation Engine
J.	Integration with Other Systems
K.	Optional Requirements

<b>A.2</b>	<b>PMCS Technical Requirements</b>
A.	General Technical Requirements
B.	Access
C.	Data and Backup
D.	Infrastructure and Hosting Environment
E.	Security Requirements - Sensitive Data
F.	Security Requirements - Encryption
G.	Security Requirements - Exception Management / Error Handling
H.	Security Requirements - Recovery
I.	PMCS Support, Performance and Availability
J.	Licensed Software and Intellectual Property
K.	Services
L.	Acceptance
M.	Disabling Device
N.	Non-Infringement
O.	Pending Litigation
P.	Assignment of Warranties
Q.	Other Warranties
R.	Termination Transition Services

<b>A.2.1</b>	<b>PMCS Trusted System Requirements</b>
A.	True and Accurate Copy
B.	Two Separate Copies, Two Separate Locations, One Copy Unalterable
C.	No Unauthorized Additions, Modifications, Deletions
D.	Independently Verifiable by Audit
E.	Additional Requirements

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
A.1	PMCS General Functional Requirements				
A.1	Contractor's proposed PMCS shall support, roll-up, and report on multi-Department and multi-project	X			
A.1	Contractor's proposed PMCS shall be able to group and report on projects by Department, Division (within a Department), Section (within a Division), Unit (within a Section), individual PM, project development phase, local region or area, Program, project status, BOS District, or other client-defined criteria.				
		X			
A.3	Contractor's proposed PMCS shall provide a web-based interface for access to PMCS by all project team members, including but not limited to, Program Managers, Project Managers, Architects/Engineers, Inspectors, technical consultants, Contractors and subcontractors throughout the various project development phases including: planning, programming, design, jurisdictional approvals, construction bid and award, construction, closeout activities, post construction, and facility operations.				<p>Procure's Project Management platform provides the ability to manage and execute multiple small or large projects through a single system, with ultimate project visibility. You will leverage a collaborative environment with unlimited seat licenses and real-time accessibility for every relevant region, office, department and project team member. From bidding/tendering to completion and close-out, all projects are kept up to date and communicated to team members so no change or update goes unnoticed.</p> <p>Procure enables you to make all your electronic documents available to any user (internal or external) - You set the permission levels and users with appropriate permissions can upload, view, and download project documents as needed whether in-house or in the field. There is no limit to how many users can be added. Files can be sent from any email system, including mobile devices and users with permissions will receive notifications when documents are updated. All changes are logged and can be tracked.</p>
		X			
A.4	Contractor's proposed PMCS shall provide real-time collaboration capabilities allowing concurrent viewing and editing of documents, reports, and dashboards by project team members working from multiple locations, different operating systems and interface devices, including in-office computers and mobile devices. The PMCS shall provide the ability to track changes made to an original document while it's being edited, and provide administration rights to accept edits.				
		X			
A.5	Contractor's proposed PMCS shall have the ability to access, input, and/or retrieve information when in the field, including processes, forms, photos, correspondence, etc., from mobile devices, including tablets, laptops, and smart phones using a variety of operating systems including Microsoft and Apple IOS.				<p>Procure offers native mobile apps for the iOS and Android.</p> <p>Procure's full website is also available to be used on any web browser, including smart phone web browsers. Nearly all features on the web app are available in the mobile app with the exception of bidding and budgets.</p> <p>Many features of our mobile applications operate in offline mode, to address situations where access to wifi or a network is not feasible. When your device is back online, all data will be synchronized and become immediately available to all users on the project.</p>
		X			
A.6	Contractor's proposed PMCS shall have the ability to automatically sense and configure forms, reports, dashboards, etc. to fit the display screen of the device being used to interface with PMCS. The information needs to be legible and sized to read, i.e., text greater than 4 point.				
		X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
A.7	Contractor's proposed PMCS shall have the capability for users to review, approve, and sign project documents using electronic signatures within pre-set roles and permission levels. Contractor's Proposed PMCS shall utilize the County's Electronic Signature Solution, Adobe Sign, to obtain electronic signatures and the save the signed document back to the Contractor's Proposed PMCS.		X		<p>Procore supports an integration with DocuSign. Procore's integration with DocuSign allows all Procore users with a DocuSign account to send, receive, review and return their signed contracts and change orders online, at any time and from any Internet-enabled device. Sign, view statuses and track all your Documents, Commitments, Purchase Orders, Prime Contracts, Commitment Change Orders and Prime Contract Change Orders from inside the Procore App.</p> <p>A custom integration with Adobe Sign can be built on this model, or to accommodate the unique needs of the customer.</p>
A.8	Contractor's proposed PMCS shall have the ability to import and/or maintain information in a database that includes key project performance indicators (KPI), including actual project costs, project schedules and schedule milestones, lessons learned, contractor's schedule of values, budget forecasts, TPCE, project status reports, and Change Order Logs, etc., to be used for the planning, budgeting and scheduling of new projects, and for comparison of historic data with current metrics for similar projects.	X			<p>For Procore customers who want to maximize the value of their project data, the Analytics products will provide advanced reporting and analytics solutions. Users can monitor project health and drive more informed decision making for their business. Cross-tool reporting, configurable dashboards and advanced data visualization all help turn project data into business insight.</p> <p>With Procore Analytics you can build custom reports to metric your KPIs against activity within the Project.</p> <p>Procore Analytics allows for:</p> <ul style="list-style-type: none"> <li>• Data extraction: By hosting a SQL database, customers don't have to write code against complex API's to get their data out. They can write simple SQL queries. They can also easily pump their data into their own data warehouse.</li> <li>• Out-of-the-box reporting: Allows customers to immediately utilize over 80 out of the box reports drawing on data from multiple sources across Procore</li> <li>• Multi Tool Targeting: Allows users to draw on data from sources external to Procore to do TRUE cross tool reporting. Imagine reporting on your entire tech stack!</li> </ul>
A.9	Contractor's proposed PMCS shall have the ability to extract/export KPI or other user-specified metrics on completed and/or current projects.	X			See response above.
A.10	Contractor's proposed PMCS shall include voice recognition capabilities as part of accessibility/usability standards which will allow users to navigate, complete forms, dictate and convert to text narrative information and/or observations, save converted input to Contractor's proposed PMCS database, search and retrieve information, create and review reports or dashboards, etc. This functionality is available so long as County has a mobile device with voice recognition capabilities.	X			While Procore has not completed any WCAG or Section 508 compliance initiative, we are aware of the requirements and have begun influencing our development and design choices based on the standards.
B.	Program Management				

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
B.1	Contractor's proposed PMCS shall provide Program Managers the ability to use historic project data to develop Capital Project Programs consisting of multiple complex project components, site masterplans for new development, and define new project's scope, schedule, and budgets. The PMCS shall allow for the concurrent management of multiple Capital Project Programs, Capital Projects, and the various project components that may make up the Capital Program/Project.	X			<p>Procure's Project Management platform enables users to oversee, manage and execute multiple projects through a single system, with ultimate project visibility. You will leverage a collaborative environment with unlimited seat licenses and real-time accessibility for every relevant region, office, department and project team member. From bidding/tendering to completion and close-out, all projects are kept up to date and communicated to team members so no change or update goes unnoticed.</p> <p>Procure is designed to be used on both long-duration (5+ year) and short-duration projects where long-transaction workflows can be centrally tracked and managed through Procure's new Action Plans tool. Action Plans will enable your organization to create a library of custom, proactive program and project plan templates (such as a Design Review process) to manage multi-faceted workflow processes across projects, with the ability to assign action items to stakeholders and route through a predetermined workflow.</p> <p>Procure Analytics reports integrate your company's Procure data using Power BI, providing you with deep insights on various statistics and trends within and across your Procure projects. With over 100 reports and the ability to create custom reports, Procure Analytics can transform your data into a meaningful and actionable format that will help turn your company into a data-driven organization</p>
B.2	Contractor's proposed PMCS shall provide Program Managers the ability to plan and implement Capital Project Programs by implementing Department, project type, and building type.	X			Projects can also be classified by Program, Status, Stage, Type, and Department, or other custom data point.
B.3	Contractor's proposed PMCS shall have the capability to limit access or input to Capital Project Programs by user role or to specific user(s).	X			<p>Procure maintains an in-application permissions system that defines user capabilities down to the individual user level on individual projects.</p> <p>Role-Based Permissions (RBP) are used to manage user access to different Procure tools. Permissions include, 'None', 'Read Only', 'Standard', and 'Admin'. Specific granular permissions are then available based on the tool.</p> <p>For example, a single user can have different permission levels within different projects.</p> <p>Access for each role is defined in a permission template. Procure provides its clients with several role-based permission templates.</p>
B.4	Contractor's proposed PMCS shall provide the capability for Program/Project Managers to input and track information including:				
B.4.1	Program/Project Name.	X			
B.4.2	County Department	X			
B.4.3	Capital Project No.	X			
B.4.4	Project Location (city, street address, zip code), PCA No., Project ID No.	X			
B.4.5	Title Information including property owner, APN No., tract No., and any easements or right of ways recorded on the property.	X			
B.4.6	Summary Project Description including project type (new construction, renovation, or deferred maintenance), building size, site size, CEQA Analysis, and description of scope.	X			
B.4.7	Supervisory District(s).	X			
B.4.8	Contract Types (including Design-Bid-Build, Design-Build, Best Value Construction, GMP, JOC, etc.)	X			
B.4.9	Total Project Cost Estimate (TPCE), including % and value of hard and soft costs	X			
B.4.10	Final construction cost including Change Orders, and the change order % of construction cost, and the % of change order allowance used	X			
B.4.11	Schedule milestones including start and completion for design and jurisdictional approvals, start of construction, substantial completion, project acceptance, and project closeout.				
B.4.12	Comments/Notes/Updates.	X			
B.4.13	Contractor Name & Business ID No.	X			

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
B.4.14	Any Contracts awarded or procured for the Project including Architect/Engineer, geotechnical survey, Hazardous Materials testing, etc.	X			
B.5	Contractor's proposed PMCS shall provide Program reporting across multiple projects and programs, completed programs based on user defined or client defined criteria, including Project Cost Accounting No., Capital Project No., or Project Controls System No.	X			
B.6	Contractor's proposed PMCS shall provide the capability to drill down from a Program view into a Project specific view and then further into specific details about a Project.	X			
B.7	Contractor's proposed PMCS shall be able to provide Program Managers the ability to obtain real-time data on KPI, including scope, budget and schedule.	X			
B.8	Contractor's proposed PMCS shall provide Program Managers the ability to establish, allocate, and track a Program/Project's scope, schedule, and budget, forecasted project costs, Change Orders and actual expenditures.	X			
<b>C. Project/Construction Management</b>					
C.1	Contractor's proposed PMCS shall allow Project Managers the ability to assign and control project team members roles and rights related to the input and editing of project data throughout the various project development phases.	X			<p>Procore maintains an in-application permissions system that defines capabilities for both internal and external users down to the individual user level on individual projects. Access to Procore is granted via a username &amp; password combination. This system defines user capabilities and access down to the individual document, a specific project, and to the individual user level. Role-Based Permissions (RBP) are used to manage user access to different Procore tools and include 'None', 'Read Only', 'Standard', and 'Admin'.</p> <p>Permissions are role based and are configurable to the individual user and can vary between projects. For example, a single user can have different permission levels within different projects. This "triple permission" flexibility enables a high degree of control over user access within projects. Access for each role is defined in a permission template; several role-based permission templates are provided. All permission templates are managed by your Procore Company Administrator.</p>
C.2	Contractor's proposed PMCS shall provide Project Managers the ability to control and manage projects throughout the various project development phases including:				
C.2.1	Planning.	X			Procore's Project Management and Documents tool sets will provide your team with a real-time, centralized and collaborative environment to manage all information relevant to your planning process. Specifically, Procore's Drawings tool will enable multiple project teams, from design to project management, to collaborate in a centralized environment.

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
C.2.2	Budgeting.				<p>Procure's Project level Budget tool lets you build and manage a comprehensive budget throughout a project's life cycle. It also eliminates the need for double-entry of contract modifications and change order values into complex spreadsheets, giving you greater insight into how seen and unforeseen changes impact the bottom line. This helps you gain greater control over complicated project factors when evaluating and forecasting your project's completion costs.</p> <ul style="list-style-type: none"> <li>• Import an existing budget or build a comprehensive project budget that can be exported to the Microsoft Excel or PDF formats.</li> <li>• Review financial performance for a single project or across multiple projects.</li> <li>• Share the status of your budget with your team so they can make informed decisions in the field.</li> <li>• Generate detailed budget reports showing budget modifications, buyout summaries, line item details, and more.</li> </ul>
C.2.3	Programming.	X			<p>More information about the programming needs for Project Managers is needed here to provide an answer.</p> <p>Procure's Health Dashboard turns your individual project information into business intelligence by aggregating your company's data across projects and tools—giving you a powerful snapshot of your entire portfolio's overall project health. With the Health Dashboard, users now have the capability to review simple, but effective, data visualizations that provide greater insights into how the projects across your company's entire Portfolio are performing. By examining a wide range of project data points and financial metrics, the Health Dashboard also highlights projects and issues that may need your attention.</p> <p>To view a list of existing third-party integrations for asset/capital management softwares (either built in-house by Procure or through third-party developers), visit Procure's App Marketplace at: <a href="http://marketplace.procure.com/">http://marketplace.procure.com/</a></p> <p>Procure can offer Technical Services Consulting to provide Procure Expertise to your in house integration team (or preferred partner), or we can offer Professional Services to build &amp; support an integration with any apps as needed.</p>
C.2.4	Design.				<p>Procure's drawings tool can be configured to store design drawings separate from the construction set for viewing. Design information can also be stored within the project's Documents tool.</p>
C.2.5	Bid and Award of Contracts	X			<p>Procure's software allows organizations to solicit bids for projects while providing a central location for managing and viewing the status of all bids. Contractors can download bid packages from Procure and submit bids directly back into the system.</p> <ul style="list-style-type: none"> <li>• Powerful search functionality</li> <li>• Solicit and receive bids</li> <li>• Bid packages with unlimited document storage</li> <li>• Bid history and tracking</li> <li>• Convert awarded bid to contract.</li> </ul>
C.2.6	Contract award.	X			<p>Contractor submitted bid sheets can be converted to contracts with a click of a button within the bidding tool.</p>

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
C.2.7	Notice(s)-to-Proceed.	X			<p>Procore's Correspondence tool consolidates and connects the entire scope of business processes on a project from design and construction through closeout. With everything easily accessible in one place, you will minimize risk and speed up project communication.</p> <p>The Correspondence tool enables you to send custom correspondences to collaborators, such as subcontractors, contractors, and clients. The tool provides configurable templates for formal and informal correspondence types that can be sent from one party to another. An example of such a correspondence type is Extension of Time.</p> <ul style="list-style-type: none"> <li>• Create custom correspondence types for different business processes.</li> <li>• Create and edit fieldsets that can be assigned to correspondence types</li> <li>• Create custom fields and assign them to one or more fieldsets.</li> <li>• Assign a custom correspondence type to one or more projects.</li> <li>• Create a general correspondence.</li> <li>• Correspondence items can also be linked directly to other Procore tools such as RFIs, Change Events and Drawings.</li> </ul>
C.2.8	Progress meeting coordination, scheduling and meeting minute recording and distribution.	X			<p>Procore's Meetings tool allows you to manage all aspects of your project meetings from agenda distribution to post-meeting approval of minutes. Use customizable meeting templates and categories to streamline the entire process.</p> <ul style="list-style-type: none"> <li>• Create meetings and distribute agendas with attachments to attendees via email.</li> <li>• Add event reminders to most third-party Calendar programs directly from Procore.</li> <li>• Assign and track the status of action items.</li> <li>• Create a digital record of project meetings and distribute detailed minutes in a consistent and easy-to-ready format.</li> <li>• Customize Meeting Agenda/Minutes template if desired.</li> <li>• A record of all activity is saved including costs and due dates.</li> <li>• Display historical meeting minutes on current meetings for reference.</li> <li>• Automatically carry over outstanding items to the next meeting.</li> <li>• Hold meetings from anywhere with your mobile device.</li> <li>• Track meetings per project and organize meetings by series (OAC, Safety Coordination, etc.)</li> <li>• Export Agendas or Minutes to PDF or CSV (for MS Excel).</li> </ul> <p><a href="https://support.procore.com/products/online/user-guide/project-level/meetings">https://support.procore.com/products/online/user-guide/project-level/meetings</a></p>
C.2.9	RFI tracking and response.	X			<p>Procore's Request for Information (RFIs) tool is designed to keep projects running smoothly. Serving as a project's central storage and management point for information requests and responses, the RFI tool increases your ability to build project-wide accountability by letting you create, capture, and archive critical information exchanges between project leaders, subcontractors, vendors, and other suppliers.</p> <ul style="list-style-type: none"> <li>• Create, assign, distribute, and track requests for information in a central location.</li> <li>• Send overdue email notifications to overdue assignees on your behalf.</li> <li>• Set up distribution lists to collect input and feedback from subcontractors and others on the list.</li> <li>• Respond to RFIs directly in Procore, from a mobile device, or by simply replying to the RFI request email.</li> <li>• Hyperlink RFIs directly to drawings.</li> </ul>



		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
C.2.10	Daily log creation and review.	x			<p>Procure's Daily Log tool is designed to provide members of your project team with a central location for viewing, tracking, and emailing updates about daily project activities such as labor, communication, equipment, materials, etc.</p> <ul style="list-style-type: none"> <li>View the daily log for a specific day or for a particular date range.</li> <li>Review current weather conditions from the Dark Sky service or from a compatible weather station installed on the job site.</li> <li>Arrange the layout of the Daily Log page and add log entries or create entries based on the previous day.</li> <li>Forward logs to contacts named in the Project level Directory.</li> <li>Procure begins the daily log entry by automatically logging and archiving the daily weather report for the job site. All weather information can be supplemented by manual input in the event that site-specific conditions do not exactly match the weather feed.</li> </ul> <p>Using a simple drag-and-drop interface, users can configure the daily log within Procure and specify which sections are displayed, and in which order they should appear. Procure's daily log Tool has dynamic filtering and search capabilities, allowing you to report on any log.</p> <p>Need to know the number of manpower hours used in past weeks and which vendors performed the work? Procure's daily log allows you to quickly gather this information to report, print, or export to a spreadsheet.</p>
C.2.11	Construction progress scheduling and tracking (Level 3/Level 4). (Master construction schedule vs. 2 week look-ahead from Contractor.)	X			<p>Procure provides for integration with multiple scheduling software solutions, including Microsoft Project: <a href="https://marketplace.Procure.com/apps?category=scheduling">https://marketplace.Procure.com/apps?category=scheduling</a></p> <p>This integration includes critical path, resource loading, schedule look aheads and automatic emails on these, Gantt chart views, and requests through Procure for schedule changes if needed. Reporting is available for the creation of 2-week look aheads. These can be automatically configured to distribute to necessary team members.</p>
C.2.12	Change management, (i.e., changes in Project design, cost or duration, proceed orders, delay tracking).	X			<p>Streamline the change management process for your enterprise by providing your project team with a centralized location to monitor change orders affecting the prime contracts and commitments. Clients and contractors receive real-time access to their specific change orders so they can satisfy their obligations, while protecting your project-sensitive data by keeping Change Order Requests (CORs) and Potential Change Orders (PCOs) private.</p> <p>Change Management features include:</p> <ul style="list-style-type: none"> <li>Automate and streamline the change order process by managing a single list of all changes.</li> <li>Create change events from mobile devices in the field and access related documents anywhere.</li> <li>Create a change event directly from an RFI, or link it to an existing one.</li> <li>Package change orders to send more than one at a time to your client or commitments.</li> <li>Provide an easy location for your client or commitments to view all of their change orders, while keeping Change Order Requests (CORs) and Potential Change Orders (PCOs) private.</li> <li>Provide a collaborative system while still maintaining control over what information your clients and contractors see, and when they see it.</li> </ul>

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
C.2.13	Payment application processing.	X			Procore gives you the ability to collect and view all (sub)contractor and owner invoices with invoice amounts, invoice status, and payment status. Perform key steps of the invoicing process such as setting up billing periods, inviting (sub)contractors to bill, and sending invoices to ERP/DocuSign (if applicable). (Sub)contractor invoices may be compiled to pre-populate an upstream owner invoice with backups.
C.2.14	Project submittals, including, RFIs, Change Order Proposals, product data sheets, shop drawings, ASIs, Proceed Orders, payment applications, claims, schedules, etc.	X			
C.2.15	Tracking payments against approved Contract amounts.	X			
C.2.16	Project closeout, including:	X			Procore offers the ability to extract project data for closeout or archiving purposes. Procore Extracts is a desktop application for Windows computers that allows 'Admin' users to download (i.e. extract) information from Procore projects. <ul style="list-style-type: none"> <li>• Easily download items in bulk from Procore directly to your computer.</li> <li>• Select which tools you want to download items from (e.g. submittals, RFIs, observations, photos) and whether you want attachments to be included.</li> <li>• View files from Procore on your computer organized by project and tool.</li> </ul>
C.2.16.1	Final Payments - Contracts, professional service agreements, Proceed Orders, FFE, etc.	X			
C.2.16.2	Fund de-encumbering	X			
C.2.16.3	Claims resolution	x			More information on current process required to provide best process within Procore. Options exist across tools including Correspondence, Action Plans, Documents Tool and Procore's out of the box DocuSign integration.
C.2.16.4	Facility Operations and Maintenance	X			
C.2.16.5	Construction Warranties	X			
C.2.17	Jurisdictional Approvals	X			More information on current process required to provide best process within Procore. Options exist across tools including Correspondence, Action Plans, Documents Tool and Procore's out of the box DocuSign integration.
C.2.18	Notice to Bidders	X			
C.2.19	Modifications to Plans (Addendum/Plan Revisions).	X			Procore's Drawings tool offers a powerful feature in the ability to compare different drawing revisions to view any changes. Any additions to a drawing are highlighted in green while deletions are highlighted in red (as shown in the screenshot to the right).  You may use this feature to drill into an individual drawing and compare it to new drawing revisions to see what has changed. Once you have the desired comparisons on screen, you are able to download the drawing comparisons for distribution.
C.2.20	Materials Tickets	X			With the T&M Tickets tool, workers no longer have to worry about misplacing carbon copy tickets or waiting until they get back to the office to scan, manually enter, or email out-of-scope work requests. Instead, requests and digital signatures are captured in the field on mobile—while also notifying project managers and accountants at the office. This gives your whole team greater visibility into at-risk work that could affect profits. <ul style="list-style-type: none"> <li>• Document and track out-of-scope requests on any mobile device</li> <li>• Avoid payment disputes by capturing stakeholder signatures in one place</li> <li>• Log labor, equipment, and materials used</li> <li>• Track ticket status with Procore dashboards</li> </ul>

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
C.2.21	Inspection Notices and Reports				<p>Procore's Inspections tool includes an industry-led Site Safety Audit Inspection template you can use as a starting point to customize each project's own site safety template. Inspection reporting provides the ability to track frequency, outcomes and detailed performance of an individual or group inspection. You can assign a responsible party and due dates to your observations, plus link inspection to a drawing and attach photos and supporting documentation.</p> <p>Whether a non-conformance, safety violation, or good practice, track, assign, and report upon multiple types of construction observations on the fly before substantial completion.</p> <ul style="list-style-type: none"> <li>• Create observations as a stand alone item or from an inspection or drawing, whether in the office or out in the field.</li> <li>• Attach supporting documentation such as photos, drawings, and links to specs.</li> <li>• Keep your observations separate from your substantial completion items managed in the Punch List tool.</li> <li>• Identify punch list items associated with your observation.</li> <li>• Assign a responsible party and due date.</li> <li>• Manage your observations through completion, maintaining real time history of actions.</li> <li>• Set Up automatic overdue emails to keep responsible parties on track.</li> </ul>
		X			
C.2.22	Contractor Stop Notices	X			
C.2.23	Liquidated damages	X			More information on current process required to provide best process within Procore. Options exist across tools including Correspondence, Action Plans, Documents Tool and Procore's out of the box DocuSign integration.
C.3	Contractor's proposed PMCS shall provide templates for project management tools including:				
C.3.1	Project costs, including TPCE, tracking actual expenditures against forecasts				Procore's Budget tool comes with an industry standard template for reviewing project costs and forecasting.
		X			
C.3.2	Project correspondence, RFIs, Change Orders, Stop Notices, Inspection Reports, Proceed Orders, Notice to Proceed, Requests for Proposals, etc.				Procore offers purpose built tools provide a template for a wide range of processes, each with a best practice business process automation workflow built-in that can be further customized and tailored to your specific needs.
		X			
C.3.3	Project schedules, including master schedules, construction schedules and construction two week look-ahead schedules				Procore provides for integration with multiple scheduling software solutions, included Microsoft Project: <a href="https://marketplace.procore.com/apps?category=scheduling">https://marketplace.procore.com/apps?category=scheduling</a>
		X			This integration includes critical path, resource loading, schedule look aheads and automatic emails on these, Gantt chart views, and requests through Procore for schedule changes.
C.3.4	Budget forecasts and cash flows				Procore's Budget tool comes with an industry standard template for reviewing project costs and forecasting.
		X			
C.3.5	Project Programming/needs assessment studies.	X			Procore's Action Plan tool can document Programming/needs assessment studies.
C.3.6	Project Contracting mechanism(s) including: Design-Build, Design-Bid-Build, Lease-Leaseback, JOC, Task Order, Best Value Construction etc.				
		X			
C.4.6	Contractors PMCS shall have the ability support an electronic Project Filing System for the archiving project-related documents including:				
C.4.6.1	Construction Contract and Consultant Agreements	X			
C.4.6.2	Construction Contract documents, including drawings, specifications, Notice to Bidders, and bulletins.	X			
C.4.6.3	Project submittals, including, RFIs, Change Order Proposals, potential change orders, product data sheets, shop drawings, technical submittals, Proceed Orders, payment applications, construction claims, schedules, etc.				
		X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
C.4.6.4	Project-related meeting minutes including construction meetings, design coordination meetings, and stakeholder meetings and presentations	X			
C.4.6.5	Project correspondence including letters, Board letters, emails, Notices to Proceed, Requests for Proposals, etc.	X			
C.4.6.6	Project reports and presentations	X			
C.4.6.7	Regulatory and Jurisdictional Approvals	X			Information regarding Regulatory Jurisdiction may be stored within the documents tool.
C.4.6.8	CEQA/NEPA Documents	X			Documents specific to the California Environmental Quality Act and National Environment Policy Act can be handled in Procure in various ways, either generally in the Documents tool, configured collaboration tool environments in the Correspondence tool, or the Action Plans tool.
C.4.6.9	Testing accounts for County administrator/super user team members that are not named license accounts. Testing accounts are needed for County development, testing, implementation and support of the PMCS application, both before PMCS implementation and during ongoing support after implementation. These testing accounts would not be included in the count of paid PMCS user license seats, but would be valid accounts for development, testing, staging, or production instances of PMCS.	X			<p>Procure offers an unlimited user model for internal and external users, you can choose to offer access to your Project Manager, Contractors, Internal/Field Employees, Consultants, Architects, Designers and anyone else involved in project execution.</p> <p>Procure provides the following sandbox environments you can use for testing:</p> <ul style="list-style-type: none"> <li>Monthly Sandbox - refreshed with current production data on a regularly scheduled basis once each month. Data you create, update, or manipulate within a Monthly Sandbox environment will never affect the original production data and will exist solely in the context of that environment</li> <li>Development Sandbox - generated by third-party developers from their Developer Portal account and includes seed project data that can be used for testing purposes. The Development Sandbox environment does not refresh with production data at any time</li> </ul> <p>For more information go to:  <a href="https://developers.procure.com/documentation/development-environments">https://developers.procure.com/documentation/development-environments</a></p>
C.5	Contractor's proposed PMCS shall provide Project Managers the ability to input, track and adjust a project's scope, schedule, budget, expenditures, resource use, Change Orders, Proceed Orders, etc.	X			
C.6	Contractor's proposed PMCS shall provide Project Managers the ability to input, retrieve, and track project-data and information for projects and sub-projects including:				
C.6.1	Project/sub-Project Name	X			
C.6.3	Sponsoring County Department or County-associated organization.	X			
C.6.4	Project/sub-Project TPCEs	X			
C.6.5	Project/sub-Project construction costs, including Change Orders and Proceed Orders, hard vs. soft costs, County costs vs. third party costs, etc.	X			
C.6.6	PCA No.	X			
C.6.7	CP No.	X			
C.6.8	Project ID No.	X			
C.6.9	Fund Code.	X			Funding sources against the Prime Contract may be tracked by name and description. Code may be included in the description if needed.
C.6.10	PCS ID No.	X			
C.6.11	All Contracts issued against the Project (i.e. Construction, architect/engineers, and other consultants).	X			
C.7	Contractor's proposed PMCS shall support the tracking of Project/sub-Project pre-construction activities including:				
C.7.1	Environmental Site Studies including, CEQA/NEPA studied, geotechnical and soils reports, HAZMAT, property surveys, etc.	X			Procure's Inspections tool can be used for each of the specified types -- a more robust ITP process can also be executed with the Action Plans tool.
C.7.2	Project design including planning, programming, schematic design, design development, construction documents, jurisdictional approvals, etc.	X			
C.7.3	Project/sub-Project's schedules	X			
C.7.4	RFP/bid package preparation	X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
C.7.5	RFP/bid advertisement		X		Procure's Bidding tool is accessible to bidders by invite only, but requests for invitation can be built into a public facing bid advertisement website.
C.7.6	Processing of RFIs or Requests for Clarification received during the bid period, and Notice to Bidders	X			
C.7.7	Bid opening and evaluation	X			
C.7.8	Contractor selection and notification	X			
C.7.9	Board Letter drafting, review, approval and submittal	X			The Correspondence tool enables you to send custom correspondences to collaborators, such as subcontractors, contractors, and clients. The tool provides configurable templates for formal and informal correspondence types that can be sent from one party to another. An example of such a correspondence type is Notice of Delay.
C.7.10	Board-action to adopt, advertise, and award	X			
C.7.11	Construction Notice-to-Proceed (NTP 1/NTP 2).	X			
C.7.12	Pre-construction submittals, including preliminary baseline schedule, insurance, bonds, schedule of values, schedule of submittals, etc.	X			
C.7.13	Plan Addenda	X			
C.7.14	Pre-construction submittals, including preliminary baseline schedule, insurance, bonds, schedule of values, schedule of submittals, etc.	X			
C.8	Contractor's proposed PMCS shall create and maintain Project/sub-Project specific directories with contact information for the prime/general Contractor and all subcontractors, Architects/Engineers, and other project consultants including:				
C.8.1	Company Name	X			
C.8.2	Company Address/Location (street name, unit/suite no., city, state, zip code)	X			
C.8.3	Primary contact information, including company, trade, first name, last name, cell phone no., office no., email address, County Vendor No., Business ID No., etc.	X			Along with other general information, Procure's vendor information includes fields for: Abbreviated Name, DBA, Licence Number, Labor Union, Entity Type (ABN/EIN), as well as an open Tags/Keywords field, and document attachment option.
C.8.4	State qualification(s)/licenses held (California State License Board No.).	X			
C.9	Contractor's proposed PMCS shall allow Project Managers, to process and track stop notices	X			Stop Notices may be stored as attachments against contracts.
C.10	Contractor's proposed PMCS shall provide the capability to:				
C.10.1	Access and utilize BIM/CAD files for real-time collaboration in solving and resolving issues, including RFI questions, drawing deficiencies, drawing corrections, in-field conflicts, etc.	X			If your account is configured for Procure BIM, you can use the Models tools in Procure along with a Procure plugin that is installed into your Autodesk® Navisworks® application. Models can be published from Navisworks® to Procure and then viewed by field teams using the Procure app on an iOS mobile device. <a href="https://support.procure.com/faq/what-is-procore-">https://support.procure.com/faq/what-is-procore-</a>
C.10.2	Link RFIs, Change Orders, and Proceed Orders directly to the relevant area on the BIM/CAD file sheets and/or model views.	X			New or existing RFIs, Change Orders, Observations, and Proceed Orders can be linked to BIM/CAD model views.
C.10.3	Read and view CAD files (AutoCAD and Microstation files), including embedded XREF files, and output or print AutoCAD drawing sheets to a printer/plotter or as PDF format files for a drawing sheet or snapshot of a portion of the drawing sheet.			X	Procure's Drawings tool supports the upload and provides Optical Character Recognition linking of 2D PDF drawing files. CAD files may be stored within the Procure Documents tool, but Procure does not provide navigation of these files via XREF. The Documents tool is file type-agnostic and has unlimited storage capacity.
C.10.4	Read and view standard BIM file types, including Revit, NavisWorks, IFC, etc., and output an image/snapshot of the model view to a printer/plotter or as PDF format files.	X			If your account is configured for Procure BIM, you can use the Models tools in Procure along with a Procure plugin that is installed into your Autodesk® Navisworks® application. Models can be published from Navisworks® to Procure and then viewed by field teams using the Procure app on an iOS mobile device. <a href="https://support.procure.com/faq/what-is-procore-">https://support.procure.com/faq/what-is-procore-</a>
C.10.5	View, navigate, zoom, rotate and perform a walk-through/fly-by of BIM files from within the proposed PMCS.	X			
C.11	Contractor's proposed PMCS shall have the ability to track:				
C.11.1	RFIs.	X			

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
C.11.2	Submittals and Submittal schedules.	X			
C.11.3	Shop drawing submittals.	X			
C.11.4	Product data sheet submittals.	X			
C.11.5	Construction progress schedules.	X			
C.11.6	Requests for proposals.	X			
C.11.7	Potential Change Orders	X			
C.11.8	Schedule of Values submittals.	X			
C.11.9	Payment applications processing.	X			
C.11.10	Proceed Orders	X			
C.11.11	Change Orders	X			
C.11.12	Notice(s) to Proceed	X			
C.11.13	ASIs/Bulletins.	X			
C.11.11	Construction Contract closeout:				
C.11.11.1	Substantial completion.	X			
C.11.11.2	Punch list generation, distribution and updating.	X			
C.11.11.3	Certificate of Compliance	X			
C.11.11.4	Warranty Certificates	X			
C.11.11.5	Receipt of:				
C.11.11.5.1	Contractor As-Builts/Redlines	X			
C.11.11.5.2	Architectural Record Drawings	X			
C.11.11.5.3	Maintenance and Operations Manuals	X			
C.11.11.5.4	Fully executed manufacturers Warranties	X			
C.11.11.5.5	"Attic Stock"	X			
C.11.11.5.6	Contractor warranty certificates	X			
C.11.11.5.7	Release of Retention	X			
C.11.11.6	Closeout of all Project related Proceed Orders, task orders, design services agreements, testing lab	X			
C.11.11.7	Inspection Signoffs	X			
C.11.11.8	Weekly construction photos	X			
C.12	Contractor's proposed PMCS shall track and document all change management impacts including:	X			
C.12.1	Project budget including Change Orders, Proceed Orders, credits, etc. linked to backup documentation, including materials tickets and receipts, labor hours, equipment cost, etc.	X			
C.12.2	Project scope linked to backup documentation, including plan sheets, RFIs, cost proposals, Change Orders, Proceed Orders, etc.	X			
C.12.3	Project schedules, including time impact analysis (TIA), recovery schedules, or weather delays	X			
C.12.4	Liquidated Damages	X			More information on current process required to provide best process within Procore. Options exist across tools including Correspondence, Action Plans, Documents Tool and Procore's out of the box DocuSign integration.
C.13	Contractor's proposed PMCS shall have the ability to roll up detailed cost breakdowns in Proceed Orders and list the total cost of the change. The proposed PMCS shall have the ability to consolidate various approved proceed orders into a single change order.	X			Procore's change order documentation includes detailed cost breakdowns with total cost of change. Multiple PCOs can be consolidated into a final CO.
C.14	Contractor's proposed PMCS shall support Risk Management processes and provide templates to:				
C.14.1	Document and track construction risks, including preparation of site assessment reports, environmental site assessments (Level 1 and 2), ALTA Surveys, etc.	X			Available via Inspections, Observations and Forms tools.
C.14.2	Document and track Contractor's Notice of Delay due to unforeseen site conditions, weather impacts, material/labor shortage, owner delays, etc. and have the ability to track each issue until it is resolved.	X			
C.14.3	Assess the how Contractor's Notice of Delay may impact other, non-related project activities.	X			Available via Correspondence.

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
C.14.4	Track unresolved or outstanding potential Change Orders as risk issues, including budget impacts, schedule impacts, resource impacts, etc.	X			Procore's Change Events log allows clients to track risks that may have cost impacts. Change event features include: <ul style="list-style-type: none"> <li>• Create a change event based on a Request for Information (RFI) and add line items by cost code.</li> <li>• Log all change events.</li> <li>• Create a Request for Quotes (RFQs) email based on a Change Event to your subcontractors and associate the RFQ with a commitment.</li> <li>• Review RFQs responses from subcontractors and then Create a Prime Potential Change Order.</li> </ul>
C.14.5	Track Unilateral Change Orders or partially resolved potential Change Orders and Proceed Orders as risk issues.	X			
C.14.6	Track and document potential or filed claims, documents and dollar amounts.	X			
C.14.7	Notify Project Managers of key dates for required actions to mitigate or resolve upcoming/pending risk-related issues.	X			Procore's Observations tool allows for custom item types, including risks. Create observations as a stand alone item or from an inspection or drawing, whether in the office or out in the field. See below for features of the observations tool: <ul style="list-style-type: none"> <li>• Attach supporting documentation such as photos, drawings, and links to specs.</li> <li>• Keep your observations separate from your substantial completion items managed in the Punch List tool.</li> <li>• Identify punch list items associated with your observation.</li> <li>• Assign a responsible party and due date.</li> <li>• Manage your observations through completion, maintaining real time history of actions.</li> <li>• Set up automatic overdue emails to keep responsible parties on track.</li> </ul>
C.15	Contractor's proposed PMCS shall track and manage the application and/or release of withholds and assessments, including retention, construction stop notices, Contractually allowed back charges, non compliant/ incomplete work, defective materials, credit Change Orders, etc.	X			
C.16	Contractor's proposed PMCS shall have the ability to "drill down" from a Project report or dashboard view to specific details about a Project, Project activity, Project issue or Project element starting from a report or dashboard screen.	X			
C.17	Contractor's proposed PMCS shall provide two-way upload/download of Submittals and other project documents.	X			
C.18	Contractor's proposed PMCS shall provide Submittal viewing permissions tailored to roles, i.e. Architect/Engineer, Contractor and Project Manager	X			
C.19	Contractor's proposed PMCS shall create and maintain Project/sub-Project specific directories with contact information for the architect and other third-party Contracts including, but not limited to:				
C.19.1	Company Name	X			
C.19.2	Contract Information	X			
C.19.3	Company Address/Location (street name, unit/suite no., city, state, zip code)	X			
C.19.4	Primary contact information , including company, trade, first name, last name, cell phone no., office no., email address, etc.	X			
C.19.5	Professional Licenses held within the State	X			
<b>D. Financial Management</b>					
<b>D.1 Cost Control Management</b>					
D.1.1	Contractor's proposed PMCS shall generate budget status reports for projects to include the Board-approved budget, actual expenditures (tracked monthly, quarterly and yearly), budget balance, and project percent complete.	X			

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
D.1.1.1	Contractor's proposed PMCS shall allow project cost data to be input by either an automated workflow, third-party databases, or manual entry.	X			There are multiple ways to upload data into Procore. Direct upload into tool with Procore templates, manual input, ERP Connector, or custom integrations built with Procore's open API.
D.1.2	Contractor's proposed PMCS shall sort and track Program and Project funding including:				
D.1.2.1	Funding Source, including County General Fund, Special District funds, State and Federal funds bonds, commercial paper, grants (public and private), etc.	X			Using the upstream commitments tool (Prime Contracts) within Procore Financials allows for the establishment of multiple Funding Sources and tracking spend amounts.
D.1.2.2	Fund usage and amounts by Department, fund type, Capital Project No., and other unique project indicators such as job numbers, and system project IDs.		X		
D.1.3	Contractor's proposed PMCS shall manage and track funding sources against budgets, commitments, appropriations, Board approved budgets, forecasted budgets, or actual expenditures.		X		
D.1.4	Contractor's proposed PMCS shall manage funding sources based on defined business rules provided by County.		X		
D.1.5	Contractor's proposed PMCS shall support master Program account funding cost controls by tracking allocations to commitments and actuals, i.e. ACOE Mitigation Fund, Civic Art Fund.		X		
D.1.6	Contractor's proposed PMCS shall track and manage Program or account level funding distributions and allocations across multiple Projects.		X		
D.1.7	Contractor's proposed PMCS shall support workflow for Account Level Funding separate from budget or estimate workflows.		X		
D.1.8	Contractor's proposed PMCS shall provide a means to review funding distribution analysis in addition to having reporting capabilities.		X		
D.1.9	Contractor's proposed PMCS shall allocate and/or track multiple funding sources separately at the Project level.	X			Project level Prime Contracts within Procore Financials allows for the creating multiple Prime Contracts and Invoices for submittal to different funding sources.
D.1.10	Contractor's proposed PMCS shall have the ability to create, track and report the value of pending construction changes including, pending Potential Change Orders, Proceed Orders, project allowances (Design Completion Allowance, FF&E, etc.), and executed Change Orders.	X			
D.1.11	Contractor's proposed PMCS shall have the ability to provide notifications/warnings when a contract encumbrance will exceed the approved budget, when a Proceed Order or Change Order may exceed the allowance amount, when an invoice may exceed the amount approved through an NTP or the amount of the contract, if an NTP is issued against the contract close to or after contract expiration, etc. This is intended to prevent retroactive contracting.	X			Procore does not offer notification or warning setting for NTPs on commitments or Change Orders.
D.1.12	Contractor's proposed PMCS shall have the ability to import Funding, Budgets, Commitments/Encumbrances, or Actuals to a Program/Project account level. Also ACOE, Mitigation Fund, Civic Art Fund.	X			Procore's Budget tool allows for the import of an original budget amount broken out by cost code. When creating contracts and purchase orders, users may import the SOV line items associated with that contract or PO.  Data listed in the requirement may also be included in an ERP integration using Procore's Open API, or pre-built integrations that are available in the App Marketplace.
D.1.13	Contractor's proposed PMCS shall provide a reporting interface with capabilities to export Account Level costs to MS Word and/or Excel.	X			



		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
D.1.14	Contractor's proposed PMCS shall provide controls that prevent commitments from exceeding budgets on a line item level or aggregate level.	X			
D.2	<b>Project Budgets</b>				
D.2.1	Contractor's proposed PMCS shall manage budget changes based on user-defined criteria.		X		More information around requested user-defined criteria is needed. Procore's Budget tool offers the ability to do manual budget line item transfers, as well as track details on change orders. It does not store user defined criteria for these changes.
D.2.2	Contractor's proposed PMCS shall define budget line items as a percentage of one or multiple budget line items, i.e. percentage complete or percentage expended.	X			
D.2.3	Contractor's proposed PMCS shall have the ability to import a budgetary information from other applications such as e-CAPS, Excel, Access, Word, etc.,	X			
D.2.4	Contractor's proposed PMCS shall support budget template creation for application to one or multiple Programs and/or Projects, including Total Project Cost Estimates (TPCE) and cash flows.	X			
D.3	<b>Cash Flow Forecasting</b>				
D.3.1	Contractor's proposed PMCS shall track and project cash flow requirements by Project and Program.	X			<p>Forecasts will be automatically generated by Procore but can be manually managed with Monitored Resources. Monitored resources allows you to forecast projected costs based on resource rates and time by introducing resources, applying a time and date and adding a unit cost and utilization rate for resources within a cost code. Procore will automatically draw down the Forecast to Complete amount as time passes.</p> <p>Advanced forecasting options allow users to set a Start Date, End Date, and apply a curve to each cost code on the forecast view budget. Once your forecasting view is assigned to a project, your users have the ability to project your project's monthly costs across each budget line item. Costs can be spread over four (4) curves: Linear, Back Loaded, Front Loaded, Bell, and Manual. The Manual option provides users with the ability to set a specific value for each month's cost projection on the budget line items monthly spread columns.</p> <p>This will all be handled at the Project level and the data can be viewed by using Procore's Analytics tool to access key financial data for all of your projects.</p>
D.3.2	Contractor's proposed PMCS shall generate cash flow forecasts to include both projected budget and actual expenditures.	x			Forecasting will be handled in Procore's Budget tool as described above. Actual costs can be brought into Procore via an ERP Integration or uploaded to the Direct Cost tool.
D.3.3	Contractor's proposed PMCS shall generate cash flow forecasts with the ability to sort and download actual expenditures from County budgetary application such as e-CAPS or other third-party application such as excel or word.	X			Customer will need to import the actual costs into the Direct Cost tool which can be done by using a simple csv import. There is not a way to tie into the agency database
D.3.4	Contractor's proposed PMCS shall generate cash flow forecasts which allows for data to be tracked and presented on a monthly, quarterly, yearly and multi-year basis.	X			By using budget snapshots, this information can be captured each time you create a snapshot and also be available in Procore analytics
D.3.5	Contractor's proposed PMCS shall link to or extract and generate cash flow forecasts from cost loaded Program/Project schedule information.	x			Cost-loaded schedules from any external source (e.g. P6) can be brought into the Procore Analytics, provided said external source has an API.

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
D.3.6	Contractor's proposed PMCS shall generate cash flow forecasts using predefined curves.	X			Available within Procore's Advanced Forecasting with the following preset calculations only: <ul style="list-style-type: none"> <li>• Bell curve</li> <li>• Front loaded curve</li> <li>• Back loaded curve</li> <li>• Straight line</li> </ul>
D.3.7	Contractor's proposed PMCS shall consolidate cash flow forecasts and data for multiple Projects.	x			
D.3.8	Contractor's proposed PMCS shall integrate cash flow forecasts into a Project or multiple Project's Total Project Cost Estimate or TPCE. The PMCS shall enable both budgetary and actual expenditures data to be updated concurrently and seamlessly in both cash flow and TPCE formats.	x			TPCE reports consolidating forecasted cash flow and actual expenditures can be built directly into Procore Analytics
D.3.9	Contractor's proposed PMCS shall maintain, as a permanent record, multiple forecast snapshots for a Program or Project over time (i.e. monthly, quarterly, yearly) for tracking and comparison.	X			The snapshots will be held in the Budget tool and are available to export to pdf or csv.
D.3.10	Contractor's proposed PMCS shall provide a mechanism to forecast cost-related Project risks, including potential claims, unresolved potential Change Orders, disputed Change Orders, design changes, regulatory requirements, etc.	X			Available through the use of Change Events tool by using a "ROM" value that can report to a budget column or a "Pending" or "Draft" Change Order.
D.4	<b>Contract Commitments</b>				
D.4.1	Contractor's proposed PMCS shall support multiple Contract types, including Design-Build contracts (D-B), Design-Bid-Build contracts (D-B-B), Best Value Construction, Construction Manager at Risk (CMAR) Job Order Contracts (JOC), etc.	X			
D.4.2	Contractor's proposed PMCS shall have the ability to "merge" Contract data into Microsoft Word to generate custom Contracts.	X			During implementation Procore clients have the option to work with our custom forms team to customize the layouts/PDFs for things like contracts and change orders at no additional charge provided the hours involved do not exceed what is included with the contract. (Note: 95% of clients are able to fulfill customization needs at no additional cost). Custom contracts can be exported to PDF or Word.
D.4.3	Contractor's proposed PMCS shall be configured to support County's version of Form G701 (Change Order) and G702 (Payment Application) Format, and Work Authorizations, and Notices to Proceed.	X			See response above.
D.4.4	Contractor's proposed PMCS shall manage Contract changes per user defined Forms and Workflow.	X			Procore's Financials and custom tools allow for the creation of custom workflows to fit your company's specific processes.  For more information on working with our Custom Solutions team to create these workflows see our support site: <a href="https://support.procore.com/products/online/custom-solutions/workflows/get-started-with-custom-workflows">https://support.procore.com/products/online/custom-solutions/workflows/get-started-with-custom-workflows</a>
D.4.5	Contractor's proposed PMCS shall manage, track and identify the source of funds that are disbursed across multiple Programs.			X	
D.4.6	Contractor's proposed PMCS shall provide the ability to create and manage a master commitment type Contract wherein a Contract is created and managed across multiple Projects, including Job Order Contract, Task Order Contract, IDIQ Contract, etc.		X		Upon implementation our custom solutions team will be able to set up different contract type templates in the commitments tool to allow use on all projects.
D.4.7	Contractor's proposed PMCS shall track and report encumbrances by:	X			
D.4.7.1	Project	X			
D.4.7.2	Fund source	X			
D.4.7.3	Specific use funds by source across multiple Projects	X			
D.4.7.4	Contract type, including lump sum, lease lease-back, design build, design-bid-build, best value construction, CMAR, professional services agreements, JOC, etc.	X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
D.4.7.5	CP No., PCA No., Project ID No.	X			
D.4.8	Contractor's proposed PMCS shall provide controls that prevent commitments from exceeding budgets on a line item level or aggregate level.			X	Budget and commitment line items feature a visual indicator to highlight cost overruns.
D.4.9	Contractor's proposed PMCS shall support non commitment costs.				Track all direct costs incurred (expenses and invoices) that are not associated with commitments, such as general conditions and self-performed work. <ul style="list-style-type: none"> <li>• Create invoices and expenses</li> <li>• Filter direct costs by direct cost types, vendor or type</li> <li>• See origin and details of direct costs from the budget</li> <li>• Export direct costs to PDF or CSV</li> </ul>
D.5	<b>Actual Expenditures</b>	X			
D.5.1	Contractor's proposed PMCS shall have the ability to create, manage and track the processing of all Project-related invoices through PMCS including:				
D.5.1.1	Entry/input of Contract/Agreement, Proceed Orders, Change Orders, payment applications, contract amendments, etc.	X			
D.5.1.2	Association of payment applications to Projects using account code strings, i.e. PCA No., CD No., Project ID No.	X			
D.5.1.3	Construction retention by project either when made as a separate payment to an escrow holding account, or when made directly to Contractor. For global reporting of escrow holding accounts, additional work will need to be done by Contractor.	X			
D.5.1.4	Separate tracking of remittance against Contract amount and/or as an expense reimbursement.			X	
D.5.1.5	Special handling instructions for remittance.	X			
D.5.1.6	Track and maintain copies of warrants/checks issued, tracking signing authority, with warrant and check nos. and dates issued.	X			
D.5.1.7	Use and approval of Contract allowances/Project contingencies.	X			
D.5.2	Contractor's proposed PMCS shall allow data on actual payments processed to be imported from County financial/accounting systems, i.e. e-Caps.	X			Using Procore's Direct Costs tool you'll be able to track all of the details of your non-committed costs such as General Conditions and General Requirements. No more needing to call accounting to ask for a detail report or inquire whether a certain invoice is hitting the budget. If you're already managing and entering these invoices somewhere else, you can utilize our Import tool to mass create direct costs and avoid double entry.
D.5.3	Contractor's proposed PMCS shall export and map cost data for entry to County's financial/accounting system, i.e. e-Caps.				The Procore API provides an integration toolkit for you and your system developers / integrators to build custom integrations between Procore and other technologies. The Procore API allows the Customer to leverage powerful resources in a simple, programmatic way using conventional HTTP requests. The endpoints are intuitive and powerful, allowing the Customer to easily make calls to retrieve information or execute actions. <p>Using the Procore API you can:</p> <ul style="list-style-type: none"> <li>• Integrate with other industry-leading solutions</li> <li>• Build Custom Applications that integrate with the Procore Platform</li> <li>• Develop applications for publication on the Procore App Marketplace</li> </ul> <p>Details on the API can be reviewed here:  <a href="https://developers.procore.com/documentation/introduction">https://developers.procore.com/documentation/introduction</a></p> <p>To view a list of existing third-party software integrations (either built in-house by Procore or through third-party developers), visit Procore's App Marketplace at:  <a href="http://marketplace.procore.com/">http://marketplace.procore.com/</a></p> <p>Procore can offer Technical Services Consulting to provide Procore Expertise to your in house integration team (or preferred partner), or we can offer Professional Services to build &amp; support an integration with any apps as needed.</p>
D.5.4	Contractor's proposed PMCS shall be able to generate and provide an anticipated cost report.	X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
D.5.5	Contractor's proposed PMCS shall have cost management capabilities that provide Work Breakdown Structure (WBS) cost tracking capabilities, i.e. input/track invoice that has multiple Project/PCAs, so that it can be billed/tracked to the appropriate Fund/Project.	X			
D.5.6	Contractor's proposed PMCS shall have the capability to provide Project cost summary dashboards/reports that can be configured on an ad hoc basis to show specific columns as defined by the user.	X			
D.5.7	Contractor's proposed PMCS shall provide controls that flag and notify when actual costs exceed budgets or commitments on a line item level or aggregate level, for in house design services as well as third-party Contracts.	X			
D.5.8	Contractor's proposed PMCS shall have the ability to determine percent of completion based on actuals, costs and link percent complete to schedule.	X			
D.5.9	Contractor's proposed PMCS shall have the ability to deduct withholds from contracts, such as stop notices and retention.	X			Retention can be withheld from each commitment contract. Customer has choice to release partial or full retention.
D.5.10	Contractor's proposed PMCS shall have the ability to support actual costs from both in-house design services as well as third-party Contracts.	X			
D.6	<b>Consultant/Contractor Invoice Management</b>				
D.6.1	Contractor's proposed PMCS shall have the ability to manage and track time and resources billed to a project or program by consultant staff including:				
D.6.1.1	As-needed Project Management/Construction Management (PM/CM) County staff augmentation	X			These costs can be tracked in the Commitments tool and included in an invoice.
D.6.1.2	Inspection Services	X			These costs can be tracked in the Commitments tool and included in an invoice.
D.6.1.3	Specialty consultants	X			These costs can be tracked in the Commitments tool and included in an invoice.
D.6.1.4	Inspection and materials testing lab services	X			These costs can be tracked in the Commitments tool and included in an invoice.
D.6.1.5	Document Control staff	X			These costs can be tracked in the Commitments tool and included in an invoice.
D.6.1.6	Mileage	X			Information can be captured in the Direct Cost Tool and included in Invoice.
D.6.1.7	Reimbursable expenses	X			Information can be captured in the Direct Cost Tool and included in Invoice.
D.6.2	Contractor's proposed PMCS shall have the ability to report on the overall status of Capital Project and Deferred Maintenance Program budgets, funding, commitments, Change Orders, Proceed Orders, and expenditures.	X			Within Procore, there are multiple ways to report on the data. Either in the tool with standard reports, using our Reports Tool at the Project and Company Level, or using Procore Analytics.
D.6.3	Contractor's proposed PMCS shall have the ability to link cost data to supporting backup documents from County and from third-party sources.	X			Attachments can be uploaded to Procore's various tools.
D.6.4	Contractor's proposed PMCS shall have the ability to "drill down" ( budget to invoice) or "drill up" (invoice to budget) cost data.	X			The Prime Contract tool has the ability to be configured to expand or collapse the level of detail that you want to represent on the invoice.
D.6.5	Contractor's proposed PMCS shall have the ability to create a budget account structure which mirrors County's accounting codes.	X			With Procore, there is the flexibility to set up five levels of cost codes for various disciplines and contractor services. In addition, you can import custom code numbers from your current system into the company level for use with all projects. Above the cost code level, an unlimited number of Sub Jobs can be tracked, these data points all summarize to the Project level.
D.6.6	Contractor's proposed PMCS shall have the ability to export data to Microsoft Word, Excel, Access, SQL, PDF format files.	X			Most Procore tools have import/export capabilities to upload and download documents from a local computer or mobile device.  Imported documents are saved in their native format (pdf, jpg, png, doc, etc).  <u>Procore exports to PDF and CSV (for Excel access). Contract documents can be</u>
D.6.7	Contractor's proposed PMCS shall have the ability for Contractors to directly submit invoices and backup documentation from within PMCS, and notify specified users when the invoices are submitted.	X			Procore gives you the ability to collect and view all subcontractor and owner invoices with invoice amounts, invoice status, and payment status. Perform key steps of the invoicing process such as setting up billing periods, inviting (sub)contractors to bill, and sending invoices to ERP/DocuSign (if applicable). Subcontractor invoices may be compiled to pre-populate an upstream owner invoice with backups.

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A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
D.6.8	Contractor's proposed PMCS shall have the ability to track and report on dollars paid to subcontractor(s), including prevailing wage payments for LCP Tracker.			X	The ERP System of record will handle all of the Payments to the contractors/vendors in order to provide proper information for Prevailing Wage tracking. We do not currently have an integration on our marketplace for LCP tracker; however, a custom integration can be built with our open API. Payments in Procore can be manually entered into the system if desired.
D.6.9	Contractor's proposed PMCS shall have the capability to serve as a repository of all Program- and Project-related financial transactions - budgets, requisitions, Proceed Orders, payments, Change Orders, liquidated damages, and accounting transactions.	X			Procore is not an accounting system; however, Procore has the full functionality to create, receive and review payment applications, budgets, contracts and change orders. Information noted in requirement is recorded in Procore and the ERP accounting system and can be connecting using an ERP Accounting Integration.
D.6.10	Contractor's proposed PMCS shall have the ability to manage and track up to 1,000 Program and Project budgets concurrently and extract Program/Project related data for review, analysis, tracking and/or reporting.	X			
D.6.11	Contractor's proposed PMCS shall have the ability to calculate and display the percentage change from initial Contract amount to final Contract amount, as payments are paid out.	X			
D.6.12	Contractor's proposed PMCS shall have the ability to assign access rights/permissions to users for the review, editing, and tracking of Project financial information, including:				
D.6.12.1	Read only access to view Program/Project budgets.	X			
D.6.12.2	Permission to establish a Program/Project budgets.	X			
D.6.12.3	Permission to edit/modify a Program/Project budgets.	X			
D.6.12.4	Permission to close, delete, cancel, Program/Project budgets.	X			
D.6.12.5	Read only access to view contracts established within a Program/Project budget.	X			
D.6.12.6	Permission establish specific a contract and contract budget within a Program/Project Budget.	X			
D.6.12.7	Permission to edit/modify a contract or contract value established within Program/Project budget.	X			
D.6.12.8	Permission to close, delete, cancel, a contract established within a Program/Project budget.	X			
D.6.12.9	Copying of Project budgets and/or budget templates within, and between, Projects.	X			
D.6.13	Contractor's proposed PMCS shall manage up to 1,500 users accessing PMCS concurrently and extract data for review, analysis, tracking and/or reporting - without adversely impacting performance and response times.	X			
D.6.14	Contractor's proposed PMCS shall have the ability to do automated financial calculations to deduct forecast amounts from actual expenditures per month so that TPCE balances to approved BL budget, and project cash flows.	X			
D.6.15	Contractor's proposed PMCS shall have the ability to download eCaps County staff expenditures in dollar amounts (not hours), and deduct these expenditures automatically from forecast amounts on TPCE.		X		
D.6.16	Contractor's proposed PMCS shall have the ability to allow manual overrides for any expenditures not downloaded to correct category.	X			
D.6.17	Contractor's proposed PMCS shall have the ability to display, formatting and viewing options to see the entire budget on one page, while inputting forecast amounts vs. actual expenditure amounts.	X			

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A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
D.6.18	Contractor's proposed PMCS shall have the ability to add comments to line item forecast and expenditures, and customize/modify standard category titles to add more detail.	X			
D.7	Contractor's proposed PMCS shall have the ability to report on soft costs by Division vs third party (Consultant).	X			Cost Code Structure can be set up in Budget Tool to separate Hard Costs, Soft Costs, and Consultant Costs. Budget information can be reported on in the native budget tool or the reports tool
<b>E. Contract Management</b>					
E.1	Contractor's proposed PMCS shall generate or customize County bid documents utilizing Microsoft Word or by importing Microsoft Word files, including RFP, sample RFP, Contracts, specifications, Notice to Bidders, Schedule of Values, etc.	X			
E.2	Contractor's proposed PMCS shall generate County standard or customized Contract templates utilizing Microsoft Word or by importing Microsoft Word files, or Microsoft Excel files where applicable.	X			
E.3	Contractor's proposed PMCS shall allow collaboration between PM and Contract Administrator during development of Contract/Proceed Order bid packages, including shared online editable documents.	X			<p>Procure provides a central location to assemble all relevant project documentation and solicit bids/tenders for projects, ultimately providing a central location allowing users to easily manage all communications (correspondence, initial solicitation, questions, updates), maintain up-to-date documentation, and track the status of all bids/tenders. Contractors can download bid packages from Procure and submit bids directly back into the system. Awarded bids/tenders can then be converted directly into contracts/subcontracts/purchase orders, etc.</p> <p>Procure streamlines the process of tracking and distributing contract documents, change orders, and payment applications with complete audit trail of access to documents.</p> <p>Procure provides tools to create contracts and purchase orders without having to compile multiple documents from multiple locations. Procure can be customized to produce your company's contract documents to streamline the process and ensure consistency across projects. Access to contracts and contract documents may be allowed (based on permissions) from Procure's mobile apps, enabling your project staff to have instant access to items such as a contractor's scope document from the field. The Commitments tool in Procure allows your team to see the status and current value of all contracts and purchase orders. Easily pinpoint which contracts have been approved or determine the status of invoices and payments.</p> <p>Your entire project management team will leverage a collaborative platform for contract management with controllable permission levels to limit access and viewing rights to only your desired contributing personnel.</p>
E.4	Contractor's proposed PMCS shall restrict access to change and manage bids and/or Contracts through defined access requirements or customized roles, including:				
E.4.1	Read only access.	X			
E.4.2	Posting of scope changes.	X			
E.4.3	Updating Contract values to reflect approved Change Orders.	X			
E.4.4	Limited access for editing.	X			
E.5	Contractor's proposed PMCS shall manage Contract changes per defined access requirement criteria and permissions.	X			
E.6	Contractor's proposed PMCS shall have the capability to manage individual Contracts that may provide services to, and charge against, multiple unrelated Projects, by being able to extract information related to individual PCA No., CP No., Contract no., Fund no.			X	
E.7	Contractor's proposed PMCS shall have the capability to manage and track Contracting and procurement functions, including:				Procure's Commitment tool will track all subcontracts and purchase orders. This tool is located at the project level. Please clarify what "Procurement Functions" are required by your business.
E.7.1	Bids and proposals	X			
E.7.2	Proceed Orders	x			
E.7.3	Task Orders	x			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
E.7.4	Change Orders	X			
E.7.5	Change Order Requests (CORs)	X			
E.7.6	JOC Work Orders		X		
E.8	Contractor's proposed PMCS shall have the capability to procure and administer various types of construction Contracts, including:				
E.8.1	Lump Sum Fixed Fee	X			
E.8.2	Guaranteed Max/Not-to-Exceed	X			
E.8.3	Design-Build	X			<p>Procure offers a purpose built contract management tool that covers a Prime Contract if needed, as well as Contracts and Purchase Orders. These tools allow for custom configuration, and may output to a custom form.</p> <p>A custom form is a Procure-built Portable Document Format (PDF) file that can be tailored to your specifications to turn your company and project-level Procure data into intelligent information that suits your organization's specific business needs.</p>
E.8.4	Joint Use Agreements	X			
E.8.5	Private Public Partnership (PPP)	X			
E.8.6	Unit Price	X			
E.8.7	Job Order Contract	X			
E.8.8	Lease-Leaseback	X			
E.8.9	Best Value Construction	X			
E.8.10	Construction Manager at Risk	X			
E.8.11	Service Agreements	X			
E.8.12	Master Agreements	X			
E.8.13	Time & Material	X			<p>Procure's Time and Material Tickets tool provides users with the ability to document, track, and enable visibility into out of scope work from any mobile device through the Procure Android or iOS apps. With this tool, users can set automatic notifications from the Procure web app or distribute tickets from the mobile device to provide more visibility of T&amp;M exposure to all parties.</p> <p>From the mobile app, users can create, edit, verify, and sign T&amp;M tickets quickly while on site. With statuses that automatically update when signatures are applied to the ticket, users know when a ticket is ready for the team to review or be verified and signed by the customer.</p>
E.9	Contractor's proposed PMCS shall provide secure, internet/web-based access to bidders without PMCS licenses to view Project bid packages and information, including scope, supporting documents, key dates/times, etc.	X			<p>Procure clients have the ability to create bid packages, curate a list of bidders and send invites to bid.</p> <p>Companies and vendors, if invited to the bid package, may log in to view all bid package details and submit their bid.</p>
E.10	Contractor's proposed PMCS shall have the capability to manage and track bids and proposals, with time/date stamp of Bid submittal date.	X			<p>Procure's software allows organizations to solicit bids for projects while providing a central location for managing and viewing the status of all bids.</p> <p>Contractors can download bid packages from Procure and submit bids directly back into the system.</p> <ul style="list-style-type: none"> <li>• Powerful search functionality</li> <li>• Solicit and receive bids</li> <li>• Bid packages with unlimited document storage</li> <li>• Bid history and tracking</li> </ul>
E.11	Contractor's proposed PMCS shall support the procurement and administration of various types of Professional Service Agreements, including architectural, environmental, Project support, testing lab/inspection, design, etc.		X		<p>During implementation Procure clients have the option to work with our custom forms team to customize the layouts/PDFs for things like contracts and change orders at no additional charge provided the hours involved do not go past what is included with the contract (Note that 95% of clients are able to fulfill customization needs at no additional cost).</p> <p>Custom contracts can be exported to PDF or Word. You can have multiple contract types.</p>

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
E.12	Contractor's proposed PMCS shall support the procurement of any Program or Project deliverable/requirement, including services, furniture, fixtures, equipment, special studies, etc.	X			Procure is not a "Procurement" System; however, customer use various tools within Procure for tracking these items. One example is leveraging the Submittals tool.
E.13	Contractor's proposed PMCS shall support proposal and bid request documentation and activities, including:				
E.13.1	Enter County's independent estimates for comparing with submitted bids.	X			Admin users have the ability to record bids collected outside of Procure onto a vendors bid-sheet on their behalf alongside all other bids in that package.
E.13.2	Proposal/bid document preparation and distribution with version control capability.	X			
E.13.3	Public notice publishing.			X	
E.13.4	Job walk/pre-bid meeting scheduling and coordination.	X			
E.13.5	Pre-bid RFIs and Addenda responses.	X			
E.13.6	Electronic bid submittal by consultant/contractors	X			
E.13.7	Bid Opening	X			
E.13.8	Generation of bid tabulation sheets - including calculation of percent variance of bid amounts from internal estimates, variance between low, high and median bid amounts, etc.		X		
E.13.9	Bid award activities and notifications, including:				
E.13.9.1	Bid submittal	X			
E.13.9.2	Posting of Bid results			X	
E.13.9.3	Intent to Award	X			Procure offers the ability to send correspondence from the Bidding tool to notify your bidders of specific information that they need to be aware of, including Intent to Award.
E.13.9.4	Notice of Award	X			
E.13.9.5	Contract execution	X			Procure's Bidding tool allows you to convert a subcontractor's bid into a subcontract within the Commitments tool. The bid line items become the subcontract's Schedule of Values which can be edited prior to execution. This Schedule of Values becomes the basis for future invoices for that contract. Invoicing includes the ability to track retention.  Contract execution is then handled via workflow or DocuSign within Procure's Commitments tool.
E.13.9.6	Notice to Proceed	X			
E.13.10	Pre-construction document submittals, including:				
E.13.10.1	Division of Industrial Relations DAS-140 Form.		X		May be stored in Procure's Documents tool. If approval workflow is needed Procure's submittals tool offers an area for this.
E.13.10.2	SWPPP and grading clearances.	X			May be stored in Procure's Documents tool. If approval workflow is needed Procure's submittals tool offers an area for this.
E.13.10.3	Schedule of Values	X			
E.13.10.4	Submittals Schedule	X			
E.13.10.5	Baseline Schedule	X			
E.13.10.6	Contractor/consultant proof of insurance, bonding and licensing renewal dates.	X			The Project Directory can be used to store Insurance files with automated expiration notices and any other company documents. When a vendor's insurance policy is set to expire in Procure, the system sends your company's Internal Insurance Manager an automated email notification within two (2) weeks of an insurance policy's expiration date.
E.14	Contractor's proposed PMCS shall allow the creation of work authorizations for a contract, such as NTPs, Proceed Orders, or Task Orders, with account code strings that allow linking of the transactions to Project Contracts, including:	X			When creating a commitment (PO or Subcontract), you are required to create a Schedule of Values (SOV) which has a cost code and cost type that you have created from the budget tool. Customers can leverage the Change Management process to amend the PO's which will link to the appropriate cost code strings
E.14.1	Linking of Contracts to multiple NTPs/POs/Task Orders.	X			Contracts, as with all items in Procure, can be linked via Related Items, to any other.
E.14.2	Linking of NTPs/POs/Task Orders to individual Projects.	X			Each PO is created individually at the project level
E.15	Contractor's proposed PMCS shall create, and quickly access, real-time status summaries and detailed transaction histories of any Contract including the ability to "drill down" into historic data and track "burn rates".		X		Status summaries and transaction histories are automated in real time, and accessible to any user with view/write permission over the Contract. Burn rate visualization can be built within Procure Analytics.



		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
E.16	Contractor's proposed PMCS shall have the capability to manage and track Contracts, Proceed Orders and task orders, including use and approval of Contract allowances/Project contingencies, pending/proposed changes, Contract payments, Contract/PO balances, etc.	X			
E.17	Contractor's proposed PMCS shall provide a web link to a public web site for bidders to access bidding information.			X	Procure clients have the ability to create bid packages, curate a list of bidders and send invites to bid.  Companies and vendors, if invited to the bid package, may log in to view all bid package details and submit their bid.
E.18	Contractor's proposed PMCS shall route bid opportunities or notices to bidders in Contractor Contact Database via email, fax, or both based on SIC codes, IRS Tax ID No., EIN, Federal Tax ID No., CSI codes, and/or NAICS codes.	X			Bid invites are sent via email, based on the user chosen bid list.  Bidders can be searched for and filtered by a variety of classifications.
E.19	Contractor's proposed PMCS shall route updated or amended bid documentation or notices to bidders in Contractor Contact Database via email, or other form of electronic communication.	X			
E.20	Contractor's proposed PMCS shall have the ability to forward solicitations to select group of contractors/consultants, to a general/open pool of contractor/consultants, or to specific contractors/consultants based on required license/certifications.			X	Procure clients have the ability to create bid packages, curate a list of bidders and send invites to bid.  Companies and vendors, if invited to the bid package, may log in to view all bid package details and submit their bid.
E.21	Contractor's proposed PMCS shall have the ability to track modifications by date/time stamp, and user who made the modification.	X			
E.22	Contractor's proposed PMCS shall provide a central database where all Contractor and consultant contact and profile information can be input, stored and retrieved, including insurance information, Contract award status, pre-qualification, performance ratings/evaluations, bid history, SBE, DVBE, etc.	X			
E.23	Contractor's proposed PMCS shall have the ability to create and maintain a Contractor Contact Database to include:				
E.23.1	Contact information, including company name, address, telephone no., email address, primary contact individual.	X			
E.23.2	Contractor classification codes, including NAICS, SIC, IRS Business Codes, CSI, Business Tax ID No., EIN/Federal Tax ID No., etc.	X			
E.23.3	Custom configuration or editing capability for collecting other desired information, including State Minority Business Enterprise (SMBE) certifications, State Women's Business Enterprise (SWBE) certifications, Disabled Veterans Business Enterprise (DVBE) certifications, Experience Modification Rate (EMR) rating, bid history, etc.	X			Procure offers the following vendor information fields in addition to standards listed in the above requirement: Licence Number, Entity Type (ABN/EIN) and Number, Labor Union, Open Tags/Keywords, and an attachments option.
E.23.4	Input, storage and retrieval of Contractor Contract and profile information, including insurance information, Contract award status, pre-qualification, performance ratings/evaluations, bid history, Contractor report card, etc.	X			
E.23.5	Capability to flag consultants/contractors who have been placed on CARD, have been debarred, or with any revoked/expired license(s). To ensure they cannot participate in future solicitations.		X		Procure offers the ability to "Rate" vendors with a star system of 1-5 stars, as well as keep open notes on the vendor for viewing by other admin users.
E.23.6	Capability to flag bidders as SBE, DVBE, etc., to be used as a resource to assemble lists of potential Bidders.	X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
E.24	Contractor's proposed PMCS shall provide fields in each Contractor file for SIC codes, IRS Business Codes, CSI codes, NAICS codes, Contractor license classifications, Business Tax ID No., EIN/Federal Tax ID No., etc.	X			Procure offers the following vendor information fields in addition to standards listed in the above requirement: <ul style="list-style-type: none"> <li>• Licence Number</li> <li>• Entity Type (ABN/EIN) and Number</li> <li>• Labor Union</li> <li>• Open Tags/Keywords</li> <li>• An attachments option</li> </ul>
E.25	Contractor's proposed PMCS shall have the capability to import, without any custom Programming/Development by Contractor, existing company and contact information from County's database and other commonly used databases, including Outlook, Act, Accounting software, contact management software, etc., into the Contact Database.	X			
E.26	Contractor's proposed PMCS shall have the ability to manually enter company and contact information into Contractor Contact Database.	X			
E.27	Contractor's proposed PMCS shall have the capability for custom configuration or editing of Contractor information in Contractor Contact Database to collect, track and/or report other desired information, including SBE certifications, EMR rating, bid history, insurance expiration dates, Contractor performance rating, etc.	X			
E.28	Contractor's proposed PMCS shall "merge" data from PMCS's Contractor Contact Database with Microsoft Word documents to generate County standard or customized Contracts.	X			
E.29	Contractor's proposed PMCS shall have the ability to retrieve information on any Contract or Proceed Order by Project or company in Contractor Contact Database for review, its status, Contract amount, remaining balance, duration, completion date, invoice details, etc.	X			
E.30	Contractor's proposed PMCS shall link Contractors in Contractor Contact Database to real-time Project cost data and allow users to select, review and "drill down" on Contractor's awarded Contracts and/or payment application details.		X		Procure's Reporting tool provides several options for custom reporting. Existing reports can be customized, or you can create new ones from scratch using available data fields to meet your company's needs.
E.31	Contractor's proposed PMCS shall have the ability to assign rights/permissions to Project Team Members to determine who can add and/or edit PMCS's Contact Database information.		X		
E.32	Contractor's proposed PMCS shall have the capability to email bid opportunities, notices and/or Project information to one or multiple contacts in Contractor Contact Database.	X			
<b>F. Schedule Management</b>					
F.1	Contractor's proposed PMCS shall track key Program and Project schedules and activities, either entered manually or imported from P6/MS Project.	X			Procure allows calendar items to be created manually or have schedules imported from P6/MS. Users can view project schedules by day, week, month or a Gantt Chart view, search schedules, and filter by parameters such as resource, person, and summary task.
F.2	Contractor's proposed PMCS shall integrate all PMCS Program/Project calendars into a master calendar, with data either entered manually, or imported from P6/MS Project.	X			Procure's Company level Schedule tool allows you to view project schedules for your company. View project schedules by day, week, month or a Gantt Chart view. Search schedules and filter by parameters such as resource, person, and summary task.
F.3	Contractor's proposed PMCS shall schedule and track key Project activities, start and finish dates, and milestones, with data entered either manually, or imported from P6/MS Project.	X			Users can configure columns such as task name & start/finish dates when viewing schedules. They can also filter down to view milestones.
F.4	Contractor's proposed PMCS shall be able to provide and integrate related Program and Project calendars imported from P6/MS Project.	X			Procure allows schedules to be imported from P6 or MS Project.

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
F.5	Contractor's proposed PMCS shall provide internal schedule templates that can be utilized as a baseline milestones for Programs/Projects and any subsequent Projects. The templates could either be created manually or imported from P6/MS Project.			X	All schedule management is completed within the scheduling software, such as P6/MS Project.
F.6	Contractor's proposed PMCS shall have the capability to copy and modify an existing PMCS Project schedule for use as a template on another Project. Project schedules could either be created manually or imported from P6/MS Project.			X	All schedule management is completed within the scheduling software, such as P6/MS Project.
F.7	Contractor's proposed PMCS shall provide a task variance report showing the difference between approved baseline schedules within PMCS and actual progress.	X			
F.8	Contractor's proposed PMCS shall provide a Critical Path Method-type scheduling capability that automatically updates schedules maintained in PMCS as tasks are updated or changed. The PMCS schedules would either be maintained manually or imported from P6/MS Project.	X			User can view and filter down to just critical path inside Procore Schedule would be maintained in scheduling software and updated/reimported into Procore.
F.9	Contractor's proposed PMCS shall read, extract and export key dates from schedules for construction Projects and consultant services scheduled with the latest versions of Primavera P6 and Microsoft Project.	X			
F.10	Contractor's proposed PMCS shall automatically update Level 1 and/or Level 2 Program schedules with key dates extracted and/or exported from construction Project and consultant services schedules prepared and maintained in Primavera P6 and/or Microsoft Project.	X			
F.11	Contractor's proposed PMCS shall automatically update Level 3 and/or Level 4 Project schedules with key dates extracted and exported from construction Project and consultant services schedules prepared and maintained in Primavera P6 and/or Microsoft Project.	X			
F.12	Contractor's proposed PMCS shall integrate/sync with the Microsoft Outlook calendar and Microsoft Teams.			X	
F.13	Contractor's proposed PMCS shall display and report PMCS Program and Project schedules in a Gantt chart format. The schedule data would either be entered manually or imported from P6/MS Project.	X			Users can view project schedules by day, week, month or a Gantt Chart view
F.14	Contractor's proposed PMCS shall allow and manage different Project calendars, including four, five, six, and seven day work weeks, County holidays, as well as various work schedules including 4/40, 5/40, and 9/80, to allow for tracking of activities by various project team members on multiple work schedules.			X	Procore projects are able to connect with a single schedule file.
F.15	Contractor's proposed PMCS schedule shall allow calendar day exceptions, including, federal, state and county holidays.			X	To be handled within the scheduling platform.
F.16	Contractor's proposed PMCS shall generate and update a Project cash flow forecast based upon the current PMCS Project schedule. The Project schedule data would either be entered manually or imported from P6/MS Project.			X	
F.17	Contractor's proposed PMCS shall generate reports that combine PMCS schedule data with cost data and other Project data from across multiple Projects into one report. The PMCS schedule data would either be entered manually or imported from P6/MS Project.			X	
F.18	Contractor's proposed PMCS shall have the capability to attach/link documents to a PMCS schedule and/or task. The PMCS schedule data would either be entered manually or imported from P6/MS Project.	X			Procore allows for documents to be linked to tasks.

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
F.19	Contractor's proposed PMCS shall have the ability to extract and import actual dates from the Project Master Schedule in P6/MS Project into a PMCS Schedule.	X			Updates to actuals would be done in scheduling platform. Schedule can be either launched via Procore Drive or updated file re-uploaded.
F.20	Contractor's proposed PMCS shall have the ability to schedule and track Program/Project schedules at the following Levels:  Level 1 Schedule (Project Master Schedule) - Summary Project schedule which includes major activities, milestones and deliverables. May integrate individual Project schedules into a master Program schedule. Rollup of Level 2 Schedules. Level 2 Schedule (Summary Master Schedule) - May integrate individual Project schedules into a master Program schedule, emphasizing construction Divisions. Rollup of Level 3 schedules. Level 3 Schedule (Project Coordination Schedule). - Overall Project schedule which includes all actual dates for major milestones. Rollup of Level 4 schedules. Level 4 Schedule (Project Working Level Schedule) - Detailed working level schedule, containing daily Project activities, and actual and estimated Task start and end dates.		X		Format of schedule to be determined within the scheduling platform. Each project can be integrated with a single schedule file, and a roll-up of all project schedules may be viewed at the company level.
<b>G. Document Control Management</b>					
G.1	Contractor's proposed PMCS shall provide sufficient file, document, and data storage capacity to ensure the functioning of PMCS without service interruption due to storage issues.	X			Procore's Document Management tool provides robust and sophisticated, easy-to-use, document and photo management and archiving for your construction projects. With Procore's automatic revision control, project team members will always open the latest version of any document.  Procore streamlines the process of tracking and distributing contract documents, change orders, and payment applications with complete audit trail of access to documents. Every modification is tracked and logged. <ul style="list-style-type: none"> <li>• Unlimited storage space at no extra charge</li> <li>• All file types accepted</li> <li>• Revision history is tracked and access to old revisions is possible</li> <li>• Sophisticated check-in &amp; check-out functionality</li> <li>• Protect documents and directories with permission levels</li> <li>• All document modifications are logged enabling you to track changes</li> <li>• View DWG files using Procore's built-in viewer</li> </ul> Procore's unlimited data storage model means that when a project is complete users can archive the project by marking it as inactive to remove it from the Procore Company Portfolio. Inactive projects will always be accessible by company level and project level admins. If a client chooses to extract project data from Procore, tools exist to make this as easy as possible. All data will be extracted in an organized fashion and all file types will be maintained.
G.2	Contractor's proposed PMCS shall provide rules/data validation to prevent data entry duplication and inconsistencies in the data.			X	
G.3	Contractor's proposed PMCS shall have the capability for auto-generation and assignment of unique identifiers to documents archived and maintained (RFIs, Potential Change Orders, Change Orders, meeting minutes, submittals, project correspondence, etc.) by Contract for all Program- and/or Project-related documents.	X			Procore offers purpose built tools, each with a best practice business process automation workflow built-in that can be further customized and tailored to your specific needs.

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
G.4	Contractor's proposed PMCS shall store, maintain and retrieve Program/Project-related documentation from conceptualization through implementation, i.e., Department/Organization proposals, feasibility studies, public outreach efforts and input, jurisdictional agency studies and reports, funding, Board actions, Regulatory agencies, etc.	X			<p>Procure provides a central location to assemble all relevant project documentation and solicit bids/tenders for projects, ultimately providing a central location allowing users to easily manage all communications (correspondence, initial solicitation, questions, updates), maintain up-to-date documentation, and tracking the status of all bids/tenders. Contractors can download bid packages from Procure and submit bids directly back into the system. Awarded bids/tenders can then be converted directly into contracts/subcontracts/purchase orders, etc.</p> <p>Procure streamlines the process of tracking and distributing contract documents, change orders, and payment applications with complete audit trail of access to documents.</p> <p>Procure provides tools to create contracts and purchase orders without having to compile multiple documents from multiple locations. Procure can be customized to produce your company's contract documents to streamline the process and ensure consistency across projects. Access to contracts and contract documents may be allowed (based on permissions) from Procure's mobile apps, enabling your project staff to have instant access to items such as a contractor's scope document from the field. The Commitments tool in Procure allows your team to see the status and current value of all contracts and purchase orders. Easily pinpoint which contracts have been approved or determine the status of invoices and payments.</p> <p>Your entire project management team will leverage a collaborative platform for contract management with controllable permission levels to limit access and viewing rights to only your desired contributing personnel.</p>
G.5	Contractor's proposed PMCS shall track, store, maintain and retrieve documentation relating to the review and approval of Project submittals, i.e., RFIs, product/material data sheets, shop drawings, material/mock-ups, construction schedules, potential Change Orders, Proceed Orders, Change Orders, payment applications, correspondence, punch list, closeout submittals (warranties, attic stock, red-line drawings, etc. .	X			
G.6	Contractor's proposed PMCS shall store, maintain and retrieve documentation related to project jurisdictional approvals, including the tracking and resolution of comments from the various agencies having jurisdiction over the project.	X			
G.7	Contractor's proposed PMCS shall allow users without a PMCS license to access, view and retrieve Project-related documentation, including Project documents, photographs and reports, etc., and record document access with a date/time/identity stamp.	X			<p>Procure offers an unlimited user model, both for all internal and field employees involved in the project execution process, as well as any external collaborators, such as contractors, consultants, designers, architects etc, all managed through granular permission access.</p> <p>Build a truly collaborative environment with unlimited seat licenses and real time accessibility for every project team member.</p>
G.8	Contractor's proposed PMCS shall allow access to view and/or retrieve Project-related documentation, including environmental impact studies, site surveys, utility/infrastructure capacity studies, consultant services selection and retention, etc.	X			
G.9	Contractor's proposed PMCS shall archive, maintain and retrieve all Program- and Project-related forms, templates, files and documents with common construction-related file extensions, including .DWG, .PDF, .DOC, .MPP, .XML, .JPEG, .XER, .DOCX, .XLS, .XLSX, .PPT, etc.	X			
G.10	Contractor's proposed PMCS shall archive, maintain and retrieve all approved Project construction and consultant services schedules, updates and adjustments documentation.	X			

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
G.11	Contractor's proposed PMCS shall provide the capability to manage, document and track Program and Project activities and information, including meetings, submittals, reviews, and responses, email reminders and automatic notifications to Project Managers and supervising/senior management for activities or tasks that are due, Red Flag Report updates, Status Report reminders, project schedule updates, and download of actual expenditures to project's TPCEs, etc.	X			
G.12	Contractor's proposed PMCS shall generate a document log for an entire Project or the entire Contractor's proposed PMCS documents database showing the folder name, file name, file size, extension, author/uploaded by, date created, date(s) revised, file type, etc.	X			
G.13	Contractor's proposed PMCS shall generate automated email reminders and notifications to Project Managers and supervising/senior management of past-due activities, including receipt and response to submittals, RFIs, construction schedule updates, payment application processing, Change Order Proposals, Change Order execution, project schedule updates, download of actual costs to the project's TPCE etc.	X			<p>Procore utilizes emails as a notification and distribution method across most areas of the platform and includes push notifications for some mobile tools. Automatic distribution and notification can happen during the assignment of an item to the responsible person, when included in a distribution list (which can be defaulted), and as a direct email from the corresponding item. All available both from the web and mobile applications.</p> <p>Email notifications and configuration options vary by tool and can be configured at the tool level by company and project admins. Configuration options include the ability to turn on or off emails and dictate which users in a workflow will receive the notification. Email notifications are generally triggered by creation of an item, some event within the tool workflow, or the passing of a due date.</p>
G.14	Contractor's proposed PMCS shall have the capability to archive, maintain and retrieve documentation related to the review and approval of progress payment applications, application and release of stop payment notices, withholds, undisputed retention release, final payments, etc.	X			
G.15	Contractor's proposed PMCS shall archive, maintain, track and retrieve standard construction issue notifications and reports. See A.3, Sample Reports.		X		
G.16	Contractor's proposed PMCS shall archive, maintain and retrieve daily logs including linking log entries, i.e. Inspection Logs, to daily progress photos, etc.	X			<p>Procore's Daily Log tool is designed to provide members of your project team with a central location for viewing, tracking, and emailing updates about daily project activities such as labor, communication, equipment, materials, etc.</p> <ul style="list-style-type: none"> <li>• View the daily log for a specific day or for a particular date range.</li> <li>• Review current weather conditions from the Dark Sky service or from a compatible weather station installed on the job site.</li> <li>• Arrange the layout of the Daily Log page and add log entries or create entries based on the previous day.</li> <li>• Forward logs to contacts named in the Project level Directory.</li> <li>• Procore begins the daily log entry by automatically logging and archiving the daily weather report for the job site.</li> </ul> <p>All weather information can be supplemented by manual input in the event that site-specific conditions do not exactly match the weather feed.</p> <p>Using a simple drag-and-drop interface, users can configure the daily log within Procore and specify which sections are displayed, and in which order they should appear. Procore's daily log Tool has dynamic filtering and search capabilities, allowing you to report on any log.</p> <p>Need to know the number of manpower hours used in past weeks and which vendors performed the work? Procore's daily log allows you to quickly gather this information to report, print, or export to a spreadsheet.</p> <p><a href="https://support.procore.com/products/online/user-guide/project-level/daily-log">https://support.procore.com/products/online/user-guide/project-level/daily-log</a></p>

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
G.17	Contractor's proposed PMCS shall have the capability to archive, maintain and retrieve Inspection-related documentation, including inspection logs, reports, inspection requests, non-compliance notices, stop notices, permit sign-off, etc.	X			<p>Procore's Inspections tool includes an industry-led Site Safety Audit Inspection template you can use as a starting point to customize each project's own site safety template. Inspection reporting provides the ability to track frequency, outcomes and detailed performance of an individual or group inspection. You can assign a responsible party and due dates to your observations, plus link inspection to a drawing and attach photos and supporting documentation.</p> <p>Whether a non-conformance, safety violation, or good practice, track, assign, and report upon multiple types of construction observations on the fly before substantial completion.</p> <ul style="list-style-type: none"> <li>• Create observations as a stand alone item or from an inspection or drawing, whether in the office or out in the field.</li> <li>• Attach supporting documentation such as photos, drawings, and links to specs.</li> <li>• Keep your observations separate from your substantial completion items managed in the Punch List tool.</li> <li>• Identify punch list items associated with your observation.</li> <li>• Assign a responsible party and due date.</li> <li>• Manage your observations through completion, maintaining real time history of actions.</li> <li>• Set Up automatic overdue emails to keep responsible parties on track.</li> </ul>
G.18	Contractor's proposed PMCS shall provide an audit trail that can track and report on what actions were taken, when and by whom, on behalf of another end-user when tasks are delegated or responsibility changed due to vacation, absence, re-assignment or other circumstances.	X			<p>Within the Procore application, Procore offers a number of auditing capabilities.</p> <p>For most tools, there is a UI based "Change History Log" which lists all changes that have been made to an item, as well as who made the modifications. The Admin can control the access permissions and specify whether users can view, make changes, delete, etc.</p> <p>Within the application Procore provides version control of documents, automatic retention of previous versions and changes, as well as a detailed Change History log.</p>
G.19	Contractor's proposed PMCS shall provide a document viewer capable of opening and viewing documents with common construction-related file extensions, including, .DWG, .PDF, .DOC, .MPP, .XML, .JPEG, .XER, .DOCX, .XLS, .XLSX, .PPT, etc.	X			
G.20	Contractor's proposed PMCS shall have the ability to upload Project photos and automatically create photo index files, including the photo creation date.	X			
G.21	Contractor's proposed PMCS shall have the ability to archive, maintain, segregate, distribute and retrieve meeting minutes of all types, i.e., management decision/direction meetings, design review meetings, Project kick-off meetings, construction progress meetings, trades coordination meetings, etc.	X			<p>Procore's Meetings tool allows you to manage all aspects of your project meetings from agenda distribution to post-meeting approval of minutes. Use customizable meeting templates and categories to streamline the entire process.</p> <ul style="list-style-type: none"> <li>• Create meetings and distribute agendas with attachments to attendees via email.</li> <li>• Add event reminders to most third-party Calendar programs directly from Procore.</li> <li>• Assign and track the status of action items.</li> <li>• Create a digital record of project meetings and distribute detailed minutes in a consistent and easy-to-ready format.</li> <li>• Customize Meeting Agenda/Minutes template if desired.</li> <li>• A record of all activity is saved including costs and due dates.</li> <li>• Display historical meeting minutes on current meetings for reference.</li> <li>• Automatically carry over outstanding items to the next meeting.</li> <li>• Hold meetings from anywhere with your mobile device.</li> <li>• Track meetings per project and organize meetings by series (OAC, Safety Coordination, etc.)</li> <li>• Export Agendas or Minutes to PDF or CSV (for MS Excel).</li> </ul> <p><a href="https://support.procore.com/products/online/user-guide/project-level/meetings">https://support.procore.com/products/online/user-guide/project-level/meetings</a></p>
G.22	Contractor's proposed PMCS shall have the ability to generate and edit documents within Contractor's proposed PMCS using the Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, etc.	X			<p>Procore offers integration with Microsoft 365, Microsoft Outlook, and Microsoft Teams via our App Marketplace:</p> <ul style="list-style-type: none"> <li>• <a href="https://marketplace.procore.com/apps/microsoft-365">https://marketplace.procore.com/apps/microsoft-365</a></li> <li>• <a href="https://marketplace.procore.com/apps/procore-for-outlook">https://marketplace.procore.com/apps/procore-for-outlook</a></li> <li>• <a href="https://marketplace.procore.com/apps/meetings-with-microsoft-teams">https://marketplace.procore.com/apps/meetings-with-microsoft-teams</a></li> </ul>

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
G.23	Contractor's proposed PMCS shall provide version control of documents enabling the tracking and maintaining of previous versions of Microsoft Office Suite documents.	X			
G.24	Contractor's proposed PMCS shall have the ability to assign rights/permissions to various Project Team Members including "read-only", "create/edit", "edit", and "no access" to the various project folders/files hosted within the PMCS.	X			<p>For access control in the application, Procore maintains an in-app Directory and Permissions tool for user account creation and granular permissions and uses role-based security architecture which requires users of the system to be identified and authenticated prior to the use of any system resources.</p> <p>Your company administrator can add new users to the Company Directory. Once a part of the Directory, an invitation email can be sent. The User will then accept the invitation and set their password per the company set password requirements.</p> <p>The Procore maintained in-application granular permissions system defines user capabilities and access down to the individual document, a specific project, and to the individual user level. Permissions are role based, and roles are configurable to the individual user and can vary between projects. For example, a single user can have different permission levels within different projects. This "triple permission" flexibility enables a high degree of control over user access within projects.</p>
G.25	Contractor's proposed PMCS shall convert all common file types including Microsoft Project, Visio, Word, Excel, PowerPoint, P6, AutoCAD, BIM, and other typical files used on capital Projects to the Adobe PDF format files.			X	Procore does not perform file conversion, however most items within Procore can be exported to PDF and/or CSV. Files uploaded to Procore remain in their original file format if downloaded at a later date. Procore's App Marketplace offers an integration with BlueBeam Studio Prime that may also be leveraged during the submittal process. For more information see: <a href="https://marketplace.procore.com/apps/bluebeam">https://marketplace.procore.com/apps/bluebeam</a>
G.26	Contractor's proposed PMCS shall sort and/or adjust document order in PMCS document database by Program, Project, file name, date created, owner, company, etc.	X			
G.27	Contractor's proposed PMCS shall have an ability to recover deleted files from within PMCS, up to a week previously.	X			<p>The Recycle Bin is where assets are moved once they're deleted. All Recycle Bins are tool-specific. Only 'Admin' users will be able to view files/assets in a tool's Recycle Bin, as well as retrieve/restore them (when possible).</p> <p>Assets moved to a tool's Recycle Bin cannot be permanently deleted. There is also no limit on the amount of data it can store.</p> <p>For more details refer to: <a href="https://support.Procore.com/faq/what-is-Procores-recycle-bin">https://support.Procore.com/faq/what-is-Procores-recycle-bin</a></p>
G.28	Contractor's proposed PMCS shall download stored database documents to computer hard drives, servers or external electronic media storage devices, including CD/DVD, flash drive, computer hard drive, portable/backup hard drive, cloud based storage, etc.	X			Procore's Extract feature is useful when a Procore client wants to archive a project's information after closing out a project. When using this method to extract data from Procore, the system exports the data to a series of files and then packages those files into a single ZIP file. After the extraction process is complete, you can then click a download link to download the ZIP file to your computer or another location on your company's network.
G.29	Contractor's proposed PMCS shall allow PMCS Administrators to create custom folder structures, including create, rename, delete folders and subfolders, etc.	X			
G.30	Contractor's proposed PMCS shall provide support for a default file folder hierarchy (tree) or structure for categorizing and filing Program and Project documents, including correspondence, logs, Change Orders, Potential Change Orders, submittals, reports, Regulatory agencies, etc.	X			
G.31	Contractor's proposed PMCS shall have the ability to support standardized file folder templates, with nested folder structures, for use on Programs and/or Projects.	X			
G.32	Contractor's proposed PMCS shall have the ability to support copying or moving of files from one Program or Project to another, or to another folder within a Program or Project file, by selecting and "drag and drop" a file or an entire folder structure, including nested folders and files, to another location (Program or Project) in one step.	X			
G.33	Contractor's proposed PMCS shall have the ability to create and maintain multiple folder templates and then apply them all at once or in phases to Programs or Projects.	X			Procore offers the ability to create any number of "Project Templates" that can dictate the configurations of each tool. Users may choose to create different Project templates per division that accurately reflect the work structures of those divisions. Once created, users may select an existing project to use as a template for creating new projects. This allows you to save the existing project's common settings and then later apply those settings to a new project (i.e. at the time a new project is created).



		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
G.34	Contractor's proposed PMCS shall allow users to link one or multiple documents from within PMCS documents database.			X	Individual Items or documents are able to be sent via email.
G.35	Contractor's proposed PMCS shall have the capability to archive, maintain and retrieve Project correspondence including letters, emails with attachments, transmittals, memos, etc.	X			
G.36	Contractor's proposed PMCS shall link related correspondence to individual files or documents within Contractor's proposed PMCS documents database.	X			
G.37	Contractor's proposed PMCS shall have the ability to categorize documents with user-defined fields/metadata, including document types, floor, zone, Contractor type, etc.		X		The Documents tool in Procore allows for the custom creation of metadata fields.
G.38	Contractor's proposed PMCS shall have the ability to search for a document that has been assigned user-defined fields/metadata.	X			Procore Search provides a single, consistent search experience across tools in a project. Instead of search separately within each tool, you can search for items across an entire project to quickly locate the information you need.
G.39	Contractor's proposed PMCS shall search for a keyword in a document name and/or document/file content within PMCS documents database and retrieve the file(s).	X			
G.40	Contractor's proposed PMCS shall create and maintain a Program/Project Contact Database.	X			
G.41	Contractor's proposed PMCS shall create and maintain various file distribution lists for email communications and file and document distribution within a Project or Program.	X			
G.42	Contractor's proposed PMCS shall integrate with Outlook for emailing to users within PMCS and to external parties.	x			Streamline your project communications by enabling your team members to use Microsoft Outlook to forward email content and file attachments to Procore, as well as create RFIs from Outlook emails. With Procore for Outlook you can forward emails you receive in Outlook directly to your project in Procore. You can also send file attachments in Outlook emails directly to the Procore Documents tool. Streamline your processes by creating RFIs in Procore directly from emails in Outlook. <ul style="list-style-type: none"> <li>Forward emails you receive in Outlook directly to your project in Procore</li> <li>Upload file attachments from Outlook emails to the Documents tool in Procore</li> <li>Quick Create RFI's, Observations, Tasks, Change Events, and more in Procore directly from emails in Outlook</li> <li>View and access My Open Items in Procore from Outlook</li> </ul>
G.43	Contractor's proposed PMCS shall email documents out to a Project participant's internal and external e-mail addresses.	X			
G.44	Contractor's proposed PMCS shall create and maintain Program and Project specific directories for use in the email distribution of notifications and information.	X			
G.45	Contractor's proposed PMCS shall utilize and integrate Microsoft Mail Merge capabilities for distribution of files and documents.			X	
G.46	Contractor's proposed PMCS shall have the ability to automatically capture all incoming/outgoing emails (message body and all attachments) into specific folders within specific Projects including the email history/email string for review or auditing.	X			Procore offers project, tool, and document specific email addresses which can be CC'd to capture all incoming and outgoing emails/content
G.47	Contractor's proposed PMCS shall have the ability to e-mail an electronic link to a document in PMCS documents database to a user's e-mail account that will allow them to access the file regardless of the file size.	X			
G.48	Contractor's proposed PMCS shall distribute any file or document in the document database, regardless of the file size, to an external users via email that is capable of accepting the file size.	X			
G.49	Contractor's proposed PMCS shall upload any file or document in the document database, regardless of the file size, to common external on-line cloud storage services, including, BOX, Google Docs, One Drive, etc., from within PMCS.	X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
G.50	Contractor's proposed PMCS shall support online real-time data exports.				<p>Procore offers the ability to extract project data for closeout or archiving purposes. Procore Extracts is a desktop application for Windows computers that allows 'Admin' users to download (i.e. extract) information from Procore projects.</p> <ul style="list-style-type: none"> <li>• Easily download items in bulk from Procore directly to your computer.</li> <li>• Select which tools you want to download items from (e.g. submittals, RFIs, observations, photos) and whether you want attachments to be included.</li> <li>• View files from Procore on your computer organized by project and tool.</li> </ul>
G.51	Contractor's proposed PMCS shall provide the ability to export data through web services, including REST Application Programming Interface (API), etc.	X			<p>The Procore API provides an integration toolkit for you and your system developers / integrators to build a limited number of custom integrations between Procore and other technologies. The Procore API allows the Customer to leverage powerful resources in a simple, programmatic way using conventional HTTP requests. The endpoints are intuitive and powerful, allowing the Customer to easily make calls to retrieve information or execute actions.</p> <p>Using the Procore API you can:</p> <ul style="list-style-type: none"> <li>• Integrate with other industry-leading solutions</li> <li>• Build Custom Applications that integrate with the Procore Platform</li> <li>• Develop applications for publication on the Procore App Marketplace</li> </ul> <p>Details on the API can be reviewed here:  <a href="https://developers.procore.com/documentation/introduction">https://developers.procore.com/documentation/introduction</a></p> <p>For custom integrations or the consolidation of multiple systems into one centralized platform, you can take advantage of Procore's Custom Development Services. If you have in-house development resources, we also offer integration consulting to expedite the integration and reduce risk. <a href="https://www.procore.com/professional-services">https://www.procore.com/professional-services</a></p> <p>To view a list of existing third-party software integrations (either built in-house by Procore or through third-party developers), visit Procore's App Marketplace at: <a href="http://marketplace.procore.com/">http://marketplace.procore.com/</a></p>
G.52	Contractor's proposed PMCS shall maintain and track documentation identified as potential claims-related/dispute-related documentation in a separate file through resolution.	X			
G.53	Contractor's proposed PMCS shall have the capability to serve as an electronic repository for all Program/Project documents and standard forms in electronic format and the physical location of any archived "critical documents" being maintained in a paper media format.	X			
H.	<b>Project Reporting/Dashboards</b>				
H.1	Contractor's proposed PMCS shall provide an integrated reporting capability to generate reports and dashboards, as needed, for the real-time review and control of Capital Improvement and Deferred Maintenance Program(s) and Capital Construction or Deferred Maintenance Projects.	X			Procore offers a variety of reporting and dashboard options to view statistics on an individual project and across all projects.
H.2	<p>Contractor's proposed PMCS shall provide an integrated reporting capability to generate reports and dashboards, by:</p> <p>All County Projects  Program  Supervisory District  Project type  County Department  Departmental Division  Divisional Section  Sectional Unit  Fund No.  CP No.</p> <p>Project Phase (planning, design, construction, etc.)</p>	X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
H.3	Contractor's proposed PMCS shall compile data for reports or dashboards for one, many, or all Programs and Projects.				<p>Procure has built an in-house reporting platform that gives users the ability to select from the many "canned report" options, or create, generate, and export customized reports. When designing a report, its author can include data captured by specific Procure tools, specify the desired column layout, and also define how to group and filter report data. Reports can be exported as a PDF or CSV and emailed to specific users or distribution groups.</p> <p>With Procure's reporting tools you can:</p> <ul style="list-style-type: none"> <li>• Access integrated, on demand reporting across your project or portfolio</li> <li>• Automatically schedule distribution of reports to project stakeholders and collaborators</li> <li>• Communicate more effectively by sharing visual reports with the push of a button</li> <li>• Customize personal dashboards to optimize your day-to-day priorities</li> <li>• View financial project(s) reports (Budget variance report, Contract variance report, contract summary report, commitment summary report)</li> </ul>
H.4	Contractor's proposed PMCS shall support reporting for every stage of Program and/or Project activity.	X			
H.5	Contractor's proposed PMCS shall provide and maintain report and dashboard access permissions which will only allow reports or dashboards to be viewed or printed by users with the appropriate access permissions.	X			
H.6	Contractor's proposed PMCS shall accumulate and maintain the Program/Project data necessary to produce all County-desired or required reports, including specified standard reports, custom reports, and ad hoc reports.	X			
H.7	Contractor's proposed PMCS shall be able to report on Financial and Budgetary information regarding Capital Improvement and Deferred Maintenance Programs and/or individual Capital Construction or Deferred Maintenance Projects including:				
H.7.1.1	Project/Program status information	X			
H.7.1.2	Initial budget(s)	X			
H.7.1.3	Approved budget changes	X			
H.7.1.4	Pending budget changes	X			
H.7.1.5	Current budget(s)	X			
H.7.1.6	Budget by funding source	X			
H.7.1.7	Initial commitments	X			
H.7.1.8	Commitment changes	X			
H.7.1.9	Total commitments	X			
H.7.1.10	Unencumbered Contract commitments	X			More information needed. Procure offers the ability to create and manage contracts as well as direct costs.
H.7.1.11	Paid expenditures	X			
H.7.1.12	Payment applications/expenditures in process for payment	X			
H.7.1.13	Expenditures by fund	x			
H.7.1.14	Held retentions and construction withholds	X			Procure manages the holding and release of retention within our invoice management tools.
H.7.1.15	Construction Contracts and Proceed Orders with:				
H.7.1.15.1	Initial amount(s)	X			
H.7.1.15.2	Approved changes(s)	X			
H.7.1.15.3	Pending changes	X			
H.7.1.15.4	Estimated work in place	X			Customer shall identify requirements here. By using Field Productivity Tools, quantities installed can be captured on the timesheets and compared against original quantities. Commitments can be unit based and progress billings can be charged in units against the amount on the Commitment schedule of values.
H.7.1.16	Actual and planned completion dates.	X			

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
H.7.1.17	Action item assignments made during meetings that are reference/linked to specific meeting minute items and can be printed and/or merged into an outstanding items log.	X			
H.7.1.18	Action item reminders automatically generated from meeting minutes, issues logs, RFIs, submittals, Change Orders, Proceed Orders, and/or tasks assigned by management.	X			
H.7.1.19	Reports, dashboards and data in an electronic format compatible with, and able to output to, a County-specific version of the Microsoft Office Suite.	X			<p>For Procore customers who want to maximize the value of their project data, the Analytics products will provide advanced reporting and analytics solutions. Users can monitor project health and drive more informed decision making for their business. Cross-tool reporting, configurable dashboards and advanced data visualization all help turn project data into business insight.</p> <p>Data extraction - By hosting a SQL database, customers don't have to write code against complex API's to get their data out. They can write simple SQL queries. They can also easily pump their data into their own data warehouse.</p> <p>Out-of-the-box reporting - allows customers to immediately utilize over 80 out-of-the-box reports drawing on data from multiple sources across Procore.</p> <p>Multi Tool Targeting - allows users to draw on data from sources external to Procore to do TRUE cross tool reporting. Imagine reporting on your entire tech stack!</p>
H.7.1.20	Report and dashboard outputs pre-configured for:				
H.7.1.21	Report and dashboard printing with title, description, headers, footers and date/time stamp.	X			
H.7.1.22	Summary reports designed to fit on a single printed page.			X	
H.7.1.23	Multi-page, multi-level reports presenting backup data by category and/or classification.	X			
H.7.1.24	Forecasted budgets.	X			
H.7.2	Contractor's proposed PMCS shall provide templates for reporting of the various Program/Project information listed in H.6.1.	X			
H.8	Contractor's proposed PMCS shall generate all reports required by Federal, State, and local laws, rules, regulations, ordinances, guidelines, directives, and County policies and procedures.		X		
H.9	Contractor's proposed PMCS shall support and generate reports for County's Local and Targeted Worker Hiring Program (LTWHP).			X	
H.10	Contractor's proposed PMCS shall produce reports which support all levels of staff in managing their Program or Project workloads.	X			
H.11	Contractor's proposed PMCS shall include a full business intelligence feature to support the analysis of information in the database and present relevant findings in reports and/or dashboards.	X			<p>For Procore customers who want to maximize the value of their project data, the Analytics products will provide advanced reporting and analytics solutions. Users can monitor project health and drive more informed decision making for their business. Cross-tool reporting, configurable dashboards and advanced data visualization all help turn project data into business insight.</p> <ul style="list-style-type: none"> <li>Data extraction - By hosting a SQL database, customers don't have to write code against complex API's to get their data out. They can write simple SQL queries. They can also easily pump their data into their own data warehouse.</li> <li>Out-of-the-box reporting - allows customers to immediately utilize over 80 out of the box reports drawing on data from multiple sources across Procore</li> <li>Multi Tool Targeting - allows users to draw on data from sources external to Procore to do TRUE cross tool reporting. Imagine reporting on your entire tech stack!</li> </ul>
H.12	Contractor's proposed PMCS shall allow users with minimal, or no, technical software background to create:				
H.12.1	Management Reports	X			
H.12.2	Logs for tracking RFIs, ASIs, CORs, COs, Reports from Users, Requests for inspection and testing, etc.	X			
H.12.3	Project Status Reports by/for:				
H.12.3.1	Time Periods, including, weekly, monthly, quarterly, specified/as of date ranges, fiscal period, annual, etc.	X			

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
H.12.3.2	Role, including Program Manager, Project Manager, Construction Manager, Executive Management, Department Division, Section, Unit, etc.	X			
H.12.4	Project Summary Reports.	X			
H.12.5	Parameter-driven reports.	X			
H.12.6	Ad Hoc Reports:	X			
H.12.6.1	preformatted and free form ad hoc reports.	X			
H.12.6.2	Parameter-driven ad hoc reporting capabilities.	X			
H.12.6.3	Define new calculated fields to be used by an ad hoc report.	X			
H.12.7	Contractor's proposed PMCS shall generate reports that are valued at a single point in time, multiple points in time, or display the change between two points in time.	X			
H.13	Contractor's proposed PMCS shall provide the ability to drill down to underlying base/support data from reports or dashboards being displayed.	X			
H.14	Contractor's proposed PMCS shall have the ability to graph/chart the results of a report without downloading the results to another Program or application.	X			Procure offers reporting and dashboard options to view statistics on an individual project and across all projects. The Dashboard tool provides built in graphical capabilities enabling trending of information over time, multi-dimensional bar graphs, segmentation of information in pie charts, as well as bar charts that provide for both horizontal and vertical segmentation visibility. Specific analytics supported include bar, donut, line, stacked bar and gauge. These analytics can be combined for display via the Procure provided Dashboard tool.
H.15	Contractor's proposed PMCS shall include the capability to sort available reports, and also to sort on fields within reports, such as Department, Division, Supervisorial District, Name, Location, Category (i.e. HVAC, ADA, etc.), Funding Sources, etc.	X			
H.16	Contractor's proposed PMCS shall output data in County-specified electronic format, including, County-specified version of the Microsoft Office Suite format, CSV, HTML, etc., for further sorting.	X			Reports can be downloaded to PDF or CSV
H.17	Contractor's proposed PMCS shall sort, filter, and group data in reports.	X			
H.18	Contractor's proposed PMCS shall sort report data per user-defined criteria.	X			
H.19	Contractor's proposed PMCS shall have the ability to view online, download and/or save all reports, including standardized, custom and ad hoc, as electronic files in MS Office formats (Excel, Word, Access, PowerPoint, MS Project, Visio, etc.), Text file format, PDF format, etc.	X			
H.20	Contractor's proposed PMCS shall have the ability to print reports or export in electronic format (County-specified version of the Microsoft Office Suite format, CSV, HTML, PDF, header, footer, etc.) for further sorting and printing.	X			
H.21	Contractor's proposed PMCS shall maintain clear descriptions and definitions of each standardized or customized report that is accessible by County-specified users, including Report title, content, run date, "as of" date, "period covered by" date, print date, etc.	X			
H.22	Contractor's proposed PMCS shall provide the ability for users to see frequently used reports and projects last visited.	X			
H.23	Contractor's proposed PMCS shall include typical standard report and/or form templates required for Project/Construction Management functions or activities, including,:				
H.23.1	Change Orders.	X			
H.23.2	Requests for Information.	X			
H.23.3	Submittals.	X			
H.23.4	Payment Applications.	X			
H.23.5	Architectural Supplemental Instructions (ASI)/Bulletins.	X			ASIs are a commonly configured Correspondence type
H.23.6	Issue Notification and Completion/Resolution.	X			

		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
H.23.7	Change Order Requests (CORs).				<p>Procore's Correspondence tool consolidates and connects the entire scope of business processes on a project from design and construction through closeout. With everything easily accessible in one place, you will minimize risk and speed up project communication.</p> <p>The Correspondence tool enables you to send custom correspondences to collaborators, such as subcontractors, contractors, and clients. The tool provides configurable templates for formal and informal correspondence types that can be sent from one party to another. An example of such a correspondence type is Extension of Time.</p> <ul style="list-style-type: none"> <li>• Create custom correspondence types for different business processes.</li> <li>• Create and edit fieldsets that can be assigned to correspondence types</li> <li>• Create custom fields and assign them to one or more fieldsets.</li> <li>• Assign a custom correspondence type to one or more projects.</li> <li>• Create a general correspondence.</li> <li>• Correspondence items can also be linked directly to other Procore tools such as RFIs, Change Events and Drawings.</li> </ul>
H.23.8	Board Letters.	X			
H.23.9	Notice to Proceed (NTP).	X			
H.23.10	Notice to Bidders.	X			
H.23.11	Authorization to Proceed (ATP).	X			
H.23.12	Standard Delegation Memos (Del Memo)	X			
H.24	Contractor's proposed PMCS shall allow authorized users with minimal, or no, technical software background to edit or modify the content and layout of forms, reports or dashboards to meet their specific needs.	X			
H.25	Contractor's proposed PMCS shall have the capability to utilize and reflect real-time data in generation of reports and dashboards.	X			
H.26	Contractor's proposed PMCS shall save specific, frequently used report configurations and/or dashboards for future use or modification.	X			
H.27	Contractor's proposed PMCS shall provide dashboards with the ability to filter, highlight, search, and slice information determined as needed by users or PMCS Administrators.	X			
H.28	Contractor's proposed PMCS dashboards shall have the capability to generate and display graphic representations summarizing data in reports.	X			
H.29	Contractor's proposed PMCS shall have the ability to generate Program-wide dashboards and reports as well as dashboards and reports for individual Programs or Projects.	X			
H.30	Contractor's proposed PMCS shall provide the capability to create and display dashboards for both Projects and Programs on the same screen.	X			
H.31	Contractor's proposed PMCS shall have the capability to concurrently extract data and generate dashboards and/or reports on all Program/Project budgets and schedules in PMCS for review and analysis.	X			
H.32	Contractor's proposed PMCS shall have the capability to click on dashboard graphics displays to "drill down" to the detailed Project record information pertaining to the report or dashboard being displayed.	x			
H.33	Contractor's proposed PMCS shall provide executive management with multi-level dashboards that can concurrently display summary information screens for individual Projects, multiple Projects within a Program, as well as multiple Programs.	x			
H.34	<i>Intentionally Ommitted (duplicate of H.30)</i>				
H.35	Contractor's proposed PMCS shall have the capability to:				
H.35.1	Run reports based upon defined time durations, including last month, current month, last year, etc.	X			

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
H.35.2	Generate criteria-based reports, including Contracts greater than a specified dollar value, Change Orders by Contractor, Projects by Supervisorial District, expenditures by Department, Division, Section, PM, etc.	X			
H.36	Contractor's proposed PMCS shall organize and present multi-level reports of backup data for Change Orders or payment applications/invoices by category or classification, i.e. CSI Master Format.	X			
H.37	Contractor's proposed PMCS shall present status information in both tabular and graphical form and output as printed documents and/or electronic PDF files.	X			
H.38	Contractor's proposed PMCS shall have the capability to generate and add other custom reports as may be needed from time to time by County.	X			
H.39	Contractor's proposed PMCS shall provide the option to automatically distribute Manual Detail Billing Reports for for PM's to approve/reject.	X			
H.40	Contractor's proposed PMCS shall have the ability to download actuals from Manual Detail Billing Reports into PMCS and have PM do manual overrides if not placed in correct category on TPCE.	X			
<b>I. Process Management/Business Process Automation Engine</b>					
I.1	Contractor's proposed PMCS shall include a Business Process Automation (BPA) engine for development, modification and management of workflows and processes within/as part of PMCS.	X			Procore offers purpose built tools, each with a best practice business process automation workflow built-in that can be further customized and tailored to your specific needs.
I.2	Contractor's proposed PMCS shall include a process designer within/as part of PMCS.		X		
I.3	Contractor's proposed PMCS shall include security permissions that allow only identified roles to develop or modify workflows and processes using the BPA engine.	X			
I.4	Contractor's proposed PMCS shall allow processes and workflows to be developed and defined/refined using a graphical interface with drag and drop functionality.	X			Our Submittals tool offers a flexible workflow creator to allow for sequential approval, group approval, or a combination of the two, using an intuitive graphical interface. These tool workflows are built to allow any non-technical admin user of the tool complete control over the back and forth communication around these items.  Procore's financial, and custom tools allow for the creation of custom workflows that fit your company's specific processes, and are created with the support of your companies dedicated Procore implementation manager.
I.5	Contractor's proposed PMCS shall provide security permissions that allow only identified roles or users to initiate or respond to certain processes or assigned processes.	X			
I.6	Contractor's proposed PMCS shall allow customization or addition of data fields or processes without a requirement for Contractor involvement.	X			
I.7	Contractor's proposed PMCS shall provide direct and concurrent access from process screens to step-by-step instructions or wizards for that process.	X			
I.8	Contractor's proposed PMCS shall allow changes to be made and saved to an existing workflow which already has filled out processes as a single exception for that process instance or to be applied to all other existing and/or future process instances and workflows.	X			Workflows can be adjusted ad hoc, or the workflow template can be adjusted, by a user with Admin permission.
I.9	Contractor's proposed PMCS shall allow the same process template to be used across all Projects and/or on subsets of Projects.	X			
I.10	Contractor's proposed PMCS shall allow documents be attached to a process instance and automatically be uploaded to a designated folder in the document management database.	X			Documents attached to workflows in our purpose built tools, or custom tools will be housed within that tool and associated with the specific item it was attached to.

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
I.11	Contractor's proposed PMCS shall provide a BPA engine that can integrate or recognize data inputs or updates from third-party applications including Word, Excel, MS Project, Primavera P6, etc.	X			Available via Procore's Open API, or pre-built integrations available in Procore's App Marketplace.
I.12	Contractor's proposed PMCS shall provide a BPA engine that can support manual or on-demand, real-time data import/export tools for budgets, budget changes, Contracts, Change Orders, Proceed Orders, invoices, contacts, licensed users, processes (including submittals, RFIs, Change Order Proposals, Proceed Orders, etc.) and maps the data to specified fields in Contractor's proposed PMCS database as part of the import process.	X			
I.13	Contractor's proposed PMCS shall provide a BPA engine that allows different field types for entry of different data types, including text, number, decimal, fraction, single-select dropdown, multiple option selection dropdown, integer, date/time, etc.	X			
I.14	Contractor's proposed PMCS shall include a BPA engine that can be configured to determine the next step in process instances based on certain criteria and business rules, including budget change approval routing based upon amount to the proper approval levels, update TPCEs and cost reports to reflect real-time invoice data input, route documents for approvals (i.e. Change Orders, document revisions, ATP's, NTP's, del memos, Notice of Completion, Punch Lists, etc.).	X			Procore's purpose built tools allow for workflow functionality that is in line with best practice processes, or customizable to meet clients specific business needs.
I.15	Contractor's proposed PMCS shall provide a BPA engine that allows one process to start another process and automatically export applicable data to fields in the new process.	X			
I.16	Contractor's proposed PMCS shall provide users with access to a list of all processes that are "in their court", with an automatically generated checklist of completed to date and pending completion items, per each phase (Program, Design, Construction, Closeout), that follows PMD's Procedures Manual.	X			
I.17	Contractor's proposed PMCS shall automatically notify users when they have a process instance assigned to them and "in their court" or is due until the required action(s) are completed.	X			Procore utilizes emails as a notification and distribution method across most areas of the platform and includes push notifications for some mobile tools. Automatic distribution and notification can happen during the assignment of an item to the responsible person, when included in a distribution list (which can be defaulted), and as a direct email from the corresponding item. All available both from the web and mobile applications.  Email notifications and configuration options vary by tool and can be configured at the tool level by company and project admins. Configuration options include the ability to turn on or off emails and dictate which users in a workflow will receive the notification. Email notifications are generally triggered by creation of an item, some event within the tool workflow, or the passing of a due date.
I.18	Contractor's proposed PMCS shall allow users assigned a specific process instance to graphically view the process flow and identify what step the process is in.	X			
I.19	Contractor's proposed PMCS shall support aging and variance calculations on assigned process instances.	X			
I.20	Contractor's proposed PMCS shall have the capability to track and maintain a full routing history and display the status, actions taken, and age of each action taken on assigned process instances.	X			



		Response Code			Comments/Additional Relevant Information
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	
I.21	Contractor's proposed PMCS shall allow users with minimal, or no, technical software background to create workflows/processes utilizing standard flow charting symbols, plain English commands, and employing "drag and drop" graphic interface.	X			Our submittals tool offers a flexible workflow creator to allow for sequential approval, group approval, or a combination of the two. These tool workflows are built to allow any non-technical admin user of the tool complete control over the back and forth communication around these items.  Workflow functionality varies between tools. For example, tools such as Tasks, RFIs, Observations, and Punch List offer the ability to add an assignee and facilitates a back and forth with the creator until the item is approved or closed out.  Procore's financial, and custom tools allow for the creation of custom workflows that fit your company's specific processes.
I.22	Contractor's proposed PMCS shall provide the capability to edit existing workflows/processes.	X			
I.23	Contractor's proposed PMCS shall provide the capability to create and/or modify workflows that incorporate established/approved rules, policies, and procedures by approved staff having pre-set permission levels.	X			
I.24	Contractor's proposed PMCS shall allow processes to have multiple workflows.	X			
I.25	Contractor's proposed PMCS shall provide the capability to create custom workflows/processes.	X			
I.26	Contractor's proposed PMCS shall provide a workflow structure that can be modified to reflect Contracting method.	X			
I.27	Contractor's proposed PMCS shall allow processes to have conditional steps, with the ability to allow conditional steps to be manually overridden by user.	X			
I.28	Contractor's proposed PMCS shall allow for the execution of reports and mail merges.	X			
I.29	Contractor's proposed PMCS shall automatically notify and escalate a process to the successor user or management via email if an action is assigned or overdue. User can utilize pre-set time frame or manually override time frame for a lesser or greater duration for Project needs.	X			All workflow steps are triggered by user actions.
I.30	Contractor's proposed PMCS shall allow unique business processes to be specified and assigned by Project so that different Programs and/or Projects can utilize different or unique processes.	X			
I.31	Contractor's proposed PMCS shall have the ability to copy, paste and duplicate data of a custom or standard template into a new custom or standard template.	X			
<b>J. Integration with Other Systems</b>					
J.1	Contractor's proposed PMCS shall provide the ability to upload Project data from a standard file type exportable from Excel, such as a .CSV file.	X			Procore Imports is a free, desktop software program that you can download and install on a computer running Windows 7 or higher. With this tool, you can quickly upload large sets of contacts, cost codes and locations to Procore from your computer.  Procore Imports observes the same access permissions specified in the Procore web application. In order to import Procore objects (i.e. contacts, cost codes, or locations) using Procore Imports, users must be granted the appropriate access permissions in the Procore web application. <ul style="list-style-type: none"> <li>• Better control of your data</li> <li>• Ability to manage and update data</li> <li>• Faster imports</li> <li>• Built in validations</li> </ul>

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
J.2	Contractor's proposed PMCS shall provide the ability to extract PMCS data via an API.	X			<p>The Procore API provides an integration toolkit for you and your system developers / integrators to build custom integrations between Procore and other technologies. The Procore API allows the customer to leverage powerful resources in a simple, programmatic way using conventional HTTP requests. The endpoints are intuitive and powerful, allowing the customer to easily make calls to retrieve information or execute actions.</p> <p>Using the Procore API you can:</p> <ul style="list-style-type: none"> <li>• Integrate with other industry-leading solutions</li> <li>• Build Custom Applications that integrate with the Procore Platform</li> <li>• Develop applications for publication on the Procore App Marketplace</li> </ul> <p>Details on the API can be reviewed here:  <a href="https://developers.procore.com/documentation/introduction">https://developers.procore.com/documentation/introduction</a></p> <p>To view a list of existing third-party software integrations (either built in-house by Procore or through third-party developers), visit Procore's App Marketplace at:  <a href="http://marketplace.procore.com/">http://marketplace.procore.com/</a></p>
J.3	Using downloaded flat files from County accounting system, Contractor's proposed PMCS shall integrate through uploading County Accounting data through an Extract, Transform and Load. (ETL) process for Project data, including timesheet data and other costs.		X		See details regarding API integration above.
J.4	Using downloaded flat files from County scheduling/master schedule system (Primavera P6/MS Project scheduling software), Contractor's proposed PMCS shall integrate through uploading County Schedule data through an Extract, Transform and Load. (ETL) process for Project data, including key milestones and schedule data.		X		Procore offers an out-of-the-box integration with P6. Easily view both daily tasks and schedule Gantt charts within Procore with automated distribution of weekly look-ahead and resource schedules. For more details see our marketplace: <a href="https://marketplace.procore.com/apps/oracle-primavera-p3-p6-suretrak">https://marketplace.procore.com/apps/oracle-primavera-p3-p6-suretrak</a>
J.5	Contractor's proposed PMCS shall integrate with the County Job Order Contracting (JOC) software vendor(s), through a link within PMCS such that, when a JOC Work Order is clicked within PMCS, the JOC software will open to the JOC Work Order which was clicked in PMCS.		X		See details regarding API integration above.
<b>K. Optional Requirements (for information Purposes only).</b>					
K.1	Contractors proposed PMCS shall integrate with ISD's EEO Contract Compliance database, such that when the EEO Compliance link is clicked, users can view a specific contractor's level of compliance.		X		<p>The Procore API provides an integration toolkit for you and your system developers / integrators to build a limited number of custom integrations between Procore and other technologies. The Procore API allows the Customer to leverage powerful resources in a simple, programmatic way using conventional HTTP requests. The endpoints are intuitive and powerful, allowing the Customer to easily make calls to retrieve information or execute actions.</p> <p>Using the Procore API you can:</p> <ul style="list-style-type: none"> <li>• Integrate with other industry-leading solutions</li> <li>• Build Custom Applications that integrate with the Procore Platform</li> <li>• Develop applications for publication on the Procore App Marketplace</li> </ul> <p>Details on the API can be reviewed here:  <a href="https://developers.procore.com/documentation/introduction">https://developers.procore.com/documentation/introduction</a></p> <p>For custom integrations or the consolidation of multiple systems into one centralized platform, you can take advantage of Procore's Custom Development Services. If you have in-house development resources, we also offer integration consulting to expedite the integration and reduce risk. <a href="https://www.procore.com/professional-services">https://www.procore.com/professional-services</a></p> <p>To view a list of existing third-party software integrations (either built in-house by Procore or through third-party developers), visit Procore's App Marketplace at:  <a href="http://marketplace.procore.com/">http://marketplace.procore.com/</a></p>

		Response Code			
A.1 - PMCS Functional Requirements		Available	Customizable	Not Available	Comments/Additional Relevant Information
K.2	Contractor's proposed PMCS shall integrate with County Strategic Asset Management (SAM) system through a link within PMCS such that, when an Asset is clicked within PMCS, the SAM software will open to the Asset which was clicked in PMCS.		X		See response above.
K.3	Contractor's proposed PMCS shall integrate with County Local and Targeted Worker Hiring Program (LTWHP) system through a link within PMCS such that, when a LTWHP reference is clicked within PMCS, the LTWHP system will open and display the detailed information for the Contract that was clicked in PMCS.		X		See response above.
K.4	Contractor's proposed PMCS shall support, interface with (data exchange), and generate reports and Prevailing Wage Payments for LCP Tracker.		X		See response above.

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
A.	General Technical Requirements			
A.1	Contractor's proposed PMCS shall be provided and delivered over the internet as a cloud-based, hosted/Software as a Service (SaaS) application.	X		Procure is web based, offered as a multi-tenant, Software-as-a-Service (SAAS), cloud-based solution and is accessed via the public internet (over a securely encrypted connection).
A.2	Contractor's proposed PMCS shall provide unlimited data and file storage.	X		Procure offers unlimited data storage as well as unlimited user licenses.
A.3	Contractor's proposed PMCS shall provide a secure web based interface for users to access the proposed PMCS from various operating systems (e.g., Windows 7, 8.1, 10, Mac OS, macOS, Unix, Android, Apple, etc.).	X		<p>There are no operating system or equipment requirements to use the Procure system.</p> <p>Procure's solution is available via Mobile Browser access.</p> <p>Additionally, Procure offers native mobile applications on Apple iOS and Android mobile operating systems. The tools availability will vary slightly based on mobile OS. Details can be found here:  <a href="https://support.procure.com/Special:Search?query=mobile&amp;type=wiki">https://support.procure.com/Special:Search?query=mobile&amp;type=wiki</a></p> <p>The tools available on Procure's native mobile applications are fully integrated with the project's cloud data, including offline capabilities. Many features of our mobile applications operate in offline mode, to address situations where access to wifi or a network is not feasible. When your device is back online, all data will be synchronized and become immediately available to all users on the project.</p> <p>Apple iOS Compatibility: Requires iOS 13 or later. Compatible with iPhone, iPad, and iPod touch. <a href="https://support.Procore.com/products/Procure-mobile-iphone-ipad">https://support.Procore.com/products/Procure-mobile-iphone-ipad</a></p> <p>Android Requires: 6.0 and up (Marshmallow and up)  <a href="https://support.Procore.com/products/Procure-mobile-android">https://support.Procore.com/products/Procure-mobile-android</a></p> <p>Details on specific offline capabilities are available here:  <a href="https://support.Procore.com/faq/can-i-use-Procores-mobile-application-offline">https://support.Procore.com/faq/can-i-use-Procores-mobile-application-offline</a></p>
A.4	Contractor's proposed PMCS shall provide a secure web based interface for users to access the proposed PMCS from common web browsers (e.g. Internet Explorer 11, Edge, Chrome, Firefox, Safari, etc.).	X		<p>Procure supports all major web browsers:</p> <ul style="list-style-type: none"> <li>• Google Chrome</li> <li>• Mozilla Firefox</li> <li>• Microsoft Internet Explorer 11</li> <li>• Safari for Mac OS X</li> <li>• Edge for Windows 10</li> </ul> <p>Procure works best when Javascript is enabled for one of these supported web browsers.  <a href="https://support.procure.com/faq/which-web-browsers-are-supported-by-procore">https://support.procure.com/faq/which-web-browsers-are-supported-by-procore</a></p>
A.5	Contractor's proposed PMCS shall provide a user interface that complies with recognized accessibility/usability standards (e.g., the American Disabilities Act ( <a href="http://www.ada.gov/">http://www.ada.gov/</a> ), the Rehabilitation Act Section 508 ( <a href="http://www.section508.gov/">http://www.section508.gov/</a> ), etc.).		X	While Procure has not completed any WCAG or Section 508 compliance initiatives, we are aware of the requirements and have begun influencing our development and design choices based on the standards. Procure had a 3rd party assessment completed in order to inform this direction. We have not yet found the need for a full compliance initiative, but are certainly mindful of the requirements.
A.6	Contractor's proposed PMCS shall provide a device agnostic solution and will not require plug-ins or additional installed software (e.g., Adobe Flash), with respect to devices used for data entry or viewing.	X		<p>There are no equipment requirements to use the Procure system. Procure is compatible with all major web browsers (Internet Explorer, Edge, Firefox, Chrome, Safari).</p> <p>Procure works best when Javascript is enabled on one of the supported web browsers.</p>
A.7	Contractor's proposed PMCS shall provide a browser agnostic solution (e.g. Internet Explorer 11, Edge, Chrome, Firefox, Safari, etc.) and will not require plug-ins or additional installed software (e.g., Adobe Flash).	X		Procure is compatible with all major web browsers (Internet Explorer, Edge, Firefox, Chrome, Safari)

		Proposed PMCS		
		included in		
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
A.8	Contractor's proposed PMCS shall keep all components updated with current antivirus, operating system and application security patches. (e.g. endpoint, host, network, application).	X		<p>Procore maintains a process to verify that anti-virus software is installed, updated and actively running on all Procore systems.</p> <p>Specifically ensuring that the system servers remain configured to build standards, Procore's SRE team uses automated tools and documented procedures to build and configure all network equipment, systems and servers from predefined build configuration procedures.</p> <p>All systems, platforms and applications are configured to minimize security risks.</p>
A.9	Contractor shall require criminal background checks for all Contractor personnel with access to IT/System resources (e.g., hardware, software, data) and be SSAE 18 compliant and audited.	X		<p>Background checks include criminal checks and SSN verification for all Procore employees. Credit history is run only for positions that have access to our financial data (i.e. Finance, payroll, etc.). Drug screening is executed for our transportation team.</p> <p>Data Center employees undergo multiple background security checks before they are hired.</p> <p>Procore is SSAE 18, SOC 1 &amp; 2 Type 2 compliant and ISO 27001 Certified. A NIST 800-171 Attestation for both Basic and Derived controls is also available. <a href="https://www.procore.com/procore/legal/security-measures">https://www.procore.com/procore/legal/security-measures</a>.</p>
A.10	Contractor shall provide to County an attestation by an objective third party, stating the application has been tested for common security vulnerabilities (e.g., Service Organization Control (SOC) Type 2).	X		Please reference the attached Procore SOC 2 Type 2 report (Confidential).
A.11	Contractor's proposed PMCS shall provide a comprehensive audit trail for all actions (e.g. login, maintenance, program modification, activity) performed in the on-premise environment and cloud-based system.	X		<p>Within the Procore Application, Procore offers a number of auditing capabilities. Most tools have a UI based "Change History Log" which lists all changes that have been made to an item, as well as who made the modifications. The Admin can control the access permissions and specify whether users can view, make changes, delete, etc..</p> <p>Within the application, Procore provides version control of documents, automatic retention of previous versions and changes, as well as a detailed Change History log. If additional support is needed during an investigation, customers will work with Procore to generate the data needed per our MSA language. (<a href="https://mkt-cdn.procore.com/legal/procore_MSA_V1_2019.pdf">https://mkt-cdn.procore.com/legal/procore_MSA_V1_2019.pdf</a>)</p> <p>For the Backend, Audit Logging and Monitoring Policy establishes the uniform policy within Procore for the auditing, logging, measurement, and monitoring of networks and BIS. This policy establishes minimum practices to ensure Procore systems and networks are audited to maintain awareness of the operating environment, to detect indications of security problems, and to ensure Procore systems and networks are used for authorized purposes.</p> <ul style="list-style-type: none"> <li>• Reconstruction of Events</li> <li>• Intrusion Detection</li> <li>• Problem Identification</li> <li>• Logging</li> <li>• Log Management</li> <li>• Log Review</li> <li>• Audit Trail Process</li> <li>• Contents of Audit Trail Records</li> <li>• Audit Trail Security</li> <li>• Audit Trail Reviews and Storage</li> </ul>

		Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		included in	Y N	
A.12	Contractor's proposed PMCS shall provide Apigee compatible RESTful APIs with SWAGGER descriptions that allow the reading and writing of all County data in PMCS.		X	<p>The Procore API provides an integration toolkit for you and your system developers / integrators to build a limited number of custom integrations between Procore and other technologies. The Procore API allows the Customer to leverage powerful resources in a simple, programmatic way using conventional HTTP requests. The endpoints are intuitive and powerful, allowing the Customer to easily make calls to retrieve information or execute actions. The Procore API is a JSON-based RESTful API.</p> <p>Using the Procore API you can:</p> <ul style="list-style-type: none"> <li>• Integrate with other industry-leading solutions</li> <li>• Build Custom Applications that integrate with the Procore Platform</li> <li>• Develop applications for publication on the Procore App Marketplace</li> </ul> <p>Details on the API can be reviewed here:  <a href="https://developers.procore.com/documentation/introduction">https://developers.procore.com/documentation/introduction</a></p> <p>For custom integrations or the consolidation of multiple systems into one centralized platform, you can take advantage of Procore's Custom Development Services. If you have in-house development resources, we also offer integration consulting to expedite the integration and reduce risk. <a href="https://www.procore.com/professional-services">https://www.procore.com/professional-services</a></p> <p>To view a list of existing third-party software integrations (either built in-house by Procore or through third-party developers), visit Procore's App Marketplace at: <a href="http://marketplace.procore.com/">http://marketplace.procore.com/</a></p>
A.13	All web services (e.g. REST Application Programming Interface (API)) in Contractors' proposed PMCS shall use secure authentication and encryption (AES 256-bit or higher).		X	<p>All data is stored within secure commercial infrastructure cloud services located in the United States. Amazon EC2 for Services and Amazon S3 for object storage.</p> <p>Data in Transit: Procore connections are secured using HTTPS protected by Transport Layer Security (TLS). The data in transit is encrypted using the AES256 standard, the secure hash algorithm (SHA-2) for message authentication and RSA as the encryption key exchange mechanism.</p> <p>Data at Rest (DAR): For DAR Procore utilizes provider managed device encryption services. This includes AWS S3 Server-Side Encryption, Aurora DB Encryption EBS Encryption all utilizing Amazon Key Management Service (KMS). All services use one of the strongest block ciphers available, 256-bit Advanced Encryption Standard (AES-256), to encrypt your data. The provider managed encryption services provide that the keys are stored securely and rotated on a regular basis.</p>
A.14	Contractor's proposed PMCS shall maintain response times between screens of not greater than two (2) seconds.		X	<p>Procore offers an unlimited user model and is designed to scale to meet usage requirements. If there are any performance related issues, we would want those to be escalated to the Procore Support team for further evaluation by the Site Reliability Team.</p> <p>Procore provides full transparency on performance on our website, including visibility to the past months activity: <a href="http://status.Procore.com/">http://status.Procore.com/</a></p>

		included in Proposed PMCS		
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
A.15	Contractor shall require annual cyber security awareness training for all its personnel with access to IT resources (e.g., hardware, software, data).	X		<p>Information Security Awareness &amp; Training</p> <p>In order to protect information assets, all employees must be informed about relevant, current information security matters, and motivated to fulfill their information security responsibilities. Procure requires that all employees pass the information security awareness training under the following conditions:</p> <ul style="list-style-type: none"> <li>• Upon hire at Procure</li> <li>• Annual recertification</li> <li>• After security violations</li> <li>• When deemed appropriate by information security management</li> </ul> <p>The security awareness training must cover some if not all of the following:</p> <ul style="list-style-type: none"> <li>• NIST compliance controls</li> <li>• ISO 27001 compliance</li> <li>• Relevant, current security events and best practices</li> <li>• Basic information security practices</li> <li>• Policies, Procedures and Guides</li> <li>• Security practices specific to employee's job duties</li> </ul> <p>The information security awareness and training program must be reviewed at least annually to ensure up to date and accurate training materials.</p>
B. Access		Y	N	Comments/Additional Relevant Information
B.1	Contractor's proposed PMCS shall have the ability for System Administrators to define user roles and user groups and associate these with user accounts.	X		<p>For access control in the application, Procure maintains an in-app Directory and Permissions tool for user account creation and granular permissions and uses role-based security architecture which requires users of the system to be identified and authenticated prior to the use of any system resources.</p> <p>Your company administrator can add new users to the Company Directory. Once a part of the Directory, an invitation email can be sent. The User will then accept the invitation and set their password per the company set password requirements.</p> <p>The Procure maintained in-application granular permissions system defines user capabilities and access down to the individual document, a specific project, and to the individual user level. Permissions are role based, and roles are configurable to the individual user and can vary between projects. For example, a single user can have different permission levels within different projects. This "triple permission" flexibility enables a high degree of control over user access within projects.</p>
B.2	Contractor's proposed PMCS shall contain the following Administrator roles:			
B.2.1	Permissions and access to information and processes in Contractor's proposed PMCS by users (e.g., contractors, subcontractors, consultants, and County personnel) of PMCS shall be granted and controlled by designated System Administrators.	X		See response above in B.1
B.2.2	PMCS shall have at least two levels of County PMCS Administrators: the first level administrators (County Administrators) shall have access to add/edit/delete second level administrators or PMCS users, and the second level administrators (Departmental Administrators) shall have access to manage users access/permissions for their Departments only.	X		You can create and designate Best Practices Administrator guidelines for your organization.
B.3	Contractor's proposed PMCS shall provide assigned role-based security that provides authorized users with the capability for the following:			

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
B.3.1	Read-only capability.	X		<p>Procore offers an unlimited user model to provide user accounts to all collaborators within a project, including vendors or third parties.</p> <p>Procore maintains an in-application permissions system that defines user capabilities down to the individual user level on individual projects. Permissions are role based, and are used to manage user access to different Procore tools, ranging from: no access, read only, standard (typ. create / reply) and admin (typ. approve / close out). For example, a single user can have different permission levels within different projects.</p> <p>Access for each role is defined in a permission template. Procore provides its clients with several role-based permission templates.</p> <p>Procore does not allow for guest access, meaning that all users must be set up with an account by an administrator prior to gaining access to the data within the application.</p>
B.3.2	Creation or limited /full modification of:			
B.3.2.1	RFIs, Change Orders, Proceed Orders, and Inspection Reports	X		
B.3.2.2	Workflows.	X		
B.3.2.3	Status reports.	X		
B.3.2.4	Forms.	X		
B.3.2.5	Submittal approvals	X		
B.3.2.6	Project/Program-related information.	X		
B.3.3	Finalize/store/archive/retrieve/restore/preview documents and files.	X		
B.3.4	Add/append/modify/delete documents and files.	X		
B.4	Contractor's proposed PMCS shall allow users to be assigned more than one role on a Project.	X		See response above in B.1
B.5	Contractor's proposed PMCS shall provide self-service registration and approval for contractors, subcontractors, consultants, and non-administrative users such as Project Managers.	X		<p>Procore offers unlimited user licenses which is included in the cost of the subscription. Procore is a SaaS solution that customers are able to log into and use as a self-service platform. Access controls are a key part of this and are managed by the customer using role based permissions. Users must be added to the Procore directory and given the appropriate permissions for access, at which point they may be invited via email.</p>



		Proposed PMCS		
		included in		
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
B.6	Contractor's proposed PMCS shall support password complexity that meets County Password Security or equivalent, e.g., a minimum of 8 characters with at least three of the following four characteristics, e.g., Alphanumeric, Upper Case, Lower Case, Special Character.	X		<p>For the Procore Native Auth Process please see password requirements here: Password Requirements</p> <ul style="list-style-type: none"> <li>• Must be at least 8 characters</li> <li>• Must contain at least one upper case character</li> <li>• Must contain at least one lower case character</li> <li>• Must contain at least one numeric character</li> <li>• Must contain at least one of the following special characters (! @ # \$ % ^ &amp; * ( ) - _ = + ~ ` " , &lt; . &gt; / ? [ { ] \   ; : )</li> </ul> <p>Additionally, Procore Directory managed account credentials can be enhanced with configurable settings around:</p> <p>3X Incorrect Password Lockout - User will be locked out after 3 failed login attempts and would need to reset their password or reach out to a Company Admin in order to be granted access.</p> <p>Password Expiration - User password will expire after 30, 60 or 90 days.</p> <p>Session Idle Timeout - User session will timeout after 15, 30, 60 or 120 min of inactivity.</p>
B.7	PMCS shall allow the Account Administrators to set System Administrator administrative rights and configure user set-up defaults.	X		<p>Your company's designated Procore Administrator(s) are key in facilitating Procore tools with users in their company.</p> <p>Company level Administrators use Procore to perform the following key tasks:</p> <ul style="list-style-type: none"> <li>• Define user access levels</li> <li>• Configure company level settings</li> <li>• Configure default project settings</li> <li>• Create custom company reports</li> </ul> <p>Please review our Granular Permissions matrix to further understand Admin Permissions and how they can be assigned to different user types: <a href="https://support.Procore.com/references/user-permissions-matrix-web">https://support.Procore.com/references/user-permissions-matrix-web</a></p>
B.8	Contractor's proposed PMCS shall provide Multi-Factor Authentication.		X	<p>At this time, Procore app does not natively support 2FA/MFA; however, our customers have been successful in setting up their internal users, including admins, on SSO in order to support their internal MFA requirements.</p> <p>In the case that all Customer users, including Admins, would be authenticating through SSO (with all password and MFA settings controlled by the SSO Identity Provider), it would only be "external collaborators" (non-Customer users) that would be accessing Procore via the Native Procore Auth.</p> <p>Procore also supports "multi-domain SSO." This allows our customers to set up external collaborators via SSO auth as well. In this case, we support a single identity provider, with multiple domains (such as "...@customer.com" for internal users and "...@customer-contractor.com" for external users).</p> <p>In the case of multi-domain SSO, then the SSO Identity provider Password and MFA settings would be in place for all SSO Users.</p>

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
B.9	Contractor's proposed PMCS shall allow Account Administrators to set the parameters/requirements for locking accounts based on five (5) successive failed log in attempts within a given time period.	X		<p>Additionally, Procore Directory managed account credentials can be enhanced with configurable settings around:</p> <p>3X Incorrect Password Lockout  - User will be locked out after 3 failed login attempts and would need to reset their password or reach out to a Company Admin in order to be granted access.</p> <p>Password Expiration  - User password will expire after 30, 60 or 90 days.</p> <p>Session Idle Timeout  - User session will timeout after 15, 30, 60 or 120 min of inactivity.</p>
B.10	Password resets in Contractor's proposed PMCS shall only occur when the user has confirmed their identity through the recovery process using the established Multi-Factor Authentication.		X	<p>When user passwords are lost or forgotten, users are required to securely reset their passwords via the use of their registered email addresses. More info here: <a href="https://support.procore.com/faq/how-do-i-reset-an-unknown-password">https://support.procore.com/faq/how-do-i-reset-an-unknown-password</a></p> <p>Your company administrator(s) may add and delete user permissions for all of a company's projects in Procore, while project administrators may add or delete user permissions for all of their specific project's team members. These permissions include the ability to login into any Procore project. Users have the ability to reset their own passwords.</p>
B.11	Contractor's proposed PMCS shall require users to enter current password along with the new password when changing passwords.	X		Procore offers unlimited user licenses which is included in the cost of the subscription. Procore is a SaaS solution that customers are able to log into and use as a self-service platform. Access controls are a key part of this and are managed by the customer using role based permissions. Users must be added to the Procore directory and given the appropriate permissions for access, at which point they may be invited via email.
B.12	Contractor's proposed PMCS shall not display passwords when being entered (Password Masking).	X		
B.13	Contractor's proposed PMCS shall salt and one-way wash hash passwords prior to being stored.	X		Procore hashes all passwords, and goes further than most competing systems by hashing with a salt value, making it even more difficult for the hash to be reverse-engineered.
B.14	Contractor's proposed PMCS shall provide a secure web interface (HTTPS) and use TLS 1.2 or above.	X		<p>All data is stored within secure commercial infrastructure cloud services located in the United States. Amazon EC2 for Services and Amazon S3 for object storage.</p> <p>Data in Transit: Procore connections are secured using HTTPs protected by Transport Layer Security (TLS 1.2). The data in transit is encrypted using the AES256 standard, the secure hash algorithm (SHA-2) for message authentication and RSA as the encryption key exchange mechanism.</p>

		included in Proposed PMCS		
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
B.15	Contractor's proposed PMCS shall provide Single Sign On (SSO) capability for County users using the County's Enterprise Identity & Access Management Directory (based upon Microsoft Azure Active Directory).	X		<p><u>Procore offers a native authentication which is built into the application. It requires that all users be a part of the Procore Directory. Once a part of the Directory, an invitation email can be sent. The User will then accept the invitation and set their password per the company set password requirements.</u></p> <p><u>Procore also supports SAML 2.0 based SSO solutions, including integration with OKTA, ADFS &amp; Azure Active Directory for authentication. Both IdP initiated and Procore initiated SSO solutions are supported.</u></p> <p><u>Details for the OKTA option can be found here: <a href="https://support.procore.com/integrations/okta-ss0">https://support.procore.com/integrations/okta-ss0</a></u></p> <p><u>Details regarding the Azure Active Directory options can be found here: <a href="https://support.Procore.com/integrations/azure-ad-ss0">https://support.Procore.com/integrations/azure-ad-ss0</a></u></p> <p><u><a href="https://support.procore.com/faq/what-is-single-sign-on-ss0">https://support.procore.com/faq/what-is-single-sign-on-ss0</a></u></p>
B.16	Contractor's proposed PMCS shall maintain a directory of all PMCS users listing Projects assigned, roles and permissions, with start and end dates of when assigned or terminated.	X		
C. Data and Backup		Y	N	Comments/Additional Relevant Information
C.1	Contractor shall provide ALL data, including transactional data, to County when requested or at the end of the Project/Contract in a format mutually agreed upon at no cost.	X		<p>Upon termination of the Agreement, Procore will make Customer Content available to Customer through read only access to the Service on a limited basis solely for purposes of Customer retrieving Customer Content for a period of up to thirty (30) days after such request is received by Procore.</p> <p>After such thirty (30) day period, Procore will have no obligation to maintain or provide any Customer Content and may thereafter, unless legally prohibited, delete all Customer Content.</p> <p>At Customer's request, Procore will securely destroy or delete the original and all copies of Customer Content or Confidential Information in Procore's possession, custody, or control. Notwithstanding the foregoing, Customer acknowledges that Procore's systems may automatically retain backup copies of Customer Content or Confidential Information and/or applicable law may not permit Procore to comply with the destruction or deletion of some Customer Content or Confidential Information. These backup copies are subject to the provisions of this Agreement until they are destroyed or deleted.</p> <p>Procore Extracts is a desktop application for Windows computers that allows 'Admin' users to download (i.e. extract) information from Procore projects.</p> <p>Easily download items in bulk from Procore directly to your computer. Select which tools you want to download items from (e.g. submittals, RFIs, observations, photos) and whether you want attachments to be included. View files from Procore on your computer organized by project and tool.</p> <p>For more information please see our support article:</p>

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
C.2	Contractor shall maintain multiple Data Centers for disaster recovery.	X		<p>Procure's disaster recovery approach is based upon system redundancy for our organization's entire information technology infrastructure. The infrastructure is defined as all hardware and software used to deliver the Procure SaaS application. This redundancy extends to diversification of hardware and software across geographical areas.</p> <p>In addition to the application and data, Procure's application code (i.e., not including customer data) is kept in a secure online code repository. A commercial provider remotely hosts this repository. The application code also exists in multiple copies kept at Procure's corporate offices.</p>
C.3	Contractor Data Center(s) and backup/replication locations for County systems and data shall reside in the Continental United States.	X		All customer data is hosted and stored in the US for all US based customers.
C.4	Contractors proposed PMCS backup processes shall be automated.	X		<p>Procure maintains a robust "high-availability" strategy to protect our customers against software problems, hardware failure, and even large-scale natural disasters. The pillars of this approach are redundancy, geographic diversity, and replication of data. These pillars protect our entire information technology infrastructure. All hardware and software used to store customer data and deliver the Procure application to our customers is so protected.</p> <p>Procure maintains several replicas of the application software on each server. This replication allows for fast roll-back in the event of a software issue. We maintain the software on dozens of servers located in different secure data centers. This diversity protects against hardware failure and local service issues. In the event of any failure, our system logic sends any customer requests to another server. This redundancy allows us to service the affected system with no customer impact.</p> <p>Procure maintains customer data and assets in our private and secure application database. Our service providers host the database in secure data centers. Procure's "simultaneous replication" architecture maintains the data across these data centers. Data is written to independent servers located in at least three separate locations at any time.</p> <p>All data is copied to off-site storage every 20 minutes. Replication distributes this offline snapshot across the United States. Remote copies are maintained in secure data centers. These snapshots allow a complete recovery of the database as-of the snapshot time, protecting our customers against a region-wide disaster.</p> <p>Procure routinely tests and validates our ability to recover from a variety of problem scenarios. Our "test scenarios" range up to the scenario of total regional loss.</p>
C.5	Contractor's proposed PMCS shall perform backups with no adverse effect on performance, e.g., slower response times for users, lag, etc.	X		
C.6	Contractor's proposed PMCS shall, at a minimum, backup data on a daily basis, at a consistent daily time after working hours.	X		See response above in C.4
C.7	Contractor's proposed PMCS shall encrypt all backup media.	X		
C.8	Access to County data shall be limited only to Contractor's personnel as needed to perform work necessary and defined in the Scope of Work.	X		

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
C.9	Contractor's proposed PMCS shall have the capability for authorized users to download and archive all stored files and file structures from the central database to a County-specified location, server or electronic media storage devices, e.g., CD/DVD, flash drive, hard drive, etc..	X		<p>With Procore, you have options for archiving projects and documents.</p> <p>Procore's unlimited data storage model means that when a project is complete users can archive the project by marking it as "inactive" to remove it from the Procore Company Portfolio. "Inactive" indicates the project is NOT active. Use this status when work on the project has been temporarily or permanently suspended. Inactive projects are visible to users in the company's Portfolio tool.</p> <p>Inactive projects will always be accessible by company level and project level admins</p> <p>There is no fee for storing completed project data in Procore as long as you are a customer.</p>
C.10	Contractor's proposed PMCS shall have the ability to perform a monthly data file back-ups to a secure County FTP server or a secure County-specified cloud-based location.	X		
C.11	Contractor's proposed PMCS shall use Advanced Encryption Standard AES-256 encryption or stronger for all data in storage.	X		<p>All data is stored within secure commercial infrastructure cloud services located in the United States. Amazon EC2 for Services and Amazon S3 for object storage.</p> <p>Data at Rest (DAR): For DAR Procore utilizes provider managed device encryption services. This includes AWS S3 Server-Side Encryption, Aurora DB Encryption EBS Encryption all utilizing Amazon Key Management Service (KMS). All services use one of the strongest block ciphers available, 256-bit Advanced Encryption Standard (AES-256), to encrypt your data. The provider managed encryption services provide that the keys are stored securely and rotated on a regular basis.</p>
C.12	Contractor's proposed PMCS shall use AES-128 encryption or stronger for all data in transit.	X		<p>Data in Transit: Procore connections are secured using HTTPs protected by Transport Layer Security (TLS). The data in transit is encrypted using the AES256 standard, the secure hash algorithm (SHA-2) for message authentication and RSA as the encryption key exchange mechanism.</p>
C.13	Contractor's proposed PMCS shall automatically avoid storing potentially sensitive data in cookies or URLs.	X		<p>Very little PII is required by Procore on the platform. There is minimal PII required for usage of the system, including Name, &amp; email. Please see the Procore Privacy policy for more details about data/information that is stored/processed by Procore. <a href="https://www.procore.com/fine-print/privacy">https://www.procore.com/fine-print/privacy</a></p> <p>Typically, the data processed through Procore for customers is related only to construction activities. This would include project drawings, RFIs, submittals, and vendor information.</p> <p>Customer would need to answer if any other type of data will be housed within Procore, and that data classification for your company.</p>
C.14	Contractor's disaster recovery plan shall allow resumption of operations within twenty-four (24) hours of a system event.	X		<p>Our objective is 99.99% uptime for our system architecture, excluding regularly scheduled, pre-announced systems maintenance conducted outside of standard business hours.</p> <p>Procore maintains a publicly available platform status site at <a href="http://status.Procore.com/">http://status.Procore.com/</a> RTO is 4 Hours. RPO is 30 Minutes.</p> <p><a href="https://support.procore.com/faq/what-is-procores-data-backup-strategy">https://support.procore.com/faq/what-is-procores-data-backup-strategy</a></p>

		Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
C.15	Contractor's proposed PMCS shall provide data transfer/data exchange tools as part of a process utilizing a BPA engine.	X		<p>The Procore API provides an integration toolkit for you and your system developers / integrators to build custom integrations between Procore and other technologies. The Procore API allows the Customer to leverage powerful resources in a simple, programmatic way using conventional HTTP requests. The endpoints are intuitive and powerful, allowing the Customer to easily make calls to retrieve information or execute actions.</p> <p>Using the Procore API you can:</p> <ul style="list-style-type: none"> <li>• Integrate with other industry-leading solutions</li> <li>• Build Custom Applications that integrate with the Procore Platform</li> <li>• Develop applications for publication on the Procore App Marketplace</li> </ul> <p>Details on the API can be reviewed here:  <a href="https://developers.procore.com/documentation/introduction">https://developers.procore.com/documentation/introduction</a></p> <p>To view a list of existing third-party software integrations (either built in-house by Procore or through third-party developers), visit Procore's App Marketplace at:  <a href="http://marketplace.procore.com/">http://marketplace.procore.com/</a></p> <p>Procore can offer Technical Services Consulting to provide Procore Expertise to your in-house integration team (or preferred partner), or we can offer Professional Services to build &amp; support an integration with any apps as needed.</p> <p>Procore Imports is a free, desktop software program that you can download and install on a computer running Windows 7 or higher. With this tool, you can quickly upload large sets of contacts, cost codes, and locations to Procore from your computer.</p>
C.16	Contractor's proposed PMCS shall provide data exports in a machine-readable format (e.g., XML, JSON, etc.).	X		<p>Imported documents are saved in their native format (pdf, jpg, png, doc, etc.) Procore exports to PDF and CSV (for Excel access).</p>
C.17	Contractor's proposed PMCS shall provide the ability to schedule and/or automate the data import/export and map to data fields as part of the import process.	X		<p>Please reference above answer for more details regarding Procore Extracts and data migrations.</p> <p>Utilizing the Procore API, custom integrations can be created and scheduled data transfers may be developed. Details on the API can be reviewed here:  <a href="https://developers.procore.com/documentation/introduction">https://developers.procore.com/documentation/introduction</a></p>
C.18	Contractor shall provide documentation that specifies the activities required to export data (e.g., authentication, all web service calls, data elements and associated values, etc.).	X		<p>Documentation for the Procore Extracts application can be reviewed here:  <a href="https://support.procore.com/products/procore-extracts/user-guide/tutorials/extract-project-data-using-procore-extracts">https://support.procore.com/products/procore-extracts/user-guide/tutorials/extract-project-data-using-procore-extracts</a></p>
C.19	Contractor shall notify and identify to County, in writing, any third party with whom Contractor is required to share County data or access to PMCS for processing of data outside Contractor's proposed PMCS.	X		
C.20	Contractor shall provide documentation that describes all PMCS data (e.g. data keys, data values, data definition, data properties, data samples, etc.) including changes associated with upgrades/revisions as part of the implementation of the upgrades/revisions.	X		<p>Procore documentation describing data elements can be found at the Procore Developers Portal: <a href="https://developers.procore.com/">https://developers.procore.com/</a>  Procore provides details on product releases at: <a href="https://support.procore.com/product-releases">https://support.procore.com/product-releases</a></p>
D. Infrastructure and Hosting Environment		Y	N	Comments/Additional Relevant Information
D.1	Contractor's proposed PMCS shall provide a Fully Managed Solution (Contractor-Hosted/SaaS).	X		<p>Procore is web based, offered as a multi-tenant, Software-as-a-Service (SAAS), cloud-based solution. All application/platform development, testing, deployment, maintenance, hosting and archiving is managed by Procore.</p>

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
D.2	The hosted environment shall implement security best practices and monitoring including, but not limited to: Host Intrusion Prevention (HIPS) or Detection (HIDS), Network Intrusion Prevention (NIPS) or Detection (NIDS), Web Application Firewall (WAF), Security Event and Information Management (SIEM), etc..	X		<p>SaaS Network Security Management: Procore takes network security very seriously to ensure that customer data is transferred to and from the production system securely. Procore manages this through intrusion detection, security focused firewall, server configurations and DDoS protection.</p> <p>Intrusion Detection: Network -based intrusion detection systems (IDS) monitor network traffic and activity for intrusion and Procore SRE personnel leverage multiple network and application monitoring tools to continuously scan for errors or suspicious activities. All flagged network traffic is reviewed by a manned Security Operations Center (SOC).</p> <p>Firewall Configuration: All unused ports are closed using a system firewall, virtual machine security groups, and a hardware firewall device. All system firewall rules are</p>
D.3	Hosted cloud-based environment shall be comprised of software and a system that has been utilized a minimum of 5 (five) years.	X		Procore was founded in 2002 and has been in use for 19 years.
D.4	Hosted cloud-based environment shall be comprised of software that has been fully tested, integrated and proven to be accessible to users, contractors, subcontractors and consultants employing different desktop and mobile devices, operating systems and browsers.	X		<p>Procore's Research &amp; Development teams embrace an agile development &amp; deployment framework. This allows individual product squads to continuously release fully Q/A'd product upgrades and enhancements across the entire platform with product releases happening multiple times per day/week. Procore utilizes Test and Development servers to fully QA any update to the platform prior to general release.</p> <p>Procore offers native mobile apps for iOS and Android to connect field and office. The Procore platform was purpose built to address construction activities.</p> <p>Procore's full website is also available to be used on any web browser, including smart phone web browsers.</p>
D.5	Contractors proposed PMCS shall be contained by a perimeter firewall to protect network from external attacks.	X		Firewall Configuration: All unused ports are closed using a system firewall, virtual machine security groups and a hardware firewall device. All system firewall rules are managed by configuration software and all changes are reviewed before deployment.
D.6	Contractor's proposed PMCS shall have physical access controls in place to ensure appropriate access to IT resources in the cloud-based hosted environment.	X		<p>Only authorized data center personnel are granted access credentials to the data centers. No one else can enter the production area of the datacenter without prior clearance and an appropriate escort.</p> <p>Security and compliance information for Amazon AWS can be found on the following links: <a href="https://aws.amazon.com/compliance/">https://aws.amazon.com/compliance/</a>.</p>
D.7	Contractor's proposed PMCS shall have measures to prevent the upload of unauthorized files, e.g., executable files, malicious software, Bots, etc..	X		Procore includes an option for strict file uploads. If strict file uploads are enabled on your account, you may not be able to upload the following file types: apk, app, bat, bin, cmd, com, command, cpl, csh, exe, gadget, inf1, ins, inx, ipa, isu, job, jse, ksh, lnk, msc, msi, msp, mst, osx, out, paf, prg, ps1, reg, rgs, run, sct, shb, shs, u3p, vb, vbe, vbs, vbscript, workflow, ws, wsf.

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
D.8	Contractor's proposed PMCS shall undergo periodic web application vulnerability testing/scanning (e.g., source code, run time, etc.).	X		<p>Security testing is an important part of maintaining Procore's network security. The goal of this testing is to review Procore's security controls and determine their effectiveness at meeting Procore's security needs, as well as fulfilling applicable regulations. Procore is committed to maintaining an effective and continuously updated security testing process.</p> <ul style="list-style-type: none"> <li>Procore requires a mix of internal and third-party training strategies be used</li> <li>Wireless Scans: Procore maintains a documented process to evaluate the network for unauthorized wireless access devices connected to the network, such as wireless access points, wireless cards, and portable wireless devices (such as USB-connectable devices)</li> <li>Internal Vulnerability Scans: Procore maintains a documented process that tests systems to locate any vulnerabilities that are either exploitable by local access or that may be hidden by firewalls or other access controls from a point internal to the network perimeter</li> <li>External Vulnerability Scans: Procore maintains a documented process that tests systems to locate any vulnerabilities that exist and can be accessed from external sources from a point external to the network perimeter must be performed</li> <li>Penetration Testing: A penetration test differs from a vulnerability assessment in that penetration testing is a manual process that includes the identification of vulnerabilities present on a network or system, but also the active exploit of those vulnerabilities. The first step in a penetration test is often a vulnerability scan, but a penetration test will then go much deeper, with the intent of simulating a real-world attack and identifying methods an attacker may use to successfully penetrate the network. External and internal penetration tests must be performed at least annually, as well as after any significant infrastructure or application upgrade or modification</li> <li>Penetration testing is performed at both the network and application layers.</li> </ul>
D.9	Contractor's proposed PMCS shall separate physical and logical environments (e.g., development, quality assurance, user acceptance testing, staging, production, training environments, etc.).	X		Separate environments are used for development, testing, QA, staging, production, training, etc.
D.10	Contractor's proposed PMCS shall include all infrastructure support.	X		<p>As a SaaS solution, all hosting is provided by Procore. The Service is fully managed by Procore.</p> <p>Procore utilizes Amazon AWS for hosting all application and customer data. The infrastructure is managed by Amazon with Procore managing the application stack.</p>
D.11	Contractor's proposed PMCS test environment shall support all testing activities as specified in the Statement of Services (SOS) for all System and software application changes and modifications (minor and major) prior to implementation and /or installation of the production environment.	X		<p>More information on Statement of Services needed to determine response.</p> <p>Procore provides the following sandbox environments you can use for testing:</p> <ul style="list-style-type: none"> <li>Monthly Sandbox - refreshed with current production data on a regularly scheduled basis once each month. Data you create, update, or manipulate within a Monthly Sandbox environment will never affect the original production data and will exist solely in the context of that environment</li> <li>Development Sandbox - generated by third-party developers from their Developer Portal account and includes seed project data that can be used for testing purposes. The Development Sandbox environment does not refresh with production data at any time</li> </ul> <p>For more information go to:  <a href="https://developers.procore.com/documentation/development-environments">https://developers.procore.com/documentation/development-environments</a></p>
D.12	Contractor's proposed PMCS shall have a test environment that supports the following:			



		included in Proposed PMCS		
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
D.12.1	Testing accounts for County administrator/super user team members that are not named license accounts. Testing accounts are needed for County development, testing, implementation and support of the PMCS application, both before PMCS implementation and during ongoing support after implementation. These testing accounts would not be included in the count of paid PMCS user license seats, but would be valid accounts for development, testing, staging, or production instances of PMCS.	X		<p>Procore offers an unlimited user model, and test users can be added at no additional charge.</p> <p>Procore provides the following sandbox environments you can use for testing:</p> <ul style="list-style-type: none"> <li>Monthly Sandbox - refreshed with current production data on a regularly scheduled basis once each month. Data you create, update, or manipulate within a Monthly Sandbox environment will never affect the original production data and will exist solely in the context of that environment</li> <li>Development Sandbox - generated by third-party developers from their Developer Portal account and includes seed project data that can be used for testing purposes. The Development Sandbox environment does not refresh with production data at any time</li> </ul> <p>For more information go to:  <a href="https://developers.procore.com/documentation/development-environments">https://developers.procore.com/documentation/development-environments</a></p>
D.12.2	System testing.	X		Please reference response above in D.12.1.
D.12.3	Integration testing.	X		Please reference response above in D.12.1.
D.12.4	Performance testing.	X		<p>Please reference response above in D.12.1.</p> <p>Procore Site Reliability Engineers maintain the platform for all customers including all performance monitoring, platform scalability, load balancing, high availability planning and disaster recovery operations. Procore performance is always available via <a href="https://status.procore.com/">https://status.procore.com/</a>.</p>
D.12.5	User acceptance testing.	X		Please reference response above in D.12.1.
D.12.6	Automated regression testing.	X		Please reference response above in D.12.1.
D.12.7	Testing including unit testing.	X		Please reference response above in D.12.1.
D.12.8	Migrated data validation/testing.	X		Please reference response above in D.12.1.
E. Security Requirements - Sensitive Data		Y	N	Comments/Additional Relevant Information
E.1	Contractor's proposed PMCS shall store sensitive data and secrets (e.g., password challenge phrases, credential and authentication tokens) in code, i.e. encryption, salts, one way hash, AES, etc.	X		
E.2	Contractor's proposed PMCS will not store secrets, database keys, connections, and passwords in plain text.	X		All data is encrypted at rest and in transit.
E.3	Contractor's proposed PMCS shall protect application logs that contain sensitive data.	X		
E.4	Contractor's proposed PMCS shall provide database/file encryption for protection of sensitive data fields while the data is at rest (e.g., stored data).	X		Data at Rest (DAR): For DAR Procore utilizes provider managed device encryption services. This includes AWS S3 Server-Side Encryption, Aurora DB Encryption EBS Encryption all utilizing Amazon Key Management Service (KMS). All services use one of the strongest block ciphers available, 256-bit Advanced Encryption Standard (AES-256), to encrypt your data. The provider managed encryption services provide that the keys are stored securely and rotated on a regular basis.
E.5	Contractor's proposed PMCS shall include protection mechanisms for sensitive data that is sent over the network.	X		Procore connections are secured using HTTPs protected by Transport Layer Security (TLS). The data in transit is encrypted using the AES256 standard, the secure hash algorithm (SHA-2) for message authentication and RSA as the encryption key exchange mechanism.
E.6	Contractor's proposed PMCS shall transmit sensitive data using secure protocols, such as sftp, ssh, https, etc., or tunneled through an authenticated encrypted connection (e.g., VPN).	X		All communication is accomplished over HTTPS via TLS1.2, AES 256+SHA2.
F. Security Requirements - Encryption		Y	N	Comments/Additional Relevant Information

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
F.1	Contractor's proposed PMCS shall use FIPS 140-2 compliant encryption solution and, at minimum use industry standard cryptography available for the platform (e.g., AES 256).	X		<p>Data in Transit: Procore connections are secured using HTTPs protected by Transport Layer Security (TLS). The data in transit is encrypted using the AES256 standard, the secure hash algorithm (SHA-2) for message authentication and RSA as the encryption key exchange mechanism.</p> <p>Data at Rest (DAR): For DAR Procore utilizes provider managed device encryption services. This includes AWS S3 Server-Side Encryption, Aurora DB Encryption EBS Encryption all utilizing Amazon Key Management Service (KMS). All services use one of the strongest block ciphers available, 256-bit Advanced Encryption Standard (AES-256), to encrypt your data. The provider managed encryption services provide that the keys are stored securely and rotated on a regular basis.</p> <p>AWS KMS is designed so that no one, including AWS employees, can retrieve your plaintext keys from the service. The service uses FIPS 140-2 validated hardware security modules (HSMs) to protect the confidentiality and integrity of your keys regardless of whether you request KMS to create keys on your behalf, create them in an AWS CloudHSM cluster, or import them into the service. Your plaintext keys are never written to disk and only ever used in volatile memory of the HSMs for the time needed to perform your requested cryptographic operation. Keys created by KMS are never transmitted outside of the AWS region in which they were created and can only be used in the region in which they were created. Updates to the KMS HSM firmware is controlled by multi-party access control that is audited and reviewed by an independent group within Amazon as well as a NIST-certified lab in compliance with FIPS 140-2.</p> <p><a href="https://aws.amazon.com/kms/features/#Secure">https://aws.amazon.com/kms/features/#Secure</a></p>
F.2	Contractor's proposed PMCS shall securely deliver information over the internet using encryption (e.g., Advance Encryption Standard (AES) 256).	X		All communication is accomplished over HTTPS via TLS1.2, AES 256+SHA2.
F.3	Contractor's proposed PMCS shall use the latest, stable and industry recommended version of SSL/TLS to deliver encrypted data over the Internet.	X		Data flowing between Procore and the user is encrypted with HTTPS protected by Transport Layer Security (TLS) 1.2.

		included in	Proposed PMCS	
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
F.4	Contractor's proposed PMCS shall encrypt all confidential and sensitive data at storage and in transit.	X		<p>Data in Transit: Procore connections are secured using HTTPs protected by Transport Layer Security (TLS). The data in transit is encrypted using the AES256 standard, the secure hash algorithm (SHA-2) for message authentication and RSA as the encryption key exchange mechanism.</p> <p>Data at Rest (DAR): For DAR Procore utilizes provider managed device encryption services. This includes AWS S3 Server-Side Encryption, Aurora DB Encryption EBS Encryption all utilizing Amazon Key Management Service (KMS). All services use one of the strongest block ciphers available, 256-bit Advanced Encryption Standard (AES-256), to encrypt your data. The provider managed encryption services provide that the keys are stored securely and rotated on a regular basis.</p> <p>AWS KMS is designed so that no one, including AWS employees, can retrieve your plaintext keys from the service. The service uses FIPS 140-2 validated hardware security modules (HSMs) to protect the confidentiality and integrity of your keys regardless of whether you request KMS to create keys on your behalf, create them in an AWS CloudHSM cluster, or import them into the service. Your plaintext keys are never written to disk and only ever used in volatile memory of the HSMs for the time needed to perform your requested cryptographic operation. Keys created by KMS are never transmitted outside of the AWS region in which they were created and can only be used in the region in which they were created. Updates to the KMS HSM firmware is controlled by multi-party access control that is audited and reviewed by an independent group within Amazon as well as a NIST-certified lab in compliance with FIPS 140-2.</p> <p><a href="https://aws.amazon.com/kms/features/#Secure">https://aws.amazon.com/kms/features/#Secure</a></p>
G. Security Requirements - Exception Management / Error Handling		Y	N	Comments/Additional Relevant Information
G.1	Contractor's proposed PMCS shall provide exception handling to minimize information disclosure in case of an exception (e.g., login failure).	X		
G.2	Contractor's proposed PMCS shall return generic errors messages to the end-user to avoid disclosure of sensitive information (e.g., database error, application error).	X		
H. Security Requirements - Recovery		Y	N	Comments/Additional Relevant Information
H.1	Contractor's proposed PMCS shall have clearly defined procedures that specify how:			

		included in	Proposed PMCS	
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
H.1.1	Data and System security shall be protected from disruption and loss in the event of natural disaster, emergency, power outage, and security breaches.	X		<p>Data center redundancy is used to protect against natural and manmade disasters. Procore's hosting providers plan and construct their data centers specifically to withstand both natural and manmade disasters. For example, our data center vendor equips its centers with on-site generators, diesel fuel storage tanks to power the generators, and multiple points of entry for Internet backbone connections.</p> <p>Procore backups ensure that all project data is safely archived. Procore's database is continuously copied to a secondary database, which is copied to a separate off-site data repository every 24 hours. All backups are written to RAID disk arrays in order to improve the reliability and availability of data and to ensure that data is not affected by hardware failure.</p> <p>Should a disaster situation occur which renders the primary data center completely unavailable, Procore has processes and procedures in place to restore access to the Procore SaaS application via a secondary data center. The secondary data center is physically located over 500 miles away and includes the same level of service, security, and infrastructure as the primary data center.</p>
H.1.2	Contractor's proposed PMCS shall be monitored to ensure the effectiveness of security controls.	X		<p>Logging and Monitoring: Procore uses an industry standard enterprise application management solution to monitor systems, trigger alerts based on event logs, and to facilitate alerting, trend analysis, and risk assessment.</p> <p>24x7 monitoring of critical network events with intrusion detection system (IDS) and log aggregation systems gives Procore's SRE team the ability to identify and address any unauthorized access to assets (including access to client data) within the SaaS production network. This includes outside threats as well as internal users as the SaaS infrastructure is behind firewalls in both cases. Alerting is in place to notify the Procore SRE team of any issue.</p>
H.1.3	Contractor shall promptly notify County Project Manager(s), Administrator(s), County Chief Information Security Officer, County Chief Privacy Officer, and Departmental Security Officer(s) within twenty-four (24) hours of when there is a suspected PMCS breach.	X		<p>Procore shall notify any internal and external parties who may suffer a financial or reputational loss due to an incident within 24 hours of the detection of the incident.</p> <p>The Incident Response Leadership Team will communicate additional information as it becomes available, to the interested parties as often as deemed appropriate and necessary.</p>

		included in Proposed PMCS		
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
H.2	Contractor's proposed PMCS shall have the ability to restore data within eight (8) hours after request is made.	X		<p>Our objective is 99.99% uptime for our system architecture, excluding regularly scheduled, pre-announced systems maintenance conducted outside of standard business hours.</p> <p>Procore's Disaster Recovery and Business Continuity Plans specify an RPO of 30 minutes and an RTO of 4 hours, with a goal of 0/0.</p> <p>Procore maintains a publicly available platform status site at <a href="http://status.Procore.com/">http://status.Procore.com/</a></p> <p>Procore routinely tests and validates our ability to recover from a variety of problem scenarios. Our "test scenarios" range up to the scenario of total regional loss. Backup integrity and restoration tests are performed on a monthly basis or whenever a change is made that may affect the backup system. Frequent testing ensures that our recovery plans allow us to meet or beat our aggressive recovery targets.</p> <p><a href="https://support.procore.com/faq/what-is-procores-data-backup-strategy">https://support.procore.com/faq/what-is-procores-data-backup-strategy</a></p>
H.3	Contractor's proposed PMCS shall include test and staging environments with robust and automated regression testing tools for use by County-specified users.	X		<p>Procore offers an unlimited user model, and test users can be added at no additional charge.</p> <p>Procore provides the following sandbox environments you can use for testing:</p> <ul style="list-style-type: none"> <li>• Monthly Sandbox - refreshed with current production data on a regularly scheduled basis once each month. Data you create, update, or manipulate within a Monthly Sandbox environment will never affect the original production data and will exist solely in the context of that environment</li> <li>• Development Sandbox - generated by third-party developers from their Developer Portal account and includes seed project data that can be used for testing purposes. The Development Sandbox environment does not refresh with production data at any time</li> </ul> <p>For more information go to:  <a href="https://developers.procore.com/documentation/development-environments">https://developers.procore.com/documentation/development-environments</a></p>
H.4	Contractor shall be able to procure and maintain for the duration of the Contract Cyber Liability Insurance, with limits not less than \$10 million per occurrence.	X		Procore maintains a Professional Liability Policy including cyber liability with limits not less than \$10 million per occurrence.
I. PMCS Support, Performance and Availability		Y	N	Comments/Additional Relevant Information

		included in	Proposed PMCS	
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
I.1	Contractor's proposed PMCS shall, including end-user support services, operate on a 24x7x365 basis.	X		<p>Procore's objective is 99.99% uptime for our system architecture, excluding regularly scheduled, pre-announced system maintenance updates, which are conducted outside of standard business hours.</p> <p>SLA commitment is 99.9%.</p> <p>Procore Support is available to all, including non-customers and is provided by Procore employees.</p> <p>Procore Support is available 365 days/year including holidays with Help Desks located at many of our offices, primarily Carpinteria, Wilmar and Austin.</p> <p>In addition to phone, email and Live Chat Support, you will have access to a Customer Success Manager (CSM), who will handle and escalate all tier 2 support issues, plus oversee and provide training post implementation. Contextual Support is one click away from any page within the web browser.</p> <p>Refer to the following link for full details: <a href="https://support.Procore.com/">https://support.Procore.com/</a></p> <p>Help Desk Hours: Monday through Thursday, 24 hours (PT) Friday, 12am – 9pm, (PT) Saturday, 7am - 6pm (PT) Sunday, 7am - 12am (PT)</p> <p>Our Site Reliability Team monitors the platform 24/7 to ensure peak performance for</p>
I.2	Contractor's proposed PMCS shall be available and functional a minimum of ninety-nine percent (99%) of the 24/7/365 operations over the last 24 months.	X		<p>Below is Procore's SLA: <b>SERVICE LEVEL AGREEMENT</b> Procore has a service level objective for the Services of 99.9% availability, 24 hours a day, seven days a week, 365 days a year. Downtime does not include (i) problems caused by factors outside of Procore's reasonable control, and (ii) unavailability of the Services during scheduled maintenance. Scheduled maintenance is communicated to users through "in app" notifications, with a minimum of 24 hour notice of the scheduled maintenance.</p> <p>Upon Procore's receipt of a support request, Procore will use commercially reasonable efforts to answer questions and provide standard error corrections to known problems. In the event of any problems or errors involving the Services that Procore cannot immediately resolve, Procore will begin working on a resolution to the problem and will work diligently and in a commercially reasonable manner on the problem until it is resolved.</p>
I.3	Contractor's proposed PMCS shall provide an average response time of two (2) seconds, as measured from the Hosted Environments, when being actively utilized, e.g., transmitting or receiving data, by 2000 users concurrently.	X		<p><u>Procore offers and unlimited user model and is designed to scale to meet usage requirements. If there are any performance related issues, we would want those to be escalated to the Procore Support team for further evaluation by the Site Reliability Team.</u></p> <p><u>Procore provides full transparency on performance on our website, including visibility to the past months activity: <a href="http://status.Procore.com/">http://status.Procore.com/</a></u></p>
I.4	Contractor shall commit, as part of its Contract, to providing customer support services as follows:			
I.4.1	Respond to all service calls/tickets via telephone within one (1) business day of submission by a technician assigned to resolve the Error to discuss and mutually establish whether the Error is complex or simple and its resolution priority.	X		Procore support is very responsive with a strong emphasis on customer satisfaction.

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
I.4.2	Resolve and implement the recommended solution(s) with three (3) business days after the recommendation is provided to the submitting party and approved unless a longer duration is mutually agreed upon.	X		
I.4.3	Update the submitting party on the status of the Error resolution and implementation by the assigned technician a minimum of every one (1) business day until the approved resolution and implementation is completed.	X		
I.4.4	Contractor shall notify County of all PMCS upgrades including any potential impact(s) on PMCS operations and software usage/interface a minimum of five (5) business days before the upgrade.	X		<p>The Procore SaaS solution is updated for all clients at the same time. There is no scheduled downtime window. Updates and Maintenance are designed to not affect the user experience. In the event that a planned maintenance issue would affect access to the platform this would be communicated ahead of time so that any impact could be discussed with clients.</p> <p>Procore's Research &amp; Development teams embrace an agile development &amp; deployment framework. This allows individual product squads to continuously release fully Q/A'd product upgrades and enhancements across the entire platform, with product releases happening multiple times per day/week. For major functionality, or UI updates, Procore will run a beta program, and often allow for use of the "legacy solution" for a period of time to allow for testing and feedback.</p> <p>Procore utilizes Test and Development servers to fully QA any update to the platform prior to general release. All releases, enhancements and major changes are fully described and delivered to the system admin well in advance for planning purposes. Updates are communicated in several ways: In-app notifications, monthly newsletters, and monthly webinars.</p> <p>Please take a moment to check out our Product Release Support page for further details: <a href="https://support.procore.com/product-releases">https://support.procore.com/product-releases</a></p> <p>Patches: Procore subscribes to manufacturers and independent security notification services to monitor potential external threats.</p> <p>Specifically ensuring that the system servers remain configured to build standards, Procore's SRE team uses automated tools and documented procedures to build and</p>
I.5	Contractor's proposed PMCS shall support County definition of a process, e.g., from generation of a Change Order Proposal to issuing of an approved Change Order, to be a single process and not many individual processes with regard to development, design and support services.	X		A custom workflow is a process that defines an approval path. You can work with the Custom Solutions Team to create a workflow to provide your end users with the ability to send items that need to be reviewed and approved to designated users.

		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
I.6	Contractor's proposed PMCS shall provide County the option to not participate in an upgrade/revision in PMCS until user training on the changes have been completed and instruction/reference materials are available.		X	<p>The SaaS solution is updated for all clients at the same time. There is no scheduled downtime window. Updates and Maintenance are designed to not affect the user experience. In the event a planned maintenance issue would affect access to the platform this would be communicated ahead of time so that any impact could be discussed with clients.</p> <p>Procore's Research &amp; Development teams embrace an agile development &amp; deployment framework. This allows individual product squads to continuously release fully Q/A'd product upgrades and enhancements across the entire platform, with product releases happening multiple times per day/week. For major functionality, or UI updates, Procore will run a beta program, and often allow for use of the "legacy solution" for a period of time to allow for testing and feedback.</p> <p>Procore utilizes Test and Development servers to fully QA any update to the platform prior to general release. All releases, enhancements and major changes are fully described and delivered to the system admin well in advance for planning purposes. Updates are communicated in several ways: In-app notifications, monthly newsletters, and monthly webinars.</p> <p>Please take a moment to check out our Product Release Support page for further details: <a href="https://support.procore.com/product-releases">https://support.procore.com/product-releases</a></p> <p>Procore offers a Deferred Release Program. The goal of this program is to help our Enterprise customers effectively adopt all process heavy changes. Customers who take part in our Deferred Release Program receive communication about changes flagged by our Product team as potentially "business process disruptive," 45 days before they go live in the customer's account, while allowing us to maintain our current</p>
I.7	Contractor shall provide on-site training when requested by County and post updated webinar videos when PMCS is uploaded for training on PMCS's basic functional areas and features.	X		<p>Procore's training is web based. We utilize the train-the-trainer approach, which allows for a more flexible and global roll-out strategy in-person or self-service based. On-site training is optional and may be requested at an additional cost. If additional support is needed such as on-site support, the following professional services may be purchased as optional, add-on service products: <a href="https://support.procore.com/customer-success/add-on-service-products">https://support.procore.com/customer-success/add-on-service-products</a></p> <p>Procore offers live training webinars with our dedicated customer success and support representatives. Classes are completely free and are offered every week. Each training session will also have some time reserved for live Q&amp;A.</p>



		included in Proposed PMCS		Comments/Additional Relevant Information
A.2 - PMCS Technical Requirements		Y	N	
I.8	Contractor's proposed PMCS shall provide context sensitive, online reference materials in the form of written rules, guidelines, desktop procedures. "how-to" videos, etc., that are embedded/integrated in PMCS.	X		<p>Procore offers a variety of documentation and training material such as an online support portal that contains written tutorials, videos, FAQs and guides, plus a hands on certification program.</p> <p>Procore has materials to help a variety of learning styles.</p> <p>Procore's training is web based. We utilize the train the trainer approach, which allows for a more flexible and global roll-out strategy in-person or self-service based. On-site training is optional and may be requested at an additional cost. If additional support is needed such as on-site support, the following professional services may be purchased as optional, add-on service products: <a href="https://support.procore.com/customer-success/add-on-service-products">https://support.procore.com/customer-success/add-on-service-products</a></p> <p>Procore offers live training webinars with our dedicated customer success and support representatives. Classes are completely free and are offered every week. Each training session will also have some time reserved for live Q&amp;A.</p> <p>Procore Certification Courses are listed here: <a href="https://learn.procore.com/series/procore-certification">https://learn.procore.com/series/procore-certification</a></p>
I.9	Contractor's proposed PMCS shall provide context sensitive, online wizards for user reference and assistance to complete tasks.	X		
I.10	Contractor shall provide on-site training and/or provide live, interactive webinar videos for training on PMCS upgrades/revisions when implemented.	X		<p>Procore offers a number of on-demand and live webinars, covering topics such as; product training, recent and upcoming releases, etc. For more information see: <a href="https://support.procore.com/Special:Search?path=&amp;q=training">https://support.procore.com/Special:Search?path=&amp;q=training</a></p> <p>Procore is dedicated to the success of each client. If additional support is needed such as on-site support, the following professional services may be purchased as optional, add-on service products: <a href="https://support.procore.com/customer-success/add-on-service-products">https://support.procore.com/customer-success/add-on-service-products</a></p>
I.11	Contractor shall provide a dedicated Account Manager as a point of contact for the proposed PMCS with authority to expedite responses to County Errors and service requirements.	X		<p>Procore focuses on getting your team up and running on the software as quickly as possible. The Procore Customer Success team is dedicated to ensuring an efficient and successful roll out of Procore's project management platform across our client's organization.</p> <p>Procore will provide 3 key resources to our clients: an Account Executive (Sales), an Implementation Manager (Customer Success), and a Customer Success Manager (Customer Success).</p> <p>The Implementation Manager will be the client's main point of contact during the Implementation phase. Once Implementation is completed, a Customer Success Manager will be the long-term point of contact for the client.</p> <p>In addition to Implementation Managers, Customer Success Managers, and general support, Procore offers a group of Strategic Product Consultants (SPC) who are required to have an industry background and are partnered with specific product lines development squads that align with their backgrounds. SPCs are responsible for helping to educate our Customer Service teams, as well as consult our customers.</p> <p>Together we will work as a team to ensure the entire implementation process is both efficient and thorough. The goal is for each member of your project execution team to be fully trained on how to use Procore to perform their respective roles and responsibilities.</p>

		included in Proposed PMCS		
A.2 - PMCS Technical Requirements		Y	N	Comments/Additional Relevant Information
I.12	During the term of this Contract, Contractor shall provide the Maintenance Services and remedy Errors within the Resolution Time Requirements as described in Exhibit A (Scope of Services), in exchange for County's payment of the applicable fees set forth on Exhibit B (Pricing Schedule) in accordance with this Contract. There shall be no additional charge to County for on-site support services beyond the applicable Maintenance Services fees set forth in Exhibit B (Pricing Schedule) to remedy a breach of this agreement, to correct a failure of the System to conform to the Specifications, or to fulfill Contractor's obligations pursuant to this Contract.	X		All service and maintenance is included in the cost of subscription. Premier Support and Maintenance of custom Integrations will be provided at no charge during the base implementation phase per the Pricing Proposal.  Procore's training is web based and included in the cost of subscription. We utilize the train-the-trainer approach, which allows for a more flexible and global roll-out strategy in-person or self-service based. On-site training is optional and may be requested at an additional cost. If additional support is needed such as on-site support, the following professional services may be purchased as optional, add-on service products: <a href="https://support.procore.com/customer-success/add-on-service-products">https://support.procore.com/customer-success/add-on-service-products</a>
I.13	Contractor represents and warrants that when operated in conformance with the terms of this Contract, the Licensed Software and/or Services (as applicable) shall achieve the System Performance Requirements set forth in Exhibit A (Scope of Services).	X		An enhanced SLA with Service Credits may be provided through discussion with your Procore account team.

			Included in Proposed PMCS		Comments/Additional Relevant Information
A.2.1 - PMCS Trusted System Requirements			Y	N	
A.	Citation Source	True and Accurate Copy			
A.1	ISO 15801 2009 5.4	Hardware and associated software tools used for capture operates at anticipated tolerances. Functionality requirements include: color images; variable image resolution; simplex and duplex scanning; single and batch processing; rescanning; page break; nonproprietary reader tool.	X		Procore does not require hardware devices for data capture. Most Procore tools have import/export capabilities to upload and download documents from a local computer or mobile device. Imported documents are saved in their native format (pdf, jpg, png, doc, etc). Procore exports to PDF and CSV (for Excel access).
A.2	AIIM ARP-1 2009 5.4.2.4	Image compression/decompression support image transfer unit (ITU) Group 4, LZW, JPEG, JPEG 2000, JBIG, or other output format standards with no proprietary alterations of the algorithms.	X		The Procore application does not include image compression features; all files uploaded are stored in their native size and format.
A.3	AIIM ARP-1 2009 5.7.2.5	Metadata remains linked to the appropriate record.	X		All files uploaded to Procore retain their associated metadata.
A.4	AIIM ARP-1 2009 5.7.2.5	Metadata remains unchanged during migration.	X		
A.5	ISO 15801 2009 5.3.2	Where information loss is unacceptable (a source document cannot be digitally converted in full), the information is maintained outside of the system.	X		Procore does not require hardware devices for data capture. Most Procore tools have import/export capabilities to upload and download documents from a local computer or mobile device. Imported documents are saved in their native format (pdf, jpg, png, doc, etc). Procore exports to PDF and CSV (for Excel access).
B.	Citation Source	Two Separate Copies, two Separate Locations, One Copy Unalterable	Y	N	Comments/Additional Relevant Information
B.1	AIIM ARP-1 2009 5.3.5.5	The system supports multiple servers and standardized non-alterable write-once storage solutions in a distributed manner.		X	
B.2	AIIM ARP-1 2009 5.3.3	At minimum, one (1) copy of electronically stored information (ESI) is written to non-alterable		X	
B.3	AIIM ARP-1 2009 5.5.2.3	The system supports logical folder functionality.	X		Procore's Company level Documents tool is the central repository for your organization's mission-critical documents. Designed to accelerate business efficiency, this tool minimizes the amount of time it takes to capture, distribute, and share documents with your team. Offering virtually unlimited storage space and a variety of markup and revision management features, you can ensure that your staff always has access to the most current document versions made available.  Your company or project admin can specify access permissions to projects, documents, drawings and photos. <ul style="list-style-type: none"> <li>Set up a centralized folder structure with virtually unlimited document storage space.</li> <li>Create publicly-viewable folders so invited bidders can view relevant documents without a Procore login.</li> </ul> Upload or download files and view progress. <ul style="list-style-type: none"> <li>Manage revisions and distribute updates to specific users.</li> <li>Build accountability by tracking when and who downloaded each file.</li> </ul>

			Included in Proposed PMCS		Comments/Additional Relevant Information
A.2.1 - PMCS Trusted System Requirements			Y	N	
B.4	AIIM ARP-1 2009 5.7.2.2	The system maintains appropriate backup copies of ESI.	X		<p>protect our customers against software problems, hardware failure, and even large-scale natural disasters. The pillars of this approach are redundancy, geographic diversity, and replication of data. These pillars protect our entire information technology infrastructure. All hardware and software used to store customer data and deliver the Procure application to our customers is so protected.</p> <p>Procure maintains several replicas of the application software on each server. This replication allows for fast roll-back in the event of a software issue. We maintain the software on dozens of servers located in different secure data centers. This diversity protects against hardware failure and local service issues. In the event of any failure, our system logic sends any customer requests to another server. This redundancy allows us to service the affected system with no customer impact.</p> <p>Procure maintains customer data and assets in our private and secure application database. Our service providers host the database in secure data centers. Procure's "simultaneous replication" architecture maintains the data across these data centers. Data is written to independent servers located in at least three separate locations at any time.</p> <p>All data is copied to off-site storage every 20 minutes. Replication distributes this offline snapshot across the</p>
B.5	AIIM ARP-1 2009 5.3.3	Primary and secondary storage of ESI exists in a minimum of two (2) separate and secure locations.			<p>system redundancy for our organization's entire information technology infrastructure. The infrastructure is defined as all hardware and software used to deliver the Procure application to our customers. This redundancy extends to diversification of hardware and software across geographical areas.</p> <p>Procure's customer data and assets are maintained in our application database. The database is remotely hosted by our hosting service providers and consists of a "master and slave" architecture that simultaneously writes all data to two separate databases, on two different physical devices. All data is copied to a third, offsite file storage disk array on a nightly basis. This third database copy is distributed between remote data centers located throughout the United States.</p> <p>This redundancy addresses the need to protect against hardware and software disasters. Hardware redundancy protects against disk or server failure.</p> <p>All hardware is "hot-swappable" so that failed machines can be replaced without bringing down the Procure application. For example, Procure uses multiple web and database servers running on different physical machines – the failure of one of these machines would still allow Procure to be accessed via another server on a different piece of server hardware.</p>

			Included in Proposed PMCS		Comments/Additional Relevant Information
A.2.1 - PMCS Trusted System Requirements			Y	N	
B.6	ISO 15801 2009 4.3	The Contractor will adhere to the written business continuity/disaster recovery plan in place with procedures specific to the trusted system.		X	<p>Procore recognizes that disasters can happen which may impact the accessibility of the Procore SaaS application. Because of this, Procore's business continuity planning (BCP) and disaster recovery (DR) plans and activities support the critical functions supporting the delivery of its SaaS application.</p> <p>Procore anticipates that potential disasters could take on many forms in different scenarios. Procore plans for the full spectrum of issues ranging from small scale hardware failures all the way to widespread natural and manmade disasters.</p> <p>Procore's disaster recovery approach is based upon system redundancy for our organization's entire information technology infrastructure. The infrastructure is defined as all hardware and software used to deliver the Procore SaaS application. This redundancy extends to diversification of hardware and software across geographical areas.</p> <p>In addition to the application and data, Procore's application code (i.e., not including customer data) is kept in a secure online code repository. A commercial provider remotely hosts this repository. The application code also exists in multiple copies kept at Procore's corporate offices.</p>
B.7	ISO 15801 2009 5.12	Where backup data is used to recover from a system failure, procedures are in place to ensure file integrity has not been compromised.		X	As part of the Procore Disaster Recovery Plan Recovery Activities, Procore R&D Engineering and Security Team will test and determine if any processes gaps are present, determine if the switch over was successful, if the rapid response was timely, and if the recovery team was able to resolve any issues.
C.	Citation Source	No Unauthorized Additions, Modifications, Deletions	Y	N	Comments/Additional Relevant Information
C.1	ISO 27002 2013 11.1.1	The equipment on which the system runs is maintained behind a physical security perimeter requiring keycard access.		X	<p>Procore's SaaS Application infrastructure is physically separated from Procore's corporate facilities. Procore maintains top tier data centers with strong security controls that are confirmed by third-party reports (SSAE16 SOC reports). By utilizing these data centers, physical access to the Procore SaaS system is managed using keycard protocols, biometric scanning protocols and round-the-clock interior and exterior surveillance monitoring.</p> <p>Only authorized data center personnel are granted access credentials to the data centers. No one else can enter the production area of the datacenter without prior clearance and an appropriate escort. Every data center employee undergoes multiple background security checks before they are hired.</p> <p>Data centers are staffed 24x7 by NOC and customer support personnel. All servers run 24x7 custom monitoring tools with email/SMS timed escalations.</p>
C.2	ISO 18829 2017 4.5.1	ESI cannot be accessed from outside the system without required logging, tracking, and security controls.	X		all users must be set up with an account by an administrator prior to gaining access to the data within the application.
C.3	ISO 18829 2017 4.7.1	External connections to the system are restricted to authorized uses only, using an encrypted VPN solution or other network technology preventing interception of transmission.		X	<p>Procore requires that remote access to the network be secured with strong encryption for both users and administrators. Encryption must be initiated prior to the administrative password being changed.</p> <p>All access to the Procore Production environment is controlled via Bastion hosts. The service maintains a list of permitted IP addresses and work hours; if a login is detected that is either from an unknown IP address or outside of a user's work hours, that user is notified via Procore's chat application (Slack) and given the opportunity to confirm the server login event. If the user denies knowledge of the login, the security team is immediately alerted.</p>

			Included in Proposed PMCS		Comments/Additional Relevant Information
A.2.1 - PMCS Trusted System Requirements			Y	N	
C.4	AIIM ARP-1 2009 5.7.2.2	The system prevents over-writing ESI. Instead of over-writing ESI, a record is checked out of the system and when refilled, a new record or new version of existing record is written.	X		<p>Procure allows for both simultaneous document editing and check out/check in.</p> <p>After uploading a file to the Documents tool, you can upload newer versions directly or you can check files in and out.</p> <p>Check Out. This downloads a copy of the current version of the file to your computer so you can update it. While the file is checked out, other users will not be permitted to upload a newer version of the file. When your file updates are ready, you can then upload the new version which also checks the file back into the tool.</p> <p>Check In. This lets you upload a newer version of the file. When a file is checked in, other users with the appropriate access permission can then perform a check-out if they want to update the file.</p> <p>Reset Checkout. This cancels a check-out, so other users with the appropriate access permission can check out the file. A reset can be performed only by the person who checked out a file or a user with 'Admin' level permission.</p>
C.5	AIIM ARP-1 2009 5.7.2.2	The system prevents any modification of a records unique identifier.	X		
C.6	AIIM ARP-1 2009 5.7.2.2	The system prevents the deletion of indexes, categories and other pointers to a record.	X		
C.7	AIIM ARP-1 2009 5.4.1.4	Easily alterable file formats (such as TIFF images) are not stored in the system.		X	Documents imported to Procure are saved in their native format (pdf, jpg, png, doc, etc.)
C.8	ISO 27002 2013 14.2.2	An approved change control procedure is in place and followed by users.	X		<p>Per the Procure Change Management Policy. Key components to Procure's Change Management program include:</p> <ul style="list-style-type: none"> <li>• Accurate Documentation: All information pertinent to a Change is documented in a Request for Change (RFC); providing insight into the purpose, process, risk, and timeframe.</li> <li>• Formal Defined Approval Process: Based on the impact and urgency of the change, the RFC will be reviewed and approved by a Technical Reviewer, Manager, and/or the Change Advisory Board (CAB).</li> <li>• Continual Oversight: From request to implementation, each RFC is reviewed, scheduled, executed, and validated.</li> </ul>
C.9	ISO 15801 2009 6.4	Only system users with the relevant access rights are permitted to enter or amend stored information.	X		<p>that defines user capabilities down to the individual user level on individual projects.</p> <p>Role-Based Permissions (RBP) are used to manage user access to different Procure tools. Permissions include, 'None', 'Read Only', 'Standard', and 'Admin'. Each designated user then can have different permissions on a per-project, per-tool and per-document basis to ensure that they only have access to the data that they should.</p> <p>Specific granular permissions are available based on the tool. For example, a single user can have different permission levels within different projects.</p> <p>Access for each role is defined in a permission template. Procure provides its clients with several role-based permission templates.</p> <p>All permission templates are managed by your Procure Administrator.</p> <p>Here is a link that further defines our permission options: <a href="https://support.Procore.com/references/user-permissions-matrix-web">https://support.Procore.com/references/user-permissions-matrix-web</a></p> <p>Procure will grant and provide the least amount of access to data on a "business need-to-know" basis. Procure information shall be used only for appropriate Procure purposes. Information is a resource equivalent</p>

			Included in Proposed PMCS		Comments/Additional Relevant Information
A.2.1 - PMCS Trusted System Requirements			Y	N	
C.10	ISO 15801 2009 6.5.1	A checksum, or some similar technology, is utilized to detect alterations to ESI and/or its metadata as well as file transfer errors.			<p>Data flowing between Procore and the user is encrypted with HTTPS protected by Transport Layer Security (TLS) 1.2. Data is encrypted enroute to storage within a commercial, secure private cloud infrastructure behind Procore's firewalls.</p> <p>The Procore App validates web input fields. Additionally, database integrity constraints on most fields _(columns)_ to ensure data quality. The Import and Export functions similarly apply validations to the incoming data to ensure data quality, and apply standard serializations to the outgoing data to ensure proper formatting. Lastly, the Procore API integrations will utilize the same DB integrity checks.</p>
C.11	ISO 15801 2009 6.5.2	Digital and electronic signatures include a checksum or hash value embedded in the file and/or stored in a secure system bound to the original information.		X	
D.	Citation Source	Independently Verifiable by Audit	Y	N	Comments/Additional Relevant Information
D.1	ISO 15801 2009 7.2.3	Details of data migration and/or file conversion are stored in the audit trail.		X	<p>Within the Procore application, Procore offers a number of auditing capabilities.</p> <p>For most tools, there is a UI based "Change History Log" which lists all changes that have been made to an item, as well as who made the modifications. The Admin can control the access permissions and specify whether users can view, make changes, delete, etc.</p> <p>Within the application Procore provides version control of documents, automatic retention of previous versions and changes, as well as a detailed Change History log.</p> <p>Procore is here to help. The data and audit log integrity is of paramount importance in the case of Legal Holds and eDiscovery. If additional support is needed during an investigation, customers will work with Procore to generate the data needed per our MSA language.  <a href="https://mkt-cdn.procore.com/en-gb/legal/procore_MSA_V1_2019.pdf">https://mkt-cdn.procore.com/en-gb/legal/procore_MSA_V1_2019.pdf</a></p>
D.2	ISO 15801 2009 7.1.2	Wherever possible, audit trail data is captured automatically.	X		See response above.
D.3	ISO 15801 2009 7.1.3	The date and time of any file transmission or receipt is stored as part of the audit trail.	X		See response above.
D.4	ISO 15801 2009 7.1.6	The audit trail cannot be altered.	X		
D.5	ISO 15801 2009 7.3.2.1	Audit trails contains sufficient and necessary information to enable the demonstration of the authenticity of stored information, including: document or file identification; process date and time stamp; batch reference (for batch input); number of pages (for document scanning) or data records (data capture); quality control check approval; an identifier for each document or file that was indexed; operator or workstation identifier; final write to storage.		X	<p>have been made to an item, as well as who made the modifications.</p> <p>The Admin can control the access permissions and specify whether users can view, make changes, delete, etc.</p> <p>Date - The date and time the change was made  Action By - The user who performed the change  Changed - Details the change that was made  From - Depending on the change made, this field shows different information. For example, if the status was changed from Open to Closed, this field would show Open  To - Depending on the change made, this field shows different information. For example, if the status was changed from Open to Closed, this field would show Closed</p> <p>User Session Reports track user activity on projects across all tools and can be accessed as needed and exported to PDF and CSV.</p> <p>Filter Options:</p> <ul style="list-style-type: none"> <li>Project. Choose between selecting All or one (1) Procore project. This limits the report data to the selected project.</li> <li>User. Select one (1) Procore user from the list to limit the report data to for the selected user.</li> </ul>

			Included in Proposed PMCS		Comments/Additional Relevant Information
A.2.1 - PMCS Trusted System Requirements			Y	N	
D.6	ISO 15801 2009 7.3.2.3	Where document scanning is involved, the following audit trail information should be stored: unique internal document identifier; number of page images scanned; number of pages sent to storage device.	X		Documents are uploaded into Procore from a local computer or mobile device. At this time, Procore does not support scanning documents directly into the application.
D.7	ISO 15801 2009 7.3.3	Where data are captured on a batch basis, particularly in document scanning applications, the following audit trail information should be stored: unique batch identifier; operator identifier; type of material scanned, (paper documents, roll microfilm, aperture cards); quantity of material in the batch (number of documents, number of pages (single/double sided), number of microfilm frames); details of image processing performed during the scanning processes, where this is different from any default imaging processing.	X		Documents are uploaded into Procore from a local computer or mobile device. At this time, Procore does not support scanning documents directly into the application. Documents imported to Procore are saved in their native format (pdf, jpg, png, doc, etc.). All documents uploaded to Procore retain the associated metadata and all application changes and document information are recorded.
D.8	ISO 15801 2009 7.3.6	Where digital signatures (or other electronic signing techniques) are used, audit trail data should be kept as follows: file identification; certification of identification; authenticating authority identification; date and time of signature; return receipt/confirmation; proof of validation.	X		Procore supports an integration with DocuSign. Procore's integration with DocuSign allows all Procore users with a DocuSign account to send, receive, review and return their signed contracts and change orders online, at any time and from any Internet-enabled device. Sign, view statuses and track all your Documents, Commitments, Purchase Orders, Prime Contracts, Commitment Change Orders and Prime Contract Change Orders from inside the Procore App. For more information please view <a href="https://marketplace.procore.com/apps/docusign">https://marketplace.procore.com/apps/docusign</a> .
D.9	ISO 15801 2009 7.3.4	The date and time of the creation, amendment and deletion of every index file is stored as part of the audit trail	X		
D.10	ISO 15801 2009 5.12	Information of all backup activity, including details of any problems incurred during the procedure, is maintained as part of the audit trail.	X		
D.11	ISO 15801 2009 7.3.7	An audit trail exists for all document and file deletion, both physical and electronic, including the disposition authority.	X		
D.12	ISO 15801 2009 7.1.6	Audit trail information is securely stored on non-modifiable media.	X		
D.13	ISO 15801 2009 7.1.4	At minimum, audit trail data is maintained for as long as the information to which it refers.	X		
D.14	ISO 15801 2009 7.1.4	The audit trail is not periodically overwritten.	X		
E.13	Citation Source	Additional Requirements	Y	N	Comments/Additional Relevant Information
E.14	AIIM ARP-1 2009 5.4.1.4	Proprietary file formats are not stored in the system.	X		Imported documents are saved in their native format (pdf, jpg, png, doc, etc). Procore exports to PDF and CSV (for Excel access).
E.15	ISO 18829 2017 4.3.5	The system can execute a legal hold at the individual document level.	X		Procore is here to help and can export data for Legal eDiscovery purposes per our Master Service Agreement language. The data and audit log integrity is of paramount importance in the case of Legal Holds and eDiscovery.  Within the application Procore provides version control of documents, automatic retention of previous versions and changes, as well as a detailed Change History log.  If additional support is needed, customers will work with Procore to generate the data needed per our MSA language. <a href="https://mkt-cdn.procore.com/en-gb/legal/procore_MSA_V1_2019.pdf">https://mkt-cdn.procore.com/en-gb/legal/procore_MSA_V1_2019.pdf</a>



			Included in Proposed PMCS		Comments/Additional Relevant Information
A.2.1 - PMCS Trusted System Requirements			Y	N	
E.16	ISO 27002 12.3.1	ESI is deleted from backup media.		X	<p>Procure offers unlimited data storage. Customer data is not removed unless requested by the customer. Upon termination of the Agreement, Procure will make customer content available to the customer through read only access to the service on a limited basis solely for purposes of the customer retrieving content for a period of up to thirty (30) days after such request is received by Procure.</p> <p>After such thirty (30) day period, Procure will have no obligation to maintain or provide any customer content and may thereafter, unless legally prohibited, delete all customer content.</p> <p>At Customer's request, and unless prohibited legally, Procure will securely destroy or delete the original and all copies of customer content or confidential information in Procure's possession, custody, or control. Notwithstanding the foregoing, customer acknowledges that Procure's systems may automatically retain backup copies of customer content or confidential information and/or applicable law may not permit Procure to comply with the destruction or deletion of some customer content or confidential information. These backup copies are subject to the provisions of this agreement until they are destroyed or deleted.</p>
<p><b>Citation Sources for A.2.1:</b>  International Standards Organization (ISO)  Association for Information and Image Management (AIIM)</p>					

## **PROGRAM MANAGEMENT CONTROL SYSTEM (PMCS)**

### **EXHIBIT A.3 SAMPLE REPORTS**

## 1. **INTRODUCTION**

Under the direction of the Los Angeles County Board of Supervisors, the Chief Executive Office (CEO) is responsible for overall Program Management of the County construction program. Project Management and Construction Management is carried out by the County's operating Departments. Public Works completes most of the capital projects and the Internal Services Department completes most of the maintenance and deferred maintenance projects. The organizational chart below shows schematically how the Departments are organized to complete construction projects using Public Works as the general model. Each level in the organization has different reporting needs that must be accommodated by the PMCS as indicated in the chart. These reports are generally discussed and specifically presented in this Exhibit A.3 (Sample Reports).

As a part of the Contractor's Project Plan (RFP Section 8.2.5.1), each Proposer shall provide a detailed schedule showing PMCS implementation for Phase 1 for Public Works and CEO completing in twelve (12) months or less, and for Phase 2, the remaining County departments of ISD and Parks and Recreation being completed and Final System Acceptance achieved in twelve (12) months or less thereafter, and showing each Tier described in the Scope of Services, Section 3, Task 3, PMCS Delivery (see table below). The designation of the Tiers is shown in the sample report listing included in the next Section.

<b>Tier</b>	<b>Completion Date from NTP</b>	<b>Notes</b>
Tier 1	Within 3 months	Completed by Contractor
Tier 2	Within 6 months	Completed by Contractor
Tier 3	Within 9 months	Completed by Contractor
Tier 4	Within 9 months	Completed by Contractor

Each process, form and procedure identified and completed within PMCS shall have at least one associated report.

## **2. SAMPLE REPORTS**

The sample reports are organized as follows:

### **COUNTY OF LOS ANGELES REPORTS**

#### **2.1 Program Management Reports**

### **DEPARTMENT OF PUBLIC WORKS REPORTS**

#### **2.2 Executive Management Reports**

#### **2.3 Division Management Reports**

#### **2.4 Program Management Reports**

#### **2.5 Section Management Reports**

#### *Project Manager Reports*

#### **2.6 Project Management Reports**

#### **2.7 Project Management Forms**

#### **2.8 Contract Administration Reports**

#### **2.9 Inspection Reports**

#### **2.10 Project Procedure Reports**

#### **2.11 Construction Reports**

### **OTHER DEPARTMENTS**

#### **2.12 Internal Services Department Reports**

#### **2.13 Parks & Recreation Reports**

The following Sample Reports Lists shows the reports that are to be generated by the PMCS and indicates the sample reports that have been provided in this exhibit and the designated Tier for each report.

<b>No.</b>	<b>Description/Title</b>	<b>Sample Included (X)</b>	<b>Tier</b>
	<b>County of Los Angeles Reports</b>		
	<b>2.1 Program Management Reports</b>		
1	Capital Project/Refurbishments by Supervisorial District	X	3
2	Capital Project/Refurbishments by Function Summary	X	3
3	Capital Project/Refurbishments by Operating Budget/Program Summaries	X	3
4	Capital Project/Refurbishments Phase Chart by Department	X	3
5	Capital Project/Refurbishments Detail by Department/Program	X	3

No.	Description/Title	Sample Included (X)	Tier
6	Capital Project/Refurbishments Planned and Unfunded Projects	X	3
7	Capital Project Budget Summaries	X	3
	<b>Public Works Reports</b>		
	<b>2.2 Executive Management Reports</b>		
8	Capital Projects Report	X	1
9	Status Report - Executive	X	1
10	Public Buildings: Quad Sheets	X	2
11	On Budget Delivery of Projects	X	2
12	Accepted Projects	X	2
13	Project Delivery and Change Order Control	X	2
14	Construction and Change Order Costs	X	2
15	Change Order Lessons Learned	X	3
16	Bids Within Estimates	X	2
17	Construction and Design-Build Contracts	X	2
18	Consultant and Contractor Invoice Log		2
	<b>2.3 Division Management Reports</b>		
19	Projects by Program		2
20	Projects by Section		2
21	Projects by Unit		2
22	Projects by Project Manager	X	2
	<b>2.4 Program Management Reports</b>		
23	Projects by Section		2
24	Projects by Unit		2
25	Program Rollup Report Projects by Project Manager	X	2
26	Program Rollup Report	X	2
	<b>2.5 Section Management Reports</b>		
27	Projects by Unit		2
28	Projects by Project Manager	X	2
29	Program Rollup Report (see no. 26)	X	2
	<b>Project Manager Reports</b>		
	<b>2.6 Project Management Reports</b>		
30	Status Reports	X	1
31	Project Review Board Reports		1
32	Total Project Cost Estimate Summary	X	1
33	Meeting Minutes and Weekly Coordination Meeting Minutes	X	1
34	Invoice Logs	X	1

No.	Description/Title	Sample Included (X)	Tier
35	Submittals Log	X	1
36	RFI Log	X	1
37	Change Order Log	X	1
38	Cash Flow by Project by Month		2
39	Project Status Reports	X	1
40	Project Red Flag Reports	X	1
	<b>2.7 Project Management Templates</b>		
41	Project Cash Flow, by Month, Quarter, and Year	X	1
42	Meeting Minutes	X	1
43	Construction Activity Notice	X	2
44	Change Order Cover Letter	X	1
45	DB Contract Amendment	X	1
46	Contractor's Daily Reports	X	1
47	Hot Work Permit	X	2
48	Fire Watch	X	2
49	Notice to Proceed	X	1
50	Project Closeout Checklist	X	2
51	Request for Clarification	X	1
52	Request for Information	X	1
53	Request for Quotation	X	1
54	Site Observation Report	X	2
55	Structural Observation Report	X	2
56	Site Visit Report	X	2
57	Submittal Transmittal	X	2
58	Action Item	X	2
59	Photo Upload	X	2
60	Utility Shut Down Request	X	1
61	Contractor's Warranty Letter	X	1
62	Interim Life Safety Measures (ILSM)	X	2
63	Substantial Completion Letter		1
64	Major Site Incident Report	X	2
65	Warranty Procedures Letter	X	1
66	Construction Contract Acceptance Del Memo	X	1
67	JOC Partial Acceptance Del Memo	X	1
68	Change Order Form	X	1
69	Proceed Order Letter	X	1
70	Baseline Schedule and Schedule of Values Approval Letter	X	1
	<b>2.8 Contract Administration Reports</b>		
71	Contracts by Type (Number, Title, Vendor, Value, Committed, Expended)	X	2

No.	Description/Title	Sample Included (X)	Tier
72	Contracts by Vendor (Number, Title, Type, Value, Committed, Expended)	X	2
73	Work Orders by Master Services Agreement	X	3
74	Project Capacity Reservations by Master Services Agreement	X	2
75	Advertising Schedule		3
76	On-Call Contracts Summary	X	2
	<b>2.9 Inspection Reports</b>		
77	Inspectors Daily Report	X	1
78	Notice of Non-Compliance	X	1
79	Non-Compliance Notices/Sign-off form	X	1
80	Inspection Requests	X	2
81	Inspection Notice	X	2
	<b>2.10 Project Procedure Reports</b>		
82	Adopt/ Advertise Checklist	X	4
83	Delegated Authority Memorandum	X	1
84	Board Letter	X	2
85	Fact Sheet	X	2
86	Routing Slip	X	2
87	Request for Services	X	2
88	Authorization to Proceed	X	2
89	Change Order	X	1
90	Proceed Order	X	1
91	Change Management Log	X	1
92	Unilateral Change Order	X	1
93	Form A	X	1
94	Project Budget Summary	X	2
95	Total Project Cost Estimate Summary	X	1
96	Resource Allocation Table: Forecast	X	1
97	Resource Allocation Table: Actual	X	1
98	County eCAPS Object Codes	X	1
99	Contractor Payment Request	X	1
100	Contractor Payments	X	1
101	A/E Services Contract Invoice & Payment Log	X	2
102	Contract Payment Request	X	1
103	Change Order/ Proceed Order Supporting Contract Payment Request	X	1
104	Material Inventory Supporting Contract Payment Request	X	1
105	Departmental Service Order	X	2
106	Back up Documents for the Departmental Service Order	X	2

No.	Description/Title	Sample Included (X)	Tier
107	Transmittal	X	2
108	Request for BRCD JOC Services	X	1
109	Construction Task Catalog Line Item Addition Request	X	3
110	Checklist to Issue Notice to Proceed for JOC Work Orders	X	1
111	Request for Proposals/Notice to Proceed Checklist for JOC Work Orders	X	1
112	Notice of Preconstruction Meeting	X	3
113	EEO Clearance Request	X	3
114	Major Site Incident Report (see item No. 64)	X	2
115	Project Delivery Checklist	X	3
116	Specifications for Procurement	X	3
	<b>2.11 Construction Reports</b>		
117	List of Active Capital Projects	X	1
118	List of Active Contractor	X	1
119	Bid Opening Variance Report (Estimate vs. Actual Cost)	X	1
120	Completion Date Comparison Report	X	2
121	PMDIII MAPP Goal Projects Summary	X	2
122	Contract Log by Year	X	2
123	Delegation of Authority – Change Order Report	X	1
124	Stormwater Projects Awarded Report	X	1
125	Payments Submitted to Fiscal By Date Report – Payment Log	X	1
126	PLA List		2
127	Project Contract Financial Summary Report	X	2
128	Project Inventory Report	X	2
129	Projects Awarded Report	X	1
130	Projects Variance Estimates Report	X	1
131	Storm Watch Report	X	2
132	List of Upcoming Capital Projects (6-month Look Ahead)	X	1
133	Upcoming Solicitations Report		1
134	TPCE Variance Report		2
	<b>Other Departments</b>		
	<b>2.12 Internal Services Department Reports</b>		
135	Facility Reinvestment Program Cohort Billing and Cash Flow Report	X	1
136	Facility Reinvestment Program Delivery Method Tracking	X	1



No.	Description/Title	Sample Included (X)	Tier
137	Facility Reinvestment Program Cohort Program Scorecard	X	1
138	Facility Reinvestment Program Project Data Sheet	X	1
139	Program Brief Cohort TPCE by Supervisorial District	X	1
140	ISD Cash Flow Report		1
	<b>2.13 Parks and Recreation Reports</b>		
141	Capital Project Status Report	X	1
142	Project Concept Report	X	1

## **A.3**

### **Sample Reports**

#### **2.1 Program Management Reports**

## Supervisory District Summaries

**CAPITAL PROJECTS/REFURBISHMENTS BY SUPERVISORIAL DISTRICT**

	Budget	Committed	Expended to Date
Whittier Narrows Recreation Area	571,000	436,000	135,000
<b>SUBTOTAL: PARKS AND RECREATION</b>	<b>\$ 16,451,000</b>	<b>\$ 11,006,000</b>	<b>\$ 5,445,000</b>
<b>PROBATION</b>			
Central Juvenile Hall	\$ 2,052,000	\$ 0	\$ 2,052,000
<b>PUBLIC WAYS/FACILITIES</b>			
Gage Park	\$ 1,500,000	\$ 1,500,000	\$ 0
Various 1st District Roads	1,480,000	973,000	507,000
<b>SUBTOTAL: PUBLIC WAYS/FACILITIES</b>	<b>\$ 2,980,000</b>	<b>\$ 2,473,000</b>	<b>\$ 507,000</b>
<b>SHERIFF DEPARTMENT</b>			
Biscailuz Center	\$ 23,468,000	\$ 0	\$ 23,468,000
Communications & Fleet Mgmt Bureau	1,075,000	0	1,075,000
Industry Station	188,000	188,000	0
Men's Central Jail	18,000,000	0	16,000,000
Sybil Brand Institute	111,123,000	0	111,123,000
<b>SUBTOTAL: SHERIFF DEPARTMENT</b>	<b>\$ 151,854,000</b>	<b>\$ 188,000</b>	<b>\$ 151,656,000</b>
<b>TREASURER AND TAX COLLECTOR</b>			
Kenneth Hahn Hall of Administration	\$ 331,000	\$ 0	\$ 331,000
<b>TRIAL COURTS</b>			
Clara Shortridge Foltz Criminal Justice Center	\$ 1,318,000	\$ 1,208,000	\$ 110,000
<b>VARIOUS CAPITAL PROJECTS</b>			
Eastern Hill	\$ 291,000	\$ 0	\$ 291,000
El Pueblo	1,585,000	0	1,585,000
Hall of Justice	3,168,000	3,168,000	0
Hall of Records	150,000	0	150,000
Kenneth Hahn Hall of Administration	165,449,000	0	165,449,000
Maclaren Children's Center	162,000	0	162,000
Patriotic Hall	1,500,000	1,500,000	0
Various 1st District Projects	26,862,000	227,000	26,635,000
<b>SUBTOTAL: VARIOUS CAPITAL PROJECTS</b>	<b>\$ 199,167,000</b>	<b>\$ 4,895,000</b>	<b>\$ 194,272,000</b>
<b>SUBTOTAL: FIRST SUPERVISORIAL DISTRICT</b>	<b>\$ 473,547,000</b>	<b>\$ 22,891,000</b>	<b>\$ 450,656,000</b>
<b>SECOND SUPERVISORIAL DISTRICT</b>			
<b>ANIMAL CARE AND CONTROL</b>			
Gardena/Carson Shelter	\$ 1,439,000	\$ 0	\$ 1,439,000
<b>CHILDCARE FACILITIES</b>			
Various 2nd District Projects	\$ 550,000	\$ 0	\$ 550,000
<b>FIRE DEPARTMENT</b>			
Fire Station 116 - Carson	\$ 1,310,000	\$ 1,310,000	\$ 0
<b>HEALTH FACILITIES CAP IMPROV FUND</b>			
Harbor-UCLA Medical Center	\$ 43,042,000	\$ 43,042,000	\$ 0

Function Summaries

**CAPITAL PROJECTS/REFURBISHMENTS BY FUNCTION SUMMARY**

	Budget	Committed	Expended to Date
EDUCATION	\$ 43,218,000	\$ 283,000	\$ 42,935,000
GENERAL	261,066,000	56,845,000	204,241,000
HEALTH AND SANITATION	193,633,000	120,221,000	73,412,000
OTHER	110,440,000	2,333,000	108,107,000
PUBLIC ASSISTANCE	47,042,000	0	47,042,000
PUBLIC PROTECTION	523,069,000	131,822,000	391,247,000
PUBLIC WAYS AND FACILITIES	95,648,000	27,091,000	68,557,000
RECREATION AND CULTURAL SERVICES	194,147,000	77,743,000	116,404,000
<b>GRAND TOTAL</b>	<b>\$ 1,468,684,000</b>	<b>\$ 416,111,000</b>	<b>\$ 1,051,945,000</b>

**CAPITAL PROJECTS/REFURBISHMENTS BY FUNCTION SUMMARY**

	Budget	Committed	Expended to Date
<b>EDUCATION</b>			
PUBLIC LIBRARY			
Acton/Agua Dulce Library	\$ 3,051,000	\$ 100,000	\$ 2,951,000
East San Gabriel Valley Library	30,951,000	0	30,951,000
Gardena Library	1,067,000	0	1,067,000
La Crescenta Library	2,495,000	72,000	2,423,000
Lake Los Angeles Library	115,000	0	115,000
Lawndale Library	636,000	0	636,000
Lennox Library	1,140,000	0	1,140,000
Public Library Headquarters	600,000	0	600,000
Topanga Library	2,327,000	111,000	2,216,000
Various Library Facilities	836,000	0	836,000
<b>SUBTOTAL: PUBLIC LIBRARY</b>	<b>\$ 43,218,000</b>	<b>\$ 283,000</b>	<b>\$ 42,935,000</b>
<b>SUBTOTAL: EDUCATION</b>	<b>\$ 43,218,000</b>	<b>\$ 283,000</b>	<b>\$ 42,935,000</b>
<b>GENERAL</b>			
ASSESSOR			
Kenneth Hahn Hall of Administration	\$ 2,400,000	\$ 0	\$ 2,400,000
<b>SUBTOTAL: ASSESSOR</b>	<b>\$ 2,400,000</b>	<b>\$ 0</b>	<b>\$ 2,400,000</b>
AUDITOR CONTROLLER			
Kenneth Hahn Hall of Administration	\$ 137,000	\$ 0	\$ 137,000
<b>SUBTOTAL: AUDITOR CONTROLLER</b>	<b>\$ 137,000</b>	<b>\$ 0</b>	<b>\$ 137,000</b>
COUNTY COUNSEL			
Kenneth Hahn Hall of Administration	\$ 248,000	\$ 0	\$ 248,000
<b>SUBTOTAL: COUNTY COUNSEL</b>	<b>\$ 248,000</b>	<b>\$ 0</b>	<b>\$ 248,000</b>
EAST LA CIVIC CENTER			
East Los Angeles Civic Center	\$ 41,000	\$ 18,000	\$ 23,000
<b>SUBTOTAL: EAST LA CIVIC CENTER</b>	<b>\$ 41,000</b>	<b>\$ 18,000</b>	<b>\$ 23,000</b>
HUMAN RESOURCES			
3333 Wilshire Boulevard	\$ 473,000	\$ 0	\$ 473,000
Rancho Los Amigos South Campus	180,000	0	180,000
<b>SUBTOTAL: HUMAN RESOURCES</b>	<b>\$ 653,000</b>	<b>\$ 0</b>	<b>\$ 653,000</b>

Program Summaries

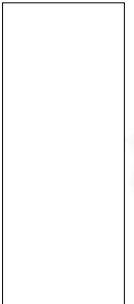
**CAPITAL PROJECTS/REFURBISHMENTS BY OPERATING BUDGET/PROGRAM**

	<u>Budget</u>	<u>Committed</u>	<u>Expended to Date</u>
<b>ANIMAL CARE AND CONTROL</b>			
Baldwin Park	\$ 1,439,000	\$ 0	\$ 1,439,000
East Antelope Valley	14,780,000	2,782,000	11,998,000
Gardena/Carson Shelter	1,439,000	0	1,439,000
Lancaster	1,589,000	0	1,589,000
<b>SUBTOTAL - ANIMAL CARE AND CONTROL</b>	<b>\$ 19,247,000</b>	<b>\$ 2,782,000</b>	<b>\$ 16,465,000</b>
<b>ASSESSOR</b>			
Kenneth Hahn Hall of Administration	\$ 2,400,000	\$ 0	\$ 2,400,000
<b>AUDITOR CONTROLLER</b>			
Kenneth Hahn Hall of Administration	\$ 137,000	\$ 0	\$ 137,000
<b>BEACHES AND HARBORS</b>			
Dan Blocker Beach	\$ 1,305,000	\$ 333,000	\$ 972,000
Dockweiler State Beach	4,234,000	2,259,000	1,975,000
Malibu Beach	28,000	0	28,000
Manhattan Beach	330,000	0	330,000
Marina del Rey Beach	17,000	0	17,000
Point Dume Beach	748,000	0	748,000
Redondo Beach	2,752,000	462,000	2,290,000
Surfrider Beach	815,000	33,000	782,000
Topanga State Beach	766,000	0	766,000
Torrance Beach	384,000	315,000	69,000
Various 3rd District County Beaches	352,000	352,000	0
Various 4th District County Beaches	933,000	933,000	0
Venice Beach	634,000	0	634,000
Will Rogers State Beach	2,716,000	1,541,000	1,175,000
Zuma Beach	1,150,000	26,000	1,124,000
<b>SUBTOTAL - BEACHES AND HARBORS</b>	<b>\$ 17,164,000</b>	<b>\$ 6,254,000</b>	<b>\$ 10,910,000</b>
<b>CHILDCARE FACILITIES</b>			
Various 2nd District Projects	\$ 550,000	\$ 0	\$ 550,000
Various 3rd District Projects	10,000	0	10,000
<b>SUBTOTAL - CHILDCARE FACILITIES</b>	<b>\$ 560,000</b>	<b>\$ 0</b>	<b>\$ 560,000</b>
<b>COMMUNITY AND SENIOR SERVICES</b>			
Various 4th District Projects	\$ 2,490,000	\$ 0	\$ 2,490,000
<b>CORONER</b>			
Coroner's Building	\$ 22,764,000	\$ 0	\$ 22,764,000
<b>COUNTY COUNSEL</b>			
Kenneth Hahn Hall of Administration	\$ 248,000	\$ 0	\$ 248,000
<b>CRIMINAL JUSTICE FAC TEMP CONST FUND</b>			
South Gate Courthouse	\$ 420,000	\$ 420,000	\$ 0
<b>DEL VALLE ACO FUND</b>			
Del Valle Training Center	\$ 1,454,000	\$ 1,454,000	\$ 0

**PROPOSED 2008-09 PROJECTS/REFURBISHMENTS  
PROJECT FUNDING SUMMARY**

DEPT	PROJECT NO.	PROJECT NAME	Federal and State	Operating Transfers In	Short/Long Term Debt	Misc. Revenue	Special Dist/Fund	Net County Cost
<b>AFFIRMATIVE ACTION</b>								
	86788	Kenneth Hahn Hall of Administration - Rfurb-Administrative Offices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Subtotal</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>ANIMAL CARE AND CONTROL</b>								
	69570	East Antelope Valley - Animal Shelter	\$ -	\$ 2,782,000	\$ -	\$ -	\$ -	\$ 11,998,000
	77536	Lancaster - Spay/Neuter Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,439,000
	77537	Lancaster - Barn Site	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	77538	Gardenia/Carson Shelter - Spay/Neuter Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,439,000
	77539	Baldwin Park - Spay/Neuter Clinic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,439,000
	<b>Subtotal</b>		\$ -	\$ 2,782,000	\$ -	\$ -	\$ -	\$ 16,465,000
<b>ASSESSOR</b>								
	86976	Kenneth Hahn Hall of Administration - 2nd Floor Server Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000
	<b>Subtotal</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000
<b>AUDITOR-CONTROLLER</b>								
	86925	Alhambra - Office Rfurb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	86930	Kenneth Hahn Hall of Administration - 5th Floor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,000
	<b>Subtotal</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137,000
<b>BEACHES AND HARBORS</b>								
	69219	Marina del Rey Beach - Water Quality Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	69222	Dockweiler State Beach - Youth Center	459,000	1,800,000	-	-	-	1,975,000
	69225	Will Rogers State Beach - View Pier/Parking Lot Improvements	982,000	480,000	-	79,000	-	826,000
	77367	Dan Blocker Beach - Beach Access Improvements	333,000	-	-	-	-	214,000
	86464	Dockweiler State Beach - Rfurb-Building/Access Improvements	-	-	-	-	-	-
	86467	Various 3rd District County Beaches - Rfurb-Various Improvements	352,000	-	-	-	-	-
	86468	Various 4th District County Beaches - Rfurb-Various 4th District Improvements	933,000	-	-	-	-	-
	86469	Venice Beach - Rfurb-General Improvements	-	-	-	-	-	535,000
	86471	Will Rogers State Beach - Rfurb-General Improvements	-	-	-	-	-	349,000
	86807	Surfrider Beach - Rfurb-Tank and Rebar Removal	-	-	-	-	-	-
	86808	Malibu Beach - Rfurb-Moonshadows Beach Accessway	-	-	-	-	-	-

Project Funding Summary



# PROPOSED 2008-09 CAPITAL PROJECTS/REFURBISHMENTS PROJECT PHASE CHART



C.P. No.	Location	Project Name	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
<b>AFFIRMATIVE ACTION</b>									
86786	Kenneth Hahn Hall of Administration	Rfurb-Administrative Offices							
<b>ANIMAL CARE AND CONTROL</b>									
68570	East Antelope Valley	Animal Shelter							
77536	Lancaster	Spay/Neuter Clinic							
77537	Lancaster	Barn Site							
77538	Gardena/Carson Shelter	Spay/Neuter Clinic							
77539	Baldwin Park	Spay/Neuter Clinic							
<b>ASSESSOR</b>									
86976	Kenneth Hahn Hall of Administration	2nd Fl Server Room							
<b>AUDITOR/CONTROLLER</b>									
86925	Auditor Alhambra Office	Office Rfurb							
86930	Kenneth Hahn Hall of Administration	5th Floor							
<b>BEACHES AND HARBORS</b>									
69219	Manna del Rey Beach	Water Quality Improvements							
69222	Dockweiler State Beach	Youth Center							
69225	Will Rogers State Beach	View Pier/Parking Lot Improvements							
77367	Dan Blocker Beach	Beach Access Improvements							
86464	Dockweiler State Beach	Rfurb-Building/Access Improvements							
86467	Various 3rd District County Beaches	Rfurb-Various Improvements							
86468	Various 4th District County Beaches	Rfurb-Various 4th District Improvements							
86469	Venice Beach	Rfurb-General Improvements							
86471	Will Rogers State Beach	Rfurb-General Improvements							
86807	Surfrider Beach	Rfurb-Tank and Rebar Removal							
86808	Malibu Beach	Rfurb-Moonshadows Beach Accessway							
86809	Dan Blocker Beach	Rfurb-Erosion Mitigation							
86810	Surfrider Beach	Rfurb-Erosion Mitigation							
86811	Point Dume Beach	Rfurb-Erosion Mitigation							
86812	Topanga State Beach	Rfurb-Erosion Mitigation							
86813	Zuma Beach	Rfurb-Erosion Mitigation							
86830	Malibu Beach	Rfurb-25118 Malibu Road Beach Accessway							
86831	Malibu Beach	Rfurb-Malibu Beach Accessways							
86836	Zuma Beach	Rfurb-Anzona Crossing							
86837	Dockweiler State Beach	Rfurb-Erosion Mitigation							
86838	Surfrider Beach	Rfurb-Surfrider Concrete Pad							
86839	Manna del Rey Beach	Rfurb-Erosion Mitigation							
86845	Redondo Beach	Rfurb-Erosion Mitigation							
86846	Redondo Beach	Rfurb-Upper Walkway							
86847	Torrance Beach	Rfurb-Erosion Mitigation							
86848	Venice Beach	Rfurb-Erosion Mitigation							
86849	Zuma Beach	Rfurb-Beach Access and Public Entrance							
86850	Dockweiler State Beach	Rfurb-Beach Improvements							

Project Phase Chart

**Department:** ANIMAL CARE AND CONTROL  
**Function:** Public Protection

**Department Budget Request:**

Funded	\$	19,247,000
Unfunded	\$	0
Total	\$	19,247,000

**No. of Projects in:**

Acquisition	0
Development	1
Design	3
Construction	1
Completion	0
Ongoing	0
Cancelled	0
Project Closeout	0
Design-Build	0
Total:	5

**Program Description**

Department of Animal Care and Control's Capital Program focuses on new and replacement facilities to accommodate the rise in the animal population. The proposed FY 2008-09 appropriation provides for the ongoing design and construction of a new shelter in the East Antelope Valley, a new barn at the Lancaster Animal Shelter, and three new Spay/Neuter Clinics throughout Los Angeles County.

	Total Project Budget	Inception to 6/07 Actuals	FY 2007-08 Final Budget	FY 2007-08 Estimated Actuals	FY 2008-09 Requested Budget	FY 2008-09 Proposed Budget	Variance from FY 2007-08
<b>FINANCING REQUIREMENTS</b>							
LAND ACQUISITION	\$ 0	\$ 0.00	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
CONSTRUCTION	19,015,000	0.00	14,998,000	490,000	18,525,000	18,525,000	3,527,000
DEVELOPMENT	0	0.00	4,500,000	0	0	0	-4,500,000
PLANS & SPECIFICATIONS	345,000	0.00	0	90,000	255,000	255,000	255,000
CONSULTANT SERVICES	111,000	0.00	0	15,000	96,000	96,000	96,000
JURISDICTIONAL REVIEW	18,000	0.00	0	3,000	15,000	15,000	15,000
COUNTY SERVICES	511,000	1,797.37	500,000	153,000	356,000	356,000	-144,000
<b>TOTAL FINANCING REQUIREMENTS</b>	<b>\$ 20,000,000</b>	<b>\$ 1,797.37</b>	<b>\$ 19,998,000</b>	<b>\$ 751,000</b>	<b>\$ 19,247,000</b>	<b>\$ 19,247,000</b>	<b>\$ -751,000</b>
<b>AVAILABLE FINANCING</b>							
OPERATING TRANSFER IN/CP	\$ 3,000,000	\$ 0.00	\$ 3,000,000	\$ 218,000	\$ 2,782,000	\$ 2,782,000	\$ -218,000
<b>TOTAL AVAILABLE FINANCING</b>	<b>\$ 3,000,000</b>	<b>\$ 0.00</b>	<b>\$ 3,000,000</b>	<b>\$ 218,000</b>	<b>\$ 2,782,000</b>	<b>\$ 2,782,000</b>	<b>\$ -218,000</b>
<b>NET COUNTY COST</b>	<b>\$ 17,000,000</b>	<b>\$ 1,797.37</b>	<b>\$ 16,998,000</b>	<b>\$ 533,000</b>	<b>\$ 16,465,000</b>	<b>\$ 16,465,000</b>	<b>\$ -533,000</b>

Detail by Department: ANIMAL CARE AND CONTROL



# Unfunded Projects

EL MONTE COMPREHENSIVE HEALTH CENTER		Budget
UPGRADE TELEPHONE SYSTEM AND INSTRUMENTS	\$	170,000
GLENDALE HEALTH CENTER		
EXPANSION	\$	395,000
PARKING AND SECURITY ENHANCEMENTS		110,000
SUBTOTAL: GLENDALE HEALTH CENTER	\$	505,000
H H HUMPHREY COMPREHENSIVE HEALTH CENTER		
BOILER REPLACEMENT	\$	225,000
BUILDING PRIORITIES I AND II		4,847,000
BUILDING PRIORITIES III AND IV		6,378,000
BUILDING PRIORITIES V AND VI		5,014,000
FIRE ALARM SYSTEM		1,650,000
WATER RE-PIPE PHASE II		900,000
SUBTOTAL: H H HUMPHREY COMPREHENSIVE HEALTH CENTER	\$	19,014,000
HARBOR-UCLA MEDICAL CENTER		
ADA HANDICAPPED ACCESSIBILITY REMODEL AT HUCLA, LONG BEACH, AND BELLFLOWER	\$	600,000
AMBULATORY CARE BUILDING		24,000,000
CAMPUS FIRE PROTECTION UPGRADES		650,000
CAMPUS ROAD		1,500,000
CONFERENCE/EDUCATION CENTER - BUILDING I		5,000,000
D4 OFFICE MODULAR RENOVATION		1,800,000
DATA CENTER		3,000,000
ELEVATOR UPGRADE		2,700,000
FIRE ALARM UPGRADE - MAIN HOSPITAL AND 1 SOUTH		500,000
LABORATORY - BUILDING C		10,000,000
PARKING STRUCTURE - BUILDING X		9,000,000
PATIENT ISOLATION ROOM UPGRADES		3,500,000
POTABLE WATER PIPING REPLACEMENT		16,000,000
PSYCH CEILINGS AND RESTROOM UPGRADES		915,000
PSYCHIATRIC HOSPITAL - BUILDING L		8,400,000
REPLACEMENT BUILDING AUTOMATION SYTEM		1,140,000
RFURB-ICU/80 BEDS - BLDG E		30,000,000
RFURB-L&D & NURSERIES - BLDG D		20,000,000
RFURB-MAIN HOSP EXHAUST SYS		600,000
RFURB-OFFICE BUILDING - BLDG M		15,000,000
WASTE LINE REPLACEMENT - MAIN HOSPITAL		8,000,000
WATER STORAGE		1,000,000
SUBTOTAL: HARBOR-UCLA MEDICAL CENTER	\$	163,305,000
HEALTH SERVICES HEADQUARTERS BUILDING		
11th AND 12th FLOOR RENOVATIONS	\$	1,200,000
HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER		
EMERGENCY POWER TO SOUTH VALLEY CLINIC	\$	500,000
CAMPUS SIGNAGE		150,000
PARKING LOT EXPANSION		1,500,000
REPAIR/RESURFACE PARKING LOT		1,500,000
REPLACE FACILITY BLOWERS		165,000
REPLACEMENT OF HVAC FOR URGENT CARE TRAILER AND PEDS CLINICS		135,000
SECURITY CARD ACCESS SYSTEM		500,000

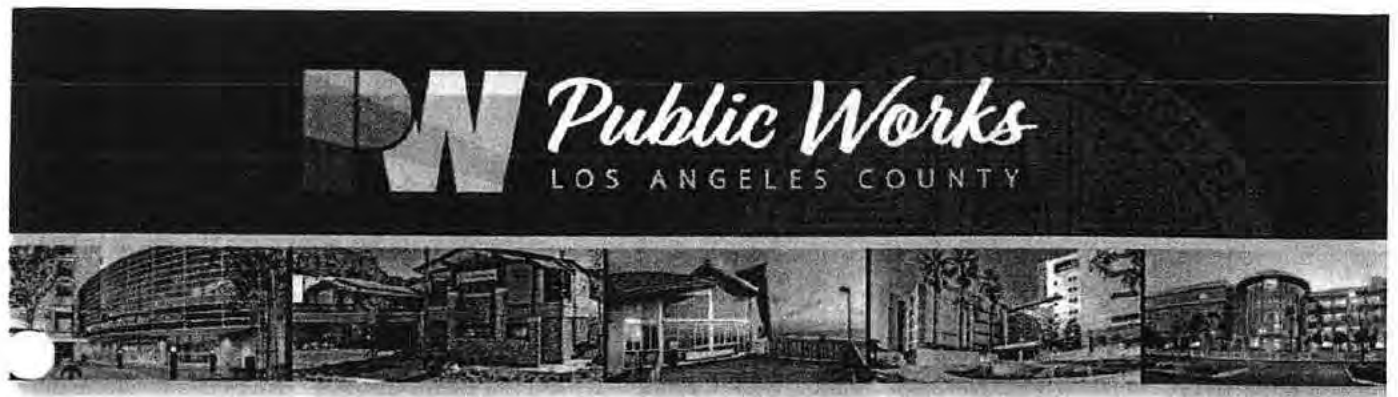
**2019-20 RECOMMENDED CAPITAL PROJECTS/REFURBISHMENTS GENERAL FUND BUDGET**

	<b>Appropriation</b>	<b>Revenue</b>	<b>NCC</b>
Agricultural Commissioner/Weights and Measures (ACWM)	6,543,000	—	6,543,000
Animal Care and Control	3,645,000	—	3,645,000
Assessor	12,355,000	12,084,000	271,000
Beaches and Harbors	18,550,000	2,872,000	15,678,000
Chief Executive Office	494,000	—	494,000
Childcare Facilities	92,000	—	92,000
Consumer Affairs	5,068,000	—	5,068,000
Federal and State Disaster Aid	5,220,000	1,753,000	3,467,000
Fire Department-Lifeguard	8,306,000	1,250,000	7,056,000
Health Services	8,240,000	—	8,240,000
Internal Services Department (ISD)	1,034,000	—	1,034,000
LA County Library	16,284,000	—	16,284,000
Medical Examiner-Coroner	4,131,000	—	4,131,000
Mental Health	49,516,000	47,704,000	1,812,000
Museum of Natural History	10,333,000	—	10,333,000
Parks and Recreation	67,540,000	26,087,000	41,453,000
Probation	63,709,000	16,626,000	47,083,000
Public Health	16,777,000	—	16,777,000
Public Works - Public Ways/Facilities	3,300,000	—	3,300,000
Regional Planning	570,000	—	570,000
Registrar-Recorder/County Clerk (RR/CC)	1,491,000	—	1,491,000
Sheriff	242,048,000	100,000,000	142,048,000
Stormwater Projects	78,566,000	4,690,000	73,876,000
Trial Courts	8,079,000	3,241,000	4,838,000
Various Capital Projects	235,563,000	17,272,000	218,291,000
Workforce Development, Aging and Community Services (WDACS)	3,325,000	300,000	3,025,000
<b>Total - General Fund</b>	<b>870,779,000</b>	<b>233,879,000</b>	<b>636,900,000</b>

## **A.3**

### **Sample Reports**

#### **2.2 Executive Management Reports**



**APRIL 2019**  
**CAPITAL PROJECTS REPORT**

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Project Name	Contact	Phase Completion Date	Total Approved Project Budget	Construction Contract Award	Contract Schedule % Complete	Contract Budget % Expended	Contract Contingency % Expended	Board Action Pending	Budget	Scope	Schedule
<b>CONSTRUCTION &amp; DESIGN-BUILD</b>											
1 ACWM Redesign Water System Project		In Close-Out	\$454,000	\$157,655	100%	100%	0%				
2 El Monte CHC Adult Med Registration		10/31/2019	\$1,100,000	\$734,316	0%	0%	0%				
3 El Monte CHC HVAC Refreshment		10/31/2019	\$11,524,000	\$6,480,230	0%	0%	0%				
4 Hall of Records Plaza Structural		12/23/2019	\$7,790,000	\$4,894,058	10%	41%	0%				
5 HOR 7th Floor Renovation Project		07/02/2019	\$7,700,000	\$4,448,178	85%	77%	99%				
6 LAC-USC MC Site Work Improvements		02/19/2019	\$1,549,000	\$462,478	86%	56%	0%				
7 LACUSC Modular Chiller Plant		07/31/2018	\$10,425,000	\$4,685,000	98%	100%	100%	✓			
8 Mental Health Treatment Center		12/30/2027	\$2,167,267,000	\$1,449,956,613	0%	0%	0%				
<b>DESIGN</b>											
9 ACWM Metrology Labs Renovation		02/28/2019									
10 Cogen Landfill Gas Mitigation		01/30/2019	\$4,410,000								
11 Consumer Affairs Improvement Project		04/30/2019	\$7,696,069								
12 El Monte CHC Primary Care		12/01/2018	\$3,160,000								
13 El Monte CHC Urgent Care		12/01/2018	\$3,925,000								
14 FCCF Chiller Improvements		11/07/2018						✓			
15 LAC-USC Parking Lot 12 Structures ADA		12/03/2018						✓			
16 LAC-USC Child Care Center		06/29/2018									
17 LACUSC Mechanical Upgrade		01/11/2018	\$1,300,000								
18 Whittier Narrows Equestrian Center		06/27/2019	\$13,150,000								

**El Monte CHC Adult Med Registration**

Reporting Month: End 4/2019  
 Supervisorial District: 1  
 Capital Project No.: 87308  
 CEO Analyst: [REDACTED]  
 Project Manager: [REDACTED]  
 Address: [REDACTED]  
 Project Delivery Method: Low Bid  
 Board-Approved Budget: \$1,100,000  
 Substantial Completion: 10/31/2019

**Project Description:**

The project will consolidate 3 existing Adult Medicine Clinic registrations and 2 waiting areas located on the 2nd Floor, approximately 1,890 SqFt, providing a new corridor linking the clinics and separating staff circulation to improve patient flow, allow registration staff to be centralized in one location, and the conversion of vacant waiting and registration areas into offices. The project includes demolition of existing partitions, installation of new partitions, replacement of ceiling tiles, casework, HVAC, electrical modifications, fire alarm upgrade, and ADA improvements.

**Current Status:**

Construction is 65% complete. Drywall installation and finishes are in progress. Installation of casework started on 4/19/19, and painting started on 4/24/19.

**Key Activities/Action Plans:**

Installation of ceilings to start on 5/9/19 and flooring to start on 5/16/19.

**Issues:**

- **Budget:** None.
- **Scope:** None.
- **Schedule:** None.

# **Public Buildings: Quad Sheets**

## **FY 2019 – 3<sup>rd</sup> Quarter**

1. ON BUDGET DELIVERY OF PROJECTS
2. PROJECT DELIVERY AND CHANGE ORDER CONTROL
3. BIDS WITHIN ESTIMATES

## Public Buildings: Strategy 2: Process Improvements - On Budget Delivery of Projects

### Strategic Focus Areas

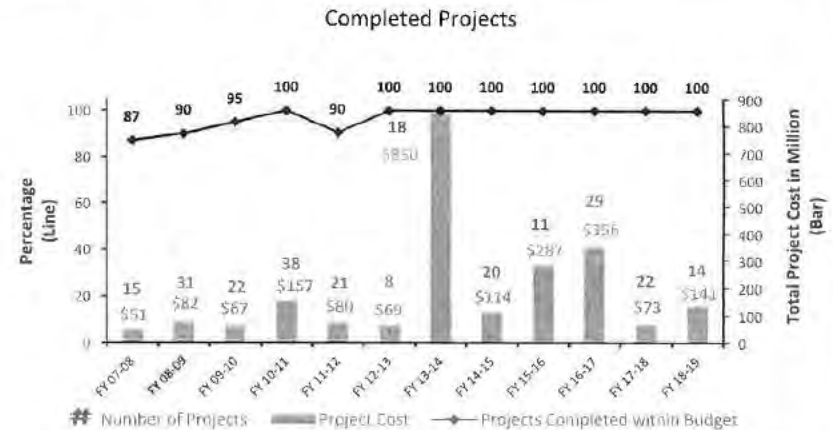
- ☐ Drive Economic Development   
 ☒ Support Community Wellness   
 ☒ Invest In Community Sustainability  
☐ Strengthen the Workforce   
 ☒ Promote Effective, Inclusive Government

### Measurable Targets

Ensure cost effective, high quality, on budget delivery of projects.

- 100 percent of projects to be completed within budget.

### Status



### Analysis

Current trend indicates an increasing success rate over the past eleven years, with a 100 percent success rate maintained for the last seven.

### Actions

- Manage project schedules.
- Manage project scope of work.
- Manage project expenditures.
- Implement alternate delivery methods.



**ACCEPTED PROJECTS**  
**Fiscal Year 2018-19**

		BOARD ADOPTED BUDGET OR PROJECT BUDGET				CHANGE ORDER															
SEVERITY TYPE	PROJECT TITLE	PCB NO.	CONSTRUCTION	TOTAL	TRCE	ACTUAL	APPROX BUDGET	ACCEPTANCE DATE	PRE CONSTRUCTION AMOUNT	TOTAL	PERIOD COORDINATION	ERROR TECHNICAL MISTAKE	DISCUSSION	PLANNED	REGULATORY REQUIREMENT	TENANT REQ. HOOPS ON	UNFORESEEN CONDITIONS	VALUE ENGINEERING	REASON NOT AVAILABLE	TOTAL CHANGE ORDER DOLL	% OF CONSTRUCTION DOLL
<b>NEW CONSTRUCTION PROJECTS</b>																					
Design Build	1 Campus Kitchen Replacement Proj	10000017	\$452,76,730	\$52,241,456	\$52,241,456	\$40,130,790	YES	06/07/2018	\$40,376,750	\$4,864,706					\$100,538	\$1,663,792	\$121,627			\$1,811,356	3.10%
Design Build	3 Del Valle Hwy Infrastructure	00000017	\$2,108,000	\$4,205,000	\$3,780,592	\$1,766,083	YES	06/07/2018	\$2,290,228	\$2,308,505		\$11,008	\$26,445			\$46,031	\$63,504			\$181,776	2.70%
Design Build	4 MLK East Parking Structure - 2	00001734	\$30,735,548	\$43,223,000	\$30,050,954	\$16,044,786	YES	06/07/2018	\$33,472,443	\$31,387,483						\$1,136,839	\$3,254			\$1,142,098	3.04%
Design Build	6 ORCHARDWAY	00001144	\$18,616,626	\$26,670,000	\$26,670,000	\$22,776,015	YES	07/05/2018	\$16,016,879	\$6,375,803						\$31,625	\$203,773			\$201,398	2.81%
Design Build	8 Paul & Payer Street Intersection	00001325	\$2,351,004	\$3,780,000	\$2,467,240	\$2,500,000	YES	07/05/2018	\$1,800,188	\$1,679,294						\$230,905	\$10,022			\$195,904	8.43%
<b>SUBTOTAL</b>			<b>\$101,566,924</b>	<b>\$129,116,456</b>	<b>\$124,049,692</b>	<b>\$114,126,130</b>			<b>\$96,753,248</b>	<b>\$79,521,200</b>	<b>\$-116,272</b>	<b>\$26,445</b>	<b>\$0</b>	<b>\$0</b>	<b>\$126,536</b>	<b>\$3,010,592</b>	<b>\$496,077</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,553,376</b>	<b>4.47%</b>

AVERAGE AMOUNT	\$20,361,389	\$25,823,291	\$24,828,938	\$22,827,226					\$15,904,252	-\$21,254	\$7,289	\$0	\$0	\$25,307	\$602,118	\$89,215	\$0	\$0	\$710,676	
AVERAGE %										-1.29%	0.35%	0.60%	0.00%	0.07%	4.62%	1.00%	0.00%	0.60%	5.45%	
										(2)	-0.94%	(1)								

RENOVATION PROJECTS																						
Design Build	1	Burke Park Improvements	00001209	\$670,000	\$1,250,000	\$1,250,000	\$1,151,054	YES	08/20/2018	\$882,770	\$159,872							\$13,680	\$16,284	\$152,222	9.02%	
Design Build	2	Harbor UCLA Field Center M1 Bldg	00001527	\$1,978,000	\$3,000,000	\$2,470,261	\$2,403,018	YES	08/12/2018	\$1,000,000	\$1,342,805							\$142,064		\$142,064	8.15%	
Design Build	3	Kings Road Project	00001514	\$162,341	\$295,128	\$200,443	\$200,443	YES	08/09/2018	\$102,341	\$172,050							\$5,900		\$5,900	3.41%	
Design Build	4	LAG USC Parking Lot 10-12 Repairs	00001510	\$240,000	\$380,000	\$336,135	\$316,631	YES	08/01/2018	\$233,743	\$22,277										0.00%	
Design Build	5	MLK OPG ABC/AMU Upgrade	00001439	\$645,634	\$1,072,000	\$1,072,000	\$1,072,000	YES	08/15/2018	\$446,034	\$629,798							\$18,037		\$18,037	1.63%	
Design Build	6	MLK OPG Central Street Renovation	00001440	\$1,258,243	\$1,098,000	\$1,795,000	\$1,140,073	YES	08/15/2018	\$1,430,243	\$665,908							\$261,141		\$261,141	26.00%	
Design Build	7	Pathbuster Park Lighting and Gar. Imp.	00001451	\$877,000	\$1,312,000	\$1,291,438	\$1,170,824	YES	02/02/2019	\$570,000	\$618,427							\$99,432		\$99,432	16.00%	
Design Build	8	Southwest Park Security Lighting	00001452	\$254,000	\$446,000	\$320,430	\$200,410	YES	08/04/2018	\$230,991	\$234,202										0.00%	
Design Build	9	The Bond House Phase 2 ADA Ramps	00001453	\$5,265,264	\$7,307,000	\$7,307,000	\$6,024,620	YES	10/16/2018	\$5,022,000	\$4,056,294							\$736,000		\$736,000	18.16%	
SUBTOTAL				\$11,551,702	\$18,364,688	\$15,943,327	\$15,804,691			\$11,148,440	\$9,370,648	\$0	\$0	\$0	\$0	\$0	\$0	\$1,602,169	\$18,244	\$0	\$1,626,513	17.48%

AVERAGE AMOUNT	\$1,319,658	\$1,818,321	\$1,771,480	\$1,750,099		\$1,336,072	\$0	\$0	\$0	\$0	\$0	\$0	\$178,019	\$2,034	\$0	\$180,057
AVERAGE %							0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	15.65%	0.25%	0.00%	15.80%
							(2)	0.00%								
							(1)									

<b>GRAND TOTAL</b>	<b>\$113,664,626</b>	<b>\$146,481,144</b>	<b>\$140,003,019</b>	<b>\$129,947,021</b>					<b>\$107,901,688</b>	<b>\$81,791,808</b>	<b>-\$116,272</b>	<b>\$36,445</b>	<b>\$0</b>	<b>\$0</b>	<b>\$126,056</b>	<b>\$3,010,592</b>	<b>\$2,098,247</b>	<b>\$18,244</b>	<b>\$0</b>	<b>\$5,113,931</b>	<b>6.33%</b>
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OVER BUDGET: 0  
FALLS WITHIN BUDGET: 14  
TOTAL PROJECTS: 14  
% OF PROJECTS WITHIN BUDGET: 100 %

Notes:  
(1) Performance Counters Site Conditions  
(2) Performance Counters Error and Omissions

## Public Buildings

### Strategy 1: Maintaining Customer Service - Project Delivery and Change Order Control

#### Strategic Focus Areas

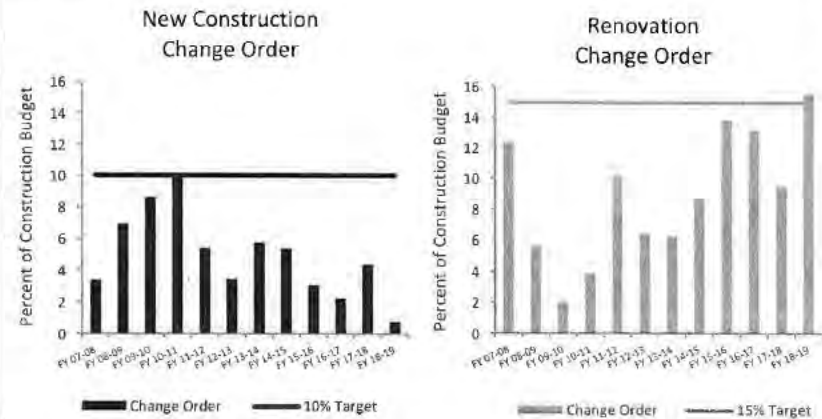
- ☐ Drive Economic Development   
 ☒ Support Community Wellness   
 ☒ Invest In Community Sustainability  
☐ Strengthen the Workforce   
 ☒ Promote Effective, Inclusive Government

#### Measurable Targets

Ensure cost effective, high quality, on budget delivery of Public Buildings.

- Maintain change order cost below 10 percent of construction budget for new projects.
- Maintain change order cost below 15 percent of construction budget for renovation and infrastructure projects.

#### Status



#### Analysis

- **New Construction**
  - Current trend indicates performance within established target and continued improvement in control of change management.
- **Renovation**
  - Current trend indicates performance mostly within established target.

#### Actions

- Manage site conditions by performing make ready work.
- Manage and implement lessons learned to improve site preparation work.
- Manage quality control and coordination reviews.

**CONSTRUCTION AND CHANGE ORDER COSTS**  
**FISCAL YEAR 2018-19**

**NEW CONSTRUCTION PROJECTS**

TOTAL CONTRACT AMOUNT	COST		AVERAGE	
	\$79,521,260		\$15,904,252	
CHANGE ORDER REASONS	AMOUNT	% OF CONSTRUCTION COST	AMOUNT	% OF CONSTRUCTION COST
Deficiency	\$ 0	0.00 %	\$ 0	0.00 %
(2) Error Coordination	\$ (116,272)	(0.15)%	\$ (23,254)	(1.29)%
(2) Error Technical Mistake	\$ 36,445	0.05 %	\$ 7,289	0.35 %
(2) Omission	\$ 0	0.00 %	\$ 0	0.00 %
Planned	\$ 0	0.00 %	\$ 0	0.00 %
Regulatory Requirement	\$ 126,536	0.16 %	\$ 25,307	0.07 %
Tenant Req. Scope Ch.	\$ 3,010,592	3.79 %	\$ 602,118	4.63 %
(1) Site Conditions	\$ 496,077	0.62 %	\$ 99,215	1.69 %
Value Engineering	\$ 0	0.00 %	\$ 0	0.00 %
Reason Not Available	\$ 0	0.00 %	\$ 0	0.00 %
<b>TOTAL</b>	<b>\$ 3,553,378</b>	<b>4.47 %</b>	<b>\$ 710,676</b>	<b>5.45 %</b>

**RENOVATION PROJECTS**

TOTAL CONTRACT AMOUNT	COST		AVERAGE	
	\$9,270,648		\$1,030,072	
CHANGE ORDER REASONS	AMOUNT	% OF CONSTRUCTION COST	AMOUNT	% OF CONSTRUCTION COST
Deficiency	\$ 0	0.00 %	\$ 0	0.00 %
(2) Error Coordination	\$ 0	0.00 %	\$ 0	0.00 %
(2) Error Technical Mistake	\$ 0	0.00 %	\$ 0	0.00 %
(2) Omission	\$ 0	0.00 %	\$ 0	0.00 %
Planned	\$ 0	0.00 %	\$ 0	0.00 %
Regulatory Requirement	\$ 0	0.00 %	\$ 0	0.00 %
Tenant Req. Scope Ch.	\$ 0	0.00 %	\$ 0	0.00 %
(1) Site Conditions	\$ 1,602,169	17.28 %	\$ 178,019	15.65 %
Value Engineering	\$ 18,344	0.20 %	\$ 2,038	0.25 %
Reason Not Available	\$ 0	0.00 %	\$ 0	0.00 %
<b>TOTAL</b>	<b>\$ 1,620,513</b>	<b>17.48 %</b>	<b>\$ 180,057</b>	<b>15.90 %</b>

**SUMMARY**

TOTAL ORIGINAL CONTRACT AMOUNT	\$88,791,908
TOTAL CHANGE ORDER COST	\$5,173,891
TOTAL CHANGE ORDER COST TO ORIGINAL CONTRACT AMOUNT	5.83%

Notes:

- (1) Performance Counts: Site Conditions  
(2) Performance Counts: Error and Omissions

Sources: Schedules and Contract Manager

04/11/2019

# CHANGE ORDER LESSON LEARNED REPORT

04/11/2019

## NEW CONSTRUCTION PROJECTS

CO No.	Description	Primary Reason	Secondary Reason	ME PE EE LN AE GE CE SE	Lesson Learned	Amount
<b>Campus Kilpatrick Replacement Proj - In Close-Out</b>						
<b>PW13901</b>	<b>Contract: 1,485,300.00</b>	<b>Construction Services</b>				
<b>Unforeseen Conditions</b>						<b>959.00</b>
00001	Title : Construction Services Number : PW13901 From : LACDPW To : NDC	Unforeseen Conditions	Tenant Request Scope Change		Better internal communication of IT needs during do diligence	959.00
						<b>Contract No. PW13901 Total 959.00</b>
<b>PW13933</b>	<b>Contract: 33,274,100.00</b>	<b>Design and Construction Services</b>				
<b>Error - Technical Mistake</b>						<b>120,984.00</b>
001-DC		Error - Technical Mistake	Error Technical Mistake		Need to follow Client's previous / recent projects to better understand Client's current requirements.	91,333.00
006-DC		Error - Technical Mistake	Error Technical Mistake		Scoping Documents should have been more flexible, i.e., propane, which is already used at Camp miller, should have been one of the options for food service heating.	29,651.00
<b>Omission</b>						<b>42,654.00</b>
005-DC		Omission	Omission		Scoping Documents should have been more flexible, i.e., maintain Mast Light or provide similar emergency lighting levels if removed.	42,654.00
<b>Regulatory Requirement</b>						<b>151,115.00</b>
008-DC		Regulatory Requirement	Regulatory Requirement		Schedule requirements should be flexible to allow for potential delays arising during the permitting process.	0.00
031-DC		Regulatory Requirement	Regulatory Requirement		Be prepared to accommodate changes based on Green Building Code and LEED requirements.	24,579.00
044-CO		Regulatory Requirement	Regulatory Requirement		Change requested by BSCC	7,790.00
047-CO		Regulatory Requirement	None		Be prepared to provide changes based on utility requirements.	2,860.00
052-CO		Regulatory Requirement	Regulatory Requirement		Changes Required by BSCC.	111,734.00
057-CO		Regulatory Requirement	Regulatory Requirement		Be prepared to respond to requests from permitting agencies (CAL Fire) including specialized contracting services.	4,152.00
<b>Tenant Req. Scope Chg.</b>						<b>2,236,706.00</b>
002-DC		Tenant Req. Scope Chg.	Tenant Request Scope Change		Be prepared to provide additional information / changes based on User needs and processes.	9,643.00
003-DC		Tenant Req. Scope Chg.	Tenant Request Scope Change		Be prepared to provide changes based on User refinements during design completion phase.	1,740.00

ME - Mechanical  
EE - Electrical  
LN - Landscape  
AE - Architectural  
GE - Geotechnical  
CE - Civil  
SE - Structural  
PE - Plumbing

## Public Buildings

### Strategy 5: Accurate Construction Budgets - Bids Within Estimates

#### Strategic Focus Areas

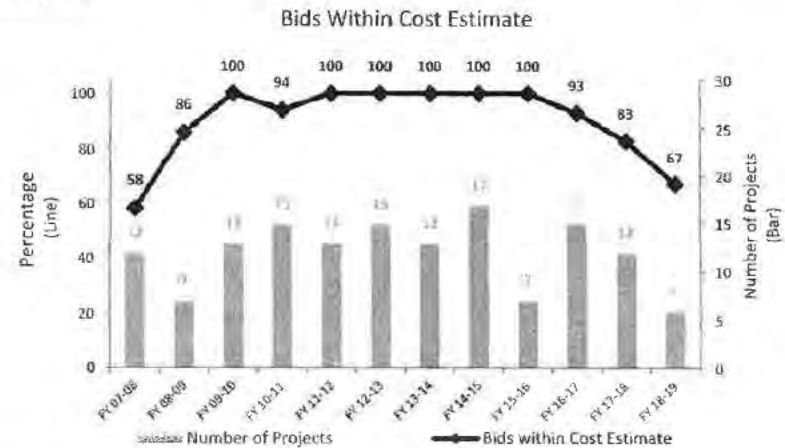
- ☐ Drive Economic Development   
 ☒ Support Community Wellness   
 ☒ Invest In Community Sustainability  
☐ Strengthen the Workforce   
 ☒ Promote Effective, Inclusive Government

#### Measurable Targets

Ensure that bids are within cost estimates range to avoid loss of critical project scope, sustainability, and operational efficiencies.

- 100 percent of bids obtained within the cost estimate.

#### Status



#### Analysis

- Current trend indicates the percentage of project bids obtained within cost estimates is declining.

#### Actions

- Manage project schedules.
- Manage project scope of work.
- Perform check estimates.
- Implement alternate Delivery Methods.
- Include non-impactive deductive bid options.

**CONSTRUCTION AND DESIGN-BUILD CONTRACTS**  
Fiscal Year 2018-19

	PROJECT TITLE	CONTRACT		CONSTRUCTION		TOTAL T P C E	AWARDED WITHIN BUDGET <small>(Yes/No)</small>	PROJECT DELIVERY TYPE
		BOARD / DEL MEMO AWARD	CONTRACT EXECUTION	BOARD / DEL MEMO	CONTRACT			
				<small>(#)</small>	<small>(#)</small>			
* 1	El Monte CHC Adult Med Registration		05/20/2018	No Data		1,101,065	No Data	Low Bid
* 2	El Monte CHC HVAC Refurbishment		09/20/2018	No Data		11,534,969	No Data	Low Bid
3	Fire Camp 8 Helipad Improvement	06/15/2018	05/10/2019	500,000	367,800	900,000	Yes	Low Bid
4	Montal Health Treatment Center	02/12/2019	03/28/2019	1,449,956,613	1,449,956,613	2,167,266,998	Yes	Design Build
5	Park to Playa Stonaview to Hahn Park	07/03/2018	09/10/2019	6,786,000	6,788,000	10,817,000	Yes	Design Build
6	RLANRC SSA Bldg Renovation	01/16/2018	07/23/2018	18,861,367	16,688,500	22,806,423	Yes	Low Bid/JOC
TOTAL				1,476,106,000	1,473,800,913	2,214,425,860		

Number of Projects Awarded Within Budget: 4  
 Number of Projects Awarded Over Budget or Missing Info: 2  
 Total Number of Projects: 6  
 % of Projects Awarded Within Budget: 67%

\* Awaiting responses from project manager.

Data sources: Board letters, contracts, TPCE, and Contract Manager.



## **A.3**

### **Sample Reports**

#### **2.3 Division Management Reports**

**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001900	2020 CORONAVIRUS COOP - PMDI	1,2,3,4,5	BA	A			J54724		
00001904	2020 COVID19 Coop PMDI Activity Log	1,2,3,4,5	BA	A			JPMPMD10		
00001696	313 Fig Structural Study	1	S	A			P96186HR/P96186AC		
00001822	5555 Ferguson Dr - Feasibiltiy Study	1	BP	A			P96234HR/P96234AC		
00001657	ACWM Building B Refurbishment	1	BP	A	87429	7547	P96166HR/P96166AC		
00001455	ACWM Metrology Labs Renovation	1	BP	A	87262	7435	P87262HR/P87262AC		
00001633	Alondra Park DM Repairs	2	BP	A			P96150HR/P96150AC		
00001853	Antelope Valley Rehab Center Study	5	BP	A			P96247HR/P96247AC		
00001616	Arboretum DM Repairs	5	BP	A	87451		P87451HR/P87451AC		
00001628	Arcadia Park DM Repairs	5	BP	A			P96146HR/P96146AC		
00001666	Ave K-6 Building HVAC Upgrade	5	BP	A			P96171HR/P96171AC		
00001351	Baldwin Park MD1 CNGV Modification	1	BP	A	89111	7385	P9700017/P97017AC		
00001933	Ballona Crk Trash Interceptor Pilot	4	BP	A			P96264HR/P96264AC		
00001506	Board Hearing Room Project	1,2,3,4,5	BP	A		7473	P96089HR/P96089AC		
00001629	Bonelli Regional Park DM Repairs	5	BP	A			P96147HR/P96147AC		
00001689	Castaic ACC Wash Rack and Pkng Lot	5	BP	A	69816		P87340HR/P87340AC		
00001701	Central PHC DM Repairs	1	BP	A	87542/89190		P96189HR/P96189AC		
00001588	Chace Park General Improvements	4	BP	A	67951	7474	P67951HR/P67951AC		
00001570	Civic Center Child Care Centers	1	BP	A			P96123HR/P96123AC		
00001003	Cogen Landfill Gas Mitigation	1	BP	A	87188	6984	P4970077/P49777AC		
00001697	Compton Mental Health Wellness Ctr	2	BP	A			P96187HR/P96187AC		
00001886	Coroner Admin Invest Site DM Repair	1	BP	A	87632	7706	P87632HR/P87632AC		
00001587	Coroner Doors and Flooring Project	1	BP	A	87454	7514	P87454HR/P87454AC		
00001836	Coroner OAB Counseling Rooms	1	BP	A			P96243HR/P96243AC		
00001864	County Emergency Operations Center	1	BP	A		7696	P96250HR/P96250AC		
00001399	Countywide Deferred Maintenance Ph-2	1,2,3,4,5	BA	A			P96036HR/P96036AC		
00001788	Curtis Tucker PHC DM Repairs	2	BP	A	87543/89191	7645	P87543HR/P87543AC		
00001470	DACC Master Planning Services	1,2,3,4,5	S	A		7446	P96065HR/P96065AC		
00001270	DACC Programming Services	1,2,3,4,5	BP	A		0000	P58981HR/P58981AC		
00001814	DHS Pyxis Equipment Replacement	1,2,3,4,5	BP	A			P96230HR/P96230AC		
00001963	Dockweiler Bicycle Path Bypass	4	BP	A	69819	7583	P69819HR		
00001416	Dockweiler RV Park Expansion	4	BP	A	69809	7441	P96042HR/P96042AC		
00001523	Dockweiler RV Park Office Expansion	4	BP	A	77526	7583	P96099HR/P96099AC		
00001962	DPH - Lab Amp Support	4	BP	A		7747	P96273HR/P96273AC		
00001504	DPW HDQ Stacking Plan	5	BP	A		9999	P96088HR/P96088AC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

STATUS: A - Active H - On Hold P - In Close-Out C - Completed T - Terminate



**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001555	DPW HQ Courtyard Renovation Project	5	BP	A	89001	7477	P89001HR/P89001AC
00001478	El Monte CHC Primary Care	1	BP	A	87472	7590	P96069HR/P96069AC
00001440	El Monte CHC Urgent Care	1	BP	A	87473	7591	P96053HR/P96053AC
00001877	ELA Civic Center Needs Assessment	1	BA	A		7697	P96251HR/P96251AC
00001611	Farnsworth Park General Improvements	5	BP	A	87391	7527	P87391HR/P87391AC
00001435	FCCF Chiller Improvements	1	BP	A	89054		P8905401/P89054BC
00001823	Ferguson Earthquake Repairs	1	BP	A			P96235HR/P96235AC
00001008	Fire Camp11 Life Safety Improvements	5	BP	A	87157	7163	P8715700/P87157AC
00001606	Fire Station 151 Privacy and Access	5	BP	A	89075	7525	P89075HR/P89075AC
00001920	Fire Station 163 Privacy and Access	1	BP	A	89144	7734	P89144HR/P89144AC
00001603	Fire Station 70 Privacy and Access	3	BP	A	89077	7522	P89077HR/P89077AC
00001513	Florence Library Refurbishment	2	BP	A	87378/77616	7469	P96094HR/P96094AC
00001389	FS 58 Improvements and ADA Upgrade	2	BP	A	89059	7406	P9700022/P97022AC
00001851	General Hospital Feasibility Study	1	BP	A			P96244HR/P96244AC
00001698	George C Page Museum DM Repairs	3	BP	A	87554/89174	7581	P87505HR/P87505AC
00001630	Glendale PHC DM Repairs	5	BP	A	87497/89192	7621	P96148HR/P96148AC
00001291	Hall of Records - Laser Survey	1	BA	A		6900	P44000HR/P44000AC
00001216	Harbor-UCLA MC Electrical Upgrades	2	BP	A	87381/69220/89150	6779	P87381HR/P87381AC/P69220HR/P69220AC
00001479	Hermosillo v County of Los Angeles	1	BA	A			P96070HR/P96070AC
00000804	HG Replacement Audit	1	S	A			P12001HR/P12001AC
00001292	High Desert Hospital Study	5	BA	A		1111	P44900HR/P44900AC/P44900CO
00001368	High Desert Rehab Center	5	S	A			P96026HR/P96026AC
00001505	HOA 7th Flr Tenant Impr	1	BP	A			P9700044/P97044AC
00001764	HOA Cafeteria Renovation	1	BP	A	87490	7639	P96211HR/P96211AC
00001702	Hollywood/Wilshire PHC DM Repairs	3	BP	A	87536/89193		P96190HR/P96190AC
00001468	HOR 7th Floor Renovation Project	1	BP	A	87365	7478	P8736500/P87365AC
00001808	HOR Fire Alarm & Roof DM Repairs	1	BP	A	87624		P96226HR/P96226AC
00001849	HOR Regional Planning TI	1	BP	A			P96245HR/P96245AC
00001879	HOR Temple St Plaza DM	1	BP	A	87692		P96259HR/P96259AC
00001798	HOR Window Washing System DM	1	BP	A	87577	7689	P96220HR/P96220AC
00001177	Household Hazardous Waste	1,2,3,4,5	BP	A			P75418HR/P75418AC
00001748	HQ Ren Visitors Parking Reconst.	5	BP	A	89112	7613	P96208HR/P96208AC
00001749	HQ Renovation Parking and TI	5	BP	A		7614	P96209HR/P96209AC
00001806	HQ RP - 2 Vacant Floors	5	BP	A		7649	P96222HR/P96222AC
00001803	HQ RP - Building Landscape	5	BP	A	89113	7648	P96221HR/P96221AC

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

STATUS: A - Active H - On Hold P - In Close-Out C - Completed T - Terminate

**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001804	HQ RP - Office Furniture	5	BP	A		7650	P96223HR/P96223AC		
00001805	HQ RP - Site Work and Parking Struct	5	BP	A		7651	P96224HR/P96224AC		
00001807	HQ RP - Tenant Improvements	5	BP	A		7652	P96225HR/P96225AC		
00000354	HUCLA - SB1953 Design and Retrofit	2	BP	A	86534	6566	P8640010/P86401AC		
00001721	H-UCLA Adult PES Upgrade	2	BP	A	87557	7605	P96200HR/P96200AC		
00001413	HUCLA B400 Remodel	2	BA	A			P96041HR/P96041AC		
00000962	H-UCLA Data Center Upgrade	2	BP	A	87041	6953	P86937AC/P86937HR/P87041HR/P87041AC		
00001722	H-UCLA Inpatient Pharmacy Expansion	2	BP	A	87558	7606	P96201HR/P96201AC		
00001650	HUCLA IPT Angio Renovation	2	BP	A	87709	7410	P96162HR/P96162AC		
00001956	HUCLA IPT Mammo Renovation	2	BP	A		7748	P96270HR/P96270AC		
00001484	HUCLA Kitchen Door Replacement	2	BP	A		0000	P96072HR/P96072AC		
00001230	H-UCLA Master Plan Pre-Planning Task	2	BP	A	67950	0000	P67950HR/P67950AC/P6795AHR/P6795AAC/P6795BHR/P6795BAC		
00001724	HUCLA MPIP - Existing Hospital Bldg	2	BP	A	89106		P89106AH/P89106AA/P89106BH/P89106BA/P89106CH/P89106CA		
00001809	H-UCLA PCDC Cath Lab	2	BP	A	87581	7657	P96227HR/P96227AC		
00001556	H-UCLA Room B115 Water Leak	2	BP	A			P96117HR/P96117AC		
00001720	HUCLA RP - Central Plant	2	BP	A	67961		P67961AH/P67961AA/P67961BH/P67961BA/P67961CH/P67961CA/P67961DH/P67961DA/P67961EH/P67961EA/P67961FH/P67961FA/P67961GH/P67961GA		
00001723	HUCLA RP - Inpatient Bldg Replacem	2	BP	A	67962		P67962AH/P67962AA/P67962BH/P67962BA/P67962CH/P67962CA/P67962DH/P67962DA/P67962EH/P67962EA/P67962FH/P67962FA/P67962GH/P67962GA/P67962HH/P67962HA		
00001719	HUCLA RP - Outpatient Support Bldg	2	BP	A	67960	7594	P67960AH/P67960AA/P67960BH/P67960BA/P67960CH/P67960CA/P67960DH/P67960DA/P67960EH/P67960EA/P67960FH/P67960GH/P67960H/P67960FA/P67960IH/P67960IA/P67960JH/P67960JA/P67960KH/P67960KA/P67960LH/P67960LA/P67960MH/P67960MA/P67960GA		
00001496	HUCLA Talyst Carousel Replacement	2	BP	A			P96081HR/P96081AC		
00001207	HVAC Refurb - Antelope Valley PHC	5	BP	A	87289	7310	P67521HR/P67521AC		
00001196	HVAC Refurb - Central PHC	1	BP	A	87239	7304	P87239HR/P87239AC		
00001524	JA Ford Amphitheatre Trail	3	BP	A	87421	7479	P87421HR/P87421AC		
00001299	LAC Child Welcome Center	1	BA	A		6988	P69880HR/P69880AC		
00001815	LAC USC Cath Lab	1	BP	A	87582	7661	P96231HR/P96231AC		
00001469	LAC USC MC Restorative Village	1	BP	A			P96064HR/P96064AC		
00001509	LAC USC Med Air Compressor Project	1	BP	A	87276		P87276HR/P87276AC		
00001677	LAC USC Parking Lot 9 Structure	1	BP	A		7563	P96175HR/P96175AC		
00001607	LAC USC Parking Lot 12 Structure ADA	1	BP	A	87494	7564	P96136HR/P96136AC		
00001792	LAC+USC General Hosp Call Center 425	1	BP	A			P96218HR/P96218AC		
00001810	LAC+USC Summer Boiler Project	1	BP	A			P96228HR/P96228AC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001615	LACoFD Infrastructure Assessment	1,2,3,4,5	BA	A			P96138HR/P96138AC
00001790	LACUSC - Clnc Twr Bdrge Paver Repair	1	BP	A		7646	P96217HR/P96217AC
00001741	LACUSC Cafeteria Kitchen Remodel	1	BP	A			P96205HR/P96205AC
00001773	LACUSC Call Rooms Sound Proofing	1	BP	A			P96215HR/P96215AC
00001315	LAC-USC Child Care Center	1	BP	A	69828/67975		P96009HR/P96009AC
00001561	LACUSC Courtyard Elevator	1	BP	A	87492		P96121HR/P96121AC
00001652	LACUSC Crematory Retorts Fsbilty Stdy	1	BA	A		7546	P96163HR/P96163AC
00001533	LACUSC Crisis Resid and Recupe Care	1	BP	A			P96104HR/P96104AC
00001675	LACUSC Crisis Residential Trtmt Prgm	1	BP	A	69870	7552	P69870HR/P69870AC
00001354	LAC-USC CT Dental - Wall Backing	1	BA	A			P96024HR/P96024AC
00001446	LACUSC CT Dental X-Ray	1	BP	A		0000	P96059HR/P96059AC
00001553	LACUSC DT Pharmacy Platform	1	BP	A			P96115HR/P96115AC
00001896	LACUSC Emergency Tent Project	1	BP	A			P96261HR/P96261AC
00001825	LACUSC Hydrotherapy Room	1	BP	A			P96237HR/P96237AC
00001739	LACUSC Hydrotherapy Room Remodel	1	BP	A			P96202HR/P96202AC
00001909	LACUSC ICU Room Conversion	1	BP	A			P96262HR/P96262AC
00001622	LACUSC IP Kit Drain issue Project	1	BP	A			P96141HR/P96141AC
00001943	LAC-USC IPT 7A Conversion FS	1	BP	A			P96268HR/P96268AC
00001554	LACUSC IPT Library Wall Addition	1	BP	A			P96116HR/P96116AC
00001695	LAC-USC IPT Pet CT Replacement	1	BP	A			P96185HR/P96185AC
00001560	LACUSC Kitchen Retherm Project	1	BA	A			P96120HR/P96120AC
00001854	LAC-USC Lot 10 Repairs	1	BP	A		7694	P96248HR/P96248AC
00001745	LACUSC MC OPD Fire Barrier Separatn	1	BP	A	87560		P96206HR/P96206AC
00001746	LACUSC MC OPD Waste Line	1	BP	A	87561		P96207HR/P96207AC
00001872	LACUSC Med Surg Conv to Acute Psych	1	BP	A		7711	P96258HR/P96258AC
00001340	LAC-USC medical Center Exterior Sign	1	BP	A		9000	P96022HR/P96022AC
00001875	LACUSC Mental Health OPC	1	BP	A	69928		P69928HR/P69928AC
00001874	LACUSC Mental Health UCC	1	BP	A	69929		P69929HR/P69929AC
00001824	LACUSC MRI-CT UPS	1	BP	A			P96236HR/P96236AC
00001772	LAC-USC Nurse Call Replacement	1	BP	A			P96214HR/P96214AC
00001694	LAC-USC Old Pharmacy Bldg Structural	1	BP	A			P96184HR/P96184AC
00001518	LACUSC OPD Structural Repairs	1	BP	A			P96098HR/P96098AC
00001681	LACUSC OPD Womens Clinic Project	1	BP	A			P96180HR/P96180AC
00001938	LAC-USC Perm Supp Housing Feas Study	1	BP	A			P96265HR/P96265AC
00001850	LAC-USC Pipe Corrosion Repairs	1	BP	A			P96246HR/P96246AC

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001526	LACUSC Rand Schrader Baroda Wall	1	BP	A		7480		P96101HR/P96101AC	
00001830	LAC-USC RCV - Phase II - DMH	1	BP	A				P96239HR/P96239AC	
00001832	LAC-USC RCV - Phase II - DPH	1	BP	A				P96241HR/P96241AC	
00001439	LAC-USC Recuperative Care Center	1	BP	A	69863/67976	7549		P96054HR/P96054AC/P96176HR/P96176AC	
00001873	LACUSC RRC	1	BP	A	69930			P69930HR/P69930AC/P96241HR	
00001740	LACUSC Sterilization Equip Remodel	1	BP	A				P96204HR/P96204AC	
00001557	LACUSC Talyst Carousel Replacement	1	BP	A				P96118HR/P96118AC	
00001651	LAC-USC WC Hospital Demolition	1	BP	A	87476	7558		P96161HR/P96161AC	
00001621	Lancaster ACC Pavement Replacement	5	BP	A	87433	7532		P96140HR/P96140AC	
00001304	LA-RICS Inspection Services	1,2,3,4,5	BP	A				P96001HR/P96001AC	
00001687	MB Marine Avenue Restroom DM Repairs	4	BP	A	87503/89163	7587		P96182HR/P96182AC	
00001813	MdR Boat Launch Facility Renovation	4	BA	A	67954	7663		P67954HR/P67954AC	
00001384	MDR Public Safety Dock Replacement	4	BP	A	87338	7399		P9700021/P97021AC	
00001895	MdR Seawall Void Repairs Phase II	4	BP	A	89116	7720		P89116HR/P89116AC	
00001889	MdR-DBH Fiscal Building Improvements	4	BP	A	89108			P89108HR/P89108AC	
00001669	ME Coroner DM Repairs	1	BP	A	87496/89172	7562		P96172HR/P96172AC	
00001497	Mid-Valley Urgent Care Upgrades	3	BP	A				P96082HR/P96082AC	
00001286	MLK - IPT Lease Agreement Scope	2	BP	A	87436			P40235HR/P40235AC	
00001535	MLK Behavioral Health Center	2	BP	A	87446/87487/87488/ 89107	7598		P96106HR/P96106AC	
00001932	MLK Campus Signage Rebranding	2	BP	A				P96263HR/P96263AC	
00001264	MLK Child Family Wellbeing Center	2	BP	A	69846			P47942HR/P47942AC	
00001649	MLK Clinical Lab and Red-bag Storage	2	BP	A	69857			P96160HR/P96160AC	
00001644	MLK ED Expansion Project	2	BA	A				P96158HR/P96158AC	
00001863	MLK Hawkins Anti-Ligature Fixtures	2	BP	A	87711			P96252HR/P96252AC	
00001662	MLK Hawkins Building Demolition	2	BP	A				P96168HR/P96168AC	
00001443	MLK Hawkins Transformers Replacement	2	BP	A	87369	0000		P96058HR/P96058AC	
00001127	MLK Recuperative Care Center	2	BP	A	87227	9999		P90059HR/P90059AC/P90060HR/P90060ACP90059CO	
00001703	Monrovia PHC DM Repairs	5	BP	A	87537/89194			P96191HR/P96191AC	
00001833	Mothers Bch Rest Boat Storage Reno	4	BA	A	89109	7721		P96242HR/P96242AC	
00001617	Natural History Museum DM Repairs	2	BP	A	87449	7539		P87449HR/P87449AC	
00001812	New MdR Parking Structure	4	BA	A	67957	7664		P96229HR/P96229AC	
00001835	NHM Warehouse DM Repairs	1	BP	A	87630	7673		P87630HR/P87630AC	
00001431	North Hollywood Integrated Care Stud	3	S	A				P96050HR/P96050AC	
00001485	North Hollywood Medical Office Build	3	BP	A				P96073HR/P96073AC	

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001868	Obregon Park ADA Refurbishment	1	BP	A			P96253HR/P96253AC		
00001816	Olive View Cath Lab	3,5	BP	A	87583	7662	P96232HR/P96232AC		
00001297	Olive View Core Lab Renovation	5	BA	A		6966	P14422HR/P14422AC		
00001894	Olive View PUCC Conversion to CFWC	5	BP	A			P96260HR/P96260AC		
00001344	ORCHID DPH Study	1,2,3,4,5	S	A			P96023HR/P96023AC		
00001319	ORCHID Phase 3 Study	1,2,3,4,5	S	A			P96011HR/P96011AC		
00001655	OVMC Agriculture Commission Trailer	3,5	BP	A		7548	P96164HR/P96164AC		
00001883	OVMC Cogeneration Plant Renovation	3,5	BP	A		7707	P96257HR/P96257AC		
00001712	OVMC Emergency Power Upgrade	3,5	BP	A	87564	7593	P96198HR/P96198AC		
00001335	OVMC FA and NC Systems - DHS	3,5	BP	A	87382/89117	7375	P96019HR/P96019AC		
00001466	OVMC FA and NC Systems - DM	3,5	BP	A	87394	7375	P87394HR/P87394AC		
00001856	OVMC Humidification and Ventilation	3,5	BP	A		7695	P96249HR/P96249AC		
00001543	OVMC Kitchen Improvements	3,5	BP	A		7483	P96108HR/P96108AC		
00001965	OVMC Mammography 1D118 project	3,5	BP	A			P96275HR/P96275AC		
00001676	OVMC Mental Health Wellness Center	3,5	BP	A	69876		P96174HR/P96174AC		
00001674	OVMC MHUCC	3,5	BP	A	69874	7556	P69874HR/P69874AC		
00001672	OVMC Recuperative Care Center	3,5	BP	A	69864/67977	7550	P69864HR/P69864AC		
00001673	OVMC Residential Treatment Program	3,5	BP	A	69872	7554	P69872HR/P69872AC		
00001692	OVMC SB1953 Compliance	3,5	BP	A	87562	7570	P96183HR/P96183AC		
00001202	OVMC SB1953 NPC Certifications	3	BP	A		7000	P91953HR/P91953AC		
00001550	OVMC Wireless Access Points	3,5	BP	A		7490	P96112HR/P96112AC		
00001347	PDC Landfill Closure	5	BP	A	86575	5703	P8657500/P86575AC		
00001817	PH-Emergency Generators Various Site	1,2,3,4,5	BP	A			P96233HR/P96233AC		
00001960	PHK Holiday Inn LB Interim Repairs	4	BP	A		7749	P96271HR/P96271AC		
00001966	PHK M6 Baldwin Park Interim Repairs	1	BP	A			P96276HR/P96276AC		
00001967	PHK M6 Hacienda Hts Interim Repairs	4	BP	A			P96277HR/P96277AC		
00001968	PHK M6 Harbor City Interim Repairs	2	BP	A			P96278HR/P96278AC		
00001969	PHK M6 Long Beach Interim Repairs	4	BP	A			P96279HR/P96279AC		
00001971	PHK M6 Norwalk Interim Repairs	4	BP	A			P96281HR/P96281AC		
00001972	PHK M6 Whittier Interim Repairs	4	BP	A			P96282HR/P96282AC		
00001961	PHK Studio 6 Commerce PSH Repairs	1	BP	A		7750	P96272HR/P96272AC		
00001970	PHK Travel Plaza Inn Interim Repairs	2	BP	A			P96280HR/P96280AC		
00001964	PHK Willow Tree Inn Interim Repairs	2	BP	A			P96274HR/P96274AC		
00001680	Point Dume Restrooms DM Repairs	4	BP	A	87500/89164	7586	P96179HR/P96179AC		
00001704	Pomona PHC DM Repairs	1	BP	A	87538/89195		P96192HR/P96192AC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

STATUS: A - Active H - On Hold P - In Close-Out C - Completed T - Terminate

**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001829	Pomona PHC Wellness Center Project	1	BP	A			P96238HR/P96238AC		
00001939	Project Homekey Site Studies	1,2,3,4,5	BA	A			P96266HR/P96266AC		
00001311	Public Defender TI Project	1	BP	A		7357	P96004HR/P96004AC		
00001405	Radiology Ph 2 OVMC Angio/Gen Rad	3,5	BP	A	87343	7411	P96038HR/P96038AC		
00001393	Radiology Renova Ph 2 OVMC Gen Rad	3,5	BP	A		7409	P96035HR/P96035AC		
00001442	Radiology Renovation Ph 3 HUCLA RF	2	BP	A	87575	7408	P96057HR/P96057AC		
00001678	RB Avenue C Restroom DM Repairs	4	BP	A	87502/89165	7584	P96177HR/P96177AC		
00001642	RB Maint Yard and Restroom DM Repair	4	BP	A	87501/89166	7542	P96157HR/P96157AC		
00001955	Relocate N12 and C2 to Pitchess	2	BP	A			P96269HR/P96269AC		
00001867	Rimgrove Park ADA Refurbishment	1	BP	A			P96254HR/P96254AC		
00001713	RLANRC - RCC	4	BP	A	87465/69859/67978	7597	P8746500/P87465AC		
00001690	RLANRC – RTP	4	BP	A	69871	7553	P69871HR/P69871AC		
00001942	Rory M. Shaw Wetlands Park Project	5	BP	A		7739	P96267HR/P96267AC		
00001589	Royal Palms Beach New Septic System	4	BP	A	69843	7588	P96130HR/P96130AC		
00001412	Roybal Clinic AHU Improvements	1	BP	A	87219	7565	P87219HR/P87219AC		
00001796	RP - Basement and Scan Center	5	BP	A		7647	P96219HR/P96219AC		
00001743	RP - Division Leader Program Effort	5	BP	A		7608	P96203HR/P96203AC		
00001626	Ruth Temple PHC DM Repairs	2	BP	A	87498/89196	7538	P96145HR/P96145AC		
00001699	Saint Vincent MC Evaluation	1	BA	A			P96188HR/P96188AC		
00001250	Stephen Sorensen Park Project	5	NA	A		6823	P87502HR/P87502AC		
00001296	Sustainable Headquarters Campus	1	BP	A			P23978HR/P23978AC		
00001337	Temporary Lancaster Homeless Shelter	5	BA	A			P96020HR/P96020AC/P96020CO		
00001494	USP 800 Pharmacy Upgrade - H-UCLA	2	BP	A	87442		P96079HR/P96079AC		
00001489	USP 800 Pharmacy Upgrade - LAC-USC	1	BP	A	87441		P96077HR/P96077AC		
00001379	USP 800 Pharmacy Upgrade - OVMC	3,5	BP	A	87443		P96029HR/P96029AC		
00001866	Val Verde Park ADA Refurbishment	5	BP	A			P96255HR/P96255AC		
00001527	Venice Beach DBH Yard	3	BP	A		7722	P96102HR/P96102AC		
00001637	Victoria Park DM Repairs	2	BP	A			P96154HR/P96154AC		
00001178	Walnut Park Elementary School LAUSD	1	BP	A			P74185HR/P74185AC		
00001488	Warm Springs Erosion Control Project	5	BP	A			P96075HR/P96075AC		
00001590	White Point Park Improvements	4	BP	A	87484	7589	P96131HR/P96131AC		
00001552	White Point Sewer Force Main	4	BP	A	87610	7637	P96114HR/P96114AC		
00001209	Whittier Narrows Equestrian Center	1	BP	A	87231	7313	P87231HR/P87231AC		
00001638	Whittier Narrows Park DM Repairs	1	BP	A			P96155HR/P96155AC		
00001705	Whittier PHC DM Repairs	4	BP	A	87539/89197		P96193HR/P96193AC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ACTIVE Projects**

00001665	Whittier PHC Site Study	4	BA	A			P96170HR/P96170AC		
00001679	Zuma Beach Restrooms DM Repairs	4	BP	A	87499/89167	7585	P96178HR/P96178AC		
<b>Total Number of ACTIVE Projects</b>		<b>241</b>							

**ON HOLD Projects**

00000260	Alcazar Yard Facility Improvements	1	BP	H		6521	PN700006/PN7006AC		
00000438	Alcazar Yard Relocation Study	1	BA	H			P4960300/P49603AC/PX210697/PN750003/PJX00001		
00000661	Belvedere Park Soccer Syn Field	1	BP	H	69492	6900	P69492HR/P69492AC		
00000482	Bio-terrorism Office Remodel	1	BP	H	86711	TBD	P86711HR/P86711AC		
00000577	Broad Beach Accessway	3	BP	H	86854		P86854HR/P86854AC		
00000564	Dan Blocker Beach Erosion Refurbish	3	BP	H	86809		P86809HR/P86908AC		
00000570	Dockweiler Beach Erosion Refurbish	3	BP	H	86837		P86837HR/P86837AC		
00001374	DPH Lab Consolidation Project	4	BP	H		0000	P96028HR/P96028AC		
00001474	DPSS Parking Structure Repairs	1	BP	H			P96068HR/P96068AC		
00000352	DPW Parking Lot Project	5	BP	H	88906		PW473000/PW4730AC/P88906AC/P8890600		
00001257	Edelman Children Courthouse-CC-HQ	1	BP	H	87258	7285	P20100HR/P20100AC		
00000741	El Cariso Park Clubhouse Assessment	3	BP	H	10190		P4960004/P73458HR/P73458AC		
00000273	El Sol Beach General Improvement	3		H			P8000021		
00001620	Election Operations Center	4	BP	H			P96139HR/P96139AC		
00001011	Fire Camp16 Life Safety Improvements	5	BP	H	87160	7213	P8716000/P87160AC		
00001451	Hall of Records Facility Analysis	1	BP	H	87363		P9700038/P97038AC		
00000999	Harbor-UCLA North Parking Structure	2	BP	H		00	P35742HR/P35742AC		
00000425	Hollywood Bowl CM Services	3	BA	H			P4960160		
00001231	HUCLA - DAS Implementation	2	BP	H		0000	P90502HR/P90502AC		
00000803	Imperial Yard Refurbishment Project	1	BP	H	88968	6878	P65250HR/P65250AC		
00000977	LAC+USC Medical Center-Tunnel Issue	1	BP	H			P86126HR/P86126AC		
00001503	LACUSC General Labs New Restrooms	1	BP	H		7462	P96087HR/P96087AC		
00001591	Manhattan Beach Maint Yd Replacement	4	BA	H	87233		P87233HR/P87233AC		
00001592	Marina del Rey Gateway Improvements	4	BA	H	89005		P89005HR/P89005AC		
00000476	MD4 Hollydale/Bunker Canopy	4	BP	H			PR14MD4A/PR1440AC		
00000477	MD5 Palmdale/Landscaping	5	BP	H	-	-	PR144MD5/PR1444AC		
00000478	MD5 Palmdale/Re-Roof Office Bldg.	5	BP	H	-	-	PR14MD5A/PR1447AC		
00001262	MLK MACC Adaptive Re-Use_Masterplan	2	S	H			P47940HR/P47940AC		
00001241	MLK OPC- Central Sterile Remodel	2	BA	H	17406	7056	P17056HR/P17056AC		
SB1953ML	MLK/D - SB1953 Template	2	NA	H					

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****ON HOLD Projects**

00000559	Moonshadows Accessway	3	BP	H	86808		P86808HR/P86808AC		
00001476	Mt Gleason Abatement	5	BP	H	89067	7451	P8906700/P89067AC		
00001789	OVMC Code Blue Stations	3,5	BP	H			P96216HR/P96216AC		
00001432	OVMC Data Center Fire Suppression	3,5	BP	H			P96051HR/P96051AC		
00001711	OVMC GI Upgrade	3,5	BP	H	87563	7592	P96197HR/P96197AC		
00001219	OVMC Plumbing Problems - Drain Pipes	5	BP	H		7317	P56425HR/P56425AC		
00001884	OVMC Radiography and Fluoroscopy	3,5	BP	H			P96256HR/P96256AC		
00001519	Patriotic Hall Pkg Str	1	S	H			P96097HR/P96097AC		
00000566	Point Dume Beach Erosion Refurbish	3	BP	H	86811		P86811Hr/P86811AC		
00000479	RD417 Walnut/Fencing	5	BP	H	-	-	PR144417/PR1410AC		
00000480	RD446 Pico Rivera/Bunker Canopy	1	BP	H	-	-	PR14446A/PR1448AC		
00000481	RD551 Quartz Hill/Bathroom Imp.	5	BP	H	-	-	PR144551/PR1443AC		
00000662	Roosevelt Park Soccer Syn Field	1	BP	H	69496	6901	P69496HR/P69496AC		
00000899	Stevenson Ranch Library	5	BP	H	77602		P85213HR/P85213AC		
PMD1012	Tesoro Park	5	BP	H	TBA		P63458AC/P63458HR		
00000567	Topanga Beach Erosion Refurbishment	3	BP	H	86812		P86812HR/P86812AC		
PMD1011	Topanga Park	3	BP	H	TBA		P70398AC/P70398HR		
00000575	Torrance Beach Erosion Refurbishment	4	BP	H	86847		P86847HR/P86847AC		
00001441	Twin Towers Discharge Pharmacy	1	BP	H			P96056HR/P96056AC		
PMD1006	Vasquez Rocks - Archeological Survey	5		H	10190	5469	P10191HR		
00000558	Zuma Beach Access Rd/Public Entrance	3	BP	H	86849		P86849HR/P86849AC		
00000579	Zuma Beach Erosion Refurbishment	3	BP	H	86813		P86813HR/P86813AC		
00001765	ZYFSC Cafeteria	3	BP	H	87580	7640	P96212HR/P96212AC		

**Total Number of ON HOLD Projects****53****IN CLOSE-OUT Projects**

00001511	ACWM Reclaim Water System Project	1	BP	P	87346/96092	7467	P96092HR/P96092AC		
00001528	Altadena Senior Center Flood Repairs	5	BP	P	87455	7533	P96103HR/P96103AC		
00001706	Antelope Valley Govt Ctr DM Repairs	5	BP	P	87540/89198		P96194HR/P96194AC		
00001235	Barton Facility Improvement	3	BP	P	88991	7319	P8899100/P88991AC		
00001624	Castaic Lake DM Repairs	5	BP	P		7536	P96143HR/P96143AC		
00001380	Castaic Sports Complex Skate Park	5	BP	P	69769	7401	P69769HR/P69769AC		
00001625	City Terrace Park DM Repairs	1	BP	P		7537	P96144HR/P96144AC		
00001419	Consumer Affairs Improvement Project	1	BP	P	87257	7475	P9700030/P97030AC		
00001569	Curtis Tucker Renovation-Addition	2	BP	P	69866/69867	7601/7602	P96122HR/P96122AC		



**Project Management Division I**

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**Project Management Division I****IN CLOSE-OUT Projects**

00000889	Downtown Mental Health Clinic	2	BP	P	77580	7265	P85021HR/P85021AC/P96003HR/P96003AC		
00001434	El Monte CHC Adult Med Registration	1	BP	P	87308	7092	P96055HR/P96055AC		
00001240	El Monte CHC HVAC Refurbishment	1	BP	P	87399	7092	P10953HR/P10953AC		
00001009	Fire Camp13 Life Safety Improvements	3	BP	P	87158	7164	P8715800/P87158AC		
00001010	Fire Camp14 Life Safety Improvements	5	BP	P	87159	7165	P8715900/P87159AC		
00001012	Fire Camp19 Life Safety Improvements	5	BP	P	87161	7166	P8716100/P87161AC		
00000664	Fire Station 104	5	BP	P	70930	6905	P7093000/P70930AC		
00001281	Fire Station 141 Privacy and Access	5	BP	P	89062	7347	P8906200/P89062AC		
00001282	Fire Station 161 Privacy and Access	2	BP	P	89063	7348	P8906300/P89063AC		
00001163	Fort Moore Memorial	1	BP	P	87230	7291	P87230HR/P87230AC		
00000984	FS 114 Septic System Upgrades	5	BP	P	88963	7209	P8896300/P88963AC		
00001473	George C Page Museum Repairs	3	BP	P	87414	9999	P96066HR/P96066AC		
00001382	George Lane Skate Park	5	BP	P	69701	7402	P69701HR/P69701AC		
00001475	Hall of Records Plaza Structural	1	BP	P	87431	7476	P9700041/P97041AC		
00000819	Harbor-UCLA Campus Master Plan	2	BP	P	10190		P91803HR/P91803AC		
00001321	Harbor-UCLA Hub Clinic MFI Bldg	2	BP	P	87380	7362	P96013HR/P96013AC		
00000084	Harbor-UCLA MC Surgery/ER Addition	2	BP	P	69220/77176	5110/6779	P77176HRP77176ACP91853HRP91853ACP91868HRP91868ACP91872H RP91872ACP69220SE		
00001671	High Desert MHUCC	5	BP	P	69875	7557	P96173HR/P96173AC		
00001598	H-UCLA MC Site Work Improvements	2	BP	P	87460	7516	P96133HR/P96133AC		
00001174	HVAC Refurb - H-Wood Wilshire PHC	3	BP	P	87241	7295	P87241HR/P87241AC		
00001208	HVAC Refurb - Leavey PHC	2	BP	P	87290	7309	P67522HR/P67522AC		
00001211	HVAC Refurb - MLK CPH	2	BP	P	87291	9999	P67523HR/P67523AC		
00001172	HVAC Refurb - Monrovia PHC	5	BP	P	87243	7297	P87243HR/P87243AC		
00001175	HVAC Refurb - Pacoima PHC	3	BP	P	87245	7299	P87245HR/P87245AC		
00001173	HVAC Refurb - Whittier PHC	4	BP	P	87244	7298	P87244HR/P87244AC		
00001052	HVAC review of Health Centers	2	BP	P		0000	P20727HR/P20727AC		
00001635	Jesse Owens Park DM Repairs	2	BP	P			P96152HR/P96152AC		
00001318	LAC-USC Core Lab Equip Replacement	1	BP	P	87336	7359	P96010HR/P96010AC		
00001600	LAC-USC MC Site Work Improvements	1	BP	P	87462	7518	P96135HR/P96135AC		
00001391	LACUSC Mechanical Upgrade	1	BP	P	87398		P96033HR/P96033AC/P87398HR/P87398AC		
00001427	LACUSC Modular Chiller Plant	1	BP	P	87383	7450	P96047HR/P96047AC		
00001310	LAC-USC Parking Lot 10 Stair Repair	1	BP	P	87438	7356	P84612HR/P84612AC		
00001433	Live Oak Library Refurbishment	5	BP	P	87342	7425	P87342HR/P87342AC		
00001636	Mayberry Park DM Repairs	4	BP	P			P96153HR/P96153AC		

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**Project Management Division I**

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**Project Management Division I****IN CLOSE-OUT Projects**

00001507	MDR-Parcel 45-47 General Improvement	4	BP	P	89002	7493	P89002HR/P89002AC
00001213	Mid-Valley Clinic Renovation	3	BP	P	87266/87468	7314	P70054HR/P70054AC
00000775	MLK - New MACC Building	2	BP	P	70947	7056	P70947AC/P70947HR/P72021AC/P72021HRP70900HR/P70900AC
00001540	MLK BHC Soil Settlement Repairs	2	BP	P	87447		P87447HR/P87447AC
00001263	MLK Child Care Center	2	BP	P	87295/87435	7414	P47941HR/P47941AC/P87435HR/P87435AC
00001280	MLK CP1 and HSB NPC4 Upgrades	2	BP	P	89065	0000	P67012HR/P67012AC
00001226	MLK- East Parking Structure- 2	2	BP	P	67942	7035	P67942HR/P67942AC
00001656	MLK Finance Office Relocation	2	BP	P			P96165HR/P96165AC
00001534	MLK Hawkins Nurse Call System Replac	2	BP	P	87572		P96105HR/P96105AC
00000776	MLK Hospital IPT Renovation	2	BP	P	88945	7055	P88945AC/P88945HR/P78021AC/P78021HR
00001709	MLK I R 3rd 6th Floor Renovation	2	BP	P	87559		P96196HR/P96196AC
00001599	MLK Med Campus Site Work Improvement	2	BP	P	87461	7517	P96134HR/P96134AC
00001661	MLK MPOE IT Renovation	2	BP	P	87570		P96167HR/P96167AC
00001545	MLK NSB Sickle Cell Clinic Renov.	2	BP	P	87491		P96110HR/P96110AC
00001457	MLK OPC Central Sterile Renovation	2	BP	P	87385	0000	P96062HR/P96062AC
00001016	Mt McDill Communications Site Rebuil	5	BP	P	77297	7224	P7729700/P77297AC/P77297IN/P77297C2
00000627	Olive View Psych Urgent Care Ctr	3,5	BP	P	69545	6893	P69545HR/P69545AC
00001120	ORCHID-RLANRC	4	BP	P	87223		P87223HR/P87223AC
00001688	Palmdale Animal Care Shade Structure	5	BP	P	69827	7567	P69827HR/P69827AC
00001115	PH Immediate Solutions	1,2,3,4,5	BA	P			P95743HR/P95743AC
00001110	Public Health Center	1,2,3,4,5	BP	P			P57324HR/P57324AC
00001498	Radiology Reno Ph 3 OVMC Gen RadR18	3,5	BP	P	87407	7461	P87407HR/P87407AC
00001400	Radiology Renova Ph 2 HUCLA Nuc Med	2	BP	P	87344	7408	P96034HR/P96034AC
00001359	Radiology Renovation HUCLA Gen Rad	2	BP	P	87319	7379	P87319HR/P87319AC
00001358	Radiology Renovation HUCLA Nuc Med	2	BP	P	87320	7379	P87320HR/P87320AC
00001634	Roosevelt Park DM Repairs	2	BP	P			P96151HR/P96151AC
00001325	San Fernando Mental Health Center	3	BP	P	77581		P96015HR/P96015AC
00001460	Tech-Ops Carport	3	BP	P	68050	7437	P6805000/P68050AC
00001491	USP 800 Pharmacy Upgrade - MLK-OPC	2	BP	P	87444		P96080HR/P96080AC

**Total Number of IN CLOSE-OUT Projects** **72**

**COMPLETED Projects**

00000430	Acton County Park	5	BP	C	69190	6602	P6918900/P69189AC
00000595	Acton Park Phase II	5	BP	C	69190	6817	P69190HR/P69190AC
00000379	Acton/Agua Dulce Library	5	BP	C	77453	6832	P7745300/P77453AC

**Project Management Division I**

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**Project Management Division I****COMPLETED Projects**

00000010	Adventure Park Improvement New Gym	4	BP	C	77377	5392	P7089700/P70897AC
00001187	Agoura Animal Care Center Horse Fac	3	BP	C	69750	7303	P69750HR/P69750AC
00000275	Agoura Hills Animal Shelter	3	NA	C	10190		P4960040
00000845	Alcazar Yard Elec Switch Install	1	BP	C	88947	7054	P88947HR/P88947AC
00000724	Alcazar Yard Elect Distrib Sys Upgrd	1	BP	C			PN750035/PN7535AC
00000602	Allen Martin Prk Comm Bldgs and G.I.	1	BP	C	69473		P69473HR/P69473AC
00000321	Ambulatory Mental Health Care Bldg	2	BA	C	20500		P2050015
00001002	Anchorage 47 Dock Replacement	4	BP	C	88987/89060	7219R1	P88987HR/P88987AC
00001107	Antelope Valley Communications Ctr	5	BP	C	69706	7264	P93536HR/P93536AC
00000678	Arcadia Mental Health Replacement	5	BP	C	77179	7205	P7000066/P33000HR/P33000AC
00000538	Arcadia Park Pool/Pool Bldg. Renov.	5	BP	C	86486		P86486HR/P86486AC
00000818	ARRA Consulting Services	1,2,3,4,5	S	C			P55555HR/P55555AC
00001444	Assessment of FC 8 and 69 Bravo	3	BA	C		7432	P9700035
00000698	Atlantic Park Splash Pad	1	BP	C	69638	6978	P69638HR/P69638AC
00000491	Atlantic Pool & Facility Renovation	1	BP	C	77094	6654	P77094HR/P77094AC
00001338	Baldwin Park ACC Drainage Repair	1	BP	C	87315		P96021HR/P96021AC/P96021CO
00000418	Baldwin Park Animal Sh. Parking Lot	1	BA	C	18950		P1895000/P18950AC
00000308	Baldwin Park Animal Shelter	1	BP	C	77103	5428	P7710300/P77103AC
00001013	Baldwin Park PH Fuel Tank Replacemnt	1	BP	C	87138	7286	P87138HR/P87138AC
00000683	Baldwin Pk Animal Shelter SN Clinic	1	BP	C	77539	6932	P77539HR/P77539AC
00000449	Baldwin Pk Tree Crew Rm & Office Mod	1	BP	C	-	6561	PR144BPT
00001623	Bassett Park DM Repairs	1	BP	C		7535	P96142HR/P96142AC
00000460	Bassett Park General Improvements	1	BP	C	86489	6619	P8648900/P86489AC
00000708	Bassett Skate Park Refurb and GI	1	BP	C	86876		P86876HR
00001162	Beach Restrooms Refurbishment	4	BP	C	87215	7288	P87215HR/P87215AC
00000267	Belvedere Park Cost Estimate Study	1	BA	C			P4900100
00000547	Belvedere Park Pool&Pool Bldg. Renov	1	BP	C	86741	7198	P86741HR/P86741AC
00000456	Bethune Park	2	BP	C	86492		P8644200/P86442AC
00000069	Board of Supervisors Hearing Room	1	BP	C	86261	5431	P7000024/P70024AC
00000359	Bob Hope Patriotic Hall Refurb Ph I	1	BP	C	86491	6564	P8649100/P86491AC
00000641	Bonelli - Boat Launching Facility	5	BA	C	69542	6946	P69542HR/P69542AC
00001022	Bonelli Park Irrigation Refurb	5	BP	C		0000	P92650HR/P92650AC
00000690	Bonelli Park Lighting	5	BP	C	86446		P86446HR/P86446AC
00000494	Brackett Airport Bldg A ADA Brr Rmvl	1	BP	C		6639	PG7034HR/PG7034AC
00000542	Brackett Airport Prkg / ADA Upgrades	1	BP	C			P70348HR/P70348AC

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****COMPLETED Projects**

00001283	Burke Park Improvements	4	BP	C	88997	7352	P33837HR/P33837AC		
00001594	Burke Park Parking Lot Resurfacing	4	BP	C			P96132HR/P96132AC		
00001001	Burton Chace Park Dock Replacement	4	BP	C	77570	7218	P77570HR/P77570AC		
00000262	Canyon Country Library	5	BP	C	41254		P41213HR		
00000370	CAO Photo Lab Renovation Project	1	BA	C	10154/86527	6521	P7744400/P77444AC		
00000307	Carson Animal Shelter	2	BP	C	77102	5428	P7710200/P77102AC		
00000682	Carson Gardena Animal Shltr SN Clinc	2	BP	C	77538	6933	P77538HR/P77538AC		
00001222	Carson-Gardena ACC Parking Lot	2	BP	C	69699	7340	P18318HR/P18318AC		
00001421	Carson-Gardena ACC Pavement Repairs	2	BP	C	87340	7443	P96043HR/P96043AC		
00000644	Castaic - Slope Stabilization	5	BA	C	77115		P77115HR/P77115AC		
00000933	Castaic Animal Shltr SN Clinc and HQ	5	BP	C	77545	7173	P77545HR/P77545AC		
00000603	Castaic Lake General Improvements	5	BP	C	86452	6825	P86452HR/P86452AC		
00000012	Castaic Sports Complex	5	BP	C	70855	5379	P7085501/P70855AC		
00000650	Castaic Sports Complex Pool	5	BP	C	69557	6996	P69557HR/P69557AC		
00001203	Castaic Sports Complex Pool Ph II	5	BP	C	69714	7308	P69714HR/P69714AC		
00000394	Central HC Bracing (FEMA-HAZMIT)	1	BP	C	86507	TBD	P8650700/P86507AC		
00000361	Cerritos - Swimming Pool Complex	4	BP	C	86457		P8645700/P86457AC		
00000284	Chapter 96 Compliance for URM	1,2,3,4,5	BP	C	77021		P7702100		
00000901	Charter Oak Park Gen Improvements	5	BP	C	86456	7149	P86456AC/P86456HR		
00001501	Childcare Center Feasibility Study	3	S	C			P96085HR/P96085AC		
00000014	City Terrace Park Gymnasium	1	BP	C	70896	5363	P7089600/P70896AC		
00000699	City Terrace Park Splash Pad	1	BP	C	69639	6978	P69639HR/P69639AC		
00000496	City Terrace Pool/Pool Bldg Renovatn	1	BP	C	86742		P86742HR/P86742AC		
00000761	Civic Park	1	S	C			P83210HR/P83210AC		
00001027	Civic Park Improvements	1	BA	C			P52272HR/P52272AC		
00000392	Coastal Health Centers (FEMA-HAZMIT)	4	BP	C	86504	TBD	P8650400/P86504AC		
00000353	Col Leon H. Washington Park-Pool/Gen	2	BP	C	86413	6516	P8886800/P88868AC		
00000495	Compton/Woodley Bldg.F- ADA Brr Rmvl	2	BP	C		6628	PG8011HR/PG8011AC		
00000439	Compton-Woodley Airport ADA Brr Rmvl	2	BP	C	GSS80115/88720	6594	PGS80115/PGS801AC/P8872000/P88720AC		
00000597	Copper Hill Park	5	BP	C	69537	6816	P69537HR/P69537AC		
00000294	Coroner Facility	1	BP	C	70978	6797	P70978HR/P70978AC		
00000957	Coroner Roof Replacement	1	BP	C		6797	P90012HR/P90012AC		
00001101	County Hall shower and ADA upgrades	1	BP	C		7254	P97400HR/P97400AC		
00001198	Crescenta Valley Skate Park	5	BP	C	69700	7306	P69700HR/P69700AC		
00000759	Dalton Park General Improvements	1	BP	C	86420	7020	P86420HR/P86420AC		

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****COMPLETED Projects**

00000015	Dan Blocker Beach	3	BP	C	77367	6622	P77367HR/P77367AC		
00000020	Deane Dana Friendship Park Trellis	4	BP	C	68951	5409	P7082900/P70829AC		
00000937	Del Valle New Infrastructure	5	BP	C	89034	7275	P8903400/P89034AC		
00000688	DHS Admin Asst Activities	1	BA	C	89266		P89266HR		
00001103	DHS Administration Building	1	BP	C			P31300HR/P31300AC		
00001409	DHS LAN Refresh-Phase 3	1,2,3,4,5	BP	C	87341		P96040HR/P96040AC		
00001300	DHS Radiology Renovation Program	1,2,3,4,5	BA	C			P24082HR/P24082AC		
00000793	Diamond Bar Library	4	S	C	77601		P21810HR/P21810AC		
00000016	Dockweiler Bch General Improvements	4	BP	C	70841/86464	5343	P7084100/P70841AC		
00000614	Dockweiler Beach Tenant Improvements	4	BP	C	86850	5343	P70841HR/P70842AC		
00000437	Dockweiler Youth Center	4	BP	C	69222	6597R	P6922200/P69222AC		
00000896	Document Chinese Gravestones	1,2,3,4,5	S	C			P20018HR		
00000017	Downey Animal Shelter	4	BP	C	77100	5427	P7710000/P77100AC		
00000714	Downey Shelter Cat Holding Facility	4	BP	C	77561		P77561HR/P77561AC		
00001425	DPH ORCHID Infrastructure Upgrades	1,2,3,4,5	BP	C	87333	9999	P96046HR/P96046AC		
00001256	DPSS Facility Signage	1,2,3,4,5	BA	C		9999	P92500HR/P92500AC		
00001229	DPSS Strategic Master Space Plan	1,2,3,4,5	S	C			P12860HR/P12860AC		
PMD1005	E. LA Civic Ctr Pkg Lot Weed Abate	1	BP	C	12810		PMD1005		
00000619	East Antelope Valley Animal Shelter	5	BP	C	67941	7003	P93591HR/P93591AC		
00001104	East County Fire Dept Admin Office	4	BP	C	88988		P8898800/P88988AC		
00000629	East LA Civic Center Island Stage	1	BP	C	86768	6804	P77396HR/P77396AC		
00000292	East LA Civic Center Renovation	1	BP	C	77398	6613/6614	P77398HR/P77398AC		
00000261	East Los Angeles Library	1	BP	C	77395	5455	P41215HR/P41215AC		
00000348	East Los Angeles Site Improvements	1	BP	C	77423	5492	P7742300		
00000722	East Rancho Dominguez Library	2	BP	C	77600	7018R1	P77600HR/P77600AC		
00000018	East Rancho Dominguez Park New Gym	2	BP	C	70803/10190	5346	P4960025		
00000411	East San Gabriel Valley Library	4	BP	C	77486/12810		P4960120/P49612AC		
00000382	Eaton Yard	5	BP	C	88929	6545	P8892900/P88929AC/PCP88929/P88929HR/PF100046/PF1046AC		
00000948	Edelman Facility Needs Assessment	3	BP	C			P11080HR/P11080AC		
00001051	Edelman MH ADA Upgrade- Roll-upDoor	3	BP	C		7285	P96851HR/P96851AC		
00000992	Edelman MH Facility ADA Improvement	3	BP	C	87144	7285	P87144AC/P87144HR		
00000671	El Cariso Gymnasium - Community Bldg	3	BP	C	69524	6863	P7000054/P70000AC		
00000290	El Cariso Park General Improvement	3	BP	C	86425	05-0090	P8865900/P88659AC		
00000581	El Cariso Park Pool_Bldg Improvement	3	BP	C	86825		P86825HR/P86825AC		
00000685	El Cariso Pk Feasibility Study	3	BP	C	TBD		P7000068/P70068AC		

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**Project Management Division I**

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**Project Management Division I****COMPLETED Projects**

00000684	El Cariso Pk Gen Imprvmnt Phase II	3	BP	C	87107	7109	P7000067/P70067AC/P87107AC/P87107HR
00000652	El Cariso Pk Univ Access Playground	3	BP	C	69526	7108	P69526HR/P69526AC
00000019	El Monte Airport	1	BP	C	70372	5384	PPC70372
00000424	El Pueblo Parcel Acquisition	1	BP	C	77365	6504	P49721AC
00000435	El Pueblo Plaza House Fire	1	BP	C	12810		P4960200
00000364	El Pueblo Project	1	BP	C	77365	6504	P4970170/P49717AC/P7736500/P77365AC
00000422	El Pueblo Walk	1		C	86581		P8658100/P86581AC
00000600	ELACC - SEB Parking Lot	1	BP	C	77051		P77051HR/P77051AC
00001481	Emergency Shelter ADA Assessments	1,2,3,4,5	BA	C			P96071HR/P96071AC
00000653	Everett Martin Pool Renovation	5	BP	C	86759		P86759HR/P86759AC
00000766	Far East Bank Building	1	S	C	87066		P87456HR/P87456AC
00000701	FD Roosevelt Pk Pool Bldg Window Imp	1	BP	C	87029		P87029HR
00000788	FDR Park ADA Improvements	1	BP	C	87075	7058	P87075HR/P87075AC
00001386	Ferguson Wall Demolition	1	BA	C			P96031HR/P96031AC
00001375	Fire Camp 8 Helispot Improvement	3	BP	C	89064	7396	P8906400/P89064AC
00000978	Fire Mains Olive View Medical Ctr	2	BP	C		0000	P91342HR/P91342AC
00000651	First Street Banner Poles Project	1	BP	C	77504	PW130	PX210124/PX2101AC
00000446	Fleet Improvements	4,5	BP	C			PJ530240/PJ5324AC
00000980	Gen Hos Welness Cntr Hazmat Investig	1	BA	C			P97421HR/P97421AC
00000971	General Hospl 1st Flr Investigation	1	BP	C		0000	P12002HR/P12002AC
00000654	George Lane Pool Renovation	5	BP	C	86760		P86760HR/P86760AC
00000390	Glendale H C (FEMA-HAZMIT)	5	BP	C	86515	TBD	P8651500/P86515AC
00000258	Graham Library	1	BP	C	86408	5448	P4960075/P49675AC
00001266	Hacienda Heights Library Refurbishmt	4	BP	C	87168	7360	P16010HR/P16010AC
00001076	Hall of Administration - Assessment	1	BP	C			P97500HR/P97500AC
00000021	Hancock Park Improvement Project	2	BP	C			P7084700
PMD1001	Harbor-UCLA MC Chiller Replacement	-	BA	C	12460	-	P12460HR
00000086	Harbor-UCLA MC Tower Seismic Upgrade	2	BP	C	86227	5199	P8622711/P86227AC/P8622702
00000895	Harbor-UCLA Med Ctr ED Sim Model	2	BP	C	10190		P32341HR/P32341AC
00000583	Hart Regional Park Animal Pen	5	BP	C	86604	6800	P86604HR/P86604AC
00000582	Hart Regional Park Water Tank	5	BP	C	68954	6799	P68954HR/P68954AC
00000375	Haz. Mit. Prog.-19 Health Ctrs./Fac.		BA	C	Various		P8100100/P81001AC
00000492	HDHS-Multiserv. Ambulatory Care Ctr.	5	BP	C	77350	6837	P86609HR/P86609AC
00001091	HDMC-ORCHID Project Des and Cons	5	BP	C	89051	0000	P25004HR/P25004AC
00000929	Henninger Flats Ptble Wtr Syst Rfurb	5	BP	C	88955	7246	P8895500/P88955AC

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**Project Management Division I****COMPLETED Projects**

00000721	HHH Duct Cleaning	2	BP	C	12810		P12820HR/P12820AC		
00000797	HHH Health Center-Urgent Care Exp	2	BP	C	87092	7074	P87092HR/P87092AC/P58500HR/P58500AC		
00001039	High Desert EHR Implementation	2	BP	C	00000		P97412HR/P97412AC		
00000475	Hollywood Bowl - Retaining Wall	3	BP	C	77090	N/A	P4968800/P49688AC		
00000942	Hollywood Bowl Refurbishment Project	3	BP	C	12810	7179	P75428AC/P75428HR		
00000023	Hollywood Bowl Shell Rehabilitation	3	BP	C	77090	5486	P8000017/P80017AC/P7709000		
00000556	Hollywood Bowl Signal Relocation	3	BP	C	N/A		P81823HR/P81823AC		
00000427	Hollywood Bowl Sound Monitoring	3	BA	C			P4960170		
00001062	HSA EHR Implementation	2	BP	C	89052	0000	P26723HR/P26723AC		
PM100016	Hubert Humphrey Health Center	2	BP	C	10190		P7000062		
00000709	Hubert Humphrey Upgrade Project	2	BP	C	86949		P86949HR/P86949AC		
00001036	H-UCLA EHR Implementation	2	BP	C			P81123HR/P81123AC		
00000085	H-UCLA MC Emergency Power System	2	BP	C	86230	5395-R1	P6025011/P60250AC		
00001369	HUCLA Mobile PET CT Tech Doc Station	2	BP	C	69831		P69831HR/P69831AC		
00000389	H-UCLA Parlow Library (FEMA-HAZMIT)	2	BP	C	86516	TBD	P8651600/P86516AC/P8651601/P86510AC		
00001080	HUCLA Psych ES Expansion	2	BP	C	87200	7292	P37364HR/P37364AC		
00000729	H-UCLA USP-797 Pharmacy	2	BP	C	86869		P86869HR/P86869AC		
00001097	HUCLA-ORCHID Proj-Design and Cons	2	BP	C	89046	0000	P25005HR/P25005AC		
00000472	Imperial/Erickson Water Line Repair	4	NP	C	-	-	P69340HR/P69340AC		
00000704	Indian Falls and Springs Ests Trail	5	BP	C			P7000072/P70072AC		
00000746	Indian Falls Estates Trail CP 77489	5	BP	C	77489	7012	P77489HR/P77489AC		
00000024	Jackie Robinson Park Gymnasium	5	BP	C	68956	5398	P7089900/P70899AC		
00000606	Jake Kuredjian Prk New Restroom Bldg	5	BP	C	69578		P50525AC/P50525HR		
00000025	Jesse Owens Park Renovation	2	BP	C	77384	5391	P88838HR/P88838AC		
00000434	Jesse Owens Pk Pkng Lt Improvement	2	BP	C	69226	6593	P6922600/P69226AC		
00001512	John A Ford Theatre Retaining Wall	3	BP	C	87440	7470	P87440HR/P87440AC		
00000026	John Anson Ford Entryway Renovation	3	BP	C	88839	5409	P8883900/P88839AC		
00000536	John Anson Ford Theater Driveway	3	BP	C	77383		P77384AC/P77384HR		
00000513	John Anson Ford Theater Flood Repair	3	BP	C	12810		P12811HR/P12811AC		
00000027	John Anson Ford Theater Parking	3	BP	C	77383	5276	P77383HR/P77383AC		
00000555	John Anson Ford Theatre Slope Stab.	3	BP	C	12810		P12801HR/P12801AC		
00000269	Kenneth Hahn Soccer Fields	2	BP	C	77032	5460	P8000013/P80013AC/P80014AC		
00001514	Klinger Roof Project	1	BP	C		7468	P96093HR/P96093AC		
00000378	La Crescenta Library	5	BA	C	77450	6831	P7745000/P77450AC		
00001204	LAC USC 150 Beds Feasibility Study	1	BA	C	69822	9999	P69822HR/P69822AC		

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**Project Management Division I****COMPLETED Projects**

00000894	LAC USC MC Public Records Inspc	1	S	C			P32133HR/P32133AC		
00000280	LAC+USC Central Plant	1	S	C	70787	5394	P030N46H/P030N46A/P030F46A		
00000277	LAC+USC Common Systems	1	BP	C	70787	5394	P01AN16H/P01AN16A/P01AF16A		
00001041	LAC+USC EHR Implementation	2	BP	C	00000		P96789HR/P96789AC		
00000283	LAC+USC Final Site Preparation	1	BP	C	70787	5394	P060N06H/P060N06A/P060F06A		
00000968	LAC+USC MC - Pharmacy Talyst	1	BP	C		8709	P87097HR/P87097AC		
00000841	LAC+USC Post Occupancy Infusion Ctr	1	BP	C	97011		P97011AC/P97011HR		
00000723	LAC+USC Post Occupancy Remodeling	1	BP	C	87011		P87011HR/P87011AC/P10002AC/P10002HR/P99866HR/P99866AC		
00000281	LAC+USC-Diagnostic & Treatment Bldg	1	BP	C	70787	5394	P040N46H/P040N46A/P040F46A		
00000282	LAC+USC-Inpatient Tower	1	BP	C	70787	5394	P050N56H/P050N56A/P050F56A		
00000309	LAC+USC-Move Transition	1	BP	C	70787	5394	P01AN16H/P01AN16A/P01AF16A		
00000279	LAC+USC-Outpatient Department Bldg	1	BP	C	70787	5394	P020N36H/P020N36A/P020F36A		
00000278	LAC+USC-Site Preparation	1	BP	C	70787	5394	P01BN26H/P01BN26A/P01BF26A		
00001035	LA-CIVIC PARK	1	BP	C		0000	P97425HR/P97425AC		
00001492	LACUSC Asphalt Concrete Replacement	1	BP	C		7457	P96076HR/P96076AC		
00000801	LAC-USC Infusion TI-Addtl Electrical	1	BP	C	70787		P12000HR/P12000AC		
00000938	LAC-USC Med Ctr Master Plan	1	S	C			P02051HR		
00001140	LACUSC Medical Center Tank Removal	1	BP	C		0000	P91023HR/P91023AC		
00001349	LAC-USC OPD 4th Flr Adlt Med Renova	1	BP	C	87313	0000	P87313HR/P87313AC		
00001313	LAC-USC OPD 4th Flr Adlt Med Study	1	BA	C			P96007HR/P96007AC		
00001333	LAC-USC OPD 5th Flr Fire Sprinklers	1	BP	C			P96016HR/P96016AC		
00001094	LAC-USC-ORCHID Proj Des and Cons	1	BP	C	89048	0000	P25002HR/P25002AC		
00000419	Ladera Park Comfort Station	2	BP	C	86577/69221		P8657700/P86577AC		
00000028	Lancaster Animal Shelter	5	BP	C	77101	5428	P7710100/P77101AC		
00000713	Lancaster Animal Shelter Expansion	5	BP	C	77560	6997	P77560HR/P77560AC		
PM100017	Lancaster Animal Shelter New Barn	5	NP	C			P4965000/P49650AC		
00000681	Lancaster Animal Shelter SN Clinic	5	BP	C	77536	6934	P77531HR/P77531AC/P77536HR/P77536AC		
00000029	Lancaster Waterworks Headquarters	5	BP	C	68190	5421	PY54050Y/PY54050X		
00000534	Lario Bike Path Rest Area Improve	1	BP	C	77433	6760	P77433HR/P77433AC		
00000276	Lawndale Library	2	BP	C			P41271HR		
00000383	Libraries Capital Project Assessment	1,2,3,4,5	BA	C	41479		P4960070		
00000403	Library Bond Act Program	1,2,3,4,5	NA	C			P4960110/P49611AC		
00000274	Library Service Area Mapping	1,2,3,4,5		C			P41211HR		
00000465	Loma Alta Park - LSPS Trailhead	5	BA	C	68961	-	P7090310/P70931AC		
00000625	Loma Alta Park Community Bldg	5	BP	C	86878	6862	P86678HR/P86878AC		

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**Project Management Division I****COMPLETED Projects**

00000031	Loma Alta Park Gymnasium	5	BP	C	68961	5396	P7090300/P70903AC		
00000510	Loma Alta Pool/Pool Bldg. Renovation	5	BP	C	86762		P86762HR/P86762AC		
00001183	Long Beach 2nd Flr Reception Remodel	4	BP	C		1222	P53984HR/P53984AC		
00001020	Long Beach CHC Clinic Remodel	4	BP	C	87162	7236	P90813HR/P90813AC		
00001186	LWH Veterans Program	1,2,3,4,5	BA	C			P97461HR/P97461AC		
00001134	MACC Convert Existing Site CCTVs	2	BP	C	12810	7056	P12815HR/P12815AC		
00001133	MACC NSB Sheriff Dispatch HeadEnd Eq	2	BP	C	17406	7056	P17406HR/P17406AC		
00000312	Magic Johnson Park Gen. (Lake) Imprv	2	BP	C	86477	5484	P8647700/P86477AC		
00000990	Make Ready Hawkins Gen. Repairs	5	BP	C			P12022AC/P12022HR		
00000569	Malibu Access Way - 86831	3	BP	C	86831		P86831HR/P86831AC		
00000568	Malibu Access Way Renv. 25118	3	BP	C	86830		P86830HR/P86830AC		
00000565	Malibu/Surf Rider Beach Erosion Ref	3,4	BP	C	86810		P86810HR/P86810AC		
00000571	Malibu/Surf Rider Concrete Pad	3	BP	C	86838		P86838HR/P86838AC		
00001510	Manhattan Bch Maint Yd Struct Repair	4	BP	C	87453	7485	P96091HR/P96091AC		
00000815	Manhattan Beach Library	4	BP	C	70982/70983/69571	7168	P69571HR/P69571AC/P13201HR/P13201AC		
00001049	Manhattan Beach Library Bond	4	BA	C	70982	7168	P70982HR/P70982AC		
00001050	Manhattan Beach Library Facility	4	BA	C	70983	7168	P70983HR/P70983AC		
00001259	Marina Beach Improvements	4	BP	C	88995	7332	P41015HR/P41015AC/P88995HR/P88995AC		
00000033	Marina Del Rey Library Addition	4	BP	C	70502	5320	P7050200		
00000034	Marina Del Rey Seawall Phases 1 & 2	4	BP	C	70146	5326	P7014600/P70146AC		
00000613	Marina Del Rey Tide Gate Project	3	BP	C	88930		P23457HR/P23458AC		
00000554	Marina Seawall Refurbishment	4	BP	C	88742		P65297HR/P65297AC		
00000802	Marshall Canyon Reservoir Repair	5	S	C			P61000HR/P61000AC		
00000918	Martin Luther King Jr Fitness Garden	2	BP	C	77442	7157	P77442HR/P77442AC		
00000410	Mayberry County Park Gen. Imprvmnts	1	BP	C	86435/88670/88875		P8643500/P86435AC		
00001388	MDR Parcel 62 Dock Repairs	4	BP	C		0000	P96032HR/P96032AC		
00001429	MDR Parking Lot 11 Refurbishment	4	BP	C			P96048HR/P96048AC		
00000322	Mental Health Headquarters	1	BA	C	20500		P2050010		
00000404	Metro Eastside LRT Project	1	NA	C			PX210952		
00001117	MH Trailer Relocation	2	BP	C			P64000HR/P64000AC		
00001249	Michillinda Park Restroom Renovation	5	BP	C	87282	7325	P87282HR/P87282AC		
00001295	ML IPT Hensel Phelps Shot Pin Case	2	BP	C		0000	P15687HR/P15687AC		
00000820	MLK - Data Center Move Management	2	BP	C	88950		P92011HR/P92011AC		
00000719	MLK - Fire Alarm to Penthouse	4	BP	C	20018	6665	P4960002		
00000738	MLK - Hawkins Door Installation	2	BP	C	63621		P63621HR/P63621AC		

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****COMPLETED Projects**

00000730	MLK - Site Planning	2	BP	C	10190		P10193HR/P10193AC		
00000686	MLK _ Central Sterile Remodel	2	BP	C	87012		P87012HR/P87012AC		
00000323	MLK 2FL Women Health Cntr of Excel	2	BP	C	86522	6580	P8652200/P86522AC		
00000850	MLK ATS Replacement	2	S	C			P74021HR/P742021AC		
00001541	MLK BHC Roof Replacement	2	BP	C	87445		P87445HR/P87445AC		
00001193	MLK Central Plant Study	2	BA	C		00	P90003HR/P90003AC		
00000961	MLK Data Center - Additional Cabling	2	BP	C	20213	0000	P20213HR/P20213AC		
00001000	MLK- East Parking Structure- 1	2	BP	C	69727	7305	P32322HR/P32322AC		
00001038	MLK EHR Implementation	2	BP	C	00000		P91059HR/P91059AC		
00000497	MLK Emergency Refurbishment Project	2	BP	C			P12345HR/P12345AC		
00001192	MLK Hawkins Air Handler Units Repl	2	BP	C	87228	0000	P90002HR/P90002AC		
00001180	MLK Hawkins Bldg Systems Assessment	2	BA	C	69732		P69732HR/P69732AC		
00001580	MLK Hawkins Duct Cleaning	2	BP	C			P96124HR/P96124AC		
00000503	MLK Inpatient Psych Units Renovation	2	BP	C	86772	6665	P86772HR/P86772AC		
00001301	MLK Interns Residents Roof Replacem	2	BA	C		9999	P12003HR/P12003AC		
00000807	MLK IPT ED Simulation	2	BP	C	10190	7055	P12021HR/P12021AC		
00001148	MLK IPT Maintenance Work	2	BP	C			P32624HR/P32624AC		
00000816	MLK MACC - Project Labor Agreement	2	BP	C			P92391HR/P92391AC		
00001150	MLK MACC -Hawkins Facade	2	BP	C	12810	7056	P43587HR/P43587AC		
00000991	MLK MACC Hawkins Gen. Repairs	5	BP	C			P12026AC/P12026HR		
00001199	MLK MACC Modifications	2	BP	C		7056	P90004HR/P90004AC		
00001045	MLK MACC- NSB Re-roofing Project	2	BP	C			P97414HR/P97414AC		
00001165	MLK MACC Shuttle Stop Signage	2	BP	C		7056	P90001HR		
PMD1008	MLK Master Plan	2	BP	C	10190		P45678HR/P45678AC		
00000853	MLK Medical Center Master Plan	2	BP	C	10190		P12020HR/P12020AC		
00001305	MLK Monument Signage Changes	2	BP	C			P57001HR/P57001CO/P57001AC		
00001450	MLK NSB AHU Replacement	2	BP	C	87387	0000	P96061HR/P96061AC		
00001449	MLK OPC ASC AHU Upgrade	2	BP	C	87386	0000	P96060HR/P96060AC		
00001334	MLK OPC Dental CT Room	2	BP	C			P96017HR/P96017AC		
00000502	MLK Perioperative (OR) Renovation	2	BP	C	86773	6664	P86773HR/P86773AC		
00000790	MLK Psych Units E and G Renovations	2	BP	C	86974		P86974HR/P86974AC		
00001043	MLK SCE Systemwide Shutdown	2	BP	C			P94556HR/P94556AC		
00000356	MLK/D - SB1953 Design and Retrofit	2	BP	C	86536	6567	P8640030/P86403AC		
00000398	MLK/Drew Medical Ctr. - Oasis Clinic	2	BP	C			P6921400		
00001095	MLK-ORCHID Project-Design and Cons	2	BP	C	89047	0000	P25000HR/P25000AC		

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**Project Management Division I****COMPLETED Projects**

00000796	Monroe Community Wellness Center	3	BP	C	77178	7073	P77045HR/P77045AC		
00000387	Northeastern H Cs (FEMA-HAZMIT)	1,2,4,5	BP	C	86503	TBD	P8650300/P86503AC		
00000548	Obregon Park Pool&Pool Bldg. Renovat	1	BP	C	86744	7178	P86744HR/P86744AC		
00001100	Obregon Recycled Rubber Tire Trail	1	BP	C			P43304HR/P43304AC		
00000922	Olive View Campus Master Plan	3,5	BP	C		0000	P14445HR/P14445AC		
00000648	Olive View Demo 15 Trailers	5	BP	C	86611	6884	P86611HR		
00000089	Olive View/UCLA MC SCAQMD Rule 1146	5	BP	C			P8623411		
00000469	Olive View-UCLA Emerg Svcs Expansion	5	BP	C	69249	TBD	P6924900/P69249AC		
00001118	ORCHID-HDMC	5	BP	C	87225	7274	P87225HR/P87225AC		
00001121	ORCHID-HUCLA Med Ctr	2	BP	C	87220	7255	P87220HR/P87220AC		
00001122	ORCHID-LAC-USC	1	BP	C	87222		P87222HR/P87222AC		
00001123	ORCHID-MLK MACC	2	BP	C	87221	7273	P87221HR/P87221AC		
00001119	ORCHID-OVMC	3,5	BP	C	87411/87224		P87224HR/P87224AC		
00000659	OVMC - Building 403 Demo	5	BP	C			P7000059/P70059AC		
00000358	OVMC - SB1953 Design and Retrofit	5	BP	C	86537	6569	P8640050/P86405AC		
00001502	OVMC Central Sterilizers Replacement	3,5	BP	C	87458		P96086HR/P96086AC		
00001284	OVMC Child Care Ctr Play Area	3,5	BP	C	87299	7346	P31320HR/P31320AC		
00000737	OVMC Disaster Recovery	5	BP	C	10190		P10195HR/P10195AC		
00000744	OVMC Duct Cleaning	5	BP	C			P44451HR/P44451AC		
00001040	OVMC EHR Implementation	2	BP	C	00000		P92213HR/P92213AC		
00000733	OVMC Erosion Control Repair	5	BP	C	10190		P4960003/P496003A		
00001324	OVMC Mobile PET CT	3,5	BP	C	0000	0000	P96014HR/P96014AC		
00001608	OVMC NPC-3 Certification	3,5	BP	C		7525	P96137HR/P96137AC		
00001544	OVMC OR 6 Added Emergency Power	3,5	BP	C			P96109HR/P96109AC		
00001422	OVMC Psych Ward Unit 6C Remodel	3,5	BP	C	87384	7426	P96044HR/P96044AC		
00001559	OVMC Talyst Carousel Replacement	5	BP	C			P96119HR/P96119AC		
00000851	OVMC UCLA EDS Model	5	BP	C	10190		P10180AC/P10180HR		
00000996	OVMC UCLA Psych ER Expansion	3,5	BP	C	87152	0000	P87152AC/P87152HR		
00001551	OVMC WCMH Program Modular Building	3,5	BP	C	69829		P96113HR/P96113AC		
00001093	OVMC-ORCHID Project Des and Cons	3	BP	C	89050	0000	P25003HR/P25003AC		
00000979	OVMC-UCLA Outpatient Pharm Inspectn	2	BA	C	87071		P44453AC/P44453HR		
00000731	OVMC-UCLA USP-797 Pharmacy	5	BP	C	86872		P86872HR/P86872AC		
PMD1013	OVMHC Psychiatric Urgent Care Trail	5	BP	C	69249		P23900HR/P23900AC		
00000036	Pamela Park Gymnasium	5	BP	C	69188	5397	P7090400/P70904AC		
00001248	Pamela Park Refurbishment	5	BP	C	87198/69764	7324	P87198HR/P87198AC		

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**Project Management Division I**

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**Project Management Division I****COMPLETED Projects**

00000268	Parks & Recreation HQ's Bldg.		BP	C	86039		P8603911		
00000967	Parks Pool Equipment Study	1,2,3,4,5	BA	C		9999	P51000HR/P51000AC		
00000037	Patriotic Hall 4th Floor Balcony Rep	1	BP	C	12810	5426	P1281001/P12810AC		
00001164	Pearblossom Park Splashpad Project	5	BP	C	69716	7289	P72895HR/P72895AC		
00001261	Permit Building Tenant Improvements	4	BP	C	88996	7333	P46014HR/P46014AC/P88996HR/P88996AC		
00000442	Pickens Yard & Improvement Project	5	BP	C	67925	6557	PF300995/P6792500/P67925AC		
00000624	Placerita Canyon - Bridge	5	BP	C	77119	6850	P77119HR/P77119AC		
00000623	Placerita Canyon - New Water System	5	BP	C	86570	6849	P86570HR/P86570AC		
00000622	Placerita Canyon - Walker Cabin Roof	5	BP	C	86569	6851	P86569HR/P86569AC		
00000607	Placerita Canyon Natural Area	5	BP	C	68804	05-0100/130/0110/0120	P68804AC/P68804HR		
00000416	Prkng Study-County Leased Facilities			C			P4960140		
PM100015	Psychiatric Urgent Care Building	5	NP	C	69545		P69545HR/P69545AC		
00001083	Public Health Centers Evaluation	1,2,3,4,5	S	C			P79986HR/P79986AC		
PL000001	Public Library		BA	C					
00000039	Public Library Program Specs Outline	1,2,3,4,5	BA	C	41479		P41479HR		
00001360	Radiology Renovation El Monte ACN	1	BP	C	87323	7382	P87323HR/P87323AC		
00001361	Radiology Renovation HH Humphrey	1	BP	C	87322	7381	P87322HR/P87322AC		
00001362	Radiology Renovation Long Beach ACN	4	BP	C	87321	7380	P87321HR/P87321AC		
00000385	Rancho SSA Building (FEMA-HAZMIT)	4	BP	C	86518	TBD	P8651800/P86518AC		
00000386	Rancho Water System (FEMA-HAZMIT)	4	BP	C	86517	TBD	P8651700/P86517AC		
00000448	RD 518 Crew Room Modification	5	BP	C	-	6563	PR144518		
00000574	Redondo Beach Upper Walkway	4	BP	C	86846		P86846HR/P86846AC		
00000423	Repair Annex HVAC System	5		C			PF052678		
00000421	Reviewing As Needed Consul Proposal	1,2,3,4,5	BA	C	27644		P4960150		
00000407	Rimgrove Park General Improvements	1	BP	C	86391	6553	P8639100/P86391AC		
00000760	Rimgrove Park Storage Area	1	BP	C	69474	7022	P69474HR/P69474AC		
00000643	Rioux - Tennis Court Project	5	BA	C	69560	6948	P69560HR/P69560AC		
00000355	RLANRC - SB1953 Design and Retrofit	4	BP	C	86538	TBD	P8640020		
00000474	RLANRC Isolation/Tuberculosis Unit	4	BP	C	86720	TBD	P6933500/P69335AC		
00000345	RLANRC Trailer Decommission Assign.	4	BA	C	86241		P86241RT		
00000090	RLANRC, Campus-Wide Fire Alarm Syste	4	BP	C	70560	5180	P7063011		
00000330	RLANRC-Bldg"B" Planning Assignment	4	BA	C	10190	TBD	P6325000		
00001096	RLA-ORCHID Prjt-Design and Cons	2	BP	C	89049	0000	P25001HR/P25001AC		
00000444	RMD 142 - Bunkers/Canopy	1	BP	C	R144142009		PR144142/PR1441AC		
00000445	RMD Pico Rivera Crew Room	1	BP	C			PR144446/PR1446AC		

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**Project Management Division I**

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**Project Management Division I****COMPLETED Projects**

00000447	Road Maint Yd. 514 Crew rm Remodel	5	BP	C	-	6562	PR144514		
00000040	Roosevelt Park General Improvements	2	BP	C					
00000498	Roosevelt Park Pool/Bldg Improvement	1	BP	C	86745	6676	P86745HR/P86745AC		
00000041	Roosevelt Park Senior Center	1	BP	C		97-2020			
00001317	Rowland Heights Library Refurbishmt	4	BP	C	87169	7361	P87169HR/P87169AC		
00000384	Roybal HC (FEMA-HAZMIT)	2	BP	C	86513	TBA	P8651300/P86513AC		
00001742	RP - Parking Lot Resurfacing	1,2,3,4,5	BP	C	89095	7609	P89095HR/P89095AC		
00000762	Salazar Park General Improvements	1	BP	C	86747	7019	P86747HR/P86747AC		
00000546	Salazar Park Pool&Pool Bldg. Renovat	1	BP	C	86746		P86746HR/P86746AC		
00000697	San Angelo Park Splash Pad	1	BP	C	69637	6978	P69637HR/P69637AC		
00000884	San Fernando HS Teen Health Center	3	BP	C	77152	7148	P11133HR/P11133AC		
00001515	San Fernando Pool Kitchen Upgrade	3	BP	C	87420	7463	P87420HR/P87420AC		
00000970	San Fernando Valley Fam Support Ctr	3	BP	C	77190/70984	7202	P97426HR/P97426AC		
00000727	San Gabriel Valley Envir Collctn Ctr	1	BP	C			P54321HR/P54321AC		
00000042	Santa Fe Dam Phase 1 and Phase 2	1	BP	C	68811	6756	P68811HR/P68811AC		
00000406	Saybrook Park Improvements	1	BP	C	68813	6554	P6881300/P68813AC		
00SB1953	SB 1953 Design and Retrofit Program	2,5		C					
00000336	SB 1953 Hazmat - OVMC Cooling Tower	5	BP	C	86501	6514	P86501HR		
00000335	SB-1953 Hazmat - OVMC Central Plant	5	BP	C	86500	6513	P86500HR		
00000338	SB-1953 Hazmit - MLK Cooling Tower	2	BP	C	86499	6512	P86499HR		
00000337	SB-1953 Hazmit - MLK Hawkins Bldg	2	BP	C	86502	6511	P86502HR		
00000091	SB-1953 Seismic Evaluation	1,2,4,5	BP	C	86241	N/A	P195300H/P1953PIT/P195300A		
00000013	SB-1953/NPC-2 Retrofit	1,2,4,5	BP	C	86249		P19530DH/P1953P0D/P1953POD		
00000270	Schabarum Reg. Park Gen. Improvement	4	BP	C			P8000015		
00000706	Sorensen Park Office Trailer	5	BP	C		7037	P4962000/P49620AC		
00000044	South Coast Botanic Garden	4	BP	C	86396	5408	P8859500/P88595AC		
00001287	South Gate Vehicle Shelter Expansion	1	BP	C	69996	7342	P69996HR/P69996AC/P11012HR/P11012AC		
00000669	South Health Center	2	BP	C	10190		P7000061/P70061AC		
00000716	South Health Center Project	2	BP	C	86968		P86968HR/P86968AC		
00000765	South Health Center Replacement	2	BP	C	77177	7038	P77177HR/P77177AC		
00000898	South Health Equipment Procurement	2	BP	C			P77771HR/P77771AC		
00000451	Steinmetz Park Ballfield Walkways	4	BP	C	86283	6627	P8628300/P86283AC		
00000485	Stephen Sorensen Park Gym Comm Bldg.	5	BP	C	69276	6823	P49601HR/P49601AC		
00000441	Stephen Sorensen Park Phase II	5	BP	C	68960	6679	P6896000/P68960AC		
00000856	Stephen Sorensen Park Splash Pad	5	BP	C	69679	7110	P16801AC/P68011HR		

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**Project Management Division I****COMPLETED Projects**

00000365	Sun Valley Health Center	3	BA	C	69214	6696	P10190HR/P10190AC		
00000969	Sun Valley Health Cntr- Elect Repair	3	BP	C		0000	P72233HR/P72233AC		
00000758	Sunshine Park General Improvements	1	BP	C	86398	7021	P86398HR/P86398AC		
00001483	Sunshine Park Security Lighting	1	BP	C	87402	0000	P87402HR/P87402AC		
00000557	Surfrider Beach Tank	3	BP	C	86807		P86807HR/P86807AC		
00000628	The Boat House-Phase 2 ADA Remodel	4	BP	C	88939	7061	P8893900/P88939AC		
00000440	Topanga Library	3	BP	C	77484	6757	P7748400/P77484AC/P7748401/P77481HR/P77481AC/P7748404		
00000046	Torrance Beach Renovation	4	BP	C	88694/86466	5389	P8869400/P88694AC/P8646602/P864662A/P8646601/P86466AC		
00000291	Traffic Management Center	5	BP	C	70475	5468	P7047500/P70475AC/PX790860/P7047501		
PMD1007	Trancas Water Pollution Contrl Plant		BP	C					
00001490	USP 800 Pharmacy Upgrade - HDRHC	5	S	C		0000	P96078HR/P96078AC		
00000493	V N Constituent Srvc Centr Signage	3	BA	C	12810		P12810HR/P1281NAC		
00000362	Val Verde Park Drainage Improvements	5	BP	C	86490		P8649000/P86490AC		
00000351	Val Verde Park General Improvement	5	BP	C	86410	6546	P8641000/P86410AC		
00001631	Valleydale Park DM Repairs	1	BP	C			P96149HR/P96149AC		
00000259	Valleydale Park General Improvements	1	BP	C	77393	5458	P7739300/P77393AC		
00000263	Van Nuys Child Care Facility	3	BP	C	77405	5489	P4960055/P49655AC		
00001179	Vanguard Learning Center	2	BP	C			P97591HR/P97591AC		
00000047	Vasquez Rocks Interpretive Center	5	BP	C	77092	5469	P8000023/P80023AC		
00000576	Venice Beach Erosion Refurbishment	3	BP	C	86848		P86848HR/P86848AC		
00000739	Venice Beach Parking Lt Improvements	3	BP	C	87038	7005	P87038HR/P87038AC		
00000048	Venice Beach Refurbishment Project	3	BP	C	88696/86469	5386	P8869211/P88692AC		
00000660	Venice Beach Sewer Line Replacement	3	BP	C	86981		P7000060/P70060AC		
00001090	Virginia Robinson Facility Refurb	3	BP	C			P10088HR/P10088AC		
00000913	Virginia Robinson Gardens Repairs	3	BA	C			P91008HR/P91008AC		
00000409	Virginia Robinson Gardens-Retain Wal	3	BP	C	86480	6570	P8648000/P86480AC		
00001098	Virginia Robinson Gen Improvements	3	BP	C	86284	7251	P86284HR/P86284AC		
00000452	VN Civic Cntr ADMIN Bldg AC Upgrad	3	BA	C		N/A	P4960056/P49656AC		
00000976	Water Pressure and Fire Mains	5	BP	C		7203	PL874C30		
00000473	Whiteman Airport Landscape Imprvmnts	3	BA	C	N/A	6646	P8852000/P88520AC/P8852001		
00000049	Whittier Narrows Gen. Improvements	1		C					
00000050	Whittier Narrows Irrigation	1	BP	C			P8861100		
00000612	Whittier Narrows Legg Lake Fish Pier	1	BP	C	69511	6840	P69511AC/P69511HR		
00000426	Whittier Narrows Phase 1 Sports Area	1	BP	C	86415	99-0070	P8641500/P86415AC		
00000455	Whittier Narrows Power Lines	1	BP	C	86458		P8645800/P86458AC		

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**Project Management Division I****COMPLETED Projects**

00000458	Whittier Narrows Rosemead Entrance	1	BA	C	86585	02-0020	P8658500/P86585AC
00000453	Whittier Narrows Sewer Line&Restroom	1	BP	C	86416	6617	P8641600/P86416AC
00000051	Whittier Narrows Soccer Field	1	BP	C	70811	5388	P7081100
00001298	Will Rogers Access Improvements	3	BP	C	87304	7365	P15900HR/P15900AC
00000052	Will Rogers Coastline Pkg Lot/View	3	BP	C	70869/69225	5360	P7086900/P70869AC
00001508	Will Rogers Coastline Seawall Repair	3	BA	C			P96090HR/P96090AC
00000053	Will Rogers State Bch Gen. Improvemt	3	BP	C	88695/86471	5364	P8869511/P88695AC
00000771	Will Rogers State Beach Access Imprv	3	BP	C	87039		P87039HR/P87039AC
00000295	Worthington Wall & Slope Project	5	BP	C	13620	5477	P8000025/P80025AC
00001423	Zonker Beach Access Repair	3	BP	C			P96045HR/P96045AC
00000578	Zuma Arizona Crossing	3	BP	C	86836		P86836HR/P86836AC

**Total Number of COMPLETED Projects 434****TERMINATED Projects**

00000374	80-Bed Hospital - San Gabriel Valley	1	BP	T	TBD	TBD	P8000800/P80008AC
00001581	Alhambra Hlth Cntr - Building Eval	5	BP	T			P96125HR/P96125AC
00000408	Annex Two Story Addition Feas. Stdy	5	BP	T			PF52669B/PF52669A
00001487	AV Rehab Center Debris Removal	5	BP	T			P96074HR/P96074AC
00000293	Bassett Area Library	1	BA	T			P4100005/P41000AC
PMD1002	Biological Monitoring - DBH	-	BA	T	-	-	PDMJMHN2
00000814	Bonelli Regional Park Trail Bridge	5	BP	T	69584	7083	P69584HR/P69584AC
00000011	Cabrillo Beach	4		T			
00000381	Charter Oak Need Assessment	5	BP	T	77452		P7745200/P77452AC
00000852	Coroner Civic Art	1	S	T	77354	6797	P77354HR/P77354AC/P45377AC/P45377HR
00000981	Cove and FPMD Buildings TI Work	4	BA	T			P27534HR/P27534AC
00000368	Culver City Public Library	2	BA	T			P4121400
00001438	Curtis Tucker CHC Clinic Remodel	2	BP	T			P96052HR/P96052AC
00001525	Curtis Tucker PHC-Suite 109 Remodel	2	BP	T			P96100HR/P96100AC
00000642	David March Park Phase II	5	BA	T	69558		P69558HR/P69558AC
PM100014	DBH Admin Building Traffic Study	1,2,3,4,5	S	T			P12898HR/P12898AC
00001373	DHS Ferguson Chiller Replacement	1	BP	T	0000	0000	P96027HR/P96027AC
00001584	DHS Road Resurfacing Proj Various MC	1,2	BP	T		7512	P96127HR/P96127AC
00001539	DHS Site Work Deferred Maintenance	1,2,3,5	BP	T		7481	P96107HR/P96107AC
00001385	DMH SB 82 Wellness Grant Program	1,2,3,4,5	BA	T			P96030HR/P96030AC
00000300	East LA Child Care Center	1		T			P77395HR

**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****TERMINATED Projects**

00000285	East LA Civic Center-Parking Struct.	1	BP	T	77409	5467	P77409HR/P77409AC		
00000371	ELA Civic Center Modular Building	1	BP	T			P7739811/P7739822		
00001293	Fire Command and Control Facility	1	S	T			P4970105		
00001605	Fire Station 102 Privacy and Access	1	BP	T	89076	7524	P89076HR/P89076AC		
00001585	Fire Station 106 and 166	4	BA	T			P96128HR/P96128AC		
00001708	Fire Station 192 Privacy and Access	4	BP	T			P96195HR/P96195AC		
00001601	Fire Station 48 Privacy and Access	1	BP	T	89079	7520	P89079HR/P89079AC		
00001602	Fire Station 61 Privacy and Access	1	BP	T	89069	7521	P89069HR/P89069AC		
00001604	Fire Station 76 Privacy and Access	5	BP	T	89078	7523	P89078HR/P89078AC		
00001586	Fire Station 77	5	BA	T			P96129HR/P96129AC		
00000943	General Hospital BIO-LA	1	BP	T		7180	P35588AC/P35588HR		
SB1953HA	Harbor UCLA Template	-	NA	T			-		
00000998	Harbor-UCLA Outpatient Care Center	2	BP	T		00	P42422AC/P42422HR		
00000483	Hart Ranch HVAC	5	BA	T					
00000357	HDH - SB1953 Design and Retrofit	5	BP	T	86535	TBD	P8640040		
00000022	Highland Camrose Sound Study	3		T			PX230875		
00001233	HSA Boilers Investigation	1	BA	T	99999		P99313HR/P99131AC		
00001516	Hubert Humphrey HC Parking Lot Proj	2	BP	T		7472	P96095HR/P96095AC		
00001931	HUCLA Barracks Demo and Site Improve	2	BP	T	67964	7604	P67964HR/P67964AC		
00000786	H-UCLA Mental Health Clinic	2	BP	T	87064		P87064HR/P87064AC		
00001210	H-UCLA PES Expansion Project	2	BP	T			P87200HR/P87200AC		
00001169	HVAC Refurb - Curtis Tucker PHC	2	BP	T	87240	7294	P87240HR/P87240AC		
00001171	HVAC Refurb - Glendale PHC	5	BP	T		7296	P87242HR/P87242AC		
00001176	HVAC Refurb - Pomona PHC	1	BP	T		7300	P87246HR/P87246AC		
00001111	Indian Falls Trail Subordination	5	BP	T		7012	P36833HR/P36833AC		
00000675	J Anson Ford Theatre Retaining Wall	3	BP	T			P7000064/P70064AC		
00001099	LAC USC East Elevation Canopy	1	BP	T			P90033HR/P90033AC		
00001517	LAC USC Ortho Procedures Room	1	BP	T		7746	P96096HR/P96096AC		
00001185	LAC USC Trailer A Remodel	1	BP	T			P32000HR/P32000AC		
LACUSCM	LAC/USC MC Replacement Facility			T					
00000680	LAC+USC DHS Supplemental Projects	1	BP	T	86936	6935	P7000077/P70077AC		
00001430	LACUSC Concrete Settlement	1	BP	T			P96049HR/P96049AC		
00001149	LACUSC Core Lab Equip Repl	1	BP	T		0000	P81453HR/P81453AC		
00001546	LACUSC DT Censitrak Power and Data	1	BP	T			P96111HR/P96111AC		
00001500	LACUSC Family Justice Ctr ADA Improv	1	BP	T		0000	P96084HR/P96084AC		

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**Project Management Division I**

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**Project Management Division I****TERMINATED Projects**

00001471	LACUSC Mechanical Upgrade-OLD	1	BP	T		0000			
00001190	LACUSC Medical Center Central Plant	1	BP	T			P10001HR/P10001AC		
00001314	LAC-USC OPD 4th Flr Womens Clinic	1	BP	T			P96008HR/P96008AC		
00001831	LAC-USC RCV - Phase II - DHS	1	BP	T			P96240HR/P96240AC		
00001402	LACUSC Sterilizer Replacement	1	BP	T	87335		P96037HR/P96037AC		
00001312	LAC-USC Youth Welcome Center	1	BP	T		7359	P96006HR/P96006AC		
00000380	Lake LA Library Needs Assessment	5	BP	T	77451		P7745100/P77451AC		
00000679	Lancaster Barn Siting	5	BP	T	77537	6903	P4965000/P49650AC		
00000030	Las Tunas Beach	3		T					
00000397	Library Developer Fee Study	1,2,3,4,5		T			P4960090		
00001032	Long Beach CHC Structural Repair	4	BP	T	000000	0000	P41682HR/P41682AC		
00001308	Long Beach HCH-HVAC Project	4	BP	T		7355	P96002HR/P96002AC		
00000311	MacLaren Children's Center	1	BP	T			P7745600/P77456AC/P6920600/P69206AC		
00000032	Manhattan Beach	4		T					
00001641	Manhattan Beach DM Repairs	4	BP	T		7541	P96156HR/P96156AC		
00000537	Marina Sea Wall Repair	4	BP	T	88938	6776	P65296HR/P65296AC		
00001593	MD2 Remodel Bldgs 1 and 2	5	BP	T			P9700064/P97064AC		
00000857	MDR South Jetty Veiwing Pier	3	S	T		4325	P13837HR/P13837AC		
00000271	Medical Planning Services		BA	T	10190		P77000HR		
00001686	MLK APLA Building Project	2	BP	T			P96181HR/P96181AC		
00000798	MLK Disparity Study	2	BP	T			P32308HR		
00001320	MLK Hawkins Roof Repair	2	BP	T	87228	7433	P96012HR/P96012AC		
00000817	MLK IPT - Project Labor Agreement	2	BP	T			P22021HR/P22021AC		
00000087	MLK Jr/Drew MC Trauma Center-2nd Flr	2	BP	T	70563	5182	P7056313/P7056314		
00001146	MLK MACC Site PIV Monitoring Reqmts	2	BP	T	12810	7056	P43560HR/P43560AC		
00001371	MLK Mobile PET CT Tech Doc Station	2	BP	T	69832		P69832HR/P69832AC		
00001663	MLK Red-Bag Storage Renovation	2	BP	T			P96169HR/P96169AC		
00000035	Mother's Beach	4		T					
00000572	Mother's Beach Erosion Refurbishment	3	BP	T	86839		P86839HR/P86839AC		
00001260	New Admin Services and FPMD	4	BP	T	67955	7331	P13535HR/P13535AC/P67955HR/P67955AC		
00001459	New Fire Station 155-Lifeguard Fac	4	BP	T	69360	0000	P9700040/P97040AC		
00001154	North Hall Project	1	NP	T		0000	P95312HR/P95312AC		
00001046	NSB Emergency Response	2	BP	T			P94146HR/P94146AC		
00001047	NSB Roof Evaluation	2	BP	T			P94614HR/P94614AC		
00000949	Olive View - UCLA Psych ER	2	BP	T			P14444HR/P14444AC		

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**Project Management Division I**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division I****TERMINATED Projects**

00000088	Olive View/UCLA MC Perinatal/ER Exp.	5		T					
00001759	OV Restorative Care Village Video	3,5	BP	T			P96210HR/P96210AC		
00001372	OVMC Mobile PET CT Tech Doc Station	5	BP	T	69834		P69834HR/P69834AC		
00001583	OVMC Nonstructural Seismic Upgrade	3,5	BP	T			P96126HR/P96126AC		
00001643	OVMC Restorative Vill-Geotech Eval	3,5	BA	T			P96159HR/P96159AC		
00000725	OVMC Sayre Fire Recovery	5	BP	T	10190		P10192HR/P10192AC		
00001770	OVMC Unit 6C and 6D Upgrade	3,5	BP	T		7624	P96213HR/P96213AC		
00000399	Pathfinder Pk. Lib. - Site Analysis	4	BP	T			P4960100		
00000038	Point Vicente	4		T					
00001472	Project Labor Agreement Services	1,2,3,4,5	BA	T		0000	P96067HR/P96067AC		
00000810	Proto-type Public Health Center	1,2,3,4,5	BP	T	10190		P78945HR/P78945AC		
00001404	Radiology Renova Ph 2 HUCLA Angio	2	BP	T		7410	P96039HR/P96039AC		
00001042	Rancho EHR Implementation	2	BP	T	00000		P97221HR/P97221AC		
SB1953RL	Rancho Los Amigos National Rehab Ctr			T					
00000573	Redondo Beach Erosion Refurbishment	4	BP	T	86845		P86845HR/P86845AC		
00001370	RLANRC Mobile PET CT Tech Doc Statio	4	BP	T	69833		P69833HR/P69833AC		
00000402	RLANRC-Building B Replacement	4	BA	T	69218		P2011500/P20115AC		
00000043	Santa Monica Lifeguard	3		T					
SB1953HU	SB1953/NPC-2 (Harbor-UCLA)			T					
SB1953HD	SB1953/NPC-2 (High Desert)			T					
SB1953KD	SB1953/NPC-2 (King/Drew Med. Center)			T					
SB1953LA	SB1953/NPC-2 (LAC+USC)			T					
SB1953OV	SB1953/NPC-2 (Olive View Med. Cent.)			T					
00000511	Scarborough / Walnut Creek Bridge	5	BP	T	86260		P86260HR/P86260AC		
00000272	Sorensen Park Gym. Phase IV	1		T			P8000019		
00001465	Specialty Clinic Renovation	1	BA	T			P96063AC/P96063HR		
00000799	STARS Center	4	BP	T			P11515AC/P11515HR		
TBRCDU	Torrance Beach Renovation CDS	4	BP	T	86466	5389			
TBRMIRAM	Torrance Beach Renovation Miramar	4	BP	T	86466	5389			
00001367	Torrance Health Center	4	BP	T			P96025HR/P96025AC		
00000484	Vasquez Rocks Property Acquisition	1	BP	T	68815	-	P68815HR/P68815AC		
00001082	Vaughn School-Based ClinicExpansio	3	BP	T	87194	7244	P97442HR/P97442AC		
00001223	Vermont Corridor		S	T					
00001021	VRG Water Infiltration Repairs	3	BA	T		0000			
00000767	Women's and Children's Hospital Demo	1	BP	T	87067		P98745HR/P98745AC		

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**Project Management Division I**

<u>PCS ID</u>	<u>Project Title</u>	<u>S.D.</u>	<u>Type</u>	<u>Statu</u>	<u>C.P. No.</u>	<u>Specs. No.</u>	<u>PCA</u>	<u>Project Manager</u>	<u>Phone No.</u>
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**Project Management Division I****TERMINATED Projects**

00000054	Zuma Beach	3		T					TBD
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**Total Number of *TERMINATED Projects* 127**

**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****ACTIVE Projects**

00001901	2020 CORONA VIRUS COOP - PMD2	1,2,3,4,5	BP	A			J54725		
00001902	2020 Corona Virus Coop-PMDII AL	1,2,3,4,5	BA	A			J5472500		
00001453	3965 S. Vermont Avenue Renovation 2	2	BP	A	87284	0000	P8728400/P87284AC		
00001245	3965 South Vermont Avenue Renovation	2	BP	A	69726		P6972600/P69726AC		
00001613	4th and Hewitt Development	1	BP	A		7528	P9700068/P97068AC		
00001568	83 St Yard Bldg 4 Remodel	2	BP	A	89091	7496	P9700055/P97055AC		
00001951	92nd Street Linear Park	2	BP	A	69948	7742	P6994800/P69948AC		
00001761	Adventure Park Stormwater Capture	4	BP	A	69812	7619	P6981200/P69812AC		
00001860	Afflerbaugh Paige Camp CCTV Project	5	BP	A	87700	7701	P9700151/P97151AC		
00001786	Alamitos Yard	4	BP	A	89138		P9700121/P97121AC		
00001953	Allen Martin Park Stormwater Capture	1	BP	A		7743	P9700183/P97183AC		
00001762	Alondra Park Stormwater Capture	2	BP	A	69841	7618	P6984100/P69841AC		
00001888	Ballona Creek Watershed PCRs	3,4	BA	A			P9700156/P97156AC		
00001768	Bassett High Schl Stormwater Capture	1	BP	A	69842	7620	P6984200/P69842AC		
00001958	Beacon St Clinic Flood Repair	4	BP	A			P9700184/P97184AC		
00001870	Broadway Int RV Housing	2	BP	A			P9700157/P97157AC		
00001782	Camp Gonzales Kitchen	3	BA	A			P9700117/P97117AC		
00001859	Camp Joseph Paige CCTV Project	5	BP	A	87701	7700	P9700150/P97150AC		
00001861	Camp Joseph Scott CCTV Project	5	BP	A	87697	7703	P9700152/P97152AC		
00001862	Camp Kenyon Scudder CCTV Project	5	BP	A	87698	7704	P9700153/P97153AC		
00001717	Camp Miller Demo WoolseyFireRecovery	3	BA	A	87471		PW972000/PW9720AC		
00001802	Camp Rockey Kitchen	5	BP	A			P9700130/P97130AC		
00001289	Camp Routh Assessment	5	BA	A		0000	P9700011/P97110AC		
00001683	Camp Scott Lights and Guardrails	5	BP	A	87579		P9700082/P97082AC		
00001537	Campus Kilpatrick WWTS	3	S	A	69820		P6982000/P69820AC/PW698200/PW6982AC		
00001880	Carolyn Rosas Park - Emerg Shelter	4	BP	A			P9700162/P97162AC		
00000752	Carson Sheriff's Station Renovation	2	BP	A	87023	7034	P8702300/P87023AC		
00001801	Central Upper Yard	1	BP	A	89133	7733	P9700129/P97129AC		
00001774	Central Yard 2	4	BP	A	89135		P9700108/P97108AC		
00001799	Compton Courthouse Modifications	2	BP	A			P9700127/P97127AC		
00001755	CON Baldwin Park - Exterior Lighting	2	BP	A			P9700102		
00001787	CON Palmdale - Exterior Lighting	3	BP	A			P9700113/P97113AC		
00001797	CON Saticoy - Exterior Lighting	4	BP	A			P9700126/P97126AC		
00001876	Corporate Yard Study-Imperial Yard	4	BP	A			P9700155/P97155AC		
00001640	Cost Controls Services for the CEO	1,2,3,4,5	BA	A			P9700071		

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**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****ACTIVE Projects**

00001769	County PMCS	1,2,3,4,5	BA	A			P9700107/P97107AC		
00001855	Countywide Seismic Evaluation	1,2,3,4,5	BP	A			P9700146/P97146AC		
00001930	COVID-19 Rapid Assessment	1,2,3,4,5	BA	A			P9700175/P97175AC		
00001846	CRDF-DM	2	BP	A	87678	7684	P9700137/P97137AC		
00001843	Crescenta Valley Station-DM	5	BP	A	87650	7681	P9700140/P97140AC		
00001753	Deferred Maint-MD2 Demo Building	5	BP	A			P9700100/P97100AC		
00001646	Descanso Gardens WWT	5	BA	A	87495	7544	P9700073/P97073AC		
00001871	DKC Generator Project	1	BP	A	87566	7705	P9700159/P97159AC		
00001781	DMII LDD Hollydale Permit Gen Imp	4	BP	A			P9700116/P97116AC		
00001785	DMII- RD 416 General Improvements	1	BP	A			P9700120/P97120AC		
00001800	DMII SWM San Dimas Yard Gen Imp	5	BP	A	89130		P9700128/P97128AC		
00001693	DPSS Belvedere District Office	1	BP	A			P9700083/P97083AC		
00001670	DPSS Cudahy	1	BP	A			P9700081		
00001659	DPW Deferred Maintenance Ph II	1,2,3,4,5	BA	A			P9700077		
00001558	East LA Median Stormwater Capture	1	BP	A	69810		P9700048/P97048AC		
00001841	East LA Station and COPS Bldg-DM	1	BP	A	87652	7683	P9700142/P97142AC		
00001775	East Yard	1	BP	A	89136		P9700109/P97109AC		
00001757	El Segundo Pump Station-Roof Repl	2	BP	A			P9700104/P97104AC		
00001777	El Segundo Yard	4	BP	A	89140		P9700111/P97111AC		
00001682	Entradero Park Plant Re-roof Project	4	BP	A			PSWM0001/PSWM01AC		
00001756	Entradero Park Pump Station-Roof	2	BP	A			P9700103		
00001903	ESFV Community Re-Entry Center	4	BP	A			P9700177/P97177AC		
00001610	EVOC Environmental Studies	5	BA	A	86612	7351	P9700067/P97067AC		
00001869	Exposition Int RV Housing	2	BP	A			P9700158/P97158AC		
00001881	FDR Park - Emerg Shelter ADA	2	BP	A			P9700163/P97163AC		
00001424	Gates Canyon Stormwater Improvements	3	BP	A	69789	7534	P9700031/P97031AC		
00001565	Generator Replacement Lower Yard	1	BP	A		7500	P9700052/P97052AC		
00001857	Glenn Rockey Camp CCTV Project	5	BP	A	87699	7702	P9700149/P97149AC		
00001839	Hall of Admin Seismic Upgrade	1	BP	A	87599	7741	P9700145/P97145AC		
00001791	Hansen Yard	3	BP	A	89142	7745	P9700122/P97122AC		
00001648	Hasley Canyon Park Stormwater Treatm	5	BP	A	69814		P9700075/P97075AC		
00001838	HOA Fire Protection DM Repairs	1	BP	A		7678	P9700144/P97144AC		
00001736	HOJ Filtration	1	BP	A			P9700097/P97097AC		
00001794	Honor Ranch Development	5	BP	A			P9700125/P97125AC		
00001819	Imperial Yard 1	1	BP	A	89125		P8912500/P89125AC		

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**Project Management Division II**

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**Project Management Division II****ACTIVE Projects**

00001779	Imperial Yard 2	1	BP	A	89126		P9700115/P97115AC		
00001897	Interim Housing Studies	1,2,3,4,5	BA	A			P9700176/P97176AC		
00001654	Kilpatrick Loading Dock Remodeling	3	NA	A			P9700076/P97076AC		
00001718	Kilpatrick WWTS WoolseyFireRecovery	3	BA	A	87396	8888	PW979500/PW9795AC		
00001653	La Puente One-Stop Development Ctr	1	BP	A	69836	7530	P6983600/P69836AC		
00001737	LAC-USC OPD 4th Floor Clinic Remodel	1	BP	A			P96199HR/P96199AC		
00001408	Ladera Park Stormwater Improvements	2	BP	A	69786	7456	P9700027/P97027AC		
00001934	Lario Park - Safe Sleep Project	1	BP	A			P9700180/P97180AC		
00001285	LASD EVOC	5	BP	A	69799	7351	P6979900/P69799AC		
00001572	Lawndale Yd Demo and Remodel	4	BP	A	89092	7315	P9700057/P97057AC		
00001882	Lennox Park - Emergency Shelters ADA	2	BP	A			P9700164/P97164AC		
00001645	Los Angeles River Segment B LRS	1	BP	A	69839	7543	P9700072/P97072AC		
00001436	Los Padrinos Drive Road Improvements	4	BP	A	69804	7488	P9700034/P97034AC		
00001912	Los Padrinos Interim Housing	4	BP	A			P9700179/P97179AC		
00001945	MacLaren Community Park	1	BP	A			P9700182/P97182AC		
00001542	Malibu Civic Ct Site-Bldg Assessment	3	BA	A		7482	P9700047/P97047AC		
00001595	Malibu Civic Ctr WW Shower Remodel	3	BP	A	89131	7519	P9700065/P97065AC		
00001254	Marina del Rey Parking Lot 9	4	BP	A	87193	7329	P9700004/P97004AC/P97BH004/P97BH4AC		
00001573	MD1 HVAC Admin Bldg	1	BP	A	89089	7501	P9700058/P97058AC		
00001727	MD1 Yard 2	1	BP	A	89143		P9700088/P97088AC		
00001579	MD3 Crewroom Remodel	2	BP	A	89090	7510	P9700063/P97063AC		
00001730	MD3-Automated Entry Gate	2	BP	A			P9700091/P97091AC		
00001878	MDR Back Basins Catch Basins	4	BP	A			P9700154/P97154AC		
00001170	Mental Health Treatment Center	1	BP	A	69800	7301	P8696900/P86969AC/P8696901/P86969BCP8696902/P86969CC/P869690V/P86969AV		
00001905	Metro State Hospital Int Housing	4	BP	A			P9700178/P97178AC		
00001454	Monteith Park and View Park Alley	2	NA	A	69813	1111	P9700039/P97039AC		
00001840	Norwalk Station-DM	4	BP	A	87675	7682	P9700143/P97143AC		
00001899	Painter Ave Interim Housing	4	BP	A			P9700174/P97174AC		
00001566	Palmdale Shop Shade Canopy	5	BP	A		7495	P9700053/P97053AC		
00001639	PDC East Renovation	5	BP	A	87463	7505	P8746300/P87463AC		
00001821	PDC NCCF Pipeline Replacement	5	BP	A			P9700132/P97132AC		
00001847	Pitchess Detention Center-DM	5	BP	A	87684	7685	P9700136/P97136AC		
00001390	Pitchess Water Infrastructure Proj	5	BP	A	87337	0000	P9700023/P97023AC		
00001327	Probation Camps El Nino Assessments	1,2,3,4,5	BA	A	0000	0000	P9700013/P97013AC		

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**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****ACTIVE Projects**

00001499	Probation Facilities Master Plan	1,3,4,5	BP	A		0	P9700043		
00001820	Public Works Headquarters	5	BP	A	89128		P8912800/P89128AC		
00001660	Puente Hills Landfill Park	4	BP	A			P9700078/P97078AC		
00001852	Rancho South Campus Demolitiion	4	BP	A	86539	7687	P8653901/P86539AC		
00001734	RD 336-Automated Entry Gate	3	BP	A			P9700095/P97095AC		
00001726	RD 416-Automated Entry Gate	1	BP	A			P9700086/P97086AC		
00001735	RD 518-Automated Entry Gate	5	BP	A			P9700096/P97096AC		
00001728	RD 519-Automated Entry Gate	5	BP	A			P9700089/P97089AC		
00001729	RD 524-Automated Entry Gate	5	BP	A			P9700090/P97090AC		
00001731	RD 551-Automated Entry Gate	5	BP	A			P9700092/P97092AC		
00001578	RD142 Bunkers and Canopies	1	BP	A	89114	6652	P9700062/P97062AC		
00001793	Redondo Beach Yard	2	BP	A	89134	7746	P9700123/P97123AC		
00001818	Rio Hondo Spreading Grounds	1	BP	A	89124	7699	P8912400/P89124AC		
00001716	RLA Groundwater Monitoring	4	BA	A	87164		P9700085/P97085AC		
00001885	RLANRC Bldg 601602 Conversion	4	BP	A	87720		P9700161/P97161AC		
00001088	RLANRC Harriman Building Renovation	4	BP	A	87175	7248	P8717500/P87175AC		
00000743	RLANRC Hospital Infrastructure	4	BP	A	69663	7229	P4970008/P49708AC/P4970015/P49715AC/P49715BC		
00001596	RLANRC Move Management	4	BP	A			P9700066		
00001087	RLANRC North Campus Infra and Demo	4	BP	A	69664	7247	P6966400/P69664AC		
00001751	RLASC – Environmental Documents	4	BA	A	67972	7617	P9700105/P97105AC		
00001461	RLASC ISD Headquarters Project	4	BP	A	69823	7438	P6982300/P69823AC		
00001462	RLASC Probation Headquarters Project	4	BP	A	69824	7439	P6982400/P69824AC		
00001458	RLASC Sports Center Project	4	BP	A	69798	7434	P6979800/P69798AC		
00001750	RLASC-ISD Headquarters Project 2	4	BP	A	67970	7615	P6797000/P67970AC		
00001752	RLASC-Probation Headquarters Proj 2	4	BP	A	67971	7616	P6797100/P67971AC		
00001562	Roof Ext Mtl Siding Repl Bl 5 9	1	BP	A		7497	P9700049/P97049AC		
00001401	Roosevelt Park Stormwater Capture	2	BP	A	69785	7487	P9700025/P97025AC		
00001898	RV Safe Sleep at Oxnard	3	BP	A			P9700166/P97166AC		
00001887	Safe Sleep at Peck Park	5	BP	A			P9700160/P97160AC		
00001845	San Dimas Station Annex DM	5	BP	A	87677	7676	P9700138/P97138AC		
00001763	San Gabriel One-Stop	5	BP	A			P9700106/P97106AC		
00001946	San Gabriel Valley Aquatic Center	1	BP	A	69909	7740	P6990900/P69909AC		
00001407	San Pedro Courthouse Redevelopment	4	BP	A	69776	7413	P6977600/P69776AC		
00001865	San Pedro Interim Housing	4	BP	A			P9700147/P97147AC		
00001783	Santa Clarita Office	5	BP	A	87568		P9700118/P97118AC		

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**Project Management Division II**

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**Project Management Division II****ACTIVE Projects**

00001567	Santa Clarita Yard Emerg Generator	5	BP	A		7494	P9700054/P97054AC		
00001780	Saticoy Yard	3	BP	A	89129		P9700114/P97114AC		
00001725	SEED LA	2	BA	A			P9700087		
00001732	SMD_Central Yard-Automated Gate	4	BP	A			P9700093/P97093AC		
00001837	South County DPSS Regional Office	2	BP	A		7674	P9700134/P97134AC		
00001795	South El Monte Assessor Office	1	BP	A	87587	7659	P9700124/P97124AC		
00001747	South Hope St Bridge Home Project	1	BP	A			P9700099/P97099AC		
00001776	South Yard 2	2	BP	A	89137		P9700110/P90110AC		
00001658	SPPG Section Overhead	5	BA	A			PJ497200		
00001563	Spray Booth Replacement – Lower Yard	1	BP	A		7498	P9700050/P97050AC		
00001834	Torrance Health Center Redevelopment	4	BP	A		7669	P9700133/P97133AC		
00001842	TTCF - DM Elevators	1	BP	A	87672	7675	P9700141/P97141AC		
00001647	Vermont Corridor Development	2	BP	A	69950	7545	P9700074/P97074AC		
00001576	Victoria Golf Course Redevelopment	2	BP	A		7508	P9700060		
00001627	Viewridge Rd Stormwater Improvements	3	BP	A	69837		P9700069/P97069AC		
00001547	Vignes Property CEQA	1	BA	A			P9700046/P97046AC		
00001858	Vignes Street Interim Housing	1	BP	A	69912		P9700148/P97148AC		
00001664	Wagon Road Non-Stormwater	3	BP	A		7560	P9700079/P97079AC		
00001952	Walnut Park Pocket Park	1	BP	A	69877	7744	P6987700/P69877AC		
00001848	Walnut-Diamond Bar Reg Station DM	1	BP	A	87679	7679	P9700135/P97135AC		
00001844	West Hollywood Station DM	3	BP	A	87674	7680	P9700139/P97139AC		
00001352	Westchester MD 3 CNGV Modifications	2	BP	A	89110	7386	P9700016/P97016AC		
00001667	Whittier Aquatics Center	4	BP	A	69838		P9700080/P97080AC		
00001935	Whittier Probation Int Housing	4	BP	A			P9700181/P97181AC		

**Total Number of ACTIVE Projects 163**

**ON HOLD Projects**

00001521	Afflerbaugh-Paige WTS Demo	5	BP	H	69741	0000	P9700045/P97045AC		
00001353	Biscailuz Academy Running Track	1	BP	H	87347	7422	P9700018		
00001428	Camp Miller Culinary Garden	3	BP	H	87263	7442	P9700033/P97033AC		
00001452	Camp Scott Refurbishment	5	BP	H	87366	7424	P8736600/P87366AC		
00001418	Camp Scott Renovation	5	BP	H			P9700029/P97029AC		
00001252	Camps Munz Mendenhall Modular Build	5	BP	H	69995	7327	P6999500/P69995AC		
00001253	Castaic Junction Sheriff Station	5	BP	H	69729	7328	P6972900/P69729AC		
00001784	DMII CON Palmdale - TI	5	BP	H			P9700119/P97119AC		



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**Project Management Division II****ON HOLD Projects**

00001778	Eaton Yard	5	BP	H	89139	7698	P9700112/P97112AC		
00000986	FS 105 Septic System Upgrades	2	BP	H	88986	7211	P8898600/P88986AC		
00001426	Kenneth Hahn SRA Expansion	2	BP	H			P9700032/P97032AC		
00001445	LA River Public Equestrian Rest Area	4	BP	H		0	P9700036/P97036AC		
00001234	Lake Hughes Forestry Office Rplcmnt	5	BA	H	69359	7321	P6935900/P69359AC		
00001893	Montebello Armory Interim Housing	1	BP	H			P9700165/P97165AC		
00001105	P B Whittier Narrows Substation	1	BP	H	69717	7262	P6971700/P69717AC		
00000923	Privacy and Access Project	1,2,3,4,5	S	H	88946		P8894600		
00001378	Public Recs/Subpoena Rqsts for Inf	5	BA	H		7051	PMPRROE0		
00001217	Quartz Hill Drain Project Litigation	5	BA	H			PML14030		
00001691	RLANRC - SNF	4	BP	H	87480	7559	P87480HR/P87480AC		
00001220	RLASC Infrastructure Project	4	BP	H	69825	7231	P7000073/P70073AC		
00001132	Ruben Ingold Track Quarterly Monitor	2	BA	H			P4970099/P49799AC		
00001029	Security Enhancements-Challenger III	5	BP	H	86960	7185	P8696000/P86960AC/P2869600/P28696AC		
<b>Total Number of ON HOLD Projects</b>			<b>22</b>						

**IN CLOSE-OUT Projects**

00001564	Building Demo 6 10 11	1	BP	P	89088	7499	P9700051/P97051AC		
00001188	EWMP Programmatic EIR	1,2,3,4,5	BA	P	N/A	N/A	P9700003		
00001224	Park to Playa Stoneview to Hahn Park	2	BP	P	69771		P7000074/P70074AC		
00001181	Pathfinder Park Lighting and Gen Imp	4	BP	P	87286	7302	P9700001/P97001AC		
00000470	RLANRC Inpatient Consolidation	4	BP	P	69334/69774	7228	P69334HR/P69334AC		
00001024	RLANRC New Outpatient Facilities	4	BP	P	69656	7230	P4970084/P49784AC		
00001025	RLANRC SSA Bldg Renovation	4	BP	P	87150	7231	P4970083/P49783AC		
00001237	RLANRC Wellness and Aquatic Center	4	BP	P	87213/69773	7322	P8721300/P87213AC		
<b>Total Number of IN CLOSE-OUT Projects</b>			<b>8</b>						

**COMPLETED Projects**

00000695	2nd Dist Jesse Owens ADA Restrooms	2	BP	C	69631	6924	P6963100/P69631AC		
00001522	3965 S Vermont Avenue Renovation 3	2	BP	C	89074	7323	P8907400/P89074AC		
00000982	3965 S Vermont Building Assessment	2	S	C	10190		P4970072/P49772AC		
00000973	Acton Rehab Center - Modular Bldgs	5	BA	C	12810	7201	P4970069/P49769AC		
00001028	Acton Rehab Center Relocation	5	BP	C		7201	P4970085/P49785AC		
00001116	Acton Rehab Relocation Warm Springs	5	BP	C		7270	P4970098/P49798AC		
00000663	ADA Restroom var 2nd District Parks	2	BP	C	86885		P8688500/P86885AC		
00000712	ADA Restrooms - Enterprise Park	2	BP	C	69652	6991	P6965200/P69652AC		

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**Project Management Division II**

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**Project Management Division II****COMPLETED Projects**

00000711	ADA Restrooms - Mona Park	2	BP	C	69651	6990	P6965100/P69651AC		
00000645	Adventure Park - Walking Path	4	BP	C	77514	6882	P7737700/P77377AC		
00001267	Adventure Park Splash Pad	4	BP	C	69745	7334	P9700006/P97006AC		
00000753	AE Evaluations for PW0226	5	BP	C		7026	PT266C60/PT266A0C		
00000755	AE Evaluations for PW0290	5	BP	C		7030	P4224C60/P4224A0C		
00000334	Airport Court - D.A. Buildout	2	BP	C	41073/86787		P4970140/P49714AC		
00000467	Airport Court/Pacific Concourse	2	BA	C		4937	P7025816/P70216AC		
00000075	Airport Courthouse Security	2	BP	C	70258/40020/77014	4937	P7025800/P70258AC/P7025813/P7025815/P7025817		
00000527	Alhambra Health Center - EQ Repair	5	BP	C	N/A	5596	P0901F00		
00001396	Alhambra Office Seismic Retrofit	5	S	C	87264	7393	P8726400/P87264AC		
00000413	Alondra Park-General Improvements	2	BP	C	70917/86437		P7091700/P70917AC		
00000591	Alondra Park-Pool_ Water Play Skate	2	BP	C	86749		P8674900/P86749AC		
00001084	Alondra Pool PRR	2	BA	C		6857	PMPRR0E1		
00000588	Alondra Regional Park - Restrooms	2	BP	C	69552	6795	P6955200/P69552AC		
00000068	Altadena Community Center	5	BA	C	77048	5411	P7000011/P70011AC/P1281000/P12800AC		
00001366	Altadena Sheriff Station Parking Lot	5	BP	C	69811	7394	P6981100/P69811AC		
00000914	Annex Computer Room AC Replacement	1	BP	C		7156	PF052710/PF0527AC		
00000847	Annex CoolingTower Replacement	5	BP	C		7105	P4970039/P49739AC		
00000846	Annex HVAC Rehab Cleaning Ducts	5	BP	C		7104	P4970038		
00000055	Antelope Valley Courthouse	5	BP	C	70311	4812A	P7031112/P70312AC/P7031114/P7031115/P7031117/P70317AC		
00000436	Antelope Valley Courthouse FF&E	5	BP	C	70311	4812A	P7031113		
00000443	Antelope Valley Courthouse Inspectn	5	BP	C	70311	4812A	P7031118		
00000415	Antelope Valley Courthouse-Cafeteria	5	BP	C	86633	4812A	P7031117/P70317AC/P7031119/P70319AC		
00000400	Antelope Valley Juvenile Court Study	5	BP	C			P1281010		
00000710	Athens Park ADA Restroom	2	BP	C	69650	6989	P4970004/P49704AC		
00000692	Athens Park Gymnasium Refurbishment	2	BP	C	86982	6976	P8698200/P86982AC		
00000693	Athens Pk Community Ctr Refurbishmnt	2	BP	C	86983	6976	P8698300/P86983AC		
00000694	Athens Pk Tennis Courts Refurbishmnt	2	BP	C	86984	6976	P8698400/P86984AC		
00000346	Athens Sheriffs Station	2	BP	C	77287	6600	P7728700/P77287AC		
00000236	Auto Park 18-Mall	1		C					
00000523	Autopark 18 - EQ Repair	1	BP	C	N/A	5653	PY394D05/PY394F01		
PMD20003	AV Courthouse Deck Repair	5	BA	C	N/A		P7000041/P70041AC		
00000265	AV Dependency Court Waiting Room Add	5	BA	C	12810		P7747400/P77474AC		
00000457	B&S AntelopeValley Office Renovation	5	BP	C	86822	6653	PB08RPR0/P8682200		
00000822	Bald Mountain New Tower	5	BP	C	69675	7100	P4970029/P49729AC		

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**Project Management Division II****COMPLETED Projects**

00000715	Baldwin Hills Slope Repair	2	BP	C	87093		P4970005/P49705AC		
00000056	Barry J. Nidorf Juvenile Hall-Add	3	BP	C	77006	5049	P7700600/P77006AC		
00000057	Barry J.Nidorf Juvenile Hall-Kitchen	3	BP	C	77006	5049	P7700601/P77001AC		
00000888	Barton Fuel System Refurbishment	3	BP	C	89032	7138	P8903200/P89032AC		
00000095	Beverly Hills Municipal Court Ph I	3		C			P5421D07		
00000096	Beverly Hills Municipal Court Ph II	3	BP	C	N/A	5514	P5421D07		
00000517	Bill Blevins County Park	4	BP	C	69482	6694	P6948200/P69482AC		
00000635	BJ Nidorf JV Hall - Security Fence	3	BP	C	86963		P8696300/P86963AC		
00000703	BJNJH Feasibility Stdy Dorm Reconfig	3	BP	C			P7000071		
00000360	Bob Hope Patriotic Hall Elev Replcmt	1	BP	C	86256/86491	6542	P8625600/P86256AC		
00000535	Bob Hope Patriotic Hall Refurb. Ph 2	1	BP	C	86491/88948		P4970022/P49022AC		
00000604	BRTC Academy Relocation	1	BP	C	86801	6551	P8680100/P86801AC		
00000405	BRTC SEB Replacement Project	1	BP	C	77397	6551	P7739700/P77397AC		
00000058	Burbank Municipal Court	5		C	70622		P7062200/P70622AC		
00000093	Cal Arts Theater	1		C			P5001199		
00000657	Camp 14 Septic Upgrade and Bathroom	5	BP	C	88740		P8874000/P88740AC		
00000728	Camp 8 Jet Fuel Dispensing Tank	3	BP	C	70952	7002	P7095200/P70952AC		
00000637	Camp Glenn Rockey - Modular Unit	5	BP	C	86958		P8695800/P86958AC		
00000070	Camp J. Scott Girls Dormitory Proj.	5	BP	C	77345	5407	P7000016/P70016AC		
00000545	Camp Karl Holton - B & A Study	3	BP	C	17033		P1703300		
00000429	Camp Routh - Water Tank Project	5	BP	C	86590/77488	6350 R1	P8659000/P7748800/P86590AC/P86592AC/P8659001		
00000747	Camp Routh Retaining Walls	2	BP	C		6702	PW002F05/PW002F06		
00000638	Camp Scudder_Scott - Modular Unit	5	BP	C	86959		P8695900/P86959AC		
00000506	Campanella Park General Improvements	2	BP	C	86448		P8644800/P86448AC		
00000907	Campus Kilpatrick Replacement Proj	3	BP	C	77295	7175	P4970055/P49755AC/P7729500/P77295AC		
00000516	Carolyn Rosas Park Fitness Center	4	BP	C	69480	6758	P6948000/P69480AC		
00001277	Carolyn Rosas Park Splash Pad	4	BP	C	69753	7339	P6975300/P69753AC		
00000505	Carver Park General Improvements	2	BP	C	86451		P8645100/P86451AC		
00000993	Castaic Lake Dock Bldg Renovation	5	BP	C	77591	7214	P4970074/P49774AC		
00000486	Centinela Area Probation Office	2	BP	C	69272	6657/6880	P7000029/P70029AC		
00000393	Central HC Structural (FEMA-HAZMIT)	1	BP	C	86509	TBD	P8650900/P86509AC/P8650901/P86591AC		
00000518	Central Health - EQ Repair	1	BP	C	N/A	5582	P5546E00		
00000071	Central Jail (Twin Towers)	2	BP	C			P7000112		
00000525	Central Jail Main Bldg. - EQ Repair	1	BP	C	N/A	5521	P0161D07/P0161F02		
00000302	Central Juvenile Hall Cost Repl. Est	3	BA	C	10190		P4970050/P49750AC		

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**Project Management Division II****COMPLETED Projects**

00000072	Central Juvenile Hall-Housing Units	1	BP	C	77340	5419	P7000021/P70021AC/P7734000/P77340AC
00000512	Cerritos Park General Improvements	4	BP	C	86454	6690	P8645400/P86454AC
00000499	Cerritos Park Pool Renovation Ph III	4	BP	C	86757	6677	P8675700/P86757AC
00000073	Challenger Staff Quarters	5	BP	C	77347	5430	P7734711/P77347AC/P77347NB
00000062	Chatsworth Courthouse	5	BP	C	70247	4938A	P7024700/P70247AC/P7024712/P7024713/P70212AC/P7024711
00000774	Chiquita Canyon Road, Et Al	5	BP	C			PXPRPC1B
00000366	Clara Shortridge Foltz-New Jury Asse	1	BP	C	77421	6541	P7742100/P77421AC
00000636	CMYC - Modular Unit	5	BP	C	86957		P8695700/P86957AC
00000377	Col Leon H. Washington Park-Gym	2	BP	C	77097	6518	P7709700/P77097AC
00000735	Colima Road Slope Failure	4	BP	C			PX240161/PX2401AC/X2401614
00000433	Cooling Tower Replacement	5	BP	C			PF052674
00001288	County Data Center Study	4	BA	C		5499	P9700010
00000621	Court of Flags Auto Park 10 Repair	1	BP	C	86974		P7000052/P70052AC
WS000543	CVSS Retaining Wall Repair	5	BP	C		6703	PW003F00
00000676	Del Aire Park General Improvements	2	BP	C	86421	7049	P8642100/P86421AC
00000687	Del Aire Pk Community Bldg Expansion	2	BP	C	77516	6974	P7751600/P77516AC
00000947	Del Valle Fire Fac Winterization	5	BP	C	70950		P49756AC/P497056B
00000972	Disaster Recovery Data Center Study	1	S	C			P4970068
00000789	Dominguez Channel Greenway	2	BP	C			PX500967/PX5009AC/EF1931011W
00001273	Don Knabe Park Gym and Comm Rm	4	BP	C	69758	7337	P6975800/P69758AC
00000805	Dorothy Kirby Center - Fac Upgrades	1	BA	C	10190/12810/87108		P4970027
00001271	Dorothy Kirby Fac. Upgrades PH II	1	BP	C	87275	7089	P8727500/P87275AC
00000373	Downey Administrative Center	4		C	77416		P4970190/P49719AC/P49719ST
00000223	DPSS Belvedere Parking Structure	1		C			
00001092	DPW HQ HRD HVAC Replacement	5	BP	C	88990	7252	P4970093/P49793AC
00001155	DPW Stacking Plan Project	5	BA	C			P4970102
PM200006	Dresden Framing System Evaluation		BA	C	TBD		P7000049
00000696	Eastern Ave Hill and Blanchard Slope	1	BP	C	86970	6984	P8687000/P86870AC/P8697000/P86970ACP86970CA/P8697CA2
00000639	Eastern Ridgeline Development	2	BP	C	69253		P6925300/P69253AC
00001236	Eastlake Court Site Study	1	S	C	87269	7320	P8726900
00000515	Eastlake Juvenile Court Drainage	2	BA	C	77343		P7734300
00000074	Eastlake Juvenile Ct Weapons Screen	1	BP	C	77343	5429	P7000025/P70025AC
00000286	Edmund D. Edelman Children's Court	1	BA	C	40020		P4970020/P49720AC
00000391	El Monte H C (FEMA-HAZMIT)	1	BP	C	86505	5582	P8650500/P86505AC
00000329	El Pueblo Courthouse Demolition	1	BP	C		6504	P4970130/P49713AC

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**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****COMPLETED Projects**

00001754	Electric Ave Pump Station-Roof Repl	3	BP	C			P9700101/P97101AC		
00000431	Elevator Modernization Project	5	BP	C			PF052676		
00000550	Enterprise Pk Pool Bldg Replacement	2	BP	C	86755	6770	P8675500/P86755AC		
00000920	EVRII Installation	1,2,3,4,5	BP	C			P4970058/P49758AC		
00001194	FCCF Electrical-HVAC Improvements	1	BP	C	89054	7307	P8905400/P89054AC		
00001156	FD Fuel Tanks Assessment	1,2,3,4,5	BA	C			P4970103		
00001182	FD NPDES Compliance Assessment	1,2,3,4,5	S	C	89057		P9700002/P97002AC		
00000540	Feasibility Study of Steam Building	4	BP	C	86826		P862600		
00000305	Fire Camp 13	3	BA	C	70971	6508	P4970060/P49760AC		
00000777	Fire Camp 16 - HAZMAT Abatement	5	BP	C			P4970019/P49719BC		
00001081	Fire Camp 8 Septic System Upgrade	3	BP	C	89043	7243	P8904300/P89043AC		
00000974	Fire Camp Assessments	4,5	BP	C	10190		P4970071/P49771AC		
00000763	Fire Dept Camp 9 Pump House	3	BP	C		7017	PY317C30		
00000640	Fire Dept Master Planning	5	BP	C			P5020200		
00000887	Fire Fleet Facility Refurbishment	1	BP	C	88934	7139	P8893400/P88934AC		
00000989	Fire Lifeguard Rescue Boat Hdqtrs	3	BP	C	40086	7212	P4008600		
00000632	Fire Station 103 - Pico Rivera	1	BP	C	88737	6872	P7051C00/P7051CAC		
00000953	Fire Station 105 Remediation Project	2	S	C	89038	7161	P8903800/P89038AC		
00000317	Fire Station 108 - Santa Clarita	5	BP	C	70964	6834	P4970110/P49711AC		
00000954	Fire Station 111 Remediation Project	5	S	C	89039	7160	P8903900/P89039AC		
00000764	Fire Station 114 - Easement	5	BP	C		6979	P4970012/P49712AC		
00000339	Fire Station 114 Modular Replacement	5	BP	C	70970	6979	P7097000/P70797AC		
00000299	Fire Station 124 - Stevenson Ranch	5	BP	C	70522		P7052200/P70522AC		
00000298	Fire Station 126 - Santa Clarita	5	BP	C	70523	5480	P7052300/P70523AC		
00000319	Fire Station 128 - Santa Clarita	5	BP	C	70966	6906	P7095610/P709561A/P7096610/P709661A		
00000665	Fire Station 132 - Santa Clarita	5	BP	C	70931	6907	P7093100/P7093AAC		
00000344	Fire Station 136 - Palmdale	5	BP	C	70967	6835	P7096700/P70967AC		
00000666	Fire Station 143	5	BP	C	70932	6908	P7093200/P70932AC		
00000633	Fire Station 147 - Lynwood	2	BP	C	88739	6874	P7051E00/P7051EAC		
00000667	Fire Station 150	5	BP	C	88936	6909	P8893600/P88936AC		
00000611	Fire Station 156 - Santa Clarita	5	BA	C	70973	6838	P7000056/P70056AC		
00001075	Fire Station 32 Privacy and Access	1	BP	C	89035	7231	P4970088		
00000908	Fire Station 41 Roof Replacement	2	BP	C			P4970056		
00000757	Fire Station 65 - LID	3	BP	C	77127		P7712700/P77127AC		
00000615	Fire Station 67 - Calabasas	3	BP	C	88735	6870	P7051A00/P7051AAC		

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**Project Management Division II**

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**Project Management Division II****COMPLETED Projects**

00000770	Fire Station 67 - LID	3	BP	C	77146	7044	P7714600/P77146AC		
00000631	Fire Station 69 - Topanga	3	BP	C	88736	6871	P7051B00/P7051BAC		
00000736	Fire Station 69 Septic Tank Repl	3	BP	C	88942	6871	P4970007/P49707AC		
00000327	Fire Station 71 - Malibu	3	BP	C	70779	6860	P7077900/P70779AC		
00000304	Fire Station 72	3	BA	C	70747	6582	P4970070/P49770AC/P7074700/P70747AC		
00000592	Fire Station 82 Interior Remodel	5	BP	C	88935		P8870900/P88709AC		
00000296	Fire Station 89 - Agoura Hills	3	BP	C	70778	5504	P7077800/P70778AC		
00000326	Fire Station 93 - Palmdale	5	BP	C	70962	6833	P7096200/P70962AC		
00000596	Fire Station Head Quarters Fueling	1	BP	C	TBD	F0001	P7079400		
00000310	Fire Station Prototype Program	1,2,3,4,5	BA	C	40210	5491	P4970090		
00000983	FS 102 Sewer Improvements	5	BP	C	89045	7208	P8904500/P89045AC		
00000985	FS 78 Septic System Upgrades	5	BP	C	88985	7210	P8898500/P88985AC		
00000988	FS 80 Septic System Upgrades	5	BP	C	88962	7207	P8896200/P88962AC		
00000944	FS 81 Potable Water System Rfurb	5	S	C	88958	7181	P8895800/P88958AC		
00001147	FS 82 Sewer Connection	5	BP	C	89041	7284	P8904100/P89041ACP8904100/P89041AC		
00000834	Fsblity Stdy for Sheriffs OPS Relctn	5	BP	C			P4970036		
00000795	Fuel Tank Replacement Program Camp 9	3	BP	C	40429	6885	P4042900		
00000553	George W. Carver Pool	2	BP	C	86751	6768	P8675100/P86751AC		
00000395	Grand Avenue Realignment Project	1	BP	C	86483		P50RGA00/PGRAND00		
00001343	Hall of Justice Cafeteria	1	BP	C	70999	7378	P6980800/P69808AC		
00000488	Hall of Justice Repair and Reuse	1	BP	C	86630	6649	P8663001/P86630AC		
00001392	Hall of Justice Time Capsule	1	NA	C		7407	P9700024		
00000544	Hancock Park - Pit 91	3	BP	C	86722	6798	P8672200/P86722AC		
00000705	Hancock Park Pit 91 NOI	3	BP	C			P2830200		
00000726	Hancock Park Pit 91 Sanitation	3	BP	C			P2830201		
00000823	Hauser Peak New Tower	5	BP	C	69669	7099	P4970031/P49731AC		
00000432	Headquarters 2nd Floor HVAC Upgrade	5	BP	C			PF052690		
00001044	Helen Keller HAZMAT Study	2	S	C		6858	P4970086/P49786AC		
00000599	Helen Keller Park - Community Build	2	BP	C	69554	6858	P6955400/P69554AC		
00000500	Helen Keller Park Pool Renovation	2	BP	C	86750		P8675000/P86750AC		
00001151	Helen Keller Remediation Project	2	BP	C	87237	7282	P8723700/P87237AC		
00000924	Helispot 120A Slope Stabilization	4	S	C	89033	7162	P8890300/P88903AC		
00000782	High Desert Complex Solar Project	5	BP	C	67940	7147	P4970024/P49724AC		
00000780	Hollydale Yard CNGV Repair Bay	4	BP	C			P4970023/P49723AC		
FMG00002	Hollydale Yard East WW and Office	4	NP	C			PJ53024B/PJ5302BC		

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**Project Management Division II**

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**Project Management Division II****COMPLETED Projects**

00000610	Hollydale Yard Window Wall Rplcmnt	4	BA	C			P53024AC/P53024HR		
00000848	HQ Domestic Booster Pump Replacement	5	BA	C		7106	P4970041/P49741AC		
00000388	Hudson H C (FEMA-HAZMIT)	1	BP	C	86514	TBD	P8651400/P86514AC		
00000060	Huntington Park Court-Ticket Window	1	BP	C	77304	5457	P7000022/P70022AC		
00000059	Huntington Park-Courtroom Addition	1	BP	C	77304	5418	P7000018/P70018AC/P70018NB		
00000287	Inglewood Court Study	2	BA	C	40020	N/A	P4970030		
WS000549	Ingold Parkway (Winter Storm 2005)	2	BP	C	Fema Project Worksheet 3017	6716	PY206F02		
00001574	Jackson Lake Yd Bldg Reroof	5	BP	C	89097	7503	P9700059/P97059AC		
00001124	Jesse Owens New Basketball Court	2	BP	C	69722	7268	P6972200/P69722AC		
00000658	Jesse Owens Park Parking Lot Proj	2	BP	C	69583	6904	P6958300/P69583AC		
00000626	Juvenile Camps Reconfiguration	1,2,3,4,5	BP	C	TBD	TBD	P7000053		
00000587	Kenneth Hahn Soccer Pkg Lt Expansion	2	BP	C	69541	6796	P6954100/P69541AC		
00000655	KH Eastern Ridgeline Project	1	BP	C	69253		P7000057/P70057AC		
00000316	Klinger Struct. Assesmt. and Refurb.	1	S	C	88700		P4970120/P49712AB		
00000748	LAC+USC Med Ctr Reuse Mothballing	1	S	C		6358	P0835C01		
00000466	Ladera Community and Senior Building	2	BP	C	69244		P6924400/P69244AC		
00000396	Ladera Park General Improvements	2	BA	C	86429/77099	6611	P4960080/P86429AC		
00000691	Ladera Prk Basketball and Baseball	2	BP	C	86986	6980	P8698600/P86986AC		
00000521	LAMC Metro Branch Court - EQ Repair	1	BP	C	N/A	5560	P5266F00		
00000061	LAMC West LA Branch Purdue Refurb	3		C	86018	5242	P8601800/P86018AC		
00000454	Lancaster Juvenile Court Renovation	5	BP	C	86629		P8662900/P86629AC		
00000791	LAR West Bikepath Landscape REC08509	1	BP	C			PEF193AC/PEF19309/EF1931015W		
00001079	LASD - SCC Data Center Upgrade	1	BP	C	87189	7240	P4970092/P49792AC		
00000412	Lawndale Library Bond Act App	2	BP	C	77481/12810	6581	P4960130/P49613AC		
00000751	Lennox Library and Community Center	2	BP	C	77605	7035	P8691000/P86910AC		
00000590	Lennox Park - Senior Building Exp	2	BP	C	69561		P6956100/P69561AC		
00000586	Lennox Park Pool Bldg Replacement	2	BP	C	86767	6769	P8676700/P86767AC		
00000975	Lennox Sheriffs Station	2	BP	C	86902	7191	P8690200/P86902AC		
00000769	Local Hire Program	2	BP	C			P4970013		
00000324	Long Beach Courthouse Improvements	4	BP	C	86497	5485	P8649700/P86497AC		
00000598	Los Amigos Golf Course Renovation	4	BP	C	77388	6829	P7738800/P77388AC		
00000792	Los Angeles River Headwaters	3	BP	C			PEF19304/PEF193BC/EF1931013W		
00000828	Los Angeles River-North Valleyheart	3	BP	C			P4970035/EF1931019W		
00000313	Los Padrinos JH Feasibility Study	4	BP	C	17150	5498	P4970100/P49701AC		

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**Project Management Division II****COMPLETED Projects**

00000367	Los Padrinos JH Housing Units	4	BP	C	77460	5498	P1715000/P17150AC
00000288	Los Padrinos JH Needs & Assessment	4	BA	C	10190		P7736200/P77362AC
00001275	Los Robles Park Splash Pad	4	BP	C	69757	7338	P6975700/P69757AC
00000509	Magic Johnson Park Improvements Ph 3	2	BP	C	69251		P6925100/P69251AC
00001414	Marina del Rey L Taber Lib Pkg Lot	4	BP	C	69797	7419	P9700028/P97028AC
00001007	Marina Del Rey Pkg Lots 5 and 7 (CP)	4	BP	C	87155	7220	P4970079/P49779AC
00000580	Mary Bethune Pool Complex	2	BP	C	86754	6771	P8675400/P86754AC
00001744	MD1 Welding Shop Roof Repair	1	BP	C			P9700098/P97098AC
00001811	MD4-IT Network Upgrades	4	BP	C			P9700131/P97131AC
00000670	MDA Courthouse Courtroom Buildout	5	BP	C	69585	4812A	P6958500/P69585AC
00000562	Mens Central Jail Feasibility Study	1	BA	C	86969	N/A	P7000043/P70043AC
00000369	Mid Valley Comp. Health Center	3	BP	C	12810	6346	P606TD00/P606TDAC/P606TDAC
00000376	Mid-Valley Health Additional Studies	3	BP	C	12810	5537	P606TD01/P606TD02
00000779	Mill Creek Crew Room	5	BP	C	67938	7079	P6793800/PY308A0C
00000813	Mill Creek Monitoring Station Repair	5	BP	C			PY380F00
00001018	Mira Loma Facility Study	5	BP	C		7227	P7759200/P77592AC
00000507	Mona Park General Improvements	2	BP	C	69187		P6918700/P69187AC
00000584	Mona Park Pool Improvements	2	BP	C	86753	6767	P8675300/P86753AC
GME00001	Montellano Avenue Landslide Repairs	4	BP	C		6994	PX240087/PX2487AC/X2400870
00001448	Mount Vernon Drive Study	2	BA	C		0000	P9700037
00000718	Mt Gleason-FC16 Assessment	1,2,3,4,5	BP	C	88704	6995	P8870400/P88704AC/P8870401
00000945	Mt McDill Communication Site	1,2,3,4,5	BP	C		7174	PD292F00
PM200004	Non-Sprinklered Co. High Rise Fac.		BA	C	N/A		P7000047
00000347	Norwalk Courthouse Judge Pk Garage	4	BA	C			P4970160/P49716AC
00001019	Norwalk SYCRCC Assessment	4	S	C			P4970082/P49782AC
00000532	Old Administration Building	1	BP	C	12810		P7000040
00000526	Olive View - New Conference Center	5	BP	C	77108	5622	P517TF05/P517TH00/P517TF06
00001006	OVMC - PW280 Structure Replacement	3,5	BP	C	77291	7190	P7729100/P77291IN
00000946	OVMC - Site Preparation For Trailers	3,5	BP	C		7177	PL869D04/PL869D03/PL874D04/PL874D03
00000800	OVMC AG Commissioner	5	BP	C			P2186F02
00000783	OVMC Child Care	5	BP	C		7051	P2195D00/P2195D01
00001015	OVMC Child Care Center Replacement	3,5	BP	C	77293	7051	P7729300/P77293AC/P77293N1/P77293N2
00000839	OVMC EMS Office PW 0252	5	BP	C		7072	P2264D00/P2264D01
00000842	OVMC Human Resources Bldg Repair	5	BP	C	N/A	7092	P2184D01/P2184A0C/P2184D02
00000812	OVMC ISD J3 Trailer Site Prep	5	BP	C		7065	PL872F0A

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**Project Management Division II****COMPLETED Projects**

00000809	OVMC Office Trailers Repl PW300	3,5	BP	C		7067	P2186D00/PL869D02		
00000843	OVMC Old Warehouse Bldg Repair PW02	5	BP	C		7093	P2139D01/P2139F03/P2139F04		
00000837	OVMC Paint and Electric Shop PW 290	5	BP	C		7071	P4224D00/P4224F03/P4224F02		
00000840	OVMC Permanent Struct Repl PW280	5	BP	C		7066	P3205D00/P3205D01		
00000838	OVMC Storage Shade Pavilion PW29	5	BP	C		7086	PY886D00/PY886F00/PY886F01		
00000830	OVMC Storage Trailers Repl PW298	3,5	BP	C		7091	PL874D00/PL874D02		
00000811	OVMC T4-T7 Trailer Site Prep	5	BP	C		7087	PL881F0A		
00001005	OVMC-EMS Office Garage Replacement	3,5	BP	C	77292	7189	P7729200/P77292IN		
00000794	Oxford Retention Basin Project	4	BP	C		7253	PEF21507/PEF215AC/JX0039		
00000620	Pacoima General Refurbishment	3	BP	C	88918	6859	P8891800/P88918AC		
00000078	Palmdale Sheriff Station	5	BP	C	77280/77401	5415	P7000014/P70014AC/P1019000		
00001376	Park to Playa Stoneview Overlook TRL	2	BP	C	69784	7388	P6978400/P69784AC		
00000932	Parks Bureau Modular Bldg Replc Proj	5	BP	C	77296	7170	P7729600/P77296AC		
00000103	Pasadena Superior Court	5		C	N/A	5527	P5397D05		
00000995	PB North County At Mira Loma	5	BP	C	77592	0	P4970076/P49776AC		
00000930	PDC Executive Campus Planner	5	S	C			P4970061/P49761AC		
00000646	Pepperbrook Park - Restroom Imprvmnt	4	BP	C	86891	6883	P8689100/P86891AC		
00000749	Perm Water Line From Winterstorm I	5	BP	C		6716	PY206F03		
00000551	Peter Schabarum Regional Park	4	BP	C	77391	05-0140	P7739100/P77391AC		
00000561	Pitchess Feasibility Study	5	BA	C	N/A (will be provided later)	N/A	P7000044		
00001078	Pitchess Laundry and Water Tanks Rep	5	BP	C	69718	0	P4970091/P49791AC		
00001014	Point Dume Beach Parking Lot Repairs	3	BP	C		0	PW016C31		
00000784	Probation Camps Security Enhancement	1,3,4,5	BP	C	86955/86956		P4970025/P49725AC		
00000905	Probation CJH - ALTA Survey	1	BA	C			P4970053		
00000340	Probation Dept. Needs Assessment	1,2,3,4,5	BP	C	10190		P4970150/P49715AC		
00000824	Puente His New Twr Com Bldg	4	BP	C	69667	7098	P4970032/P49732AC		
00000900	Quartz Hill Road Improvement Project	5	BA	C			P4970049/X7502171		
00000829	Quartz Hill Storm Drain Project	5	BA	C			P4970037/P49737AC/JX20068		
00000585	R Campanella Park Pool Improvement	2	BP	C	86752	6766	P8675200/P86752AC/P8675200		
00000608	Rancho Abatement of the Power Bldg	4	BP	C	86539		P8653900		
00000541	Rancho Facility Development	4	BP	C	86816	5499	P8681600		
00000860	Rancho Los Amigos Pharmacy Renovatn	4	BP	C	87074	7062	P8707400		
00000080	Rancho Los Amigos-Crime Lab	4		C	86032	5404	P8603200		
00000530	Rancho Power Plant & Tunnel	4	BP	C	77416	5499	P7000038		

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**Project Management Division II****COMPLETED Projects**

00000952	Rancho Water Repair	4	BP	C	12810	7183	P4970064/P49764AC		
00000063	Rio Hondo Court-Weapon Screening	1	BP	C	77302	5403	P7730200/P77302AC		
00000529	RLA S. Campus - Fire Investigation	4	BP	C	77416	5499	P7000037		
00000903	RMD 3 Gas Line Replacement	3	BP	C			P4970051/P49751AC		
00000560	RR_CC-County Clerk Service Center	1	BP	C	65944	6788	P7000045/P70045AC		
00000931	Ruben Ingold Slope Stabilization	2	BP	C	87125		P8712500/P87125AC		
00000350	Ruben Ingold Slope Stabilization2008	2	BP	C	69199	5494	P6919900/P69199AC		
00001109	Ruben Ingold Track Maintenance	2	BP	C	12810	0	P4970096/P49796AC		
00001167	Ruben Ingold Track Maintenance 2014	2	BP	C		0	P4970104		
00000987	Ruben Ingold Track Repair	2	BP	C			P4970073/P49773AC		
00000601	Ruben Ingold Trail Improvements	2	BP	C	86896	6824	P8689600/P86896AC		
00000297	San Dimas Sheriff - Land Appraisal	5		C	10190		P7747500		
00000081	San Dimas Sheriff Station	5	BP	C	77402/77278	5414	P7000012/P70012AC/P7000120		
00000689	San Pedro Service Center Addition	4	BP	C	87001		P8700100/P87001AC		
00000064	Santa Anita Court Weapons Screening	5	BP	C	77303	5416	P7000020/P70020AC		
00000785	Santa Monica Canyon Rubber Dam	3	BP	C	77128	7192	P7712800/P77128AC		
00000677	Santa Monica Court Judges Canopy	3	BP	C	87022	6975	P7000065/P70065AC		
00000266	Santa Monica Court-Courtroom Repl.	3	BP	C	77373	5453	P7737300/P77373AC		
00000065	Santa Monica Courts-Jury Assembly	3	BP	C	70760	5406	P7000017/P70017AC		
00000616	Schabarum Park Bridge Replacement	4	BP	C	86889	6852	P8688900/P86889AC		
00000618	Schabarum Park Play Area Replacement	4	BP	C	86737	6854	P8673700/P86737AC		
00000617	Schabarum Pk Horse Rest Area Upgrade	4	BP	C	86890	6853	P8689000/P86890AC		
00000461	SEB - Building Assessment	1	BP	C	10190	6551	P7000027		
00000531	Second District Pools Scoping	2		C			P7000039		
00001030	Security Enhancements - Central JH	1	BP	C	86952	7186	P8695200/P86952AC		
00001031	Security Enhancements - Los Padrinos	4	BP	C	86953	7187	P8695300/P86953AC		
00000702	Security Enhancements - Nidorf JH	3	BP	C	86954	7184	P8695400/P86954AC/P8695401/P86954AB		
00000916	Septic System Assessment Project	4,5	S	C	88907		P8890700/P4970094		
00001406	Sheriffs Communication Center Ground	1	BP	C	87330	7415	P9700026/P97026AC		
00000768	Site Study State Reentry PDC Facilty	5	BP	C			P4970014		
00000066	South Bay Court-Jury Room	4	BP	C	77301	5362	P8602800/P86028AC		
00000067	South Gate Court-Courtroom Addition	1	BP	C	70761	5402	P7076100/P70761AC		
00000450	Steinmetz Park Ballfield Irrigation	4	BP	C	77392		P7739200		
00000045	Steinmetz Park Senior Center	4	BP	C	88849/77080	5373	P88849AC/P8884901		
00000420	Steinmetz Park Sr Ctr Renvtn & Expsn	4	BP	C	77098	6627	P7709800/P77098AC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

STATUS: A - Active H - On Hold P - In Close-Out C - Completed T - Terminate

**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****COMPLETED Projects**

00001004	Stentorians Project Athens	2	BP	C	10190	9999	P4970078/P49778AC		
00000958	Stoneview Nature Center Project	2	BP	C	70007		P4970067/P49767AC		
00000082	Sybil Brand Institute-Slope	1	BP	C	77275	5405	P7727511/P77275AC		
00000083	Sybil Brand Institute-Upgrade	1	BP	C	86365	5366	P8636500/P86365AC		
00000140	Sybil Brand Main Building-Upgrade	1		C					
00000563	Ted Watkins Park General Improvement	2	BP	C	86399		P8639900/P86399AC		
00000994	Ted Watkins Park Kitchen and Gym	2	BP	C	87140	7206	P4970075/P49775AC		
00000501	Ted Watkins Park Pool Renovation	2	BP	C	86748	6773	P8674800/P86748AC		
PM200007	TI LDD Offices - 3rd Floor	1	BP	C			PJ49200		
PM200008	TI WMD Offices - 11th Floor	1	BP	C		6879	PJ47300		
WWD00001	TI WWD _ A9E	1	BP	C			Y500991E/PY500991		
00000417	Tidemanson HQ Bldg-Seismic Retrofit	5	BP	C	70476	5449	PX900D01		
00000831	Topanga Creek Embank & Park Lot Repr	3	S	C		6724	PW016C30		
00000372	Torrance Health Center	4	BP	C	86523		P4970180/P49718AC		
00000522	Torrance Health Center - EQ Repair	4	BP	C	N/A	5651	P0921E00		
00001278	Training Academy Running Track	1	BA	C		7344	P9700008/P97008AC		
00000772	Van Nuys Court Feasibility Study	3	BP	C			P4970017/P49717AC		
00000108	Van Nuys Courthouse-Interior Rotunda	3		C					
00000109	Van Nuys Municipal Court	3		C					
00000524	Van Nuys Municipal Court - EQ Repair	3	BP	C	N/A	5502	P4400D03		
00000110	Van Nuys Municipal Court-Rotunda	3		C					
00000111	Van Nuys Superior Court	3		C					
00000528	Various- Rancho Los Amigos S. Campus	4	BP	C	86816	6015	P7000036		
00001131	Vet Prk Adm Bldg Recons - Cap Proj	5	BP	C	69703	7009	P6970300/P69703IN		
00000756	Veterans Mem-Administration Building	5	BP	C		7009	PY230C30/PY230F01/PY230F00/PY230F02		
00000832	Veterans Park Comfort Station #3	5	BP	C		7007	P6633C30/P6633F00		
00000833	Veterans Park Comfort Station #4	5	BP	C		7008	P6681C30/P6681F00		
00001619	Vignes Lot Surface Parking	1	BP	C	67956		P6795600/P67956AC		
00000092	Walt Disney Concert Hall	1		C			P5000099/P50000AC		
00000745	Warm Spring Sewer Line Repair	5	BP	C		6705	PW005F00		
00000921	Warm Springs RC HMMP	5	BP	C	25710		P4970059/P49759AC		
00001577	Waterworks Lancaster Office Reroof	5	BP	C	89098	7511	P9700061/P97061AC		
00000112	Whittier Municipal Court	4		C					
00000113	Whittier Municipal Court-Pkg Lot 59	4		C					
00001089	WMD Office Remodel	5	BP	C	88748	7245	P8874800/P88748AC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

STATUS: A - Active H - On Hold P - In Close-Out C - Completed T - Terminate

**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****COMPLETED Projects**

00000203	Yvonne B. Burke Health Center Ph I	2		C					
00000204	Yvonne B. Burke Health Center Ph II	3		C					
<b>Total Number of COMPLETED Projects</b>		<b>358</b>							

**TERMINATED Projects**

00001346	103rd Street Improvement	2	BP	T		7384		P9700015	
00000827	5950 Stoneview Drive	2	BA	T				P4970034/P49734AC	
00000778	809 W Big Tujunga Cyn Rd Debris Rem	5	BP	T		7052		PF504A0C	
00001632	Adams and Grand Feasibility Studies	1	BA	T				P9700070/P97070AC	
LAAIRFUR	Airport Courthouse FF&E			T					
LAAIRREG	Airport Courthouse Registrar Record			T					
00000700	Alondra Park Gymnasium	2	BP	T	69632	7006		P6963200/P69632AC	
00000781	Altadena FMG Shop Solar Panels	5	BP	T				P4972100/P49721BC	
00000463	Altadena Phase I - Service Bldg.	5	BP	T	77050	-		P7705000	
00000306	Altadena Sheriff Station	5	BP	T	77281/77050	5411		P7728100/P77281AC	
00000401	Antelope Valley Court - Offsites	5	BP	T	70311			P7031116/P70316AC	
AVCHFFEP	Antelope Valley Courthouse-FF&E	5		T	40020	4812A			
00000893	Antelope Valley Senior Center Expans	5	S	T				P4970047/P49747AC	
PMD2001	AOC File Retrieval	-		T	-	-		PAOC0001	
00000717	AV Rehab Centers Study	5	BP	T	10190			P4970006/P49706AC	
00000520	B&S Firestone/Athens Office Relocate	2	BP	T	N/A			PB01RPR0/PB01RPAC	
00000519	B&S La Puente Office Remodel	4	BP	T	N/A			PB02RPR0/PB02RPAC/B02RPR	
00000462	B&S Lomita Office Renovation	4	BP	T		-		PB12RPRO	
00000468	B&S San Gabriel Office	5	BP	T		-		PB05RPR	
00000464	B&S Santa Clarita Office Renovation	4	BP	T				PB082RPR	
FMG00003	Baldwin Park Shop Seismic Retrofit	1	NP	T				P5302000/P5302AAC	
FMG00001	Baldwin Pk Restroom and Electrical	1	NP	T				PJ53024A/PJ5302AC	
00000950	BHPH Parking Structure	1	BP	T				P4970062	
00000904	Big Tujunga ADO House Reconstruction	5	S	T				P4970052/P49752AC	
00000707	Biscailuz Center Pistol Range	1	BP	T				P4970002/P49702AC	
00000514	Bob Hope Patriotic Hall Refurb Ph 3	1	NA	T	N/A			P4970021/P4972AAC	
00001520	Building 900 Roof Replacement	4	BP	T	87415	7464		P8741500/P87415AC	
00001251	Camp Fred Miller Modular Building	3	BP	T	69994			P6999400/P69994AC	
00001265	Camp Miller Mental Health OfficeBldg	3	BP	T	87263	7335		P8726300/P87263AC	
00000740	Camp Refurbishment Projects	3	BP	T	88920	7010		P8892000/P88920AC	

**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****TERMINATED Projects**

00001714	Camp Routh Repurposing	5	BA	T			P9700084/P97084AC		
00000773	Camp Routh Septic System Repair	5	BP	T		7057	P4970016/P49716AC		
00000414	Central Power Plant/Prkng Structure	1	BP	T	86524	6575	P4970200/P49702AC		
PM200005	Century Regional Dentention Facility	2	BA	T			P7000048		
00000672	CEO Cable Channel-Pressroom Renv	1	BP	T		6913	P7000063/P70063AC		
CWCRTFU	Chatsworth Courthouse FF & E	5		T	40020	4938			
00000363	Children Court Alternate Exit	1	BP	T	69210	6517	P6921000/P69210AC		
00000936	Chino Hill			T			P4971000		
ITD00001	Comm Equipment Room Conversion	1	BP	T			PJ517390/PJ5173AC/PJ51739H		
00000239	County Courthouse	1		T					
00000349	County Data Center	4	BP	T	77416/70977	5499	P7741600/P77416AC/P7741601		
00000997	County Services Bureau CSB LAC-USC	1	BP	T	87153	7216	P87153AC/P8715300		
00001106	Courthouse Bld Assessment	1,2,3,4,5	BA	T		9999	P4970095/P49795AC		
00001493	CRDF Pipeline Replacement Project	2	BP	T			P9700042/P97042AC		
00000742	Data Center Annex	4	BP	T	10190		P4970009/P49709AC		
00001017	Del Valle - COC Infrastructure	5	BP	T		0000	P4970081/P49781AC		
00000303	Del Valle Training Center	5	BA	T	70595	6914	P4970080/P49780AC		
00001033	Del Valle Various MitigationRemediat	5	BP	T	89040	0000	P8904000/P89040AC		
00000849	Domestic-Fire Water Line Replacement	5	BP	T		7107	P4970042/P49742AC		
00000428	DPSS SPA-6	2	BP	T					
00000858	DPW HQ Waterlines Replacement	5	BP	T			P4970045/P49745AC		
00000318	East County (Pomona) Training Center	1	BP	T	88708	9828	P8870800/P88708AC		
00001037	East Los Angeles Sheriff Station	1	BP	T	77153	7234	P7715300/P77153AC		
00000956	ECTC-Burn Tower Repair & Renovation	1	BP	T		9999	P4970066/P49766AC		
00000925	FC 11 Potable Water System Rfurb	5	S	T	88951	7163	P8895100/P88951AC		
00000926	FC 13 Potable Water System Rfurb	3	S	T	88952	7164	P8895200/P88952AC		
00000927	FC 14 Potable Water System Rfurb	5	S	T	88953	7165	P8895300/P88953AC		
00000928	FC 19 Potable Water System Rfurb	1	S	T	88954	7166	P8895400/P88954AC		
00000673	Fire Camp 13-Dormitories and Site Wk	3	BP	T	88741	6920	P8874100/P88741AC		
00000471	Fire Department Headquarters	1	BP	T	70794	6640	P7000028		
00000668	Fire District Privacy and Access	1,2,3,4,5	BP	T	88940	6910	P8894000/P88940AC		
00000332	Fire Station 100	5	BP	T	70965		P7096500/P70965AC		
00000331	Fire Station 104 - Terminated	5	BP	T	70963		P7096300/P70963AC		
00000314	Fire Station 110 - Renovation	4	BP	T	70955	5490	P7095500/P70955AC		
00000634	Fire Station 116 - Carson	2	BP	T	88738	6873	P7051D00/P7051DAC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

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**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****TERMINATED Projects**

00000343	Fire Station 139	5	BP	T	70968/70969		P7096800/P70968AC		
00000342	Fire Station 142	4	BP	T	70959/70960		P7095900/P70959AC		
00001072	Fire Station 182 Assessment	5	BP	T	0	7238	P4970087		
00000333	Fire Station 38	2	BP	T	70954/70767		P7095400/P70954AC		
00000328	Fire Station 46			T	70957/70958		P7095700/P70957AC		
00000315	Fire Station 54 - Renovation	1	BP	T			P7076900/P70769AC		
00000289	Fire Station 7 West Hollywood	3	BA	T	40210/70746		P4021000		
00000325	Fire Station 99	5	BP	T	88702		P8870200/P88702AC		
00001437	FS 74 Septic System Refurbishment	5	BP	T	88992	7429	P8899200/P88992AC		
00000754	FW02887093OV Old Warehouse PW0288	5	BP	T		7028	P2139C60/P2139A0C		
00000240	Hall of Administration	1		T					
00000459	Hall of Justice (New)	1	BP	T	10190	-	P8663000		
00000508	Helen Keller General Improvement	2	BP	T	86427		P8642700/P86427AC		
00000732	Helipad 53-A Jet Fuel Tank	4	BP	T	70951		P7095100/P70951AC		
00000301	Ice Balls Evidence Storage/Twin Twrs	1	BA	T	11923		P4970040/P49740AC		
00001077	Inmate Recp Cen-Comm Trans Unit	1	BP	T	87151	7239	P4970089/P49789AC		
00000594	ISD Slope Stabilization Study	1	BP	T	TBD		P7000046/P70046AC		
00000656	KH Eastern Driving Range Project	2	BP	T		6930	P7000058/P70058AC		
00000674	Klinger Center Renovation	1	BP	T	88700	6922	P8870000/P88700AC		
00000854	La Mirada Lake Shoreline Repairs	4	S	T			P4970043/P49743AC		
00000915	LA-RICS Procurement	1,2,3,4,5	BA	T			P4970057		
00000076	Lennox Sheriff Sta. & Branch Library	2	BP	T	77400/77279	5413	P7000013/P70013AC		
00000750	Liquefied Propane Gas Sys Installatn	4,5	BP	T		7025	PF052752		
00000589	Magic Johnson Basketball Court	2	BP	T	69529		P6952900		
00000593	Magic Johnson Park Soccer Fields	2	BP	T	68952		P6895200/P68952AC		
00000951	Marina del Rey Parking Lots 5 and 7	4	BP	T		7182	P4970063/P49763AC		
00001364	McCourtney Juvenile Court Renovation	5	BP	T		0	P9700019/P97019AC		
00000487	Metro BlueLine Pedestrian Path	1	BP	T			P7000031/P70030AC		
00001113	Mira Loma - Womens Reentry Project	5	BP	T		7267	P4970097/P49797AC		
00000077	Mira Loma Isolation	5		T	15744	5410	P7000019/P70019AC		
00000630	Nat Hist Museum ADA Access Ramp	1	BP	T	77376		P7737600/P77376AC		
00001268	One-Stop Center Study	5	S	T		0	P9700007		
00000821	OVMC Can Sterilizer Bldg Replacement	5	BP	T		7069	P4850D00/P4850D01		
00000836	OVMC Lumber Storage	5	BP	T		7070	P2138D00		
00000835	OVMC Stationery Storage Fitness Cntr	5	BP	T		7068	P2606D00		

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**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****TERMINATED Projects**

00000919	OVMC Substation PW 295	5	BP	T		7158	P295TF00		
00001139	Oxford Basin Litigation	4	BA	T		7253	P4970101		
00000341	Pacoima Facility - Forestry Mod Repl	3	BP	T	70532		P7053200/P70532AC		
00000320	Pacoima Facility-Barton Heliport	3	BP	T	70956	6915	P7095600/P70956AC		
00000490	Palmdale Sheriff - Alternate Bill	5	BP	T			P7000032/P70032AC		
00000647	Pathfinder Park - Community Center	4	BP	T	77515	6866	P7000055/P70055AC		
00000649	Pitchess Composter	5	BP	T	69535		P6953500/P69535AC		
00000609	Pitchess Detention Ctr New Barracks	1	BP	T	77520	6842	P7752000/P77520AC		
00001309	PJP NCCF Power to Rplcmnt Chillers	5	BP	T		7420	P9700012/P97012AC		
00000861	Privacy-Access PI - FC 16	3	BP	T	89028	7131	P8902800/P89028AC		
00000886	Privacy-Access PI - FC 2	5	BP	T	89025	7128	P8902500/P89025AC		
00000872	Privacy-Access PI - FS 103	1	BP	T	89016	7119	P8901600/P89016AC		
00000873	Privacy-Access PI - FS 105	2	BP	T	89018	7121	P8901800/P89018AC		
00000871	Privacy-Access PI - FS 110	4	BP	T	89020	7123	P8902000/P89020AC		
00000870	Privacy-Access PI - FS 116	2	BP	T	89008	7111	P8900800/P89008AC		
00000869	Privacy-Access PI - FS 120	4	BP	T	89023	7126	P8902300/P89023AC		
00000868	Privacy-Access PI - FS 125	3	BP	T	89021	7124	P8902100/P89021AC		
00000867	Privacy-Access PI - FS 127	2	BP	T	89014	7117	P8901400/P89014AC		
00000866	Privacy-Access PI - FS 144	3	BP	T	89024	7127	P8902400/P89024AC		
00000865	Privacy-Access PI - FS 147	2	BP	T	89030	7133	P8903000/P89030AC		
00000890	Privacy-Access PI - FS 148	2	BP	T	89035		P8903500/P89035AC		
00000885	Privacy-Access PI - FS 149	5	BP	T	89031	7136	P8903100/P89031AC		
00000880	Privacy-Access PI - FS 158	2	BP	T	89026	7129	P8902600/P89026AC		
00000891	Privacy-Access PI - FS 159	2	BP	T	89036		P8903600/P89036AC		
00000892	Privacy-Access PI - FS 160	2	BP	T	89037		P8903700/P89037AC		
00000864	Privacy-Access PI - FS 161	2	BP	T	89027	7130	P8902700/P89027AC		
00000863	Privacy-Access PI - FS 162	2	BP	T	89029	7132	P8902900/P89029AC		
00000862	Privacy-Access PI - FS 164	1	BP	T	89017	7120	P8901700/P89017AC		
00000879	Privacy-Access PI - FS 20	4	BP	T	89019	7122	P8901900/P89019AC		
00000881	Privacy-Access PI - FS 24	5	BP	T	89011	7114	P8901100/P89011AC		
00000882	Privacy-Access PI - FS 29	1	BP	T	89015	7118	P8901500/P89015AC		
00000878	Privacy-Access PI - FS 3	1	BP	T	89012	7115	P8901200/P89012AC		
00000877	Privacy-Access PI - FS 31	4	BP	T	89013	7116	P8901300/P89013AC		
00000876	Privacy-Access PI - FS 35	4	BP	T	89007	7134	P8900700/P89007AC		
00000875	Privacy-Access PI - FS 36	2	BP	T	89009	7112	P8900900/P89009AC		

TYPE: BP - Billable Project NP - Non Billable Project BA - Billable Assignment NA - Non Billable Assignment S - Study

STATUS: A - Active H - On Hold P - In Close-Out C - Completed T - Terminate

**Project Management Division II**

PCS ID	Project Title	S.D.	Type	Statu	C.P. No.	Specs. No.	PCA	Project Manager	Phone No.
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**Project Management Division II****TERMINATED Projects**

00000883	Privacy-Access PI - FS 43	1	BP	T	89022	7125	P8902200/P89022AC		
00000874	Privacy-Access PI - FS 96	4	BP	T	89010	7113	P8901000/P89010AC		
00000539	Public Works Annex Project	5	BP	T	N/A	6781	PLX00100		
00000533	PW Headquarters Bldg Tenant Improve	1	BP	T	88902		PF052659		
00000079	Rancho Los Amigos-Bldg 1100	4		T		5412	P7000015/P70015AC		
00001571	RD339 Crewroom Kitchnette Remodel	5	BP	T		7502	P9700056/P97056AC		
00000825	Rio Hondo New Twr Com Bldg	4	BP	T	69666	6898	P4970033/P49733AC		
00000605	RLANRC N Campus Site Consolidation	4	BP	T	69334	6661	P6933400/P69333AC		
00001463	RLASC Sheriff's Crime Lab Project	4	BP	T	69765	7440	P6982500/P69825AC		
00000912	RMD 1 Refurbishment Project	1	BP	T	67934	7150	PCP67934/P67934AC		
00000911	RMD 3 Refurbishment Project	2	BP	T	67935	7152	PCP67935/P67935AC		
00000910	RMD 4 Refurbishment Project	4	BP	T	67936	7153	PCP67936/P67936AC		
00000909	RMD 5 Refurbishment Project	5	BP	T	67937	7154	PCP67937/P67937AC		
00001255	RMD 5 Sign Posters Vehicle Garage	5	BP	T		7283	P9700005/P97005AC		
00000906	RMD Facility Refurbishment Program	1,2,3,4,5		T		7150	P4970054/P49754AC		
00000955	Rooftop Solar Power	1,2,3,4,5	BP	T	10190		P4970065/P49765AC		
00000264	Santa Clarita Civic Center Studies	5	BA	T	40020		P40020HR		
00001383	Sheriff Road Distress Study	1	S	T		7400	P9700020/P97020AC		
00001733	SMD_South Yard-Automated Gate	2	BP	T			P9700094/P97094AC		
00000787	South Compton Creek TreatmentWetland	2	BP	T			P4970026/P49726AC/JX0036		
00000844	Strathern Wetlands Park Project	3	BP	T			PEF1641020/JX0011		
00000504	Sybil Brand Facility Upgrade Study		BP	T	10190		P7000035		
00000552	Sybil Brand Institute Improvements	1	BP	T	86940	6830	P7000042/P70042AC		
00001279	Tactics Survival Classroom-Office	1	BP	T		7343	P9700009/P97009AC		
00000855	Temescal Canyon and Pulga Canyon SD	3	BA	T			P4970044/EF1931020W		
PMD2002	Torrance Health Center		BP	T			P0921E00		
00000808	Van Nuys Court Ground Remediation	3	BP	T			P4970028/P49728AC		
00000489	Via Verde Park & Ride Rehab & Expnsn	5	BP	T			PX300312/PX3003AC		
00001114	Womens Center Study	5	BP	T	69719	7266	P6971901/P6971900/P69719AC		
00000734	Yvonne B Burke Driving Range	2	BP	T	77437/10190	6930	P7743700/P77437AC		

**Total Number of TERMINATED Projects 165**



## **A.3**

### **Sample Reports**

#### **2.4 Program Management Reports**

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## **A.3**

### **Sample Reports**

#### **2.5 Section Management Reports**

## **A.3**

### **Sample Reports**

#### **2.6 Program Management Reports**



**LACPW – Project Management Division**  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## WEEKLY COORDINATION MEETING MINUTES # 37

<b>PROJECT NAME:</b>	Pitchess Detention Center East Renovation	<b>CP NO.:</b>	87463
<b>START DATE/TIME:</b>	08/26/2020 9:00 AM	<b>END DATE/TIME:</b>	08/26/2020 9:45 AM
<b>LOCATION:</b>	Tele-Conference		

### ATTENDEES:

NAME	EMAIL	COMPANY	ROLE	ATTENDED
			Required	
		Sheriff's Department	Required	
			Required	X
		PW	Optional	
		Sheriff's Department - FSB	Optional	
		Sheriff's Department	Required	X
		Sheriff's Department	Required	X
		Sheriff's Department	Required	
		Sheriff's Department	Required	
			Required	
		Public Works	Required	
			Required	X
			Required	
		Public Works	Required	
		Sheriff's Department	Required	
		Public Works	Required	
		Sheriff's Department	Required	X
		Sheriff's Department - FSB	Optional	
		Sheriff's Department	Required	
		Sheriff's Department	Required	
		Public Works	Optional	
		ISD	Optional	
			Required	X
		Sheriff's Department	Required	
		Public Works	Required	X
			Required	X
			Required	X
		Sheriff's Department - FSB	Optional	
		Sheriff's Department - FSB	Optional	
		Sheriff's Department	Required	
		Sheriff's Department	Required	X
			Required	X
		Public Works	Optional	
		Public Works	Required	X
			Required	X
			Optional	X

### MEETING ITEMS:

ITEM:	TOPICS:	DISCUSSION:
20.1	Safety and Quality	PW distributed the weekly toolbox topic (Face Protection). Issues discussed included: The requirement of use of a face-shield designed to protect workers from physical, chemical, and radiation hazards.

ITEM:	TOPICS:	DISCUSSION:
20.2	Local and Targeted Work Hire	<p>ACI reports: (latest payroll reports were distributed for this meeting).</p> <ul style="list-style-type: none"> <li>•Part 1- with 95.96 % LW compliance.</li> <li>•Part 2- with 67.68 % LW compliance.</li> <li>•Part 3- with 39.72% LW compliance.</li> <li>•All parts in compliance with 30% minimum compliance is the requirement</li> </ul> <p><b>Action Items:</b></p>
20.3	Schedule	<p><u>Exterior: (Upcoming/in progress Work):</u></p> <ul style="list-style-type: none"> <li>•New sewer lateral in courtyard adjacent to 321 backfill completed.</li> <li>•Staff shelter Foundations/Underground Electrical conduits completed.</li> <li>•Exterior restrooms masonry walls foundations trenching, and rebar installation has started.</li> <li>•Exterior payphones removal has commenced (Tech reports that line is dead).</li> <li>•Guard tower door awaits installation(Detail solution is needed).</li> <li>•Exterior restrooms roofing material potential delivery for early next week.</li> </ul> <p><u>Interior Upcoming Work:</u></p> <ul style="list-style-type: none"> <li>•Baths 324-326 Concrete slab repairs completed.</li> <li>•Visitors restrooms, sewer replacement is ongoing and expected completion next week.</li> <li>•Infirmary restrooms sewer demolition/installation is underway.</li> <li>•Electrical and CCTV rough ongoing (Conduit and boxes).</li> <li>•Baths 321-326 corroded pipes replacement on hold until further instruction from PW.</li> <li>•Infirmary restroom Rm 4.1 has encountered an issue with the corroded sewer pipe and will require pothole outside to capture sewer lines.</li> </ul> <p><b>Action Items:</b></p>
20.4	Submittals	<p>Submittal register dated 8/26/2020, was distributed.</p> <p>ACI submitted a priority list of items to be expedited.</p> <ol style="list-style-type: none"> <li>1.Submittal No. 57 – Folger Adam Mechanical Lock.....3.31.20-<b>PW will track it and release today.</b></li> <li>2.Submittal No. 121R-PA Shop Drawings. <b>LWI to release today.</b></li> <li>3.Submittal No. 142-Guard Tower Plumbing Fixture. <b>LWI to release today.</b></li> <li>4.Submittal No. 143-PA Product Data (Updated). <b>LWI to release today.</b></li> <li>5.Submittal No. 145R – Floor Drain in Dormitories. <b>LWI completed review.</b></li> <li>6.Submittal No. 146 - Floor Drain at Rec Yards. <b>PW, LASD and LWI continue review process. This item is tied to RFI 217.</b></li> <li>7.Submittal No. 147 – Staff Shelter Roof Insulation. <b>LWI completed review.</b></li> </ol> <p><b>Action Items:</b></p>
20.5	Request for Information (RFI)	<p>RFI register dated 8/26/2020, was distributed.</p> <p>RFI critical list from ACI, was distributed.</p> <ul style="list-style-type: none"> <li>•<b>185-</b> Clarification on Window Dimensions. <b>Response is in Bulletin #3.</b></li> <li>•<b>188-</b> Speaker port Location. <b>LWI completed response.</b></li> <li>•<b>189-</b> Restroom #15 not on the Electrical Drawings. <b>LWI completed response.</b></li> <li>•<b>197-</b> Door Type &amp; Hardware Clarification. <b>LWI completed response.</b></li> <li>•<b>202-</b>Men's Visitors R/R not on Electrical Drawings E-1.01- <b>LWI completed response.</b></li> <li>•<b>204-</b>Dining Table Support. <b>LWI to respond today.</b></li> <li>•<b>205-</b> Missing Electrical Demo Plan. <b>LWI completed response.</b></li> <li>•<b>206-</b> Missing New Electrical Plan. <b>LWI completed response.</b></li> <li>•<b>207-</b> Infirmary Room #22 - Unmatched A &amp; E Drawing. <b>LWI completed response.</b></li> <li>• <b>213-</b> Plumbing Chase Wall Needed For (N) Lavatory Location Dentist. <b>LWI</b></li> </ul>

ITEM:	TOPICS:	DISCUSSION:
		<p>responded.</p> <ul style="list-style-type: none"> <li>•217- Drain Surface water from footprint of restroom rec yard. <b>Issue remains open, will be discussed at tomorrows coordination site visit.</b></li> <li>•220- Clarification of Light fixture. <b>LWI completed response.</b></li> <li>•221- Shower Drain Model Number in Room 326. Issue is open pending confirmation of the removal of the center post from old drain.</li> <li>•222- L-2 Lavatory Faucet Model Number. <b>LWI to respond.</b></li> <li>•223- Door Jamb attachment detail restroom Rec Yard. <b>LWI to respond.</b></li> <li>•224- Access Floor Door for Guard Tower. <b>Alternate field sketch was provided to LWI for review and approval.</b></li> <li>•225- Clarify Pin Wall next to Drinking Fountain. <b>LWI to respond.</b></li> <li>•<b><u>Action Items:</u></b></li> </ul>
20.6	Security Clearance	None.
20.7	Final Comments	<ul style="list-style-type: none"> <li>•Thursday meeting emergency electrical panel meeting.</li> </ul>

<b>PREPARED BY:</b>	
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Reporting Month: Mid 5/2012  
Supervisory District: 2  
Capital Project No.: 86749  
Specifications No.:  
Job Number: P8674900/P86749AC  
Project Title: Alondra Park-Pool\_Water Play Skate  
Project Manager: [REDACTED]  
Address:

STRUCTURE:

LANDSCAPE:

**INFRASTRUCTURE:**

**Current Status:**

**Issues:**

Scheduling Information		Budget Information	
	P3 Scheduled Completion	Land Acquisition:	\$ 0
Project Needs Assessment:		Construction:	\$ 10,968,663
Project Feasibility:		Equipment:	\$ 0
Project Program:		Plans & Specifications:	\$ 1,559,012
Design:	07/01/2010	Consultant Services:	\$ 725,988
Construction Bid and Award:	11/30/2010	Misc. Expenditures:	\$ 90,000
Substantial Completion:	05/30/2012	Jurisdictional Review & Plan Check:	\$ 125,000
Post Construction:	11/15/2012	County Services:	\$ 2,606,898
		<b>Total:</b>	<b>\$ 16,075,561</b>



Project: 00000527 Olive View Psych Urgent Care Ctr  
 C.P.#: 69545  
 Spec. #:   
 Svs. Fund:   
 PM: XXXXXXXXXX

TOTAL PROJECT COST ESTIMATE SUMMARY

**ATTACHMENT 3**

TRC=Actual+Forecast	Budget Approved (Adopt)	Total	Actual to 4/30/2019	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
<b>Building and Safety Division</b>			59												
Information Technology Division			36												
Project Management Division I			59												
<b>Category Total</b>			59												
<b>1. Land Acquisition</b>															
Contract		50	50												
Property Purchase & Impression		50	50												
<b>Category Total</b>		50	50												
<b>2. Construction</b>															
Contract		58,216,000	11,122,000	40	50	16,425,351	83,707,548								
Site Contingency		50	50	50	50										
Design Orders		880,000	50	50	50	171,001	5,266,388								
Cost S&M		378,000	50				174,000								
Construction		18,701,135	5,021,211	50	50	14,133,276	11,133,000								
JOB		353,000	1,000,000			650,000									
Other 1 - JCB Construction		120,000	50,000	50	50	120,000									
Other 2 - Special		350,000	350,000			100,000									
<b>Category Total</b>		60,118,000	11,192,000	50	50	16,433,351	117,926,436								
<b>3. Equipment</b>															
Contract		140,000	50	50	50	140,000	50								
Other Equipment		50	50	50	50	50	50								
Telecommunications Equipment		140,000	50	50	50	140,000	50								
<b>Category Total</b>		140,000	100	100	100	140,000	100								
<b>4. Plans &amp; Specifications</b>															
Contract		140,000	125,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Architectural Services		50	50	50	50	50	50	50	50	50	50	50	50	50	50
Architectural/Engineering Firm		140,000	125,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
<b>Category Total</b>		140,000	140,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
<b>5. Consultant Services</b>															
Contract		100,000	100,000	50	50	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Geological Management Support		50	50	50	50	50	50	50	50	50	50	50	50	50	50
Design Inspection (Structural)		100,000	100,000	50	50	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Design Inspection (Electrical Testing & Others)		100,000	100,000	50	50	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Environmental Documents (EMPCOE)		100,000	100,000	50	50	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Geotechnical Survey		100,000	100,000	50	50	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Project Cost Estimating Services		100,000	100,000	50	50	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Topographical Survey		100,000	100,000	50	50	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
<b>Category Total</b>		140,000	140,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000	175,000
<b>6. Misc. Expenses</b>															
Contract		15,000	50	50	50	15,000	17,000								
FF&E		50	50	50	50	50	50								
LA County Affirmative Action Compliance		15,000	50	50	50	15,000	17,000								
<b>Category Total</b>		15,000	100	100	100	15,000	17,000								
<b>7. Interdisciplinary Review &amp; Plan Check &amp; Permits</b>															
Building and Safety Division		100,000	17,500	50	50	15,000	50								
Building and Safety Plan Check/Permits		100,000	17,500	50	50	15,000	50								
Contract		100,000	17,500	50	50	15,000	50								
At Quality Management District (AQMD)		50	50	50	50	50	50								
Fire Department/Inspection		100,000	50	50	50	15,000	50								
Regional Planning		100,000	17,500	50	50	15,000	50								
Other Water Resources Board		50	50	50	50	50	50								
Geo Technical & Materials Engineering I		100,000	17,500	50	50	15,000	50								
Subarea Engineering Plan Check/Permits		100,000	17,500	50	50	15,000	50								
<b>Category Total</b>		100,000	17,500	175,000	175,000	175,000	175,000								
<b>8. County Services</b>															
Architectural Engineering Division		100,000	17,500	50	50	15,000	50								
Architectural Services		100,000	17,500	50	50	15,000	50								
Architect/Engineering Design Services		100,000	17,500	50	50	15,000	50								
Construction Inspection Services		100,000	17,500	50	50	15,000	50								
Contract Administration Services		100,000	17,500	50	50	15,000	50								
Design Review Services		100,000	17,500	50	50	15,000	50								
Design Review Services (Consultants)		100,000	17,500	50	50	15,000	50								
Support Services		100,000	17,500	50	50	15,000	50								
<b>Building and Safety Division</b>															
Support Services		100,000	17,500	50	50	15,000	50								
Contract		100,000	17,500	50	50	15,000	50								
100% Telecommunications		100,000	17,500	50	50	15,000	50								
Support Services		100,000	17,500	50	50	15,000	50								
<b>Divisional Programs Division</b>															
Support Services		100,000	17,500	50	50	15,000	50								
Geo Technical & Materials Engineering I		100,000	17,500	50	50	15,000	50								
Support Services		100,000	17,500	50	50	15,000	50								
<b>Information Technology Division</b>															
Support Services		100,000	17,500	50	50	15,000	50								
<b>Land Development Division</b>															
Support Services		100,000	17,500	50	50	15,000	50								
<b>Project Management Division I</b>															
Capital Project Management Assistant		100,000	17,500	50	50	15,000	50								
Capital Project Manager		100,000	17,500	50	50	15,000	50								
Capital Project Program Manager		100,000	17,500	50	50	15,000	50								
Construction District Recovery		100,000	17,500	50	50	15,000	50								
Resource Project Manager I		100,000	17,500	50	50	15,000	50								
PMICM Advanced Core (Labor)		100,000	17,500	50	50	15,000	50								
PMICM Advanced Core (Professional)		100,000	17,500	50	50	15,000	50								
Project Technical Support		100,000	17,500	50	50	15,000	50								
Administrative Support		100,000	17,500	50	50	15,000	50								
<b>Project Management Division II</b>															
Senior Capital Project Manager		100,000	17,500	50	50	15,000	50								
<b>Traffic and Lighting Division</b>															
Support Services		100,000	17,500	50	50	15,000	50								
<b>Category Total</b>		1,125,000	175,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
<b>Project Total</b>		1,125,000	175,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000

**LA County Department of Public Works**

Public Works Headquarters Bldg.  
900 South Fremont Avenue, 5th Floor  
Alhambra, CA 91803

**MEETING MINUTES**

No. 00017

Phone:

Fax:

**PROJECT TITLE:** El Cariso Park General Improvement**MEETING DATE:** 11/30/2006**LOCATION:** Job site trailer**SUBJECT:** Construction Meeting No.16

DID ATTEND	INITIALS	COMPANY NAME
Y	AD	LA County Department of Public Works
Y		LACDPW - AED Construction/Inspection
N	DHO	LA County Dept of Parks and Rec
Y	JM	LA County Dept of Parks and Rec
Y	JO	Icon West
Y	JT	LA County Dept of Parks and Rec
Y	MH	Icon West
Y	MH	LACDPW - AED Construction/Inspection
N		LA County Dept of Parks and Rec
N	SC	LA County Dept of Parks and Rec
Y	STD	LA County Dept of Parks and Rec
Y	WCS	Wayne C. Siu Architects
Y	WH	LA County Department of Public Works

ITEM	DISCUSSION	STATUS	STARTED	DUE	ACTION
01.000.00	SUBMITTALS	OPN			
01.015.01	The Fertilizer & Soils Treatment/Test and a substitution for the Sprinkler Head submittals were turned in today by (11/9/06) by Icon West. The approved Landscape Irrigation Systems submittal was returned to Icon West today. The approved Playground Surfacing and Metal Fabrication (Revised) submittals were returned to Icon West last Thursday (11/2/06).	CLO			
01.016.01	The fertilizer & soil test submittal is approved, per [REDACTED]. Copies will be sent later.	CLO			WCS
01.016.02	The Substitution for the Rainbird sprinkler heads was approved and returned to Icon West today.	CLO			
01.016.03	The submittal for Finish Hardware & Hollow Metal Schedule was submitted by Icon West today. WSA to review for approval.	OLD			WCS
01.016.04	Damian requested a copy of the Shelters shop drawings. Per [REDACTED] is included in the submittal package handed to Damian this morning.	CLO			
01.017.01	Icon West requested a substitution for the sinks and water closets specified due to unavailability. William requested that the substitution be submitted with an explanation and back up detailing the reasons for the substitution.	NEW			
02.000.00	REQUEST FOR INFORMATION	OPN			
02.015.01	All RFIs through RFI #065 were responded to and returned to Icon West except RFIs 58, 59, 63, 64, and 65. Per [REDACTED] items in RFI #58 (Arborist Report) were addressed in the walkway redesign plan, which was provided to Icon West on 11/2/06. [REDACTED] will respond to RFI #58 and [REDACTED] will send a revised RFI #58R to reflect any outstanding item. A site walk by Parks & Rec, PMD, and Inspection will be conducted after today's meeting to look at the Electrical Panel mentioned in	CLO			



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

### TESTING - WEEKLY COORDINATION MEETING MINUTES # 4

<b>PROJECT NAME:</b>	zKathleen's Test Project	<b>CP NO.:</b>	12345
<b>START DATE/TIME:</b>	10/29/2018 10:00:00 AM	<b>END DATE/TIME:</b>	10/29/2018 11:30:00 AM
<b>LOCATION:</b>			

#### ATTENDEES:

NAME	EMAIL	COMPANY	ROLE	ATTENDED
		Los Angeles County Department of Public Works	Required Attendee	No
		Department of Public Works	Organizer	No

#### MEETING ITEMS:

ITEM:	TOPICS:	DISCUSSION:
4.1	Invoicing	Emails and text messages, can and will be forwarded to parties outside of your control, including those outside of the project and the media. You should always ask yourself, before sending any communication, "Is this something you would be comfortable reading on the front page of the LA Times?"
4.2	Cost Events	Keep in mind that voicemails can now be forwarded as an attached wave file or transcribed message. Voicemails you leave could be seen or heard by unintended recipients.
4.3	Information Only	We are all aware of the growing importance of managing and protecting electronic communications. E-mail and texting has essentially replaced the short phone call, hallway conversation, or water-cooler talk of yesteryear and has become such an integral part of business it's often hard to imagine getting anything done without the benefits of instant communication.
4.4	Proceed Orders	Protecting sensitive e-mails in a world where data can be instantly "beamed" to all corners of the world via the Internet can be challenging. Preserving attorney-client privilege for emails comes with its own set of challenges, since a simple click of the "forward" button risks waiving the privilege.
4.5	Information Only	Generally, attorney-client privilege protects communications (including e-mail) sent from a client to a lawyer from forced disclosure to third parties. To assert the privilege, these basic elements must be present

#### ACTIONS ITEMS:

ITEM NO.:	ACTION REQUESTED:	BIC:	STATUS:	DATE DUE:
PW_Action Item 16	4.3 Send Letter to LASD		2.1d late	10.31.2018
PW_Action Item 17	4.5 Return Keys to Janitor		2.1d late	10.31.2018

PREPARED BY:



Submital Log Expanded

Filter By:  
Project Name equals MHTC - Validation  
Create Date between 04/01/2018 and 08/30/2025

Project Name	Spec Section	Sub Section	CSI Code	Consultant Respond By Date	Consultant Review Complete Date	Date Forwarded To Consultant	Date Review Completed	Date Review Completed (System Generated)	Date Submitted For Review	Item Status	Item Revision Number	Lead Time In Weeks	Long-Lead Item	Package Number	Package Revision Number
MHTC - Validation	01 00 00 - GENERAL REQUIREMENTS	01EX31	01 00 00	07/22/2019	07/16/2019	07/16/2019	07/19/2019	07/19/2019	05/20/2019	Open		0	No	3-01 00 00-0	0
MHTC - Validation	01 00 00 - GENERAL REQUIREMENTS	01EX31	01 00 00	07/22/2019	07/16/2019	07/16/2019	07/19/2019	07/19/2019	05/20/2019	Open		0	No	3-01 00 00-0	0
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS	01 32 00	01 30 00	07/17/2019	07/18/2019	07/16/2019	07/16/2019	07/16/2019	07/08/2019	Closed		0	No	3-01 30 00-0	0
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS	01 37 00	01 30 00	07/22/2019	07/18/2019	07/18/2019	07/18/2019	07/16/2019	07/08/2019	Closed		0	No	3-01 30 00-0	0
MHTC - Validation	01 00 00 - GENERAL REQUIREMENTS	01EX31	01 00 00	06/13/2019	06/13/2019	06/11/2019	06/13/2019	06/13/2019	05/20/2019	Open		0	No	3-01 00 00-0	0
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS	01 32 00	01 30 00	06/06/2019	06/03/2019	06/07/2019	05/02/2019	05/08/2019	04/22/2019	Closed		0	No	1-01 30 00-0	0
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS		01 30 00	07/30/2019		07/23/2019			07/22/2019	Open		3	No	10-01 30 00-0	0
MHTC - Validation	01 00 00 - GENERAL REQUIREMENTS	01EX31	01 00 00	07/30/2019		07/23/2019			07/22/2019	Open		3	No	10-01 30 00-0	0
MHTC - Validation	01 00 00 - GENERAL REQUIREMENTS	01EX31	01 00 00	07/11/2019	07/11/2019	07/10/2019	07/11/2019	07/11/2019	04/19/2019	Closed		0	No	4-01 00 00-0	0
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS	01 34 00	01 30 00	07/12/2019	07/12/2019	07/09/2019	07/12/2019	07/12/2019	07/05/2019	Open		0	No	7-01 30 00-0	0
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS	01 32 00	01 30 00	06/19/2019	06/24/2019	06/21/2019	06/24/2019	06/24/2019	05/29/2019	Open		1	No	1-01 30 00-1	1
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS	01 32 00	01 30 00	07/31/2019	07/18/2019	07/17/2019	07/19/2019	07/19/2019	07/17/2019	Closed		1	No	9-01 30 00-1	1
MHTC - Validation	01 30 00 - ADMINISTRATIVE REQUIREMENTS	01 37 00	01 30 00	07/19/2019	07/18/2019	07/18/2019	07/19/2019	07/19/2019	07/17/2019	Closed		1	No	9-01 30 00-1	1



Filter By:

Filter By:

Project Name equals Training - Hall Of Justice Repair and Reuse

[illegible]

07/05/2019

## CONTRACT CHANGE MANAGEMENT

Page 1 of 54

	SO	C.P. #	To	From	Type	Number	Title	Status	Date	Original Contract	Approved Changes	Revised Contract Sum	Pending Changes	* Change Order Percentage	Potential Commitment
Assessment of PC 8 and 86 Bravo	3		ECDC	LACDPW	CON	PW14095	Assessment Services		10/28/2018	\$4,402.00	\$0.00	\$4,402.00	\$0.00		\$4,402.00
			PAGE	LACDPW	CON	PW13720	Assessment Report		12/08/2016	\$85,132.00	\$0.00	\$85,132.00	\$0.00		\$85,132.00
Ave K-5 Building HVAC Upgrade	5		JOEENG	LACDPW	CON	PW13875	Architectural/Engineering Services		10/19/2018	\$111,100.00	\$0.00	\$111,100.00	\$0.00		\$111,100.00
Baldwin Park MD1 CNGV Modification	1	89111	JDS	LACDPW	CON	PW13891	Study and Design Services		05/23/2016	\$79,400.00	\$0.00	\$79,400.00	\$0.00		\$79,400.00
			GEODCON	LACDPW	CON	PW15012	Inspection and Testing Services		09/17/2019	\$2,170.00	\$0.00	\$2,170.00	\$0.00		\$2,170.00
			JAMBEHT	LACDPW	CON	PW15015	Environmental Testing, Inspection, and Monitoring		07/12/2017	\$1,295.20	\$0.00	\$1,295.20	\$0.00		\$1,295.20
			OCM	LACDPW	CON	PW13377	Cost Estimating Services		06/15/2016	\$3,400.00	\$0.00	\$3,400.00	\$0.00		\$3,400.00
Barton Facility Improvement	3	06891	KPE	LACDPW	CON	PW15306	Baseline Construction Schedule		05/28/2019	\$2,000.00	\$0.00	\$2,000.00	\$0.00		\$2,000.00
			GR	LACDPW	CON	PW15045	Geotechnical Services		09/29/2017	\$11,050.00	\$0.00	\$11,050.00	\$0.00		\$11,050.00
Cogan Landfill Gas Mitigation	1	87185	MTM	LACDPW	CON	1127-003.00	Crack Leak fence installation		12/18/2012	\$6,425.63	\$0.00	\$6,425.63	\$0.00		\$6,425.63
			RL	LACDPW	CON	PW15014	Geotechnical Services		05/12/2016	\$7,850.00	\$0.00	\$7,850.00	\$0.00		\$7,850.00
			CITADEL	LACDPW	CON	PW15024	Subsidence and Gas Monitoring		03/19/2018	\$140,954.81	\$0.00	\$140,954.81	\$0.00		\$140,954.81
			MTM	LACDPW	CON	1608-023.00	Cogan Landfill Gas Mitigation		04/02/2016	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
			PAR	LACDPW	CON	PW13841	Project Scheduling Services		04/03/2016	\$36,001.00	\$0.00	\$36,001.00	\$0.00		\$36,001.00
			KLEINFEL	LACDPW	CON	PW13262-01	Geotechnical Services		11/01/2012	\$23,330.00	\$0.00	\$23,330.00	\$0.00		\$23,330.00
			DEM	LACDPW	CON	PW13375	Cost Estimating Services		06/23/2017	\$14,132.80	\$0.00	\$14,132.80	\$0.00		\$14,132.80
			ANDERSEN	LACDPW	CON	PW13601	Pre-design Evaluation Study		03/12/2014	\$240,177.50	\$0.00	\$240,177.50	\$0.00		\$240,177.50
			AMEC	LACDPW	CON	AMEC12893C	Limited Surface Soil Gas Monitoring Services		01/14/2013	\$65,000.00	\$0.00	\$65,000.00	\$0.00		\$65,000.00
			BONC	LACDPW	CON	BCCP-00014	Environmental Document Mitigation		06/05/2014	\$92,365.00	\$0.00	\$92,365.00	\$0.00		\$92,365.00
			UNYX	LACDPW	CON	PW14097	Design Services		04/23/2016	\$107,417.60	\$0.00	\$107,417.60	\$0.00		\$107,417.60
			GEODCON	LACDPW	CON	S13457CP-01	Geotechnical Investigation		05/16/2013	\$25,922.50	\$0.00	\$25,922.50	\$0.00		\$25,922.50
			MTM	LACDPW	CON	1127-006.00	Moldana Gas Mitigation		01/07/2013	\$1,060.18	\$0.00	\$1,060.18	\$0.00		\$1,060.18
			PENFLOSMIT	LACDPW	CON	PENFLOSGPO	Boundary Review		11/05/2013	\$5,942.50	\$0.00	\$5,942.50	\$0.00		\$5,942.50
Consumer Affairs Improvement Project		07257	ECORP	LACDPW	CON	PW13693	CEQA Evaluation Services		08/08/2017	\$5,516.50	\$0.00	\$5,516.50	\$0.00		\$5,516.50
			NTM CONIS	LACDPW	CON	1700-011 (018-001)_J	Permitting and Abatement	APP	07/16/2018	\$312,038.31	\$48,460.58	\$360,508.89	\$0.00	15.23%	\$360,508.89
			LENAX	LACDPW	CON	PW13075	Cost Estimating Services		09/17/2016	\$37,300.00	\$0.00	\$37,300.00	\$0.00		\$37,300.00

Type  
CON = Contract  
CO = Change Order

Status  
APP = Approved  
REV = Not Approved

**Carson Sheriff's Station Expansion****PMD II -**

Reporting Month: End 1/2020  
 Supervisorial District: 2  
 Capital Project No.: 87023  
 Specifications No.: 7034  
 Job Number: P8702300/P87023AC  
 Project Title: Carson Sheriff's Station Expansion  
 CEO Analyst:  
 Project Manager:  
 Address:  
 Project Delivery Method: Low Bid

**Project Description:**

The project will provide interior and exterior modifications to the Carson Sheriff's Station, including tenant improvements within the existing 1-story building with a basement, constructing a new elevator, retrofitting providing the existing fire sprinkler system, administration office areas, restrooms, lobby, men's locker room improvements, and a new relocated women's locker room on the basement level. Furthermore, the project will include an exterior ADA ramp leading to the front door entrance and a new accessible walkway from the existing sidewalk.

**Current Status:**

The baseline schedule was accepted on 12/12/19, and a construction contract was sent out to Monet Construction for execution. The contract was executed on 1/22/20, and a Notice to Proceed was issued on 1/28/20.

**Key Activities/Action Plans:**

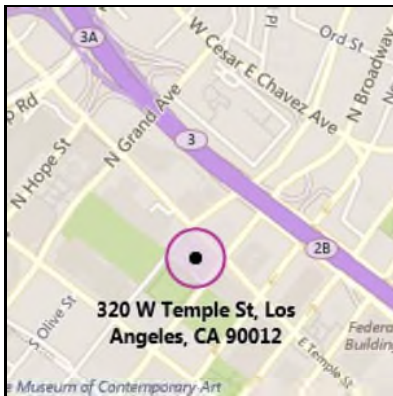
A construction kickoff meeting will be scheduled in early February 2020.

**Issues:**

- **Budget:** None.
- **Scope:** None.
- **Schedule:** None.

<b>Scheduling</b>		<b>Budget</b>	
	<u>Current Schedule</u>		<u>Board Approved</u>
Project Needs Assessment:		Land Acquisition:	\$ 0
Project Feasibility:	07/15/2014	Construction:	\$ 3,321,496
Project Program:		Equipment:	\$ 0
Environmental Document:		Plans & Specifications:	\$ 279,000
Design:	08/15/2019	Consultant Services:	\$ 122,000
Construction Bid and Award:	01/23/2020	Misc. Expenditures:	\$ 352,000
Substantial Completion:	03/11/2021	Jurisdictional Review & Plan Check:	\$ 35,000
Post Construction:	04/29/2021	County Services:	\$ 1,290,504
		<b>Total:</b>	<b>\$ 5,400,000</b>



**HOR 7th Floor Renovation Project****PMD I -**

Reporting Month: Mid 11/2020  
 Supervisorial District: 1  
 Capital Project No.: 87365  
 CEO Analyst:  
 Project Manager:  
 Address:  
 Project Delivery Method: Job Order Contract  
 Board-Approved Budget: \$11,600,000  
 Substantial Completion: 03/27/2020

**Project Description:**

The project consists of an approximately 20,000 SqFt. remodel of the 7th Floor of the Hall of Records Building to build new office space for CEO staff. The scope of work includes that the new floor layout meets the current Building Codes and ADA requirements, and meets the County's Office Space Planning Standards, which will improve efficiencies and enhance the workplace environment.

**Current Status:**

The JOC contractor continues with the submittal preparation and construction. The A/E is reviewing submittals and RFIs.

**Key Activities/Action Plans:**

The JOC contractor will continue with construction. A/E will continue the construction administration services.

**Issues:**

- **Budget:** None.
- **Scope:** None.
- **Schedule:** The schedule for design has been impacted due to the prolonged design and BSD approval process. The mechanical system required considerable alterations to support the load for the information technology equipment. The A/E was challenged to find workable solutions while preserving the existing integrity of the building. This design resolution for BSD code compliance extended the design phase beyond what was anticipated. The anticipated substantial completion date is 3/15/21.



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**HOR 7th Floor Renovation Project**

**PMD I -**

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**Description**

The Board approved substantial completion date of 3/27/20 was impacted by the design and permitting approval process. The Hall of Records, being an existing and historical building, presented the A/E with more than usual challenges such as the need to preserve the existing integrity of the building and providing a code compliant functional design. The scope of work required considerable mechanical alterations to support the cooling load for information technology equipment. In addition, the COVID-19 pandemic impacted the schedule. Public Works was notified in late March by the JOC contractor and the furniture supplier, the COVID-19 pandemic is affecting them. The JOC contractor experienced a slow down in obtaining bids. The furniture supplier has given notice they are providing hospital and health care projects priority over other projects.

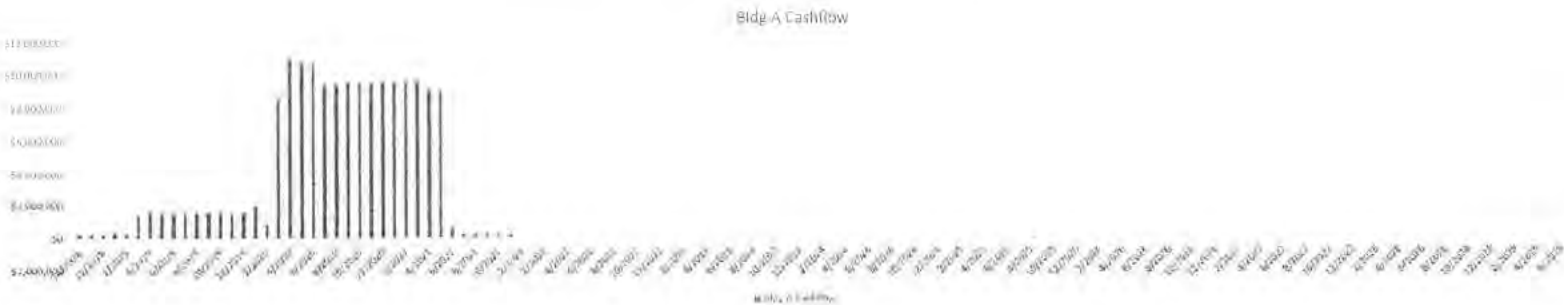
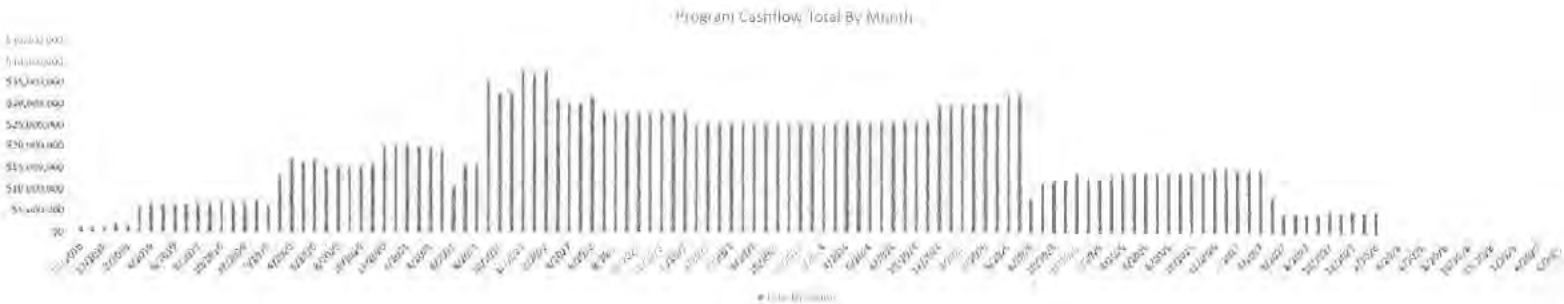
## **A.3**

### **Sample Reports**

#### **2.7 Program Management Templates**

Program Cashflow by Project by Month

	10/2018	11/2018	12/2018	1/2019	2/2019	3/2019	4/2019	5/2019	6/2019	7/2019	8/2019	9/2019	10/2019	11/2019	12/2019	1/2020	2/2020	3/2020	4/2020	5/2020	6/2020	7/2020	8/2020	9/2020
Bldg A Cashflow	\$334,383	\$334,383	\$334,383	\$403,342	\$363,956	\$1,448,021	\$1,681,645	\$1,602,049	\$1,603,258	\$1,602,049	\$1,602,049	\$1,602,049	\$1,602,049	\$1,602,049	\$1,602,049	\$2,057,624	\$919,206	\$8,546,092	\$10,952,387	\$10,743,233	\$10,777,458	\$9,404,849		
Bldg B Cashflow	\$127,929	\$127,929	\$127,929	\$163,072	\$139,438	\$220,137	\$259,895	\$217,426	\$218,146	\$217,426	\$217,426	\$217,426	\$217,426	\$217,426	\$217,426	\$217,729	\$218,032	\$706,446	\$855,624	\$814,036	\$814,281	\$810,026		
Bldg C Cashflow	\$914,323	\$914,323	\$914,323	\$1,320,142	\$1,019,399	\$4,182,290	\$4,760,895	\$4,480,694	\$4,622,364	\$4,480,694	\$4,480,694	\$4,480,694	\$4,480,694	\$4,480,694	\$4,480,694	\$4,484,547	\$4,488,615	\$3,491,794	\$4,586,383	\$4,343,817	\$4,346,942	\$4,292,754		
Bldg D Cashflow	\$107,322	\$107,322	\$107,322	\$164,282	\$120,454	\$270,196	\$301,524	\$265,165	\$266,501	\$265,165	\$506,024	\$575,910	\$575,910	\$575,910	\$575,910	\$576,472	\$577,036	\$431,795	\$586,837	\$555,963	\$556,418	\$548,521		
Bldg E Cashflow	\$69,935	\$69,935	\$69,935	\$108,428	\$78,809	\$180,002	\$201,178	\$176,602	\$177,506	\$176,602	\$326,578	\$380,900	\$380,900	\$380,900	\$380,900	\$381,279	\$381,660	\$293,509	\$388,284	\$367,419	\$367,727	\$362,391		
Total By Month	\$1,554,092	\$1,554,092	\$1,554,092	\$2,159,266	\$1,722,076	\$6,300,645	\$7,199,131	\$6,741,937	\$6,887,768	\$6,741,937	\$7,132,772	\$7,256,980	\$7,256,980	\$7,256,980	\$7,256,980	\$7,717,651	\$6,584,349	\$13,459,635	\$17,369,516	\$16,824,469	\$16,862,827	\$15,418,541		



COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS

PROJECT MANAGEMENT DIVISION II  
900 South Fremont Avenue  
Alhambra, CA 91803

Test Company  
Test Company

Hall Of Justice Repair and Reuse - Sandbox  
Specs. 6649 C.P. 86630

**DEPARTMENT OF PUBLIC WORKS CHANGE ORDER 4 TO CONTRACT PW**

You are directed to make the following changes. Changes shall include labor, materials, and equipment; each item to include all charges direct or indirect arising out of this change:

PC - 4: 1) Install a chilled hot water return and supply line (CHWRS) to the existing Central Plant system. Cut back the existing lines on the Central Plant side (outside HOJ's property line) of the Hall of Justice (HOJ) in order to connect to HOJ. As these are leaking lines, contractor to freeze the lines in order to complete the scope of work.

2) Cap off the existing 6-inch potable water line to extend through to HOJ property line for future use (not indicated on the scoping documents).

3) Repair existing leaky soft water line, cut and cap off.

4) Cap steam line and condensate return piping. **Cost: 43545.00**

PC - 5: 1) New piping in lieu of the missing pipes in the air shafts.

2) Sewer investigation.

3) Increased sewer ejector size.

4) New sump pump lid.

5) Revised power.

6) Additional corridor lighting. **Cost: 86118.00**

Total cost impact to the County..... \$ 129,663.00

Total time impact in calendar days of this Change Order..... 0 Day(s)

The Contract legal completion date

The Change Order constitutes full and mutual accord and satisfaction for all costs and time extensions related to this Change Order. By acceptance of this Change Order, the contractor agrees that the Change Order represents an equitable adjustment of the Contract and releases the Los Angeles County from any and all existing or future delay impact cost or any other impact costs or claims related to the work authorized in this Change Order. The specification, where pertinent, shall apply to these changes.

**Change Order Limitation Compliance**

(a) Original Board-Approved Contract Amount.....	\$151,218,983
(b) Net Amount of this C.O. ....	\$ 43,545
(c) Total of all C.O.s to date executed under delegated authority.....	\$151,225,483
(a) Original Board-Approved Contract Amount.....	\$151,218,983
(b) Net Amount of this C.O. ....	\$ 86,118
(c) Total of all C.O.s to date executed under delegated authority.....	\$151,225,483

(d) **Percentage of the C.O.s of (a) above** (cannot exceed 10%) ..... 0.0857451871  
634397 %



(e) **Percentage of all delegated-authority C.O.s of (a) above** (cannot exceed 25%) . . . . . 0.0042984021  
3910181 %

MARK PESTRELLA  
Director of Public Works

Department of Public Works	Executed	Contractor	Executed
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# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

Director

November 25, 2020

IN REPLY PLEASE

REFER TO FILE: **PM-1**

Dear Mr.

**PITCHESS EMERGENCY VEHICLE OPERATIONS CENTER PROJECT  
CONTRACT AMENDMENT 01  
AGREEMENT PW 15368  
SPECS. 7351; C.P. 69799  
PROJECT ID 00001285; PROJECT P6979900**

Please sign the enclosed Contract Amendment 01. When you have signed the contract amendment, return three signed originals to Public Works for further processing.

If you have any questions, please call me or your staff may contact

Very truly yours,

Director of Public Works

Deputy Director

VM:cl

U:\pmd\sheriff\EVOC Training Facility\02800\02812\CA #001\02 - CA 01

Enc.

cc: Chief Executive Office  
Sheriff's Department

PITCHESS EMERGENCY VEHICLE OPERATIONS CENTER  
SPECS. 7351; C.P. 69799  
PROJECT ID 00001285; PROJECT P6979900

CONTRACT AMENDMENT #01  
DESIGN-BUILD CONTRACT PW-15368

Design Completion Allowance Reallocation

☒

Change Order

☐

Other Allowance Reallocation (See Below)

☐

You are directed to make the following changes, which shall include all necessary architectural/engineering design services, permitting, procurement, and construction services, including, but not limited to, furnishing all necessary materials, equipment, supervision, labor, and services; each item to include all charges, direct and indirect, arising out of this change:

This contract amendment will provide labor, materials, and equipment to add additional asphalt/concrete (AC) pavement and base material (48,476 square feet) to the proposed Emergency Vehicle Operations Center track, provide a revised schematic design layout, and include conducting a survey of the additional pavement areas within the proposed track layout per the approved site plan dated June 23, 2020, in order to comply with all the Peace Officer Standards and Training (POST) as well as facility operational requirements.

Reference: Sully Miller Contracting Co. Change Order Request No. 1 and Proceed Order No. 1.

Cost		\$279,293
Time impact in calendar days		0 Days
(a) Total cost to the County		\$279,293
(b) Total time impact in calendar days of this Contract Amendment		0 Days

The contractual **substantial completion date** is September 10, 2021.

This Contract Amendment constitutes full and mutual accord and satisfaction for all costs and time extensions, if any, related to this Contract Amendment. By acceptance of this Contract amendment, the contractor agrees that the Contract Amendment represents an equitable adjustment to the Contract and releases the County of Los Angeles from any and all existing or future delay impact costs or any other impact costs or claims related to the work authorized in this Contract Amendment. The Contract Documents, where pertinent, shall apply to these changes.

**Impact(s) of this Contract Amendment**

<b>(c) Contract Sum Prior to this Contract Amendment</b>	_____	\$10,790,000
<b>(d) Allowance Reallocation Impact(s)</b>	_____	\$279,293
Reallocation from Allowance 1 (Design Completion Allowance)= \$279,293		
<b>(e) Change Order Impact (Add/Deduct)</b>	_____	\$0
<b>(f) Total Net Amount of this Contract Amendment [(d) + (e)]</b>	_____	\$279,293
(Must be equal to (a))		
<b>(g) Contract Sum including this Contract Amendment [(c) + (f)]</b>	_____	\$11,069,293
<b>(h) Total of all Remaining Allowances</b>	_____	\$260,207
Reallocation from Allowance 1 (Design Completion Allowance)= \$260,207		
<b>(i) Max Contract Sum including this Contract Amendment [(g) + (h)]</b>	_____	\$11,329,500

Recommended for execution by:	Executed by:
_____	_____
Date	Date
Deputy Director	





LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## CONSTRUCTION ACTIVITY NOTICE # 2

<b>Project Name:</b> zKathleen's Test Project		<b>Location/Area/Bldg.:</b> House	<b>CP No:</b> 12345
<b>Evaluation/Meeting Date:</b> 10.23.2018		<b>Work Start Date:</b> 10.24.2018	<b>Expected Duration:</b> 20
<b>Start Time:</b> 6:00 AM	<b>Scope of Work:</b> This is just a test.		
<b>Finish Time:</b> 3:00 PM			

### Attached Documents:

Exhibits/Sketches/Drawings, Hot Work Permit

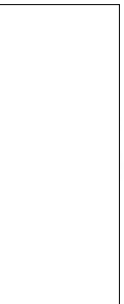
Impact	Expected Outcomes	Mitigation Measures	Responsible for Monitoring	Date Impact Concluded
Noise	None	N/A	N/A	10.02.2018
Vibration	This is just a test.	This is just a test.	This is just a test.	10.31.2018
Air Quality/Infection Prevention	This is just a test.	This is just a test.	This is just a test.	10.24.2018
Utility Requirements	This is just a test.	This is just a test.	This is just a test.	10.17.2018
Interim Life Safety	This is just a test.	This is just a test.	This is just a test.	10.24.2018
Parking/Traffic	This is just a test.	This is just a test.	This is just a test.	10.17.2018
Pedestrian Safety	This is just a test.	This is just a test.	This is just a test.	10.17.2018
Security Impacts	This is just a test.	This is just a test.	This is just a test.	10.24.2018
General Safety	This is just a test.	This is just a test.	This is just a test.	10.10.2018



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## CONSTRUCTION ACTIVITY NOTICE # 2

Team Members Associated	Phone #	Email Address	Signature
<b>Construction</b>			
This is just a test.			
<b>Department of Public Works</b>			
This is just a test.			
<b>Tenant/User Groups</b>			
This is just a test.			
<b>Affected Departments</b>			
This is just a test.			




## Construction Activity Notice # 8

<b>Project:</b> Demo / Make-Ready Project	<b>Location(s):</b> Inside demolition site south of 800 Bldg.	<b>Evaluation/ Meeting Date:</b> 8/26/2015	<b>Work Start Date:</b> 8/29/2015
<b>Expected Duration:</b> • 6 hours for Sheriff Station • Permanent for 800 Bldg.  <b>Start Time:</b> 7:00 am  <b>Finish Time:</b> 1:00 pm for Sheriff Station	<b>Scope of Work:</b> Disconnecting the water supply line and sewer line serving the 800 building, in order to remove those utility pipes from the construction site to allow the start of construction for the new Wellness Center.		

**Attached Documents:**

- ☐ Above Ceiling Work Permit Form  
☐ Infection Prevention & Control Form  
☒ Interim Life Safety Measures (ILSM) Assessment Form  
☒ Exhibits/ Sketches/ Drawings

- ☐ Hot Work Permit  
☒ Utility Shut Down Request Form  
☐ Look-ahead schedule for activities impacting hospital operations

Impact	Expected Outcomes	Mitigation Measures	Responsible for Monitoring	Date Impact Concluded
Noise	None	N/A	N/A	N/A
Vibration	None	N/A	N/A	N/A
Air Quality / Infection Prevention	None	N/A	N/A	N/A
Utility Requirements	1. Temporary shutdown of water at Sheriff Station approx. 6 hrs  2. Permanent shutdown of domestic water & sewer at 800 building and 800 Annex-West.  3. Permanent shutdown of fire sprinkler water at 800 building	1. The deputies at the Sheriff Station will have to use the restrooms in the adjacent SSA building during their water shutdown.  2. Until they move to the new modular buildings, the occupants and patients of the 800 bldg will have: • ADA accessible restrooms located outside the 800 building on the north side. • Temporary handwash sinks inside the building. • Temporary drinking water dispensers inside the building. • CDPH requires that Rancho staff be instructed on how to operate and use the temporary facilities, and in turn, staff to instruct patients.  3. Refer to Interim Life Safety Measures below.		8/29/2015 for Sheriff Station  Permanent for 800 bldg & 800 Annex-West



## Construction Activity Notice # 8

<b>Interim Life Safety</b>	<ul style="list-style-type: none"> <li>ILSM will be applicable due to the permanent shutdown of the fire sprinkler system in the 800 building</li> <li>The fire alarm system on the other hand will remain operational.</li> </ul>	<p>Until the 800 bldg occupants are relocated to the new modular buildings</p> <ul style="list-style-type: none"> <li>Rancho to notify the Downey Fire Dept of the sprinkler shutdown.</li> <li>24/7 fire watch will be implemented by the Rancho security guards currently stationed in wings 801 and 802. <i>For areas having intrusion alarms, fire watchers to visually inspect</i></li> <li>Fire extinguishers located throughout the 800 bldg need to be maintained periodically, and Rancho Safety Officer to conduct fire response training for staff.</li> </ul>	<p>Sgt. Hall (Sheriff Dept)</p> <p>Mike Lear (Facilities)</p> <p>S. Villalobos (Safety)</p> <p><i>from the outside, for wing 804 &amp; the PK offices.</i></p>	9/21/2015
<b>Parking / Traffic</b>	None	N/A	N/A	N/A
<b>Pedestrian Safety</b>	None	N/A	N/A	N/A
<b>Security Impacts</b>	None	N/A	N/A	N/A
<b>General Safety</b>	Permanent shutdown of the fire sprinkler system in the 800 building	Refer to Interim Life Safety Measures above regarding fire watch, and fire response	<p>Sgt. Hall (Sheriff Dept)</p> <p>Mike Lear (Facilities)</p> <p>S. Villalobos</p>	9/21/2015

Team Members Associated	Phone #	Email Address	Signature
<b>Construction :</b>			
Contractor:			
Subcontractor:			
<b>DPW :</b>			
Project Manager:			
Construction Manager:			

*Torch Webster*

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS

PROJECT MANAGEMENT DIVISION II  
900 South Fremont Avenue  
Alhambra, CA 91803

PARK TO PLAYA TRAIL  
STONEVIEW NATURE CENTER TO HAHN PARK  
Specs. 7318; C.P. 69771  
Project ID 00001224; Project P7000074

**CONTRACT AMENDMENT #02**  
**DESIGN-BUILD CONTRACT PW-13929**

Design Completion Allowance Reallocation

☒

Change Order

☐

Other Allowance Reallocation (See Below)

☐

You are directed to make the following changes, which shall include all necessary architectural/engineering design services, permitting, procurement, and construction services, including, but not limited to, furnishing all necessary materials, equipment, supervision, labor, and services; each item to include all charges, direct and indirect, arising out of this change:

**Provide design to realign the west surface trail, provide enhanced landscaping to be visual barriers at strategic locations, provide required walls to be visual barriers at strategic locations, and provide alternative guardrails and visual barriers at the retaining walls of the elevated trail.**

**Reference: Griffith letter #6 dated 2/4/2019.**

Cost .....	<b>\$52,500</b>
Time impact in calendar days .....	<b>0 days</b>

<b>(a) Total cost to the County</b> .....	<b>\$52,500</b>
<b>(b) Total time impact in calendar days of this Contract Amendment</b> .....	<b>0 days</b>

The contractual **substantial completion date** is 5/8/20.

This Contract Amendment constitutes full and mutual accord and satisfaction for all costs and time extensions, if any, related to this Contract Amendment. By acceptance of this Contract amendment, the contractor agrees that the Contract Amendment represents an equitable adjustment to the Contract and releases the County of Los Angeles from any and all existing or future delay impact costs or any other impact costs or claims related to the work authorized in this Contract Amendment. The Contract Documents, where pertinent, shall apply to these changes.



**Impact(s) of this Contract Amendment**

(c) **Contract Sum Prior to this Contract Amendment** ..... \$1,422,700

(d) **Allowance Reallocation Impact(s)** ..... \$0  
Reallocation from Allowance 1 (Design Completion Allowance)= \$0  
Reallocation from Allowance 2 (Alternate Design Solution Allowance)= \$0

(e) **Change Order Impact (Add/Deduct)** ..... \$52,500  
Change Order Contingency= \$679,000

(f) **Total Net Amount of this Contract Amendment [(d) + (e)]** ..... \$52,500  
(Must be equal to (a))

(g) **Contract Sum including this Contract Amendment [(c) + (f)]** ..... \$1,475,200

(h) **Total of all Remaining Allowances** ..... \$127,500  
Reallocation from Allowance 1 (Design Completion Allowance)= \$0  
Reallocation from Allowance 2 (Alternate Design Solution Allowance)= \$127,500

(i) **Remaining Change Order Contingency** ..... \$7,300

(j) **Max Contract Sum including this Contract Amendment [(g) + (h)]** ..... \$1,602,700

Recommended for execution by:

Executed by:

\_\_\_\_\_  
Assistant Deputy Director

Date

\_\_\_\_\_  
Griffith Company

Date



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803



## CONTRACTOR'S DAILY REPORT NO. 12

CP NO.:	12345	CDR DATE:	11.05.2018, Monday
PROJECT NAME:	zKathleen's Test Project		
CONTRACTOR:	Los Angeles County Department Of Public Works	START TIME:	5:30 AM
PREPARED BY:		END TIME:	8:30 PM
WEATHER TEMP (8AM):	35	WEATHER TEMP (2PM):	112
		WEATHER CONDITION:	Overcast

### SUMMARY OF WORK (Include building/location):

work

### TRADE/PERSONNEL COUNT:

Subcontractors	Superintendent	Foreman	Journeyman	Apprentice
one	1	1	1	1
two	2	2	2	2
three	3	3	3	3
four	4	4	4	4
five	5	5	5	5
six	6	6	6	6
seven	7	7	7	7
eight	8	8	8	8
nine	9	9	9	9
ten	10	10	10	10
eleven	11	11	11	11
twelve	12	12	12	12
thirteen	13	13	13	13
fourteen	14	14	14	14
fifteen	15	15	15	15

### EQUIPMENT ON SITE:

Loaders - 1  
Backhoes - 2  
Backhoes - 3  
Dozers - 4  
Compressors - 5

### MATERIALS DELIVERED:

materials

### INSPECTIONS:

inspection

### MATERIALS SAMPLING/TESTING:

sampling/testing

### DELAYS/POTENTIAL ISSUES:

delays

### SAFETY/INCIDENTS:

safety

### VISITORS:

none

### ADDITIONAL COMMENTS:

none

PREPARER SIGNATURE: \_\_\_\_\_

DATE CREATED: 11.05.2018 01:46PM

ATTACHMENTS:



LACDPW - Project Management Division  
Public Works Headquarters Building 900 South  
Fremont Avenue, 5th Floor  
Alhambra, CA 91803

## HOT WORK PERMIT

# WARNING!

## HOT WORK IN PROGRESS WATCH FOR FIRE!

<b>Instructions</b> <ol style="list-style-type: none"><li>1. <b>Person doing hot work:</b> Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.</li><li>2. <b>Fire Watch:</b> Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit-Authorizing individual.</li><li>3. <b>Monitor:</b> After 6 hours, do final inspection, sign, and return to designated area.</li></ol>	
<b>Who, When &amp; Where? Hot Work Being Done By:</b> Employee	
<b>Date:</b> 10.25.2018	<b>CP No.:</b> 12345
<b>Location/Building and Floor:</b> Building A1	
<b>Nature of Job:</b> Welding	
<b>Name of Person Doing the Work:</b> [REDACTED]	
<i>I verify the above location has been examined, the precautions checked on the required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.</i>	
<b>Signature of Permit-Authorizing Individual</b>	
<b>Time Started:</b> 6:00 AM	<b>Time Finished:</b> 2:00 PM
<b>Expiration Date:</b> 10.31.2018	<b>Expiration Time:</b> 6:00 PM
<i>Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.</i>	
<b>Signature of Fire Watch</b>	<b>Time</b>
<b>Annie Hong - Fire Watcher</b>	
<i>Work area was monitored for a minimum of 6 hours following hot work and found fire safe.</i>	
<b>Signature of Monitor</b>	<b>Time</b>
<b>Deanne Chu - Monitor</b>	
<b>Additional Comments:</b> This is just a test.	

<b>Required Precautions Checklist</b> <i>(must be retained as record of hot work activity for 6 months minimum)</i> <ul style="list-style-type: none"><li><input type="checkbox"/> Available Sprinklers in Normal Automatic mode and valve open.</li><li><input type="checkbox"/> Hot Work equipment in good repair.</li></ul>
<b>Assess 35ft radial "sphere" of work for potential fire hazards:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Floors, work level and <u>below</u>, cleaned or protected.</li><li><input type="checkbox"/> All other combustibles removed or shielded from sparks.<ul style="list-style-type: none"><li>• Clean horizontal surfaces (e.g. building structures, equipment, ducts, cables trays, etc.) <u>above</u> and <u>below</u> where possible.</li><li>• Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.</li><li>• If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains</li></ul></li><li><input type="checkbox"/> Transmission or conveying of sparks to adjacent areas eliminated or protected.<ul style="list-style-type: none"><li>• Tightly cover wall/floor openings with fire-retardant material.</li><li>• Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.</li><li>• Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.</li></ul></li><li><input type="checkbox"/> Explosive atmosphere eliminated or potential not present.</li></ul>
<b>Work on walls, ceiling or enclosed equipment:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Construction materials verified as noncombustible and without combustible covering or insulation.</li><li><input type="checkbox"/> Combustibles on other side of walls relocated or protected.</li><li><input type="checkbox"/> Enclosed equipment cleaned and protected from all combustibles.</li><li><input type="checkbox"/> Containers purged of flammable liquids/vapors.</li></ul>
<b>Fire watch/hot work area monitoring requirements:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Continuous fire watch provided during and for at least 30 minutes after hot work, including all breaks.</li><li><input type="checkbox"/> Fire watch supplied with suitable extinguishers/hoses.</li><li><input type="checkbox"/> Fire watch trained in the use of the fire equipment and sounding alarm.</li><li><input type="checkbox"/> Area to be monitored hourly for a minimum of 6 hours after job is completed, or longer if required.</li></ul>
<b>Other precautions that may be required:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Fire watch provided for adjoining areas, above or below.</li><li><input type="checkbox"/> Confined Space or Lock-Out-Tag-Out required/used.</li><li><input type="checkbox"/> Area smoke or heat detection disabled to eliminate false trip.</li><li><input type="checkbox"/> Ensure welder has shield.</li><li><input type="checkbox"/> Ensure sparks are monitored.</li></ul>





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PROJECT NAME:	zKathleen's Test Project
BUILDING/AREA:	Building A1
FIRE WATCH PERSONNEL:	<div style="background-color: black; width: 100px; height: 1.2em;"></div>

- Visually inspect each room and/or space in the facility at 30-minute intervals.
- Visually inspect all accessible areas of the hot work area as well as outer perimeter.

[illegible]

## HOT WORK PERMIT

# WARNING! HOT WORK IN PROGRESS WATCH FOR FIRE!

### Instructions

1. **Person doing hot work:** Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
2. **Fire Watch:** Prior to leaving area, do final inspection, sign, leave permit posted and notify Permit-Authorizing Individual.
3. **Monitor:** After 6 hours, do final inspection, sign, and return to designated area.

### Who, When, and Where?

#### Hot Work Being Done By

- ☐ Employee  
☐ Contractor

Date

Job/Work Order No.

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing Hot Work

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual

Time	<input type="checkbox"/> AM	Time	<input type="checkbox"/> AM
Started	<input type="checkbox"/> PM	Finished	<input type="checkbox"/> PM
Expiration Date	Expiration Time	<input type="checkbox"/> AM	<input type="checkbox"/> PM

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signature of Fire Watch

Time

Work area was monitored for a minimum of 6 hours following hot work and found fire safe.

Signature of Monitor

Time

### Required Precautions Checklist

(must be retained as record of hot work activity for 6 months minimum)

- ☐ Available Sprinklers in Normal Automatic mode and valve open.  
☐ Hot Work equipment in good repair.

#### Assess 35 ft radial "sphere" of work for potential fire hazards:

- ☐ Floors, work level and below, cleaned or protected.  
☐ All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- ☐ Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- ☐ Explosive atmosphere eliminated or potential not present.

#### Work on walls, ceilings or enclosed equipment:

- ☐ Construction materials verified as noncombustible and without combustible covering or insulation.  
☐ Combustibles on other side of walls relocated or protected.  
☐ Enclosed equipment cleaned and protected from all combustibles.  
☐ Containers purged of flammable liquids/vapors.

#### Fire watch/hot work area monitoring requirements:

- ☐ Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.  
☐ Fire watch supplied with suitable extinguishers/hoses.  
☐ Fire watch trained in the use of fire equipment and sounding alarm.  
☐ Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

#### Other precautions that may be required:

- ☐ Fire watch provided for adjoining areas, above, or below.  
☐ Confined Space or Lock-Out-Tag-Out required/used.  
☐ Area smoke or heat detection disabled to eliminate false trip.

Other: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WARNING!

## HOT WORK IN PROGRESS WATCH FOR FIRE!

IN CASE OF EMERGENCY:

CALL: \_\_\_\_\_

AT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WARNING!

### FIRE WATCH/MONITOR RECORD

Checked by (Initials)	Date	Time	Checked by (initials)	Date	Time

**Address:**

Fire Watch Personnel Name: \_\_\_\_\_

Visually inspect all accessible areas inside the building as well as the perimeter (outside) of the building.

[illegible]



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

August 22, 2011

IN REPLY PLEASE

REFER TO FILE: PM-1

**HALL OF JUSTICE REPAIR AND REUSE PROJECT  
NOTICE TO PROCEED – DESIGN AND CONSTRUCTION SERVICES  
AGREEMENT PW 13493 - SPECS. 6649; C.P. 86630**

*CHANGED TO PW 13499  
ON 09.14.2011*

You are authorized to proceed with the design and construction services in accordance with your Agreement PW 13493. These services shall be provided for a \$151,218,083 not-to-exceed fee. The effective start date is August 23, 2011. All work shall be conducted in accordance with the terms and conditions of your agreement. Any work in excess of this fee will require prior written authorization by Public Works.

If you have any questions, please call me or your staff may contact [REDACTED] at [REDACTED]

Very truly yours,

Director of Public Works

Assistant Deputy Director  
Project Management Division II

RK:vmg  
U:\pmd\courts\Hall of Justice\Corr2011.08.16\_NTP Clark.doc

cc: Chief Executive Office [REDACTED]

bc: Architectural Engineering ([REDACTED]), Project Management II ([REDACTED])



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## PROJECT CLOSEOUT CHECKLIST

CP NO.:	12345	DATE/TIME:	11.05.2018 01:50PM
PROJECT NAME:	zKathleen's Test Project		
PROJECT MANAGER:	[REDACTED]		
CONTRACTOR:	New Creations Builders	CONTRACT NO.:	PW15044

The construction project was completed in accordance with the contract and all drawings and specifications.	NO
Work was inspected and accepted by Public Works inspector from BRCD.	NO
Every Notice of Non-Compliance and Inspection Notice was cleared.	NO
Certificate of Substantial Completion letter was given to contractor.	NO
Notice of Occupancy/Warranty Procedures letter was prepared by the PM and sent to client department.	NO
All punch list items have been completed.	NO
Site final cleanup and landscaping, if required, has been completed.	NO
There is no known defect in equipment, material or design furnished by or workmanship performed by the Contractor requiring correction by the Contractor.	NO
There is no known Hazardous Material on the Project Site, or if there was, it was abated.	NO
The Contractor has obtained all warranties in the name of the County and delivered all written warranties to County.	NO
Contractor has delivered all training and maintenance manuals and documentation and has completed all required training.	NO
Contractor has delivered all required record drawings.	NO
Clearance by BRCD or PMD II for compliance with all payroll reporting requirements.	NO
Clearance by Office of Affirmative Action Compliance that all Equal Employment Opportunity requirements have been met.	NO
Clearance by Community Development Commission for compliance with Section 3 and all other HUD requirements (only CDBG contracts above \$100,000).	NO
Certificate As to Compliance with Certain Regulations received from Contractor (form shown in contract at Paragraph 35 of General Conditions).	NO
Project Fact Sheet and Project Completion Notice were prepared by PM and approved by Division Chief.	NO
Public Works Acceptance of Contract Delegation Memo was prepared by PM and approved with same formality as other Delegation Memos.	NO
Notice of Completion was recorded with County Registrar-Recorder by BRCD.	NO
Letter was sent by BRCD advising Contractor to submit final Payment Request for release of retention.	NO
Final Payment Request was received from Contractor for retention, and it was approved by PM and sent to Fiscal for payment.	NO
Contract file reviewed for completeness.	NO

## CLOSEOUT DOCUMENTS IN FILE

Board Letter	NO	Temp. Certificate of Occupancy	NO
Form of Bid	NO	Inspector Sign Off	NO
Services Contract	NO	Warranty/Guarantee	NO
Construction Contract	NO	Contractor Evaluation Form	NO
Notice to Proceed	NO	Release from OAAC	NO
Precon. Meeting Notes	NO	Project Acceptance Del Memo	NO
Change Order Summary	NO	Notice of Completion	NO

**CLOSEOUT SUMMARY**

**PROJECT:**  
**LOCATION:**

**CONSTRUCTION CONTRACT: PW**  
**SPECS. C.P.**

	In file	N/A
Board Letter	<input type="checkbox"/>	<input type="checkbox"/>
Form of Bid	<input type="checkbox"/>	<input type="checkbox"/>
Services Contract	<input type="checkbox"/>	<input type="checkbox"/>
Construction Contract	<input type="checkbox"/>	<input type="checkbox"/>
Notice to Proceed	<input type="checkbox"/>	<input type="checkbox"/>
Preconstruction Meeting Notes	<input type="checkbox"/>	<input type="checkbox"/>
Change Order Summary	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Certificate of Occupancy	<input type="checkbox"/>	<input type="checkbox"/>
Inspector sign off	<input type="checkbox"/>	<input type="checkbox"/>
Contractors Warranty/Guarantee	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Evaluation Form	<input type="checkbox"/>	<input type="checkbox"/>
Release from OAAC	<input type="checkbox"/>	<input type="checkbox"/>
Project Acceptance Delegation Memorandum	<input type="checkbox"/>	<input type="checkbox"/>
Notice of Completion	<input type="checkbox"/>	<input type="checkbox"/>





Los Angeles County Public Works  
Public Works Headquarters Building  
900 South Fremont Avenue  
Alhambra, CA 91803

## REQUEST FOR CLARIFICATION NO. 1001

DATE/TIME:	5/2/2019 8:07:00 AM	CP NO.:	86630
PROJECT NAME:	Training - Hall Of Justice Repair and Reuse	SPECS NO.:	6649
CONTRACTOR:	Los Angeles County Public Works	CONTRACT NO.:	
REQUESTED BY:		DATE DUE:	05.17.2019
SUBJECT:	Glass Samples		

**SPECIFICATION SECTION:****DRAWING SHEET/DETAILS NO.:**

0011

999

**QUESTION:**

Do the green samples match the planned furniture color scheme?

**PROPOSED SOLUTION:**

The samples are not a perfect match, but are an acceptable close match.

**RESPONSE:**

Architect and/or Interior designer should be consulted as to the suitability of the color selection(s)

**RESPONSE BY:** \_\_\_\_\_**DATE:** \_\_\_\_\_**RFC IMPACT**

Schedule Impact, TBD

This document is to provide clarification to questions only. This is not an authorization to proceed with additional work, nor a time extension of the contract duration, unless explicitly indicated.

**REVIEWED BY:** \_\_\_\_\_**DATE:** \_\_\_\_\_

PUBLIC WORKS





LACDPW – Building and Safety Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803



## REQUEST FOR INFORMATION

DATE/TIME:	11.30.2018 10:08AM	RFI NO.	8
PROJECT NAME:	zKathleen's Test Project	CP NO.:	12345
CONTRACTOR:	Public Works	CONTRACT NO.:	PW96823
REQUESTED BY		DATE DUE:	12.15.2018

SUBJECT: Door Hardware

SPECIFICATION SECTION:

16000

DRAWING SHEET/DETAILS NO.:

Sheet A2.01

**QUESTION:**

The door is no longer working. We need to order new door hardware.

**PROPOSED SOLUTION:**

Please specify the manufacturer?

**RESPONSE:**

Door Inc.

**RFI IMPACT (This identifies if there is no impact or a cost impact, a schedule impact or both.)**

Schedule Impact

This document is to provide clarification to questions only. This is not an authorization to proceed with additional work, nor a time extension of the contract duration, unless explicitly indicated.

DEPARTMENT OF PUBLIC WORKS

DATE



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## SITE OBSERVATION REPORT

Visual observation of systems for general conformance to the approved plans and specifications, at significant construction stages and at completion. Observations do not include or waive the responsibility for inspections required by the Los Angeles County Building Code.

CP NO.:	12345	REPORT NO.:	2
PROJECT NAME:	zKathleen's Test Project		
BUILDING PERMIT NO.:	69586	DISCIPLINE:	Mechanical

### SPECIFY OBSERVED AREA:

We completed at total of 14 borings during the second day of drilling at the 1060 Vignes site (Borings B1-B4, B6, B7 and B20-B27). Two direct-push crews advanced each boring to 15-feet bgs and installed soil vapor probes at select locations. Activities planned for 5/31/2018 include the continuation of direct-push drilling with 1 crew onsite. The following day, June 1, we plan to drill the shallow borings scheduled for geotechnical sampling and RMA has confirmed that they will be onsite that day.

Noted deficiencies with the proposed corresponding corrective actions with respect to general conformance with the approved plans or in the load path: (A final report by the observer which states that all observed deficiencies have been resolved is required before acceptance of the work by the building officials.)

### NOTED DEFICIENCIES:

None.

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE:

1. I am the engineer or architect retained by the owner to be in responsible charge for the observation in accordance with the requirements of the County of Los Angeles.
2. I, or another engineer or architect who I have designated above and is under my responsible charge, had performed the required site visit to verify the significant construction stage is in general conformance with approved plans and specifications;
3. All noted deficiencies which remain to be corrected have been indicated above;
4. I recommend that acceptance of the systems by the County of Los Angeles be withheld until all observed deficiencies are corrected.

OBSERVATION PERFORMED BY:		DATE:	10.23.2018 11:47AM
CONTACT NO.:		LIC./REG. NO.:	78900

(STAMP OF OBSERVER)



LACDPW – Building and Safety Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 3<sup>rd</sup> Floor  
Alhambra, CA 91803



## STRUCTURAL OBSERVATION REPORT NO. 1

**STRUCTURAL OBSERVATION** means the visual observation of the structural system for general conformance to the approved plans and specifications, at significant construction stages and at completion of the structural system. Structural observation does not include or waive the responsibility for the inspections required by Section 108, 1704 or other sections of the Los Angeles County Building Code. (Sections 106.4.5, 1709)

<b>PROJECT NAME:</b>	Training - Hall Of Justice Repair and Reuse	<b>CP NO.:</b>	86630
<b>THIS REPORT INCLUDES ALL CONSTRUCTION WORK THROUGH:</b>	03.02.2019	<b>BUILDING PERMIT NO.:</b>	Lannister
<b>STRUCTURAL OBSERVER OF RECORD (SOR):</b>		<b>SOR PHONE NO.:</b>	Kings Landing

### OBSERVED STRUCTURAL ELEMENTS AND THEIR CONNECTIONS

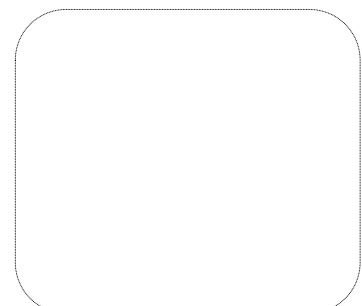
FOUNDATION	WALL	FRAMES	FLOOR	ELEMENTS/CONNECTION OBSERVATION LOCATION
X Footing, Stem Walls	X Concrete	X Steel Moment Frame	X Concrete	Overtaken the North
X Mat Foundation	X Masonry	X Steel Braced Frame	X Steel Deck	
X Caisson, Piles, Grade Beams	Wood	X Concrete Moment Frame	Wood	
X Retaining Foundation Hillside Special Anchors	X Others: Maester	X Masonry Wall Frame	X Others: Bolton	
X Others: Septon		X Others: Seven Kingdoms		

**NOTED DEFICIENCIES with the proposed corresponding corrective actions with respect to general conformance with the approved plans or in the load path:** (A final report by the observer which states that all observed deficiencies have been resolved is required before acceptance of the work by the building officials.)

### I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE:

1. I am the engineer or architect retained by the owner to be in responsible charge for the observation in accordance with the requirements of the County of Los Angeles.
2. I, or another engineer or architect who I have designated above and is under my responsible charge, had performed the required site visit to verify the significant construction stage is in general conformance with approved plans and specifications;
3. All noted deficiencies which remain to be corrected have been indicated above;
4. I recommend that acceptance of the systems by the County of Los Angeles be withheld until all observed deficiencies are corrected.

<b>STRUCTURAL OBSERVATION PERFORMED BY:</b>	
<b>SIGNATURE OF OBSERVER:</b>	
<b>DATE/TIME:</b>	02.27.2019 02:30PM
<b>OBSERVER PHONE NO.:</b>	Kings Landing
<b>OBSERVER PROFESSIONAL LIC./REG. NO.:</b>	butcher



(STAMP OF STRUCTURAL OBSERVER)



Training - Hall Of Justice Repair and Reuse  
PW\_Site Visit Report:#2

Subject: Simpson & Simpson Report Date: 10/25/2019  
Creator: [REDACTED]  
Date Created: 10.28.2019 04:10PM  
Process Date Due:  
Open: No

Accepted By:  
Current Step: Finish  
Status: Received  
Date Due:

Comments



## Implementation - Los Angeles County, CA



### Communications - Submittal Transmittal : 0

**Subject:** 26 Electrical Submittal  
**Author:** [REDACTED] **Held By:** N/A  
**Date Created:** 10.28.2019 04:27pm **Date Due:** 11.13.2019 12:00am

**Submittal Package**  
**Number:** 26.00  
**Description:** Electrical Submittal Transmittal  
**Due Date:** 11.12.2019 12:00am  
**Package Action:** Please Review and Approve  
**Tracking Number:** 26.00  
**Transmitted for:** Approval  
**Delivery Via:** E-mail  
**Items:** 2.00  
**Qty:** 16  
**Notes:** Please Review this Submittal Package

**Form Created**  
10.28.2019 04:27pm

**To:** [REDACTED]  
**CC**



**LACDPW – Project Management Division**  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

**TRANSMITTAL NO. 1**

<b>PROJECT NAME:</b>	Training - Hall Of Justice Repair and Reuse	<b>DATE:</b>	01.14.2019
<b>TO:</b>	Los Angeles County Public Works	<b>REF:</b>	Test 2 of External Email Recipient
		<b>SPECS:</b>	6649
<b>CC:</b>		<b>CP NO.:</b>	86630

<b>WE ARE SENDING:</b>	<b>SUBMITTED FOR:</b>	<b>SENT VIA:</b>	<b>ACTION REQUESTED</b>
Other	For Information Only	Hand Delivery	Your Records
		<b>TRACKING NO.:</b>	

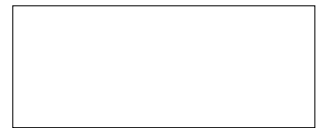
ITEM	DATE	QTY.	REV.	DESCRIPTION	STATUS
01		1		Test.	

**REMARKS:**

**Signed:** \_\_\_\_\_  
Los Angeles County Public Works

10/28/2019

View For Print - PW\_Action Item - 4



## Training - Hall Of Justice Repair and Reuse 00000488



---

### PW\_Action Item : 4

**Subject:** PPE

**Author:**

[REDACTED]

**Held By:**

[REDACTED]

**Date Created:** 07 09 2019 03:24pm

**Date Due:** 07 24 2019

---

**Initiated By::** Meeting Discussion

**Meeting Minute**

**Item No:** 1.30

**Action Requested:** I need you to call PM.

---

**Form Created**  
07.09.2019 03:24pm

**To:**  
**CC**

[REDACTED]



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

### PROJECT PHOTO UPLOAD # 4

PROJECT NAME:	zKathleen's Test Project	CP NO.:	12345
UPLOADED BY:	[REDACTED]	DATE PHOTO(S) TAKEN:	10.23.2018
SUBJECT:	Construction	PHOTO CATEGORY:	103 Utilities
BUILDING:	Building A1		
LOCATION/AREA:	Northeast Corner of Property		
BRIEF DESCRIPTION:	Utility installation at northeast corner of property		

**ATTACHMENT(S):**

20161205\_072444.jpg, 20161205\_072507.jpg,  
20161205\_080741.jpg, 20161205\_115852.jpg,





LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## UTILITY SHUT DOWN REQUEST

PROJECT NAME:	zKathleen's Test Project	DATE OF REQUEST:	10.30.2018
PROJECT MANAGER:	[REDACTED]		
SHUT DOWN DATE/TIME:	10.31.2018 08:30AM		
LOCATION:	Building A1		
COMPANY # 1:		CONTACT PERSON:	[REDACTED]
CELL PHONE:		AUTHORIZED:	
COMPANY # 2:		CONTACT PERSON:	
CELL PHONE:		AUTHORIZED:	

**REASON FOR SHUTDOWN:** Electrical Shut Down

**AFFECTED AREA(S):** Building A1

**APPROVALS:** **OWNER'S REPRESENTATIVE:** \_\_\_\_\_  
**FACILITIES MANAGEMENT:** \_\_\_\_\_  
**AFFECTED USERS:** \_\_\_\_\_

ANY WORK DISABLING ANY FIRE ALARM DEVICE FOR MORE THAN 4 HOURS REQUIRES NOTIFICATION OF THE FIRE DEPARTMENT BY THE OWNER'S REPRESENTATIVE.

**OWNER'S REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

MEDICAL GASES	
FIRE ALARM	
FIRE SPRINKLER SYSTEM	
DOMESTIC WATER SYSTEM	
PLANT OPERATIONS SHUT-DOWN	
ELECTRICAL	Power, Main Panel
SEWER SYSTEM	

COMPLETION OF WORK WITH VERIFICATION UTILITY RE-ESTABLISHED TO ORIGINAL CONDITION.

**CONTRACTOR:** \_\_\_\_\_ **FACILITIES MANAGEMENT:** \_\_\_\_\_

**UTILITY SHUT-DOWN  
REQUEST FORM**

DATE OF REQUEST: 8/26/2015	
PROJECT: Demo / Make-Ready Project	
PROJECT MANAGER: [REDACTED]	LOCATION: Construction site south of 800 building.
DATE OF SHUT-DOWN: 8/29/2015	TIME REQUIRED: 7:00 am to 5:00 pm
COMPANY #1	PHONE/BEEPER: [REDACTED]
CONTACT PERSON: [REDACTED]	AUTHORIZED:
COMPANY #2:	PHONE/BEEPER: [REDACTED]
CONTACT PERSON: [REDACTED]	AUTHORIZED:

**REASON FOR SHUT-DOWN:** Disconnecting the water and sewer lines serving the 800 building, in order to remove those utility pipes from the construction site to allow the start of construction for the new Wellness Center.

**AREA(S) AFFECTED:** Sheriff Station for approx. 6 hours without domestic water. 800 & 800 Annex-West will be permanently without water, fire water or sewer.

**APPROVALS:**

OWNER'S REPRESENTATIVE	Signature: _____
FACILITIES MANAGEMENT DEPT	Signature: <u>[Signature]</u>
AFFECTED USERS	Signature: _____

ANY WORK DISABLING ANY FIRE ALARM DEVICE FOR MORE THAN 4 HOURS REQUIRES NOTIFICATION OF THE FIRE DEPARTMENT BY OWNER'S REPRESENTATIVE.

OWNER'S REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Medical Gases	O <sub>2</sub> <input type="checkbox"/>	Medical Air <input type="checkbox"/>	Medical Vacuum <input type="checkbox"/>	Nitrogen <input type="checkbox"/>	Nitrous Oxide <input type="checkbox"/>	Other <input type="checkbox"/>
Fire Alarm	Smoke Detector <input type="checkbox"/>		Water Flow <input type="checkbox"/>	Tamper <input type="checkbox"/>	Zone <input type="checkbox"/>	Pull Stations <input type="checkbox"/>
Fire Sprinkler System	Drain System <input checked="" type="checkbox"/>					
Domestic Water System	Cold Water <input checked="" type="checkbox"/>	Hot Water <input checked="" type="checkbox"/>	D.I. Water <input type="checkbox"/>	Steam Supply <input type="checkbox"/>	Condensate Return <input type="checkbox"/>	
Plant Operations Shut-Down	Chilled Water <input type="checkbox"/>	Heating Water <input type="checkbox"/>	Air Handler <input type="checkbox"/>		Control Air <input type="checkbox"/>	
Electrical	Power <input type="checkbox"/>	Branch Circuit <input type="checkbox"/>		Main Panel <input type="checkbox"/>		
Sewer System	Branch <input checked="" type="checkbox"/>			Main <input type="checkbox"/>		

**COMPLETION OF WORK WITH VERIFICATION UTILITY RE-ESTABLISHED TO ORIGINAL CONDITION.**

CONTRACTOR: \_\_\_\_\_ FACILITIES MANAGEMENT



LACDPW - Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## WARRANTY

PROJECT NAME:	zKathleen's Test Project	PROJECT NO.:	12345
SUBMITTED BY:		COMPANY:	Public Works
DATE:	11.27.2018 05:25PM	CONTACT NO.:	

MANUFACTURE NAME:			
CONTACT NAME:		CONTACT NO.:	
PRODUCT DESCRIPTION:	Warranty		
MODEL NO.:	123456	REGISTRATION DATE:	10.08.2018
SERIAL NO.:	LW9876B3689	WARRANTY START:	11.27.2018
ITEM ID:	96530	WARRANTY EXPIRATION:	12.31.2018
BEGINNING BALANCE:	1235		
ADDITIONS:	500		
DELETIONS:	200		
TRANSFERS:	150		

ATTACHMENT(S):  
PW\_Action Item.doc



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## INTERIM LIFE SAFETY MEASURES (ILSM)

<b>PROJECT NAME:</b> zKathleen's Test Project	<b>AREA OF CONSTRUCTION:</b> Building A1	<b>CP NO.:</b> 12345
<b>PROJECT START DATE/TIME OF CONSTRUCTION:</b> 11.27.2018 12:00AM		<b>PROJECT END DATE/TIME OF CONSTRUCTION:</b> 12.04.2018 12:00AM
<b>CONSTRUCTION ACTIVITY NOTICE (CAN) NO:</b> 7		<b>CONTRACTOR:</b>

A.	PROJECT QUESTION	YES   NO
1.	Will emergency exits be obstructed?	Yes
2.	Will the fire alarm and/or detection systems be inoperable or impaired?	Yes
3.	Will construction occur in occupied structures?	Yes
4.	Will mass excavation be needed?	No
5.	Will normal traffic need to be rerouted?	No

If you answered YES to any of the questions above, continue to complete the ILSM matrix. Return this questionnaire to the Facilities Management Department at least 7 days prior to the projected start of construction date.

B.	ILSM CRITERIA	YES   NO   N/A	RESPONSIBILITY
1.	Exits are inspected on a daily basis and are free and obstructed. No construction materials, equipment, or debris block free use of all exits adjacent to the construction site or are impacted by the project. Temporary exit signs are in place.	Yes	Contractor
2.	Provide temporary, but equivalent fire alarm and detection system when fire system is impaired.	No	Contractor
3.	Provide additional fire-fighting equipment (fire extinguishers). Equipment is functional, and test are up to date.	Yes	Facility
4.	Temporary construction partitions are smoke tight, made of non-combustible material or made of limited combustible material that will not contribute to the development or spread of fire.	Yes	Contractor
5.	Surveillance of buildings, grounds, and equipment is increased with special attention to construction areas and storage, excavation, and field office.	Yes	Contractor
6.	Enforce storage, housekeeping, and debris removal practices that reduce the building's	Yes	Contractor



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## INTERIM LIFE SAFETY MEASURES (ILSM)

B.	ILSM CRITERIA	YES	NO	N/A	RESPONSIBILITY
	flammable and combustible fire load to the lowest feasible level.				
7.	Provide additional training to those in the structure on the use of the fire-fighting equipment.	Yes			Contractor, Facility
8.	Conduct one additional fire drill per shift per quarter.	No			Contractor
9.	Temporary systems are tested and inspected monthly, and the completion dates for these tests is documented	Yes			Facility
10.	Education is conducted to promote awareness of building deficiencies, construction hazards, and temporary measures implemented to maintain fire safety	Yes			Facility
11.	Training for those who work in the structure is done to compensate for impaired structural or compartmental features.	Yes			Contractor
12.	Provisions for the physically disabled will be considered in all construction that the public could access. All local, state and federal standards will be considered.	Yes			Contractor
13.	Smoking is prohibited in and adjacent to construction areas.	Yes			Contractor

C.	RESPONSIBLE	NAME	MOBILE NUMBER	SIGNATURE
1.				
2.				
3.				



1.16 / Make-Ready Project

C.A.N. #8 - Disconnecting water and sewer service for the 800 building.

**Rancho Los Amigos Annual Rehabilitation Center**  
**Interim Life Safety Measure (ILSM) Project Assessment**

**Sections**

A	Project Question	Yes	No	N/A
1.	Will emergency exits be obstructed:			
2.	Will the fire alarm and/or detection systems be inoperable or impaired?		X	
3.	Will construction be over occupied structures?			Fire sprinkler disabled but fire alarm still operational
4.	Will mass excavation be needed?		X	
5.	Will normal traffic need to be rerouted?		X	

If you answered YES to any one of the above questions ILSM will be implemented. This project will be presented to the Assistant Director of Facilities Management Department at least a week in advance of the projected start date.

If you answered NO to all the questions, then skip section B and go to Section C. Return this questionnaire to the Assistant Director of Facilities Management Department at least one week in advance of the projected start date.

B	ILSM Criteria	Applicable	Yes	No	Responsibility	
					Contractor	Facility
1.	Exits are inspected on a daily basis and are free and unobstructed. No construction materials, equipment, or debris block free use of all exits adjacent to the construction site or are impacted by the project. Temporary exit signs are in place.	Any			X	
2.	Provide temporary, but equivalent fire alarm and detection system when fire system is impaired.	Yes on #2				Fire watch to be provided 24/7
3.	Provide additional fire-fighting equipment (fire extinguishers). Equipment is functional and test are up to date.	Yes on #2				Fire extinguishers are already in place inside building
4.	Temporary construction partitions are smoke tight, made of non-combustible material or made of limited combustible material that will not contribute to the development or spread of fire.	Yes on #1,3,4		N/A		
5.	Surveillance is increased of buildings, grounds, and equipment with special attention to construction areas and storage, excavation, and field office.	Any				Fire watch to be provided 24/7



(Part II)

**Rancho Los Amigos Rehabilitation Center**  
**Interim Life Safety Measures (ILSM) Project Assessment**

B	ILSM Criteria	Applicable	Yes	No	Contractor	Facility
6.	Enforce storage, housekeeping, and debris removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level	Any				X
7.	Provide additional training to those in the hospital on the use of fire-fighting equipment.	Yes to #1 and #2				X
8.	Conduct one additional fire drill per shift per quarter	Yes to #1 and #2				S. Villalobos X
9.	Temporary systems are tested and inspected monthly, and the completion dates for these tests is documented.	Yes to #1 and #2				X
10.	Education is conducted to promote the awareness of building deficiencies, construction hazards, and temporary measures implemented to maintain fire safety.	Any				X
11.	Training for those who work in the hospital is done to compensate for impaired structural or compartmental features.	Yes to #1 and #2				X
12.	Provisions for the physically disabled will be considered in all construction that the public would access. All local, state and federal standards will be considered.	Yes to #1 and #5	N/A			
13.	Smoking Prohibited in and adjacent to Construction areas	Any			X	X

C: Projected Start Date of Construction: Saturday August 29, 2015 at 7:00 am

Projected End Date of Construction: Saturday August 29, 2015 at 5:00 pm

Area of Construction: Demolition site south of the 800 building

Foreman on the Site: [REDACTED]

Signature of Foreman: \_\_\_\_\_

Signature of RLANRC Representative: \_\_\_\_\_

*[Handwritten Signature]*

October 31, 2019

Approved

Date

TO:

FROM:

Project Management Division II

**ALTADENA SHERIFF'S STATION PARKING LOT  
RSB GROUP, INC.  
ACCEPTANCE OF PROJECT  
CONTRACT PW 15087  
SPECS. 7394; C.P. 69811  
PROJECT P6981100**

☒ **2.18.050 ACCEPTANCE OF PROJECT**

The Altadena Sheriff's Station Parking Lot project is located south of the existing station at 780 East Altadena Drive in the unincorporated area of Altadena. The project consists of grading, landscaping, irrigation, tree trimming, asphalt paving, stripping, electrical upgrades, signage, fencing, vehicular gate, and retainage structures. Fiscal is directed to release retention in the amount of \$18,358.69 immediately.

**ACCEPT THE PROJECT AND RELEASE RETENTION**

1. The project has been completed in accordance with the approved scope of work.
2. The substantial completion date of the contract work for warranty purposes was October 4, 2019.
3. Inspector's daily reports are completed.
4. A complete set of record drawings, warranties, turnover items, and owner manuals have been received and forwarded to Steven Chang of the Sheriff's Department.
5. Contractor's Certificates of Compliance were received on October 23, 2019.
6. Clearance by the Countywide Contract Compliance Section of Internal Services Department was received on October 8, 2019.
7. The final contract Database-Contractor Report Card was completed and sent to Internal Services Department.
8. The total project cost estimate has been scrubbed of all forecast dollars and the Chief Executive Office and tenant department have been informed of savings in the amount of \$4,553.

JK:mm

U:\pmd\II\sheriff\AltadenaSS-ParkingLot\PF\04100\RSBCloseout\2.18.050

c: Business Relations and Contracts  
Fiscal  
Project Management II





# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

October 11, 2018

IN REPLY PLEASE

REFER TO FILE: **PM-3**



**ALTADENA SHERIFF'S STATION PARKING LOT PROJECT  
SUBSTANTIAL COMPLETION  
CONTRACT PW 15087  
SPECS. 7394; C.P. 69811  
PROJECT ID 00001366; PROJECT P6981100**

The contract work for the Altadena Sheriff's Station Parking Lot project is substantially complete as of October 4, 2018. As stipulated in the conditions of the contract, the remaining work and correction items on the punch list must be completed by October 31, 2018, (see enclosed). The County will not formally accept the project and process the release of retention until all outstanding items are completed to the satisfaction of the County.

If you have any questions, please call me at

Very truly yours,

CG:cl

U:\pmd\sheriff\Altadena SS - Parking Lot\PF\02200\02210\RSB\_SubstntlComp

Enc.

cc:

## CIVIL ENGINEERING PUNCH LIST

**To:**

Los Angeles County Public Works

**Date:** 10/11/2018

**From:**

**Project:** Altadena Sheriff's Parking Lot Expansion  
780 E. Altadena Drive, Altadena, CA 91001

**Date of Visit:**

October 4, 2018

**Purpose of Visit:**

Punch List Walk

**Observations:**

The work was performed per plan and applicable RFI changes, with exception of the following item which need to be completed:

**ELECTRICAL**

1. Complete the installation of the photo cells and the astronomical clock.
2. Program parking lot lights to turn-off ½ hour before sunrise and turn-off ½ hour after sunset.
3. Remove and replace faulty electrical breaker in panel LCP-1.
4. Label all new electrical and low voltage panels.
5. Fill out all electrical panel schedules – schedules must be typed, not handwritten.
6. Furnish and install access panel Sielox, model #1700.
7. Complete the installation for the card reader and the speaker box.
8. Install the ground loop at the Mariposa Avenue entrance/exit.
9. Complete the installation of all security cameras.
10. Turn off motion detection function for daytime. Lighting should be controlled by timer during nighttime.
11. Provide training for vehicle gate motor and maintenance.
12. Provide training for lighting controls and time clock.
13. Obtain final electrical inspection sign-off.

**GENERAL**

1. Include the following information on the parking signage: Tow vehicles may be reclaimed at the Altadena Sheriff Station or by telephoning at 626-798-1131.
2. Provide training schedule for LASD personnel for the storm water infiltration system maintenance.
3. Provide training schedule for LASD personnel for all other maintenance items.
4. Obtain final building and safety inspection sign-off.
5. Submit all close out documents, including guaranties and warranties and O&M manuals.

#### IRRIGATION

1. Complete installation and testing of the irrigation controls.
2. Provide training schedule for LASD personnel for irrigation controls.

#### PUBLIC RIGHT-AWAY

1. Smooth out A/C pavement along El Molino Avenue.
2. Fill in grade at parkway along El Molino Avenue.
3. Fill in grade at parkway along Mariposa Avenue
4. Obtain final right-away inspection sign-off.

#### CIVIL

1. Install missing filter insert for 24"x24" catch basin.
2. Install missing filter insert for 12"x12" catch basin.
3. Slightly regrade to create a flow line at the area along the western wall of Fire Station.
4. Clean out and smooth out A/C pavement to concrete pavement transition at west parking lot.
5. Clean out trench drain between new West AC parking and existing sheriff's station AC parking.



Parkway along El Molino Ave.



Parkway along El Molino Ave.



Parkway along El Molino Ave.



Parkway along El Molino Ave.



Parkway along Mariposa Ave.





Parkway along Mariposa Ave.



A/C along El Molino Ave.



Missing CB Filter Insert



Fence to the Catch Basins Area



A/C Pavement to Concrete Pavement Transition



Trench Drain between New West AC Parking and Existing Sheriff's Station AC Parking



## CONTRACT DATABASE - CONTRACTOR REPORT CARD

Contract No. PW 15120
Contractor:
Project: Altadena Sheriff's Station Parking Lot
Project Manager: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>

<b>Evaluation Rating Period</b> Start: November 7, 2017 End: July 23, 2019	Final Contract Amount: \$734,347.57
Project Start Date: November 7, 2017	Acceptance Date: July 2019

Quality of Service	
Was the quality of service as specified in the contract delivered?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Were any quality discrepancies noted?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If so, were these discrepancies significant?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Timeliness	
Did the contractor meet times and dates for contract requirements?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Did the contractor submit all required reports in a timely manner?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Availability	
Did the contractor respond in a timely manner when problems arose?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Corrective Action	
Did the contractor correct discrepancies in a timely manner?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Were there any issues not resolved?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Completeness	
Did the contractor complete the contractual terms as outlined in the specifications?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Personnel	
Were there any known violations of contract wage requirements?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Were there any safety law violations?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Professionalism	
Did the contractor conduct themselves in a professional manner?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Insurance	
Did the contractor maintain appropriate insurance as required by the contract throughout the contract period?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Overall Rating	
Would you recommend this contractor for another project?	<input checked="" type="checkbox"/> UNDETERMINED <input type="checkbox"/> YES <input type="checkbox"/> NO

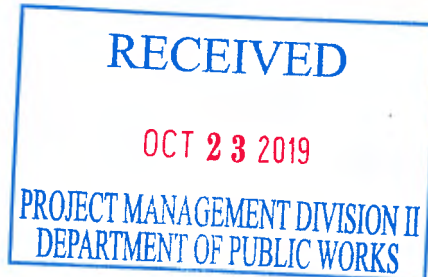




**Date:** 10/22/19

**To:**

**Los Angeles Public Works  
900 South Fremont Ave.  
Alhambra, CA 91803-1331**



**Project:      Altadena Sheriff's Station Parking Lot Project  
                 Spec # 7394 C.P. 69811  
                 Project ID 00001366; Project 6981100**

**RE:            Certificate of Compliance**

**We, RSB Group, Inc., hereby certify that all work has been performed and materials supplied in accordance with the drawing, specifications, and contract document for the above work and that:**

- 1. Not less than the prevailing rates of wages as ascertained by the department has been paid to laborers, workers, and mechanic employed on this work.**
- 2. There have been no unauthorized substitutions of subcontractors; nor have any unauthorized subcontracts have been entered into.**
- 3. No subcontract was assigned or transferred or performed by anyone other that the original subcontractors except as provided in section 4100-41 13, inclusive of the public contract code.**

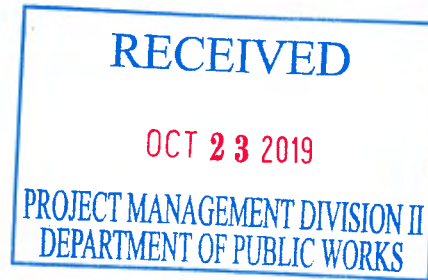
**Regards,**



**Date:** 10/22/19

**To:** |

**Los Angeles Public Works**  
**900 South Fremont Ave.**  
**Alhambra, CA 91803-1331**



**Project:**      **Altadena Sheriff's Station Parking Lot Project**  
                    **Spec # 7394 C.P. 69811**  
                    **Project ID 00001366; Project 6981100**

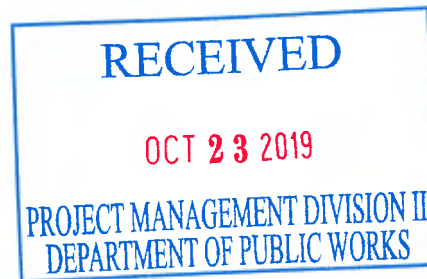
**RE:**              **Warranty Certificate**

**We, RSB Group, Inc., hereby warrant and guarantee the work which we have installed on the above mentioned project is in accordance with the contract documents and that all said work as installed will fulfill and all of the warranty and guarantee requirements. We agree to repair or replace work installed by us that proves to be defective in workmanship materials or operation within period of one (1) year from the date of the acceptance of the owners, ordinary wear and tear, unusual neglect or abuse expected. In the event of our failure to comply with the above mentioned conditions within a reasonable time period, we authorize the owner to have said defective work repaired and/or replaced and make good, and agree to pay owner upon demand of all monies that the owner may expend in making good said defective work. The warranty on the project is good for the one (1) year from the date of 10/4/2018.**



**Date: 10/22/19**

**To: Ryan Kristan- Consultant  
Los Angeles Public Works  
900 South Fremont Ave.  
Alhambra, CA 91803-1331**



**Project: Altadena Sheriff's Station Parking Lot Project  
Spec # 7394 C.P. 69811  
Project ID 00001366; Project 6981100**

**RE: Notice of Final Completion**

**As of the date indicated herein \_\_\_\_\_ has completed all contract requirements for the above referenced project.**

- **Date of final completion: Oct. 4, 2018**

**We request that you file the appropriate paperwork as per the contract documents so that our retention can begin aging as of this date.**

## EEO CLEARANCE REQUEST

TO BE COMPLETED BY REQUESTING DEPARTMENT

DATE: 6/11/2019 DCO ASSIGNED TO PROJECT: \_\_\_\_\_  
DEPARTMENT: Chief Executive Office  
PROJECT NUMBER: SPECS 7394  
PROJECT NAME: Altadena Sheriff's Station Parking Lot Project  
CONTRACTOR NAME: \_\_\_\_\_  
CONSTRUCTION START DATE: 9/1/2017  
CONSTRUCTION COMPLETION DATE: 4/2/2018  
PERSON REQUESTING CLEARANCE:  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TO BE COMPLETED BY COUNTYWIDE CONTRACT COMPLIANCE SECTION

PROJECT CLEARED ☒ YES ☐ NO

Comments/IF NO, EXPLAIN:

This is to inform you that RSB Group Inc. has met the requirements for Equal Employment Opportunity (EEO) clearance for project number SPECS 7394.

DEPUTY COMPLIANCE OFFICER NAME: \_\_\_\_\_ DATE: 10/2/2019

SM Date: 10/8/2019

**Upon Clearance, the department will no longer be billed for EEO compliance monitoring activities by the Countywide Contract Compliance Section. Email completed**

EEO CLEARANCE REQUEST 10/16/2014

Carson Sheriff's Station Renovation  
Specs.7034; C.P. 87023

**DEPARTMENT OF PUBLIC WORKS CHANGE ORDER # 023\_CO TO CONTRACT PW15352**

You are directed to make the following changes, which shall include labor, materials, and equipment; each item to include all changes, direct and indirect, arising out of this change:

1. Provide all labor, materials, and equipment required for demolishing the wall, framing it out, and installing pass through evidence lockers (option 2) in lieu of the wire mesh partition.

Reference: Change Order Request No. 26R2

Cost \$26,727.74

**Total cost to the County \$26,727.74**

**Total time impact in calendar days of this Change Order 0 days**

The Contract legal completion date remains at 3/1/2021.

This Change Order constitutes full and mutual accord and satisfaction for all costs and time extensions, if any, related to this Change Order. By acceptance of this Change Order, the contractor agrees that the Change Order represents an equitable adjustment to the contract and releases the County of Los Angeles from any and all existing or future delay impact costs or any other impact costs or claims related to the work authorized in this Change Order. The specification, where pertinent, shall apply to these changes.

**Change Order Limitation Compliance**

(a) Original Board-approved contract amount .....\$3,145,000.00

(b) Net amount of this Change Order ..... \$26,727.74

**(c) Percentage of this Change Order is of (a) above (cannot exceed 10 percent) ..... 0.85%**

(d) Total of all change orders to date executed under delegated authority ..... \$138,742.98

**(e) Percentage of all delegated authority Change Order is of (a) above (cannot exceed 25 percent) ..... 4.41%**

Recommended for Execution by:

Executed by:

\_\_\_\_\_  
Executed

\_\_\_\_\_  
Executed

LA County Department of Public Works



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

December 12, 2019



IN REPLY PLEASE

REFER TO FILE:

**PM-1**

**CARSON SHERIFF'S STATION EXPANSION PROJECT  
ACCEPTANCE OF BASELINE CONSTRUCTION SCHEDULE,  
SCHEDULE OF VALUES, AND SUBMITTAL LOG  
AGREEMENT PW 15341  
SPECS. 7034; C.P. 87023  
PROJECT ID 00000752; PROJECT P8702300**

Public Works has reviewed your December 11, 2019, baseline construction schedule, submittal log, and schedule of values (copies enclosed) for compliance with the contract documents and finds it to be technically acceptable and in conformance with the specification requirements.

As a reminder, your monthly schedule update, including the narrative, must be submitted along with each pay application or your pay application will not be processed.

If you have any questions, please call me or your staff may contact

Very truly yours,

Project Management Division II

VM:cl

U:\pmd\II\sheriff\Carson SS\02200\02210\Monet-BaselineApproval

Enc.

cc: Chief Executive Office  
Sheriff's Department



County of LA Project Management Division I Department of Public Works P.O Box 1460 , Alhambra, CA 91802					Specification No. 7034 C.P.NO : 87023			APPLICATION NUMBER: APPLICATION DATE: PERIOD FROM: PERIOD TO:			
A	B	C	D	E	F			G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	TOTAL BILLED		MATERIALS STORED			TOTAL COMPLETED AND STORED to Date	% T/D	BALANCE TO FINISH (C-G)	RETAINAGE 5%
			PREVIOUS APPLICATIONS	THIS PERIOD	PRIOR STORED	CURRENT STORED	TOTAL STORED				
1	Mobilization	\$ 85,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$85,000.00	\$0.00
2	Submittals	\$ 35,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$35,000.00	\$0.00
3	Bonds and Insurance	\$ 70,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$70,000.00	\$0.00
4	Survey & Construction Staking	\$ 3,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,000.00	\$0.00
5	SWPPP	\$ 6,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	\$0.00
6	Monthly Schedule Updates	\$ 4,800			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,800.00	\$0.00
7	Photographic Documentation	\$ 2,400			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,400.00	\$0.00
8	Temp Facilities,Trailer,Fence, toilets,utilites, Super	\$ 240,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$240,000.00	\$0.00
9	Demo Recycling Program	\$ 4,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,000.00	\$0.00
10	Furniture and computers	\$ 6,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	\$0.00
11	Construction Coordinator LTWHP	\$ 24,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$24,000.00	\$0.00
12	Construction Sign	\$ 3,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,000.00	\$0.00
13	Solid Barriers	\$ 10,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	\$0.00
14	Final Cleaning	\$ 15,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	\$0.00
15	Contract Close out	\$ 5,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,000.00	\$0.00
	Building										
16	Abatement PCB Remediation	\$ 165,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$165,000.00	\$0.00
17	Building Demolition	\$ 85,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$85,000.00	\$0.00
18	Demo / Grading for Elevator Pit	\$ 25,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$25,000.00	\$0.00
19	Salvage/Demo Lockers	\$ 20,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$20,000.00	\$0.00
20	Cast in Place Concrete	\$ 65,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$65,000.00	\$0.00
21	Concrete for Elevator	\$ 12,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$12,000.00	\$0.00
22	Structural Steel	\$ 50,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$50,000.00	\$0.00
23	Architectural Wood Casework	\$ 35,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$35,000.00	\$0.00
24	Insulation	\$ 25,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$25,000.00	\$0.00
25	Fire Caulk and Joint Sealents	\$ 6,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	\$0.00
26	Fire Proofing	\$ 7,500			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,500.00	\$0.00
27	Metal , wood doors and frames	\$ 60,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$60,000.00	\$0.00
28	Door and Hardware installation	\$ 15,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	\$0.00
29	Door Frame Installation	\$ 4,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,000.00	\$0.00
30	Door Hardware	\$ 20,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$20,000.00	\$0.00
31	Access Panels	\$ 1,300			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,300.00	\$0.00
32	Non-Structural Metal Framing	\$ 155,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$155,000.00	\$0.00
33	Gypsum Board	\$ 160,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$160,000.00	\$0.00
34	Scaffold for Elevator	\$ 6,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,000.00	\$0.00
35	Ceramic Tiling	\$ 135,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$135,000.00	\$0.00
36	Accoustical Panel Ceilings	\$ 48,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$48,000.00	\$0.00
37	Resilient Flooring And Base	\$ 45,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$45,000.00	\$0.00
38	Carpet	\$ 45,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$45,000.00	\$0.00
39	Interior Painting	\$ 40,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$40,000.00	\$0.00
40	Plastic Toilet Compartments	\$ 20,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$20,000.00	\$0.00
41	Toilet, bath, and laundry Accessories	\$ 15,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	\$0.00
42	Fire Protection Cabinets & Extinguishers	\$ 9,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,000.00	\$0.00
43	Metal Lockers	\$ 95,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$95,000.00	\$0.00
44	Signage	\$ 15,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$15,000.00	\$0.00
45	Appliances	\$ 5,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,000.00	\$0.00
46	Limited use Elevator	\$ 85,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$85,000.00	\$0.00
47	Remove/Reinstall Existing Furniture	\$ 30,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$30,000.00	\$0.00
48	Fire Protection and Standpipe Systems	\$ 90,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$90,000.00	\$0.00
49	Plumbing Underground	\$ 65,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$65,000.00	\$0.00
50	Plumbing Rough	\$ 100,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$100,000.00	\$0.00
51	Plumbing Finish	\$ 60,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$60,000.00	\$0.00
52	HVAC Rough	\$ 20,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$20,000.00	\$0.00
53	HVAC Finish	\$ 8,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8,000.00	\$0.00
54	Air Balance and Commisioning	\$ 2,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,000.00	\$0.00
55	Electrical Switch Gear Upon Delivery	\$ 5,500			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$5,500.00	\$0.00
56	Electrical / Lighting Fixtures Upon Delivery	\$ 55,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$55,000.00	\$0.00
57	Electrical Rough	\$ 100,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$100,000.00	\$0.00
58	Rough Data and Fire Alarm	\$ 12,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$12,000.00	\$0.00
59	Electrical Finish and Lights Finish	\$ 55,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$55,000.00	\$0.00
60	Data Finish	\$ 22,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$22,000.00	\$0.00
61	Fire Alarm Finish	\$ 26,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$26,000.00	\$0.00
	Sitework										
62	Decorative Metal Fences and Gates	\$ 4,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$4,000.00	\$0.00
63	Selective Demolition Site	\$ 18,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$18,000.00	\$0.00
64	Build Wood Ramp	\$ 10,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	\$0.00
65	Site Concrete	\$ 40,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$40,000.00	\$0.00
66	Reinforcing Steel	\$ 11,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$11,000.00	\$0.00
67	Cast in Place Concrete	\$ 45,000			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$45,000.00	\$0.00
68	Earthwork / Site Clearing	\$ 14,500			\$0.00	\$0.00	\$0.00	\$0.00	0%	\$14,500.00	\$0.00
69	Striping and Signage 4	\$ 3,000			\$0.						

## Carson Sheriff Station

## General Conditions

A4970	Notice to Proceed	1	1	0%	Dec-19-19	Dec-19-19	0
A1000	Security Clearances/Background Check/AQMD	20	20	0%	Dec-19-19	Jan-17-20	1
A1550	Final Close out	10	10	0%	Jan-22-20	Jan-06-21	0

## Submittals

## Concrete Reinforcement

A3240	Submittal - Concrete Reinforcement - (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	4
A3210	Submittal Review - Concrete Reinforcement	10	10	0%	Dec-30-19	Jan-13-20	4
A3220	Re-submittal - Concrete Reinforcement	5	5	0%	Jan-14-20	Jan-21-20	4
A3230	Resubmittal Review - Concrete Reinforcement	5	5	0%	Jan-22-20	Jan-28-20	4

## Cast In Place Concrete

A3190	Submittal - Cast In Place Concrete - (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	8
A3250	Submittal Review - Cast In Place Concrete	10	10	0%	Dec-30-19	Jan-13-20	8
A3260	Resubmittal - Cast In Place Concrete	5	5	0%	Jan-14-20	Jan-21-20	8
A3270	Resubmittal Review - Cast In Place Concrete	5	5	0%	Jan-22-20	Jan-28-20	8

## Structural Steel Framing

A3280	Submittal - Structural Steel Framing - (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	222
A3290	Submittal Review - Structural Steel Framing	10	10	0%	Dec-30-19	Jan-13-20	222
A3300	Resubmittal - Structural Steel Framing	5	5	0%	Jan-14-20	Jan-21-20	222
A3310	Resubmittal Review - Structural Steel Framing	10	10	0%	Jan-22-20	Feb-04-20	222

## Structural Metal Stud Framing

A3360	Submittal - Structural Metal Stud Framing - (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	231
A3330	Submittal Review - Structural Metal Stud Framing	10	10	0%	Dec-30-19	Jan-13-20	231
A3340	Resubmittal - Structural Metal Stud Framing	5	5	0%	Jan-14-20	Jan-21-20	231
A3350	Resubmittal Review - Structural Metal Stud Framing	10	10	0%	Jan-22-20	Feb-04-20	231

## Metal Fabrications

A3400	Submittal - Metal Fabrications - (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	44
A3370	Submittal Review - Metal Fabrications	10	10	0%	Dec-30-19	Jan-13-20	44
A3380	Resubmittal - Metal Fabrications	5	5	0%	Jan-14-20	Jan-21-20	44
A3390	Resubmittal Review - Metal Fabrications	10	10	0%	Jan-22-20	Feb-04-20	44

## Rough Carpentry

A3440	Submittal - Rough Carpentry - (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	28
A3410	Submittal Review - Rough Carpentry	10	10	0%	Jan-07-20	Jan-21-20	28
A3420	Resubmittal - Rough Carpentry	10	10	0%	Jan-22-20	Feb-04-20	28
A3430	Resubmittal Review - Rough Carpentry	10	10	0%	Feb-05-20	Feb-19-20	28

## Plastic Laminate Faced Architectural Cabinets

A3480	Submittal - Plastic Laminate Faced Architectural Cabinet - (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	221
A3450	Submittal Review - Plastic Laminate Faced Architectural Cabinet	10	10	0%	Jan-07-20	Jan-21-20	221
A3460	Resubmittal - Plastic Laminate Faced Architectural Cabinet	10	10	0%	Jan-22-20	Feb-04-20	221
A3470	Resubmittal Review - Plastic Laminate Faced Architectural Cabinet	10	10	0%	Feb-05-20	Feb-19-20	221

## Roof Repair

A3520	Submittal - Roof Repair - (Low Priority)	10	10	0%	Dec-20-19	Jan-06-20	17
A3490	Submittal Review - Roof Repair	10	10	0%	Jan-07-20	Jan-21-20	17
A3500	Resubmittal - Roof Repair	10	10	0%	Jan-22-20	Feb-04-20	17
A3510	Resubmittal Review - Roof Repair	10	10	0%	Feb-05-20	Feb-19-20	17

## Insulation

A3580	Submittal - Insulation - (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	14
A3530	Submittal Review - Insulation	10	10	0%	Jan-07-20	Jan-21-20	14
A3540	Resubmittal - Insulation	10	10	0%	Jan-22-20	Feb-04-20	14
A3550	Resubmittal Review - Insulation	10	10	0%	Feb-05-20	Feb-19-20	14

## Sheet Metal Flashing and Trim

A3600	Submittal - Sheet Metal Flashing and Trim - (Low Priority)	5	5	0%	Dec-20-19	Dec-27-19	1
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Actual Work    Critical Remaining Work    Summary  
 Remaining Work    Milestone

## Notice to Proceed

Security Clearances/Background Check/AQMD

Feb-19-20, Submittals

Jan-28-20, Concrete Reinforcement

Submittal - Concrete Reinforcement - (High Priority)

Submittal Review - Concrete Reinforcement

Re-submittal - Concrete Reinforcement

Resubmittal Review - Concrete Reinforcement

Jan-28-20, Cast In Place Concrete

Submittal - Cast In Place Concrete - (High Priority)

Submittal Review - Cast In Place Concrete

Resubmittal - Cast In Place Concrete

Resubmittal Review - Cast In Place Concrete

Feb-04-20, Structural Steel Framing

Submittal - Structural Steel Framing - (High Priority)

Submittal Review - Structural Steel Framing

Resubmittal - Structural Steel Framing

Resubmittal Review - Structural Steel Framing

Feb-04-20, Structural Metal Stud Framing

Submittal - Structural Metal Stud Framing - (High Priority)

Submittal Review - Structural Metal Stud Framing

Resubmittal - Structural Metal Stud Framing

Resubmittal Review - Structural Metal Stud Framing

Feb-04-20, Metal Fabrications

Submittal - Metal Fabrications - (High Priority)

Submittal Review - Metal Fabrications

Resubmittal - Metal Fabrications

Resubmittal Review - Metal Fabrications

Feb-19-20, Rough Carpentry

Submittal - Rough Carpentry - (High Priority)

Submittal Review - Rough Carpentry

Resubmittal - Rough Carpentry

Resubmittal Review - Rough Carpentry

Feb-19-20, Plastic Laminate Faced Architectural Cabinets

Submittal - Plastic Laminate Faced Architectural Cabinet - (High Priority)

Submittal Review - Plastic Laminate Faced Architectural Cabinet

Resubmittal - Plastic Laminate Faced Architectural Cabinet

Resubmittal Review - Plastic Laminate Faced Architectural Cabinet

Feb-19-20, Roof Repair

Submittal - Roof Repair - (Low Priority)

Submittal Review - Roof Repair

Resubmittal - Roof Repair

Resubmittal Review - Roof Repair

Feb-19-20, Insulation

Submittal - Insulation - (High Priority)

Submittal Review - Insulation

Resubmittal - Insulation

Resubmittal Review - Insulation

Feb-04-20, Sheet Metal Flashing and Trim

Submittal - Sheet Metal Flashing and Trim - (Low Priority)

TASK filter: All Activities



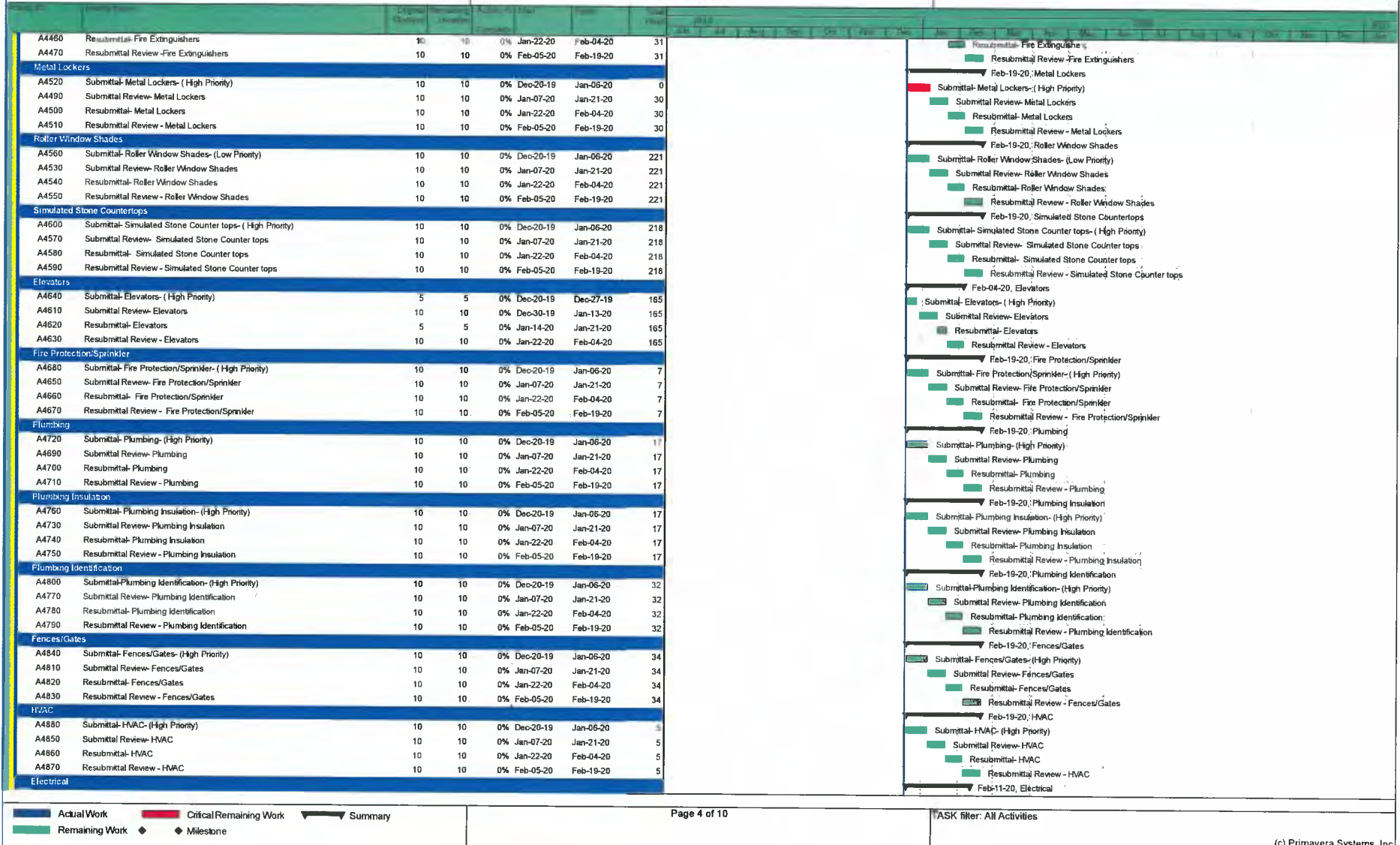
Activity	Planned	Remaining	Actual	Start	End	Duration	Progress
A3570 Submittal Review- Sheet Metal Flashing and Trim	10	10	0%	Dec-30-19	Jan-13-20	5	
A3580 Resubmittal- Sheet Metal Flashing and Trim	5	5	0%	Jan-14-20	Jan-21-20	5	
A3590 Resubmittal Review- Sheet Metal Flashing and Trim	10	10	0%	Jan-22-20	Feb-04-20	5	
<b>Penetration Firestopping</b>							
A3640 Submittal- Penetration Firestopping- (Med Priority)	10	10	0%	Dec-20-19	Jan-06-20	31	
A3610 Submittal Review- Penetration Firestopping	10	10	0%	Jan-07-20	Jan-21-20	31	
A3620 Resubmittal- Penetration Firestopping	10	10	0%	Jan-22-20	Feb-04-20	31	
A3630 Resubmittal Review- Penetration Firestopping	10	10	0%	Feb-05-20	Feb-19-20	31	
<b>Joint Sealants</b>							
A3680 Submittal- Joint Sealants- (Med-Priority)	10	10	0%	Dec-20-19	Jan-06-20	33	
A3650 Submittal Review- Joint Sealants	10	10	0%	Jan-07-20	Jan-21-20	33	
A3660 Resubmittal- Joint Sealants	10	10	0%	Jan-22-20	Feb-04-20	33	
A3670 Resubmittal Review- Joint Sealants	10	10	0%	Feb-05-20	Feb-19-20	33	
<b>Hollow Metal Doors and Frames</b>							
A3720 Submittal- Hollow Metal Doors and Frames- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	32	
A3690 Submittal Review- Hollow Metal Doors and Frames	10	10	0%	Jan-07-20	Jan-21-20	32	
A3700 Resubmittal- Hollow Metal Doors and Frames	10	10	0%	Jan-22-20	Feb-04-20	32	
A3710 Resubmittal Review- Hollow Metal Doors and Frames	10	10	0%	Feb-05-20	Feb-19-20	32	
<b>Flush Wood Doors</b>							
A3760 Submittal- Flush Wood Doors- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	34	
A3730 Submittal Review- Flush Wood Doors	10	10	0%	Jan-07-20	Jan-21-20	34	
A3740 Resubmittal- Flush Wood Doors	10	10	0%	Jan-22-20	Feb-04-20	34	
A3750 Resubmittal Review- Flush Wood Doors	10	10	0%	Feb-05-20	Feb-19-20	34	
<b>Access Panels</b>							
A3800 Submittal- Access Panels- (Med Priority)	10	10	0%	Dec-20-19	Jan-06-20	31	
A3770 Submittal Review- Access Panels	10	10	0%	Jan-07-20	Jan-21-20	31	
A3780 Resubmittal- Access Panels	10	10	0%	Jan-22-20	Feb-04-20	31	
A3790 Resubmittal Review- Access Panels	10	10	0%	Feb-05-20	Feb-19-20	31	
<b>Security Windows</b>							
A3880 Submittal- Security Windows- (Med Priority)	10	10	0%	Dec-20-19	Jan-06-20	184	
A3850 Submittal Review- Security Windows	10	10	0%	Jan-07-20	Jan-21-20	184	
A3860 Resubmittal- Security Windows	10	10	0%	Jan-22-20	Feb-04-20	184	
A3870 Resubmittal Review- Security Windows	10	10	0%	Feb-05-20	Feb-19-20	184	
<b>Door Hardware</b>							
A3920 Submittal- Door Hardware- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	34	
A3890 Submittal Review- Door Hardware	10	10	0%	Jan-07-20	Jan-21-20	34	
A3900 Resubmittal- Door Hardware	10	10	0%	Jan-22-20	Feb-04-20	34	
A3910 Resubmittal Review- Door Hardware	10	10	0%	Feb-05-20	Feb-19-20	34	
<b>Securing Glazing</b>							
A3960 Submittal- Securing Glazing- (Med Priority)	10	10	0%	Dec-20-19	Jan-06-20	184	
A3930 Submittal Review- Securing Glazing	10	10	0%	Jan-07-20	Jan-21-20	184	
A3940 Resubmittal- Securing Glazing	10	10	0%	Jan-22-20	Feb-04-20	184	
A3950 Resubmittal Review- Securing Glazing	10	10	0%	Feb-05-20	Feb-19-20	184	
<b>Non-Structural Metal Framing</b>							
A4000 Submittal- Non-Structural Metal Framing- (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	5	
A3970 Submittal Review- Non-Structural Metal Framing	10	10	0%	Dec-30-19	Jan-13-20	5	
A3980 Resubmittal- Non-Structural Metal Framing	5	5	0%	Jan-14-20	Jan-21-20	5	
A3990 Resubmittal Review- Non-Structural Metal Framing	10	10	0%	Jan-22-20	Feb-04-20	5	
<b>Gypsum Board</b>							
A4040 Submittal- Gypsum Board- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	10	
A4010 Submittal Review- Gypsum Board	10	10	0%	Jan-07-20	Jan-21-20	10	
A4020 Resubmittal- Gypsum Board	10	10	0%	Jan-22-20	Feb-04-20	10	
A4030 Resubmittal Review- Gypsum Board	10	10	0%	Feb-05-20	Feb-19-20	10	

Actual Work    Critical Remaining Work    Summary  
 Remaining Work    Milestone

Activity ID	Activity Name	Original Duration	Remaining Duration	% Complete	Start Date	End Date	Days
<b>Ceramic Tiling</b>							
A4080	Submittal- Ceramic Tile- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	25
A4050	Submittal Review- Ceramic Tile	10	10	0%	Jan-07-20	Jan-21-20	25
A4060	Resubmittal- Ceramic Tile	10	10	0%	Jan-22-20	Feb-04-20	25
A4070	Resubmittal Review - Ceramic Tile	10	10	0%	Feb-05-20	Feb-19-20	25
<b>Acoustical Panel Ceilings</b>							
A4120	Submittal- Acoustical Panel Ceilings- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	21
A4090	Submittal Review- Acoustical Panel Ceilings	10	10	0%	Jan-07-20	Jan-21-20	21
A4100	Resubmittal- Acoustical Panel Ceilings	10	10	0%	Jan-22-20	Feb-04-20	21
A4110	Resubmittal Review - Acoustical Panel Ceilings	10	10	0%	Feb-05-20	Feb-19-20	21
<b>Resilient Flooring</b>							
A4160	Submittal- Resilient Flooring- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	32
A4130	Submittal Review- Resilient Flooring	10	10	0%	Jan-07-20	Jan-21-20	32
A4140	Resubmittal- Resilient Flooring	10	10	0%	Jan-22-20	Feb-04-20	32
A4150	Resubmittal Review - Resilient Flooring	10	10	0%	Feb-05-20	Feb-19-20	32
<b>Linoleum Flooring</b>							
A4200	Submittal- Linoleum Flooring- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	32
A4170	Submittal Review- Linoleum Flooring	10	10	0%	Jan-07-20	Jan-21-20	32
A4180	Resubmittal- Linoleum Flooring	10	10	0%	Jan-22-20	Feb-04-20	32
A4190	Resubmittal Review - Linoleum Flooring	10	10	0%	Feb-05-20	Feb-19-20	32
<b>Carpet</b>							
A4240	Submittal- Carpet- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	34
A4210	Submittal Review- Carpet	10	10	0%	Jan-07-20	Jan-21-20	34
A4220	Resubmittal- Carpet	10	10	0%	Jan-22-20	Feb-04-20	34
A4230	Resubmittal Review - Carpet	10	10	0%	Feb-05-20	Feb-19-20	34
<b>Fabric-Wrapped Panels</b>							
A4280	Submittal- Fabric Wrapped Panels- (Medium Priority)	10	10	0%	Dec-20-19	Jan-06-20	199
A4250	Submittal Review- Fabric Wrapped Panels	10	10	0%	Jan-07-20	Jan-21-20	199
A4260	Resubmittal- Fabric Wrapped Panels	10	10	0%	Jan-22-20	Feb-04-20	199
A4270	Resubmittal Review - Fabric Wrapped Panels	10	10	0%	Feb-05-20	Feb-19-20	199
<b>Painting</b>							
A4320	Submittal- Painting- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	18
A4290	Submittal Review- Painting	10	10	0%	Jan-07-20	Jan-21-20	18
A4300	Resubmittal- Painting	10	10	0%	Jan-22-20	Feb-04-20	18
A4310	Resubmittal Review - Painting	10	10	0%	Feb-05-20	Feb-19-20	18
<b>Plastic Toilet Compartments</b>							
A4360	Submittal- Plastic Toilet Compartments- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	34
A4330	Submittal Review- Plastic Toilet Compartments	10	10	0%	Jan-07-20	Jan-21-20	34
A4340	Resubmittal- Plastic Toilet Compartments	10	10	0%	Jan-22-20	Feb-04-20	34
A4350	Resubmittal Review - Plastic Toilet Compartments	10	10	0%	Feb-05-20	Feb-19-20	34
<b>Toilet, Bath, and Laundry Accessories</b>							
A4400	Submittal- Toilet, Bath, and Laundry Accessories- (High Priority)	10	10	0%	Dec-20-19	Jan-06-20	34
A4370	Submittal Review- Toilet, Bath, and Laundry Accessories	10	10	0%	Jan-07-20	Jan-21-20	34
A4380	Resubmittal- Toilet, Bath, and Laundry Accessories	10	10	0%	Jan-22-20	Feb-04-20	34
A4390	Resubmittal Review - Toilet, Bath, and Laundry Accessories	10	10	0%	Feb-05-20	Feb-19-20	34
<b>Fire Protection Cabinets</b>							
A4440	Submittal- Fire Protection Cabinets- (Med Priority)	10	10	0%	Dec-20-19	Jan-06-20	31
A4410	Submittal Review- Fire Protection Cabinets	10	10	0%	Jan-07-20	Jan-21-20	31
A4420	Resubmittal- Fire Protection Cabinets	10	10	0%	Jan-22-20	Feb-04-20	31
A4430	Resubmittal Review - Fire Protection Cabinets	10	10	0%	Feb-05-20	Feb-19-20	31
<b>Fire Extinguishers</b>							
A4480	Submittal- Fire Extinguishers- (Med Priority)	10	10	0%	Dec-20-19	Jan-06-20	31
A4450	Submittal Review- Fire Extinguishers	10	10	0%	Jan-07-20	Jan-21-20	31

<b>Feb-19-20; Ceramic Tiling</b>	
Submittal- Ceramic Tile- (High Priority)	
Submittal Review- Ceramic Tile	
Resubmittal- Ceramic Tile	
Resubmittal Review - Ceramic Tile	
<b>Feb-19-20; Acoustical Panel Ceilings</b>	
Submittal- Acoustical Panel Ceilings- (High Priority)	
Submittal Review- Acoustical Panel Ceilings	
Resubmittal- Acoustical Panel Ceilings	
Resubmittal Review - Acoustical Panel Ceilings	
<b>Feb-19-20; Resilient Flooring</b>	
Submittal- Resilient Flooring- (High Priority)	
Submittal Review- Resilient Flooring	
Resubmittal- Resilient Flooring	
Resubmittal Review - Resilient Flooring	
<b>Feb-19-20; Linoleum Flooring</b>	
Submittal- Linoleum Flooring- (High Priority)	
Submittal Review- Linoleum Flooring	
Resubmittal- Linoleum Flooring	
Resubmittal Review - Linoleum Flooring	
<b>Feb-19-20; Carpet</b>	
Submittal- Carpet- (High Priority)	
Submittal Review- Carpet	
Resubmittal- Carpet	
Resubmittal Review - Carpet	
<b>Feb-19-20; Fabric-Wrapped Panels</b>	
Submittal- Fabric Wrapped Panels- (Medium Priority)	
Submittal Review- Fabric Wrapped Panels	
Resubmittal- Fabric Wrapped Panels	
Resubmittal Review - Fabric Wrapped Panels	
<b>Feb-19-20; Painting</b>	
Submittal- Painting- (High Priority)	
Submittal Review- Painting	
Resubmittal- Painting	
Resubmittal Review - Painting	
<b>Feb-19-20; Plastic Toilet Compartments</b>	
Submittal- Plastic Toilet Compartments- (High Priority)	
Submittal Review- Plastic Toilet Compartments	
Resubmittal- Plastic Toilet Compartments	
Resubmittal Review - Plastic Toilet Compartments	
<b>Feb-19-20; Toilet, Bath, and Laundry Accessories</b>	
Submittal- Toilet, Bath, and Laundry Accessories- (High Priority)	
Submittal Review- Toilet, Bath, and Laundry Accessories	
Resubmittal- Toilet, Bath, and Laundry Accessories	
Resubmittal Review - Toilet, Bath, and Laundry Accessories	
<b>Feb-19-20; Fire Protection Cabinets</b>	
Submittal- Fire Protection Cabinets- (Med Priority)	
Submittal Review- Fire Protection Cabinets	
Resubmittal- Fire Protection Cabinets	
Resubmittal Review - Fire Protection Cabinets	
<b>Feb-19-20; Fire Extinguishers</b>	
Submittal- Fire Extinguishers- (Med Priority)	
Submittal Review- Fire Extinguishers	

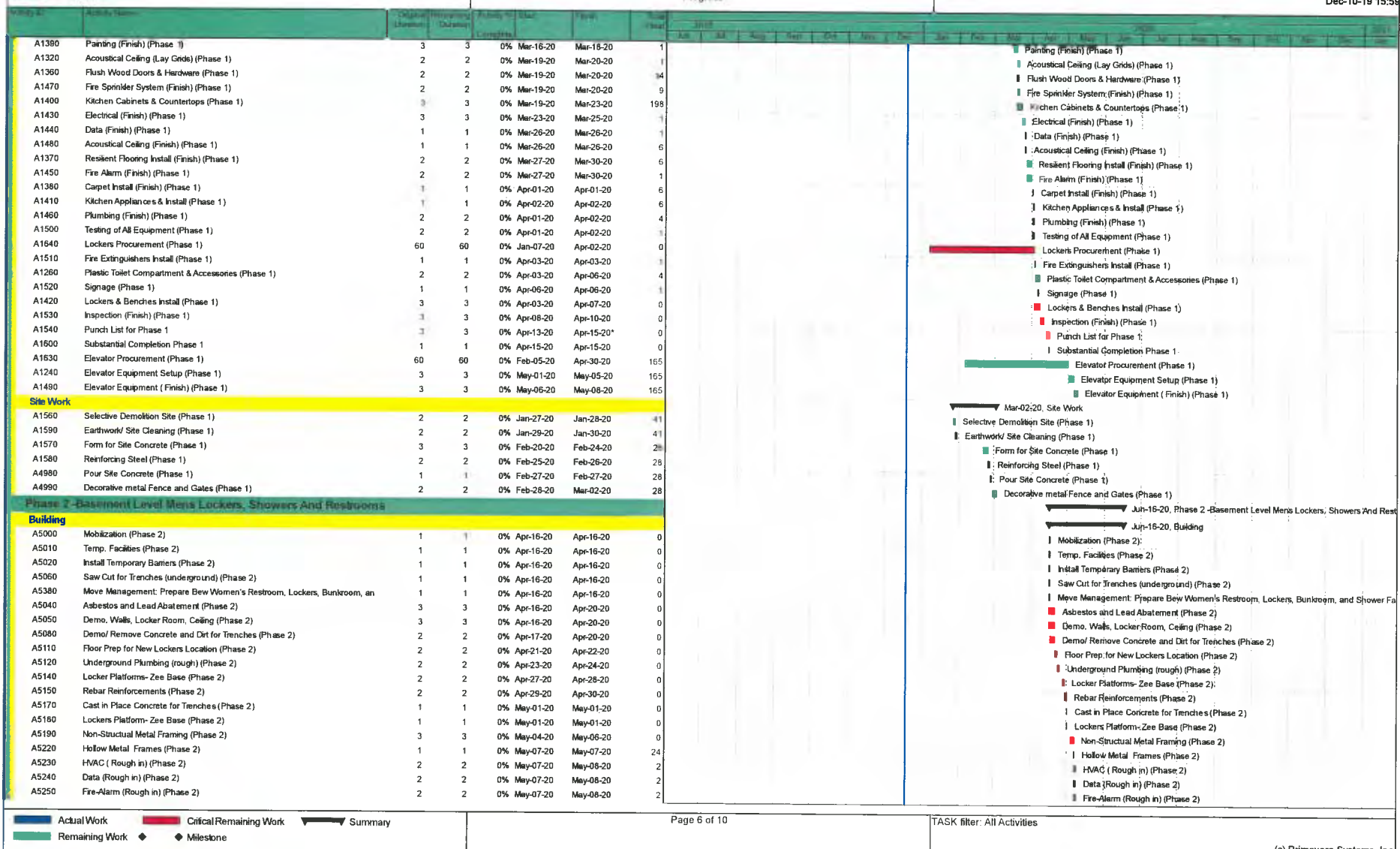
Actual Work Critical Remaining Work Summary  
 Remaining Work Milestone

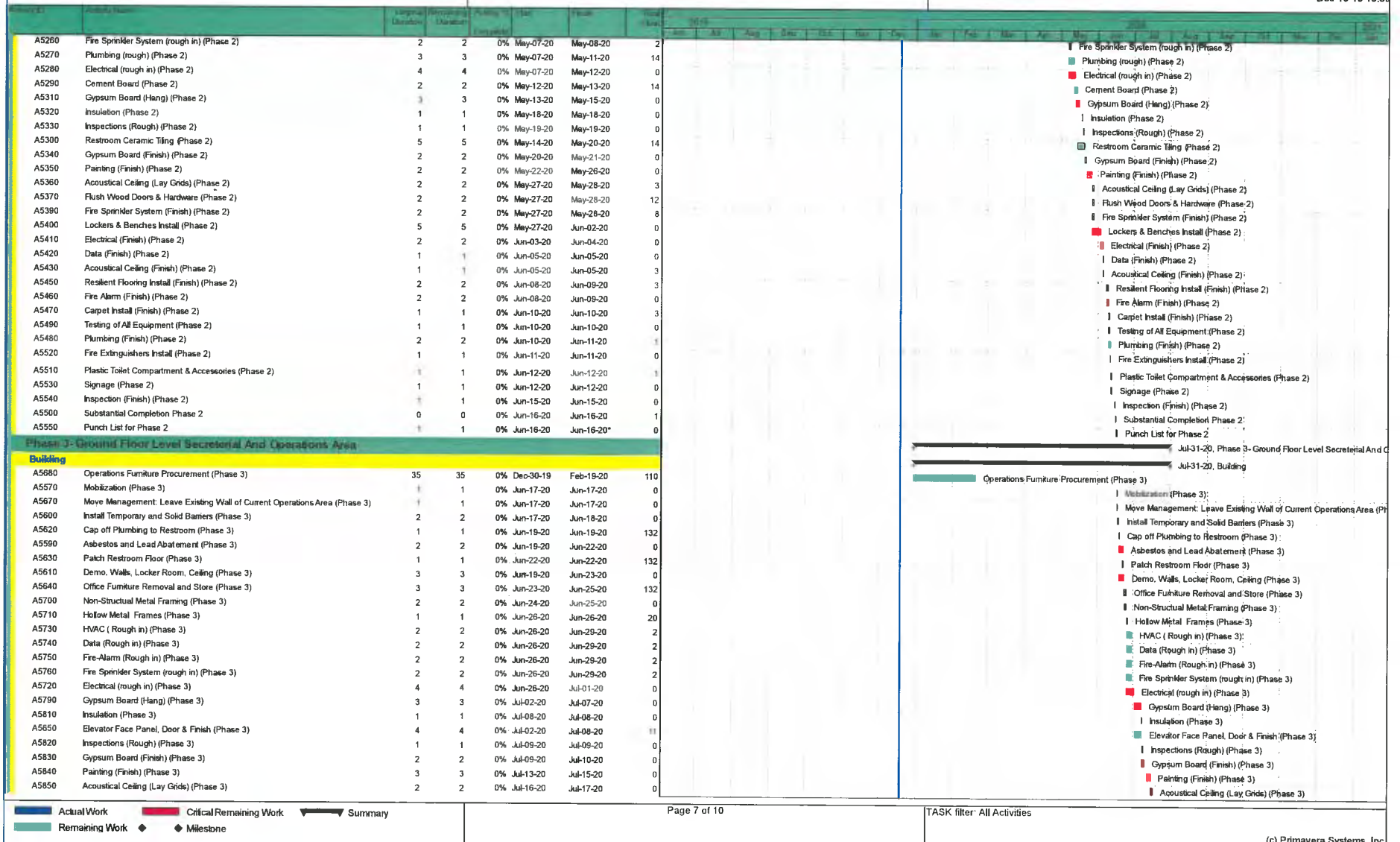


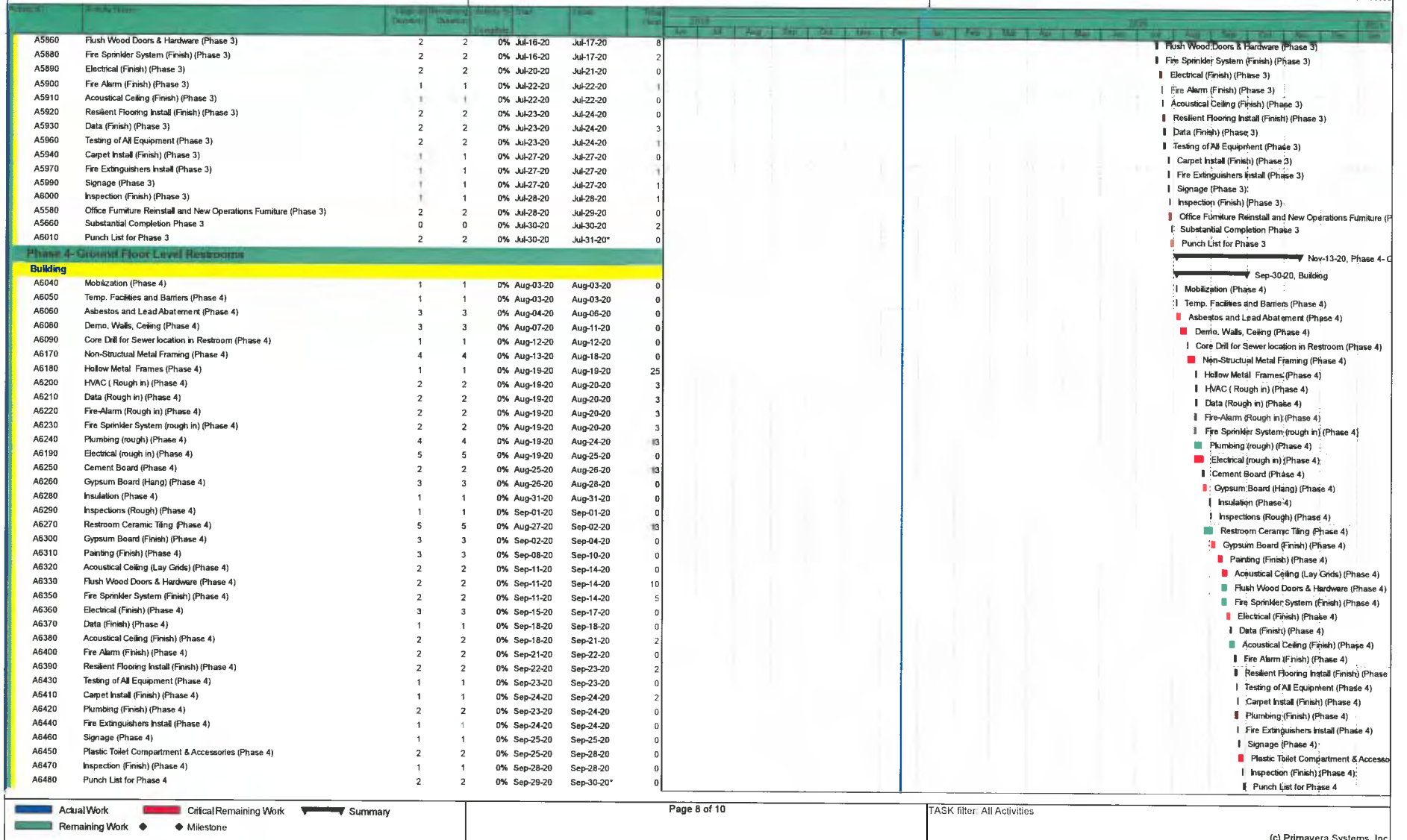


Activity ID	Activity Name	Original Duration	Remaining Duration	Actual Duration	Start Date	End Date	Progress
A4920	Submittal-Electrical (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	7
A4890	Submittal Review-Electrical	10	10	0%	Dec-30-19	Jan-13-20	7
A4900	Resubmittal- Electrical	10	10	0%	Jan-14-20	Jan-28-20	7
A4910	Resubmittal Review - Electrical	10	10	0%	Jan-29-20	Feb-11-20	7
<b>Hazardous Materials, Asbestos, and Lead Abatement</b>							
A4960	Submittal-Hazardous Material, Asbestos, and Lead Abatement (High Priority)	0	0	0%	Dec-20-19	Dec-20-19	54
A4930	Submittal Review-Hazardous Material, Asbestos, and Lead Abatement	10	10	0%	Dec-20-19	Jan-06-20	54
A4940	Resubmittal- Hazardous Material, Asbestos, and Lead Abatement	5	5	0%	Jan-07-20	Jan-13-20	54
A4950	Resubmittal Review - Hazardous Material, Asbestos, and Lead Abatement	10	10	0%	Jan-14-20	Jan-28-20	54
<b>Furniture For Operations Submittal</b>							
A7640	Submittal- Furniture (High Priority)	5	5	0%	Dec-20-19	Dec-27-19	110
A7670	Submittal Review	10	10	0%	Dec-30-19	Jan-13-20	110
A7660	Resubmittal- Furniture	5	5	0%	Jan-14-20	Jan-21-20	231
A7650	Resubmittal Review- Furniture	10	10	0%	Jan-22-20	Feb-04-20	231
<b>Phase 1- Basement And Ground Floor Levels Women's Showers And Restrooms</b>							
<b>Building</b>							
A1010	Mobilization (Phase 1)	2	2	0%	Dec-19-19	Dec-20-19	1
A1610	Move Management- Relocate Secretarial Staff (Phase 1)	2	2	0%	Dec-19-19	Dec-20-19	1
A1620	Move Management: Relocate Breakroom and Disaster Communications Equip	2	2	0%	Dec-19-19	Dec-20-19	3
A7630	Move Management: Men's Lockers To Be Relocated In The Assembly Room (P	2	2	0%	Dec-19-19	Dec-20-19	3
A1020	Temp. Facilities (Phase 1)	2	2	0%	Dec-23-19	Dec-24-19	1
A1040	Install Temporary Barriers (Phase 1)	1	1	0%	Dec-26-19	Dec-26-19	1
A1050	Install Solid Barriers (Phase 1)	2	2	0%	Dec-27-19	Dec-30-19	1
A1030	Asbestos and Lead Abatement (Phase 1)	4	4	0%	Dec-31-19	Jan-06-20	1
A1060	Demo. Walls, Locker Room, Disaster Comm. Disassemble Furniture in Secretar	5	5	0%	Jan-07-20	Jan-13-20	1
A1070	Saw Cut for Trenches (+/- 80') (Phase 1)	1	1	0%	Jan-14-20	Jan-14-20	10
A1090	Saw Cut for Elevator Pit Area (approx. 12x12) (Phase 1)	1	1	0%	Jan-14-20	Jan-14-20	1
A1080	Demo/ Remove Concrete and Dirt for Trenches (Phase 1)	3	3	0%	Jan-15-20	Jan-17-20	10
A1100	Demo. Concrete for Elevator Pit (Phase 1)	4	4	0%	Jan-15-20	Jan-21-20	1
A1110	Concrete, Dirt & Debris Removal (Phase 1)	3	3	0%	Jan-22-20	Jan-24-20	1
A1120	Floor Prep for New Lockers Location (Phase 1)	2	2	0%	Jan-27-20	Jan-28-20	1
A1130	Underground Plumbing (rough) (Phase 1)	3	3	0%	Jan-29-20	Jan-31-20	1
A1140	Concrete Form Work For Elevator Pit & Trenches (Phase 1)	2	2	0%	Feb-03-20	Feb-04-20	1
A1150	Concrete Form Work for Locker Platforms (Phase 1)	2	2	0%	Feb-03-20	Feb-04-20	1
A1160	Rebar Reinforcements (Phase 1)	2	2	0%	Feb-05-20	Feb-06-20	1
A1170	Cast in Place Concrete for Elevator (Phase 1)	1	1	0%	Feb-07-20	Feb-07-20	219
A1180	Cast in Place Concrete for Trenches (Phase 1)	1	1	0%	Feb-07-20	Feb-07-20	2
A1190	Lockers Platform- Zee Base (Phase 1)	2	2	0%	Feb-07-20	Feb-10-20	1
A1230	Structural Steel Installation (Phase 1)	3	3	0%	Feb-11-20	Feb-13-20	218
A1200	Non-Structural Metal Framing (Phase 1)	7	7	0%	Feb-11-20	Feb-20-20	1
A1210	Hollow Metal Frames (Phase 1)	2	2	0%	Feb-21-20	Feb-24-20	31
A1300	Fire Alarm (Rough in) (Phase 1)	2	2	0%	Feb-21-20	Feb-24-20	7
A1290	Data (Rough in) (Phase 1)	3	3	0%	Feb-21-20	Feb-25-20	6
A1310	Fire Sprinkler System (rough in) (Phase 1)	3	3	0%	Feb-21-20	Feb-25-20	6
A1280	HVAC ( Rough in) (Phase 1)	5	5	0%	Feb-21-20	Feb-27-20	4
A3200	Rough Plumbing (Phase 1)	6	6	0%	Feb-21-20	Feb-28-20	16
A1270	Electrical (rough in) switch gear, panels, conduits (Phase 1)	8	8	0%	Feb-21-20	Mar-03-20	1
A3320	Cement Board (Phase 1)	2	2	0%	Mar-02-20	Mar-03-20	16
A1220	Gypsum Board (Hang) (Phase 1)	4	4	0%	Mar-04-20	Mar-09-20	1
A1330	Insulation (Phase 1)	1	1	0%	Mar-10-20	Mar-10-20	1
A1340	Inspections (Rough) (Phase 1)	1	1	0%	Mar-10-20	Mar-10-20	1
A1250	Restroom Ceramic Tiling (Phase 1)	7	7	0%	Mar-04-20	Mar-12-20	16
A1350	Gypsum Board (Finish) (Phase 1)	3	3	0%	Mar-11-20	Mar-13-20	1

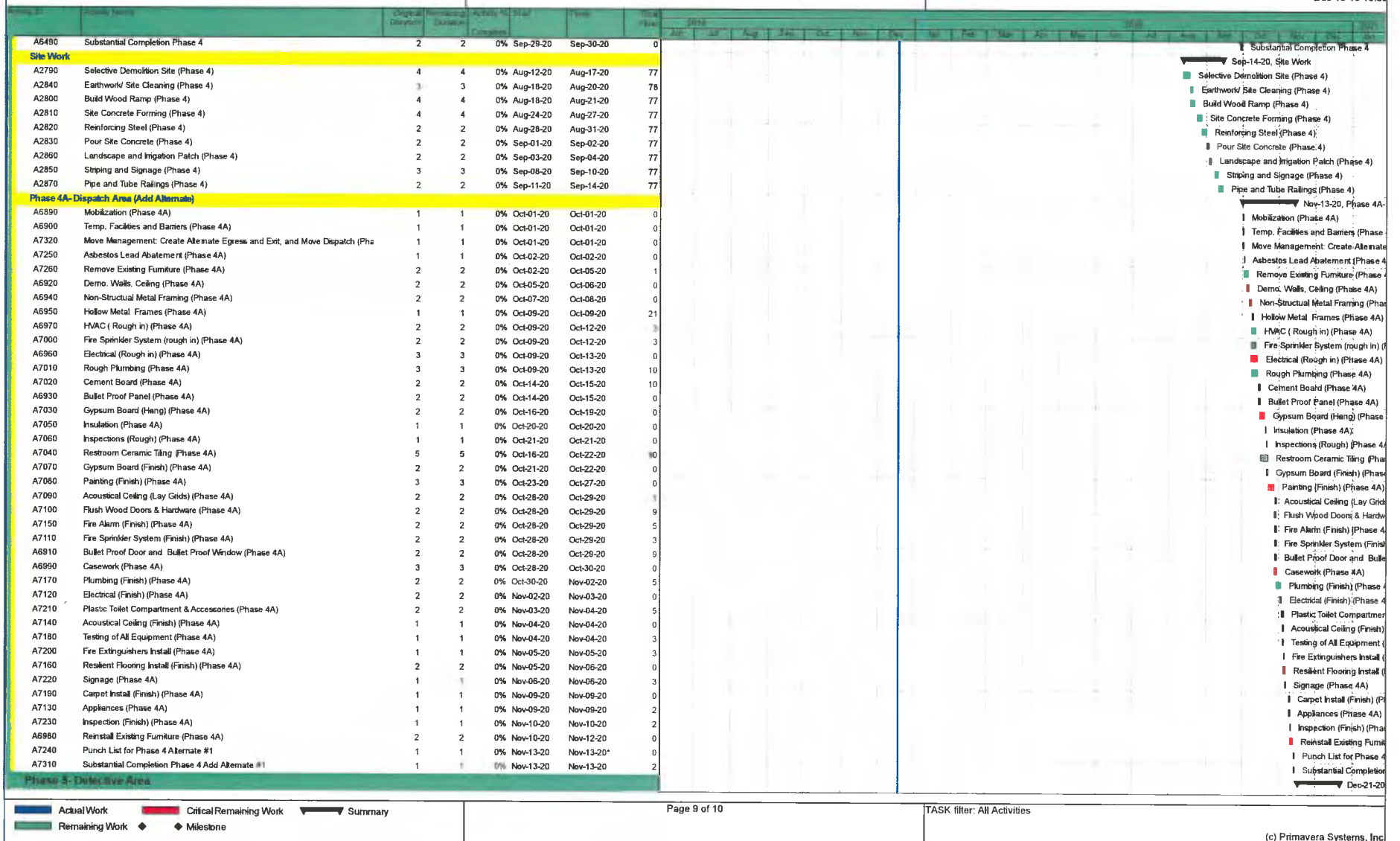
Actual Work    Critical Remaining Work    Summary  
 Remaining Work    Milestone













Actual Work
Critical Remaining Work
Summary
Remaining Work
Milestone

Page 10 of 10

TASK filter: All Activities

(c) Primavera Systems, Inc.

# SITE INCIDENT REPORT

<b>Facility:</b> Pitchess Detention Center East	
<b>Date of Incident:</b> 4/8/2020	<b>Time:</b> From 9:00 am till 10:30 am.
<b>Scope of Project Work:</b>  Interior remodel to the existing Lobby/Visitation/Visitors Restrooms. Incident occurred at the Men's restroom while Demolition/Abatement activities.	
<b>Contractor:</b>	<b>Subcontractor:</b>
<b>County Representatives on site when incident occurred:</b>  LASD Operations and Facility Services Personnel	
<b>Type of Incident:</b> Water pipe breakage during Demolition/Abatement activities	
<b>Persons Injured:</b> None	
<b>Property Damage:</b> TBD	
<b>Parties Called to Assist:</b> LASD Operations and Facility Services Personnel	
<b>Summary of Incident</b>  Interior remodel to the existing Lobby/Visitation/Visitors Restrooms. Incident occurred at the Men's restroom while Demolition/Abatement activities.	
<b>Resolution:</b> Water did seep in under a demising partition into an adjacent office and hallway. Contents and furniture had to be evacuated and office/hallway floor dried out. An area rug was soaked and is now drying out, all other contents are undamaged and now replaced. Building operations are now resumed and no significant interruption is reported. Although the water is now removed it is not known if the existing office wall and VCT floor finishes have been permanently affected and would need repairs. PW Manager will continue to monitor for updates if required.	
	<b>Date:</b> 4/9/2020



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

November 14, 2019

IN REPLY PLEASE

REFER TO FILE:

**PM-1**

Dear |

**CARSON SHERIFF'S STATION EXPANSION PROJECT  
REJECTION OF BASELINE CONSTRUCTION SCHEDULE  
AGREEMENT PW 15341  
SPECS. 7034; C.P. 87023  
PROJECT ID 00000752; PROJECT P8702300**

Public Works has reviewed your baseline construction schedule, submitted on November 4, 2019, for compliance with the contract documents. We performed a detailed review of your schedule and compiled the enclosed list of comments dated November 7, 2019. Based on our review, your baseline schedule does not comply with the project specification requirements and is therefore being rejected. Please incorporate the comments into your baseline construction schedule and resubmit it for review by November 20, 2019.

If you have any questions, please call me or your staff may contact |

Very truly yours,

Senior Capital Projects Manager  
Project Management Division II

VM:cl

U:\pmd\sheriff\Carson SS\02200\02210\Monet-RejectionLetter

Enc.

CC:

November 7, 2019

Carson Sheriff  
Project ID 00000752

## CONTRACTORS BASELINE SCHEDULE

I have conducted a review of the contractors Update Schedule with the Data Date of November 15, 2019. The project Punch List for Phase 5, per this schedule is completing on November 13, 2020.

### Review Items

- 1) Please have all future updates within one week prior to the Data Date. This schedule has the Data Date in the future.
- 2) Recommended to put a better description of which building Phase 1, 2 ... are and to put a brief description in the title since there are several activities with the same activity name. It will be easier to follow in the waterfall layout.

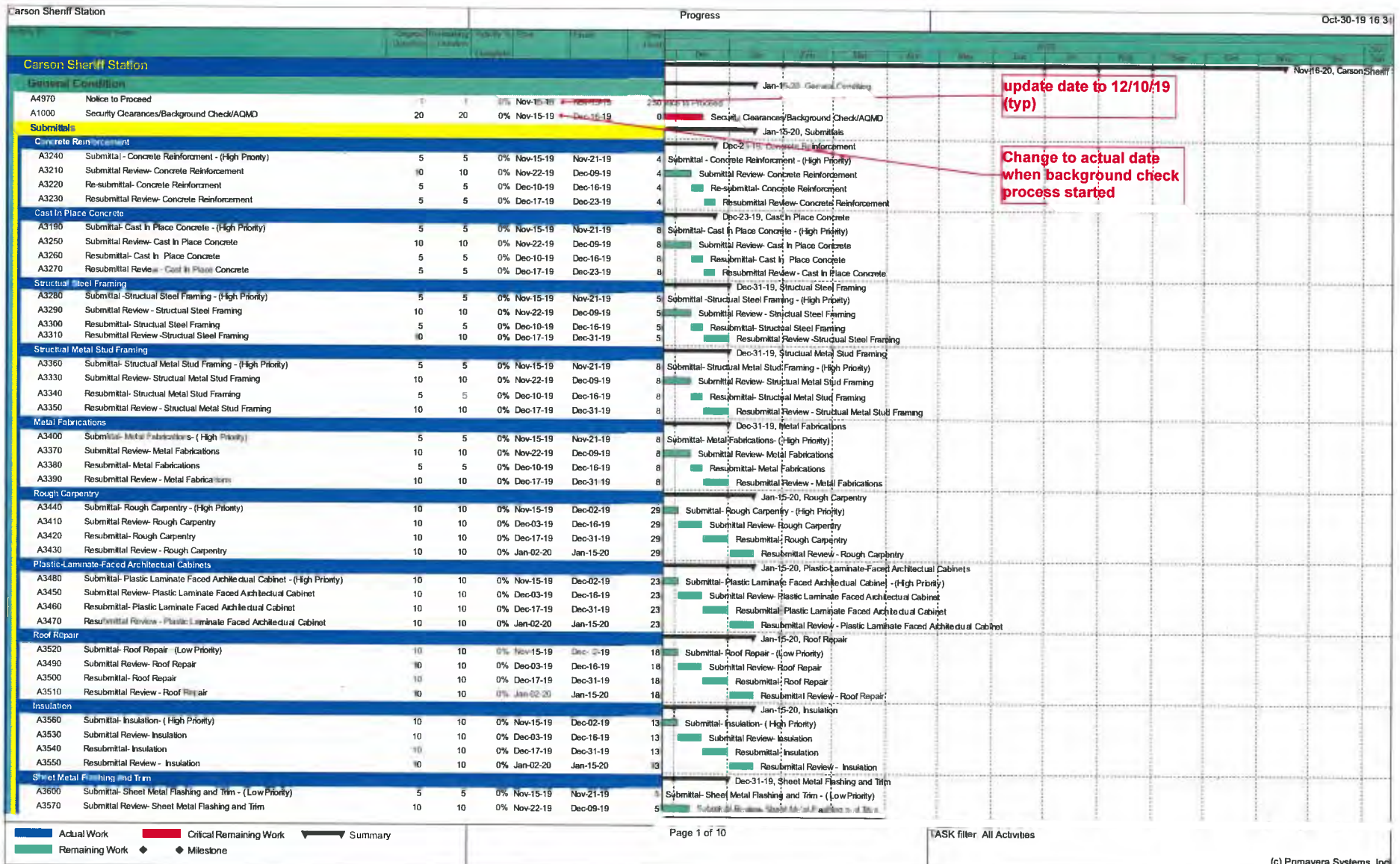
A126U	Plastic Toilet Compartment & Accessories	2	2	Feb-26-2020	Feb-27-2020	ays
A5510	Plastic Toilet Compartment & Accessories	1	1	May-08-2020	May-11-2020	ays
A6450	Plastic Toilet Compartment & Accessories	2	2	Aug-24-2020	Aug-26-2020	ays
A7210	Plastic Toilet Compartment & Accessories	2	2	Oct-01-2020	Oct-05-2020	ays
A1460	Plumbing (Finish)	2	2	Feb-24-2020	Feb-25-2020	ays
A5480	Plumbing (Finish)	2	2	May-06-2020	May-08-2020	ays
A6420	Plumbing (Finish)	2	2	Aug-20-2020	Aug-24-2020	ays
A7170	Plumbing (Finish)	2	2	Sep-29-2020	Oct-01-2020	ays
A5270	Plumbing (rough)	3	3	Apr-03-2020	Apr-08-2020	ays
A6240	Plumbing (rough)	4	4	Jul-16-2020	Jul-22-2020	ays
A2830	Pour Site Concrete	2	2	Jul-29-2020	Jul-31-2020	ays
A4980	Pour Site Concrete	1	1	Jan-20-2020	Jan-20-2020	ays

- 3) During the remodel the current workers will have to be relocated. Please provide a Swing Space Plan in the schedule.
- 4) The Schedule currently show no weather delay activities. Please confirm if no activities will be delayed by weather.
- 5) Please add an item(s) for substantial completion for each phase.
- 6) There should be a section at the end for final closeout item(s)

### Conclusion

Please revise and resubmit.

Scheduling Services  
Los Angeles County Public Works





Item	Quantity	Installed	Completed	Start Date	End Date	Days	Summary
A3580 Resubmittal-Sheet Metal Flashing and Trim	5	5	0%	Dec-10-19	Dec-16-19	5	Resubmittal-Sheet Metal Flashing and Trim
A3580 Resubmittal Review-Sheet Metal Flashing and Trim	10	10	0%	Dec-17-19	Dec-31-19	5	Resubmittal Review-Sheet Metal Flashing and Trim
Penetration Firestopping							Jan-15-20, Penetration Firestopping
A3640 Submittal-Penetration Firestopping (Med Priority)	10	10	0%	Nov-15-19	Dec-02-19	32	Submittal-Penetration Firestopping (Med Priority)
A3610 Submittal Review-Penetration Firestopping	10	10	0%	Dec-03-19	Dec-16-19	32	Submittal Review-Penetration Firestopping
A3620 Resubmittal-Penetration Firestopping	10	10	0%	Dec-17-19	Dec-31-19	32	Resubmittal-Penetration Firestopping
A3630 Resubmittal Review-Penetration Firestopping	10	10	0%	Jan-02-20	Jan-15-20	32	Resubmittal Review-Penetration Firestopping
Joint Sealants							Jan-15-20, Joint Sealants
A3630 Submittal-Joint Sealants (Med Priority)	10	10	0%	Nov-15-19	Dec-02-19	34	Submittal-Joint Sealants (Med Priority)
A3650 Submittal Review-Joint Sealants	10	10	0%	Dec-03-19	Dec-16-19	34	Submittal Review-Joint Sealants
A3660 Resubmittal-Joint Sealants	10	10	0%	Dec-17-19	Dec-31-19	34	Resubmittal-Joint Sealants
A3670 Resubmittal Review-Joint Sealants	10	10	0%	Jan-02-20	Jan-15-20	34	Resubmittal Review-Joint Sealants
Hollow Metal Doors and Frames							Jan-15-20, Hollow Metal Doors and Frames
A3720 Submittal-Hollow Metal Doors and Frames (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	33	Submittal-Hollow Metal Doors and Frames (High Priority)
A3690 Submittal Review-Hollow Metal Doors and Frames	10	10	0%	Dec-03-19	Dec-16-19	33	Submittal Review-Hollow Metal Doors and Frames
A3700 Resubmittal-Hollow Metal Doors and Frames	10	10	0%	Dec-17-19	Dec-31-19	33	Resubmittal-Hollow Metal Doors and Frames
A3710 Resubmittal Review-Hollow Metal Doors and Frames	10	10	0%	Jan-02-20	Jan-15-20	33	Resubmittal Review-Hollow Metal Doors and Frames
Flush Wood Doors							Jan-15-20, Flush Wood Doors
A3760 Submittal-Flush Wood Doors (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	35	Submittal-Flush Wood Doors (High Priority)
A3730 Submittal Review-Flush Wood Doors	10	10	0%	Dec-03-19	Dec-16-19	35	Submittal Review-Flush Wood Doors
A3740 Resubmittal-Flush Wood Doors	10	10	0%	Dec-17-19	Dec-31-19	35	Resubmittal-Flush Wood Doors
A3750 Resubmittal Review-Flush Wood Doors	10	10	0%	Jan-02-20	Jan-15-20	35	Resubmittal Review-Flush Wood Doors
Access Panels							Jan-15-20, Access Panels
A3800 Submittal-Access Panels (Med Priority)	10	10	0%	Nov-15-19	Dec-02-19	32	Submittal-Access Panels (Med Priority)
A3770 Submittal Review-Access Panels	10	10	0%	Dec-03-19	Dec-16-19	32	Submittal Review-Access Panels
A3780 Resubmittal-Access Panels	10	10	0%	Dec-17-19	Dec-31-19	32	Resubmittal-Access Panels
A3790 Resubmittal Review-Access Panels	10	10	0%	Jan-02-20	Jan-15-20	32	Resubmittal Review-Access Panels
Security Windows							Jan-15-20, Security Windows
A3880 Submittal-Security Windows (Med Priority)	10	10	0%	Nov-15-19	Dec-02-19	185	Submittal-Security Windows (Med Priority)
A3850 Submittal Review-Security Windows	10	10	0%	Dec-03-19	Dec-16-19	185	Submittal Review-Security Windows
A3860 Resubmittal-Security Windows	10	10	0%	Dec-17-19	Dec-31-19	185	Resubmittal-Security Windows
A3870 Resubmittal Review-Security Windows	10	10	0%	Jan-02-20	Jan-15-20	185	Resubmittal Review-Security Windows
Door Hardware							Jan-15-20, Door Hardware
A3920 Submittal-Door Hardware (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	35	Submittal-Door Hardware (High Priority)
A3890 Submittal Review-Door Hardware	10	10	0%	Dec-03-19	Dec-16-19	35	Submittal Review-Door Hardware
A3900 Resubmittal-Door Hardware	10	10	0%	Dec-17-19	Dec-31-19	35	Resubmittal-Door Hardware
A3910 Resubmittal Review-Door Hardware	10	10	0%	Jan-02-20	Jan-15-20	35	Resubmittal Review-Door Hardware
Securing Glazing							Jan-15-20, Securing Glazing
A3960 Submittal-Securing Glazing (Med Priority)	10	10	0%	Nov-15-19	Dec-02-19	185	Submittal-Securing Glazing (Med Priority)
A3930 Submittal Review-Securing Glazing	10	10	0%	Dec-03-19	Dec-16-19	185	Submittal Review-Securing Glazing
A3940 Resubmittal-Securing Glazing	10	10	0%	Dec-17-19	Dec-31-19	185	Resubmittal-Securing Glazing
A3950 Resubmittal Review-Securing Glazing	10	10	0%	Jan-02-20	Jan-15-20	185	Resubmittal Review-Securing Glazing
Non-Structural Metal Framing							Dec-31-19, Non-Structural Metal Framing
A4000 Submittal-Non-Structural Metal Framing (High Priority)	5	5	0%	Nov-15-19	Nov-21-19	5	Submittal-Non-Structural Metal Framing (High Priority)
A3970 Submittal Review-Non-Structural Metal Framing	10	10	0%	Nov-22-19	Dec-09-19	5	Submittal Review-Non-Structural Metal Framing
A3980 Resubmittal-Non-Structural Metal Framing	5	5	0%	Dec-10-19	Dec-16-19	5	Resubmittal-Non-Structural Metal Framing
A3990 Resubmittal Review-Non-Structural Metal Framing	10	10	0%	Dec-17-19	Dec-31-19	5	Resubmittal Review-Non-Structural Metal Framing
Gypsum Board							Jan-15-20, Gypsum Board
A4040 Submittal-Gypsum Board (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	9	Submittal-Gypsum Board (High Priority)
A4010 Submittal Review-Gypsum Board	10	10	0%	Dec-03-19	Dec-16-19	9	Submittal Review-Gypsum Board
A4020 Resubmittal-Gypsum Board	10	10	0%	Dec-17-19	Dec-31-19	9	Resubmittal-Gypsum Board
A4030 Resubmittal Review-Gypsum Board	10	10	0%	Jan-02-20	Jan-15-20	9	Resubmittal Review-Gypsum Board
Ceramic Tiling							Jan-15-20, Ceramic Tiling

Actual Work
Critical Remaining Work
Summary
Remaining Work
Milestone
Page 3 of 10
TASK filter: All Activities
(c) Primavera Systems, Inc.



Item #	Item Name	Current Location	Remaining Location	Priority	Due Date	Progress	Summary
A4470	Resubmittal Review - Fire Extinguishers	10	10	0%	Jan-02-20	Jan-15-20	19
<b>Metal Lockers</b>							
A4520	Submittal- Metal Lockers- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	23
A4490	Submittal Review- Metal Lockers	10	10	0%	Dec-03-19	Dec-16-19	23
A4500	Resubmittal- Metal Lockers	10	10	0%	Dec-17-19	Dec-31-19	23
A4510	Resubmittal Review - Metal Lockers	10	10	0%	Jan-02-20	Jan-15-20	23
<b>Roller Window Shades</b>							
A4560	Submittal- Roller Window Shades- (Low Priority)	10	10	0%	Nov-15-19	Dec-02-19	207
A4530	Submittal Review- Roller Window Shades	10	10	0%	Dec-03-19	Dec-16-19	207
A4540	Resubmittal- Roller Window Shades	10	10	0%	Dec-17-19	Dec-31-19	207
A4550	Resubmittal Review - Roller Window Shades	10	10	0%	Jan-02-20	Jan-15-20	207
<b>Simulated Stone Countertops</b>							
A4600	Submittal- Simulated Stone Counter tops- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	20
A4570	Submittal Review- Simulated Stone Counter tops	10	10	0%	Dec-03-19	Dec-16-19	20
A4580	Resubmittal- Simulated Stone Counter tops	10	10	0%	Dec-17-19	Dec-31-19	20
A4590	Resubmittal Review - Simulated Stone Counter tops	10	10	0%	Jan-02-20	Jan-15-20	20
<b>Elevators</b>							
A4640	Submittal- Elevators- (High Priority)	5	5	0%	Nov-15-19	Nov-21-19	8
A4610	Submittal Review- Elevators	10	10	0%	Nov-22-19	Dec-09-19	8
A4620	Resubmittal- Elevators	5	5	0%	Dec-10-19	Dec-16-19	8
A4630	Resubmittal Review - Elevators	10	10	0%	Dec-17-19	Dec-31-19	8
<b>Fire Protection/Sprinkler</b>							
A4680	Submittal- Fire Protection/Sprinkler- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	6
A4650	Submittal Review- Fire Protection/Sprinkler	10	10	0%	Dec-03-19	Dec-16-19	6
A4660	Resubmittal- Fire Protection/Sprinkler	10	10	0%	Dec-17-19	Dec-31-19	6
A4670	Resubmittal Review - Fire Protection/Sprinkler	10	10	0%	Jan-02-20	Jan-15-20	6
<b>Plumbing</b>							
A4720	Submittal- Plumbing- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	18
A4690	Submittal Review- Plumbing	10	10	0%	Dec-03-19	Dec-16-19	18
A4700	Resubmittal- Plumbing	10	10	0%	Dec-17-19	Dec-31-19	18
A4710	Resubmittal Review - Plumbing	10	10	0%	Jan-02-20	Jan-15-20	18
<b>Plumbing Insulation</b>							
A4760	Submittal- Plumbing Insulation- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	18
A4730	Submittal Review- Plumbing Insulation	10	10	0%	Dec-03-19	Dec-16-19	18
A4740	Resubmittal- Plumbing Insulation	10	10	0%	Dec-17-19	Dec-31-19	18
A4750	Resubmittal Review - Plumbing Insulation	10	10	0%	Jan-02-20	Jan-15-20	18
<b>Plumbing Identification</b>							
A4800	Submittal- Plumbing Identification- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	33
A4770	Submittal Review- Plumbing Identification	10	10	0%	Dec-03-19	Dec-16-19	33
A4780	Resubmittal- Plumbing Identification	10	10	0%	Dec-17-19	Dec-31-19	33
A4790	Resubmittal Review - Plumbing Identification	10	10	0%	Jan-02-20	Jan-15-20	33
<b>Fences/Gates</b>							
A4840	Submittal- Fences/Gates- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	35
A4810	Submittal Review- Fences/Gates	10	10	0%	Dec-03-19	Dec-16-19	35
A4820	Resubmittal- Fences/Gates	10	10	0%	Dec-17-19	Dec-31-19	35
A4830	Resubmittal Review - Fences/Gates	10	10	0%	Jan-02-20	Jan-15-20	35
<b>HVAC</b>							
A4880	Submittal- HVAC- (High Priority)	10	10	0%	Nov-15-19	Dec-02-19	4
A4850	Submittal Review- HVAC	10	10	0%	Dec-03-19	Dec-16-19	4
A4860	Resubmittal- HVAC	10	10	0%	Dec-17-19	Dec-31-19	4
A4870	Resubmittal Review - HVAC	10	10	0%	Jan-02-20	Jan-15-20	4
<b>Electrical</b>							
A4920	Submittal- Electrical- (High Priority)	5	5	0%	Nov-15-19	Nov-21-19	6

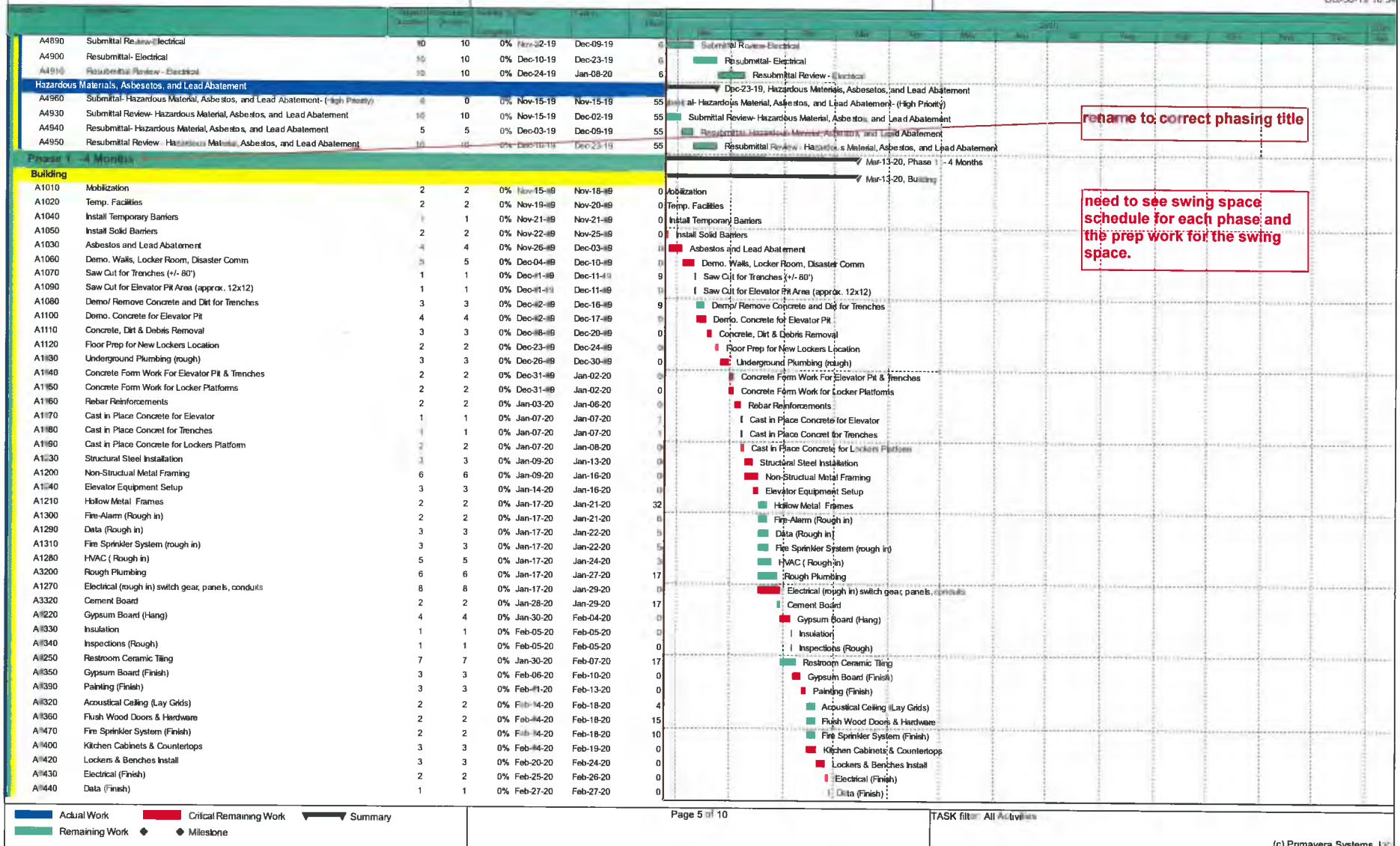
Please show the elevator procurement with inspections schedule.

Actual Work Critical Remaining Work Summary  
Remaining Work Milestone

Page 4 of 10

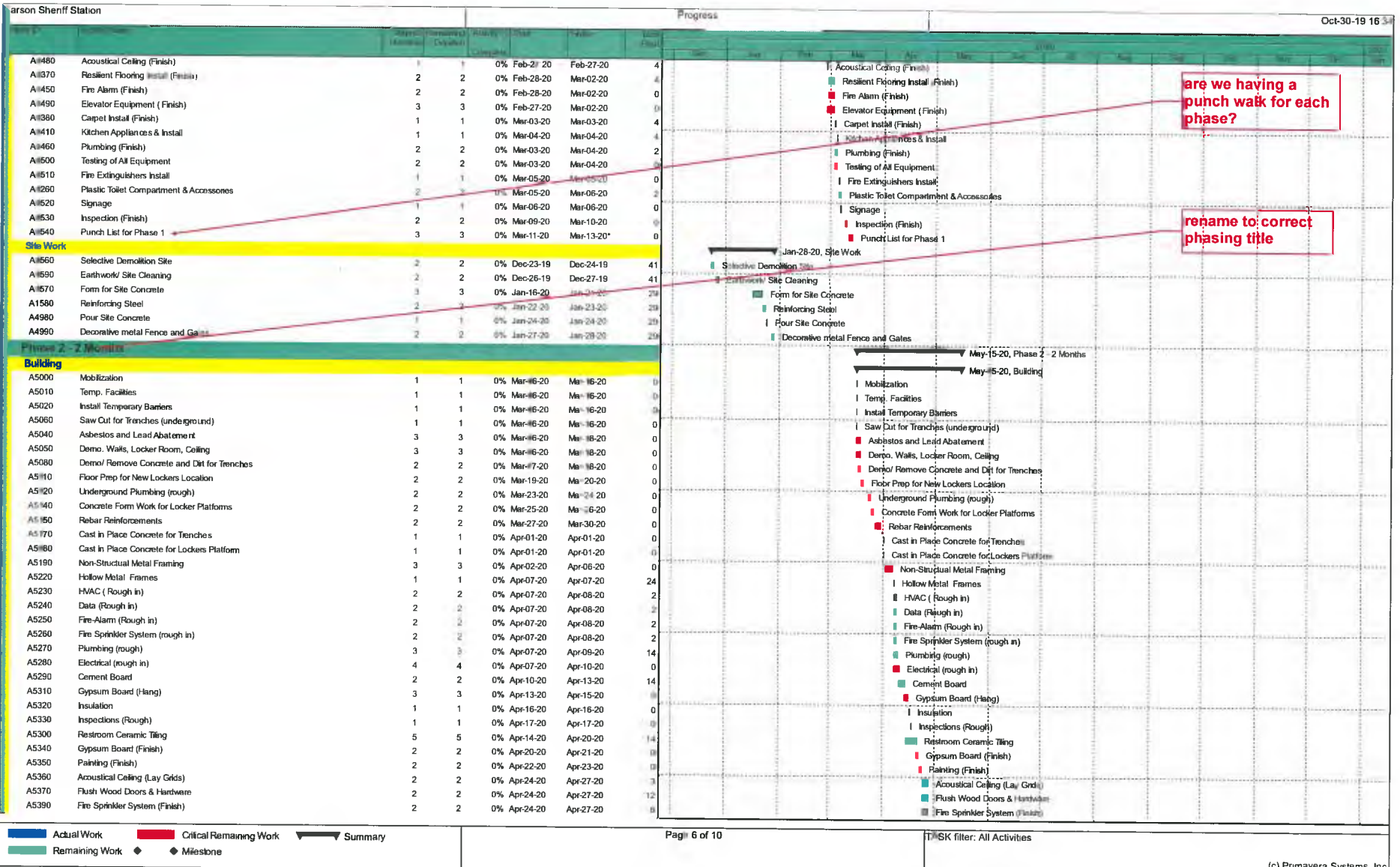
TASK Filter All Activities



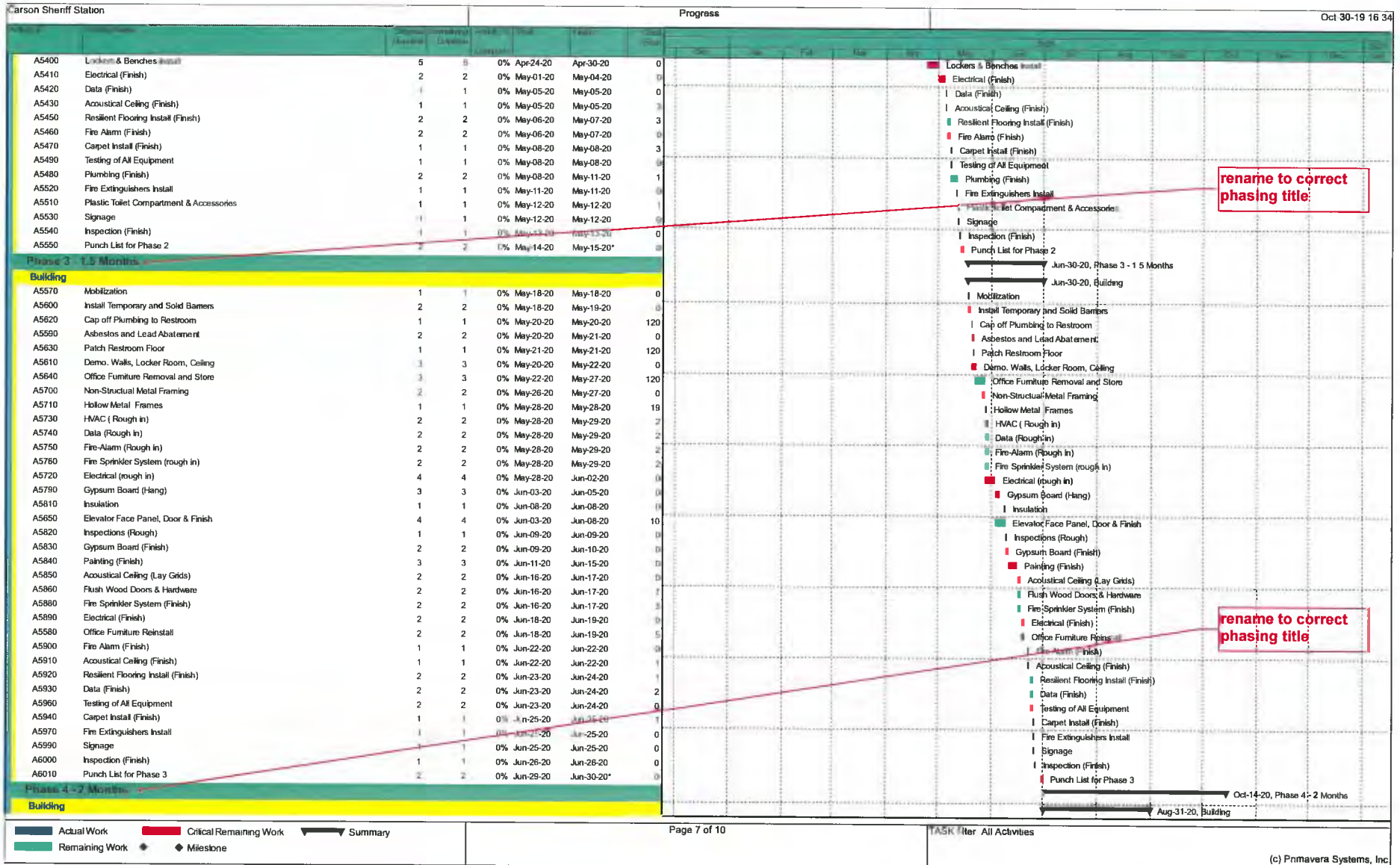


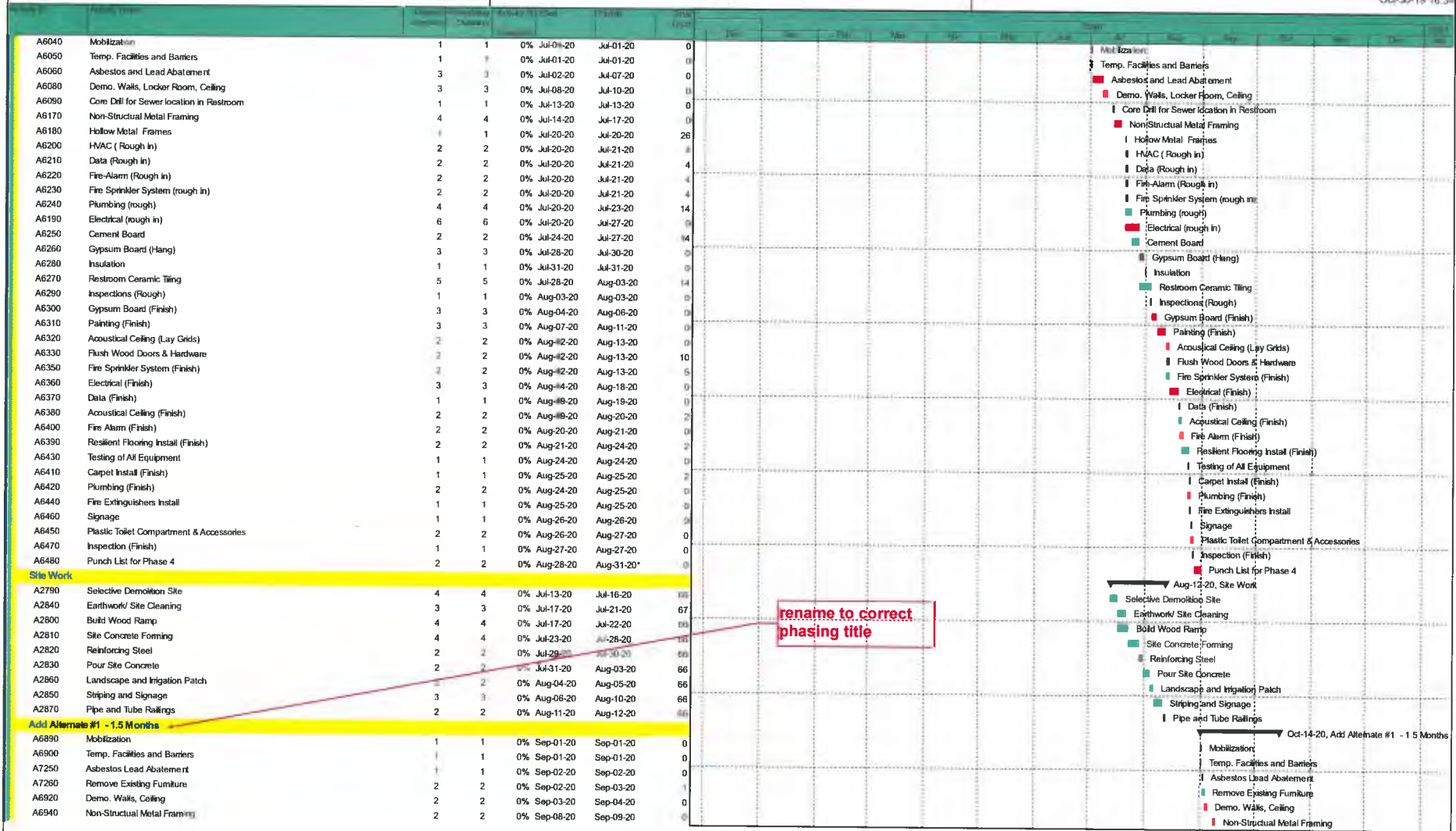
rename to correct phasing title

need to see swing space  
schedule for each phase and  
the prep work for the swing  
space.

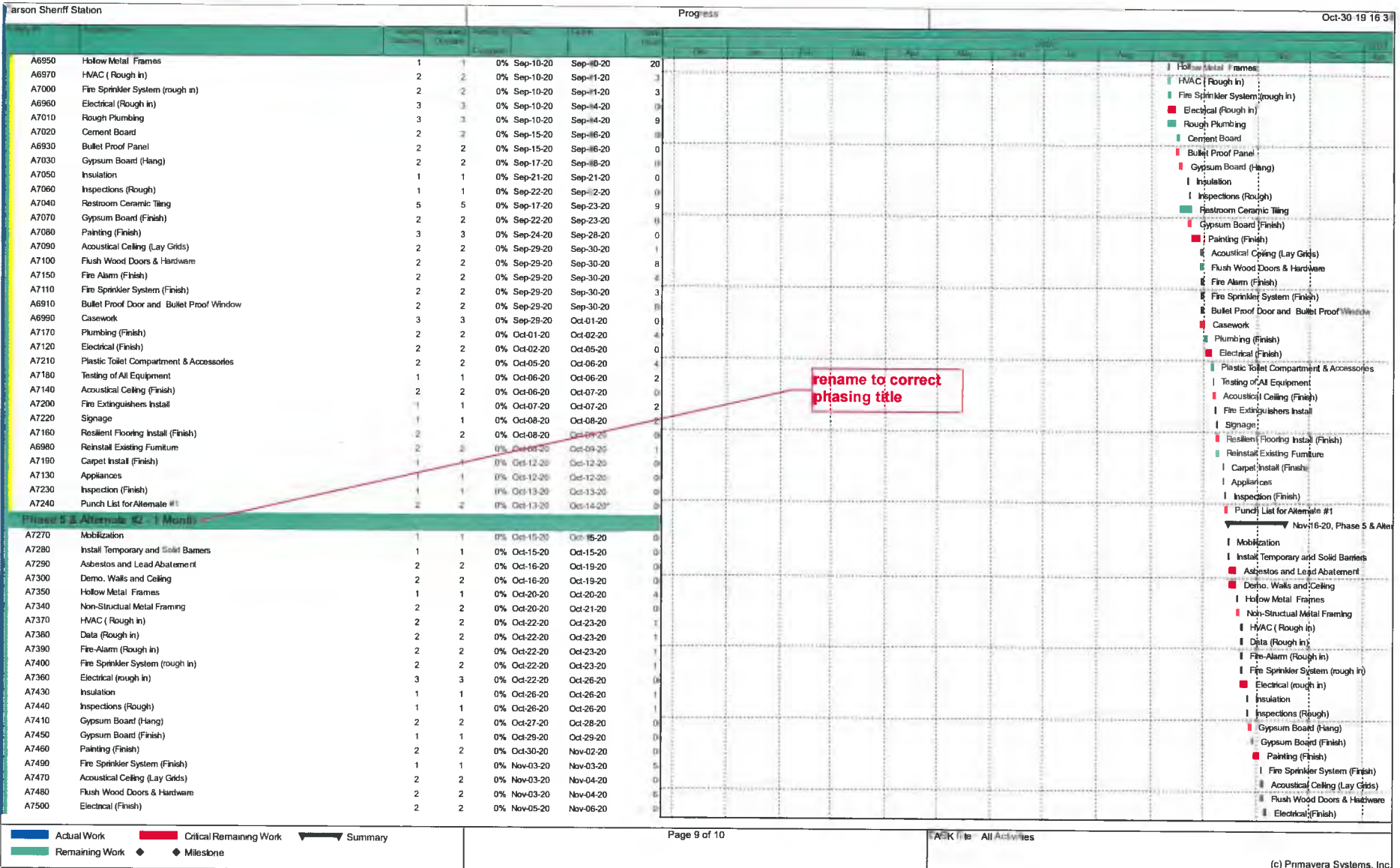








rename to correct phasing title





Activity ID	Activity Name	Original Duration	Remaining Duration	Activity To Start	Activity To Finish	Actual Finish	2020												2021
				Complete			Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A7520	Fire Alarm (Finish)	1	1	0%	Nov-09-20	Nov-09-20	0												
A7530	Acoustical Ceiling (Finish)	1	1	0%	Nov-09-20	Nov-09-20	2												
A7510	Office Furniture Reinstall	3	3	0%	Nov-05-20	Nov-09-20	3												
A7570	Carpet Install (Finish)	1	1	0%	Nov-10-20	Nov-10-20	2												
A7580	Testing of All Equipment	1	1	0%	Nov-10-20	Nov-10-20	0												
A7550	Data (Finish)	2	2	0%	Nov-10-20	Nov-12-20	1												
A7580	Fire Extinguishers Install	1	1	0%	Nov-12-20	Nov-12-20	0												
A7590	Signage	1	1	0%	Nov-12-20	Nov-12-20	0												
A7600	Inspection (Finish)	1	1	0%	Nov-13-20	Nov-13-20	0												
A7610	Punch List for Phase 5	1	1	0%	Nov-16-20	Nov-16-20	0												

- Fire Alarm (Finish)
- Acoustical Ceiling (Finish)
- Office Furniture Reinstall
- Carpet Install (Finish)
- Testing of All Equipment
- Data (Finish)
- Fire Extinguishers Install
- Signage
- Inspection (Finish)
- Punch List for Phase 5



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PM-3**

April 4, 2013

### **EASTERN AVENUE HILL IMPROVEMENTS LANDFILL GAS EXTRACTION SYSTEM – REQUEST FOR QUOTATION 01 AGREEMENT PW 13688 – SPECS. 6984; C.P. 86970**

Pursuant to Article 15 of the General Conditions of the project, Public Works is considering a change in the contract.

You are requested to provide a lump sum quotation for the proposed change, based on the description of work herein. Each quotation shall include all direct and indirect costs and a schedule analysis for the proposed change. Provide an itemized breakdown quantifying all added and deleted labor, material specifications, and construction equipment directly involved for each quote. Obtain and furnish with each quotation an itemized breakdown, as described above, signed by each subcontractor or vendor participating in the change regardless of tier.

Construction documents, where pertinent and not in conflict, shall apply to these changes.

**THIS IS NOT A CHANGE ORDER NOR DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.**

- Items: 1. Repair broken electrical conduit and install weatherproof splices in the Sheriff's Tactics and Survival Training Center (also known as Laser Village) in accordance with the electrical code per the response to Request for Information (RFI) 19 (copy enclosed).

Lump Sum Amount.....\$\_\_\_\_\_

April 4, 2013  
Page 2

2. Repair and install pipe extension with traffic-rated box and grate for existing clean out adjacent to the fire station in accordance with the electrical code per response to RFI 21 (copy enclosed).

Lump Sum Amount.....\$ \_\_\_\_\_

Please enter the amounts of your quotations above, date and sign below, and return two copies to this office by April 11, 2013.

If you have any questions, please call me at \_\_\_\_\_

Very truly yours,

\_\_\_\_\_

Project Management Division II

CG:sj

U:\pmd\II\sheriff\EasternAve Hill Imprv\LndflGas ExtSys\RFQ\01.docx

Enc.

cc: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date



REQUEST FOR INFORMATION

RFI # 19

PROJECT NAME: Eastern ave. Hill complex Landfill gas control system

FROM: \_\_\_\_\_

Date: 2/28/2013

FAX NO. \_\_\_\_\_

SUBJECT: One pipe damaged during trenching

Spec. Ref: \_\_\_\_\_

DWG Ref. \_\_\_\_\_

Description of Problem / Clarification / Information Required:

During the Trenching we Brook (1) 1" White pipe with (3) #8 wire Black wire and (1) #12 Green.  
Please advise.

Contractor Solution:

Repair the pipe and Run new wires.

Proposed Solution:

Question By: \_\_\_\_\_

Date: \_\_\_\_\_

Response:

AS DISCUSSED DURING THE MEETING HELD ON 3/25/13  
WITH SCS ELECTRICAL ENGINEER, SCS PROJECT MANAGER, AND  
AED INSPECTOR, AND RECONFIRM DURING THE CONSTRUCTION MTG.  
HELD ON 4/3/13, LASID HAS REQUESTED MINOR REPAIR THIS CONDITION  
TO THE INSPECTOR OF RECORD SATISFACTION. YOU MAY INSTALL POLARIS  
WEATHER PROOF SPLICES.

Response By: \_\_\_\_\_

Date: 4/3/13

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE SUBMIT A CHANGE ORDER REQUEST FOR APPROVAL  
BEFORE TO PERFORMING ANY REPAIRS

---

**From:**  
**Sent:** Wednesday, March 27, 2013 8:59 AM  
**To:**  
**Cc:**  
**Subject:** RE: Landfill Gas Extraction - RFI #19

As discussed in our last meeting, please proceed with repair of the condition to the satisfaction of the IOR. We discussed using a weatherproof splice as I recall. Please discuss further with Robert.

LA County Sheriff's Department  
Facilities Planning Bureau  
1000 S Fremont Avenue  
Bldg A-9 East, 5<sup>th</sup> Floor, Unit 47  
Alhambra, CA 91803



---

**From:**  
**Sent:** Wednesday, March 27, 2013 8:51 AM  
**To:**  
**Cc:**  
**Subject:** FW: Landfill Gas Extraction - RFI #19  
**Importance:** High

Are there any comments from LASD Maintenance on this issue?

CONFIDENTIALITY NOTICE: This email message, including any attachments, from the Department of Public Works is intended for the official and confidential use of the recipients to whom it is addressed. It contains information that may be confidential, privileged, attorney work product, or otherwise exempted from disclosure under applicable law. If you have received this message in error, be advised that any review, disclosure, use, dissemination, distribution, or reproduction of this message or its contents is strictly prohibited. Please notify the sender of this email immediately by reply email that you have received this message in error, and immediately destroy this message, including any attachments. Thank you in advance for your cooperation.

---

**From:**

**Sent:** Monday, March 18, 2013 3:17 PM

**To:**

**Cc:**

**Subject:** Landfill Gas Extraction - RFI #19

**Importance:** High

@

Attached please find RFI #19.

This broken conduit runs between an structure adjacent to Sean's Garage and an existing building to the west – see attached sheet 3.

In order for MINCO to conduct necessary repairs, we need to know how LASD Maintenance wishes us to terminate these cables since the existing box is not NEMA rated.

Thanks.

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## REQUEST FOR INFORMATION

RFI # 21

PROJECT NAME: Eastern ave. Hill complex Landfill gas control system

FROM: \_\_\_\_\_

Date: 3/8/2013

FAX NO. \_\_\_\_\_

SUBJECT: Iron Pipe with cab damaged during excavation

Spec. Ref: \_\_\_\_\_

DWG Ref. \_\_\_\_\_

### Description of Problem / Clarification / Information Required:

During the Excavation for (2) 2" pipes for Sample Box, There was an Existing Vertical 4" cast Iron pipe with cab buried under the Existing Asphalt has been damaged.  
Please advise.

### Contractor Proposal Solution:

Clean Cut the pipe, add Extension pipe and install Clean out Cab.

### Proposed Solution:

Question By: \_\_\_\_\_

Date: \_\_\_\_\_

Response: AS DISCUSSED IN THE CONSTRUCTION MEETING HELD ON 4/3/13, MINCO'S PROPOSED SOLUTION IS FINE, AS LONG AS, IT IS CARRIED OUT IN CONFORMANCE WITH THE CODE. A TRAFFIC RATED LID IS ALSO REQUIRED. COORDINATE WITH AEO INSPECTOR. PLEASE SUBMIT CHANGE ORDER REQUEST FOR APPROVAL BEFORE STARTING ANY REPAIRS

Response By: \_\_\_\_\_

Date: 4/3/13

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_



# COUNTY OF LOS ANGELES

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Telephone: (626) 458-5100  
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ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE

REFER TO FILE: **PM-3**

April 9, 2014

TO:

FROM:

### **EASTERN AVENUE HILL IMPROVEMENTS - LANDFILL GAS CONTROL SYSTEM PROJECT - SUBSTANTIAL COMPLETION WARRANTY PROCEDURES - SPECS. 6984; C.P. 86970**

We are pleased to report the successful completion of the Eastern Avenue Hill and Blanchard Slope Landfill Gas Control System project. Substantial completion was declared on October 15, 2013. All pending punch list items were completed on April 2, 2014. Except for warranty matters, your Department is responsible for facility maintenance, security, and any damage to contract work caused by your use following the date of occupancy.

#### **WARRANTY PERIOD – PROCEDURES**

A 1-year warranty period, which started as of substantial completion, applies to all construction work.

We will continue to offer warranty management services on your behalf. If you wish to use these services, your Department will be charged \$136.50 per hour for costs incurred by Public Works during the investigation of warranty-related issues and execution of remedial services. Please issue a Departmental Service Order (DSO) for \$1,000 to provide an advance contingency fund to cover possible warranty-related expenditures. A supplemental DSO may be required if the original DSO for this contingency is exceeded.

To expedite our services, please use the attached form to notify us during the warranty period when an item or installation: (1) does not function properly, (2) is not in compliance with the design, or (3) fails. When requesting warranty services, please indicate on the attached form if a qualified maintenance representative has reviewed the situation and determined that at least one of the above conditions exists and is not due to damage or lack of maintenance. During this review process, we request that you not take any remedial action because this may jeopardize the warranty.

Following receipt of the completed Warranty Service Request, the issue will be investigated immediately and the prime contractor notified if remedial services are required. We request that you do not call the contractor because it may result in your Department being liable to the contractor for costs incurred in answering the call.

If you choose to accept this offer of services, please respond in writing within 60 days from the date of this memo.

#### MAINTENANCE OF STRUCTURAL BEST MANAGEMENT PRACTICES

Permanent Best Management Practices (BMPs) were not installed as part of this project because the project disturbed an area less than one acre, and/or did not create any new impervious surfaces.

Under Order No. R4-2012-0175, National Pollutant Discharge Elimination System No. CAS004001, for separate storm sewer system discharges within the Coastal Water Sheds of Los Angeles County (MS4 Permit), the California Regional Quality Control Board, requires that Permittees (County) establish an operation and maintenance plan for all structural BMPs installed in a project, and that BMPs be inspected at a minimum of once every two years, from the date of project acceptance, to assess operation and repair/replace of the BMPs as necessary in order to ensure continued performance.

Had permanent BMPs been installed as part of this project, your Department would be responsible for establishing a BMP operation and maintenance plan, and providing on-going inspection, and any required repairs of structural BMPs. Failure to do so, will place the County in violation of the MS4 Permit, and may result in the California Regional Quality Control Board assessing fines on the County of a minimum of \$3,000 and up a maximum of \$25,000 per day.

April 9, 2014  
Page 3

If you have any questions, please call me or your staff may contact

CG:vmg  
U:\pmd\II\sheriff\EasternAve Hill Imprv\LndflGas ExtSys\Warranty Procd 04-02-14.docx

Attach.

cc:



# DEPARTMENT OF PUBLIC WORKS

## WARRANTY SERVICE REQUEST

DATE

TO:

Department of Public Works  
Architectural Engineering Division  
900 South Fremont Avenue, 8th Floor  
Alhambra, CA 91803

FROM:

**EASTERN AVENUE HILL IMPROVEMENTS - LANDFILL GAS  
CONTROL SYSTEM PROJECT - SUBSTANTIAL COMPLETION  
WARRANTY PROCEDURES - SPECS. 6984; C. P. 86970**

**WARRANTY ITEM DESCRIPTION:**



### **A.3**

#### **Sample Reports**

#### **2.8 Contract Administration Reports**



Contract (Project Summary, Grouped by Company)

Filter By:

Project Name equals Pitchess Detention Center East Renovation  
Commit. Status not equal to Void

	Commitment Type	Company Name	Commitment Number	Commitment Description	Commitment Status	Original Commitment Value	Approved Changes	Current Commitment Value	Actuals Approved	Remaining to be Paid
<b>Construction Contracts</b>						<b>5,503,593.70</b>	<b>0</b>	<b>903,893.79</b>	<b>358,041.88</b>	<b>5,147,852.12</b>
	Construction Contracts				Pending	2,000,000.00	0.00	0.00	0.00	2,000,000.00
	Construction Contracts				Pending	500,000.00	0.00	0.00	0.00	500,000.00
	Construction Contracts				Pending	2,100,000.00	0.00	0.00	0.00	2,100,000.00
	Construction Contracts				Approved	57,899.14	0.00	57,899.14	57,899.14	0.00
	Construction Contracts				Approved	15,576.60	0.00	15,576.60	15,576.60	0.00
	Construction Contracts				Approved	282,565.84	0.00	282,565.84	282,565.84	0.00
	Construction Contracts				Approved	547,552.12	0.00	547,552.12	0.00	547,552.12
<b>Consultant Contracts</b>						<b>1,071,005.90</b>	<b>0</b>	<b>907,558.90</b>	<b>589,480.72</b>	<b>529,778.94</b>
	Consultant Contracts				Approved	10,240.00	0.00	10,240.00	8,010.00	2,230.00
	Consultant Contracts				Approved	19,470.00	0.00	19,470.00	18,440.00	1,030.00
	Consultant Contracts				Pending	22,249.00	0.00	0.00	0.00	22,249.00
	Consultant Contracts				Pending	171,779.00	0.00	0.00	0.00	171,779.00
	Consultant Contracts				Pending	69,122.00	0.00	0.00	0.00	69,122.00
	Consultant Contracts				Approved	736,941.90	0.00	736,941.90	537,819.72	233,832.94
	Consultant Contracts				Approved	29,536.00	0.00	29,536.00	13,540.00	29,536.00



Contract (Project Summary, Grouped by Company)

Filter By:

Project Name equals Pitchess Detention Center East Renovation

Commit. Status not equal to Void

Company Name	Commitment Number	Commitment Description	Commitment Status	Original Commitment Value	Approved Changes	Current Commitment Value	Actuals Approved	Remaining to be Paid
				29,710.00	0	29,710.00	26,450.00	3,260.00
			Approved	10,240.00	0.00	10,240.00	8,010.00	2,230.00
			Approved	19,470.00	0.00	19,470.00	18,440.00	1,030.00
				22,249.00	0	0	0	22,249.00
			Pending	22,249.00	0.00	0.00	0.00	22,249.00
				4,600,000.00	0	0	0	4,600,000.00
			Pending	2,000,000.00	0.00	0.00	0.00	2,000,000.00
			Pending	500,000.00	0.00	0.00	0.00	500,000.00
			Pending	2,100,000.00	0.00	0.00	0.00	2,100,000.00
				171,779.00	0	0	0	171,779.00
			Pending	171,779.00	0.00	0.00	0.00	171,779.00
				69,122.00	0	0	0	69,122.00
			Pending	69,122.00	0.00	0.00	0.00	69,122.00
				1,498.00	0	1,498.00	0	1,498.00
			Approved	1,498.00	0.00	1,498.00	0.00	1,498.00
				766,477.90	0	766,477.90	551,359.72	263,368.94
			Approved	736,941.90	0.00	736,941.90	537,819.72	233,832.94

		PW14096.03	Consultant Contracts - On-Call Services - Architectural/Engineering	Approved	29,536.00	0.00	29,536.00	13,540.00	29,536.00
<b>Los Angeles County Fire Department</b>					<b>246</b>	<b>0</b>	<b>246</b>	<b>240.84</b>	<b>246</b>
	Los Angeles County Fire Department	DSO2019Fire	DSO Fire for Fiscal Year Ending 2019	Approved	246.00	0.00	246.00	240.84	246.00
<b>Los Angeles County Public Works</b>					<b>255,249.00</b>	<b>0</b>	<b>255,249.00</b>	<b>123,477.25</b>	<b>131,771.75</b>
	Los Angeles County Public Works	DSO2019PW	DSO Public Works for Fiscal Year Ending 2019 (Labor & Fees)	Approved	255,249.00	0.00	255,249.00	123,477.25	131,771.75
					<b>903,593.70</b>	<b>0</b>	<b>903,593.70</b>	<b>366,041.58</b>	<b>547,552.12</b>
		1703-004.03B2	Construction Contracts - Project Specific - JOC	Approved	57,899.14	0.00	57,899.14	57,899.14	0.00
		1703-004.02B2	Construction Contracts - Project Specific - JOC	Approved	15,576.60	0.00	15,576.60	15,576.60	0.00
		1703-004.01B2	Construction Contracts - Project Specific - JOC	Approved	282,565.84	0.00	282,565.84	282,565.84	0.00
		1703-034.01B2	Construction Contracts - Project Specific - JOC	Approved	547,552.12	0.00	547,552.12	0.00	547,552.12
					<b>11,671.00</b>	<b>0</b>	<b>11,671.00</b>	<b>11,671.00</b>	<b>0</b>
		PW15016.02	Contracts - As Needed - Geotechnical Survey	Approved	11,671.00	0.00	11,671.00	11,671.00	0.00
<b>Grand Totals</b>					<b>6,831,595.50</b>	<b>0</b>	<b>1,969,445.60</b>	<b>1,069,240.39</b>	<b>5,610,846.61</b>

# JOC PROJECT RESERVATIONS

DIVISION	WORK ORDER	PROJECT	COMMITTED VALUE	ANTICIPATED NTP DATE	NTP ISSUED	CO CONTINGENCY	AVAILABLE PROJECT CAPACITY	CONTRACT CAPACITY	PROJECT COMPLETED	RFP ISSUED
JOC 1700 OSHPD/GENERAL -			EXP January 3, 2019 - \$4,600,000.00 (PWH1310)							
JOC 1700 FACTORS										
HOSPITAL/OSHPD CONSTRUCTION NORMAL HOURS - 1.10										
HOSPITAL/OSHPD CONSTRUCTION OTHER THAN NORMAL HOURS - 1.15										
GENERAL PROJECTS NORMAL HOURS - 0.35										
GENERAL PROJECTS OTHER THAN NORMAL HOURS - 0.60										
PMD I	1700-001.01B1	LAC+USC PARKING STRUCTURE 16 STAIRWAY	\$ 300,000.00	1/25/2018	\$ 275,272.31	\$ -	\$ 79,727.67		Underway	YES
PMD I	1700-002.01	FIRE DEPARTMENT - PRIVACY & ACCESS	\$ 170,000.00	PENDING	\$ -	\$ -	\$ 170,000.00		Pending	NO
PMD I	1700-003.01B2	HOR - 7TH FLOOR CEO OFFICES DEMO	\$ 650,000.00	4/24/2018	\$ 559,706.60	\$ -	\$ 80,293.40		Underway	YES
PMD I	1700-004.01B3	CENTRAL PHC - HVAC	\$ 1,100,000.00	4/19/2019	\$ 1,162,832.99	\$ -	\$ 527,167.91		Underway	YES
PMD I	1700-005.01	DHS - RADIOLOGY - PHASE 3	\$ 350,000.00	PENDING	\$ -	\$ -	\$ 350,000.00		Pending	NO
PMD I	1700-006.01B2	LIVE OAK LIBRARY INTERIOR DEMOLITION	\$ 90,000.00	3/29/2018	\$ 89,512.15	\$ -	\$ 487.85		Underway	YES
PMD I	1700-007.01B3	MLK RCC	\$ 170,000.00	PENDING	\$ -	\$ -	\$ 170,000.00		Pending	YES
PMD I	1700-008.01B1	MONROVIA PHC AUTO-DOORS	\$ 10,000.00	PENDING	\$ -	\$ -	\$ 10,000.00		Pending	YES
PMD I	1700-009.01B1	WHITTIER PHC CHILLER REPLACEMENT	\$ 90,000.00	PENDING	\$ -	\$ -	\$ 90,000.00		Pending	YES
PMD I	1700-010.01B1	ANTELOPE VALLEY PHC	\$ 27,990.50	3/1/2018	\$ 27,990.50	\$ -	\$ -		Underway	YES
PMD I	1700-011.01B2	HOR - CONSUMER & BUSINESS AFFAIRS REFURBISHMENT	\$ 350,000.00	PENDING	\$ -	\$ -	\$ 350,000.00		Pending	YES
PMD I	1700-012.01B2	HOR - PLAZA DEMO	\$ 500,000.00	6/19/2018	\$ 110,379.41	\$ -	\$ 389,620.59		Underway	YES
PMD I	1700-013.01B2	ROWLAND HEIGHTS LIBRARY	\$ 10,000.00	6/28/2018	\$ 16,397.83	\$ -	\$ 11,602.17		Underway	YES
PMD I	1700-014.01B3	LEAVEY PHC - HVAC	\$ 8,000.00	PENDING	\$ -	\$ -	\$ 8,000.00		Pending	YES
PMD I	1700-015.01	HUCLA PARLOW LIBRARY TRANSFORMER REPLACEMENT	\$ 75,000.00	PENDING	\$ -	\$ -	\$ 75,000.00		Pending	NO
PMD I	1700-016.01	TBD	\$ 79,009.10	PENDING	\$ -	\$ -	\$ 79,009.10		Pending	NO
GRAND TOTAL JOC 1700			\$ 4,600,000.00		\$ 2,288,091.31	\$ -	\$ 2,311,908.69			
JOC 1701 OSHPD/GENERAL -			EXP January 3, 2019 - \$4,600,000.00 (PWH1311)							
JOC 1701 FACTORS										
HOSPITAL/OSHPD CONSTRUCTION NORMAL HOURS - 0.50										
HOSPITAL/OSHPD CONSTRUCTION OTHER THAN NORMAL HOURS - 0.90										
GENERAL PROJECTS NORMAL HOURS - 0.30										
GENERAL PROJECTS OTHER THAN NORMAL HOURS - 0.57										
OSD	1701-001.01B1	DPW DEFERRED MAINTENANCE - LONGDEN YARD OFFICE	\$ 75,000.00	3/29/2018	\$ 12,954.76	\$ -	\$ 62,045.24		Underway	YES
OSD	1701-002.01B1	DPW DEFERRED MAINTENANCE - ANNEX BOILER REPAIR	\$ 193,096.00	4/25/2018	\$ 104,460.83	\$ -	\$ 88,635.17		Underway	YES
PMD II	1701-003.01B2	DPW DEFERRED MAINTENANCE - WESTCHESTER SHOP CHGV MODIFICATIONS	\$ 712,050.00	PENDING	\$ -	\$ -	\$ 712,050.00		Pending	YES
PMD II	1701-004.01	DPW DEFERRED MAINTENANCE - LDD PERMIT OFFICE 2 VALENOLA	\$ 15,750.00	PENDING	\$ -	\$ -	\$ 15,750.00		Pending	NO
PMD II	1700-005.01	DPW DEFERRED MAINTENANCE - LDD PERMIT OFFICE 5 PALMDALE	\$ 15,750.00	PENDING	\$ -	\$ -	\$ 15,750.00		Pending	NO
PMD II	1701-006.01B1	DPW DEFERRED MAINTENANCE - HO PARKING LOT REURFACING	\$ 770,000.00	PENDING	\$ -	\$ -	\$ 770,000.00		Pending	YES
PMD II	1701-007.01B1	DPW DEFERRED MAINTENANCE - 63RD STREET YARD BUILDING 4 REMODEL	\$ 500,000.00	5/8/2018	\$ 193,684.90	\$ -	\$ 306,315.10		Underway	YES
PMD II	1701-008.01B1	DPW DEFERRED MAINTENANCE - WINK LANCASTER REEROOF	\$ 575,000.00	6/26/2018	\$ 382,827.83	\$ -	\$ 192,172.17		Underway	YES
PMD II	1701-009.01	DPW DEFERRED MAINTENANCE - MD 3 TREE GREY ROOM IMPROVEMENTS	\$ 660,000.00	PENDING	\$ -	\$ -	\$ 660,000.00		Pending	NO
PMD II	1701-010.01B4	DPW DEFERRED MAINTENANCE - ALCAZAR YARD - ROOF/BIODING REPLACEMENT BLOCS 5 & 9	\$ 345,000.00	PENDING	\$ -	\$ -	\$ 345,000.00		Pending	YES
PMD II	1701-011.01B1	DPW DEFERRED MAINTENANCE - ALCAZAR YARD - SPRAY BOOTH REPLACEMENT	\$ 115,000.00	PENDING	\$ -	\$ -	\$ 115,000.00		Pending	YES
PMD II	1701-012.01B1	DPW DEFERRED MAINTENANCE - ALCAZAR YARD - DEMOLITION OF BUILDING 10	\$ 115,000.00	5/22/2018	\$ 81,527.17	\$ -	\$ 33,472.83		Underway	YES
PMD II	1701-013.01	DPW DEFERRED MAINTENANCE - ALCAZAR YARD - E-GENERATORS REPLACEMENT	\$ 115,000.00	PENDING	\$ -	\$ -	\$ 115,000.00		Pending	NO
PMD II	1701-014.01B1	DPW DEFERRED MAINTENANCE - PALOS VERDES YARD - BUILDING DEMOLITION	\$ 20,750.00	3/12/2018	\$ 8,814.36	\$ -	\$ 11,935.64		Underway	YES
PMD II	1701-015.01	DPW DEFERRED MAINTENANCE - MAJIBU SMA - SHOWER FACILITY	\$ 24,750.00	PENDING	\$ -	\$ -	\$ 24,750.00		Pending	NO
PMD I	1701-016.01B1	LAC+USC CHILD CARE CENTER - FIX DAMAGED WATER LINE	\$ 13,789.79	3/19/2018	\$ 13,789.79	\$ -	\$ -		Underway	YES
PMD II	1701-017.01	DPW DEFERRED MAINTENANCE - HO CONDENSER PUMP REPLACEMENT	\$ 225,210.21	PENDING	\$ -	\$ -	\$ 225,210.21		Pending	NO
OSD	1701-018.01	DPW DEFERRED MAINTENANCE - ANNEX 2ND FLOOR	\$ 60,000.00	PENDING	\$ -	\$ -	\$ 60,000.00		Pending	NO
GRAND TOTAL JOC 1701			\$ 4,580,000.00		\$ 798,039.84	\$ -	\$ 3,781,960.16			

CONTRACT NO.	COMPANY NAME	CONTRACT ADMINISTRATOR	CONTRACT VALUE	CONTRACT EXECUTION	CONTRACT START	CONTRACT EXPIRATION	RESERVED AMOUNT	NTP AMOUNT	AVAILABLE CAPACITY	COMMENT
<b>As-Needed Architectural/Engineering and Support Services</b>										
4 PW14097	Onyx Architects, LLC PH Immediate Solutions OVMC Code Blue Stabots LAC-USC General Hosp Call Center A25 Cogen Landfill Gas Mitigation MLK-Egan Parking Structure-2 Corrinos/Knabe Gym Phase II LACUSC DT Pharmacy Platform Hall of Records Plaza Structural HOA 7th Hr Tenant Impo LACUSC Courtyard Elevator RO339 Crewroom Kitchenette Remodel MD3 Crewroom Remodel Fairmorth Park General Improvements Bassett Park DM Repairs Castano Lake DM Repairs City Terrace Park DM Repairs Ruth Temple PHC DM Repairs White Point Park Improvements DPW Deferred Maintenance Ph II Whittier PHC Site Study OVMC Agriculture Commission Trailer MLK I R 3rd 6th Floor Renovation		\$3,750,000.00	09/22/2016	09/22/2016	09/21/2019	\$1,894,261.23	\$1,851,741.97	\$3,996.80	3 year term plus (2) 1 year option. Current term: base years.
							\$6,500.00 \$48,000.00 \$48,000.00 \$2,562.40 \$80,000.00 \$104,887.00 \$5,618.00 \$25,000.00 \$354,740.00 \$258.00 \$125,000.00 \$19,315.00 \$81,782.00 \$30,000.00 \$20,000.00 \$20,000.00 \$545,484.00 \$43,306.83 \$304,382.00 \$1,016.00 \$68.00 \$68,939.00			
5 PW14098	Perkins Eastman Architects LACUSC Modular Chiller Plant OVMC WCMH Program Modular Building DPW Deferred Maintenance Ph II High Desert MHUCC OVMC Residential Treatment Program LAC-USC WIC Hospital Demolition Saint Vincent MC Evaluation		\$3,750,000.00	10/04/2016	10/04/2016	10/03/2019	\$292,996.23	\$3,457,003.77	\$0.00	3 year term plus (2) 1 year option. Current term: base years.
							\$55.00 \$120,181.00 \$169,627.23 \$1,709.02 \$8.50 \$0.48 \$1,358.00			
6 PW15017	Owen Group, Inc. Campus Kilpatrick Replacement Proj Cameron Sheriff's Station Expansion FS 74 Septic System Refurbishment El Monte CHC Urgent Care USP 800 Pharmacy Upgrade - OVMC USP 800 Pharmacy Upgrade - LAC-USC El Monte CHC Primary Care USP 800 Pharmacy Upgrade - MLK-DPG USP 800 Pharmacy Upgrade - HUCCLA Waterworks Lancaster Office Renof RB Main Yard and Restroom DM Repairs ME Coroner DM Repairs RB Avenue C Restroom DM Repairs Zuma Beach Restrooms DM Repairs MB Marine Avenue Restroom DM Repairs Central PHC DM Repairs		\$3,750,000.00	10/06/2016	10/06/2016	10/05/2019	\$1,350,302.50	\$2,399,697.50	\$0.00	3 year term plus (2) 1 year option. Current term: base years.
							\$150,000.00 \$14,932.50 \$40,000.00 \$93,075.00 \$173,846.00 \$51,151.00 \$49,135.00 \$67,306.00 \$41,206.00 \$30,000.00 \$8,210.00 \$86,790.00 \$14,800.00 \$9,080.00 \$43,406.00 \$507,946.00			

# JOC PROJECT RESERVATIONS

DIVISION	WORK ORDER	PROJECT	COMMITTED VALUE	ANTICIPATED NTP DATE	NTP ISSUED	OO CONTINGENCY	AVAILABLE PROJECT CAPACITY	CONTRACT CAPACITY	PROJECT COMPLETED	RFP ISSUED
JOC 1700 OSHPD/GENERAL -			EXP January 3, 2019 - \$4,600,000.00 (PW15130)							
JOC 1700 FACTORS										
HOSPITAL/OSHPD CONSTRUCTION NORMAL HOURS - 1.10										
HOSPITAL/OSHPD CONSTRUCTION OTHER THAN NORMAL HOURS - 1.15										
GENERAL PROJECTS NORMAL HOURS - 0.85										
GENERAL PROJECTS OTHER THAN NORMAL HOURS - 0.86										
PMD I	1700-001.01B1	LAC-USC PARKING STRUCTURE 10 STAIRWAY	\$ 300,000.00	1/25/2018	\$ 229,572.33	\$ -	\$ 70,727.57		Underway	YES
PMD I	1700-002.01	FIRE DEPARTMENT - PRIVACY & ACCESS	\$ 170,000.00	PENDING	\$ -	\$ -	\$ 170,000.00		Pending	NO
PMD I	1700-003.01B2	HOR - 7TH FLOOR CEO OFFICES DEMO	\$ 650,000.00	4/24/2018	\$ 569,706.60	\$ -	\$ 80,293.40		Underway	YES
PMD I	1700-004.01B3	CENTRAL PHC - HVAC	\$ 1,200,000.00	4/18/2018	\$ 1,162,832.09	\$ -	\$ 37,167.91		Underway	YES
PMD I	1700-005.01	DHS - RADIOLOGY - PHASE 3	\$ 350,000.00	PENDING	\$ -	\$ -	\$ 350,000.00		Pending	NO
PMD I	1700-006.01B2	LIVE OAK LIBRARY INTERIOR DEMOLITION	\$ 90,000.00	3/25/2018	\$ 89,512.15	\$ -	\$ 487.85		Underway	YES
PMD I	1700-007.01B3	MLK RCC	\$ 170,000.00	PENDING	\$ -	\$ -	\$ 170,000.00		Pending	YES
PMD I	1700-008.01B1	MONROVIA PHC AUTO DOORS	\$ 10,000.00	PENDING	\$ -	\$ -	\$ 10,000.00		Pending	YES
PMD I	1700-009.01B1	WHITTIER PHC CHILLER REPLACEMENT	\$ 90,000.00	PENDING	\$ -	\$ -	\$ 90,000.00		Pending	YES
PMD I	1700-010.01B1	ANTELOPE VALLEY PHC	\$ 27,890.90	3/1/2018	\$ 27,990.89	\$ -	\$ -		Underway	YES
PMD I	1700-011.01B2	HOR - CONSUMER & BUSINESS AFFAIRS REFURNISHMENT	\$ 350,000.00	PENDING	\$ -	\$ -	\$ 350,000.00		Pending	YES
PMD I	1700-012.01B2	HOR - PLAZA DEMO	\$ 500,000.00	5/19/2018	\$ 110,379.41	\$ -	\$ 389,620.59		Underway	YES
PMD I	1700-013.01B2	ROWLAND HEIGHTS LIBRARY	\$ 30,000.00	5/29/2018	\$ 18,397.83	\$ -	\$ 11,602.17		Underway	YES
PMD I	1700-014.01B3	LEAMEY PHC - HVAC	\$ 8,000.00	PENDING	\$ -	\$ -	\$ 8,000.00		Pending	YES
PMD I	1700-015.01	MUJICA PARLOW LIBRARY TRANSFORMER REPLACEMENT	\$ 75,000.00	PENDING	\$ -	\$ -	\$ 75,000.00		Pending	NO
PMD I	1700-016.01	TBD	\$ 79,009.10	PENDING	\$ -	\$ -	\$ 79,009.10		Pending	NO
GRAND TOTAL JOC 1700			\$ 4,600,000.00		\$ 2,206,091.31	\$ -	\$ 2,218,297.42	\$ -		
JOC 1701 OSHPD/GENERAL -			EXP January 3, 2019 - \$4,600,000.00 (PW15131)							
JOC 1701 FACTORS										
HOSPITAL/OSHPD CONSTRUCTION NORMAL HOURS - 0.98										
HOSPITAL/OSHPD CONSTRUCTION OTHER THAN NORMAL HOURS - 0.99										
GENERAL PROJECTS NORMAL HOURS - 0.96										
GENERAL PROJECTS OTHER THAN NORMAL HOURS - 0.97										
OSD	1701-001.01B1	CPW DEFERRED MAINTENANCE - LONGDEN YARD OFFICE	\$ 75,000.00	3/29/2018	\$ 12,954.76	\$ -	\$ 62,045.24		Underway	YES
OSD	1701-002.01B1	CPW DEFERRED MAINTENANCE - ANNEX BOILER REPAIR	\$ 193,000.00	4/25/2018	\$ 104,480.83	\$ -	\$ 88,519.17		Underway	YES
PMD II	1701-003.01B2	CPW DEFERRED MAINTENANCE - WESTCHESTER SHOP CNVG MODIFICATIONS	\$ 712,000.00	PENDING	\$ -	\$ -	\$ 712,000.00		Pending	YES
PMD II	1701-004.01	CPW DEFERRED MAINTENANCE - LOD PERMIT OFFICE 2 VALENCIA	\$ 15,750.00	PENDING	\$ -	\$ -	\$ 15,750.00		Pending	NO
PMD II	1701-005.01	CPW DEFERRED MAINTENANCE - LOD PERMIT OFFICE 3 PALMDALE	\$ 15,750.00	PENDING	\$ -	\$ -	\$ 15,750.00		Pending	NO
PMD II	1701-006.01B1	CPW DEFERRED MAINTENANCE - HQ PARKING LOT REFURACING	\$ 770,000.00	PENDING	\$ -	\$ -	\$ 770,000.00		Pending	YES
PMD II	1701-007.01B1	CPW DEFERRED MAINTENANCE - 83RD STREET YARD BUILDING 4 REMODEL	\$ 500,000.00	5/8/2018	\$ 193,684.90	\$ -	\$ 306,315.10		Underway	YES
PMD II	1701-008.01B1	CPW DEFERRED MAINTENANCE - WWW LANCASTER REEROOF	\$ 575,000.00	9/23/2018	\$ 382,827.63	\$ -	\$ 192,172.37		Underway	YES
PMD II	1701-009.01	CPW DEFERRED MAINTENANCE - MD 5 TREE CREW ROOM IMPROVEMENTS	\$ 650,000.00	PENDING	\$ -	\$ -	\$ 650,000.00		Pending	NO
PMD II	1701-010.01B4	CPW DEFERRED MAINTENANCE - ALCAZAR YARD - ROOF/SIDING REPLACEMENT BLDGS 2 & 9	\$ 345,000.00	PENDING	\$ -	\$ -	\$ 345,000.00		Pending	YES
PMD II	1701-011.01B1	CPW DEFERRED MAINTENANCE - ALCAZAR YARD - SPRAY BOOTH REPLACEMENT	\$ 115,000.00	PENDING	\$ -	\$ -	\$ 115,000.00		Pending	YES
PMD II	1701-012.01B1	CPW DEFERRED MAINTENANCE - ALCAZAR YARD - DEMOLITION OF BUILDING 10	\$ 115,000.00	5/22/2018	\$ 81,827.17	\$ -	\$ 33,172.83		Underway	YES
PMD II	1701-013.01	CPW DEFERRED MAINTENANCE - ALCAZAR YARD - E-GENERATORS REPLACEMENT	\$ 115,000.00	PENDING	\$ -	\$ -	\$ 115,000.00		Pending	NO
PMD II	1701-014.01B1	CPW DEFERRED MAINTENANCE - PALOS VERDES YARD - BUILDING DEMOLITION	\$ 28,750.00	3/12/2018	\$ 8,614.90	\$ -	\$ 19,135.10		Underway	YES
PMD II	1701-015.01	CPW DEFERRED MAINTENANCE - PALOS VERDES YARD - BUILDING DEMOLITION	\$ 28,750.00	PENDING	\$ -	\$ -	\$ 28,750.00		Pending	NO
PMD II	1701-016.01	CPW DEFERRED MAINTENANCE - MALIBU BMA - SHOWER FACILITY	\$ 74,750.00	PENDING	\$ -	\$ -	\$ 74,750.00		Underway	YES
PMD I	1701-017.01B1	LAC-USC CHILD CARE CENTER - FIK DAMAGED WATER LINE	\$ 13,789.79	3/19/2018	\$ 13,789.79	\$ -	\$ -		Underway	YES
PMD II	1701-017.01	CPW DEFERRED MAINTENANCE - HQ CONDENSER PUMP REPLACEMENT	\$ 228,210.21	PENDING	\$ -	\$ -	\$ 228,210.21		Pending	NO
OSD	1701-018.01	CPW DEFERRED MAINTENANCE - ANNEX 2ND FLOOR	\$ 60,000.00	PENDING	\$ -	\$ -	\$ 60,000.00		Pending	NO
GRAND TOTAL JOC 1701			\$ 4,600,000.00		\$ 798,039.54	\$ -	\$ 3,741,960.36	\$ -		

# ON-CALL CONTRACTS SUMMARY

CONTRACT NO.	COMPANY NAME	CONTRACT ADMINISTRATOR	CONTRACT VALUE	CONTRACT EXECUTION	CONTRACT START	CONTRACT EXPIRATION	RESERVED AMOUNT	HTP AMOUNT	AVAILABLE CAPACITY	COMMENT
As Needed Architectural/Engineering and Support Services										
1 PAW4004	TRAW		\$5,750,000.00	09/02/2015	09/22/2016	09/21/2019	\$1,062,492.50	\$1,061,507.50	\$0.00	3 (4) term plus (2) 1 year option. Current term, base years.
	Dogon Lumbili Gas Mitigation						\$100,000.00			
	3000 South Veterans Avenue Restoration						\$7,851.00			
	Rankings Research Ph. 2 HSCA A-Ring						\$435.00			
	Camp Scott Rehabilitation						\$60,795.00			
	Rankings Research Ph. 2 OMA2 One-Eye						\$37,245.00			
	Camp Miller Dairyway Corridor						\$100,000.00			
	El Monte CHC Adult Med Rehabilitation						\$19,737.00			
	Radiology Renovation Ph. 3 HSCA NP						\$20,251.00			
	USP AG Pharmacy Upgrade - OMMC						\$72,566.00			
	MLK NBS Sdkle Cell Close Repair						\$289.00			
	LACUSC DT Condukt Power and Data						\$10,000.00			
	Revised History Museum DM Program						\$317,740.00			
	Division Operations Center						\$75,000.00			
	Lancaster AGC Personnel Requirements						\$190,000.00			
	Lancaster AGC Personnel Requirements I						\$27,000.00			
	Pho Station T2						\$14,000.00			
	1-3 Pikes One Stop Development On						\$20,000.00			
	George C. Page Museum DM Renovation						\$717,528.50			

\* Available to the stations and for camps only



## **A.3**

### **Sample Reports**

#### **2.9 Inspection Reports**

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS

ARCHITECTURAL ENGINEERING  
DIVISION  
900 South Fremont Avenue  
Alhambra, California 91803

Page 5 of 7

DAILY INSPECTION REPORT

Wednesday

CONTRACTOR: [REDACTED]

<b>PROJECT TITLE:</b> Hall of Justice Repair and Reuse	<b>PROJECT MANAGER:</b> [REDACTED]	<b>SPECS. NO.:</b> 6649
<b>LOCATION:</b>	<b>COMPLETION DATE:</b>	<b>PCA:</b> P8663001/P86630AC
<b>REPORT:</b> No. 00448	<b>SUPERINTENDENT:</b> [REDACTED]	<b>WEATHER:</b> TEMPERATURE: 60 - 70 PRECIPITATION: None WIND: 00-10 SKY: Clear
<b>DATE:</b> 11/20/2013	<b>INSPECTOR:</b> [REDACTED]	

FIELD FORCE LABOR

Category	Source	Supv.	Frmn.	Jrny.	Appr.	Work Area	Remarks
[REDACTED]		0	0	0			
P.G. deputy insp		1	0				On site deputy
P.G. Dyna elect		1	1	7			Lighting, roughin, electrical room components. Work ongoing throughout the structure.
P.G. Hydroquip		0	0	0	0		
R@F fire		1	0	3	0		On the floors 9-12 working on the installation of the main branch fire line piping. Pressure testing of the 12th floor main and branch ongoing.
Belski		1	0	1	2		Power washing of east elevation of building.
P.G. Alameda		0	0	0			Working on D.W.P concrete around vault. Inspection report on file.
Welding Insp		1	0	0	0		Converse deputy inspector on site to review welding by contractor on the penthouse and elevator backing plates.
P.G. Conco		1	2	9			Patching and grinding concrete, general cleanup. Grouting throughout.
Woodridge		1	0	65	0		Glazing and window frame installation 85% complete on the 12th fl. Crew working on the 11th fl. removing the damaged frame and glazing. Sanding down the frame to prep it for painting. There are two shifts for the total count of man power.
Lazer		1	1	2			Installation of conduits, j-boxes, and low voltage wiring for thermostats, and sensors ongoing.
P.G. Shoring Eng		0	0	0	0		
Martin Integrat		1	1	2			Suspended ceiling systems. Level # 12. Pull testing wires today.
P.G. Conc. Tech		1	0	0			Monitoring concrete mix designs and tie-back removal.
Conco Rebar		0	0	0	0		

Project Manager: [REDACTED]

Job Inspector: [REDACTED]

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

ARCHITECTURAL ENGINEERING  
DIVISION  
900 South Fremont Avenue  
Alhambra, California 91803

Page 7 of 7

DAILY INSPECTION REPORT

Wednesday

CONTRACTOR:

<b>PROJECT TITLE:</b> Hall of Justice Repair and Reuse	<b>PROJECT MANAGER:</b> [REDACTED]	<b>SPECS. NO.:</b> 6649
<b>LOCATION:</b>	<b>COMPLETION DATE:</b>	<b>PCA:</b> P8663001/P86630AC
<b>REPORT:</b> No. 00448	<b>SUPERINTENDENT.:</b> [REDACTED]	<b>WEATHER:</b> TEMPERATURE: 60 - 70 PRECIPITATION: None WIND: 00-10 SKY: Clear
<b>DATE:</b> 11/20/2013	<b>INSPECTOR:</b> [REDACTED]	

Street closure of one lane along Aliso St. to allow for the placement of crane to transport material to the parking garage (Ongoing)

Fire Department Inspectors reviewed the Fire Alarm plans and held meeting with Clark and County.

North wall of elevator shaft having fireproofing applied as well insulation placed

**ADDITIONAL COMMENTS:**

P.G reflects ongoing parking garage activities. Generated by [REDACTED]

Martin Integrated working on 12th floor T-bar ceilings.

Inspection recieved a package from clark from Core Slab on all the corrections being made on embed relocations and approved fixes. The county will require Clark to get all the details stamped by there engineer and submitted for job records.

Large crane was brought in today and cloreslab started erecting panels.

Project Manager: [REDACTED]

Signed: \_\_\_\_\_

Job Inspector: [REDACTED]

Signed: \_\_\_\_\_

f\_dr\_pos\_02



**LACDPW – Building & Safety Division**  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## INSPECTOR'S DAILY REPORT NO. 4

<b>CP NO.:</b>	12345	<b>DATE:</b>	01.09.2019 07:49AM
<b>PROJECT NAME:</b>	zKathleen's Test Project	<b>DAY OF WEEK:</b>	Wednesday
<b>CONTRACTOR:</b>		<b>START TIME:</b>	2:00 AM
<b>INSPECTOR:</b>		<b>END TIME:</b>	2:00 AM
<b>WEATHER TEMP (8AM):</b>	30	<b>WEATHER TEMP (2PM):</b>	50
		<b>WEATHER CONDITION:</b>	Clear

FIELD FORCE LABOR:						
TRADE	SUBCONTRACTOR	SUPT	FRMN	JRNY	APPR	WORK ACTIVITY

<b>EQUIPMENT ON SITE:</b>	<b>MATERIALS DELIVERED:</b>
	None.

<b>INSPECTIONS:</b>	<b>MATERIALS SAMPLING/TESTING:</b>
None.	None.

<b>DELAYS/POTENTIAL ISSUES:</b>	<b>SAFETY/INCIDENTS:</b>
None.	None.

<b>VISITORS:</b>
None.

<b>ADDITIONAL COMMENTS:</b>
None.

**PREPARER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ATTACHMENTS:**



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803



## NOTICE OF NON-COMPLIANCE

**NNC NO.: 7**

<b>CP NO.:</b>	12345	<b>DATE/TIME:</b>	10.24.2018 04:45PM
<b>PROJECT NAME:</b>	zKathleen's Test Project		
<b>COMPANY:</b>	Department of Public Works	<b>ATTN:</b>	[REDACTED]

You are hereby officially notified that certain parts and portions of your work pertaining to the above described project, as noted below, do not comply with the plans and specifications and cannot be accepted by the County unless made to conform. The parts and portions of your work which do not comply with the plans and specifications are briefly described as follows:

**SPEC. SECTION(S):** Section

**DRAWING/DETAIL SHEET(S):** Drawings

**NON-COMPLIANT SCOPE:**

Testing.

**DATE DUE:** 10.31.2018

All work shall remain accessible and exposed for inspection purposes until approved by the Building Inspector.

Department of Public Works  
Building and Safety Division

**SIGNATURE:** \_\_\_\_\_

[REDACTED]  
Building Inspector

**ATTACHMENT(S):**

PW\_Non-Compliance Notice.doc



COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS



BUILDING & SAFETY DIVISION  
900 South Fremont Avenue  
Alhambra, California 91803  
(626)458-2581

**NOTICE OF NON – COMPLIANCE**

No: \_\_\_\_\_

To: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Job Title: \_\_\_\_\_

Attention: \_\_\_\_\_

Specifications No.: \_\_\_\_\_

You are hereby officially notified that certain parts and portions of your work pertaining to the above described project, as noted below, do not comply with the plans and specifications and cannot be accepted by the County unless made to conform.

The parts and portions of your work which do not comply with the plans and specifications are briefly described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***All work shall remain accessible and exposed for inspection purposes until approved by the Building Inspector.***

Department of Public Works  
Building and Safety Division

By: \_\_\_\_\_

Building Inspector



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803



## NON-COMPLIANCE/INSPECTION NOTICE SIGN OFF

CP NO.:	12345	DATE/TIME:	10.24.2018 02:15PM
PROJECT NAME:	zKathleen's Test Project		
INSPECTION NOTICE NO.:		NON-COMPLIANCE NO.:	569

**RESOLUTION:**

testing

**NOTES:**

this is a test.

DISPOSITION:	Not Corrected		
DATE SIGNED OFF:	10.24.2018	CONTRACTOR NOTIFIED:	10.22.2018
INSPECTED BY:	[REDACTED] Los Angeles County Department of Public Works		

INSPECTOR SIGNATURE: \_\_\_\_\_

**ATTACHMENT(S):**

PW\_Non-Compliance-Inspection Notice Sign Off.doc

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS



BUILDING & SAFETY DIVISION  
900 South Fremont Avenue  
Alhambra, California 91803  
(626) 458-2581

**INSPECTION NOTICE/NON-COMPLIANCE  
SIGN OFF SHEET**

Project Name: \_\_\_\_\_

Specs No.: \_\_\_\_\_

Inspection Notice No.: \_\_\_\_\_

Non-Compliance No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Inspector: \_\_\_\_\_

Description of Resolution:

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Date Signed Off: \_\_\_\_\_

Contractor Notified: \_\_\_\_\_

MARK PESTRELLA  
Director of Public Works

By: \_\_\_\_\_  
Building Inspector





LACDPW – Building and Safety Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## INSPECTION REQUEST # 4

<b>PROJECT NAME:</b>	zKathleen's Test Project	<b>CP NO.:</b>	12345
<b>CONTRACTOR:</b>	Department of Public Works	<b>SPECS:</b>	1234
The Contractor confirms the following work has been installed in accordance with the County's Code, project specifications, drawings, approved changes and requests inspection.			
<b>REQUESTED BY</b>		<b>DATE:</b>	11.01.2018 02:57PM

### EXACT DESCRIPTION AND LOCATION OF WORK:

Building A1, 3rd Floor

**DATE/TIME INSPECTION REQUIRED:** 11.02.2018 02:30PM

### CONTRACTOR/LAB VERIFICATION OF READINESS FOR INSPECTION

**CONTRACTOR:** \_\_\_\_\_ **DATE/TIME:** 11.01.2018 03:30PM  
NAME/SIGNATURE

**TESTING LAB:** The Nightwalkers Testing Lab **DATE/TIME:** 10.31.2018 08:30PM  
TESTING LAB NAME

DISCIPLINE	ITEM VERIFIED	BY
ARCHITECTURAL	The ceiling elements.	
CIVIL	The grass is always greener.	
ELECTRICAL	The power grid was shut down.	
MECHANICAL	HVAC Units	
PLUMBING	The jets in the tub were not creating enough bubbles.	
STRUCTURAL	The ceiling beams are exposed and need bracing.	
OTHER	The windows and doors needed to be inspected for cracks.	

<b>THE WORK HAS BEEN INSPECTED AND FOUND TO BE:</b>	<b>ACCEPTABLE</b>	<b>DATE/TIME:</b>	12.06.2018
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**CORRECTIONS NEEDED:** None.

**INSPECTION NOTICE NO.:** 007

**COMMENTS:** None.

**ALL WORK SHALL REMAIN ACCESSIBLE AND EXPOSED FOR INSPECTION PURPOSES UNTIL APPROVED BY THE BUILDING INSPECTOR.**

COUNTY OF LOS ANGELES  
BUILDING AND SAFETY DIVISION  
INSPECTION REQUEST

REQ. NO.: \_\_\_\_\_

PROJECT: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

SPECS. NO.: \_\_\_\_\_

The Contractor confirms the following work has been installed in accordance with the County's Code, project specifications, drawings, approved changes and requests inspection.

REQUESTED BY \_\_\_\_\_

DATE \_\_\_\_\_

TIME \_\_\_\_\_

EXACT DESCRIPTION AND LOCATION OF THE WORK:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE INSPECTION REQUIRED \_\_\_\_\_

TIME INSPECTION REQUIRED \_\_\_\_\_

CONTRACTOR/LAB VERIFICATION OF READINESS FOR INSPECTION

Contractor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date/Time

Testing Lab.: \_\_\_\_\_  
Lab Name

\_\_\_\_\_  
Date/Time

DISCIPLINE	ITEM VERIFIED	BY
ARCHITECTURAL		
CIVIL		
ELECTRICAL		
MECHANICAL		
PLUMBING		
STRUCTURAL		
OTHER		

THE WORK HAS BEEN INSPECTED AND IS FOUND TO BE:

ACCEPTABLE: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REJECTED: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SEE ATTACHED:      CORRECTIONS      ☐      INSPECTION NOTICE      ☐

All work shall remain accessible and exposed for inspection purposes until approved by the Building Inspector.



LACDPW – Building and Safety Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

## INSPECTION NOTICE

<b>PROJECT NAME:</b>	zKathleen's Test Project	<b>NOTICE NO.:</b>	2
<b>INSPECTION DATE/TIME:</b>	09.20.2018 03:30PM	<b>CP NO.:</b>	12345
<b>CONTRACTOR:</b>	Los Angeles County Department of Public Works	<b>DPW PM:</b>	
<b>SPECIFICATION SECTION(S):</b>	016100	<b>ATTN:</b>	
<b>DRAWING SHEET/DETAIL NO.:</b>	A1.1, B2.2		
<b>LOCATION/AREA INSPECTED:</b>	Building A10, Floor 2		

### OBSERVATION:

Note that a marked police car (black & white Charger) entered the site in the afternoon, drove around the site along the Vignes fence line, and then exited the site without making contact with any of Alta's staff or subcontractors. The officer seemed to ignore our activities and was focused on the Vignes area of the site. Approximately 30 minutes later, another different patrol car with 2 officers was observed interacting with the homeless encampment located on College, adjacent to the site boundary. These officers did not enter the 1060 Vignes property.

Department of Public Works  
Building and Safety Division

INSPECTED BY: \_\_\_\_\_

### ATTACHMENT(S):

IMG\_0104.JPG, IMG\_0105.JPG, IMG\_0106.JPG

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS



BUILDING & SAFETY DIVISION  
900 South Fremont Avenue  
Alhambra, California 91803  
(626) 458-2581

## INSPECTION NOTICE

No. \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Capital Project No.: \_\_\_\_\_

Project Title: \_\_\_\_\_

Location: \_\_\_\_\_

Specifications No.: \_\_\_\_\_

Prime Contract: \_\_\_\_\_

Attention: \_\_\_\_\_

Department of Public Works  
Building and Safety Division

By: \_\_\_\_\_

Building Inspector

## **A.3**

### **Sample Reports**

#### **2.10 Project Procedure Reports**

## Pay Request Log

By Contract

Job No: P8702300/P87023AC

Date: 11/24/2020

Project No:

Page: 1 of 3

Pay App. Number	(A) Contract Amount	(B) Total Completed To Date	(C) Previously Completed	(D) (B minus C) This Period	(E) (B divided by A) % Total Completed	(F) Cumulative Retainage	(G) Net Payment After Retainage	Certified Amount	Pay Appl. App'd Date	(A subtract B) Balance To Finish
<b>Contract Number: PW15011</b>		<b>Geotechnical and Soils Inspection Services</b>								
00001	\$7,473.00	\$2,720.00	\$0.00	\$2,720.00	36.40%	\$0.00	\$2,720.00	\$2,720.00	7/30/2020	\$4,753.00
Subtotal:	<b>\$7,473.00</b>	<b>\$2,720.00</b>	<b>\$0.00</b>	<b>\$2,720.00</b>	<b>36.40%</b>		<b>\$2,720.00</b>			<b>\$4,753.00</b>
<b>Contract Number: PW15341</b>		<b>Consultation Services</b>								
00001	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	100.00%	\$0.00	\$5,000.00	\$5,000.00	3/12/2020	\$0.00
Subtotal:	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>100.00%</b>		<b>\$5,000.00</b>			<b>\$0.00</b>
<b>Contract Number: PW15352</b>		<b>Construction Services</b>								
00001	\$3,145,000.00	\$193,400.00	\$0.00	\$193,400.00	6.15%	\$9,670.00	\$183,730.00	\$183,730.00	3/24/2020	\$2,951,600.00
00002		\$351,800.00	\$193,400.00	\$158,400.00	11.19%	\$17,590.00	\$150,480.00	\$150,480.00	4/2/2020	\$2,793,200.00
00003		\$542,700.00	\$351,800.00	\$190,900.00	17.26%	\$27,135.00	\$181,355.00	\$181,355.00	5/12/2020	\$2,602,300.00
00004		\$856,600.00	\$542,700.00	\$313,900.00	27.24%	\$42,830.00	\$298,205.00	\$298,205.00	6/8/2020	\$2,288,400.00
00005	\$3,180,552.20	\$1,097,344.28	\$856,600.00	\$240,744.28	34.50%	\$54,867.22	\$228,707.05	\$228,707.05	6/30/2020	\$2,083,207.92
00006	\$3,201,362.32	\$1,548,762.32	\$1,097,344.28	\$451,418.04	48.38%	\$77,438.13	\$428,847.13	\$428,847.13	8/27/2020	\$1,652,600.00
00007		\$1,680,262.32	\$1,548,762.32	\$131,500.00	52.49%	\$84,013.13	\$124,925.00	\$124,925.00	9/17/2020	\$1,521,100.00
00008		\$1,803,362.32	\$1,680,262.32	\$123,100.00	56.33%	\$90,168.13	\$116,945.00	\$116,945.00	10/13/2020	\$1,398,000.00
00009	\$3,235,988.14	\$2,052,200.25	\$1,803,362.32	\$248,837.93	63.42%	\$102,610.02	\$236,402.69	\$236,402.69	11/10/2020	\$1,183,787.89
Subtotal:	<b>\$3,235,988.14</b>	<b>\$2,052,200.25</b>	<b>\$1,803,362.32</b>	<b>\$2,052,200.25</b>	<b>63.42%</b>		<b>\$1,949,596.87</b>			<b>\$1,183,787.89</b>
<b>Contract Number: PW13788</b>		<b>Scoping Documents Task 1</b>								
00001	\$95,580.00	\$19,116.00	\$0.00	\$19,116.00	20.00%	\$0.00	\$19,116.00	\$19,116.00	10/21/2014	\$76,464.00
00002		\$57,348.00	\$19,116.00	\$38,232.00	60.00%	\$0.00	\$38,232.00	\$38,232.00	1/26/2015	\$38,232.00
00003		\$81,243.00	\$57,348.00	\$23,895.00	85.00%	\$0.00	\$23,895.00	\$23,895.00	6/1/2015	\$14,337.00
Subtotal:	<b>\$95,580.00</b>	<b>\$81,243.00</b>	<b>\$57,348.00</b>	<b>\$81,243.00</b>	<b>85.00%</b>		<b>\$81,243.00</b>			<b>\$14,337.00</b>
<b>Contract Number: PW13876</b>		<b>Expansion Options Study and Historic Preservation Services</b>								
00001	\$15,140.00	\$2,030.00	\$0.00	\$2,030.00	13.41%	\$0.00	\$2,030.00	\$2,030.00	12/23/2015	\$13,110.00
00002		\$5,257.50	\$2,030.00	\$3,227.50	34.73%	\$0.00	\$3,227.50	\$3,227.50	2/23/2016	\$9,882.50
00003	\$19,390.00	\$10,542.50	\$5,257.50	\$5,285.00	54.37%	\$0.00	\$5,285.00	\$5,285.00	2/23/2016	\$8,847.50
00004		\$11,342.50	\$10,542.50	\$800.00	58.50%	\$0.00	\$800.00	\$800.00	3/16/2016	\$8,047.50
00005		\$15,140.00	\$11,342.50	\$3,797.50	78.08%	\$0.00	\$3,797.50	\$3,797.50	5/4/2016	\$4,250.00
Subtotal:	<b>\$19,390.00</b>	<b>\$15,140.00</b>	<b>\$11,342.50</b>	<b>\$15,140.00</b>	<b>78.08%</b>		<b>\$15,140.00</b>			<b>\$4,250.00</b>
<b>Contract Number: PW15017</b>		<b>Architectural Engineering Services</b>								
00001	\$385,067.50	\$11,431.85	\$0.00	\$11,431.85	2.97%	\$0.00	\$11,431.85	\$11,431.85	3/29/2018	\$373,635.65
00002		\$24,450.63	\$11,431.85	\$13,018.78	6.35%	\$0.00	\$13,018.78	\$13,018.78	3/29/2018	\$360,616.87
00003		\$36,863.50	\$24,450.63	\$12,412.87	9.57%	\$0.00	\$12,412.87	\$12,412.87	5/17/2018	\$348,204.00

## Pay Request Log

By Contract

Job No: P8702300/P87023AC

Date: 11/24/2020

Project No:

Page: 2 of 3

Pay App. Number	(A) Contract Amount	(B) Total Completed To Date	(C) Previously Completed	(D) (B minus C) This Period	(E) (B divided by A) % Total Completed	(F) Cumulative Retainage	(G) Net Payment After Retainage	Certified Amount	Pay Appl. App'd Date	(A subtract B) Balance To Finish
<b>Contract Number: PW15017 Architectural Engineering Services</b>										
00004	\$385,067.50	\$88,294.25	\$36,863.50	\$51,430.75	22.93%	\$0.00	\$51,430.75	\$51,430.75	6/12/2018	\$296,773.25
00005		\$132,357.38	\$88,294.25	\$44,063.13	34.37%	\$0.00	\$44,063.13	\$44,063.13	6/28/2018	\$252,710.12
00006		\$168,907.25	\$132,357.38	\$36,549.87	43.86%	\$0.00	\$36,549.87	\$36,549.87	8/23/2018	\$216,160.25
00007		\$217,617.40	\$168,907.25	\$48,710.15	56.51%	\$0.00	\$48,710.15	\$48,710.15	8/23/2018	\$167,450.10
00008		\$218,207.90	\$217,617.40	\$590.50	56.67%	\$0.00	\$590.50	\$590.50	12/17/2018	\$166,859.60
00009		\$262,885.78	\$218,207.90	\$44,677.88	68.27%	\$0.00	\$44,677.88	\$44,677.88	12/17/2019	\$122,181.72
00010		\$284,902.00	\$262,885.78	\$22,016.22	73.99%	\$0.00	\$22,016.22	\$22,016.22	12/13/2018	\$100,165.50
00011		\$294,539.96	\$284,902.00	\$9,637.96	76.49%	\$0.00	\$9,637.96	\$9,637.96	5/13/2019	\$90,527.54
00012		\$296,993.46	\$294,539.96	\$2,453.50	77.13%	\$0.00	\$2,453.50	\$2,453.50	9/9/2019	\$88,074.04
00013		\$298,037.46	\$296,993.46	\$1,044.00	77.40%	\$0.00	\$1,044.00	\$1,044.00	9/9/2019	\$87,030.04
00014		\$298,911.83	\$298,037.46	\$874.37	77.63%	\$0.00	\$874.37	\$874.37	9/9/2019	\$86,155.67
00015		\$307,335.08	\$298,911.83	\$8,423.25	79.81%	\$0.00	\$8,423.25	\$8,423.25	11/7/2019	\$77,732.42
00016		\$315,758.33	\$307,335.08	\$8,423.25	82.00%	\$0.00	\$8,423.25	\$8,423.25	11/3/2020	\$69,309.17
00017		\$328,393.21	\$315,758.33	\$12,634.88	85.28%	\$0.00	\$12,634.88	\$12,634.88	11/3/2020	\$56,674.29
00018		\$336,816.21	\$328,393.21	\$8,423.00	87.47%	\$0.00	\$8,423.00	\$8,423.00	11/3/2020	\$48,251.29
00019		\$345,239.71	\$336,816.21	\$8,423.50	89.66%	\$0.00	\$8,423.50	\$8,423.50	11/3/2020	\$39,827.79
00020		\$353,241.80	\$345,239.71	\$8,002.09	91.74%	\$0.00	\$8,002.09	\$8,002.09	11/3/2020	\$31,825.70
00021		\$358,241.80	\$353,241.80	\$5,000.00	93.03%	\$0.00	\$5,000.00	\$5,000.00	11/3/2020	\$26,825.70
Subtotal:	<b>\$385,067.50</b>	<b>\$358,241.80</b>	<b>\$353,241.80</b>	<b>\$358,241.80</b>	<b>93.03%</b>		<b>\$358,241.80</b>			<b>\$26,825.70</b>
<b>Contract Number: PENFIELDPC8 Topographic Mapping Services</b>										
00001	\$11,202.50	\$7,166.25	\$0.00	\$7,166.25	63.97%	\$0.00	\$7,166.25	\$7,166.25	12/4/2014	\$4,036.25
00002		\$10,045.25	\$7,166.25	\$2,879.00	89.67%	\$0.00	\$2,879.00	\$2,879.00	3/24/2015	\$1,157.25
00003		\$10,405.25	\$10,045.25	\$360.00	92.88%	\$0.00	\$360.00	\$360.00	3/23/2015	\$797.25
Subtotal:	<b>\$11,202.50</b>	<b>\$10,405.25</b>	<b>\$10,045.25</b>	<b>\$10,405.25</b>	<b>92.88%</b>		<b>\$10,405.25</b>			<b>\$797.25</b>
<b>Contract Number: PW13580 Programing Services</b>										
00001	\$59,730.00	\$17,431.00	\$0.00	\$17,431.00	29.18%	\$0.00	\$17,431.00	\$17,431.00	5/22/2013	\$42,299.00
00002		\$37,202.60	\$17,431.00	\$19,771.60	62.28%	\$0.00	\$19,771.60	\$19,771.60	5/22/2013	\$22,527.40
00003		\$53,592.00	\$37,202.60	\$16,389.40	89.72%	\$0.00	\$16,389.40	\$16,389.40	7/30/2013	\$6,138.00
00004		\$59,730.00	\$53,592.00	\$6,138.00	100.00%	\$0.00	\$6,138.00	\$6,138.00	9/23/2013	\$0.00
00005	\$76,450.00	\$74,030.00	\$59,730.00	\$14,300.00	96.83%	\$0.00	\$14,300.00	\$14,300.00	6/25/2015	\$2,420.00
00006		\$76,450.00	\$74,030.00	\$2,420.00	100.00%	\$0.00	\$2,420.00	\$2,420.00	7/30/2015	\$0.00
Subtotal:	<b>\$76,450.00</b>	<b>\$76,450.00</b>	<b>\$74,030.00</b>	<b>\$76,450.00</b>	<b>100.00%</b>		<b>\$76,450.00</b>			<b>\$0.00</b>

## Pay Request Log

By Contract

Job No: P8702300/P87023AC

Date: 11/24/2020

Project No:

Page: 3 of 3

Pay App. Number	(A) Contract Amount	(B) Total Completed To Date	(C) Previously Completed	(D) (B minus C) This Period	(E) (B divided by A) % Total Completed	(F) Cumulative Retainage	(G) Net Payment After Retainage	Certified Amount	Pay Appl. App'd Date	(A subtract B) Balance To Finish
<b>Contract Number: RMA13461CP15 Geotechnical Investigation</b>										
00001	\$8,645.00	\$600.00	\$0.00	\$600.00	6.94%	\$0.00	\$600.00	\$600.00	11/19/2014	\$8,045.00
00002		\$8,645.00	\$600.00	\$8,045.00	100.00%	\$0.00	\$8,045.00	\$8,045.00	1/15/2015	\$0.00
Subtotal:	<b>\$8,645.00</b>	<b>\$8,645.00</b>	<b>\$600.00</b>	<b>\$8,645.00</b>	<b>100.00%</b>		<b>\$8,645.00</b>			<b>\$0.00</b>
<b>Contract Number: US13447CP-5 Environmental Consulting Services</b>										
00001	\$70,739.00	\$27,108.20	\$0.00	\$27,108.20	38.32%	\$0.00	\$27,108.20	\$27,108.20	2/5/2015	\$43,630.80
00002		\$48,706.00	\$27,108.20	\$21,597.80	68.85%	\$0.00	\$21,597.80	\$21,597.80	11/1/2016	\$22,033.00
00003		\$49,997.50	\$48,706.00	\$1,291.50	70.68%	\$0.00	\$1,291.50	\$1,291.50	10/21/2020	\$20,741.50
Subtotal:	<b>\$70,739.00</b>	<b>\$49,997.50</b>	<b>\$48,706.00</b>	<b>\$49,997.50</b>	<b>70.68%</b>		<b>\$49,997.50</b>			<b>\$20,741.50</b>
<b>Contract Number: PW13170 Feasibility Study</b>										
00001	\$42,800.00	\$14,980.00	\$0.00	\$14,980.00	35.00%	\$0.00	\$14,980.00	\$14,980.00	7/23/2009	\$27,820.00
00002		\$32,100.00	\$14,980.00	\$17,120.00	75.00%	\$0.00	\$17,120.00	\$17,120.00	9/8/2009	\$10,700.00
00003		\$40,660.00	\$32,100.00	\$8,560.00	95.00%	\$0.00	\$8,560.00	\$8,560.00	1/11/2009	\$2,140.00
00004		\$42,265.00	\$40,660.00	\$1,605.00	98.75%	\$0.00	\$1,605.00	\$1,605.00	4/15/2010	\$535.00
00005		\$42,800.00	\$42,265.00	\$535.00	100.00%	\$0.00	\$535.00	\$535.00	12/30/2010	\$0.00
Subtotal:	<b>\$42,800.00</b>	<b>\$42,800.00</b>	<b>\$42,265.00</b>	<b>\$42,800.00</b>	<b>100.00%</b>		<b>\$42,800.00</b>			<b>\$0.00</b>





# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

October 19, 2020

IN REPLY PLEASE

REFER TO FILE: **PM-1**

Dear

**CARSON SHERIFF'S STATION RENOVATION PROJECT  
PROCEED ORDER 10  
SPECS. 7034; C.P. 87023  
PROJECT ID 00000752; PROJECT P8702300**

In order to expedite the work and avoid/minimize delays to the construction schedule, you are directed to begin promptly with the changed work described herein, pursuant to the provisions outlined in the General Conditions of your contract.

**Description of Work:** Provide all labor, materials, and equipment needed to install new CAT6 cables in 12 locations on the First Floor and provide 4 data drops at each location, for a total of 48 voice and data cables.

**Reference:** Proposed Change Order 32R2 and Request for Information 68.

This is not a change order, but an authorization to begin work while the terms of your supplemental work order are being finalized. The work authorized by this proceed order is limited to a \$9,500 not-to-exceed cost, and there is no time impact included in this proceed order. Work performed beyond these limitations will be at your own risk.

Your proposal to perform the work related to the complete proposed change shall include all cost and time impacts and shall be submitted within 30 calendar days of this proceed order.

October 19, 2020  
Page 2

If you have any questions, please call me or your staff may contact

Very truly yours,

Senior Capital Projects Manager  
Project Management Division II

VM:mm

U:\pmd\sheriff\Carson SS\02800\02807\PO #10\01\_P10

cc: Chief Executive Office  
Sheriff's Department

bc: Business Relations and Contracts  
Project Management II

## ADOPT/ADVERTISE CHECKLIST

\_\_\_\_\_  
(Project Title)

SPECS# \_\_\_\_\_ CP# \_\_\_\_\_

The drawings and specifications for the subject project have been reviewed and approved by the appropriate staff and jurisdictional review agencies, and are hereby certified as complete and ready for presentation to the County Board of Supervisors for their adoption.

**DESIGN REVIEW:** All design review comments have been considered and included in the contract documents, or otherwise appropriately dispositioned.

\_\_\_\_\_  
DATE

Design & Review Section/AED

**JURISDICTIONAL  
AGENCIES:**

☐

Building & Safety/Land Development

☐

OSHPD

☐

Fire Department

☐

SCAQMD

☐

Coastal Commissioner

☐

Other \_\_\_\_\_

☐

Community Redevelopment Agency

All jurisdictional agency review comments have been considered and appropriately dispositioned.

\_\_\_\_\_  
DATE

Project Manager/PMD

**CONTRACT  
REVIEW:**

1. The terms and conditions (general conditions, supplemental conditions, and project general requirements) of the proposed contract have been reviewed and approved.
2. An approved set of plans and specifications is on file.

\_\_\_\_\_  
DATE

Contract Administration/AED

**CONSTRUCTABILITY  
REVIEW:**

(If appropriate)

Construction documents have been reviewed for constructability and corrected as necessary.

\_\_\_\_\_  
DATE

Project Manager/PMD

\_\_\_\_\_  
DATE

Section Head/PMD

**NOTE:** Section Head shall affix signature and date only after all approvals have been received as indicated above.

Date: MM/DD/YYYY

Approved / Approval Date

TO: Branch Deputy

FROM: Division Head

**DELEGATED AUTHORITY MEMORANDUM**

PROJECT NAME

NAME OF CONTRACTOR

SPECS. # \_\_\_\_\_; C.P. \_\_\_\_\_; PCA # \_\_\_\_\_; PW # \_\_\_\_\_

- ☐ **2.18.040 AWARD CONSTRUCTION CONTRACT <\$75,000**  
[ADD BRIEF DESCRIPTION OF THE SCOPE OF WORK AND LOCATION  
TAKEN FROM THE BOARD LETTER]

PLANS AND SPECIFICATIONS WERE ADOPTED PURSUANT TO PUBLIC  
CONTRACT CODE SECTION 20124.

ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_

CONSTRUCTION DURATION: \_\_\_\_\_

SUBSTANTIAL COMPLETION DATE: \_\_\_\_\_

LIQUIDATED DAMAGES \$ \_\_\_\_\_ PER DAY

CLOSING TIME FOR RECEIPT OF BIDS: \_\_\_\_\_ (DATE & TIME)

- ☐ A REQUEST FOR A BID EXTENSION BECAUSE OF [ADD DESCRIPTION  
OF THE REASON FOR THE EXTENSION] WAS APPROVED EXTENDING  
THE BID PERIOD TO MM/DD/YYYY.

- ☐ AWARD THE CONTRACT TO [INSERT NAME OF COMPANY] THE  
LOWEST RESPONSIBLE BIDDER  
AMOUNT \$ \_\_\_\_\_

**2.18.040 ACCEPTANCE OF PROJECT**

[ADD A SUMMARY WRITE UP OF THE PROJECT AND INSTRUCTIONS TO  
FISCAL TO RELEASE RETENTION OF \$XXX ON (INSERT DATE), IF THIS IS  
PARTIAL RELEASE OF RETENTION ADD A DESCRIPTION OF WHAT IS  
BEING RELEASED AND WHAT IS BEING HELD AND WHY.]

ACCEPT THE PROJECT AND RELEASE RETENTION

1. The project has been completed in accordance with the approved plans and specifications.
2. The substantial completion date of the contract work for warranty purposes was MM/DD/YYYY.
3. Inspector's daily reports have been received.
4. A complete set of record drawings, warranties, turnover items, and owner manuals have been received from the contractor and forwarded to Contact Name of Tenant Department Name.

- 
5. Contractor's Certificate of Compliance was received on MM/DD/YYYY.
  6. Clearance by the Countywide Contract Compliance Section of Internal Services Department was received on MM/DD/YYYY.
  7. The final contract Database-Contractor Report Card was completed and sent to Internal Services Department.
  8. The Total Project Cost Estimate has be scrubbed of all forecast dollars and the Chief Executive Office, and Tenant Department have been informed of savings in the amount of \$XXX.

c. AED Contracts

Fiscal

Project File: \_\_\_\_\_ (On network drive) \_\_\_\_\_



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

900 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100

**Attachment 1  
Page 1 of 9**

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE  
REFER TO FILE: **PJ-4**

October 29, 1998

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

**FILED**

**OCT 29 AM 11:32**

**BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES**

Dear Supervisors:

**CENTRAL JUVENILE HALL, ADMINISTRATION BUILDING 4  
EARTHQUAKE DAMAGE REPAIR PROJECT  
ADOPT, ADVERTISE, AND AWARD  
SPECS. 5509; LACO 3102; DSR 02619  
SUPERVISORIAL DISTRICT 1  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the Central Juvenile Hall, Administration Building 4 Repair Project is categorically exempt as specified in Appendix G, Class 1, Subsections (c) and (d), of the Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 7, 1987.
2. Approve the project and authorize the Director of Public Works to deliver the project.
3. Adopt drawings and Specifications 5509 for an estimated construction cost of \$9,713,000 and instruct the Executive Officer to advertise for bids to be received and opened on November 30, 1998, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

The Honorable Board of Supervisors  
October 29, 1998  
Page 2

4. Authorize the Director of Public Works to award the contract to the lowest responsible and responsive bidder meeting the criteria adopted by your Board.
5. Instruct the Director of Public Works to execute a contract, in the form previously approved by County Counsel, and approve the Faithful Performance and Labor and Materials Bonds filed by the contractor.

**PURPOSE OF RECOMMENDED ACTIONS**

We are recommending that your Board adopt plans, advertise for bids, and authorize the Director of Public Works to award a contract to repair the Central Juvenile Hall's earthquake-damaged Administration Building 4.

**JUSTIFICATION**

Administration Building 4 suffered major architectural and structural damage from the January 17, 1994, Northridge Earthquake and its aftershocks. The facility is currently red tagged and is vacant. The recommended repair includes replacing the heating, ventilation, air conditioning, electrical, plumbing, roof, telephone, and fire protection systems, as well as the damaged perimeter walls.

**FISCAL IMPACT**

Public Works estimates the contract construction cost will not exceed \$11,170,000 including a 15 percent contingency. No expenditures from the contingency fund will be made without the Chief Administrative Office's prior review and authorization. The Project Schedule and Cost Summary are included in Enclosure A.

The Honorable Board of Supervisors  
October 29, 1998  
Page 3

The total estimated project cost for design and construction is \$15,296,000. This represents a \$1,218,000 reduction from the original project estimate reported to your Board when the A/E services contract was awarded. This budget reduction is partially due to the extent of selective demolition, asbestos abatement, and systems testing which we have completed as part of our forensic design investigations. This preconstruction activity allowed us to clearly identify the specific repair requirements and eliminate the need to speculate on the need to repair certain components which were not readily visible. Also, construction for this project may be performed on a multiple shift basis, in order to ensure the completion of construction prior to the CDC grant's deadline of June 30, 1999. This accelerated schedule has increased the requirements for our A/E and construction management services.

#### **FINANCING**

The project will be funded through a combination of a Community Development Block Grant and FEMA/OES funds. If favorable bids are received, we will proceed with the contract award under established procedures. If there is a need for additional funding following receipt of bids, the CAO will process requests for supplemental CDBG funds or funding from other sources, and we will return to your Board to award the construction contract for this project. In no event will construction be undertaken without a full funding commitment. The scope of the project has been approved by the CDC and FEMA/OES.

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

The authorization to proceed with this project, using a combination of CDBG and FEMA/OES funds, has been issued by the CAO. Design documents were completed, and a building permit was issued on October 21, 1998.

Use of the adopt, advertise, and award procedure for the project has been approved by the CAO to facilitate the expenditure of CDC grant funds by the June 30, 1999 Federal deadline.



The Honorable Board of Supervisors  
October 29, 1998  
Page 4

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allows the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

On June 6, 1995, your Board approved the Joblinks Program which requires all federally-funded earthquake construction project contractors to employ pre-apprentices at a ratio of two apprentices for every five journeymen.

Additionally, as requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to demonstrate a proven record of hiring Greater Avenues for Independence Program participants or attest to a willingness to consider GAIN participants for future employment.

#### **CONTRACTING PROCESS**

Advertising an "Offer to Consider Equivalents" is not warranted since materials are covered by descriptive technical specifications adequate for competitive bidding. Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Participation by Community Business Enterprises in the project will be encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Office of Small Business website upon your Board's approval.

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

There will be no negative impact on any other budgeted programs or projects as a result

The Honorable Board of Supervisors  
October 29, 1998  
Page 5

of this action. The restoration of this facility will provide juvenile detention and office areas to serve the County's continuing needs.

**NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT**

This project is categorically exempt as specified in Appendix G, Class 1, Subsections (c) and (d), of the Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, which allows the repair, maintenance, or minor alteration of existing public facilities or mechanical equipment involving little or no expansion of use beyond that previously existing at the facility.

**CONCLUSION**

One approved copy of this letter is requested.

JPC:bb

G:\COMMON\GALDENTE\CJHAD\MBLR.WPD

Enc. 2

cc: Chief Administrative Officer  
Community and Senior Citizens Services (Joblinks Program)  
County Counsel  
Probation Department  
Department of Public Social Services (GAIN Program)

October 29, 1998

**ENCLOSURE A**

**CENTRAL JUVENILE HALL, ADMINISTRATION BUILDING 4  
EARTHQUAKE DAMAGE REPAIR PROJECT  
CERTIFY CATEGORICAL EXEMPTION  
ADOPT, ADVERTISE, AND AWARD**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Schedule</b>	<b>Revised Schedule</b>	<b>Actual Schedule</b>
Emergency Response	6/5/94	6-5-94	6/5/94
A/E Evaluation	9/26/96	9-26-96	9/26/96
Design	9/22/98	10-21-98	10/21/98
Bid and Award	1/20/99	12-10-98	-
Construction	4/20/00	6-30-99	-
Final Acceptance	8/22/00	7-30-99	-

Enclosure A  
October 29, 1998  
Page 2

## II. PROJECT COST SUMMARY

Budget Category	Project Budget	Impact of This Action	Revised Project Budget
Selective Demolition, Asbestos Abatement and System Testing Construction	\$ 462,000	\$ 104,000	\$ 566,000
(a) Contract (A/E Estimate)	10,452,500	(1,622,500)	8,830,000
(b) Bid Range Budget (10 percent) Bid Estimate	<u>0</u>	<u>883,000</u>	<u>883,000</u>
(c) Change Orders (15 percent)	10,452,500	(739,500)	9,713,000
Estimated Construction Cost	<u>1,439,500</u>	<u>17,500</u>	<u>1,457,000</u>
	11,892,000	(722,000)	11,170,000
Subtotal	\$12,354,000	\$ (618,000)	\$ 11,736,000
Equipment	\$ 225,000	\$ 102,000	\$ 327,000
Consultant Services			
(a) Project Scope Services	\$ 0	\$ 58,700	\$ 58,700
(b) Design Services	933,600	130,000	1,063,600
(c) Construction Management Svcs.	1,049,000	75,900	1,124,900
(d) Constructability Review	245,000	(192,800)	52,200
(e) Other	150,400	(53,500)	96,900
Subtotal	\$ 2,378,000	\$ 18,300	\$ 2,396,300
Permit and Fees	\$ 198,000	\$ (118,300)	\$ 79,700
County Services	\$ 1,359,000	\$ (614,000)	\$ 745,000
Advertisement, Bidding, and Printing	\$ 0	\$ 12,000	\$ 12,000
TOTAL	\$ 16,514,000	\$ (1,218,000)	\$ 15,296,000

October 29, 1998

**ENCLOSURE B**

**CENTRAL JUVENILE HALL, ADMINISTRATION 4  
ADOPT, ADVERTISE, AND AWARD**

**PUBLISHING LEGAL ADVERTISEMENTS:** Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Executive Officer of the Board of Supervisors will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC. FEE</u>	<u>DATE OF BID OPENING</u>
1	5509	Central Juvenile Hall, Administration Building 4 Earthquake Damage Repair	No Fee	11/30/98

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 11:00 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:15 a.m. on this date in Conference Room C, 1st Floor, 900 South Fremont Avenue, Alhambra, California.

Enclosure B  
October 29, 1998  
Page 2

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of award. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

This is a federally-funded construction project and Federal labor standards, including Davis-Bacon requirements, will be enforced. The higher of Federal and State prevailing wages will be applicable.

This is a HUD Section 3 contract, and it shall be awarded to a responsible, qualified Section 3 business concern with the lowest bid that is Section 3 responsive and otherwise responsive to the Invitation for Bids, provided the bid amount is "reasonable." If the bid of the responsible, responsive qualified Section 3 business concern with the lowest bid is not "reasonable," the County shall award the contract to the lowest responsible, responsive Bidder who is also Section 3 responsive.

The County supports and encourages equal opportunity contracting. The contractor shall make and document good faith efforts, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al telefono

By order of the Board of Supervisors of the County of Los Angeles, State of California.

Dated November 10, 1998.

SPECS. 5509

JOANNE STURGES, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES

FACT SHEET

CENTRAL JUVENILE HALL, ADMINISTRATION BUILDING 4  
ADOPT, ADVERTISE, AND AWARD  
EARTHQUAKE DAMAGE REPAIR PROJECT  
PROPOSED AGENDA DATE: NOVEMBER 10, 1998

Request

We are recommending the Board adopt plans, advertise for bids, and authorize award of a contract to repair the earthquake-damaged Central Juvenile Hall, Administration Building 4.

Description

Administration Building 4 suffered major architectural and structural damage from the January 17, 1994, Northridge Earthquake and its aftershocks. The facility is currently red tagged and is vacant. The recommended repair includes replacing the heating, ventilation, air conditioning, electrical, plumbing, roof, telephone, and fire protection systems, as well as the damaged perimeter walls.

Financing

The total estimated project cost of \$15,296,000 will be funded through a combination of a Community Development Block Grant and FEMA/OES funds. The scope of the project has been approved by the Community Development Commission and FEMA/OES.

Justification

The Central Juvenile Hall capacity was significantly impacted by the extended loss of this facility due to earthquake damage. The restoration of this facility will restore the office and residential areas to full operation.

Project Schedule

Board Approve, Adopt, and Advertise Date:	November 10, 1998
DPW Award of Contract:	December 10, 1998
Start of Construction:	January 4, 1999
Construction Completion:	June 30, 1999
Acceptance of the Project:	July 30, 1999



<b>ROUTING SLIP</b>	<b>BOARD LETTER</b>
---------------------	---------------------

**LOG NO.** \_\_\_\_\_

Project Manager:  
Section:  
User Department:  
Facility:  
Contractor:  
Contract Amount:  
Supervisory Dist.:

(PM) Develop Draft							
(SECTION SEC) Type First Draft							
(PM) Review Draft							
(SECTION SEC) Correct Draft							
(SECTION HEAD) Review/Approve Draft							
(DIVISION SEC) Review Draft							
(DIVISION HEAD) Review/Approve Draft							
(DEPUTY DIR) Approve							



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC WORKS  
(PMD I) (PMD II) (AED)

REQUEST FOR SERVICES  
(SUPPLEMENTAL No.: \_\_\_\_\_)

DATE OF REQUEST: _____	DATE ESTIMATE NEED BY: _____
PROJECT NAME: _____	
SPECS: _____	C.P.: _____
PROJECT ADDRESS: _____	
PROJECT MANAGER: _____	TELEPHONE: _____
DSO IN PLACE? Y      N	
REQUIRED COMPLETION DATE FOR REQUESTED SERVICES: _____	
SCOPE OF REQUESTED SERVICES: _____	

SERVICE DIVISION USE ONLY

SERVICE DIVISION: \_\_\_\_\_

Type of Service	Hours	Rate/Hour	Total

TOTAL COST: \_\_\_\_\_

ESTIMATED DURATION: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(DATE)

TO: (Division Head)  
(Division)

Attention \_\_\_\_\_

FROM: (Division Head)  
(PMD I) (PMD II) (AED)

**(PROJECT NAME)**  
**REQUEST FOR SERVICES**

Please provide your cost to perform the requested services by the required completion date delineated on the attached form. If convenient, you may use the bottom portion of the form to provide your estimate.

Once your estimate is received and accepted, we will provide you with an Authorization to Proceed memorandum that includes a job number.

If you have any questions, please call me or your staff may contact  
at \_\_\_\_\_ (Project  
Manager)  
(Extension Number)

XX:xx  
File Path

Attach.

cc: Project Management (I), (II), (Architectural Engineering) (Section Head, PM)

Procedure 8  
Attachment III

(DATE)

TO: (Division Head)  
(Division)

Attention \_\_\_\_\_

FROM: (Division Head)  
(PMD I) (PMD II) (AED)

**(PROJECT NAME)**  
**AUTHORIZATION TO PROCEED**

You are authorized to proceed with the work as described on the attached Request for Services Form for a not to exceed cost of \$\_\_\_\_\_. If the expenditures exceed the authorized amount without an approved Supplemental Request, your Division may be required to absorb those charges.

When working on this project, please charge time to \_\_\_\_\_  
(Job Number)

If you have any questions, please call me or your staff may contact  
at \_\_\_\_\_  
(Extension Number) (Project Manager)

XX:xx  
File Path

Attach.

cc: Project Management (I), (II), (Architectural Engineering) (Section Head, PM)

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS

EXHIBIT A

PROJECT MANAGEMENT (I) (II)  
900 South Fremont Avenue  
Alhambra, California 91803

Contractor's Name and Address

(Project Name, Spec No. and Project No.)

DEPARTMENT OF PUBLIC WORKS CHANGE ORDER # 00001 TO CONTRACT PWXXXXX

You are directed to make the following changes, which shall include labor, materials, and equipment; each item to include all changes, direct and indirect, arising out of this change:

1. (Description - include reference to RFIs, RFQs, Contractor's quotes, etc.)  
Cost \$0
2. (Description)  
Cost \$0
3. (Description)  
Cost \$0

Total cost impact to the County \$x,xxx

Total time impact in calendar days of this Change Order x days

The Contract legal completion date (remains at xxxx) (is extended to xxxx)

This Change Order constitutes full and mutual accord and satisfaction for all costs and time extensions, if any, related to this Change Order. By acceptance of this Change Order, the contractor agrees that the Change Order represents an equitable adjustment to the contract and releases the County of Los Angeles from any and all existing or future delay impact costs or any other impact costs or claims related to the work authorized in this Change Order. The specification, where pertinent, shall apply to these changes.

**Cost Impact Summary**

- (a) Original Board-approved contract amount .....
- (b) Net amount of this Change Order .....
- (c) Percentage this Change Order is of (a) above (cannot exceed 10 %) .....
- (d) Total of all change orders to date executed under delegated authority .....
- (e) Percentage all delegated authority Change Order is of (a) above  
(cannot exceed 25 %) .....

Executed by:

Executed by:

County of Los Angeles  
Department of Public Works

Executed

Contractor

Executed



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

*"To Enrich Lives Through Effective and Caring Service"*

900 SOUTH FRÉMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1331  
Telephone: (626) 458-5100  
<http://dpw.lacounty.gov>

**EXHIBIT B**

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE  
REFER TO FILE **PM-3**

March 24, 2010

[REDACTED]

[REDACTED]

**FIRE CAMP 8 JET FUEL DISPENSING TANK PROJECT**  
**PROCEED ORDER 1 – AGREEMENT PW 13341**  
**SPECS. 7002; C.P. 70952**

In order to expedite the work and avoid/minimize delays to the construction schedule, you are directed to begin promptly with the changed work described herein pursuant to the provisions outlined in the General Conditions of your contract.

Description of Work: Provide labor and materials to install two isolation valves, an anti siphon valve, and a floatation suction device for a more efficient fueling system.

Reference: Responses by the architect/engineer on Requests for Information 2, 3, and 4.

This is not a change order, but an authorization to begin work while the terms of your change order are being finalized. The work authorized by this proceed order is limited to a \$4,500 not-to-exceed cost, and there is no time impact included in this proceed order. Work performed beyond these limitations will be at your own risk.

[REDACTED]  
March 24, 2010  
Page 2

If you have any questions, please call me or your staff may contact [REDACTED] at [REDACTED]

Very truly yours,

Capital Projects Program Manager  
Project Management Division II

WW:sj  
U:\pmd\fire-S67\PG101.doc

cc: Chief Executive Office ([REDACTED])  
Fire Department ([REDACTED])

bc: Project Management II ([REDACTED])  
[REDACTED]

## LACDPW - Project Management Division

## Change Management Log

Project No. 6

Contract No: PW44683

Spec No: 3333

CP No: 246810

Original Contract Amt:	\$5,302,180.00	CO Contingency Amt:	\$500,000.00	Original Completion Date:	03/03/10
App'd COs Amt:	\$59,535.00	App'd COs Amt:	\$59,535.00 1.12%	App'd Time Extension:	23
Revised Contract Amt:	\$5,361,715.00	CO Fund Remaining:	\$440,465.00 8.31%	Rev. Completion Date:	03/26/10
		Open POs/CORs Amt:	\$2,500.00 0.05%	Potential Add'l Extension:	0

PM:

TPCE:

Number	Title	Status	Date	Approved	Cost	Approved/Poten. Time Extension	Reason Code	Lesson Learned
CQ								
00001	Supp. Agreement #1 - Retaining Wall	APP	12/30/09	12/30/09	\$16,300.00	14	UNFORESEEN	The determination to add a retaining wall was unforeseen due to heavy rains that began eroding the slope of the hill in front of the parking lot.
00002	Supp. Agreement #2 - Roofing	APP	01/03/10	01/03/10	\$35,000.00	7	ERR-TECHNIC	Drawings should be reviewed more thoroughly to make proper recommendations prior to construction.
00003	Supp. Agreement #3 - Fabric Change	APP	01/17/10	01/17/10	\$8,235.00	2	VALUE ENGRIN	TBD.
Subtotal:					\$59,535.00	23		
COR								
00001	RFI #12 Add Two Sinks @ Kitchen	NEW	01/01/10		\$500.00	0		
Subtotal:					\$500.00	0		
PRO								
00001	PQ #1 ASI 001	NEW	02/03/10		\$2,000.00	0		TBD
Subtotal:					\$2,000.00	0		
RFQ								
00001	ASI #002 Door Hardware Revision	NEW	02/01/10		\$0.00	0		
Subtotal:					\$0.00	0		
Grand Total:					\$62,035.00	23		

EXHIBIT C

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS

**EXHIBIT D**

PROJECT MANAGEMENT (I) (II)  
900 South Fremont Avenue  
Alhambra, California 91803

**UNILATERAL CHANGE ORDER**

Contractor's Name and Address

(Project Name, Spec No. and Project No.)

**DEPARTMENT OF PUBLIC WORKS CHANGE ORDER # 00001 TO CONTRACT PWXXXXX**

You are directed to make the following changes, which shall include labor, materials, and equipment; each item to include all changes, direct and indirect, arising out of this change:

- |    |  |     |
|----|--|-----|
| 1. | (Description - include reference to RFIs, RFQs, Contractor's quotes, etc.) |     |
|    | Cost   | \$0 |
| 2. | (Description)  |     |
|    | Cost   | \$0 |
| 3. | (Description)  |     |
|    | Cost   | \$0 |

**Total cost to the County** **\$0**

**Total time impact in calendar days of this Change Order** **0 days**

The Contract legal completion date (remains at xxxx) (is extended to xxxx) (non-compensable)

This unilateral change order constitutes full compensation for all costs and time extensions related to this change order, including the change in contract price and/or completion date and, in the County's judgment, is fair and reasonable. This unilateral change order represents an adjustment to the contract and has the full force and effect of a contract modification. The specifications, where pertinent, shall apply to these changes. This unilateral change shall be included in schedules, payment applications, reports, and all official records of the contract. The issuance of this unilateral change order will not prejudice any of the contractor's rights to make a claim or appeal disputed matters under the provisions of the contract. If the contractor objects to this unilateral change order, contractor shall state in writing specific objections to or specific points of disagreement with the work described within this unilateral change order within 14 days of receipt of such change order. Objections notwithstanding, time is of the essence in completion of the work of this unilateral change order, and the contractor shall proceed with the execution of the work with appropriate urgency.

**Cost Impact Summary**

- (a) Original Board-approved contract amount .....
- (b) Net amount of this Change Order .....
- (c) Percentage this Change Order is of (a) above (cannot exceed 10%) .....
- (d) Total of all change orders to date executed under delegated authority .....
- (e) Percentage all delegated authority Change Order is of (a) above  
(cannot exceed 25 %) .....

Executed by:

COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS

Executed



# ATTACHMENT 1

Project Control System

Date: \_\_\_\_\_

## FORM A

Project Title: \_\_\_\_\_

Project Status:

☐ Active ☐ On Hold ☐ New ☐ Re-open

Enter the current phase(s) of the project \_\_\_\_\_

(For active and onhold projects only. Note that there are 7 phases in the Capital Project Delivery Process)

Project Type:

☐ Billable Project ☐ Billable Assignment  
☐ Non-billable Project ☐ Non-billable Assignment

### PART I - REQUEST FOR PROJECT CONTROL SYSTEM ID

Division: \_\_\_\_\_

Section: \_\_\_\_\_

Project Manager(s): \_\_\_\_\_

Client Department: \_\_\_\_\_

Spec. Number: \_\_\_\_\_

C.P. Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Supervisory District: \_\_\_\_\_

Project Location: \_\_\_\_\_

(Provide complete address)

Is a schedule available?

(If yes, submit with this form)

Is a TPCE available?

(If yes, submit with this form)

Project ID (Expedition No.): \_\_\_\_\_

(Assigned by PCS Administrator)

NPDES Percentage:

☐ 1% ☐ 2% ☐ 3% Other \_\_\_\_\_  
(Provided by Project Manager) (please specify)

### PART II - REQUEST FOR PCA

#### Billable Projects or Assignments ONLY

Billing Dept: \_\_\_\_\_

Client Dept: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number and Contact: \_\_\_\_\_

\*Deposit Amount: \_\_\_\_\_

Apply Deposit to Project?

☐ Yes ☐ No

Billing Frequency:

☐ Monthly

☐ Upon Project Completion

☐ Upon Instruction

☐ Other

Deposit Type:

☐ Cash

☐ Check

☐ Bond

☐ Letter of Credit

☐ Other

\*\*Departmental Receipt/Ref # \_\_\_\_\_

\*\*\*Departmental Service Order # \_\_\_\_\_

Additional Billing Instructions: \_\_\_\_\_

Plan Start Date (DD/MM/YYYY) \_\_\_\_\_

Plan End Date (DD/MM/YYYY) \_\_\_\_\_

List all Public Works' division(s) that will be providing services or charging to this project: \_\_\_\_\_

PCA: \_\_\_\_\_

(Assigned by Division Operations)

\* Deposit Amount and other deposit information fields are needed only for Projects that require a deposit.

\*\* Departmental Receipt # - applicable to cash or check deposits only.

\*\*\* Departmental Service Order - if the customer is another County Department it is necessary for you to obtain a Department Service Order authorizing DPW to bill the other County department. To obtain a Department Service Order, please call Budget Division at (628) 458-5997

## ATTACHMENT 2

Attachment A  
November 3, 2009  
Page 2

### II. PROJECT BUDGET SUMMARY

Project Activity	Proposed Budget
Land Acquisition	\$ 0
Construction	
Design-Build Contract	6,761,936
Job Order Contract	650,000
Change Orders Contingency Total	680,000
Misc. Expense (Stipend)	50,000
Arts Commission	74,064
Subtotal	\$ 8,216,000
Equipment	\$ 450,000
Programming/Development	\$ 0
Plans and Specs	\$ 400,000
Consultant Services	
Construction Management Support	\$ 16,154
Deputy Inspection	90,000
Deputy Inspection(Materials Testing)	10,000
Geotechnical Survey	16,816
Environmental Documents	2,124
Project Cost Estimating Services	50,000
Topographical Site Survey	0
Subtotal	\$ 185,094
Office of Affirmative Action Compliance	\$ 15,000
Jurisdictional Review/Plan Check/Permit	\$ 111,364
County Services	
Code Compliance Inspection	\$ 114,062
Design Review	30,555
Design Services	13,511
Contract Administration	76,227
Project Technical Support	55,226
Building and Safety Division	35,000
Environmental Programs Division	2,102
Geotechnical & Materials Engineering Division	4,000
Land Development Division	1,127
Traffic and Lighting Division	975
ISD Telecommunications	42,400
Project Management I Division	1,044,627
Project Management II Division	2,730
Subtotal	\$ 1,422,542
<b>TOTAL</b>	<b>\$10,800,000</b>

## TOTAL PROJECT COST ESTIMATE SUMMARY

Project: 00000627 Olive View Psych Urgent Care Ctr  
 G.P.#: 69545  
 Spec. #:   
 Svs. Fund:   
 PM: XXXXXXXXXX

**ATTACHMENT 3**

TPC#-Activity-Forecast	State Approved Budget	Total	Adjusted (M-2015)	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
<b>Building and Safety Division</b>			\$0													
Information Technology Division			\$0													
Project Management Division I			\$0													
<b>Category Total</b>			\$0													
<b>1. Land Acquisition</b>																
Contract		\$0	\$0													
Property Purchase & Relocation		\$0	\$0													
<b>Category Total</b>		\$0	\$0													
<b>2. Construction</b>																
Contract		\$8,716,000	\$1,100,000	\$0	\$0	\$1,423,301	\$2,170,549									
Self Construction		\$0	\$0	\$0	\$0	\$0	\$0									
Change Order		\$300,000	\$0	\$0	\$0	\$211,011	\$465,999									
Cost Allow.		\$74,084	\$0			\$74,084										
Construction		\$8,790,084	\$1,100,000	\$0	\$0	\$1,508,396	\$2,170,549									
JOE		\$500,000	\$500,000			\$500,000										
Other 1		\$0	\$0			\$0										
Other 1 - JCC Consultant		\$20,000	\$20,000			\$20,000										
Other 2 - Special		\$20,000	\$20,000			\$20,000										
<b>Category Total</b>		\$9,010,084	\$1,100,000	\$0	\$0	\$1,528,396	\$2,170,549									
<b>3. Equipment</b>																
Contract		\$40,000	\$0	\$0	\$0	\$40,000	\$0									
Other Equipment		\$0	\$0	\$0	\$0	\$0	\$0									
Telecommunications Equipment		\$40,000	\$0	\$0	\$0	\$40,000	\$0									
<b>Category Total</b>		\$40,000	\$0	\$0	\$0	\$40,000	\$0									
<b>4. Plans &amp; Specifications</b>																
Contract		\$40,000	\$20,472	\$74,073	\$119,588	\$134,763	\$21,314									
Architectural Services		\$0	\$0	\$0	\$0	\$0	\$0									
Architectural Engineering Fee		\$40,000	\$20,472	\$74,073	\$119,588	\$134,763	\$21,314									
<b>Category Total</b>		\$40,000	\$20,472	\$74,073	\$119,588	\$134,763	\$21,314									
<b>5. Consultant Services</b>																
Contract		\$100,000	\$01,158	\$0	\$2,174	\$103,970	\$0									
Construction Management Support		\$0	\$0	\$0	\$0	\$0	\$0									
Design/Inspector (Geotechnical)		\$100,000	\$10,000	\$0	\$0	\$100,000	\$0									
Design/Inspector (Marine Towing & Others)		\$0	\$0	\$0	\$0	\$0	\$0									
Environmental Services (BIO/DOE)		\$10,000	\$0	\$0	\$0	\$10,000	\$0									
Geotechnical Survey		\$2,174	\$2,174	\$0	\$2,174	\$0	\$0									
Project Cost Estimating Services		\$0	\$0	\$0	\$0	\$0	\$0									
Topographical Survey		\$0	\$0	\$0	\$0	\$0	\$0									
<b>Category Total</b>		\$100,000	\$10,000	\$0	\$2,174	\$103,970	\$0									
<b>6. Misc. Expenditures</b>																
Contract		\$10,000	\$0	\$0	\$0	\$10,000	\$0									
FF&E		\$0	\$0	\$0	\$0	\$0	\$0									
Liability Attorney Action Compliance		\$10,000	\$0	\$0	\$0	\$10,000	\$0									
<b>Category Total</b>		\$10,000	\$0	\$0	\$0	\$10,000	\$0									
<b>7. Interdisciplinary Review &amp; Plan Check &amp; Permits</b>																
<b>Building and Safety Division</b>																
Building and Safety Plan Check/Permits		\$20,000	\$7,051	\$0	\$0	\$20,000	\$0									
Contract		\$20,000	\$7,051	\$0	\$0	\$20,000	\$0									
Architectural Services		\$10,000	\$3,525	\$0	\$0	\$10,000	\$0									
Architectural Engineering Fee		\$10,000	\$3,525	\$0	\$0	\$10,000	\$0									
Architectural Services (ADSB)		\$0	\$0	\$0	\$0	\$0	\$0									
Architectural Services (ADSB)		\$0	\$0	\$0	\$0	\$0	\$0									
Regional Planning		\$0	\$0	\$0	\$0	\$0	\$0									
Other Urban Resources Board		\$0	\$0	\$0	\$0	\$0	\$0									
<b>Geotechnical &amp; Materials Engineering I</b>																
Geotechnical Engineering Plan Check/Permits		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
Materials Engineering Plan Check/Permits		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
<b>Category Total</b>		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
<b>8. County Services</b>																
<b>Architectural Engineering Division</b>																
Architectural Services		\$20,000	\$10,000	\$0	\$0	\$20,000	\$0									
Architectural Engineering Services		\$0	\$0	\$0	\$0	\$0	\$0									
Construction Inspector Services		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
Contract Administration Services		\$0	\$0	\$0	\$0	\$0	\$0									
Design Review Services		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
Design Review Services (Consultants)		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
Support Services		\$0	\$0	\$0	\$0	\$0	\$0									
<b>Building and Safety Division</b>																
Support Services		\$0	\$0	\$0	\$0	\$0	\$0									
Contract		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
ISO-TS Telecommunications		\$10,000	\$10,000	\$0	\$0	\$10,000	\$0									
Support Services		\$0	\$0	\$0	\$0	\$0	\$0									
<b>Environmental Programs Division</b>																
Support Services		\$0	\$0	\$0	\$0	\$0	\$0									
<b>Geotechnical &amp; Materials Engineering I</b>																
Support Services		\$0	\$0	\$0	\$0	\$0	\$0									
<b>Information Technology Division</b>																
Support Services		\$0	\$0	\$0	\$0	\$0	\$0									
<b>Land Development Division</b>																
Support Services		\$1,127	\$1,127	\$1,127	\$1,127	\$1,127	\$1,127									
<b>Project Management Division I</b>																
Capital Projects Management Assistant		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000									
Capital Projects Manager		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Capital Projects Program Manager		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Construction Control Recorder		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Facilities Project Manager I		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Facilities Project Manager II (Labor)		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Facilities Project Manager III (Labor)		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Project Technical Support		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Support Services		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
<b>Project Management Division II</b>																
Senior Capital Projects Manager		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
Project and Lighting Division																
Support Services		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000									
<b>Category Total</b>		\$1,127	\$1,127	\$1,127	\$1,127	\$1,127	\$1,127									
<b>Project Total</b>		\$1,127	\$1,127	\$1,127	\$1,127	\$1,127	\$1,127									

Resource Allocation Table - Forecast (Hours)

00000627 Olive View Psych Urgent Care Ctr

Fiscal Year 2010-2011

TPCE=Actual+Forecast	July	August	September	October	November	December	January	February	March	April	May	June	13th Period	14th Period	total
<b>Construction</b>															
Contract	553,852.00	504,552.00	159,340.00	83,047.00	454,534.00	456,265.00	39,819.00	72,051.00					468,989.00		2,797,548.00
Change Orders													468,989.00		468,989.00
Construction	553,852.00	504,552.00	159,340.00	83,047.00	454,534.00	456,265.00	39,819.00	72,051.00							2,323,860.00
category total	553,852.00	504,552.00	159,340.00	83,047.00	454,534.00	456,265.00	39,819.00	72,051.00					468,989.00		2,797,548.00
<b>Equipment</b>															
Contract															
Other Equipment															
Telecommunications Equipment															
category total															
<b>Plans &amp; Specifications</b>															
Contract	8,000.00	8,000.00	8,000.00	7,574.00										40,000.00	71,574.00
A/E Optional Services															
Architectural/Engineering Fee	8,000.00	8,000.00	8,000.00	7,574.00										40,000.00	71,574.00
category total	8,000.00	8,000.00	8,000.00	7,574.00										40,000.00	71,574.00
<b>Construction Services</b>															
Contract															
Deputy Inspection (Geotechnical)															
Deputy Inspection (Materials Testing & Other)															
Environmental Documents (EIR/NDICE)															
Geotechnical Survey															
Topographical Site Survey															
category total															
<b>Other Expenses</b>															
Contract				7,000.00											7,000.00
FF&E															
LA County Affirmative Action Compliance				7,000.00											7,000.00
category total				7,000.00											7,000.00
<b>Inspection of Review &amp; Plan Check &amp; Permits</b>															
Building and Safety Division															
Building and Safety Plan Check/Permits															
Contract															
Air Quality Management District (AQMD)															
Fire Department/Inspection															
State Water Resources Board															
category total															
<b>Community Services</b>															
Architectural Engineering Division	24.00	24.00	26.00	25.00	24.00	26.00	24.00	24.00	10.93	10.00	10.00	11.21	1.79		225.93
Architect/Engineering Design Services A/E1	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00							32.00
Construction Inspection Services A/E4	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	10.93	10.00	10.00	11.21	1.79		193.93
Contract Administration Services A/E3															

ATTACHMENT 4

**Resource Allocation Table - Actual**

00000627 Olive View Psych Urgent Care Ctr

**Fiscal Year 2008-2009**

	July	August	September	October	November	December	January	February	March	April	May	June	13th Period	14th Period	Total
<b>4. Plans &amp; Specifications</b>															
Contract				\$78,707.50		\$15,782.99		\$20,612.50				\$4,485.00			\$119,587.99
				\$78,707.50		\$15,782.99		\$20,612.50				\$4,485.00			\$119,587.99
hours				78707.50		15782.99		20612.50				4485.00			119587.99
<b>Category Total</b>				<b>\$78,707.50</b>		<b>\$15,782.99</b>		<b>\$20,612.50</b>				<b>\$4,485.00</b>			<b>\$119,587.99</b>
<b>7. Jurisdictional Review &amp; Plan Check &amp; Permits</b>															
GeoTechnical & Materials Engineering Divisi		\$1,419.58	\$704.06												\$2,123.64
Geology Studies		\$680.90	\$408.57												\$1,089.47
hours		680.90	408.57												1089.47
Perform Geotechnical Investigation		\$738.68	\$295.49												\$1,034.17
hours		738.68	295.49												1034.17
<b>Category Total</b>		<b>\$1,419.58</b>	<b>\$704.06</b>												<b>\$2,123.64</b>
<b>8. County Services</b>															
Architectural Engineering Division	\$417.00	\$973.00	\$139.00	\$1,638.00	\$2,512.00	\$417.00	\$3,574.00	\$7,261.00	\$3,822.50	\$6,341.00	\$1,555.00	\$9,196.00	\$3,890.00		\$48,099.50
Contract Administration Services AA03	\$417.00	\$973.00	\$139.00			\$417.00	\$1,546.00	\$6,533.00	\$3,822.50	\$5,977.00	\$8,201.00	\$5,004.00	\$2,760.00		\$36,209.50
hours	3.00	7.00	1.00			3.00	14.00	47.00	27.50	43.00	59.00	36.00	20.00		260.50
Design/Review Services AA02				\$1,638.00	\$2,512.00		\$728.00	\$728.00		\$364.00	\$364.00	\$4,166.00	\$910.00		\$11,530.00
hours				9.00	16.00		4.00	4.00		2.00	2.00	23.00	5.00		55.00
Contract												\$13,500.00			\$13,500.00
Internal Services Department												13500.00			13500.00
hours															
Project Management Division I	\$5,608.68	\$28,717.11	\$20,264.32	\$15,033.16	\$12,543.33	\$13,023.20	\$23,569.56	\$19,109.68	\$68,088.74	\$18,472.84	\$12,910.46	\$8,857.20	\$1,185.72		\$248,724.11
Consultant Contract Recovery				\$515.55	\$317.26	\$713.84	\$277.60	\$59.49	\$59.49						\$1,943.22
hours				515.55	317.26	713.84	277.60	59.49	59.49						1943.22
Consultant Services		\$15,540.58	\$8,712.50			\$4,671.25		\$1,162.50	\$14,850.00		\$4,644.50		\$635.50		\$51,416.83
hours		16540.58	8712.50			4671.25		1162.50	14850.00		4644.50		635.50		51416.83
FPMA ABA3	\$4,800.00	\$10,990.00	\$10,740.00	\$9,600.00	\$9,000.00	\$1,200.00	\$19,980.00	\$16,390.00	\$40,920.00	\$18,480.00	\$7,440.00	\$6,240.00			\$164,760.00
hours	40.00	91.50	89.50	80.00	75.00	10.00	166.50	138.50	416.00	154.00	62.00	52.00			1373.00
Project Technical Support	\$208.68	\$1,106.53	\$611.82	\$621.37	\$582.23	\$489.48	\$998.89	\$1,011.97	\$2,763.53	\$992.84	\$825.98	\$617.20	\$290.22		\$14,510.54
hours	208.68	1196.53	611.82	621.37	582.23	489.48	998.89	1011.97	2763.53	992.84	825.98	617.20	290.22		17718.54
Service Contract-Labor				\$4,296.24	\$2,643.84	\$5,948.64	\$2,313.36	\$495.72	\$495.72						\$20,195.52
hours				4296.24	2643.84	5948.64	2313.36	495.72	495.72						20195.52
Project Management Division II													\$2,730.00		\$2,730.00
CPFM ABA7													2730.00		2730.00
hours													15.00		15.00
<b>Category Total</b>	<b>\$5,425.68</b>	<b>\$29,690.11</b>	<b>\$20,403.32</b>	<b>\$16,671.16</b>	<b>\$15,455.33</b>	<b>\$13,440.20</b>	<b>\$26,243.66</b>	<b>\$26,370.68</b>	<b>\$71,911.24</b>	<b>\$25,813.84</b>	<b>\$21,475.46</b>	<b>\$29,547.20</b>	<b>\$7,545.72</b>		<b>\$365,998.61</b>

ATTACHMENT 4



# ATTACHMENT 5

10/20/2009

## eCAPS OBJECT CODES

Current TPCE  
New eCAPS

Category	OrgNumber	Description	Task	Object Code
	CONTRA	Deputy Inspection (Materials Testing & Others)	ISC	6082
	CONTRA	Environmental Documents (EIR/ND/CE)	ISC	6087
	CONTRA	Geotechnical Survey	ISC	6073
	CONTRA	Project Scheduling Services	ISC	6085
	CONTRA	Topographical Site Survey	ISC	6084
	CONTRA	Consultant Services-Construction Admin	ISC	6066
	CONTRA	Consultant Services-Cost Estimating	ISC	6083
	CONTRA	Consultant Services-Equipment Planning	ISC	6069
	CONTRA	Consultant Services-Move Management	ISC	6068
	CONTRA	Consultant Services-Other	ISC	6072
	CONTRA	Consultant Services-Site Planning	ISC	6059
	CONTRA	Contract/Change Order	ISC	6071
	CONTRA	Soil Testing	ISC	6074
6. Misc. Expenditures	495000	Prior DPW Charges	AYY	6097
	496000	Prior DPW Charges	BYX	6097
	497000	Prior DPW Charges	BYX	6097
	CONTRA	LA County Affirmative Action Compliance	ISC	6095
	CONTRA	Printing and Legal Advertising	ISC	6097
7. Jurisdictional Review <input type="checkbox"/> Plan Check <input type="checkbox"/> Permits	479000	Environmental Programs Plan Check/Permits	ISC	6081
	484000	Materials Engineering Plan Check/Permits	ISC	6081
	485000	Building and Safety Plan Check/Permits	ISC	6075
	481000	Traffic and lighting Plan Check	ISC	6081
	492000	Land Development Support Services	ISC	6081
	CONTRA	Air Quality Management District (AQMD)	ISC	6081
	CONTRA	Department of Fish and Game	ISC	6079
	CONTRA	Fire Department/Inspection	ISC	6076
	CONTRA	Health Department	ISC	6077
	CONTRA	OSHPD	ISC	6079
	CONTRA	Regional Planning	ISC	6079
	CONTRA	State Water Resources Board	ISC	6079
	CONTRA	Jurisdictional Review-Federal	ISC	6080
	CONTRA	Jurisdictional Review-State	ISC	6079
	CONTRA	Jurisdictional Review-Other	ISC	6081
8. County Services	495000	AED Services	AXX	
	495000	Architect/Engineering Design Services	A01	6099
	495000	Architect/Engr Design Serv-OT	A11	6099
	496000	Capital Projects Management Assistant	BA3	6087
	497000	Capital Projects Management Assistant	BA3	6087
	496000	Capital Projects Management Assistant-OT	BB3	6087
	497000	Capital Projects Management Assistant-OT	BB3	6087
	496000	Capital Projects Management Associate	BA5	6087
	497000	Capital Projects Management Associate	BA5	6087
	496000	Capital Projects Management Associate-OT	BB5	6087
	497000	Capital Projects Management Associate-OT	BB5	6087
	496000	Capital Projects Manager	BA6	6087
	497000	Capital Projects Manager	BA6	6087
	496000	Capital Projects Manager-OT	BB6	6087
	497000	Capital Projects Manager-OT	BB6	6087
	496000	Capital Projects Program Manager	BA8	6087
	497000	Capital Projects Program Manager	BA8	6087
	496000	Capital Projects Program Manager-OT	BB8	6087
	497000	Capital Projects Program Manager-OT	BB8	6087
	496000	Capital Projects Program Mgr.	BA7	6087
	497000	Capital Projects Program Mgr.	BA7	6087
	496000	Capital Projects Program Mgr. (OT)	BB7	6087
	497000	Capital Projects Program Mgr. (OT)	BB7	6087
	496000	Constructibility Review	ISC	6097
	497000	Constructibility Review	ISC	6097
	495000	Construction Inspection Services	A04	6083
	495000	Construction Inspection Serv-OT	A14	6083
	496000	Consultant Contract Recovery	ISC	6097
	497000	Consultant Contract Recovery	ISC	6097
	495000	Contract Administration Services	A03	6086
	495000	Contract Administration Serv-OT	A13	6086

## ATTACHMENT 5

10/20/2009

### eCAPS OBJECT CODES

Current TPCE  
New eCAPS

Category	OrgNumber	Description	Task	Object Code
	495000	Design Review Services	A02	6085
	495000	Design Review Services-OT	A12	6085
	496000	Facilities Project Manager I	BA4	6087
	497000	Facilities Project Manager I	BA4	6087
	496000	Facilities Project Manager I (OT)	BB4	6087
	497000	Facilities Project Manager I (OT)	BB4	6087
	496000	Facilities Project Manager II	BA5	6087
	497000	Facilities Project Manager II	BA5	6087
	496000	Facilities Project Manager II (OT)	BB5	6087
	497000	Facilities Project Manager II (OT)	BB5	6087
	496000	Facilities Project Manager I-OT	BB4	6087
	497000	Facilities Project Manager I-OT	BB4	6087
	496000	Facilities Project Mgmt. Associate	BA3	6087
	497000	Facilities Project Mgmt. Associate	BA3	6087
	496000	Facilities Project Mgmt. Associate (OT)	BB3	6087
	497000	Facilities Project Mgmt. Associate (OT)	BB3	6087
	496000	PM/CM As-needed Contr. (Labor)	ISC	6087
	497000	PM/CM As-needed Contr. (Labor)	ISC	6087
	496000	PM/CM As-needed Contr. (Non-labor)	ISC	6072
	497000	PM/CM As-needed Contr. (Non-labor)	ISC	6072
	498000	PMD Services	BXX	
	497000	PMD Services	BXX	
	496000	Principal Facilities Project Mgr.	BA6	6087
	497000	Principal Facilities Project Mgr.	BA6	6087
	496000	Principal Facilities Project Mgr. (OT)	BB6	6087
	496000	Project Technical Support	ISC	6094
	496000	Secretarial (OT)	BB2	6088
	496000	Secretarial/Clerical	BA2	6088
	496000	Secretarial/Clerical-OT	BB2	6088
	496000	Senior Capital Projects Manager	BA7	6087
	496000	Senior Capital Projects Manager-OT	BB7	6087
	497000	Principal Facilities Project Mgr. (OT)	BB6	6087
	497000	Project Technical Support	ISC	6094
	497000	Secretarial (OT)	BB2	6088
	497000	Secretarial/Clerical	BA2	6088
	497000	Secretarial/Clerical-OT	BB2	6088
	497000	Senior Capital Projects Manager	BA7	6087
	497000	Senior Capital Projects Manager-OT	BB7	6087
CONTRA		Department of Human Resources (DHR)	ISC	6097
CONTRA		ISD-FOS Crafts	ISC	6092
CONTRA		ISD-ITS Telecommunications	ISC	6092
CONTRA		Lease/Revenue/Space Management	ISC	6097
CONTRA		Support Services	ISC	6094
CONTRA		County Services-County Counsel	ISC	6096
CONTRA		County Services-DFW Job Order Contract Mgmt	ISC	6091
CONTRA		County Services-Design Services	ISC	6099
CONTRA		County Services-ISD Job Order Contract Mgmt	ISC	6089
CONTRA		County Services-Project Security	ISC	6093
CONTRA		County Services-Quality Control Inspection	ISC	6084
CONTRA		County Services-Sheriff Job Order Contract Mgmt	ISC	6098
CONTRA		Refurbishments	ISC	6090

# County of Los Angeles

Department of Public Works

Contractor Payment Request No. \_\_\_\_\_

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address \_\_\_\_\_

Capital Project No. \_\_\_\_\_ Spec. No. \_\_\_\_\_

Item No.	Division of Work	Contract Amount	% This Request	Previous %	To Date %	Total Earned To date
1					0%	\$ -
2					0%	\$ -
3					0%	\$ -
4					0%	\$ -
5					0%	\$ -
6					0%	\$ -
7					0%	\$ -
8					0%	\$ -
9					0%	\$ -
10					0%	\$ -
11					0%	\$ -
12					0%	\$ -
13					0%	\$ -
14					0%	\$ -
15					0%	\$ -
16					0%	\$ -
17					0%	\$ -
18					0%	\$ -
19					0%	\$ -
20					0%	\$ -
21					0%	\$ -
22					0%	\$ -
23					0%	\$ -
24					0%	\$ -
25					0%	\$ -
26					0%	\$ -
27					0%	\$ -
28					0%	\$ -
29					0%	\$ -
30					0%	\$ -
31					0%	\$ -
32					0%	\$ -

1	Total	\$ -			\$ -
2	Total Net Change orders	\$ -	Earned Change Orders		\$ -
	Supplemental Agreements and Unit Prices		Total Earned (Add 1 and 2)		\$ -
	(Attach Supporting Data)	\$ -			
3	Contract Grand Total	\$ -			\$ -
4	Allowable Materials	\$ -			\$ -



**Certificate of the Contractor or His Duly Authorized Representative**

To the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work shown on the Payment Request are correct; that all work has been performed and material supplied in full accordance with the terms and conditions of the construction contract on this project; that the following is a true statement of the contract account up to and including the last day of the period covered by this estimate and that no part of the "total amount payable this estimate" has been received.

(a) Total Earned (Item 1 from first page)	_____	\$0.00
(b) Total Change Orders Earned (Items 2 from first page)	_____	\$0.00
(c) Sub total ("a" plus "b" above)	_____	\$0.00
(d) Total Amount to be Retained (5% of "c" above)	_____	\$0.00
(e) Net Due on Earned to Date ("c" minus "d")	_____	\$0.00
(f) Advance for Allowable Materials Delivered to Site (Item 6 from first page)	_____	\$0.00
(g) Total Payment allowed to date ("e" plus "f")	_____	\$0.00
(h) Less Previous Payment (Item "g" from prior claim)	_____	\$0.00
<b>(i) Total Amount Payable this Estimate</b>	_____	<b>\$0.00</b>

Contractor \_\_\_\_\_

By \_\_\_\_\_

Certified and Approved as Per Terms of Contract

To the best of my knowledge and belief, I certify that this progress payment does not exceed 95% of the work completed since the previous progress payment, if any, plus 95% of the value of acceptable, prefabricated materials delivered to approved location for incorporation into work, but not installed, if any.

I further certify that this progress payment covers full payment for work completed since the previous progress payment and that any payment for prefabricated materials delivered to approved location does not exceed 95% of the value of the materials.

\_\_\_\_\_  
DPW Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architect

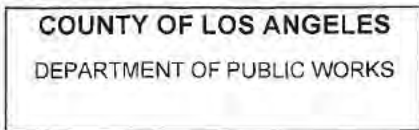
\_\_\_\_\_  
Date

### Contractor Payments

[illegible]



Format A



CONTRACT PAYMENT REQUEST NO. \_\_\_\_\_

Contractor \_\_\_\_\_ Project Title \_\_\_\_\_  
 Address \_\_\_\_\_ Contract No. \_\_\_\_\_  
 Capital Project No. \_\_\_\_\_ Specs. No. \_\_\_\_\_  
 Architect/Engineer \_\_\_\_\_ Tel. \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

CSI No.	Division of Work/Description	Contract Amount	Previous %	% To Date	Total Earned To Date		
					Fund A (Job No. XXX)	Fund B (Job No. YYY)	Total
1	Total						
2	Total Net Change Orders, Supplemental Agreements and Unit Prices. (Attach Supporting Data)						
3	Grand Total						
4	Previous Earned To Date. (Item 3 from prior Claim)						
5	Earned this Month (3 minus 4)						
6	Allowable Materials Delivered to Approved Location. (Attach Supporting Data)						

This electronic form is distributed as an example only. The County makes no representation as to the accuracy of this electronic form or its embedded formulas and takes no responsibility for errors stemming from its use.

**Format A**

**Certification of the Contractor or His Duly Authorized Representative**

To the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work shown on the Payment Request are correct; that all work has been performed and material supplied in full accordance with the terms and conditions of the construction contract on this project; that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate and that no part of the "total amount payable this estimate" has been received.

	Fund A (Job No. XXX)	Fund B (Job No. YYY)	Total
(A) Earned to Date (Base Contract) (Item 1 from reverse side)			
(b) Earned to Date (Change Order, Supplemental Agreement) (Item 2 from reverse side)			
(c) Subtotal ("a" and "b" above) total amount earned to date			
(d) Amount to be retained (    %) of ("c").			
(e) Subtotal net amount earned to date (sum of "c" minus "d" above)			
(f) Advance for Allowable Materials delivered to site (Item 6 from reverse side)			
(g) Payment allowed to date ("e" plus "f" above)			
(h) Less Previous Payments (Item "g" from prior claim)			
(i) Amount Payable this period ("g" minus "h" above)			

Contractor \_\_\_\_\_

By \_\_\_\_\_

**Certified and Approved As Per Terms of Contract**

To the best of my knowledge and belief, I certify that this progress payment does not exceed (    %) of the value of the work completed since the previous progress payment, if any plus (    %) of the value of acceptable prefabricated materials delivered to approved location for incorporation into work, but not installed, if any.

I further certify that this progress payment covers full payment for work completed since the previous progress payment, and that any payment for prefabricate materials delivered to approved location does not exceed (    %) of the value of the materials.

Inspector \_\_\_\_\_ Date \_\_\_\_\_ Architect/Engineer \_\_\_\_\_ Date \_\_\_\_\_

Project Manager \_\_\_\_\_ Date \_\_\_\_\_

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



PROJECT MANAGEMENT DIVISION  
900 South Fremont Avenue  
Alhambra, California 91803  
626-300-2300

CONTRACT PAYMENT REQUEST NO. \_\_\_\_\_

Contractor \_\_\_\_\_

Project Title \_\_\_\_\_

Address \_\_\_\_\_

Contract No. \_\_\_\_\_

.....

Capital Project No. \_\_\_\_\_ Specs. No. \_\_\_\_\_

Architect/Engineer \_\_\_\_\_

Tel. \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

FUND NO:					
CSI No.	Division of Work/Description	Contract Amount	Previous %	% To Date	Total Earned To Date
				SUBTOTAL:	
FUND NO:					
				SUBTOTAL:	
1	Total				
2	Total Net Change Orders, Supplemental Agreements and Unit Prices. (Attach Supporting Data)				
3	Grand Total				
4	Previous Earned To Date. (Item 3 from prior Claim)				
5	Earned this Month (3 minus 4)				

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**Certification of the Contractor or His Duly Authorized Representative**

To the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work shown on the Payment Request are correct; that all work has been performed and material supplied in full accordance with the terms and conditions of the construction contract on this project; that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate and that no part of the "total amount payable this estimate" has been received.

- |     |   |          |
|-----|---|----------|
| (a) | Total Earned to Date (Base Contract)<br>(Item 1 from reverse side)                        | \$ _____ |
| (b) | Total Earned to Date (Change Order, Supplemental Agreement)<br>(Item 2 from reverse side) | \$ _____ |
| (c) | Subtotal ("a" and "b" above); total amount earned to date                                 | \$ _____ |
| (d) | Total amount to be retained (    %) of ("c").   | \$ _____ |
| (e) | Subtotal net amount earned to date (sum of "c" minus "d" above)                           | \$ _____ |
| (f) | Advance for Allowable Materials delivered to site<br>(Item 6 from reverse side)           | \$ _____ |
| (g) | Total Payment allowed to date ("e" plus "f" above)  | \$ _____ |
| (h) | Less Previous Payments (Item "g" from prior claim)  | \$ _____ |
| (i) | Total Amount Payable this period ("g" minus "h" above)                                    | \$ _____ |

Contractor \_\_\_\_\_

By \_\_\_\_\_

**Certified and Approved As Per Terms of Contract**

To the best of my knowledge and belief, I certify that this progress payment does not exceed (    %) of the value of the work completed since the previous progress payment, if any plus (    %) of the value of acceptable prefabricated materials delivered to approved location for incorporation into work, but not installed, if any.

I further certify that this progress payment covers full payment for work completed since the previous progress payment, and that any payment for prefabricate materials delivered to approved location does not exceed (    %) of the value of the materials.

_____ Inspector	_____ Date	_____ Architect/Engineer	_____ Date
--------------------	---------------	-----------------------------	---------------

_____ Project Manager	_____ Date
--------------------------	---------------

\*Percentage retention to be determined prior to issuance to contractor.

This electronic form is distributed as an example only. The County makes no representation as to the accuracy of this electronic form or its embedded formulas and takes no responsibility for errors stemming from its use.



### Format C

Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Architect/Engineer \_\_\_\_\_

Project Title \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Capital Project No. \_\_\_\_\_ Specs. No. \_\_\_\_\_  
Tel. \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

This electronic form is distributed as an example only. The County takes no representation as to the accuracy of this electronic form or its embedded formulas and takes no responsibility for errors stemming from its use.



Format D

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



PROJECT MANAGEMENT DIVISION  
900 South Fremont Avenue  
Alhambra, California 91803  
626-300-2300

MATERIAL INVENTORY SUPPORTING  
CONTRACT PAYMENT REQUEST NO. \_\_\_\_\_

Contractor \_\_\_\_\_ Project Title \_\_\_\_\_  
Address \_\_\_\_\_ Contract No. \_\_\_\_\_  
Capital Project No. \_\_\_\_\_ Specs. No. \_\_\_\_\_  
Inventory No. \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_

**CERTIFICATION**

I certify that the following statements are a true and correct inventory of materials delivered to an approved location in connection with the work for the above project, which are not installed but which are to be incorporated in the project. The Contractor further certifies that these materials are free from liens and encumbrances.

Inspector/Date

Contractor/Date

CSI No.	Quantity	Division of Work/Description	Contract amount	Unit Price	Fund A (Job No. XXX)	Fund B (Job No. YYY)	Total

This electronic form is distributed as an example only. The County makes no representation as to the accuracy of this electronic form or its embedded formulas and takes no responsibility for errors stemming from its use.

COUNTY OF LOS ANGELES  
DEPARTMENTAL SERVICE ORDER

ATTACHMENT 3A

Type of Request  
☒ Original      ☐ Reduction  
☐ Supplement      ☐ Cancellation  
☐ Correction      (Please check one)

DATE: 11/16/2015

BFY: 2015 - 2016

REQUESTOR: Chief Executive Office

SERVICER: Department of Public Works

VENDOR #: DTPW47000

DSO

Doc Code

Doc Dept

Doc ID

If original, leave blank, else, input DSO #.

REQUESTOR ACCOUNTING INFORMATION

FUND	DEPT	UNIT	OBJECT	DEPT OBJ	FUNCTION	PROJECT	LINE AMOUNT
J22	CP	67941	See attached				\$1,059,359

East Antelope Valley Animal Shelter

ACTIVITY	LOCATION	PHASE	TASK ORDER

DESCRIPTION	AMOUNT
<b>FISCAL YEAR 2015 - 2016</b>	
To cover the cost of DPW services for the period from July 1, 2015 through June 30, 2016. (P93591HRP93591AC)	
Architectural Engineering Division	\$391,108
Building and Safety Division	\$7,128
Construction Division	\$1,530
Contract	\$229,230
Environmental Programs Division	\$816
GeoTechnical & Materials Engineering Division	\$1,817
Project Management Division I	\$270,633
Survey/Mapping & Property Management Division	\$12,799
<b>Sub Total</b>	<b>\$915,061</b>
Consultant Contract Recovery for Labor	\$89,394
Project Technical Support	\$54,904
<b>Grand Total</b>	<b>\$1,059,359</b>

REQUESTOR'S INFORMATION		SERVICER'S INFORMATION	
Contact Name		Contact Name	
Contact Phone#		Contact Phone#	
AUTHORIZED SIGNATURE		AUTHORIZED SIGNATURE	

For Auditor-Controller Use Only

I certify that sufficient funds for this DSO have been encumbered.	
Input by: _____ Date: _____	Approved by: _____ Date: _____

PINK: AUDITOR-CONTROLLER'S COPY

GREEN: REQUESTOR'S COPY

WHITE: SERVICER'S COPY

Los Angeles County Department of Public Works  
 Project Management Division I  
 Fiscal Year 2015-16

Project Name East Antelope Valley Animal Care Center  
 Project Manager: [REDACTED]  
 C.P. No.: 67941  
 PCA: P93591HR

Project Management Division I	Task Code	Minor Object	2015-16 Hourly Rate	Number of Hours	Annual Cost
Capital Projects Program Manager	ABA8	6087	\$ 223.00		\$ -
Sr. Capital Projects Manager	ABA7	6087	\$ 200.00		\$ -
Capital Projects Manager	ABA6	6087	\$ 177.00		\$ -
Capital Projects Management Associate	ABA5	6087	\$ 165.00		\$ -
Facility Project Manager I	ABA4	6087	\$ 147.00		\$ -
Capital Projects Management Assistant	ABA3	6087	\$ 132.00		\$ -
Secretarial Clerical	ABA2	6088	\$ 70.00		\$ -
Total Project Management Division I					\$ -

PM/CM As-Needed Services Contracts (Labor)	Task Code	Minor Object	2015-16 Hourly Rate	Number of Hours	Annual Cost
Capital Project Manager I	A037	6087	\$ 136.00		\$ -
Capital Project Manager II	A037	6087	\$ 146.00	1,853.7	\$ 270,633
Capital Project Manager III	A037	6087	\$ 165.00		\$ -
Administrative Assistant	A037	6088	\$ 77.00		\$ -
Total PM/CM As-Needed Services Contracts (Labor)					\$ 270,633

6097 Consultant Contract Recovery (16%) \$ 43,301

As-Needed Services Contracts (Non-Labor)	Task Code	Minor Object	2015-16 Hourly Rate	Annual Cost
Architectural/Engineering Fee	AA01	6058	Lump Sum	\$ 86,969
Asbestos Survey & Specs	AE23	6060	Lump Sum	\$ -
Asbestos Observation & Monitoring	AE23	6060	Lump Sum	\$ -
Geotechnical Survey	A615	6073	Lump Sum	\$ -
Deputy Inspection (Geotechnical)	X727	6061	Lump Sum	\$ -
Deputy Inspection (Materials Testing & Others)	X788	6062	Lump Sum	\$ 93,663
Environmental Documents (EIR/ND/CE)	X810	6067	Lump Sum	\$ -
Cost Estimating Services	X743	6063	Lump Sum	\$ 12,813
Topographic Site Survey	A960	6064	Lump Sum	\$ -
Constructability/Peer Reviews	X734	6072	Lump Sum	\$ -
Construction Management Support	X763	6065	Lump Sum	\$ -
Site Planning	A967	6059	Lump Sum	\$ -
Consultant Other-Labor Compliance Monitoring	AA51	6072	Lump Sum	\$ -
Commissioning - LEED Commissioning	AA75	6072	Lump Sum	\$ 9,133
Consultant-Other (Mileage)	AA51	6072	Lump Sum	\$ 3,766
Total As-Needed Services Contracts (Non-Labor)				\$ 206,344

Architectural Engineering Division	Task Code	Minor Object	2015-16 Hourly Rate	Number of Hours	Annual Cost
Architect/Engineer Design Services	AA01	6099	\$ 176.00		\$ -
Design Review Services	AA02	6085	\$ 200.00		\$ -
Contract Administration Services	AA03	6086	\$ 153.00	100.26	\$ 15,340
Construction Inspection Services	AA04	6083	\$ 143.00	613.19	\$ 87,686
A/E Design (Consultant)	AA01	6099	Lump Sum		\$ -
Construction Inspection (Consultant)	AA04	6083	Lump Sum		\$ 268,082
Labor Compliance (Consultant)	A037	6086	Lump Sum		\$ 20,000
Total Architectural Engineering Division					\$ 391,108

6097 Consultant Contract Recovery (16%) \$ 46,093.12

COUNTY OF LOS ANGELES  
**DEPARTMENTAL SERVICE ORDER**

Type of Request

- ☒ Original      ☐ Reduction  
☐ Supplement      ☐ Cancellation  
☐ Correction      (Please check one)

DATE: 11/18/2015

BFY: 2015 - 2016

REQUESTOR: Capital Projects

SERVICER: Fire Department

VENDOR #: \_\_\_\_\_

DSO

16FR0039

If original, leave blank, else, input DSO #.

Doc Code

Doc Dept

Doc ID

## REQUESTOR ACCOUNTING INFORMATION

FUND	DEPT	UNIT	OBJECT	DEPT OBJ	FUNCTION	PROJECT	LINE AMOUNT
A01	CP	69774					\$433

## RLANRC Inpatient Consolidation

ACTIVITY	LOCATION	PHASE	TASK ORDER

DESCRIPTION	AMOUNT
<b>FISCAL YEAR 2015 - 2016</b> To cover the cost of Fire Department services for the period from July 1, 2015 through June 30, 2016.  Fire Department Total	\$ 433 \$ 433
Note: For costs associated plan check service.	

REQUESTOR'S INFORMATION		SERVICER'S INFORMATION	
Contact Name		Contact Name	
Contact Phone#		Contact Phone#	
AUTHORIZED SIGNATURE		AUTHORIZED SIGNATURE	

## For Auditor-Controller Use Only

I certify that sufficient funds for this DSO have been encumbered.			
Input by:	Date:	Approved by:	Date:

PINK: AUDITOR-CONTROLLER'S COPY

GREEN: REQUESTOR'S COPY

WHITE: SERVICER'S COPY

COUNTY OF LOS ANGELES  
DEPARTMENTAL SERVICE ORDER ATTACHMENT - MULTIPLE ACCOUNTING LINES

ATTACHMENT 3B

**DSO**

Doc Code

Doc Dept

Doc ID

If Original, leave blank, else, input DSO #

Page 1 of 1

DSO Attachment Page #

**REQUESTOR ACCOUNTING INFORMATION**

LINE #	FUND	DEPT	UNIT	OBJECT	DEPT OBJ	ACTIVITY	FUNCTION	PROJECT	PHASE	TASK ORDER	LINE AMOUNT
1	J22	CP	67941	6023				67941			13,652
2	J22	CP	67941	6056				67941			86,969
3	J22	CP	67941	6062				67941			93,663
4	J22	CP	67941	6063				67941			12,813
5	J22	CP	67941	6072				67941			12,899
6	J22	CP	67941	6075				67941			7,128
7	J22	CP	67941	6079				67941			4,234
8	J22	CP	67941	6081				67941			2,633
9	J22	CP	67941	6083				67941			355,768
10	J22	CP	67941	6086				67941			35,340
11	J22	CP	67941	6087				67941			270,633
12	J22	CP	67941	6094				67941			54,904
13	J22	CP	67941	6097				67941			108,723
Page Total											1,059,359

PINK: AUDITOR-CONTROLLER'S COPY

Issued November 2015

GREEN: REQUESTOR'S COPY

WHITE: SERVICER'S COPY

00000619



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5<sup>th</sup> Floor  
Alhambra, CA 91803

**TRANSMITTAL NO. 7**

<b>PROJECT NAME:</b>	zKathleen's Test Project	<b>DATE:</b>	10.22.2018
<b>TO:</b>	Los Angeles County Department of Public Works	<b>REF:</b>	CCTF Project Controls Specialists Invoice #020
<b>CC:</b>		<b>SPECS:</b>	1234
		<b>CP NO.:</b>	12345

<b>WE ARE SENDING:</b>	<b>SUBMITTED FOR:</b>	<b>SENT VIA:</b>	<b>ACTION REQUESTED</b>
Change Order, Drawings	Approval	Hand Delivery	Approve
		<b>TRACKING NO.:</b>	
		123456678910	

ITEM	DATE	QTY.	REV.	DESCRIPTION	STATUS
01	09.04.2018	1	0	Invoice #020	NEW
02	10.31.2018	1	0	Encumbrance Request	CLO
03	10.23.2018	1	0	Contract Documents	ANR
04	10.30.2018	1	0	Notice to Proceed	AAN
05	11.07.2018	1	0	Cost Worksheet	NEW

**REMARKS:**

This is just a test of the transmittal form.

Signed: \_\_\_\_\_  
Department of Public Works

**LACDPW - Project Management Division**

Public Works Headquarters Bldg.  
900 South Fremont Avenue, 5th Floor  
Alhambra, CA 91803

**TRANSMITTAL****No. 00141****PROJECT:** Consolidated Corr Treatment Facility**DATE:** 10/18/2018**TO:** LACDPW - FISCAL DIVISION  
900 South Fremont, 7th Floor  
Alhambra, CA 91803**REF:** CCTF Partners Invoice #020  
PW15041**SPEC. NO:** 7301**CP NO:** 69800**ATTN:** [REDACTED]

WE ARE SENDING:		SUBMITTED FOR:	
<input type="checkbox"/> Shop Drawings	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Approved as Submitted	
<input type="checkbox"/> Letter	<input type="checkbox"/> Your Use	<input type="checkbox"/> Approved as Noted	
<input type="checkbox"/> Prints	<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned After Loan	
<input type="checkbox"/> Change Order	<input type="checkbox"/> Review and Comment	<input type="checkbox"/> Resubmit	
<input type="checkbox"/> Plans		<input type="checkbox"/> Submit	
<input type="checkbox"/> Samples	<b>SENT VIA:</b>	<input type="checkbox"/> Returned	
<input type="checkbox"/> Specifications	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Returned for Corrections	
<input checked="" type="checkbox"/> Other: Invoice	<input type="checkbox"/> Separate Cover Via	<input type="checkbox"/> Due Date:	

ITEM	DATE	COPIES	REV.	DESCRIPTION	STATUS
1	10/12/2018	1		CCTF Partners Invoice #020 (\$416,557.06)	NEW

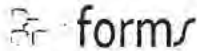
**Remarks:** Attached please find CCTF Partners Invoice #020 for the amount of \$416,557.06 under PW15041, for processing.

Please confirm receipt - sign and date below.

X \_\_\_\_\_ Date \_\_\_\_\_

**CC:** File**Signed:** [REDACTED]

[Records List](#)



## Request For AED JOC Services

**Tracking #601095**

New/Supplement  
Division  
Lead Project Manager  
Phone

New  
Project Management Division I

Please ensure the request follows the [JOC Program Guidelines](#). Any deviation will require Deputy approval.

### PROJECT INFORMATION

Project Name Will Rogers Access Improvements  
Description Roadway improvements to entrance and exit of Will Rogers parking lot number 3 and modification of storm drainage system.  
Project ID 1298  
(PCS No. or PIV No.)  
Address  
City  
State  
Zip Code  
SD1 | SD2 | SD3 | SD4 | SD5 |  
C.P. 87304 Specs  
Total Estimated Construction Cost \$375,000.00  
(including contingencies)  
Estimated Construction Start Date 4/4/2016  
Estimated Construction Completion Date 6/30/2016  
Signing Authority  
(Fill Self Head or Dep. Head)

### BILLING INFORMATION

Project (PCA) P15900AC  
Scope of Service Roadway improvements to entrance and exit of Will Rogers parking lot number 3 and modification of storm drainage system.  
Prepared By

Please follow the [approval process](#).

### FOR AED PROCESSING ONLY

JOC Assignment  
Notes

#### History

November 3, 2015 at 1:49 PM

[View Status and History](#)



December 7, 2015

## CONSTRUCTION TASK CATALOG LINE ITEM ADDITION REQUEST

PROJECT MANAGER

CONTRACTOR AND CONTRACT #

PROJECT NAME AND WORK ORDER NUMBER

AMMENDED LINE ITEM % OF TOTAL WORK ORDER AMOUNT:

### TASK FOR AMMENDMENT/INCLUSION

#### REQUIRED INFORMATION

1. Task Description:
2. Task Notes:
3. Task Unit of Measure:

MATERIAL(S) FOR AMMENDMENT/INCLUSION

#### REQUIRED INFORMATION

1. Material(s) Description:
2. Material(s) Notes:
3. Material(s) Manufacturer:
4. Material(s) Model Number:
5. Material Price(s) (Price should be "Price to Contractor"):
6. Source Of (Each) Material Price and Company Name:
7. Source Of (Each) Material Price Contact Name:
8. Source Of (Each) Material Price Phone Number:
9. Is Price FOB or Delivered To Site:
10. What is the quantity the material quote is based upon?

#### LABOR FOR AMMENDMENT/INCLUSION

1. Installation Crew Composition:
2. Installation Crew Productivity:
3. Demolition Crew Composition:
4. Demolition Crew Productivity:

#### EQUIPMENT FOR AMMENDMENT/INCLUSION

1. Equipment Required For Installation:

REQUIRED INFORMATION

2. Equipment Required For Demolition:

MODIFIERS FOR AMMENDMENT/INCLUSION

1. Material Discount Breakpoints/Discounts:
2. Labor Discount Breakpoints/Discounts:

\*If the price is "List," provide appropriate discount.

CONTRACTOR COMMENTS

## JOC WORK ORDER REQUEST FOR PROPOSAL/NOTICE TO PROCEED CHECKLIST

JOC #: 1805-005.01B1JOC One Year Anniversary Date: 7/25/2020

JOC Contractor: \_\_\_\_\_

Cost Estimate Value: \$100,000.00Work Order Amount: \$122,334.73Project Name: Alcazar Spray Booth ReplacementPCS ID No.: 1563Sup District: 1Board-Approved Project Budget: \$200,000

Project Manager: \_\_\_\_\_

Requesting Division: PMD II Phone: 626-300-3271PCA: P9700050Work Order Start Date: 11/21/2019Client Dept.: DPW, Operational ServicesWork Order Completion Date: 2/28/2020

Work Order Classification: Base Work (B)  
(Check only 1 Box) Bulk Scope (B1) ☒  
Make Ready (B2) ☐  
Long Lead (B3) ☐  
Phased Package (B4) ☐

Supplemental Work (S)  
Unforeseen Site Conditions (S1) ☐  
Errors & Omissions (S2) ☐  
Tenant Requested Change (S3) ☐

LTWHP: Not Applicable ☒  
Best Effort ☐  
Mandatory ☐

Board-Approved Project Budget:  
Less than \$500,000 ☐  
Between \$500,000 and \$2,500,000 ☐  
Greater than \$2,500,000 ☐

Scope of Work Synopsis for DPW Website: Demolition of existing spray booth. Upgrade wall to 1-hour rating.

Demolition of hazardous material. See attached written scope documents.

	T	F		T	F
Work scheduled to be completed prior to JOC one year anniversary date	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Work is not anticipated to extend more than 90 days past one year anniversary date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM verified that Scope of Work is not new construction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If False, use another JOC		
If False (F), do not proceed			Overall construction cost for the project does not exceed the total JOC contract amount (including NTPs for same project)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scope of Work does not include design work or design consulting fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PM reviewed and approved cost proposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
If False (F), do not proceed			If False (F), obtain PM approval before proceeding		
Non Pre-Priced Items: N/A	None	<input checked="" type="checkbox"/>	Proceed Orders	None	<input checked="" type="checkbox"/>
PM worked w/ JOC Administrator to incorporate Non Pre-Priced items in CTC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Deputy Director has approved any Proceed Orders issued	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maintenance Project N/A (not subject to \$75K Delegated Authority Limit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Work Order Amount exceeds \$75,000 N/A (for repair & refurbishment projects subject to PCC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Order Amount exceeds \$150,000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Board authorized use of JOC for Project/Work Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If True, provide Board Notification Date: _____ Attach copy of Board Notification			If True, provide Board Approval Date: <u>3/6/2018</u> Attach copy of Board Letter		
Work Order Signature Authority: Vince Yu			If False (F), PM to obtain Board approval for use of JOC prior to issuance of Work Order		

Contract Administrator: \_\_\_\_\_

BRCD Administration: \_\_\_\_\_

Date 11/25/2019Date 11/25/2019

October 6, 2020

Approved \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_  
Project Management Division II

**EL SEGUNDO PUMP STATION – ROOF REPLACEMENT PROJECT  
PARTIAL ACCEPTANCE OF CONTRACT  
JOB ORDER CONTRACT WORK ORDER 1904-007.01B1  
CONTRACT PW 15322  
PROJECT ID 00001757; PROJECT P9700104**

**RECOMMENDED ACTIONS:**

1. Accept the contract work completed by New Creation Builders for Job Order Contract Work Order 1904-007.01B1.
2. Approve the release of retention for Work Order 1904-007.01B1 withheld from the contract. The total retention to be released is \$3,400.87.
3. Instruct Fiscal Division to release the \$3,400.87 retention immediately, and notify New Creation Builders, 17809 Clark Avenue, Bellflower, California 90706, of the actions taken.

**DISCUSSION:**

The work included the repair of existing roof to substrate, flashing, vents, and all electrical wiring attached through roofing material. It also includes providing new drains, R8 rigid insulation, install 3 ply SBS mechanically fastened base with 30-year warranty on material, and labor.

The project was completed in accordance with the job order contract and specifications. The contractor's Certificate of Compliance and the performance evaluation form have been completed, see attachments.

- ☒ No red-lined as-builts or architectural record documents are required for this project.
- ☐ Red-lined as-builts or architectural record documents have been received for this project.
- ☒ We obtained final clearance from the Office of Countywide Contract Compliance on August 25, 2020.

October 6, 2020

Page 2

- ☐ This Work Order is less than \$10,000 and there was no construction labor involved. Therefore, clearance from the Office of Countywide Contract Compliance is not required.
- ☒ The contractor's Certificate of Compliance was received.
- ☒ All required warranties were received and delivered.
- ☐ The contractor may be charged for missing reports and/or other or Equal Employment Opportunity/Affirmative Action (EEO/AA) violations.  
\$0 \_\_\_\_\_ will be withheld in retention (\$200 X number of missing reports X number of months overdue).
- ☒ No stop notices have been received for this project.
- ☐ \$0 \_\_\_\_\_ stop notices have been received for this project.  
\$0 \_\_\_\_\_ will be withheld in retention (125 percent of all stop notices).
- ☐ \$0 \_\_\_\_\_ will be withheld in retention for Contractor disputed work (150 percent of all disputed work).

Amounts withheld:

Missing Reports and/or EEO/AA Violations	\$ _____ 0
Stop Notices	\$ _____ 0
Disputed Work	\$ _____ 0
<b>Total Amount Withheld in Retention</b>	<b>\$ _____ 0</b>

Authority for this action is delegated to the Director under Section 2.18.050 of the County Code.

VM:cl

U:\pmd\II\general\Facilities Reinv Prog\El Segundo Pump Sta\02000\PAM-NCB-1904-007.01B1

Attach.

cc: Internal Services Department

# EEO CLEARANCE REQUEST

TO BE COMPLETED BY REQUESTING DEPARTMENT

DATE: \_\_\_\_\_ DCO ASSIGNED TO PROJECT: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_  
PROJECT NUMBER: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_  
CONTRACTOR NAME: \_\_\_\_\_  
CONSTRUCTION START DATE: \_\_\_\_\_  
CONSTRUCTION COMPLETION DATE: \_\_\_\_\_  
PERSON REQUESTING CLEARANCE:  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TO BE COMPLETED BY COUNTYWIDE CONTRACT COMPLIANCE SECTION

PROJECT CLEARED \_\_\_\_\_ YES \_\_\_\_\_ NO

Comments/IF NO, EXPLAIN:

DEPUTY COMPLIANCE OFFICER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SM Date: \_\_\_\_\_

**Upon Clearance, the department will no longer be billed for EEO compliance monitoring activities by the Countywide Contract Compliance Section. Email completed**

EEO CLEARANCE REQUEST 10/16/2014

Project No. 1904-007.01B1  
Project Name: SWM El Segundo Pump Plant Reroofing Project  
Location:  
Proponent: DPW-County of Los Angeles

## **NOTICE OF FINAL COMPLETION**

18 August 2020

To:

**Project Manager  
LADPW Headquarter  
900 S. Fremont Ave., Alhambra, CA 91803**

As of the indicated date herein **NEW CREATION BUILDERS** has completed all contract requirements for the above referenced project.

**DATE OF FINAL COMPLETION**

**18 August  
2020**

We request that you file the appropriate paperwork as per the contract documents so that our retention can begin aging as of this date.

Requested by:

18 August  
2020  
Date

\_\_\_\_\_  
Project Manager

*Above Notice of Final Completion is in reference to:*

***SWM El Segundo Pump Plant Reroofing Project***

***DPW-County of Los Angeles***



Project No. 1904-007.01B1  
Project Name: SWM El Segundo Pump Plant Reroofing Project  
Location:  
Proponent: DPW-County of Los Angeles

## **WARRANTY CERTIFICATE**

We, NEW CREATION BUILDERS, does hereby warrant and guarantee that part of the work described above which we have finished and or installed LIMITED TO **DPW in LA County in CA** is in accordance with the Contract Documents and that all said work as installed will fulfill and exceed all the warranty and guarantee requirements. We agree to repair or replace work installed by us together with the adjacent work which is displaced or damaged by so doing, that proves to be defective in workmanship, materials or operation within the period of (one) 1 year from the date of acceptance of the Owners, ordinary wear and tear, unusual neglect or abuse expected. In the event of our failure to comply with above mentioned conditions within a reasonable time period, we authorize the Owner to have said defective work repaired and/or replaced and make good, and agree to pay Owner upon demand of all monies that the Owner may expend in making good said defective work. The warranty on the project is good for (one) 1 year from the date of **18 August 2020.**

\_\_\_\_\_  
Project Manager

18 August  
2020  
\_\_\_\_\_  
Date

*Above Warranty Certificate is in reference to:*

***SWM El Segundo Pump Plant Reroofing Project***

***DPW-County of Los Angeles***

Project No. 1904-007.01B1  
Project Name: SWM El Segundo Pump Plant Reroofing Project  
Location:  
Proponent: DPW-County of Los Angeles

### **CERTIFICATE OF COMPLIANCE**

We, **NEW CREATION BUILDERS**, hereby certify that all work has been performed and materials supplied in accordance with the drawings, specifications and contract documents for the above work, and that:

1. Not less than the prevailing rates of wages as ascertained by the Department has been paid to laborers, workers, and mechanics employed on this work.
2. There have been no unauthorized substitutions of subcontractor; nor have any unauthorized subcontracts been entered into.
3. No subcontract was assigned or transferred or performed by anyone other than the original subcontractor; except as provided in Sections 4100-4113, inclusive, of the Public Contract Code.

18 August  
2020

Date

\_\_\_\_\_  
Project Manager

*Above Certificate of Compliance is in reference to:*

***SWM El Segundo Pump Plant Reroofing Project***

***DPW-County of Los Angeles***

## CONTRACT DATABASE - CONTRACTOR REPORT CARD

Contract No. PW15322 - JOC 1904-007.01B1
Contractor:
Project: El Segundo Pump Plant Roof Replacement Project.
Project Manager:

<b>Evaluation Rating Period</b> Start: May 2020 End: June 2020	Final Contract Amount: \$68,017.50
Project Start Date: May 13, 2020	Acceptance Date: October 2020

<b>Quality of Service</b>	
Was the quality of service as specified in the contract delivered?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Were any quality discrepancies noted?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If so, were these discrepancies significant?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Timeliness</b>	
Did the contractor meet times and dates for contract requirements?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Did the contractor submit all required reports in a timely manner?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Availability</b>	
Did the contractor respond in a timely manner when problems arose?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Corrective Action</b>	
Did the contractor correct discrepancies in a timely manner?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Were there any issues not resolved?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Completeness</b>	
Did the contractor complete the contractual terms as outlined in the specifications?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Personnel</b>	
Were there any known violations of contract wage requirements?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Were there any safety law violations?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Professionalism</b>	
Did the contractor conduct themselves in a professional manner?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Insurance</b>	
Did the contractor maintain appropriate insurance as required by the contract throughout the contract period?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<b>Overall Rating</b>	
Would you recommend this contractor for another project?	<input type="checkbox"/> UNDETERMINED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO



# COUNTY OF LOS ANGELES

## DEPARTMENT OF PUBLIC WORKS

*"To Reach Lives Through Effective and Caring Service"*

800 SOUTH FREMONT AVENUE  
ALHAMBRA, CALIFORNIA 91803-1460  
Telephone: (626) 438-5100  
<http://dpw.lacounty.gov>

ADDRESS ALL CORRESPONDENCE TO:  
P.O. BOX 1460  
ALHAMBRA, CALIFORNIA 91803-1460

URGENTLY PLEASE  
REFER TO FILE **PJ-1**

May 13, 2020

Dear

**JOB ORDER CONTRACT  
NOTICE TO PROCEED  
WORK ORDER TITLE:**

**SWM El Segundo Pump Plant Roof  
Replacement**

**WORK ORDER NO.:  
FACILITY NAME:  
LOCATION:**

**1904-007.01B1; C.P. N/A; Project P9700104  
SWM El Segundo Pump Plant**

**LTWHP:  
CONTRACT REFERENCE:**

**N/A  
JOC1904/PW15322 Dated August 22, 2019**

The County of Los Angeles authorizes you to proceed with the above-referenced work order for the fixed price of \$68,017.50. The work shall be done in accordance with the enclosed final Detailed Scope of Work; the May 13, 2020, Cost Proposal; the April 14, 2020, Joint Scope Meeting; and any approved submittals and drawings pertaining to the project. The work order schedule is as follows:

Construction Start: May 13, 2020  
Construction Duration: 34 Calendar Days  
Construction Completion: June 16, 2020

**NOTE: Liquidated damages WILL apply.**

Mr.  
May 13, 2020  
Page 2

If you have any questions or require additional information regarding this work order, please contact the Project Manager

Very truly yours,

Director of Public Works

Assistant Deputy Director  
Project Management Division II

Enc

cc: Internal Services Department (Countywide Contract Compliance Section)

FEE AUTHORIZATION

WORK ORDER TITLE: SWM El Segundo Pump Plant Roof Replacement  
WORK ORDER NO.: 1904-007.01B1; C.P. N/A; Project P9700104  
WORK ORDER AMOUNT: \$68,017.50  
THE GORDIAN GROUP FEE: \$1,428.37 (2.10% of Work Order Amount)  
CONTRACT REFERENCES: JOC1904 / PW15322 dated August 22, 2019  
Contract/PW15207  
dated November 8, 2018

Signature:

This document is for County internal use only. **Please do NOT pay vendor from this document.** The vendor will provide an invoice after the County's issuance of the JOC Work Order Notice to Proceed.

**ENCLOSURE**

**DETAILED SCOPE OF WORK**

**WORK ORDER TITLE:** SWM EI Segundo Pump Plant Roof Replacement  
**WORK ORDER NO.:** 1904-007.01B1 C.P. N/A Project P9700104

**DETAILED SCOPE OF WORK:** ☐ Proposed ☒ Final

Repair existing roof to substrate, flashing, vents, and all electrical wiring attached through roofing material. Provide new drains, R8 rigid insulation, install 3 ply SBS mechanically fastened base with 30 yr. warranty on material, and labor.



## JOC WORK ORDER REQUEST FOR PROPOSAL/NOTICE TO PROCEED CHECKLIST



JOC #: _____	JOC One Year Anniversary Date: _____
Cap Project #: _____	Cost Estimate Value: _____
JOC Contractor: _____	Work Order Amount: _____
Project Name: _____	PCS ID No.: _____
Sup District: _____	Board-Approved Project Budget: _____
Project Manager: _____	Requesting Division: _____ Phone: _____
Contractor Contact: _____	Work Order Start Date: _____
PCA: _____	Work Order Completion Date: _____
Client Dept.: _____	Joint Scope Meeting Date: _____

Work Order Classification: (Check only 1 Box) Base Work (B) <input type="checkbox"/> Bulk Scope (B1) <input type="checkbox"/> Make Ready (B2) <input type="checkbox"/> Long Lead (B3) <input type="checkbox"/> Phased Package (B4) <input type="checkbox"/>	Supplemental Work (S) <input type="checkbox"/> Unforeseen Site Conditions (S1) <input type="checkbox"/> Errors & Omissions (S2) <input type="checkbox"/> Tenant Requested Change (S3) <input type="checkbox"/>
--	---

LTWHP: (Check only 1 Box) (Based on Work Order Amount) Not Applicable <input type="checkbox"/> Best Effort <input type="checkbox"/> Mandatory <input type="checkbox"/>	Board-Approved Project Budget: Less than \$500,000 <input type="checkbox"/> Between \$500,000 and \$2,500,000 <input type="checkbox"/> Greater than \$2,500,000 <input type="checkbox"/>
---	---

Scope of Work Synopsis for DPW Website: \_\_\_\_\_

	T	F		T	F
Work scheduled to be completed prior to JOC one year anniversary date	<input type="checkbox"/>	<input type="checkbox"/>	Work is not anticipated to extend more than 90 days past one year anniversary date	<input type="checkbox"/>	<input type="checkbox"/>
			If False, use another JOC		
PM verified that Scope of Work is not new construction	<input type="checkbox"/>	<input type="checkbox"/>	Overall construction cost for the project does not exceed the total JOC contract amount (including NTPs for same project)	<input type="checkbox"/>	<input type="checkbox"/>
If False (F), do not proceed					
Scope of Work does not include design work or design consulting fees	<input type="checkbox"/>	<input type="checkbox"/>	PM reviewed and approved cost proposal	<input type="checkbox"/>	<input type="checkbox"/>
If False (F), do not proceed			If False (F), obtain PM approval before proceeding		
Non Pre-Priced Items:	None	<input type="checkbox"/>	Proceed Orders	None	<input type="checkbox"/>
PM worked w/ JOC Administrator to incorporate Non Pre-Priced items in CTC	<input type="checkbox"/>	<input type="checkbox"/>	Division Head has approved proceed order	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Project (not subject to \$75K Delegated Authority Limit)	<input type="checkbox"/>	<input type="checkbox"/>	Work Order Amount exceeds \$75,000 (for repair & refurbishment projects subject to PCC)	<input type="checkbox"/>	<input type="checkbox"/>
Work Order Amount exceeds \$150,000	<input type="checkbox"/>	<input type="checkbox"/>	Board authorized use of JOC for Project/Work Order	<input type="checkbox"/>	<input type="checkbox"/>
If True, provide Board Notification Date: Attach copy of Board Notification	_____		If True, provide Board Approval Date: Attach copy of Board Letter	_____	
Work Order Signature Authority:	_____		If False (F), PM to obtain Board approval for use of JOC prior to issuance of Work Order		

Contract Administrator: \_\_\_\_\_  
 BRCD Administration: \_\_\_\_\_

Date \_\_\_\_\_  
 Date \_\_\_\_\_



## JOC WORK ORDER REQUEST FOR PROPOSAL/NOTICE TO PROCEED CHECKLIST



JOC #: _____	JOC One Year Anniversary Date: _____
Cap Project #: _____	Cost Estimate Value: _____
JOC Contractor: _____	Work Order Amount: _____
Project Name: _____	PCS ID No.: _____
Sup District: _____	Board-Approved Project Budget: _____
Project Manager: _____	Requesting Division: _____ Phone: _____
Contractor Contact: _____	Work Order Start Date: _____
PCA: _____	Work Order Completion Date: _____
Client Dept.: _____	Joint Scope Meeting Date: _____

Work Order Classification: (Check only 1 Box) Base Work (B) <input type="checkbox"/> Bulk Scope (B1) <input type="checkbox"/> Make Ready (B2) <input type="checkbox"/> Long Lead (B3) <input type="checkbox"/> Phased Package (B4) <input type="checkbox"/>	Supplemental Work (S) <input type="checkbox"/> Unforeseen Site Conditions (S1) <input type="checkbox"/> Errors & Omissions (S2) <input type="checkbox"/> Tenant Requested Change (S3) <input type="checkbox"/>
--	---

LTWHP: (Check only 1 Box) (Based on Work Order Amount) Not Applicable <input type="checkbox"/> Best Effort <input type="checkbox"/> Mandatory <input type="checkbox"/>	Board-Approved Project Budget: Less than \$500,000 <input type="checkbox"/> Between \$500,000 and \$2,500,000 <input type="checkbox"/> Greater than \$2,500,000 <input type="checkbox"/>
---	---

Scope of Work Synopsis for DPW Website: \_\_\_\_\_

	T	F		T	F
Work scheduled to be completed prior to JOC one year anniversary date	<input type="checkbox"/>	<input type="checkbox"/>	Work is not anticipated to extend more than 90 days past one year anniversary date	<input type="checkbox"/>	<input type="checkbox"/>
			If False, use another JOC		
PM verified that Scope of Work is not new construction	<input type="checkbox"/>	<input type="checkbox"/>	Overall construction cost for the project does not exceed the total JOC contract amount (including NTPs for same project)	<input type="checkbox"/>	<input type="checkbox"/>
If False (F), do not proceed					
Scope of Work does not include design work or design consulting fees	<input type="checkbox"/>	<input type="checkbox"/>	PM reviewed and approved cost proposal	<input type="checkbox"/>	<input type="checkbox"/>
If False (F), do not proceed			If False (F), obtain PM approval before proceeding		
Non Pre-Priced Items:	None	<input type="checkbox"/>	Proceed Orders	None	<input type="checkbox"/>
PM worked w/ JOC Administrator to incorporate Non Pre-Priced items in CTC	<input type="checkbox"/>	<input type="checkbox"/>	Division Head has approved proceed order	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Project (not subject to \$75K Delegated Authority Limit)	<input type="checkbox"/>	<input type="checkbox"/>	Work Order Amount exceeds \$75,000 (for repair & refurbishment projects subject to PCC)	<input type="checkbox"/>	<input type="checkbox"/>
Work Order Amount exceeds \$150,000	<input type="checkbox"/>	<input type="checkbox"/>	Board authorized use of JOC for Project/Work Order	<input type="checkbox"/>	<input type="checkbox"/>
If True, provide Board Notification Date: _____ Attach copy of Board Notification			If True, provide Board Approval Date: _____ Attach copy of Board Letter		
Work Order Signature Authority: _____			If False (F), PM to obtain Board approval for use of JOC prior to issuance of Work Order		

Contract Administrator: \_\_\_\_\_  
 BRCD Administration: \_\_\_\_\_

Date \_\_\_\_\_  
 Date \_\_\_\_\_

For DPW Internal Use Only

**CHECKLIST**  
**TO ISSUE NOTICE TO PROCEED**  
**FOR JOC WORK ORDERS**

JOC #:	W.O. Construction Cost:
	(PROPOSAL TOTAL)
JOC Contractor:	JOC One Year Anniversary Date:
Project Name:	
Project Manager:	Requesting Division:
	Phone:
Anticipated W.O. Construction Start Date:	
Anticipated Completion Date:	

	T	F		T	F
Work scheduled to be completed prior to JOC one year anniversary date	<input type="checkbox"/>	<input type="checkbox"/>	Work is not anticipated to extend more than 90 days past one year anniversary date	<input type="checkbox"/>	<input type="checkbox"/>
			If False, use another JOC		
PM verified that Scope of Work is not new construction	<input type="checkbox"/>	<input type="checkbox"/>	Overall construction cost for the project does not exceed \$4.3 million (including NTPs for same project)	<input type="checkbox"/>	<input type="checkbox"/>
If False (F), do not proceed					
Scope of Work does not include design work or design consulting fees	<input type="checkbox"/>	<input type="checkbox"/>	PM reviewed and approved proposal	<input type="checkbox"/>	<input type="checkbox"/>
If False (F), do not proceed			If False (F), obtain PM approval before proceeding		
Non Pre-Priced Items:	None	<input type="checkbox"/>	Proceed Orders	None	<input type="checkbox"/>
Non Pre-Priced amount is within established limits	<input type="checkbox"/>	<input type="checkbox"/>	Deputy Director has approved any Proceed Orders issued	<input type="checkbox"/>	<input type="checkbox"/>
Total Work Order amount: \$			JOC Administrator verified that Non Pre-Priced item(s) are specifically unique to work order and are not included in Construction Task Catalog	<input type="checkbox"/>	<input type="checkbox"/>
Non Pre-Priced Amount: \$					
Total Work Order amount up to \$500,000 (Limit: 10% of Work Order amount)					
Total Work Order amount more than \$500,000 (Limit: \$50K + 5% x (amount over \$500,000))					
If False (F), obtained Assistant Director Approval	<input type="checkbox"/>	<input type="checkbox"/>			

Contract Administrator	Date
------------------------	------

CC: PM

REVISED: 10/15/14

### NOTICE OF PRECONSTRUCTION MEETING.

ALL OF THE INFORMATION REQUESTED ON THIS FORM MAY NOT BE APPLICABLE TO YOUR PROJECT.  
PLEASE COMPLETE ALL INFORMATION THAT DOES APPLY.

ADMINISTERING DEPT. \_\_\_\_\_ ☐ CONSTR. DIV. ☐ PMD # \_\_\_\_\_ SUPERVISORY DIST. # \_\_\_\_\_

*(Accounts to be charged to Client Department)*

☐ CEO Capital Projects ☐ CEO-State & Federal Disaster ☐ ISD-JOC ☐ PW-JOC ☐ PW-Flood  
☐ PW-Road ☐ PW-Sanitation ☐ Aviation ☐ A & E ☐ Parks & Recreation  
☐ OTHER (Specify) \_\_\_\_\_

FISCAL/BILLING DEPARTMENT CONTACT: \_\_\_\_\_  
PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

LIAISON ENGINEER or PM: \_\_\_\_\_  
PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

Project ID No. \_\_\_\_\_ Cash Contract No. \_\_\_\_\_ CP No. \_\_\_\_\_  
Specification No. \_\_\_\_\_ JOC No. \_\_\_\_\_ ☐ JOC Change Order DSR No. \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

NUMBER OF SUBS: \_\_\_\_\_

CONTRACT AMOUNT: \$ \_\_\_\_\_

Type of Funding: ☐ FEDERAL FUNDS ☐ COUNTY GENERAL FUNDS ☐ BANK TRUST FUND ☐ EARTHQUAKE  
☐ OTHER (Explain) \_\_\_\_\_

TOTAL CONSTRUCTION DAYS: \_\_\_\_\_

PROJECT AWARD DATE: \_\_\_\_\_

EST. JOB START: \_\_\_\_\_ EST. JOB FINISH: \_\_\_\_\_

#### ISD OFFICE USE ONLY

DATE NOTICE RECEIVED: \_\_\_\_\_ DEPUTY ASSIGNED: \_\_\_\_\_

DATE OF PRECON MTG: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: (ATTACH DIRECTIONS OF DIFFERENT FROM NORMAL MEETING LOCATIONS AND/OR DIFFICULT TO FIND)

SITE PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

RETURN TO: INTERNAL SERVICES DEPARTMENT  
Countywide Contract Compliance  
1000 South Fremont Avenue  
Bldg. A-9E 1<sup>st</sup> Floor; Mail Unit #24  
OR  
[REDACTED]

## EEO CLEARANCE REQUEST

### TO BE COMPLETED BY REQUESTING DEPARTMENT

DATE: 3/30/15	ISD Deputy Compliance Officer: [REDACTED]
DEPARTMENT: Public Works	
PROJECT NUMBER: Work Order 1127-005.01 - P70978HR/P70978AC	
PROJECT NAME: Coroner Facility	
CONTRACTOR NAME:	
CONSTRUCTION START DATE: May 3, 2013	
CONSTRUCTION COMPLETION DATE: May 24, 2013	
PERSON REQUESTING CLEARANCE:	
NAME [REDACTED]	
TITLE: Principal Facilities Project Manager	
EMAIL: [REDACTED]	
Email completed form to	

### TO BE COMPLETED BY COUNTYWIDE CONTRACT COMPLIANCE SECTION

Project Cleared	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Date Cleared: 4/10/15
Comments/IF NO, EXPLAIN:			
<div style="border: 1px solid black; padding: 10px; min-height: 100px;">This is to inform you that MTM Construction has met the requirements for Equal Employment Opportunity (EEO) clearance for project number 1127-005.01.</div>			
DEPUTY COMPLIANCE OFFICER NAME: [REDACTED]			DATE: 4/10/15
SM Date: 4/14/15 DS			

Upon Clearance, the department will no longer be billed for EEO compliance monitoring activities by the Countywide Contract Compliance Section. Email completed form to:  
EEO CLEARANCE REQUEST 10/22/2014



LACDPW – Project Management Division  
Public Works Headquarters Building  
900 South Fremont Avenue, 5th Floor  
Alhambra, CA 91803

## SITE INCIDENT REPORT

<b>PROJECT NAME:</b>	zKathleen's Test Project	<b>CP NO.:</b>	12345
<b>FACILITY:</b>	Pitchess Detention Center	<b>DATE/TIME OF INCIDENT:</b>	11.06.2018 06:00AM
<b>SCOPE OF PROJECT WORK:</b>	Project Management		
<b>CONTRACTOR:</b>		<b>SUBCONTRACTOR(S):</b>	-----
<b>PROJECT MANAGER:</b>		<b>COUNTY INSPECTOR:</b>	N/A
<b>COUNTY REPRESENTATIVES ON SITE WHEN INCIDENT OCCURRED:</b>			
<b>TYPE OF INCIDENT:</b>	Brush fire on east side of property.		
<b>PERSON(S) INJURED:</b>	N/A		
<b>PROPERTY DAMAGE:</b>	N/A		
<b>PARTIES CALLED TO ASSIST:</b>	Los Angeles County Fire		
<b>SUMMARY OF INCIDENT:</b>	was using a welding machine and sparks caught dry brush on fire. Small fire was extinguished by LA County Fire.		
<b>RESOLUTION:</b>	will provide fire watch moving forward.		
<b>REPORT PREPARED BY:</b>		<b>DATE:</b>	11.07.2018

**ATTACHMENT(S):**

General Duct After (1).jpg



## SITE INCIDENT REPORT

Facility:	
Date of Incident:	Time:
Scope of Project Work:	
Contractor:	Subcontractor:
Project Manager:	County Inspector:
County Representatives on site when incident occurred:	
Type of Incident:	
Persons Injured:	
Property Damage:	
Parties Called to Assist:	
Summary of Incident	
Resolution:	
Report Prepared by:	Date:



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



## **PROTOCOLS FOR PROVIDING MENTAL HEALTH SERVICES AFTER A CRITICAL INCIDENT**

Generally, when a natural death occurs in a County department, the appropriate response for the employees is through the County's Employee Assistance Program. They will make appointments and go to the sites to provide debriefing services for the impacted staff.

Department of Mental Health (DMH) will respond to traumatic events whether in the community, a County department, or any other agency with no resources. The service DMH provides consists of crisis intervention, normalization of the stress response that survivors may be experiencing, stress management techniques and resources if the stress reactions increase in frequency or intensity. Services are provided in the language of the participants whenever possible. They are provided to as few as one person in need or to a room filled with 100 concerned citizens. For large groups we remain after the meeting to interact with people individually who are still upset or have questions and need further assistance.

For businesses that have worker's compensation benefits and/or the ability to pay, DMH will give the names of at least 3 private providers from whom these businesses can secure services.

The following are a list of the types of agencies the Department of Mental Health responds to and the protocols for each:

### **Construction Sites**

DMH responds to Public Works, ISD, or city site where a critical incident has taken place. The response may be within a few hours of the incident or as long as a few days after the incident, depending on when the request is made. If someone on the crew is too traumatized to return to work, an effort is made to outreach to that person, first telephonically and then in person.

### **County Departments**

DMH responds to all County departments after a critical incident such as a death by suicide, murder, accident of a co-worker or someone on their caseload as well as other events where the person survives but they and/or their co-workers are traumatized. DMH also responds to County departments after a disaster such as a major earthquake or flooding.

### **Community at Large**

DMH responds to critical incidents in the community such as drive-by-shootings, suicides in view of citizens, fatal accidents, robberies at gun point, etc. Calls are often made by police, fire departments, or the LA City Mayor's Crisis Response Team. DMH also provides a myriad of services to the community after a local or major disaster.

Requests for any of these services can be made by calling the office of the Emergency Outreach Bureau's Deputy Director, [REDACTED] during normal business hours or the ACCESS Center [REDACTED] evenings, holidays and weekends.

## PROJECT DELIVERY CHECKLIST

### SIGNATURE SHEET

#### **FEASIBILITY:**

The following checklist is hereby certified as complete and the project is ready to proceed to the next phase.

Project Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head/Section Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **PROGRAMMING PHASE:**

The following checklist is hereby certified as complete and the project is ready to proceed to the next phase.

Project Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head/Section Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **DESIGN PHASE:**    ☐ Schematic Design    ☐ Design Development    ☐ Construction Documents

The following checklist is hereby certified as complete and the project is ready to proceed to the next phase.

Project Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head/Section Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **BIDDING PHASE:**

The following checklist is hereby certified as complete and the project is ready to proceed to the next phase.

Project Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head/Section Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **CONSTRUCTION PHASE:**

The following checklist is hereby certified as complete and the project is ready to be closed out.

Project Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head/Section Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### **CLOSEOUT PHASE:**

The following checklist is hereby certified as complete and the project is closed out.

Project Manager: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Unit Head/Section Head: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_





## PROJECT DELIVERY CHECKLIST

### 1. PROJECT STATUS REPORTING:

- a. For each of the following phases, check the planned Project Report schedule frequency:

	Weekly	Two-Week	Monthly	Other
Programming				
Design				
Bidding				
Construction				
Occupancy				

- b. The planned frequency of Project Reporting has been discussed and agreed to

☐ By the Division Head      ☐ By the Deputy Director

### SCHEDULE

- c. Has there been any schedule commitment to the Board of Supervisors?  
☐ Yes      ☐ No      ☐ N/A

- d. Is the schedule as committed on target?  
☐ Yes      ☐ No      ☐ N/A

Current completion dates:

Committed Dates:

Adopt & Advertise \_\_\_\_\_  
Substantial Completion \_\_\_\_\_

\_\_\_\_\_

If not, how has it been reported?

\_\_\_\_\_  
\_\_\_\_\_

### BUDGET

- e. Has there been any budget commitment to the Board of Supervisors?  
☐ Yes      ☐ No      ☐ N/A

- f. Is the budget as committed on target?  
☐ Yes      ☐ No      ☐ N/A

TPCE \_\_\_\_\_  
Budget \_\_\_\_\_

Construction Cost \_\_\_\_\_  
% Soft Cost \_\_\_\_\_

If not, how has it been reported?

\_\_\_\_\_  
\_\_\_\_\_



**PROJECT DELIVERY CHECKLIST**

2. POINTS OF CONTACTS:

Identify points of contacts for regular coordination throughout the project.

- PM \_\_\_\_\_
- CAO \_\_\_\_\_
- Board Office \_\_\_\_\_
- Tenant/Client \_\_\_\_\_
- B & S \_\_\_\_\_
- Design Review \_\_\_\_\_
- City Services \_\_\_\_\_
- Fire Department \_\_\_\_\_
- Regional Planning \_\_\_\_\_
- Contractor \_\_\_\_\_
- A/E \_\_\_\_\_
- Other entity \_\_\_\_\_

3. PROJECT CHRONOLOGY

Has a chronology of events log been established by the Project Manager and is it being updated on a regular basis?

☐ Yes      ☐ No      ☐ N/A

4. ENVIRONMENTAL CLEARANCES:

a. Has an initial study for nonexempt projects been conducted?

☐ Completed \_\_\_\_\_ ☐ In progress    ☐ Scheduled \_\_\_\_\_ ☐ No    ☐ N/A

Comments \_\_\_\_\_  
\_\_\_\_\_



### PROJECT DELIVERY CHECKLIST

b. For each of the agencies listed below, check all that apply:

<input type="checkbox"/> CEQA	<input type="checkbox"/> NEPA
<input type="checkbox"/> EIR	<input type="checkbox"/> EIS
<input type="checkbox"/> Mitigated Negative Declaration	<input type="checkbox"/> Environmental Assessment
<input type="checkbox"/> Negative Declaration	<input type="checkbox"/> Categorically Excluded
<input type="checkbox"/> Categorically Exempt	<input type="checkbox"/> Other _____
<input type="checkbox"/> Statutory Exemption	

Comments \_\_\_\_\_

c. Other Environmental Regulatory Agencies:

- ☐ Army Corps of Engineers
- ☐ California Department of Fish and Game
- ☐ Regional Water Quality Control Board
- ☐ California Coastal Commission
- ☐ U.S. Fish and Wild Life Service
- ☐ Regional Planning (Oak Tree Permit)

d. Has a Phase 1 Environmental Site Assessment been conducted?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

If yes, what are the significant findings?

\_\_\_\_\_  
\_\_\_\_\_

e. Did this result in a Phase 2 study?  
☐ Yes ☐ No ☐ N/A

If yes, what are the significant findings?

\_\_\_\_\_  
\_\_\_\_\_

f. Has the building been determined to have historical significance?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

If yes, how?

\_\_\_\_\_  
\_\_\_\_\_



**PROJECT DELIVERY CHECKLIST**

How do you intend to address the historic significance of this building?

\_\_\_\_\_  
\_\_\_\_\_

- g. Has any cultural resource investigation been conducted?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

If yes, what are the significant findings?

\_\_\_\_\_  
\_\_\_\_\_

- h. Have the environmental documents results been communicated to County Counsel?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

5. **NOISE ISSUES:**

- ☐ If the project is within County, see County noise ordinance.  
☐ Yes ☐ No ☐ N/A
- ☐ If the project is within a City, is that City noise ordinance being complied with?  
☐ Yes ☐ No ☐ N/A
- ☐ Based on the project scope, is construction likely to generate noisy activities, and does the project's environmental documentation and/or noise permit include specific construction noise mitigation measures?  
☐ Yes ☐ No ☐ N/A
  - ☐ If yes, list noise mitigating measures:  
\_\_\_\_\_  
\_\_\_\_\_
  - ☐ If no, explain \_\_\_\_\_
- ☐ If a noise permit is not required, has a confirmation letter been received from the local jurisdiction?  
☐ Yes ☐ No ☐ N/A
- ☐ Have mitigation measures, including selection of construction equipments and noise monitoring, been incorporated into the specifications? (This may require input from an acoustical consultant)  
☐ Yes ☐ No ☐ N/A
- ☐ If the project impacts the neighbors, has a determination been made as to who are the stakeholders and has an outreach program been initiated prior to construction?  
☐ Yes ☐ No ☐ N/A

## PROJECT DELIVERY CHECKLIST

### 6. GEOLOGY/SOIL:

a. Has a geology/soil investigation been conducted?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

b. Are there apparent issues in the soil/geology report that would render the development nonfeasible or impact design and construction of project (landslides, fault lines, settlement issues, poor soil conditions, etc.)?  
☐ Yes ☐ No ☐ N/A

Comments \_\_\_\_\_

c. Is grading work/grading permit required for this development?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

d. Is an unusual foundation system required (i.e. piles, caissons, mat foundation, etc.)?

☐ Yes ☐ No ☐ N/A

If yes, are specific quantities identified in the bid documents?

☐ Yes ☐ No ☐ N/A

Are corresponding unit prices requested in the bid documents?

☐ Yes ☐ No ☐ N/A

e. Have all the required soil analyses been conducted (chemical, physical properties, liquefaction, groundwater analysis)?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

List significant findings: \_\_\_\_\_

f. Is cathodic protection needed and has it been incorporated into the design?

☐ Yes ☐ No ☐ N/A

### 7. HAZARDOUS MATERIALS:

a. Has a hazardous materials survey been conducted?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

If not, why? \_\_\_\_\_



### PROJECT DELIVERY CHECKLIST

- b. List all hazardous materials encountered:

Asbestos:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
PCB's:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
EDB's:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
VOC (Methane, etc)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Gasoline related:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
(Benzene, Ethylbenzene, MTBE, Toluene, Xylenes, Diesel, etc.)						
Metal based	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
(Lead, Mercury, Barium, Cadmium, etc.)						
Other Hazards	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
(Cyanides, Pesticides, Herbicides, Dumps, Oil Wells, Polluted Ground Water, Battery By-products, Light Ballasts, Fire Retardant, etc.)						
Other, specify:						

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- c. How do you intend to address the presence of these hazardous materials?

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- d. Is hazardous materials abatement/mitigation included as part of the specifications?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

If not, why? \_\_\_\_\_

- e. Is the scope of work clearly developed and delineated separately on the plans?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

8. LAND USE/ACQUISITION ISSUES:

- a. Has an Environmental Site Assessment been completed prior to land acquisition?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

- b. Has a review of Title, CC&R (Covenant, Conditions, and Restrictions), and Lease Agreement (if applicable) been performed to identify construction restrictions?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

List restrictions

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## PROJECT DELIVERY CHECKLIST

- c. Have the terms of the lease been reviewed and approved?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A  
Lease termination date? \_\_\_\_\_  
Reviewed and approved by \_\_\_\_\_

- d. Is there a need to grant easements or dedicate R/W?  
Explain \_\_\_\_\_  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

- e. Is a land transfer required?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

### 9. SURVEY:

- a. Has a survey of the site been conducted?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- b. What type of survey was conducted? \_\_\_\_\_  
(Alta survey, Topographic, Boundaries, Right of way, Construction, etc.)
- c. Has the topographic survey been field verified to ensure accuracy of points of connections, existing structures locations, monuments, utility lines, etc.)  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A  
If yes by whom? \_\_\_\_\_
- d. Was title report/legal description provided to surveyor?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

### 10. A/E SCOPE OF SERVICES:

- a. List the different disciplines included in the A/E scope, as it applies to this project:  
\_\_\_\_\_  
\_\_\_\_\_
- b. Is a cost estimate by a subconsultant estimator included in the A/E scope of work?  
☐ Yes ☐ No ☐ N/A
- c. Does the A/E scope of work include intrusive testing?  
☐ Yes ☐ No ☐ N/A

## PROJECT DELIVERY CHECKLIST

List potential locations for intrusive testing:

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- d. Is observation of existing conditions and verification of points of connection included as part of A/E scope of work?  
☐ Yes      ☐ No      ☐ N/A
- e. List and validate deferred approval items (fire sprinklers, roof trusses, etc):  

---
- f. Does the A/E contract include add alternate provisions?  
☐ Yes      ☐ No      ☐ N/A
- g. Is a Fixed Limit Construction Clause included in the A/E contract?  
☐ Yes      ☐ No      ☐ N/A
- h. Does the A/E contract include a penalty clause?  
☐ Yes      ☐ No      ☐ N/A
- i. Are there provisions in the contract to make payments to the A/E contingent upon the record drawings maintained in current status?  
☐ Yes      ☐ No      ☐ N/A
- j. Are there provisions in the contract for the A/E to submit record documents both in hard and electronic formats?  
☐ Yes      ☐ No      ☐ N/A

### 11. OTHER CONSULTANTS SUPPORT SERVICES

- a. Has the Project Manager verified that contracts for support services, such as materials testing, continuous deputy inspection, environmental monitoring, construction management, and independent cost estimating have adequate capacity to support the project for its entire duration and that sufficient funds are available in the project budget?  
Completed \_\_\_\_\_ ☐ In progress    ☐ Scheduled \_\_\_\_\_    ☐ No    ☐ N/A
- b. For each of the following type of consultants, state the name of the company that will provide the service, the date of expiration of the contract, and the amount budgeted for this project:

- Materials Testing:

Company \_\_\_\_\_ Contract Exp. Date \_\_\_\_\_ Amt. Budgeted \_\_\_\_\_





**PROJECT DELIVERY CHECKLIST**

- Deputy Inspection:  
Company\_\_\_\_\_ Contract Exp. Date\_\_\_\_\_ Amt. Budgeted\_\_\_\_\_
- Environmental:  
Company\_\_\_\_\_ Contract Exp. Date\_\_\_\_\_ Amt. Budgeted\_\_\_\_\_
- Construction Management  
Company\_\_\_\_\_ Contract Exp. Date\_\_\_\_\_ Amt. Budgeted\_\_\_\_\_
- Independent Cost Estimating  
Company\_\_\_\_\_ Contract Exp. Date\_\_\_\_\_ Amt. Budgeted\_\_\_\_\_
- Other \_\_\_\_\_  
Company\_\_\_\_\_ Contract Exp. Date\_\_\_\_\_ Amt. Budgeted\_\_\_\_\_

**12. PROCUREMENT/EXECUTION STRATEGY?**

- a. Check all that apply
  - ☐ Design-Bid-Build \_\_\_\_\_
  - ☐ One-Step Qualified Bidding \_\_\_\_\_
  - ☐ Two-Step Qualified Bidding \_\_\_\_\_
  - ☐ JOC \_\_\_\_\_
  - ☐ Design-Build \_\_\_\_\_
  - ☐ Best Value Selection \_\_\_\_\_
  - ☐ Purchase Order \_\_\_\_\_
  - ☐ Lease/Lease Back \_\_\_\_\_
  - ☐ Other \_\_\_\_\_
- b. Is County Counsel in agreement with our procurement strategy?
  - ☐ Yes                      ☐ No                      ☐ N/A

## PROJECT DELIVERY CHECKLIST

### 13. CONSTRUCTION COST:

- a. Will an independent check estimate be performed?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A  
A/E Estimate \$ \_\_\_\_\_ Independent Estimate \$ \_\_\_\_\_
- b. Is it in the A/E agreement that the A/E will make a good faith effort to reconcile with the independent estimate at no additional cost to the County?  
☐ Yes ☐ No ☐ N/A
- c. Have the A/E and independent estimates been reconciled?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- d. What is the A/E estimate after being reconciled with the independent estimate?  
New Estimate \$ \_\_\_\_\_
- e. Do the A/E and independent estimates include current market analysis?  
☐ Yes ☐ No ☐ N/A
- f. How does the reconciled A/E estimate compare to the approved budget?  
\_\_\_\_\_  
\_\_\_\_\_
- g. Establish frequency of independent estimates:  
☐ Schematic  
☐ Design Development  
☐ 50% CD  
☐ 90% CD
- h. Have the project front-end documents been provided to the estimator to include in his/her estimate?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- i. Are there construction bid breakdown submittal requirements in the specifications?  
☐ Yes ☐ No ☐ N/A

## PROJECT DELIVERY CHECKLIST

### 14. DESIGN REVIEW BY AED:

- a. Have the plans been reviewed by AED?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A  
Comments \_\_\_\_\_
- b. Have comments been prioritized by AED?  
☐ Yes ☐ No ☐ N/A  
Comments \_\_\_\_\_
- c. Have all review comments been documented as resolved and/or incorporated as required?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

### 15. JURISDICTIONAL AGENCY APPROVALS:

Have the plans been approved by the following agencies?

- a. Building and Safety  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- b. OSHPD  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- c. Fire Department  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- d. Health Department  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- e. SHPO  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- f. Coastal Commission  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- g. Regional Planning  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- h. SCAQMD  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- i. BOC/Fire Marshall  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

### PROJECT DELIVERY CHECKLIST

- j. Traffic & Lighting  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- k. Land Development Division  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- l. FAA  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- m. Regional Water Quality Control Board  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- n. NPDES Permit - SUSMP/SWPPP, BMP'S requirements incorporated in bid documents?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

Comments \_\_\_\_\_  
\_\_\_\_\_

- o. Environmental Programs  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- p. Geotechnical and Materials Engineering Division  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

16. ADOPT AND ADVERTISE CHECKLIST

Has the Adopt & Advertise Checklist been filled out as indicated in Procedure PMDI?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

17. LOCAL JURISDICTION APPROVALS:

- a. City Review  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- b. City Fire Marshal  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- c. Programs Division - City Services Notified/Coordinated  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- d. Other \_\_\_\_\_  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

## PROJECT DELIVERY CHECKLIST

### 18. CLIENT APPROVALS:

- a. CAO  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- b. Tenant/Client Department  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- c. Aesthetic Review Committee  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- d. Other \_\_\_\_\_  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- Comments \_\_\_\_\_

### 19. ROOFING/WATERPROOFING/SITE DRAINAGE:

- a. Address the following roof issues:
- Describe the roofing system, type: \_\_\_\_\_  
☐ Yes ☐ No ☐ N/A
  - Are the proper approvals obtained for the roof drainage?  
Explain: \_\_\_\_\_  
☐ Yes ☐ No ☐ N/A
  - Has the roof system been designed to avoid nuisance conditions during high intensity rainfall? Explain: \_\_\_\_\_  
☐ Yes ☐ No ☐ N/A
  - Is water testing required by the roofing specification? If not, explain  
\_\_\_\_\_ ☐ Yes ☐ No ☐ N/A
  - Has water testing of roof been done? \_\_\_\_\_  
☐ Yes ☐ No ☐ N/A
- b. Address the following water control issues:
- Does the design include appropriate metal flashing, gutters, and downspouts? (including appropriate thickness and slope)  
☐ Yes ☐ No ☐ N/A
  - Do the exterior doors include appropriate weather protection?  
☐ Yes ☐ No ☐ N/A

## PROJECT DELIVERY CHECKLIST

- Is rain water directed away from all exits and entrances?  
☐ Yes      ☐ No      ☐ N/A
- Is ground sheet flow directed away from the primary and secondary pedestrian paths of travel?  
☐ Yes      ☐ No      ☐ N/A
- c. Has site drainage been properly addressed?  
☐ Yes      ☐ No      ☐ N/A
- d. Average Slope \_\_\_\_\_ Minimum Slope \_\_\_\_\_

### 20. STRUCTURAL SYSTEM:

- a. Describe structural system.  
\_\_\_\_\_  
\_\_\_\_\_
- b. Describe structural issues that may be of concern to this project.  
\_\_\_\_\_  
\_\_\_\_\_
- c. Is a peer review required for this structural system?  
☐ Yes      ☐ No      ☐ N/A

### UTILITIES/AGENCIES:

21. Have the plans been reviewed and approved by/coordinated with the following utility companies?
- a. Power  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A  
Is a back up power supply provided?  
☐ Yes      ☐ No      ☐ N/A
  - b. Gas  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
  - c. Telephone  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
  - d. Communication  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

## PROJECT DELIVERY CHECKLIST

- e. Water ☐ Public ☐ Private (waterwells)  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- f. Sewer ☐ Public ☐ Private Septic System  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- Is a back flow prevention device provided?  
☐ Yes ☐ No ☐ N/A
- g. Storm Drains  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- Is a back flow prevention device provided?  
☐ Yes ☐ No ☐ N/A
- h. Cable  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
- i. Other \_\_\_\_\_  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
22. Have contractual issues been discussed and resolved (easements, public utility connections, etc.)?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
23. List all underground utilities expected and whether their locations have been verified?  
\_\_\_\_\_  
\_\_\_\_\_
24. Are there any land or utility easement issues? Have they been resolved?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A  
Comments \_\_\_\_\_  
\_\_\_\_\_
25. Have points of connection of all utilities been physically located and verified?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A  
Comments \_\_\_\_\_  
\_\_\_\_\_
26. Has Dig Alert marked utilities on-site/off-site?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A
27. If a service upgrade is needed, who will pay for the upgrade?  
\_\_\_\_\_

## PROJECT DELIVERY CHECKLIST

28. If utility companies want to charge the project for upgrade, have we pursued the necessary appeals to prevent this from happening?

☐ Yes ☐ No ☐ N/A

### EXISTING BUILDING SYSTEMS:

29. If building is existing, is there a need to upgrade the existing mechanical, electrical, plumbing, and communications systems?

☐ Yes ☐ No ☐ N/A

Explain \_\_\_\_\_

30. Have we done air balancing of existing system?

☐ Yes ☐ No ☐ N/A

Explain \_\_\_\_\_

31. Have we done an investigation of fire alarm and fire suppression systems (ensure adequacy of water pressure)

☐ Yes ☐ No ☐ N/A

### 32. UNFORESEEN CONDITIONS:

- a. Explain what the risks are for encountering unforeseen conditions that could affect the project scope, schedule, etc.:

Explain \_\_\_\_\_

- b. Explain the plan of action and estimated/actual cost for addressing the risks of unforeseen conditions:

Explain \_\_\_\_\_

- c. Have Unit Prices been incorporated in the bid where applicable (i.e. piles, epoxy grout, relocation of partition walls, relocation of utility lines, etc.)?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

List all Unit Price items relevant to this bid:

\_\_\_\_\_

- d. Has intrusive testing been conducted to verify as-built conditions?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

List all Intrusive Testing considered for this project:

\_\_\_\_\_





## PROJECT DELIVERY CHECKLIST

### 33. INTERDISCIPLINARY COORDINATION/CONSTRUCTABILITY REVIEW:

- a. Will it be done?  
☐ Yes      ☐ No      ☐ N/A  
If no, why not?  
\_\_\_\_\_

- b. Who will do it?  
\_\_\_\_\_

- c. Is it included in the project?  
☐ Yes      ☐ No      ☐ N/A

- d. Scope of interdisciplinary coordination/constructability review:  
\_\_\_\_\_

- e. Are there any "NIC" scope in the project documents?  
☐ Yes      ☐ No      ☐ N/A

If yes, who will perform the "NIC" work scope?  
\_\_\_\_\_

- f. Is the above entity properly authorized and budgeted?  
☐ Yes      ☐ No      ☐ N/A

### 34. LONG LEAD ITEMS:

- a. Identify long lead items that may affect the construction schedule?

List \_\_\_\_\_  
\_\_\_\_\_

- Have alternates to the long lead items been considered?  
Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

Explain \_\_\_\_\_  
\_\_\_\_\_

- b. What measures are being taken to mitigate the impact of the long lead items?

List \_\_\_\_\_  
\_\_\_\_\_

## PROJECT DELIVERY CHECKLIST

### MISCELLANEOUS SPECIFICATIONS ISSUES:

35. Has a thorough check been made to ensure that critical issues that affect the bids are included in the front end of the specifications (Divisions 0 & 1)?

<input type="checkbox"/> phasing	<input type="checkbox"/> additive alternates	<input type="checkbox"/> work schedule
<input type="checkbox"/> extended overhead	<input type="checkbox"/> two-part NTP	<input type="checkbox"/> unit prices
<input type="checkbox"/> liquidated damages	<input type="checkbox"/> Temp. facilities	<input type="checkbox"/> other _____

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

Comments \_\_\_\_\_

36. Have facility access requirements been incorporated into the bid documents (health screening, security issues, etc.)?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

37. List any needs of the tenant for access to the facility during construction and any provisions made to accommodate this:

\_\_\_\_\_

38. Has the offsite scope of work been clearly identified and separated from the onsite scope of work (sidewalks, street lights, traffic signals, etc.)?

Completed \_\_\_\_\_ ☐ In progress ☐ Scheduled \_\_\_\_\_ ☐ No ☐ N/A

39. List any bid alternates that may apply:

\_\_\_\_\_

40. SECURITY ISSUES:

What arrangements have been made for security during construction?

Explain \_\_\_\_\_

\_\_\_\_\_

41. SIGNAGE

How will the noncode required graphics and signage package be provided?  
(construction identification, directional, dedication plaque, L.A. County logo, and offsite signage)

\_\_\_\_\_

**PROJECT DELIVERY CHECKLIST**

**42. FURNISHING, FURNITURE, AND EQUIPMENT:**

- a. Who is managing the design, procurement, and installation (furniture specification, procurement, installation, coordination of delivery with contractor)? \_\_\_\_\_
- b. How is it being funded? \_\_\_\_\_
- c. Who will do the furniture design layout and coordinate location and dimension of outlets? \_\_\_\_\_
- d. If equipment is County-furnished/contractor-installed, when will the contractor need the equipment? \_\_\_\_\_
- What provisions have been made to store the equipment? \_\_\_\_\_
- Who pays for delays? \_\_\_\_\_
- e. What is the condition of the existing FF&E and can they be reused?  
☐ Yes      ☐ No      ☐ N/A
- Explain \_\_\_\_\_

**43. LEASED SPACE/TENANTS IMPROVEMENTS:      ☐ N/A**

Review lease agreement and coordinate with CAO to ensure construction schedule and cost are not affected by conditions in lease agreement.  
CAO discussion and agreement on \_\_\_\_\_  
Who will provide BOMA (Building Owners and Managers Association) calculations for CAO Leasing and Space Management (net usable area for rental space)? \_\_\_\_\_

Who will provide design/construction for concession/vendor space? \_\_\_\_\_

**44. AMERICANS WITH DISABILITIES ACT (ADA)**

- a. Has a coordination been done with the tenants on ADA transition work plan?  
☐ Yes      ☐ No      ☐ N/A

--

45. OTHER CONSIDERATIONS:

- #### 46. SCHEDULE CONTROL DURING CONSTRUCTION

47. OTHER:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## PROJECT DELIVERY CHECKLIST

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

**SPECIFICATIONS**  
(Continued)

Request for Quotation No.: \_\_\_\_\_ Requisition No.: \_\_\_\_\_

For: \_\_\_\_\_

REQUIREMENTS	INDICATE EXCEPTION OR "AS SPECIFIED" BELOW

## **A.3**

### **Sample Reports**

#### **2.11 Construction Reports**





# LOS ANGELES COUNTY PUBLIC WORKS CONSTRUCTION DIVISION ACTIVE PROJECTS LIST as of May 2019 (Does not include JOCs)

## Active Projects

Project ID	Project Name	Construction Cost
TDS0001562	1st Street at Herbert Avenue, Traffic Signals, et al.	\$1,003,851.00
RDC0016069	Allen Avenue, et al.	\$1,431,495.25
RDC0015957	Atlantic Boulevard and Olympic Boulevard, et al.	\$903,903.00
RDC0015528	Ballentine Place, et al.	\$4,600,159.75
RDC0012721	Del Mar Avenue Bridge Replacement Over Alhambra Wash	\$5,000,591.90
WRDM000037	Devil's Gate Dam and Reservoir Sediment Removal	\$66,564,504.25
RDC0016114	Foothill Boulevard Medians - La Crescenta	\$898,793.31
WMD0000109	Franklin D. Roosevelt Park Regional Stormwater Capture Project	\$10,279,870.50
FCC0001320	Kenter Canyon Drain Connector Pipe Replacement	\$104,810.00
WRDM000054	La Tuna Fire - Sunset Upper Debris Basin - Debris Flow Barrier Installation	\$721,250.00
RDC0016374	Latigo Canyon Road, et al. Guardrail Replacement Off-System (2018WOOLSEYFIRE)	\$2,188,888.00
FCC0001252	Manhattan Beach Pump Station	\$1,322,400.00
WWD8000011	Marina del Rey 18-Inch Waterline Replacement Phase IIIB	\$2,987,600.00
RDC0015701	Mulholland Highway and Stokes Canyon Road, et al.	\$4,970,000.00
RDC0016358	Mulholland Highway Over Triunfo Creek Bridge 1180 On-System, et al. (2018WOOLSEYFIRE)	\$2,124,824.00
RDC0015777	New York Drive - Lake Avenue/120 feet W/o Altadena Drive	\$7,593,000.00
TSM0010239	North County/Antelope Valley Traffic Forum Improvements Project	\$1,553,570.00
OSD0000029	On-Call Traffic Signal Inductive Loop Detectors, Fiscal Years 2018-19 to 2021-22	\$652,917.60
RDC0015810	Overhill Drive - La Brea Avenue to Slauson Avenue	\$1,166,124.30
FCC0001251	Santa Anita Dam Spillway Modification Project	\$25,773,160.00
FCC0000708	Santa Anita Spreading Grounds Improvements	\$2,221,455.00
TSM0010178	Slauson Avenue, et. al., Traffic Signal Synchronization Project	\$1,804,701.40
RDC0015556	Willowbrook Area Access Improvements	\$3,115,318.98

## Projects Not Awarded yet

Project ID	Project Name	Construction Cost
WWD4004056	Avenue M and 5th Street East Wellhead Arsenic Treatment System	\$1,104,373.00
FMD3000015	Culvert Repair and Lining Project, Phase 1	\$248,358.00
SWQ0000002	Gates Canyon Stormwater Improvements Project	\$8,521,454.00
SWQ0000003	Ladera Park Stormwater Improvements	\$4,944,878.98
RDC0016306	Old Topanga Canyon Road	\$1,585,842.00
FCC0001310	Project No. 9003 Paramount - Paramount Pump Station Controller Upgrade	\$502,829.84

## Projects Awarded But Not Notice To Proceed

Project ID	Project Name	Construction Cost
RDC0016077	As Needed Traffic Signal Contract FY 2015-16	
TDS0001573	As-Needed Traffic Signal Construction Fiscal Year 2018-19	
RMD3372001	Emergency Tree Trimming and Removals (2018WOOLSEYFIRE)	
RDC0016201	Sand Fire-Sand Canyon Road and Placerita Canyon Road Culvert/Drainage Project	

## Notice to Proceed but Not Started

Project ID	Project Name	Construction Cost
WWD4004013	Avenue K Transmission Main Phase IV 20th Street East to 30th Street East	\$2,427,548.60
FCC0001254	Belmont Shore Pump Station - Mechanical and Electrical Rehabilitation	\$2,053,990.00
RDC0016015	Fairway Dr at Brea Canyon Cut Off Rd-Install Traffic Signal	\$140,768.48
SWQ0000002	Gates Canyon Stormwater Improvements Project	\$8,521,454.00
RDC0016370	Kanan Dume Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	\$729,543.00
RDC0016369	Kanan Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	\$900,252.00
SWQ0000003	Ladera Park Stormwater Improvements	\$4,944,878.98
RDC0016318	Lake Hughes Road, Bouquet Canyon Road, and San Francisquito Canyon Road Improvements	\$1,049,233.30
RDC0016006	Lark Ellen Av at Little Dalton Wsh-Flashing Beacons	\$71,866.89
FCC0001262	Live Oak Dam and Reservoir - Inlet/Outlet Works Rehabilitation Project	\$1,954,800.00
WWD2900062	Malibu Branch Feeder 30-inch Realignment	\$1,163,502.00
FCC0001285	Morris Dam Low Flow Outlet and Facility Improvement	\$2,079,111.44
RDC0016371	Mulholland Highway, et al. Guardrail Replacement On-System (2018WOOLSEYFIRE)	\$661,014.02
RDC0016223	Mureau Road Bikeway and Roadway Improvements	\$975,224.69
FCC0001292	San Gabriel Coastal Spreading Grounds Levee Retrofit Project	\$7,494,211.00
FCC0001258	Tujunga Spreading Grounds Intake Improvement Project	\$4,354,570.00
RDC0015960	Uncontrolled Marked Crosswalk Improvements	\$706,775.00
RDC0015836	Westmont Community Bikeway Access Improvements	\$1,041,306.57



Los Angeles County Public Works  
Construction Division

**Active Contractor List**

*(Award date is known and not Board Accepted)*

Contractor Name	Vendor No	Active Projects	Award	Address	License Expires
1	15503901	2	3/14/2019		5/31/2020
2	00040801	7	6/12/2019		2/29/2020
3	18201201	2	8/7/2018		3/31/2021
4	51396901	4	8/15/2019		1/31/2020
5	18050101	2	3/6/2019		4/30/2020
6	12777501	1	1/28/2019		7/31/2021
7	13815701	1	12/27/2018		1/31/2020
8	11452401	1	3/3/2016		7/31/2021
9	17620101	2	12/26/2018		4/30/2020
10	14064101	1	1/17/2019		4/30/2021
11		2	11/13/2018		3/31/2021
12	50482301	1	12/20/2018		12/31/2020
13	16143601	1	7/3/2019		3/31/2021
14		1	1/31/2019		5/31/2021
15	13101401	1	9/19/2019		11/30/2020
16	16972401	1	9/10/2018		7/31/2021
17	03798702	2	6/18/2018		5/31/2020
18	17934401	8	5/15/2019		7/31/2021
19	50376305	2	7/22/2019		5/31/2021



Los Angeles County Public Works  
Construction Division  
PROJECTS BID OPENED REPORT  
(Between 1/1/2019 and 8/13/2019)

No.	Project Name	Project ID	SD	Bid Opened	Estimate	Low Bid Amount	% Above/Below	2nd Bidder	3rd Bidder	4th Bidder	
1	On-Call Traffic Signal Inductive Loop Detectors, Fiscal Years 2018-19 to 2021-22	OSD0000029	1,2,3,4,5	1/8/2019	\$600,000.00	\$652,917.60	8.82%	\$884,034.00	N/A	N/A	
2	Mulholland Highway, et al. Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016371	3	1/10/2019	\$638,201.92	\$661,014.02	3.57%	N/A	N/A	N/A	
3	Kanan Dume Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016370	3	1/17/2019	\$676,769.17	\$729,543.00	7.80%	\$843,867.50	\$955,175.83	N/A	
4	Tujunga Spreading Grounds Intake Improvement Project	FCC0001258	3	1/24/2019	\$4,333,385.00	\$4,354,570.00	0.49%	\$4,359,606.00	\$4,535,996.00	\$5,043,527.00	
5	Mulholland Highway Over Triunfo Creek Bridge 1180 On-System, et al. (2018WOOLSEYFIRE)	RDC0016358	3	1/24/2019	\$1,706,420.50	\$2,124,824.00	24.52%	\$2,239,029.00	\$2,255,319.74	\$2,464,775.00	
6	Latigo Canyon Road, et al. Guardrail Replacement Off-System (2018WOOLSEYFIRE)	RDC0016374	3	1/24/2019	\$2,919,597.13	\$2,188,888.00	-25.03%	\$2,606,593.96	\$2,872,238.43	\$3,184,130.25	
7	Kanan Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016369	3	1/31/2019	\$1,118,725.53	\$900,252.00	-19.53%	\$996,423.63	\$1,074,453.20	\$1,137,835.60	
8	Lake Hughes Road, Bouquet Canyon Road, and San Francisquito Canyon Road Improvements	RDC0016318	5	2/5/2019	\$945,407.30	\$1,049,233.30	10.98%	\$1,218,658.00	N/A	N/A	
9	Westmont Community Bikeway Access Improvements	RDC0015836	2	3/5/2019	\$996,108.75	\$1,041,306.57	4.54%	\$1,062,040.75	\$1,073,028.75	\$1,083,000.00	
10	Morris Dam Low Flow Outlet and Facility Improvement	FCC0001285	5	3/12/2019	\$1,899,841.00	\$2,079,111.44	9.44%	\$2,199,400.00	\$2,227,741.00	\$2,285,900.00	
11	Avenue M and 5th Street East Wellhead Arsenic Treatment System	WWD4004056	5	3/12/2019	\$858,745.30	\$1,104,373.00	28.60%	\$1,220,738.95	\$1,314,112.00	N/A	
12	Culvert Repair and Lining Project, Phase 1	FMD3000015	1,2,4	4/2/2019	\$447,971.00	\$248,358.00	-44.56%	\$256,621.00	N/A	N/A	
13	Emergency Tree Trimming and Removals (2018WOOLSEYFIRE)	RMD3372001	3	4/25/2019	\$370,559.00	\$544,448.00	46.93%	\$769,310.00	N/A	N/A	
14	Old Topanga Canyon Road	RDC0016306	3	4/30/2019	\$1,302,359.75	\$1,585,842.00	21.77%	\$1,594,000.00	\$1,739,490.00	N/A	
15	Guardrail Replacement Off-System (2018WOOLSEYFIRE) (MAL)	RDC0016372	3	5/30/2019	\$1,309,546.55	\$1,099,250.20	-16.06%	\$1,385,210.24	\$1,511,511.00	N/A	
16	Camp Kilpatrick Wastewater Treatment Plant Project (Temporary Packaged Treatment System - Woolsey Fire Response)	P200000786	3	6/20/2019	\$1,099,656.00	\$1,169,000.00	6.31%	this project is being managed by PMD			
17	South Bay Arterial Performance Measurement Project	TSM0010376	2	8/13/2019	\$552,400.00	\$433,170.00	-21.58%	\$777,200.00	N/A	N/A	not awarded yet
18	103rd Street Green Improvement Project	WMD0000110	2	8/13/2019	\$2,125,928.85	\$2,024,899.00	-4.75%	\$2,395,270.45	\$2,704,159.25	\$2,723,494.45	not awarded yet
19	Franklin D. Roosevelt Park Regional Stormwater Capture Project	WMD0000109	2	6/26/2018	\$8,717,883.00	\$10,279,870.50	17.92%	\$11,078,060.00	\$12,029,290.70	N/A	managed by PMD
20	Gates Canyon Stormwater Improvements Project	SWQ0000002	5	10/30/2018	\$7,976,605.00	\$8,521,454.00	6.83%	\$8,692,439.00	\$8,888,889.00	\$9,098,963.00	managed by PMD
21	Ladera Park Stormwater Improvements	SWQ0000003	2	11/27/2018	\$5,673,640.00	\$4,944,878.98	-12.84%	\$5,439,461.49	\$5,997,855.00	\$6,300,021.00	managed by PMD

Active Projects - completion date comparison

last update 4/05/18

No.	Project ID	Project Name	Required (A)	Projected (B)	Current ^ (C)	Variance (months) (A - B)	Variance^ (months) (B - C)	Sec Head
1	WWD8000011	Marina del Rey 18-Inch Waterline Replacement Phase IIIB	Dec-15	Jan-18	Apr-18	-25	-3	
2	TSM0010194	Grand Avenue	Mar-18	Mar-18	Apr-18	0	-1	
3	RDC0016115	Altadena Monument Signs	Apr-18	Apr-18	Apr-18	0	0	
4	RDC0016077	As Needed Traffic Signal Construction Project 2015-16	Aug-17	Apr-18	Apr-18	-8	0	
5	FCC0001163	La Tuna Fire - Sunset Upper Debris Basin Dam Modificatio	Apr-18	Apr-18	Apr-18	0	0	
6	RDC0014750	Fullerton Road @ Pathfinder Road, et al.	Apr-18	Apr-18	Apr-18	0	0	
7	TSM0010190	Aviation Boulevard	Apr-18	Apr-18	Apr-18	0	0	
8	TSM0010196	Colima Rd-Camino Del Sur/ East of Tierra Luna (Pedestrian	Apr-18	Apr-18	Apr-18	0	0	
9	TSM0010189	Crenshaw Boulevard	Apr-18	Apr-18	Apr-18	0	0	
10	FCC0000708	Santa Anita Spreading Grounds Improvements	Apr-18	Apr-18	Apr-18	0	0	
11	TSM0010312	Florence Avenue/Mills Avenue - Orr and Day Road to Whit	Apr-18	Apr-18	Apr-18	0	0	
12	RDC0015824	Budlong Avenue - Manchester Avenue to El Segundo Boul	Apr-18	Apr-18	Apr-18	0	0	
13	RDC0015831	Bridge Preventive Maintenance Program - Group 5	Apr-18	Apr-18	Apr-18	0	0	
14	RDC0015556	Willowbrook Area Access Improvements	Mar-18	Mar-18	Apr-18	0	-1	
15	TSM0010178	Slauson Avenue, et. al., Traffic Signal Synchronization Proj	May-18	May-18	May-18	0	0	
16	TDS0001511	Mulholland Highway at Kanan Dume Road/Kanan Road	May-18	May-18	May-18	0	0	
17	RDC0015822	Bridge Preventive Maintenance Program - Group 4 Cities	May-18	May-18	May-18	0	0	
18	WMU0000008	Los Angeles River Trash TMDL Full Capture Catch Basin Ret	May-18	Jun-18	Jun-18	-1	0	
19	RDC0015268	Eastside Light Rail Bike Interface	Jun-18	Jun-18	Jun-18	0	0	
20	RDC0015968	Mureau Road at Mountain View Drive Landscaped Median	Jun-18	Jun-18	Jun-18	0	0	
21	TSM0010185	Florence Avenue	Aug-18	Aug-18	Aug-18	0	0	
22	APT5080443	Compton/Woodley Airport Runway 07R/25L & Taxiway Re	Aug-18	Aug-18	Aug-18	0	0	
23	APT5080452	San Gabriel Valley Airport Apron Pavement Rehabilitation	Sep-18	Sep-18	Sep-18	0	0	
24	OSD0000021	Traffic Signal Inductive Loop Detectors 2015-2018	Sep-18	Sep-18	Sep-18	0	0	
25	FCC0001147	Tujunga Wash - Tujunga Spreading Grounds Enhancement	Dec-18	Dec-18	Dec-18	0	0	
26	RDC0012721	Del Mar Avenue Bridge Replacement Over Alhambra Wash	Dec-19	Dec-19	Dec-19	0	0	

Due to Start - Notice to Proceed but Not Started

No.	Project ID	Project Name	Req'd Start	Sec Head
1	WWD4024002	Pearblossom Highway Water Main Relocation 121st Street	Jan-18	
2	RDC0016054	Florence Metro Blue Line Station Bikeway Access Improve	Mar-18	
3	RDC0015797	Vermont Avenue Bike Lane	Mar-18	
4	RDC0015793	Del Amo Boulevard at Hamilton Avenue - TS installation	Apr-18	
5	FCC0001251	Santa Anita Dam Spillway Modification Project	Apr-18	
6	RDC0015528	Ballentine Place, Et Al.	May-18	
7	RDC0015244	Elizabeth Lake Road 2,453 feet West of Munz Ranch Road	May-18	
8	FCC0001252	Manhattan Beach Pump Station	May-18	
9	RDC0015966	Santa Gertrudes Avenue at Silvergrove Drive and Leffingw	May-18	
10	RDC0015957	Atlantic Boulevard and Olympic Boulevard, et al.	Jul-18	

Projects Awarded But Not Notice To Proceed

No.	Project ID	Project Name	Award Date	Sec Head
1	WRDW000029	Dominguez Gap Spreading Grounds West Basin Percolatio	Jan-18	
2	FCC0001299	Little Dalton Wash, Coyote Creek and Coyote Creek North	Mar-18	
3	RDC0015701	Mulholland Highway and Stokes Canyon Road, et al.	Mar-18	
4	FCC0001254	Belmont Shore Pump Station - Mechanical and Electrical R	Mar-18	
5	RDC0014131	Pine Canyon Road	Apr-18	

Due for Award

No.	Project ID	Project Name	Bids Opened	Sec Head
1	RDC0016193	As Needed Traffic Signal Construction FY 2016-17	Jun-17	
2	FCC0001295	17th Street Pumping Plant- Natural Gas Line Rehabilitatio	Dec-17	
3	TRN0000019	North County Bus Stop Improvements	Dec-17	
4	RDC0015810	Overhill Drive - La Brea Avenue to Slauson Avenue	Feb-18	

[Advertised](#)

No.	Project ID	Project Name	Bids Open	Sec Head
1	FCC0001262	Live Oak Dam and Reservoir - Inlet/Outlet Works Rehabilit	Apr-18	



**MULTI-DIVISIONAL MAPP GOAL  
FROM FY 2018/19 TO FY 2027/28  
AS OF 04-22-2019**

**TRANSPORTATION CSA (AVI, DES, GMED, OSD, TPP\*, & TSM\*)**

Fiscal Year	Division	Planning						Construction					
		Projects under \$10M		Projects over \$10M		Total Number Projects	Total Planning Value of Projects	Projects under \$10M		Projects over \$10M		Total Number Projects	Total Construction Value of Projects
		Number	Total Contract Value	Number	Total Contract Value			Number	Total Contract Value	Number	Total Contract value		
FY 18/19		42	\$74,346,550	1	\$12,086,000	43	\$86,432,550	13	\$31,300,600	2	\$25,000,000	15	\$56,300,600
FY 19/20		74	\$88,396,000	1	\$11,090,000	75	\$99,486,000	78	\$97,534,500	1	\$12,086,000	79	\$109,620,500
FY 20/21		102	\$133,350,048	1	\$89,500,000	103	\$222,850,048	73	\$87,996,000	1	\$11,090,000	74	\$99,086,000
FY 21/22		66	\$36,834,420	1	\$89,500,000	67	\$126,334,420	102	\$134,150,048	1	\$89,500,000	103	\$223,650,048
FY 22/23		54	\$20,500,000			54	\$20,500,000	67	\$13,894,420	1	\$89,500,000	68	\$103,394,420
FY 23/24		4	\$6,350,000			4	\$6,350,000	54	\$28,100,000			54	\$28,100,000
FY 24/25								4	\$6,350,000			4	\$6,350,000
FY 25/26													
FY 26/27													
FY 27/28													
TOTAL		342	\$359,777,018	4	\$202,176,000	346	\$561,953,018	391	\$399,325,568	6	\$227,176,000	397	\$626,501,568

\*TPP = Former PDD

\*TSM = Former TNL



Contract Log by Year

	Escrow Account	Encumbrance Pending							Tree Trimming/ Catch Basin Job N/A	Surety Date/ Full Executed Pending			
PROJECT ID NUMBER	PROJECT NAME	PROJECT AMOUNT ENC NO	CONTRACT DOCS MAILED	AWARD DATE	Mailed NOA	NTP MAILED	CONTRACTOR & PRES. NAME	ADDRESS PHONE	SURETY LOG DATE	FULLY EXECUTED DATE			COMMENTS / NOTES
RMD3246038	PALM TREE TRIMMING, MAINTENANCE DISTRICTS 3 AND 4	\$169,999.26	12/8/2010	12/2/2010	12/8/2010						JC		Mailed contract docs & noa 12/8/2010 <b>IN HOUSE AWARD</b>
RMD4146017	PARKWAY TREE TRIMMING, MAINTENANCE DISTRICT 4	\$359,377.00	12/8/2010	12/2/2010	12/8/2010						TI		Mailed contract docs & noa 12/8/2010 <b>IN HOUSE AWARD</b>
FCC0001194	HALLS, PICKENS, DUNSMUIR, AND SHIELDS CANYONS EMERGENCY REPAIR OF CRIB STRUCTURES AND SLOPE PROTECTION	\$781,155.00	12/7/2010	12/7/2010	12/9/2010						A		Mailed contract docs 12/7/2010 <b>IN HOUSE AWARD</b>
RMD5546936	PARKWAY TREE TRIMMING- MAINTENANCE DISTRICT 5	\$324,736.00	12/7/2010	11/30/2010	12/7/2010						JC		Mailed contract docs & noa 12/7/2010 <b>IN HOUSE AWARD</b>
RDC0014409	SIERRA HIGHWAY, STATE ROUTE 14 TO PEARLBLOSSOM HIGHWAY	\$2,148,102.00	12/7/2010	11/24/2010	12/7/2010						JC		Mailed contract docs & noa 12/7/2010 (asked to send to this address in lanaster to avoid delays) <b>IN HOUSE AWARD</b>
RMD1146047	PARKWAY TREE TRIMMING, ROAD DIVISION 116,118,514, & 518, CYCLE A	\$255,213.00	12/1/2010	11/23/2010	12/1/2010						PI B		Mailed contract docs & Noa 12/1/2010 <b>IN HOUSE AWARD</b>
WMD0000102	LAKE ALAMEDA LANDSCAPED ACCESS PATH	\$1,449,940.00 11C00000201	11/9/2010	11/16/2010	11/17/2010	NTP P1=12/1/2010			11/22/2010	11/23/2010	M R		Mailed Contract docs 11/09/2010
RDC0014387	PATHFINDER ROAD-ALEXDALE LANE TO 30 FEET WEST OF BREA CANYON CUTOFF	\$1,029,501.01	11/9/2010	11/8/2010	11/9/2010				12/7/2010	pending Counsel & Adm sig 12/07/2010	JC		Mailed contract docs 11/9/2010 <b>IN HOUSE AWARD</b>
RMD5550001	STATION FIRE-BIG TUJUNGA CANYON ROAD ACCESS GATE 270' EAST OF MM 7-79	\$14,476.00 11C00000175	11/2/2010	11/9/2010	11/15/2010	NTP P1=12/6/2010 (start date 12/2/2010) NTP P2=12/7/2010			11/22/2010	pending Counsel & Adm sig 11/22/2010	JC		Mailed contract docs on 11/2/2010
FMD0003119	COUNTYWIDE CATCH BASIN CLEANOUT 2010-2011 PRIORITY A AND B CATCH BASINS	\$71,250.00 11C000000152	10/7/2010	10/19/2010	10/20/2010	11/4/2010				11/4/2010	A		Mailed contract docs on 10/7/2010
RDC0011613	FOOTHILL BOULEVARD OVER SAN GABRIEL RIVER	\$1,850,700.00	9/23/2010	9/20/2010	9/23/2010	NTP P1=12/1/2010			10/13/2010	11/23/2010, Carole Suzuki signed but requested to see SOI once received	S		FED AID PROJECT NO. BRLSZD-5953 (616) <b>IN HOUSE AWARD</b> PENDING A CURRENT SOI 10/13/2010, submitted to county counsel 11/23/2010
SMMDR00012	MARINA DEL REY ODOR CONTROL	\$105,200.00 EN11C00000143	9/23/2010	10/5/2010	10/7/2010	NTP P1=10/21/2010			10/12/2010	10/14/2010	C M		Mailed contract docs on 9/23/2010
FCC0000496	MORRIS DAM INLET/OUTLET REHABILITATION PROJECT	\$8,049,000.00 10C00000363	9/1/2010	6/30/2010	9/14/2010	NTP P1=10/12/2010			10/4/2010	10/7/2010	H		Mailed contract docs on 9/1/2010 <b>IN HOUSE AWARD</b>
RDC0014981	FENCE INSTALLATION VARIOUS LOCATIONS ADJACENT TO UNION PACIFIC RAILROAD RIGHT OF WAY	\$640,158.95	8/23/2010	8/9/2010	8/23/2010	NTP P1=10/14/2010 NTP P2=11/2/2010			9/16/2010	10/12/2010			<b>IN HOUSE AWARD</b> pending Counsel & adm sig 9/23/2010 received insurance revisions and SOI 9/16/2010 but soi is not filed stamped copy. Submitted to counsel anyway.Counsel ret 9/23 requesting SOI & complete CG 20 10, resubmitted to counsel w/req 10/6/2010
RDC0015395	ARROYO DRIVE AND DUNTON DRIVE, ET AL	\$1,279,853.36 11C00000099	8/23/2010	9/9/2010	9/8/2010	NTP P1 10/7/2010 NTP P2 10/18/2010			9/15/2010	10/7/2010			Mailed contract docs on 8/23/2010 pending counsel & adm sig 9/16/2010, kicked back by counsel 9/21 with notes, AI forms not acceptable and xtend endorsement has to many provisions that are unacceptable. Returned to Counsel 9/23/2010 <b>EXECUTED ESCROW 11/10/2010</b>



**DELEGATION OF AUTHORITY  
7/1/2019 THROUGH 9/30/2019  
CHANGE ORDER REPORT**

DATE OF C.O.	PROJECT	SUP DIST	C.P. #	CONTRACT #	C.O. #	SECTION	AMOUNT
8/27/2019	1st Street at Herbert Avenue, Traffic Signals, et al.	1,2,5	NA	TDS0001562	1	General Projects - CON	\$0.00
9/9/2019	Allen Avenue, et al.	5	NA	RDC0016069	4	General Projects - CON	(\$18,734.62)
7/31/2019	Atlantic Boulevard and Olympic Boulevard, et al.	1,2	NA	RDC0015957	7A	General Projects - CON	\$0.00
7/1/2019	Atlantic Boulevard and Olympic Boulevard, et al.	1,2	NA	RDC0015957	10	General Projects - CON	\$21,000.00
8/22/2019	Avenue K Transmission Main Phase IV 20th Street East to 30th Street East	5	NA	WWD4004013	1	General Projects - CON	\$0.00
8/28/2019	Belmont Shore Pump Station - Mechanical and Electrical Rehabilitation	4	NA	FCC0001254	2	General Projects - CON	\$5,700.00
9/4/2019	Del Mar Avenue Bridge Replacement Over Alhambra Wash	5	NA	RDC0012721	33A	General Projects - CON	\$14,493.82
9/9/2019	Del Mar Avenue Bridge Replacement Over Alhambra Wash	5	NA	RDC0012721	35A	General Projects - CON	\$51,875.08
7/10/2019	Devil's Gate Dam and Reservoir Sediment Removal	1,5	NA	WRDM000037	16A	General Projects - CON	(\$62,814.72)
9/12/2019	Devil's Gate Dam and Reservoir Sediment Removal	1,5	NA	WRDM000037	27	General Projects - CON	\$210,000.00
9/12/2019	Devil's Gate Dam and Reservoir Sediment Removal	1,5	NA	WRDM000037	27A	General Projects - CON	\$0.00
7/8/2019	Devil's Gate Dam and Reservoir Sediment Removal	1,5	NA	WRDM000037	28	General Projects - CON	\$0.00
7/25/2019	Devil's Gate Dam and Reservoir Sediment Removal	1,5	NA	WRDM000037	30	General Projects - CON	\$19,443.51
8/12/2019		1,5	NA	WRDM000037	35A		(\$30,000.00)



LOS ANGELES COUNTY PUBLIC WORKS  
CONSTRUCTION DIVISION  
PROJECTS AWARDED IN FY 2018-19  
FUNDED BY FLOOD CONTROL DISTRICT

No.	Project Name	Project ID	Project Scope	Award Date	Bid Amount	Contractor Name
1	Devil's Gate Dam and Reservoir Sediment Removal	WRDM000037	Removal and disposal of sediment; construction of portland cement concrete and asphalt concrete pavement on base material; and the performance of other appurtenant work.	8/30/2018	\$66,564,504.25	
2	La Tuna Fire - Sunset Upper Debris Basin - Debris Flow Barrier Installation	WRDM000054	Install debris flow barrier system downstream of Sunset Upper Debris Basin to add 3,000 to 5,000 cubic yards of debris flow protection	10/16/2018	\$721,250.00	
3	Kenter Canyon Drain Connector Pipe Replacement	FCC0001320	Removal of 12 inch diameter corrugated metal pipe storm drain and the construction of 12 inch diameter reinforced concrete pipe storm drain and other	11/13/2018	\$104,810.00	
4	San Gabriel Coastal Spreading Grounds Levee Retrofit Project	FCC0001292	Construction of steel press-in sheet pile and jet grout cutoff walls; reconstruction of access roadway pavement; and the performance of other appurtenant work.	12/27/2018	\$7,494,211 00	
5	Tujunga Spreading Grounds Intake Improvement Project	FCC0001258	construction of rubber dams, intake structures, control houses, cast iron slide gates, telemetry improvements, and other incidental and appurtenant work	2/19/2019	\$4,354,570 00	
6	Live Oak Dam and Reservoir - Inlet/Outlet Works Rehabilitation Project	FCC0001262	Construction of concrete inlet riser, trash rack, tunnel spall repairs and lining, invert access ramp, fence, and a slide gate; paint removal and application to appurtenances; valve removal, rehabilitation, and reinstallation; and the performance of other appurtenant work.	3/6/2019	\$1,954,800 00	
7	Morris Dam Low Flow Outlet and Facility Improvement	FCC0001285	The proposed project involves repairs and upgrades to improve operations, security, maintenance, and emergency response.	4/4/2019	\$2,079,111.44	



Los Angeles County Public Works  
Construction Division**Payment Log***(4/30/2019)*

	Project Name	eCAPS Project	Project ID	Type	No.	Amount	Rec'd By	Date Rec'd
1	Mulholland Highway and Stokes Canyon Road, et al.	R34023001	RDC0015701	Progress	7	\$74,612.84		
2	Florence Avenue	X7701771	TSM0010185	As-Built	15	\$997.88		
Total						\$75,610.72		



Los Angeles County Public Works  
Construction Division  
Projects Awarded in FY 2018-19



Non-JOC Projects					Contractor Name	Prime \$\$	Sub 1 \$\$	Sub 2 \$\$	Sub 3 \$\$	Sub 4 \$\$	Sub 5 \$\$	Sub 6 \$\$	Sub 7 \$\$	Sub 8 \$\$	Sub 9 \$\$
No.	Project Name	Project ID	Award Date	Bid Amount											
1	As-Needed Traffic Signal Construction Fiscal Year 2018-19	TDS0001573	8/7/2018	\$2,877,848.30		\$2,214,232.30	\$92,750.00	\$525,866.00	\$45,000.00						
2	Franklin D. Roosevelt Park Regional Stormwater Capture Project	WMD0000109	8/21/2018	\$10,279,870.50		\$6,723,588.50	\$152,875.00	\$481,900.00	\$77,941.00	\$1,232,386.00	\$1,169,308.00	\$174,357.00	\$267,515.00		
3	Devil's Gate Dam and Reservoir Sediment Removal	WRDM000037	8/30/2018	\$66,564,504.25		\$64,560,244.25	\$231,160.00	\$474,100.00	\$1,299,000.00						
4	New York Drive - Lake Avenue/120 feet W/o Altadena Drive	RDC0015777	9/10/2018	\$7,593,000.00		\$5,333,637.00	\$295,833.00	\$47,652.00	\$121,750.00	\$83,171.00	\$261,000.00	\$927,679.00	\$522,278.00		
5	1st Street at Herbert Avenue, Traffic Signals, et al.	TDS0001562	9/10/2018	\$1,003,851.00		\$830,137.00	\$168,989.00	\$4,725.00							
6	La Tuna Fire - Sunset Upper Debris Basin - Debris Flow Barrier Installation	WRDM000054	10/16/2018	\$721,250.00		\$577,866.00	\$143,384.00								
7	Malibu Branch Feeder 30-inch Realignment	WWD2900062	10/17/2018	\$1,163,502.00		\$1,101,515.00	\$58,097.00	\$3,890.00							
8	Kenter Canyon Drain Connector Pipe Replacement	FCC0001320	11/13/2018	\$104,810.00		\$104,810.00									
9	Avenue K Transmission Main Phase IV 20th Street East to 30th Street East	WWD4004013	11/13/2018	\$2,427,548.60		\$2,318,548.60	\$109,000.00								
10	North County/Antelope Valley Traffic Forum Improvements Project	TSM0010239	12/10/2018	\$1,553,570.00		\$1,436,296.00	\$58,425.00	\$58,849.00							
11	Chesebro Road over Chesebro Canyon Creek Bridge 854 On-System (2018WOOLSEYFIRE)	RDC0016359	12/20/2018	\$708,000.00		\$708,000.00									
12	San Gabriel Coastal Spreading Grounds Levee Retrofit Project	FCC0001292	12/27/2018	\$7,494,211.00		\$5,134,211.00	\$130,000.00	\$695,000.00	\$1,535,000.00						
13	Mureau Road Bikeway and Roadway Improvements	RDC0016223	1/8/2019	\$975,224.69		\$497,900.03	\$31,937.66	\$11,885.25	\$56,920.85	\$55,527.40	\$177,246.00	\$143,807.50			
14	On-Call Traffic Signal Inductive Loop Detectors, Fiscal Years 2018-19 to 2021-22	OSD0000029	1/17/2019	\$652,917.60		\$652,917.60									
15	Mulholland Highway, et al. Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016371	1/28/2019	\$661,014.02		\$501,103.02	\$159,911.00								
16	Kanan Dume Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016370	1/29/2019	\$729,543.00		\$460,623.50	\$5,320.00	\$263,599.50							
17	Mulholland Highway Over Triunfo Creek Bridge 1180 On-System, et al. (2018WOOLSEYFIRE)	RDC0016358	1/31/2019	\$2,124,824.00		\$1,244,031.00	\$95,241.00	\$26,234.00	\$63,558.00	\$21,862.00	\$42,246.00	\$152,652.00	\$414,000.00	\$42,500.00	\$22,500.00
18	Latigo Canyon Road, et al. Guardrail Replacement Off-System (2018WOOLSEYFIRE)	RDC0016374	1/31/2019	\$2,188,888.00		\$2,119,542.00	\$69,346.00								
19	Kanan Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016369	2/7/2019	\$900,252.00		\$543,794.00	\$60,000.00	\$296,458.00							
20	Tujunga Spreading Grounds Intake Improvement Project	FCC0001258	2/19/2019	\$4,354,570.00		\$3,187,151.00	\$30,910.00	\$146,875.00	\$631,774.00	\$54,360.00	\$303,500.00				
21	Lake Hughes Road, Bouquet Canyon Road, and San Francisquito Canyon Road Improvements	RDC0016318	3/5/2019	\$1,049,233.30		\$768,412.30	\$43,641.00	\$237,180.00							
22	Live Oak Dam and Reservoir - Inlet/Outlet Works Rehabilitation Project	FCC0001262	3/6/2019	\$1,954,800.00		\$1,715,800.00	\$239,000.00								
23	Westmont Community Bikeway Access Improvements	RDC0015836	3/14/2019	\$1,041,306.57		\$703,358.82	\$69,600.00	\$218,121.00	\$50,226.75						
24	Morris Dam Low Flow Outlet and Facility Improvement	FCC0001285	4/4/2019	\$2,079,111.44		\$1,960,376.44	\$17,635.00	\$101,100.00							
25	Uncontrolled Marked Crosswalk Improvements	RDC0015960	4/16/2019	\$706,775.00		\$430,167.00	\$276,608.00								
26	Emergency Tree Trimming and Removals (2018WOOLSEYFIRE)	RMD3372001	5/7/2019	\$544,448.00		\$544,448.00									
27	Avenue M and 5th Street East Wellhead Arsenic Treatment System	WWD4004056	5/14/2019	\$1,104,373.00		\$997,373.00	\$27,000.00	\$80,000.00							
28	Old Topanga Canyon Road	RDC0016306	5/15/2019	\$1,585,842.00		\$1,558,841.20	\$6,383.30	\$20,617.50							
29	Guardrail Replacement Off-System (2018 WOOLSEYFIRE)(MAL)	RDC0016372	6/12/2019	\$1,099,250.20		\$1,024,364.20	\$74,886.00								

# Financial Summary



## Los Angeles County Public Works Construction Division Financial Summary

Project ID: **WRDM000037**

Project Name: **Devil's Gate Dam and Reservoir Sediment Removal**

### PROJECT SUMMARY

Office Engineer: [REDACTED]

Contractor: [REDACTED]

	Escrow?	Yes
Original Board Authorization	\$66,564,504.25	Paid to Date \$19,412,554.33
Supplemental Board Authorization	\$7,011,000.00	Retention to Date \$1,021,923.95
Total Board Authorization	\$73,575,504.25	Amount Available \$55,612,784.26

### PAYMENT DETAIL HF00710004

No	Type	Processed	Approved	Encumbrance	Paid Amount	Paid to Date	Retention Amount	Retention to Date	Bal. at processed
1	Progress	1/9/2019	1/9/2019	\$66,564,504.25	\$4,447,073.50	\$4,447,073.50	\$234,056.50	\$234,056.50	\$62,117,430.75
2	Progress	2/12/2019	2/12/2019	\$66,564,504.25	\$474,967.03	\$4,922,040.53	\$24,998.27	\$259,054.77	\$61,642,463.72
3	Progress	3/7/2019	3/11/2019	\$66,564,504.25	\$93,527.50	\$5,015,568.03	\$4,922.50	\$263,977.27	\$61,548,936.22
4	Progress	4/15/2019	4/15/2019	\$66,564,504.25	\$846,747.82	\$5,862,315.85	\$44,565.68	\$308,542.95	\$60,702,188.40
5	Progress	5/7/2019	5/7/2019	\$66,564,504.25	\$935,617.18	\$6,797,933.03	\$49,243.01	\$357,785.96	\$59,766,571.22
6	Progress	6/13/2019	6/13/2019	\$66,564,504.25	\$1,632,226.81	\$8,430,159.84	\$85,906.68	\$443,692.64	\$58,134,344.41
7	Progress	6/24/2019	6/25/2019	\$66,564,504.25	\$1,340,209.71	\$9,770,369.55	\$70,537.36	\$514,230.00	\$56,794,134.70
8	Progress	7/11/2019	7/11/2019	\$66,564,504.25	\$1,464,834.32	\$11,235,203.87	\$77,096.53	\$591,326.53	\$55,329,300.38
9	Progress	7/31/2019	7/31/2019	\$66,564,504.25	\$1,384,191.41	\$12,619,395.28	\$73,062.72	\$664,389.25	\$53,945,108.97
10	Progress	8/12/2019	8/13/2019	\$66,564,504.25	\$2,021,008.56	\$14,640,403.84	\$106,368.86	\$770,758.11	\$51,924,100.41
11	Progress	8/22/2019	8/26/2019	\$66,564,504.25	\$1,856,384.55	\$16,496,788.39	\$97,704.45	\$868,462.56	\$50,067,715.86
12	Progress	9/11/2019	9/11/2019	\$66,564,504.25	\$1,471,943.61	\$17,968,732.00	\$77,470.73	\$945,933.29	\$48,595,772.25
13	Progress	10/8/2019	10/10/2019	\$73,575,504.25	\$791,379.43	\$18,760,111.43	\$41,651.56	\$987,584.85	\$54,815,392.82
14	Progress	10/21/2019	10/22/2019	\$73,575,504.25	\$652,442.90	\$19,412,554.33	\$34,339.10	\$1,021,923.95	\$54,162,949.92

### CHANGE ORDER DETAIL HF00710004

No	Description	Request Amount	Actual Amount	Days	Field Reported	Dept Approved	Delegated	Board Adopted
1	Access Road Traffic Control	\$40,000.00	\$38,000.00	0.00	12/13/2018	12/13/2018	<input checked="" type="checkbox"/>	
2	Additional Signage	\$24,525.00	\$24,525.00	0.00	12/18/2018	12/24/2018	<input checked="" type="checkbox"/>	
3	4" Waterline Relocation	\$4,600.00	\$4,600.00	0.00	12/21/2018	12/24/2018	<input checked="" type="checkbox"/>	
4	Community Event Safety Measures	\$9,850.00	\$9,850.00	0.00	1/9/2019	1/10/2019	<input checked="" type="checkbox"/>	
5	Cleaning of Trash Rack	\$14,000.00	\$14,000.00	0.00	1/14/2019	1/15/2019	<input checked="" type="checkbox"/>	
6	CONCRETE REMOVAL (REINFORCED)	\$52,031.25	\$52,031.25	0.00	1/28/2019	1/29/2019	<input checked="" type="checkbox"/>	
7	4" Final Waterline Relocation	\$49,000.00	\$49,000.00	0.00	1/28/2019	1/29/2019	<input checked="" type="checkbox"/>	
8	Additional PCC for the Ret Wall Type 2 & Type 4	\$38,163.00	\$38,163.00	0.00	3/6/2019	3/7/2019	<input checked="" type="checkbox"/>	
9	Construction of Access Ramps	\$0.00	\$0.00	0.00	2/28/2019		<input checked="" type="checkbox"/>	

County of Los Angeles  
Department of Public Works - Construction Division  
**Project Inventory – August 23, 2012**







**Los Angeles County Public Works  
Construction Division  
Active Projects List**

updated 2/21/19

Total No.	Project ID		Project Name		Contract Amount
1	A c t i v e  P r o j e c t	1	APT5080443	Compton/Woodley Airport Runway 07R/25L & Taxiway Reconstruction	\$4,838,842.00
2		2	FCC0000708	Santa Anita Spreading Grounds Improvements	\$2,221,455.00
3		3	FCC0001147	Tujunga Wash - Tujunga Spreading Grounds Enhancement Project	\$19,811,480.10
4		4	FCC0001251	Santa Anita Dam Spillway Modification Project	\$25,773,160.00
5		5	FCC0001252	Manhattan Beach Pump Station	\$1,322,400.00
6		6	FCC0001295	17th Street Pumping Plant- Natural Gas Line Rehabilitation and Misc. Upgrade	\$338,000.00
7		7	RDC0012721	Del Mar Avenue Bridge Replacement Over Alhambra Wash	\$5,000,591.90
8		8	RDC0015528	Ballentine Place, et al.	\$4,600,159.75
9		9	RDC0015556	Willowbrook Area Access Improvements	\$3,115,318.98
10		10	RDC0015701	Mulholland Highway and Stokes Canyon Road, et al.	\$4,970,000.00
11		11	RDC0015777	New York Drive - Lake Avenue/120 feet W/o Altadena Drive	\$7,593,000.00
12		12	RDC0015797	Vermont Avenue Bike Lane	\$278,897.00
13		13	RDC0015810	Overhill Drive - La Brea Avenue to Slauson Avenue	\$1,166,124.30
14		14	RDC0015957	Atlantic Boulevard and Olympic Boulevard, et al.	\$903,903.00
15		15	RDC0016069	Allen Avenue, et al.	\$1,431,495.25
16		16	RDC0016358	Mulholland Highway Over Triunfo Creek Bridge 1180 On-System, et al. (2018WOOLSEYFIRE)	\$2,124,824.00
17		17	RDC0016359	Chesebro Road over Chesebro Canyon Creek Bridge 854 On-System (2018WOOLSEYFIRE)	\$708,000.00
18		18	TSM0010178	Slauson Avenue, et. al., Traffic Signal Synchronization Project	\$1,804,701.40
19		19	TSM0010185	Florence Avenue	\$1,928,874.00
20		20	WRDM000037	Devil's Gate Dam and Reservoir Sediment Removal	\$66,564,504.25
21		21	WRDM000054	La Tuna Fire - Sunset Upper Debris Basin - Debris Flow Barrier Installation	\$721,250.00
22		22	WWD8000011	Marina del Rey 18-Inch Waterline Replacement Phase IIIB	\$2,987,600.00
23	A w a r d e d  n o  N T P	1	FCC0001258	Tujunga Spreading Grounds Intake Improvement Project	\$4,354,570.00
24		2	OSD0000029	On-Call Traffic Signal Inductive Loop Detectors, Fiscal Years 2018-19 to 2021-22	\$652,917.60
25		3	RDC0016077	As Needed Traffic Signal Contract FY 2015-16	\$2,550,732.00
26		5	RDC0016369	Kanan Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	\$900,252.00
27		8	RMDJOC6601	RMDJOC6601 - Guardrail Replacement, South Los Angeles County	\$1,000,000.00
28		9	RMDJOC6602	RMDJOC6602 - Guardrail Replacement, North Los Angeles County	\$1,000,000.00
29		10	RMDJOC6603	Guardrail Replacement, South Los Angeles County	\$1,000,000.00
30		11	RMDJOC6604	Guardrail Replacement, North Los Angeles County	\$1,000,000.00
31		12	RMDJOC6605	RMDJOC6605 - Parkway Tree Maintenance, South Los Angeles County (JOC)	\$4,500,000.00
32		13	RMDJOC6606	Parkway Tree Maintenance, North Los Angeles County (JOC)	\$2,000,000.00
33		14	RMDJOC6607	RMDJOC6607 - Parkway Tree Maintenance, South Los Angeles County	\$4,500,000.00





**County of Los Angeles Public Works  
Construction Division  
Contracts Awarded Fiscal Year 2018-2019**

No.	Project Name	Project ID	Del	Award Date	Bid Amount	Contractor Name	LSBE/DVBE/SE/CBE	Supervisory District
1	1st Street at Herbert Avenue, Traffic Signals, et al.	TDS0001562	✓	9/10/2018	\$1,003,851.00			1,2,5
2	As-Needed Traffic Signal Construction Fiscal Year 2018-19	TDS0001573	✓	8/7/2018	\$2,877,848.30			1,2,3,4,5
3	Avenue K Transmission Main Phase IV 20th Street East to 30th Street East	WWD4004013	✓	11/13/2018	\$2,427,548.60			5
4	Avenue M and 5th Street East Wellhead Arsenic Treatment System	WWD4004056	✓	5/14/2019	\$1,104,373.00		CBE	5
5	Camp Kilpatrick Wastewater Treatment Plant Project (Temporary Packaged Treatment System - Woolsey Fire Response)	P200000786	✓	7/3/2019	\$1,169,000.00			3
6	Chesebro Road over Chesebro Canyon Creek Bridge 854 On-System (2018WOOLSEYFIRE)	RDC0016359	✓	12/20/2018	\$708,000.00		LSBE	3
7	Devil's Gate Dam and Reservoir Sediment Removal	WRDM000037	✓	8/30/2018	\$66,564,504.25			1
8	Emergency Tree Trimming and Removals (2018WOOLSEYFIRE)	RMD3372001	✓	5/7/2019	\$544,448.00			3
9	Franklin D. Roosevelt Park Regional Stormwater Capture Project	WMD0000109	✓	8/21/2018	\$10,279,870.50			2
10	Guardrail Replacement Off-System (2018 WOOLSEYFIRE)(MAL)	RDC0016372	✓	6/12/2019	\$1,099,250.20			3
11	Guardrail Replacement, North Los Angeles County	RMDJOC6604	✓	9/11/2018	\$1,000,000.00			5
12	Guardrail Replacement, South Los Angeles County	RMDJOC6603	✓	9/4/2018	\$1,000,000.00			1,2,3,4
13	Kanan Dume Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016370	✓	1/29/2019	\$729,543.00			3
14	Kanan Road Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016369	✓	2/7/2019	\$900,252.00			3
15	Kenter Canyon Drain Connector Pipe Replacement	FCC0001320	✓	11/13/2018	\$104,810.00			3
16	La Tuna Fire - Sunset Upper Debris Basin - Debris Flow Barrier Installation	WRDM000054	✓	10/16/2018	\$721,250.00			5
17	Lake Hughes Road, Bouquet Canyon Road, and San Francisquito Canyon Road Improvements	RDC0016318	✓	3/5/2019	\$1,049,233.30		LSBE, CBE	5
18	Latigo Canyon Road, et al. Guardrail Replacement Off-System (2018WOOLSEYFIRE)	RDC0016374	✓	1/31/2019	\$2,188,888.00			3
19	Live Oak Dam and Reservoir - Inlet/Outlet Works Rehabilitation Project	FCC0001262	✓	3/6/2019	\$1,954,800.00			5
20	Malibu Branch Feeder 30-inch Realignment	WWD2900062	✓	10/17/2018	\$1,163,502.00			3
21	Morris Dam Low Flow Outlet and Facility Improvement	FCC0001285	✓	4/4/2019	\$2,079,111.44		CBE	5
22	Mulholland Highway Over Triunfo Creek Bridge 1180 On-System, et al. (2018WOOLSEYFIRE)	RDC0016358	✓	1/31/2019	\$2,124,824.00			3
23	Mulholland Highway, et al. Guardrail Replacement On-System (2018WOOLSEYFIRE)	RDC0016371	✓	1/28/2019	\$661,014.02			3
24	Mureau Road Bikeway and Roadway Improvements	RDC0016223	✓	1/8/2019	\$975,224.69			3
25	New York Drive - Lake Avenue/120 feet W/o Altadena Drive	RDC0015777	✓	9/10/2018	\$7,593,000.00			5
26	North County/Antelope Valley Traffic Forum Improvements Project	TSM0010239	✓	12/10/2018	\$1,553,570.00			5
27	Old Topanga Canyon Road	RDC0016306	✓	5/15/2019	\$1,585,842.00			2
28	On-Call Traffic Signal Inductive Loop Detectors, Fiscal Years 2018-19 to 2021-22	OSD0000029	✓	1/17/2019	\$652,917.60		LSBE, CBE	1,2,3,4,5
29	Parkway Concrete Maintenance, Maintenance District No. 1, Group C	RMDJOC6611	✓	7/5/2018	\$500,000.00			1,4,5
30	Parkway Concrete Maintenance, Maintenance District No. 1, Group D	RMDJOC6612	✓	7/11/2018	\$500,000.00			1,4,5
31	Parkway Concrete Maintenance, Maintenance District No. 1, Group E	RMDJOC6613	✓	4/1/2019	\$500,000.00		LSBE	1,4,5
32	Parkway Concrete Maintenance, Maintenance District No. 1, Group F	RMDJOC6614	✓	4/2/2019	\$500,000.00		LSBE	1,4,5
33	Parkway Concrete Maintenance, Maintenance District No. 3, Group D	RMDJOC6618	✓	4/22/2019	\$500,000.00		LSBE	2,3,4,5
34	Parkway Concrete Maintenance, Maintenance District No. 3, Group E	RMDJOC6619	✓	5/7/2019	\$500,000.00		LSBE, CBE	2,3,4,5
35	Parkway Concrete Maintenance, Maintenance District No. 3, Group F	RMDJOC6620	✓	5/13/2019	\$500,000.00		LSBE, CBE	2,3,4,5
36	Parkway Concrete Maintenance, Maintenance District No. 4, Group E	RMDJOC6625	✓	12/26/2018	\$500,000.00			1,2,4





Los Angeles County Public Works  
Construction Division  
Projects Variance Estimates July 1, 2016 - Present

				E	G	H	(G-H)/G*100	(F-H)/F	(E-G)/E	(RINV-H-N)/RINV	Total RINV	Total RINV-Low Bid-CO							P	R	P-R	N	N/H	updated 10-3-2019
No.	Project Name	Project ID	Core Service Area	Estimated Total Project Cost	Estimated Total Project Cost TPC (per Low Bid)	Engineer's Estimate	Low Bid Amount	Bid Variance %	Soft Cost % Low Bid TPC	Soft Cost % Low Bid	Estimated Soft Cost per EE/TPC	Actual Soft Cost		Final Contract Cost (1)	Actual Soft Cost Final Total Cost (2)	Actual Soft Cost Final Contract Cost	Award Date^	Original Completion Date per BL	Estimated Completion Date	Actual Completion Date	Difference Original/Actual Completion Date	Change Orders to Date	% Change Orders (Compared to Award)	Comments
1	Slauson Avenue, et al., Traffic Signal Synchronization Project	TSM0010178	Transportation	\$3,431,000.00	\$3,317,000.00	\$1,987,900.00	\$1,804,701.40	-9%	46%	84%	42%						4/18/2017	Feb-18	Dec-19			\$416,136.06	23.06%	
2	Belmont Shore Pump Station - Mechanical and Electrical Rehabilitation	FCC0001254	Water Resources	\$2,000,000.00	\$2,560,100.00	\$1,447,300.00	\$2,007,400.20	99%	22%	28%	28%													reject/readvertise
3	Belmont Shore Pump Station - Mechanical and Electrical Rehabilitation	FCC0001254	Water Resources	\$3,500,000.00	\$2,560,100.00	\$2,258,848.00	\$2,053,990.00	-9%	20%	25%	35%	#DIV/0!					3/27/2018	Sep-19	Oct-19			\$16,100.00	0.78%	
4	As Needed Traffic Signal Construction FY 2016-17	RDC0016193	Transportation	\$3,500,000.00	\$3,500,000.00	\$2,619,590.00	\$6,259,573.00	139%	-79%	-44%	25%													bids rejected
5	Santa Anita Dam Spillway Modification Project	FCC0001251	Water Resources	\$41,500,000.00	\$32,798,038.00	\$35,615,684.25	\$26,913,723.00	-32%	18%	22%	14%													reject/readvertise
6	Santa Anita Dam Spillway Modification Project	FCC0001251	Water Resources	\$42,500,000.00	\$29,500,000.00	\$38,947,759.25	\$25,773,160.00	-34%	13%	14%	8%						10/18/2017	May-20	Jan-21			\$8,850,578.00	26.58%	
7	Del Mar Avenue Bridge Replacement Over Alhambra Wash	RDC0012721	Transportation	\$6,500,000.00	\$8,900,000.00	\$3,784,152.00	\$5,000,591.90	32%	44%	78%	42%	#DIV/0!					10/31/2017	Jan-19	Dec-19			\$557,717.85	11.15%	
8	Vermont Avenue Bike Lane	RDC0015797	Transportation	\$4,300,000.00	\$1,170,000.00	\$583,534.00	\$278,897.00	-52%	76%	320%	86%	#DIV/0!					12/14/2017	Jun-18	N/A	Mar-19	-9	-\$29,095.97	-10.43%	
9	Atlantic Bl and Olympic Bl, et al.	RDC0015957	Transportation	\$1,500,000.00	\$1,450,000.00	\$920,429.50	\$903,903.00	-2%	38%	60%	39%						1/4/2018	Sep-18	Oct-19			\$148,347.00	16.41%	
10	Little Dalton Wash, Coyote Creek and Coyote Creek North Fork Channels Repairs project	FCC0001299	Water Resources	\$3,500,000.00	\$3,033,358.00	\$1,982,077.00	\$1,515,435.00	-24%	50%	100%	43%	#DIV/0!					3/19/2018	Nov-18	N/A	Jan-19	-3	\$132,800.00	8.76%	
11	Mulholland Highway and Stokes Canyon Road, et al.	RDC0015701	Transportation	\$6,400,000.00	\$7,400,000.00	\$4,024,807.75	\$4,970,000.00	23%	33%	49%	37%						3/19/2018	Sep-18	Oct-19			\$106,042.91	2.13%	
12	Overhill Drive - La Brea Avenue to Slauson Avenue	RDC0015810	Transportation	\$4,000,000.00	\$3,900,000.00	\$1,146,390.40	\$1,166,124.30	2%	70%	234%	71%						4/17/2018	Dec-18	Oct-19			\$182,786.56	15.67%	
13	Live Oak Dam and Reservoir - Inlet/Outlet Works Rehabilitation Project	FCC0001262	Water Resources	\$3,500,000.00	\$1,816,152.00	\$1,564,732.00	\$1,985,251.00	94%	-0%	-3%	55%													reject & readvertise
14	Live Oak Dam and Reservoir - Inlet/Outlet Works Rehabilitation Project	FCC0001262	Water Resources	\$4,000,000.00		\$1,816,152.00	\$1,954,800.00	8%	#DIV/0!	-100%	55%						3/6/2019	Aug-19	Nov-19			\$88,236.00	4.51%	
15	Foothill Boulevard Medians - La Crescenta project	RDC0016114	Transportation	\$2,000,000.00	\$1,900,000.00	\$970,050.20	\$898,793.31	-7%	53%	111%	51%						6/18/2018	Nov-18	Oct-19			\$35,290.42	3.93%	
16	Devil's Gate Dam and Reservoir Sediment Removal Project	WRDM000037	Water Resources	\$135,000,000.00	\$135,000,000.00	\$57,288,413.50	\$66,564,504.25	16%	51%	103%	58%						8/30/2018	Dec-23	Nov-22			\$9,446,734.29	14.19%	
17	As-Needed Traffic Signal Construction Fiscal Year 2018-19	TDS0001573	Transportation	\$3,400,000.00	\$3,400,000.00	\$2,530,975.00	\$2,877,848.30	14%	15%	18%	26%						8/7/2018	N/A	Oct-19			\$0.00	0.00%	
18	North County/Antelope Valley Traffic Forum Improvements Project	TSM0010239	Transportation	\$3,364,000.00		\$1,572,900.00	\$1,413,310.00	-10%	#DIV/0!	-100%	53%	#DIV/0!												reject & readvertise
19	North County/Antelope Valley Traffic Forum Improvements Project	TSM0010239	Transportation	\$3,420,000.00	\$3,460,000.00	\$1,515,371.00	\$1,553,570.00	3%	55%	123%	56%						12/10/2018	Apr-19	Oct-19			\$64,083.98	4.12%	
20	Allen Avenue, et al.	RDC0016069	Transportation	\$3,200,000.00	\$3,200,000.00	\$1,415,783.70	\$1,431,495.25	1%	55%	124%	56%						6/25/2018	Jan-19	Aug-19			\$36,590.00	2.56%	
21	1st Street at Herbert Avenue, Traffic Signals, Et Al.	TD50001562	Transportation	\$1,450,000.00		\$1,001,727.00	\$1,003,851.00	0%	#DIV/0!	-100%	31%						9/10/2018	Aug-19	TBD			\$0.00	0.00%	
22	New York Drive - Lake Avenue to 120 Feet West of Altadena Drive	RDC0015777	Transportation	\$12,500,000.00		\$7,794,780.90	\$7,593,000.00	-3%	#DIV/0!	-100%	38%						9/10/2018	Feb-20	Mar-20			\$468,434.40	6.17%	
23	Avenue K Transmission Main Phase IV 20th Street East to 30th Street East	WWD4004013	Water Resources	\$5,100,000.00		\$3,292,308.00	\$2,418,083.00	-21%	#DIV/0!	-100%														reject & readvertise
24	Avenue K Transmission Main Phase IV 20th Street East to 30th Street East	WWD4004013	Water Resources	\$5,100,000.00		\$3,302,308.00	\$2,427,548.80	-26%	#DIV/0!	-100%	35%						11/13/2018	Oct-19	Jan-20			\$7,500.00	0.31%	
25	Gates Canyon Stormwater Improvements Project	SWQ0000002	Water Resources	\$12,700,000.00		\$7,976,605.00	\$8,521,454.00	7%	#DIV/0!	-100%	37%						TBD	N/A	TBD			\$0.00	0.00%	
26	Kenter Canyon Drain Connector Pipe Replacement	FCC0001320	Water Resources	\$340,000.00		\$116,000.00	\$104,810.00	-10%	#DIV/0!	-100%	66%						11/13/2018	Mar-19	Jun-19			\$10,000.00	9.54%	
27	Malibu Branch Feeder 30-Inch Realignment	WWD2900062	Water Resources	\$3,500,000.00		\$1,492,459.80	\$1,163,502.00	-22%	#DIV/0!	-100%	57%						10/17/2018	Aug-19	TBD			\$44,889.67	3.89%	
28	Mureau Road Bikeway and Roadway Improvements	RDC0016223	Transportation	\$2,200,000.00		\$739,724.50	\$975,224.09	32%	#DIV/0!	-100%	66%						1/8/2019	Apr-19	Oct-19			\$33,396.36	3.42%	
29	Ladera Park Stormwater Improvements Project	SWQ0000003	Water Resources	\$10,240,000.00		\$5,673,640.00	\$4,978,878.98	-12%	#DIV/0!	-100%	45%						TBD	Nov-19	TBD				0.00%	This project will be managed by PMD II.
30	Lake Hughes Rd, Bouquet Cyn Rd, and San Francisco Cyn Rd Imp Proj	RDC0016318	Transportation	\$2,200,000.00		\$945,407.30	\$1,049,233.30	11%	#DIV/0!	-100%	57%						3/5/2019	Jun-19	Oct-19			\$67,004.87	6.39%	
31	San Gabriel Coastal Spreading Grounds Levee Retrofit	FCC0001292	Water Resources	\$11,750,000.00		\$8,599,399.50	\$7,494,211.00	-13%	#DIV/0!	-100%	27%	#DIV/0!					12/27/2018	Nov-19	TBD			\$0.00	0.00%	
32	Uncontrolled Marked Crosswalk Improvements	RDC0015960	Transportation	\$1,000,000.00	\$1,400,000.00	\$420,233.35	\$706,775.00	68%	50%	98%	58%						4/16/2019	Jul-19	Oct-19			-\$34,455.00	-4.87%	
33	Tujunga Spreading Grounds Intake Improvement Project	FCC0001258	Water Resources	\$6,310,000.00		\$4,333,385.00	\$4,354,570.00	0%	#DIV/0!	-100%	31%						2/19/2019	Oct-19	Oct-19			\$88,900.00	1.61%	
34	Chesebro Road Over Chesebro Canyon Creek Bridge 864 On-System (2018WoolseyFire)	RDC0016359	Transportation	\$1,080,000.00	\$1,500,000.00	\$708,000.00	\$708,000.00	0%	53%	112%	34%	#DIV/0!					12/20/2018	Mar-19	N/A	4/11/2019	-1	\$740,282.00	104.56%	
35	Mulholland Highway, et al. Guardrail Replacement On-System (2018WoolseyFire)	RDC0016371	Transportation	\$0.00	\$1,200,000.00	\$638,201.92	\$661,014.02	4%	45%	82%	#DIV/0!	#DIV/0!					1/28/2019	May-19	Oct-19			\$97,952.56	14.82%	
36																								





Los Angeles County Public Works  
Construction Division  
**Storm Watch**  
(Grouped By Category of Risk)

**Risk Category : MEDIUM**

No. Project ID	Project Name Scope of Work Storm Watch Comments	Contractor Name Phone Emergency Contact Emergency Phone	Contract Duration Actual Start Projected Finish	Section Head Area Supervisor Inspector Office Engineer
1 WRDM000037	Devil's Gate Dam and Reservoir Sediment Removal Removal and disposal of sediment; construction of portland cement concrete and asphalt concrete pavement on base material; and the performance of other appurtenant work. <b>Active flood control facility. Sediment removal inside reservoir.</b>	---	- 680 Days - 11/28/2018 - 11/30/2022	
2 FCC0001251	Santa Anita Dam Spillway Modification Project Construct new spillway on existing concrete arch dam, outlet works rehab, access road improvements and mechanical and utility upgrades. <b>Spillway partially</b>		- 550 Days - 4/27/2018 - 1/21/2021	





**Los Angeles County Public Works  
Construction Division  
List of Projects to Address MAPP Goal**



No.	Core Service area	Project Name	Description	Estimated Construction Cost	Planning Fiscal Year	Construction Fiscal Year	Division
1	Water Resources	Malibu Branch Feeder Realignment	Relocate over 1,500 feet of the region's water main to the current PCH alignment. The City of Los Angeles is constructing the Potrero Canyon Preserve above the existing waterline and it must be relocated to ensure its structural integrity	\$3,621,979	2018 / 2019	2019	WWD
2	Water Resources	Avenue M and 5th Street East Wellhead Arsenic Treatment System	Install wellhead arsenic treatment system and construct associated site improvements.	\$1,387,530	2018 / 2019	2019	WWD
3	Water Resources	Avenue K Transmission Main Phase IV 20th Street East to 30th Street East	Install approximately 5,350 feet of 24-inch diameter steel transmission main and appurtenances.	\$4,501,539	2018 / 2019	2019	WWD
4	Water Resources	District No. 29 Creek Crossing Repair Project	Repair the region's water main at several creek crossing locations on PCH. The waterline at these locations is severely deteriorated, aging, and subject to leaks	\$2,531,314	2019 / 2020	2020	WWD
5	Water Resources	Owen Tank Improvement	Replace aging and severely deteriorated 100,000 gallon tank that will add regional resiliency	\$4,182,232	2019 / 2020	2020	WWD
6	Water Resources	PCH 8-inch Waterline Improvements (Zumirez Drive to Escondido Beach Road)	Replace over 9,500 feet of leak prone, aging, and deteriorated 6-inch waterline	\$6,424,375	2019 / 2020	2020	WWD
7	Water Resources	Del Valle Road Watermain Replacement	Replace approximately 7,000 feet of 8-inch waterline with 12-inch diameter ductile iron pipe.	\$3,685,500	2019 / 2020	2020	WWD
8	Water Resources	Avenue J-12 and 50th Street West Well Site Improvements, Well 4-91	Replacement of ground water well.	\$3,363,416	2019 / 2020	2020	WWD
9	Water Resources	Avenue H and 50th Street West Well Site, Wells 4-93 and 4-94	Construction of two ground water wells, forebay tank, disinfection facilities, power facilities, fencing, freeboard basin, and pump house.	\$8,023,473	2019 / 2020	2020	WWD
10	Water Resources	Avenue K Phase IIIA	Install approximately 5,450 linear feet of 36-inch diameter steel water main.	\$3,840,000	2019 / 2020	2020	WWD
11	Water Resources	Big Rock 1200 1 Tank Recoating	Scheduling recoating and structural repair for 0.47 MG Tank last recoated in 1972.	\$223,333	2019 / 2020	2020	WWD
12	Water Resources	Big Rock 1200 PZ 2 Tank Recoating	Scheduling recoating and structural repair for 1.0 MG Tank last recoated in 2002.	\$153,333	2019 / 2020	2020	WWD
13	Water Resources	Lower Busch Tank Improvement	Replace an aging and severely deteriorated 300,000 gallon concrete tank with a steel tank	\$3,733,600	2019 / 2021	2021	WWD
14	Water Resources	Trancas Creek Crossing Waterline	Relocate existing 16-inch waterline	\$4,072,000	2019 / 2021	2021	WWD
15	Water Resources	Marina Del Rey 18-Inch Water Line Replacement Phase IIIC	Construct 2,064 LF of 16-in steel pipe	\$900,000	2019 / 2021	2021	WWD
16	Water Resources	Avenue K Phase IIIB	Install approximately 5,370 linear feet of 36-inch diameter steel water main	\$3,590,000	2019 / 2021	2021	WWD
17	Water Resources	Civic Center Improvements	Construct over 8,000 feet of waterline and a new tank for a leak prone, severely deteriorated, and aging system. This project has funding from developer agreements approved by the Board in 2009	\$9,361,646	2019 / 2025	2025	WWD
18	Water Resources	Emergency Source of Water Supply Connection (Las Virgenes Connection)	Construct a transmission waterline to connect to Las Virgenes Municipal Water District to provide a water source for the region in case of emergencies	\$4,075,053	2019 / 2025	2025	WWD
19	Water Resources	Coastline Drive 12-Inch Waterline Improvements	Replace over 2,000 feet of leak prone, aging, and severely deteriorated 12-inch waterline	\$2,855,671	2020 / 2021	2021	WWD
20	Water Resources	Carbon Canyon Road Waterline Improvements	Replace over 7,000 feet of leak prone, aging, and severely deteriorated waterlines ranging in size from 1.5 to 4 inches	\$4,730,236	2020 / 2021	2021	WWD
21	Water Resources	Portshead Tank Recoating	Scheduling recoating and structural repair for 0.48 MG Tank last recoated in 2002.	\$208,333	2020 / 2021	2021	WWD
22	Water Resources	Las Flores Tank Recoating	Scheduling recoating and structural repair for 0.1 MG Tank.	\$153,333	2020 / 2021	2021	WWD
23	Water Resources	Santa Maria Tank Recoating	Scheduling recoating and structural repair for 0.1 MG Tank last recoated in 1967.	\$153,333	2020 / 2021	2021	WWD



## Los Angeles County Public Works Construction Division List of Upcoming Projects

updated 2/21/19

No.	Project ID	Project Name	Estimate	Release Date
<b>Advertised</b>				
1	RDC0015836	Westmont Community Bikeway Access Improvements	\$996,108.75	Feb-19
2	WWD4004056	Avenue M and 5th Street East Wellhead Arsenic Treatment System	\$857,145.30	Feb-19
3	FCC0001285	Morris Dam Low Flow Outlet and Facility Improvement	\$1,899,841.00	Feb-19
<b>Upcoming*</b>				
1		Bridge Preventive Maintenance Program - Group 7 Cities (DES)	\$3,012,534.60	Mar-19
2		Bridge Preventive Maintenance Program - Group 8 Cities	\$3,721,722.25	Mar-19
3		Bridge Preventive Maintenance Program - Group 9 Cities	\$1,380,293.60	Mar-19
4		East Los Angeles Sustainable Median Stormwater Capture Project	\$70,000.00	Mar-19
5		Bridge Preventive Maintenance Program - Group 6 Cities	\$2,693,749.00	May-19
6		General William J. Fox Airfield Runway/Taxiway Reconstruction	\$11,341,462.00	May-19
7		Big Dalton Dam Sluiceway Rehabilitation Project et al.	\$6,600,000.00	May-19
8		Pacoima Spreading Grounds Basin Enhancement Project	\$36,000,000.00	Jul-19
9		Metro Green Line Vermont Station Wayfinding Signage	\$450,251.00	Aug-19
10		Rory M. Shaw Wetlands Park Phase 1(aka Strathern Wetlands Park)	\$17,800,000.00	Dec-19
11		Culvert Repair & Lining Project Phase 1	\$450,000.00	Mar-19
12		Old Topanga Cyn Rd-2,723' S/o Valdez Rd/Topanga Cyn Bl	\$1,302,358.75	Mar-19
13		Project No. 9003 Paramount - Paramount Pump Station Controller Upgrade	\$320,000.00	Mar-19
14		Altadena Drive and Washington Boulevard Bikeway	\$2,023,011.75	May-19
15		Bridge Preventive Maintenance Program - Group 12 Cities	\$1,558,899.35	May-19
16		Bridge Preventive Maintenance Program - Group 13 Cities	\$467,474.60	May-19
17		Alameda St - Nadeau St/Auto Drive South	\$1,649,965.00	Jun-19
18		South Bay Arterial Performance Measurement Project	\$550,400.00	Jun-19
19		Wilmington Av - 200' S/o Victoria St to Del Amo Bl	\$826,116.56	Jun-19
20		Bridge Preventive Maintenance Program - Group 11 Cities	\$2,544,107.60	Jul-19
21		Owen Tank Replacement	\$2,617,458.50	Jul-19
22		103rd Street Green Improvement Project	\$2,109,423.85	Aug-19
23		Slauson Avenue over San Gabriel River	\$1,095,880.00	Aug-19
24		PCH 8-inch Waterline Improvements (Zumirez Drive to Escondido Beach Road)	\$4,700,000.00	Aug-19
25		Sun Valley Watershed Upper Storm Drain System Phase 1	\$6,082,532.00	Aug-19

\$115,120,735.46

# TPCE Variance Report

## BOARD APPROVED BUDGET vs PROJECTED TPCE

Below are the reports on **Board Approved Budget versus Projected TPCE** for Active and In Close-out projects.

### MORE THAN 5% OVER

Project Name	Board Approved Budget	Projected TPCE	Over in \$	Over in %
1 Pitchess Detention Center-DM	\$7,170,000.00	\$7,569,999.99	\$399,999.99	5.58%

### LESS THAN 5% OVER

Project Name	Board Approved Budget	Projected TPCE	Over in \$	Over in %
1 CRDF-DM	\$32,546,000.00	\$33,642,999.82	\$1,096,999.82	3.37%

### WITHIN BUDGET

Project Name	Board Approved Budget	Projected TPCE	Over in \$	Over in %
1 Altadena Sheriff Station Parking Lot	\$1,100,000.00	\$1,095,982.25	(\$4,017.75)	-0.37%
2 Carson Sheriff's Station Expansion	\$5,400,000.00	\$5,400,000.37	\$0.37	0.00%
3 Crescenta Valley Station-DM	\$1,528,000.00	\$1,068,000.00	(\$460,000.00)	-30.10%
4 East LA Station and COPS Bldg-DM	\$2,296,000.00	\$2,079,999.89	(\$216,000.11)	-9.41%
5 EVOC Environmental Studies	\$99,120.00	\$40,919.01	(\$58,200.99)	-58.72%
6 LASD EVOC	\$15,500,000.00	\$15,500,000.08	\$0.08	0.00%
7 Mental Health Treatment Center	\$2,156,262,000.00	\$56,175,430.12	(\$2,100,086,569.88)	-97.39%
8 Norwalk Station-DM	\$13,251,000.00	\$7,456,000.06	(\$5,794,999.94)	-43.73%
9 PDC East Renovation	\$12,566,000.00	\$12,566,000.25	\$0.25	0.00%
10 Pitchess Laundry and Water Tanks Rep	\$7,400,000.00	\$5,746,886.00	(\$1,653,114.00)	-22.34%
11 Pitchess Water Infrastructure Proj	\$7,900,000.00	\$7,900,000.24	\$0.24	0.00%
12 San Dimas Station Annex DM	\$1,485,000.00	\$1,372,999.63	(\$112,000.37)	-7.54%
13 TTCF - DM Elevators	\$50,639,000.00	\$44,841,000.50	(\$5,797,999.50)	-11.45%
14 Walnut-Diamond Bar Reg Station DM	\$3,735,000.00	\$2,069,000.19	(\$1,665,999.81)	-44.61%
15 West Hollywood Station DM	\$1,497,000.00	\$1,127,000.48	(\$369,999.52)	-24.72%

### NO BOARD APPROVED BUDGET

Project Name	Board Approved Budget	Projected TPCE	Over in \$	Over in %
1 HOJ Filtration	\$0.00	\$54,167.92	\$54,167.92	100.00%
2 PDC NCCF Pipeline Replacement	\$0.00	\$0.00	\$0.00	0.00%
3 SPPG Section Overhead	\$0.00	\$0.00	\$0.00	0.00%

4	Vignes Property CEQA	\$0.00	\$0.00	\$0.00	0.00%
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## PROJECT SCHEDULE STATUS UPDATE

This is to remind you that the following projects' schedules have not been updated over **90 days** or have **no schedule**.

### Active

	Project Title	Project Manager	Last updated	Days
1	Mental Health Treatment Center		04-08-2020	237
2	HOJ Filtration			
3	PDC NCCF Pipeline Replacement			

## CURRENT vs BOARD APPROVED SCHEDULE

Below are the report on **Current versus Board Approved Schedule** for Active and In Close-out projects.

Over 150 days

Between 91 - 150 days

Between 31 - 90 days

Between 1 - 30 days

Less than 0 days

No Ta

### Active

	PROJECT TITLE	CURRENT PHASE	CURRENT PHASE FINISH
1	Pitchess Water Infrastructure Proj	PHASE IV - DESIGN	03-29-2022
2	PDC East Renovation	PHASE VI - CONSTRUCTION	04-16-2021
3	East LA Station and COPS Bldg-DM	PHASE IV - DESIGN	10-25-2021
4	Norwalk Station-DM	PHASE IV - DESIGN	08-30-2021
5	San Dimas Station Annex DM	PHASE IV - DESIGN	08-23-2021
6	Crescenta Valley Station-DM	PHASE IV - DESIGN	07-28-2021
7	West Hollywood Station DM	PHASE IV - DESIGN	07-15-2021
8	LASD EVOC	PHASE VI - CONSTRUCTION	02-17-2022
9	Walnut-Diamond Bar Reg Station DM	PHASE IV - DESIGN	03-24-2021
10	TTCF - DM Elevators	PHASE I - PROJECT NEEDS ASSESSMENT	11-10-2020
11	Carson Sheriff's Station Expansion	PHASE VI - DESIGN-BUILD/MAKE READY CONSTRUCTION	04-25-2021
12	Pitchess Detention Center-DM	PHASE IV - DESIGN	08-02-2021
13	CRDF-DM	PHASE IV - DESIGN	12-09-2021
14	Mental Health Treatment Center	PHASE VII - POST CONSTRUCTION (MHTC)	04-29-2020

\* Board Approved Schedule

Printable

## **A.3**

### **Sample Reports**

#### **2.12 Internal Services Department Reports**

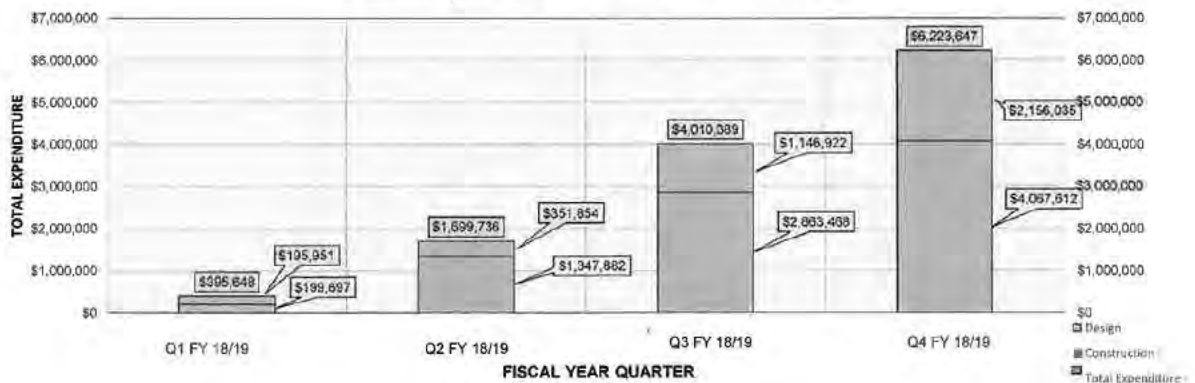




COUNTY OF LOS ANGELES  
 INTERNAL SERVICES DEPARTMENT  
 FACILITY REINVESTMENT PROGRAM  
 Q4 COHORT 1 BILLING AND CASH FLOW REPORT  
 DESIGN / CONSTRUCTION  
 8/1/2019

COHORT #1 (FY 17/18 & 18/19) ISD & DPW							
	ACTUAL Q1 FY 18/19 (September 2018)	ACTUAL Q2 FY 18/19 (December 2018)	ACTUAL Q3 FY 18/19 (March 2019)	ESTIMATED Q4 FY 18/19 (June 2019)	TOTAL ESTIMATED FY 18/19	ESTIMATED Carry-Over FY 19/20	Total Projects
Design Cost	\$195,951	\$351,854	\$1,146,922	\$2,156,035	\$3,850,762	\$26,859,938	\$30,710,700
Construction Cost	\$199,697	\$1,347,882	\$2,863,468	\$4,057,612	\$8,478,659	\$267,917,641	\$276,396,300
Total Expenditure	\$395,648	\$1,699,736	\$4,010,389	\$6,223,647	\$12,329,421	\$294,777,579	\$307,107,000

**FACILITY REINVESTMENT PROGRAM CASH FLOW FY18-19**





**COUNTY OF LOS ANGELES**  
**FACILITY REINVESTMENT PROGRAM: COHORT #1 PROGRAM SCORECARD**

8/1/2019

COHORT #1						
FY 17/18/19 PROJECTS	ISD		DPW		Total	
Projects Total/Percentages	151	Percentage	38	Percentage	189	Percentage
<b>Secondary Scope Validation</b>						
Total Projects - Required	118	78.15%	26	68.42%	144	76.19%
Completed	106	89.83%	26	100.00%	132	69.84%
<b>Architecture/Engineering</b>						
Total Projects - Required	67	44.37%	23	60.53%	90	47.62%
Work Order Authorizations	56	83.58%	17	73.91%	73	38.62%
Plan Check Complete	9	13.43%	9	39.13%	18	9.52%
Total A/E Completed	11	16.42%	0	0.00%	11	5.82%
<b>Job Order Contracting</b>						
Work Orders Issued	76	50.33%	4	10.53%	80	42.33%
Work Order Authorizations	56	37.09%	1	25.00%	57	30.16%
Total JOC Completed	22	14.57%	0	0.00%	22	11.64%
<b>Master Agreement</b>						
Master Agreement Required	9	5.96%	0	0.00%	9	5.96%
Work Orders - Procurement	9	100.00%	0	0.00%	9	4.76%
Work Order Authorizations	0	0.00%	0	0.00%	0	0.00%
Total Master Agreement Completed	0	0.00%	0	0.00%	0	0.00%
<b>Force Account</b>						
Work Orders issued to ISD Crafts	17	11.26%	0	0.00%	17	8.99%
Total Force Account Completed	1	5.88%	0	0.00%	1	0.53%
<b>Project Completion Totals</b>						
Total Projects Completed	23	15.23%	0	0.00%	23	12.17%
<b>Total Annualized Budget</b>	\$43,604,000		\$19,034,000		\$62,638,000	
Amount Encumbered to Date (Work Orders)	\$12,161,939	27.89%	\$2,540,450	13.35%	\$14,702,388	23.47%
Amount Billed to Date	\$9,672,858	22.18%	\$2,540,450	13.35%	\$12,213,308	19.50%



COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
FACILITY REINVESTMENT PROGRAM PROJECT DATA SHEET  
9/9/2019

**ANTHONY QUINN LIBRARY**

Reporting Date: 9/9/2019  
Client Department: Public Library  
Project Number: 12810-78076  
Project Manager: XXXXXXXXXX  
Total Project Cost: \$213,000  
SR Amount: \$213,000  
Date SR Issued: 3/2/2018  
Final Completion: 1/28/20  
% Completed: 39%  
Supervisory District: 1  
Address: XXXXXXXXXX  
Current Status: JOC Procurement  
Est. Billing by 6/30: \$36,054.00



**Scope of Work**

Includes replacing the following electrical equipment: (1) 400 AMP main disconnect with meter, (1) switchboard, (1) electrical panel A, (1) lighting control panel. Some flooring replacement in two rooms, removal of unused mechanical pump.

**Schedule and Impact to Building Operations**

The project construction has a total duration of 5 months. The library will have to be closed during critical construction of 2 weeks. Closure will be coordinated with library staff, and department managers.

**Status**

Proposal was approved 06/28/2019. The work order authorization was submitted for processing on 07/01/2019

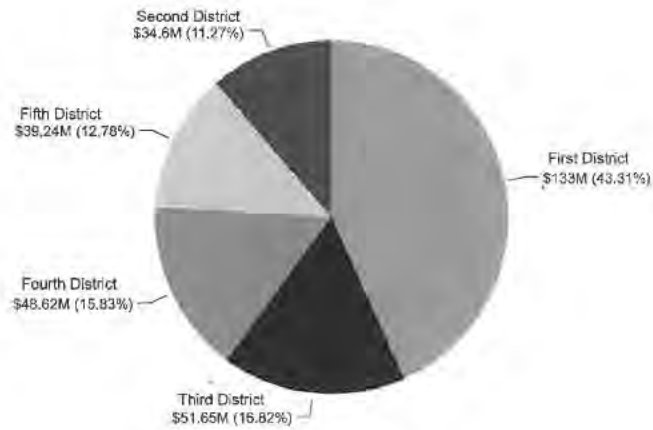
**Issues**

Budget: Additional funding request has been submitted for approval.  
Scope: None at this time.  
Schedule: None at this time.

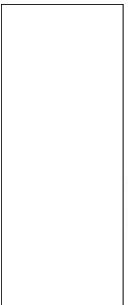
<b><u>Schedule</u></b>			<b><u>Budget:</u></b>		
	Target	Actual		Target	Actual
Design and/or Engineering:	7/9/19		Design:	\$21,300	\$24,082
Jurisdictional Approval(s):	9/7/19		Construction:	\$72,633	
Joint Scope Walk:	9/8/19	4/18/19	Contingency:	\$52,617	
JOC Work Order Authorization:	8/12/19		Inspection/Testing:	\$2,769	\$3,660
Substantial Completion:	12/20/19		ISD Crafts:	\$0	
Final Completion:	1/28/20		ISD Indirect:	\$63,681	\$8,312
			<b>Total:</b>	<b>\$213,000</b>	<b>\$36,054</b>

July 26, 2019

**COUNTY OF LOS ANGELES  
INTERNAL SERVICES DEPARTMENT  
FACILITY REINVESTMENT PROGRAM  
Q4 COHORT 1 TPCE BY SUPERVISORIAL DISTRICT**



Supervisorial District	TPCE	% Total TPCE
1	\$132,998,000	43.31%
2	\$34,603,000	11.27%
3	\$51,647,000	16.82%
4	\$48,621,000	15.83%
5	\$39,238,000	12.78%
<b>Total</b>	<b>\$307,107,000</b>	<b>100.00%</b>



## **A.3**

### **Sample Reports**

#### **2.13 Parks and Recreation Reports**

**CAPITAL PROJECT STATUS REPORT**  
**Client: DEPARTMENT OF PARKS AND RECREATION**

**End 6/2019**

**Project Management Division I**

PCS ID	00001209
PROJECT NAME	Whittier Narrows Equestrian Center
PROJECT LOCATION	
SUPERVISORIAL DISTRICT	1
C.P. NUMBER	87231
CURRENT PROJECT PHASE	Design
CONTACT PERSON & PHONE #	
PROJECT MANAGER	
ARCHITECT/ENGINEERING FIRM	LACDPW - Project Management Division
CONTRACTING METHOD	Low Bid
CONTRACTOR	



**SCOPE OF WORK**

The project will consist of construction of 9 pipe and box stall barns, large and small equestrian arenas, a hay barn, dry materials and manure storage structures, grooming and wash stalls, and a new pre-fabricated restroom building and concessionaire office. The project will also include utility upgrades, ADA renovations to an existing restroom facility, wayfinding signage, landscape and irrigation improvements, on-site parking and internal access road improvements, and drainage and stormwater management facilities.

**SCHEDULE**

Design	Program Development	Schematic Design	Design Development	Construction Documents	Plan Check
Original Schedule					
Current Schedule		11/20/2017	02/08/2018	07/31/2018	05/01/2019
Construction	Adopt and Advertise	Construction Contract Award	Substantial Completion	Punch list Completion	Acceptance
Original Schedule					
Current Schedule	06/27/2019	11/12/2019	11/20/2020	12/20/2020	01/04/2021
Current Status:	Public Works and DPR are continuing to work with the ACOE to obtain all the necessary plan approvals and NEPA environmental clearances for the project.				
Key Activities/ Next Steps:	Public Works to obtain all the necessary jurisdictional approvals for the project in July 2019.				
Issues:	None.				

**PROJECT BUDGET**

FUNDING SOURCE	Current Working Project Budget	Board Approved Budget	Expenditures Through Last Fiscal Year	Current Year Appropriation	Current Year Expense
NCC-EM	\$2,000,000	\$1,970,000	\$1,198,441	\$803,000	\$413,160
NCC-UUT	\$465,000	\$495,000	\$495,000		
NCC-CEO PFY	\$4,002,000	\$4,000,000	\$1,498	\$4,000,000	\$18,696
Proposition A Excess	\$6,750,000	\$6,750,000	\$772,300	\$5,978,000	
<b>Total</b>	<b>\$13,247,000</b>	<b>\$13,215,000</b>	<b>\$2,465,239</b>	<b>\$10,781,000</b>	<b>\$431,856</b>
<b>Comments/Issues</b>					

**CAPITAL PROJECT STATUS REPORT**  
**Client: DEPARTMENT OF PARKS AND RECREATION**

End 6/2019

**Project Management Division II**

PCS ID	00001408
PROJECT NAME	Ladera Park Stormwater Improvements
PROJECT LOCATION	
SUPERVISORIAL DISTRICT	2
C.P. NUMBER	69786
CURRENT PROJECT PHASE	Construction
CONTACT PERSON & PHONE #	
PROJECT MANAGER	
ARCHITECT/ENGINEERING FIRM	LACDPW - Project Management Division
CONTRACTING METHOD	Low Bid
CONTRACTOR	



**SCOPE OF WORK**

The proposed project includes the construction of a stormwater diversion structure, pretreatment system, and 20 infiltration wells. A rainwater harvesting system and a treatment system component will also be included to capture, detain, and treat nonstormwater sources to be used for irrigation purposes at the park. Major storms will be redirected into the infiltration wells where captured stormwater runoff will be allowed to percolate into the ground. The project will also include landscaping, a new trellis structure, new park signage, bioswale Low Impact Development (LID) Best Management Practices, and a watershed themed educational demonstration garden with LID features and plants that are appropriate for the California climate to educate the public about drought tolerant landscaping and reduce potable water needs.

**SCHEDULE**

Design	Program Development	Schematic Design	Design Development	Construction Documents	Plan Check
Original Schedule					
Current Schedule			06/28/2018	08/15/2018	08/15/2018
Construction	Adopt and Advertise	Construction Contract Award	Substantial Completion	Punch list Completion	Acceptance
Original Schedule					
Current Schedule	10/30/2018	01/17/2019	11/07/2019	01/06/2020	01/21/2020
Current Status:	Part 2 Notice to Proceed was issued to the contractor on 6/11/19. Awaiting signed grant agreement and environmental clearance from State Granting Agency. NOD for the Addendum was filed with the State Clearinghouse on 3/28/19 as requested by the Granting Agency.				
Key Activities/ Next Steps:	Complete mobilization, exploratory excavation, and temporary fence installation. Begin construction survey staking for the project.				
Issues:	NTP 2 was issued to the contractor to proceed with construction per client request, rather than wait about 2 months for a signed agreement and environmental clearance to be in place. There is a small risk associated that changes to the grant agreement that could affect reimbursable portions of the project.				

**PROJECT BUDGET**

FUNDING SOURCE	Current Working Project Budget	Board Approved Budget	Expenditures Through Last Fiscal Year	Current Year Appropriation	Current Year Expense
NCC	\$5,165,000	\$5,165,000		\$5,165,000	\$115,353
Proposition 84	\$4,835,000	\$4,835,000		\$4,835,000	\$4,835,000
NCC-PW Operating Budget	\$240,000	\$240,000	\$240,000		
<b>Total</b>	<b>\$10,240,000</b>	<b>\$10,240,000</b>	<b>\$240,000</b>	<b>\$10,000,000</b>	<b>\$4,950,353</b>
<b>Comments/Issues</b>					

Approved \_\_\_\_\_

March 28, 2017

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

Watershed Management Division

**PROJECT CONCEPT REPORT  
LADERA PARK REGIONAL STORMWATER CAPTURE PROJECT**

**Recommendations**

1. Approve this Project Concept Report (PCR) to construct the Ladera Park Regional Stormwater Capture Project (Project) within the unincorporated County of Los Angeles area of Ladera Heights. The project will facilitate the capture and infiltration of stormwater runoff for up to the 85 percentile 24-hour storm event for a 110 acre tributary area and also includes additional amenities and improvements throughout the park. The estimated cost of the project is \$8,300,000.
2. Authorize Watershed Management Division (WMD) to program an estimated total project cost of \$8,300,000 from the unincorporated County Stormwater Budget for Fiscal Year 2016-17.
3. Request Project Management Division II (PMD II) to prepare a total project cost estimate to manage the design and construction, including preparation of all the necessary environmental documents and permits.

**Project Objectives**

Ladera Park is a vital 14.4 acre park located within the densely urbanized Ballona Creek Watershed area and is under the jurisdiction of the Department of Parks and Recreation (DPR). The park is located at 6027 Ladera Park Avenue in the unincorporated County area of Ladera Heights near the southwest corner of West Slauson Avenue and Ladera Park Avenue in the Second Supervisorial District, as shown on Attachment A.

Ladera Park has open space, which provides the opportunity to improve water quality by constructing an underground infiltration system Best Management Practice (BMP). The project is consistent with the sustainability and risk management elements of the Department of Public Work's Strategic Plan and will accomplish the following objectives:

**PROGRAM MANAGEMENT CONTROL SYSTEM (PMCS)**

**EXHIBIT A.4  
SPECIFIC PROCESSES**

1. INTRODUCTION ..... 3

2. FIVE (5) SPECIFIC PROCESSES ..... 4

2.1 Consultant Supplemental Agreements Within Delegated Authority ..... 4

2.2 Requests for Information ..... 6

2.3 Potential Change Orders ..... 7

2.4 Change Orders Within Public Works Delegated Authority ..... 8

2.5 Consultant Invoice Approval ..... 9

2.6 Related County Procedures ..... 10



1. INTRODUCTION

The purpose of the requirements in RFP Section 8.2.5.4, Implementation Methodology, is to assist the County in understanding the Contractor’s approach to PMCS process definition, design, User Acceptance Testing (UAT), implementation and training. In this document, we describe six (6) work processes that are to be implemented in the PMCS.

Please provide a description of your approach to each of the five (5) specific processes, listed in the table below, including:

- A written description of your approach to implementing each process including, PMCS process definition, design, User Acceptance Testing (UAT), implementation and training;
- Contractor’s Project Schedule; and
- Approximate number of work hours for the development of each process by position, which is to be included in your proposal using the table below.

	Processes - Estimated Work Hours						
	2.1 Contract Request and Approval	2.2 Request for Information	2.3 Potential Change Order	2.4 Change Order	2.5 Invoice Approval	2.6 Risk Management	Totals
Position							0
Project Director							0
Project Manager							0
Sr Business Process Specialist							0
Business Process Specialist							0
Sr. Programmer							0
Programmer							0
Training Manager							0
Trainer - Train the Trainer							0
Trainer - Reporting Specialist							0
Trainer							0
Clerk							0

The following Exhibit presents step-by-step sample PMCS implementation workflows/ process flow diagrams for five (5) specific processes. These samples are representative of County processes, and may be subject to change and may be more complex in nature:

- 2.1 Consultant Contract Supplemental Agreements Within Delegated Authority\* (PMD Procedure 3)
- 2.2 Requests for Information\* (PMD Procedure 22)
- 2.3 Potential Change Orders\* (Reference PMD Procedure 10)
- 2.4 Change Orders Within Public Works Delegated Authority\* (Reference PMD Procedure 10)
- 2.5 Consultant Invoice Approval\* (Reference PMD Procedures 12B)

\* For additional information, related current County procedures are provided at the end of this Exhibit for:

- Delegation Memos (PMD Procedure 3)
- Construction Contract Change Management (PMD Procedure 10),
- Consultant Invoice Processing (PMD Procedures 12B), and
- Requests for Information (PMD Procedure 22)

## **2. FIVE (5) SPECIFIC PROCESSES**

This Section describes five (5) frequently used County processes.

### **2.1 Consultant Supplemental Agreements Within Delegated Authority**

This process is used to request, track and approve Consultant Supplemental Agreements within Delegated Authority.

- Within a Project, the Contract Administrator selects the Consultant Agreement for which the Supplemental Agreement (SA) will be processed. Contract Administrator concurrently submits the SA to Document Control (DC) for review.
- DC reviews the SA, confirms it has been imputed correctly in the PMCS, and routes the SA to Cost Control (CC) for review and approval. Cost Control reviews the SA to ensure sufficient funding is available in the Project's Total Project Cost Estimate (TPCE) to cover the cost of the SA. If there is sufficient funding in the TPCE, Cost Control approves the SA and routes it to the PM and DC for review and approval. If there isn't sufficient funding in the TPCE to cover the cost of the SA, Cost Control rejects it and routes it back to the PM and DC for further revision and resubmittal.
- The PM reviews CC's comments related to funding availability for the SA. If sufficient funding is available in the Project's TPCE, and the amount of the SA is within Public Works Delegated Authority, the PM approves the SA and forwards it to DC to process a Delegated Authority Memorandum (Del Memo) to add funding to the Consultant Agreement in order to process the SA. If sufficient funding is not available in the Project's TPCE or the amount of the SA is higher than Public Works Delegated Authority, the PM rejects the SA and forwards it to DC for review and resubmittal. If Board approval is needed to process a SA, this would end the Consultant SA within Delegated Authority process.
- The PM works with DC to draft a Del Memo to add funding to the Consultant Agreement in order to cover the cost of the SA.
- The PM forwards the draft Del Memo to the Assistant Division Head for review and approval. The Assistant Division Head reviews the Del Memo, and if acceptable, approves the Del Memo and forwards it to the Division Head for review and approval. If the Del Memo is not approved, the Assistant Division Head rejects the Del Memo, and returns it to the PM and DC for further revision and resubmittal.
- The PM and DC review the Assistant Division Head's comments and make necessary revisions to the Del Memo prior to resubmitting it to the Assistant Division Head for review and approval. The Assistant Division Head reviews the Del Memo and if acceptable, approves the Del Memo and forwards it to the Division Head for review and approval.
- The Division Head reviews the Del Memo and if acceptable, approves, signs, and forwards it to the Deputy Director for review and approval. If the Del Memo is not acceptable, the Division Head rejects the Del Memo, and returns it to the PM and DC for further revision and resubmittal.
- The PM and DC review the Division Head's comments and make the necessary revisions to the Del Memo prior to resubmitting it to the Assistant Division Head for review and approval. The Assistant Division Head reviews the Del Memo, approves it and forwards it to the Division Head for review and approval. The Division Head reviews the Del Memo, and if acceptable, approves and signs the Del Memo, and forwards it to the Deputy Director for review and approval.
- The Deputy Director reviews the Del Memo and if acceptable, approves and signs the Del Memo, and forwards it to the PM and DC for processing.

If the Del Memo is not acceptable, the Deputy Director rejects it, and forwards it the Division Head for further review and resubmittal. This would start another review cycle, with the Del Memo being sent back to the Assistant Division Head, PM and DC, for further revision and resubmittal.

- Once the Deputy Director approves and signs the Del Memo, the PM and DC forwards the approved Del Memo to the Contract Administrator along with the approved SA for processing.
- The Contract Administrator forwards the SA to County Counsel for review and approval. County Counsel reviews the SA and if acceptable, approves and signs the SA and forwards the SA back to the Contract Administrator for processing.
- The Contract Administrator forwards the SA to the Deputy Director for signature. The Deputy Director reviews the SA and if acceptable, approves and signs the SA and returns it to the Contract Administrator for processing. Once the SA is executed by the Deputy Director, the Consultant Supplemental Agreements within Delegated Authority process is completed.

## 2.2 Requests for Information

This process is used for the review and approval of Requests for Information for a Project.

- Within a Project, the Contractor enters the RFI in PMCS and transmits it to Document Control (DC) for review and processing.
- DC reviews the RFI for completeness and to ensure it has been properly imputed by the Contractor. If the RFI requires revisions, DC rejects the RFI and returns it to the Contractor for further revision and resubmittal. If the RFI is complete, DC approves the RFI and forwards it to the Project Manager (PM) for review and approval.
- The PM reviews the RFI and determines if the response requires input from the Project's Architect/Engineer (A/E). If A/E input is required, the PM forwards the RFI to the A/E for review and approval.
- The A/E reviews the RFI and determines if the Contractor's question is clear and sufficient information was provided to allow the A/E to provide a response. If RFI is complete, the A/E approves it, provides a response, and returns it to DC for review and approval. If additional information is needed from the Contractor, the A/E rejects the RFI and forwards it to DC for further review and resubmittal.
- If the RFI was approved by the A/E, DC approves the RFI and forwards it to the PM for review and approval. If the RFI was rejected by the A/E, DC rejects the RFI and forwards it back to the Contractor for further revision and resubmittal.
- The PM reviews the A/E's response and if the PM concurs with the A/E's response, approves and signs the RFI, and forwards it to DC for processing. If the PM does not concur with the A/E's response, the PM overrides the A/E's response, inputs an answer to the RFI, and forwards it to DC for processing.
- DC reviews the RFI and forwards it to the Contractor for processing. If there are no cost or schedule impacts related to the RFI, the RFI process is completed once the RFI is sent back to the Contractor. If there are cost or schedule impacts related to the RFI, DC and the PM requests a Change Order from the Contractor which starts the Potential Change Order review process.

## 2.3 Potential Change Orders

This process is used for the review and approval of Potential Change Orders.

- The Project Manager (PM) processes a construction-related submittal, such as an RFI or tenant and/or A/E comments on a shop drawing or product submittal, which may have potential cost and schedule impacts, and forwards it to Document Control (DC) to generate a Potential Change Order (PCO) for the item.
- DC generates a PCO in PMCS, and routes it to the PM for review and approval.
- The PM reviews the PCO and makes a determination if input from the A/E and Cost Control is required prior to approving the PCO. If input from the A/E and Cost Control is required, the PM rejects the PCO, and sends it back to DC for further review and resubmittal. If the PCO does not require input from the A/E and Cost Control, the PM approves the PCO and forwards to DC to generate a Request for Proposal (RFP) to be sent to the Contractor. In this case, this would complete the PCO review process and start the Change Order Process.
- PM reviews the PCO, approves it, and forwards it to both the A/E and Cost Control for validation.
- The A/E and Cost Control review the PCO and determine if a Change Order (CO) is warranted. If a CO is not warranted, the A/E and Cost Control reject the PCO and return it to DC for further review and resubmittal, with an explanation for the rejection. If a CO is warranted, the A/E and Cost Control approve the PCO, and assist the PM in evaluating cost, scope, and schedule impacts. The approved PCO is returned to DC for review and processing.
- DC reviews the PCO received from the A/E and Cost Control. If a CO is not warranted, rejects the PCO, closes the item in PMCS. Upon closing the item, the PM is notified of the action. If a CO is warranted, approves the PCO and forwards it to the PM for review and processing. If a CO is not warranted, the PCO process is completed. Then DC closes the PCO in PMCS and a notification is sent to the PM.
- The PM reviews the PCO with comments from the A/E and Cost Control. If a CO is warranted, approves the PCO and returns it to DC for processing of an RFP. DC receives the approved PCO from the PM, and prepares an RFP for the change, and starts the CO process. The PCO process is completed when an RFQ is generated and sent to the Contractor, signaling the start of the Change Order process.

## **2.4 Change Orders Within Public Works Delegated Authority**

This process is used to review and approve Change Orders for Projects that are within Public Works Delegated Authority.

- The Contractor receives a Request for Proposal (RFP) from the Project Manager (PM) in PMCS. The Contractor reviews the RFP and proceeds to generate a Change Order Request (COR) for the requested scope. The COR is forwarded to Document Control (DC) for review and processing.
- DC reviews the COR for completeness and to ensure it has been properly inputted in PMCS by the Contractor. If the COR is complete, DC approves it and forwards it to the PM for review and approval. If the COR is not complete, DC rejects it and sends it back to the Contractor for further review and resubmittal.
- The Contractor reviews the rejected COR and makes necessary changes. Once the COR has been revised and updated, the Contractor resubmits it to DC for review and processing, starting a second review cycle by DC.
- The PM reviews the approved COR and if satisfactory, approves it and forwards it to DC for processing. DC forwards the approved COR to Cost Control for review and approval.
- Cost Control reviews the COR for accuracy and validates or rejects the Contractor's cost estimate. If the COR is acceptable, Cost Control approves the COR and returns it to DC for processing. If the COR is not acceptable, Cost Control rejects the COR and forwards it to DC with comments for further review and resubmittal.
- DC reviews the COR, and if approved by Cost Control, forwards COR to the PM for review and approval. If the COR is rejected by Cost Control, DC rejects the COR and returns it to the Contractor for further review and resubmittal. This would start another COR review cycle.
- The PM reviews the approved COR and if satisfactory, approves it and returns it to DC for the processing of a Change Order (CO). DC drafts a CO in PMCS and forwards it to the PM for review and approval.
- The PM reviews the CO, and if satisfactory and within Public Work's and the PM's Delegated Authority, approves the CO, initials it and forwards the approved CO to DC for processing. If the CO is within Public Work's Delegated Authority, but exceeds the PM's Delegated Authority, the PM approves the CO and forwards it to a supervisor with the appropriate Delegated Authority to approve and initial the CO. Depending on the value of the CO, the document may need to be forwarded to various managers for review and approval. Each review may result in a new approval cycle with the CO being routed back to the PM and DC for further review and resubmittal.
- DC reviews the approved CO, and forwards it to the Contractor for review and processing.
- The Contractor reviews the CO and if acceptable, approves and signs the CO and returns it to DC for processing.
- DC reviews the approved and signed CO received from the Contractor, and prepares a CO package, which includes the CO and all supporting documents, and routes it to the PM for review and approval.
- The PM reviews the CO package, and if satisfactory and within the PM's Delegated Authority, approves and signs the CO. If the CO is not within the PM's Delegated Authority, the PM routes the CO to a supervisor with the appropriate Delegated Authority to approve and sign the CO. The approved CO is routed back to DC for processing. The Change Order within Delegated Authority process is completed once the CO is signed by Public Works.

## 2.5 Consultant Invoice Approval

This process is used for the review and approval of consultant Invoices.

- Consultant prepares and submits an invoice in PMCS for services rendered. The invoice is routed to Document Control (DC) for review and approval.
- DC reviews the invoice for completeness and contract compliance and to ensure it has been properly inputted in PMCS. If acceptable, DC routes the invoice to Cost Control for review and approval. This starts the clock on the 4 working day maximum time allowed for the processing of invoices.
- Cost Control reviews the invoice for accuracy and ensures it does not exceed the maximum amount authorized under the contract. If the invoice is acceptable, Cost Control approves the invoice and routes it back to DC for processing. If the invoice is not acceptable, Cost Control rejects it and forwards it to DC for further review and resubmittal.
- DC reviews the invoice received from Cost Control. If approved, accepts it and forwards it to PM for review and approval. If the invoice was rejected by Cost Control, DC rejects the invoice and forwards it back to the Consultant for revision and resubmittal. This would start a second invoice review cycle.
- The PM reviews the invoice and if acceptable, approves and signs it and routes it back to DC for processing.
- DC reviews the invoice received from the PM, and if approved, forwards the invoice to Fiscal Division for review and processing. The 4 day time limit to process an invoice ends when the invoice is either rejected and sent back to the Consultant to revise and resubmit, or the invoice is approved by the PM.
- Fiscal Division reviews the invoice and if acceptable, approves the invoice and forwards it to the CEO for review and approval. If acceptable, the CEO approves invoice and forwards it to the Auditor Controller for processing. Once the invoice is processed by Fiscal Division, the Consultant Invoice Approval process is completed.

## **2.6 Related County Procedures**

To provide additional information, the County Project Management Division procedures for Construction Contract Change Management, Contractor Pay Request Processing, Consultant Invoice Processing, Delegation Memos, and Requests for Information are on the following pages. The PMD Procedures include flow charts which may be useful to the Contractor in order to further understand the processes.




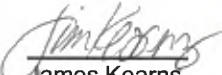



# PUBLIC BUILDINGS CORE SERVICE AREA

## PROCEDURE 3

**DATE:** February 29, 2016

**TITLE:** Delegation Memos

**REVIEWED BY:**     
Andrew K. Moey      James Kearns      Jose Quevedo  
PMDI      PMDII      AED

**APPROVED BY:** Massood Eftekhari   
Deputy Director

The purpose of this procedure is to provide direction to Public Buildings Core Service Area staff on Delegation Memos. Refer to the August 3, 2015, Delegated Authority Memo and flow chart attached.

### RESPONSIBILITY

### ACTION

Project Manager

Prepares rough draft using the checkbox format available on the Project Controls System and sends it to the Section Head for approval.

Section Head

Reviews and, if no corrections are required, approves and forwards to Division Head for review.\*\*

Division Head

Reviews and, if no corrections are required, signs the memo and forwards it to the Deputy for approval.

Contract Administrator

Once all the signatures are obtained, process the memo and send a copy to the Division Head, Section Head, and Unit Head.

*\*\* If corrections are required, the process of going from PM to Section Head will be repeated until ready for submission to the Division Head.*

August 3, 2015

TO: Architectural Engineering Division  
Project Management Division I  
Project Management Division II

FROM: Massood Eftekhari 

**DELEGATED AUTHORITY MEMO  
PUBLIC BUILDINGS CORE SERVICE AREA - PILOT PROCESS**

This Delegation Authority memo supplements the memo dated November 26, 2001, *Delegation of Authority Memos Preparation and Processing*, for Divisions to follow when using the Director's delegated authority for consultant services agreements and construction contracts as described in County Code Sections 2.18.030, 2.18.040, and 2.18.050. Attached is an updated approval process and sample memos for the Public Buildings Core Service Area to use when using the Director's delegated authority.

The sample delegation memos have been revised into a checkbox format with instructions on required attachments to increase efficiencies in drafting these delegation memos. They are available on the Project Controls System (PCS) for your immediate use and implementation. Please take all appropriate steps to inform and train your staff on this new pilot process. As an additional efficiency measure, we plan to develop an eForm Routing Approval Process to prepare and process these memos. During the eForm development phase, please use the attached revised sample memos to request delegated authority. This updated procedure and process will be implemented as a pilot program as a part of the process improvement efforts.

If you have any questions, please contact Jose Quevedo at Extension 2500.

JQ:ss

P:\aepub\ADMIN\Shakeh\Memos\Delegated Authority Memo - Pilot Process.docx

Attach.

## INSTRUCTIONS:

### DELEGATED AUTHORITY MEMORANDUM:

This is an eForm document generated by the project manager.

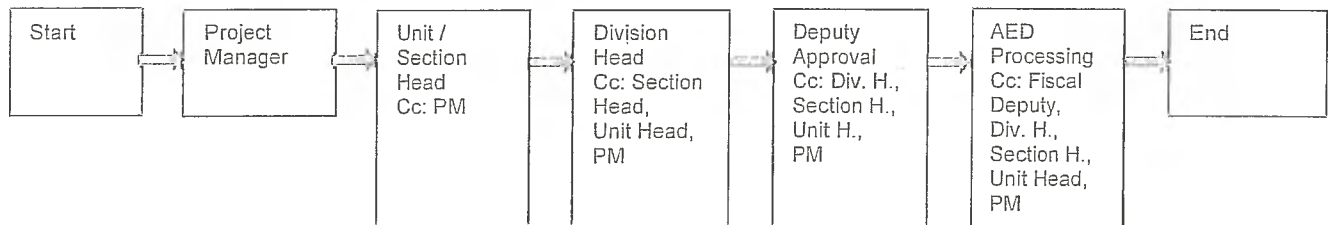
Blue color items to be completed by the Project Manager.

Black items are fixed text with no edit available.

Red items are for information and automated tests.

Check boxes are to be completed by the Project Manager and subsequent unchecked boxes should automatically be deleted by the system.

### eForm Routing Approval Process:



Date: MM/DD/YYYY

Approved /Approval Date

TO: Branch Deputy

FROM: Division Head

PROJECT NAME

NAME OF FIRM

SPECS. # \_\_\_\_\_; C.P. \_\_\_\_\_; PCA # \_\_\_\_\_; PW \_\_\_\_\_

☐ 2.18.030 AWARD CONSULTANT SERVICES AGREEMENT <\$75,000

[ADD BRIEF DESCRIPTION OF THE SCOPE OF WORK FOR THE AGREEMENT AND LOCATION OF THE WORK AND ATTACH THE CONSULTANT'S PROPOSAL.]

☐ EXECUTED SUPPLEMENTAL AGREEMENT

AMOUNT \$ \_\_\_\_\_

[ADD BRIEF DESCRIPTION OF THE SCOPE OF WORK AND ATTACH CONSULTANT'S PROPOSAL.]

[Rule: Supplemental Amount 1  $\leq$  (Original Amount)(0.10) or \$75,000 whichever is less = Yes then proceed, if No stop.]

County Counsel reviewed and approved the Supplemental Scope of Work on MM/DD/YYYY.

☐ EXECUTED SUPPLEMENTAL AGREEMENT 2

AMOUNT \$ \_\_\_\_\_

[ADD BRIEF DESCRIPTION OF THE SCOPE OF WORK AND ATTACH CONSULTANT'S PROPOSAL.]

[Rule: Supplemental Amount 2  $\leq$  (Original Amount)(0.10) or \$75,000 whichever is less = Yes and SA1 + SA2  $\leq$  (Original Amount) (0.25) = Yes then proceed, if No stop.]

County Counsel reviewed and approved the Supplemental Scope of Work on MM/DD/YYYY.

☐ EXECUTED SUPPLEMENTAL AGREEMENT 3

AMOUNT \$ \_\_\_\_\_

[ADD BRIEF DESCRIPTION OF THE SCOPE OF WORK AND ATTACH CONSULTANT'S PROPOSAL.]

[Rule: Supplemental Amount 3  $\leq$  (Original Amount)(0.10) or \$75,000 whichever is less = Yes and SA1 + SA2 + SA3  $\leq$  (Original Amount)(0.25) = Yes then proceed, if No stop.]

County Counsel reviewed and approved the Supplemental Scope of Work on MM/DD/YYYY.

c: AED Contracts

Fiscal

Project File: \_\_\_\_\_ (On network drive) \_\_\_\_\_

## INSTRUCTIONS:

### DELEGATED AUTHORITY MEMORANDUM:

This is an eForm document generated by the project manager.

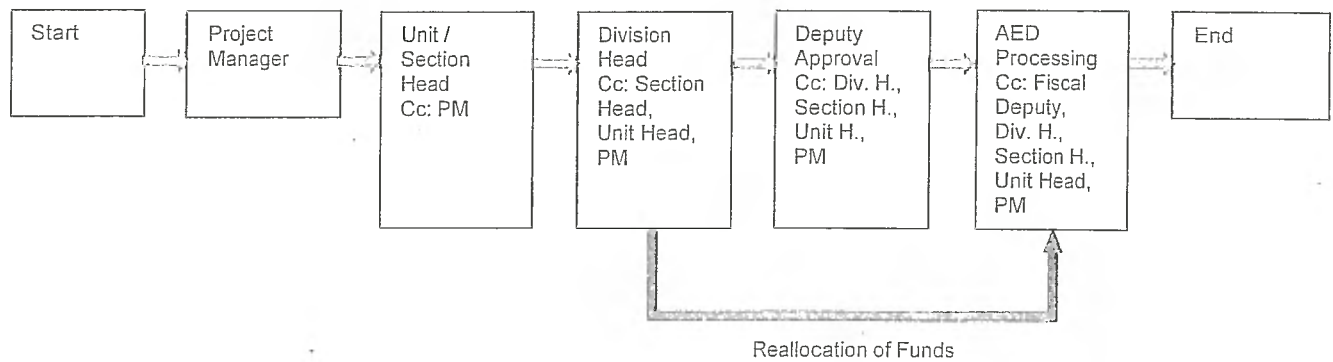
Blue color items to be completed by the Project Manager.

Black items are fixed text with no edit available.

Red items are for information and automated tests.

Check boxes are to be completed by the Project Manager and subsequent unchecked boxes should automatically be deleted by the system.

### eForm Routing Approval Process:



Date: MM/DD/YYYY

\_\_\_\_\_  
Approved / Approval Date

TO: Branch Deputy

FROM: Division Head

**DELEGATED AUTHORITY MEMORANDUM**

PROJECT NAME

NAME OF CONTRACTOR

SPECS. # \_\_\_\_\_; C.P. \_\_\_\_\_; PCA # \_\_\_\_\_; PW # \_\_\_\_\_

- ☐ **2.18.040 AWARD CONSTRUCTION CONTRACT <\$75,000**  
[ADD BRIEF DESCRIPTION OF THE SCOPE OF WORK AND LOCATION  
TAKEN FROM THE BOARD LETTER]

PLANS AND SPECIFICATIONS WERE ADOPTED PURSUANT TO PUBLIC  
CONTRACT CODE SECTION 20124.

ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_

CONSTRUCTION DURATION: \_\_\_\_\_

SUBSTANTIAL COMPLETION DATE: \_\_\_\_\_

LIQUIDATED DAMAGES \$ \_\_\_\_\_ PER DAY

CLOSING TIME FOR RECEIPT OF BIDS: \_\_\_\_\_ (DATE & TIME)

- ☐ A REQUEST FOR A BID EXTENSION BECAUSE OF [ADD DESCRIPTION  
OF THE REASON FOR THE EXTENSION] WAS APPROVED EXTENDING  
THE BID PERIOD TO MM/DD/YYYY.

- ☐ AWARD THE CONTRACT TO [INSERT NAME OF COMPANY] THE  
LOWEST RESPONSIBLE BIDDER  
AMOUNT \$ \_\_\_\_\_

- ☐ **2.18.040 ACCEPTANCE OF PROJECT**  
[ADD A SUMMARY WRITE UP OF THE PROJECT AND INSTRUCTIONS TO  
FISCAL TO RELEASE RETENTION OF \$XXX ON (INSERT DATE), IF THIS IS  
PARTIAL RELEASE OF RETENTION ADD A DESCRIPTION OF WHAT IS  
BEING RELEASED AND WHAT IS BEING HELD AND WHY.]

ACCEPT THE PROJECT AND RELEASE RETENTION

1. The project has been completed in accordance with the approved plans and specifications.
2. The substantial completion date of the contract work for warranty purposes was MM/DD/YYYY.
3. Inspector's daily reports have been received.
4. A complete set of record drawings, warranties, turnover items, and owner manuals have been received from the contractor and forwarded to Contact Name of Tenant Department Name.

5. Contractor's Certificate of Compliance was received on MM/DD/YYYY.
6. Clearance by the Countywide Contract Compliance Section of Internal Services Department was received on MM/DD/YYYY.
7. The final contract Database-Contractor Report Card was completed and sent to Internal Services Department.
8. The Total Project Cost Estimate has be scrubbed of all forecast dollars and the Chief Executive Office, and Tenant Department have been informed of savings in the amount of \$XXX.

c: AED Contracts

Fiscal

Project File: \_\_\_\_\_ (On network drive)\_\_\_\_\_

## INSTRUCTIONS:

### DELEGATED AUTHORITY MEMORANDUM:

This is an eForm document generated by the project manager.

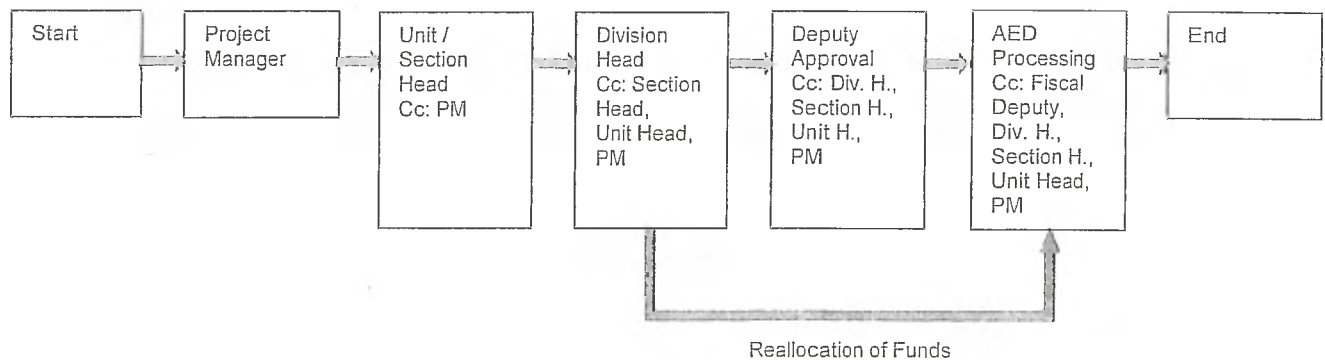
Blue color items to be completed by the Project Manager.

Black items are fixed text with no edit available.

Red items are for information and automated tests.

Check boxes are to be completed by the Project Manager and subsequent unchecked boxes should automatically be deleted by the system.

### eForm Routing Approval Process:





Date: \_\_\_\_\_

\_\_\_\_\_  
Approved/ Approval Date

TO: Branch Deputy

FROM: Division Head

PROJECT NAME

NAME OF CONTRACTOR

SPECS. # \_\_\_\_\_; C.P. \_\_\_\_\_; PCA # \_\_\_\_\_

☐ **2.18.050 CONSTRUCTION CONTRACT >\$75,000**

[ADD BRIEF DESCRIPTION OF THE SCOPE OF WORK AND LOCATION OF THE WORK TAKEN FROM THE BOARD LETTER.]

THE BOARD OF SUPERVISORS ADOPTED PLANS AND SPECIFICATIONS ON MM/DD/YYYY.

ESTIMATED CONSTRUCTION COST: \_\_\_\_\_

CONSTRUCTION DURATION: \_\_\_\_\_

SUBSTANTIAL COMPLETION DATE: \_\_\_\_\_

LIQUIDATED DAMAGES \$\_\_\_\_\_ PER DAY

CLOSING TIME FOR RECEIPT OF BIDS: \_\_\_\_\_ (DATE & TIME)

☐ THE BOARD OF SUPERVISORS DELEGATED AUTHORITY TO THE DIRECTOR OF PUBLIC WORKS TO AWARD THE CONTRACT TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER ON MM/DD/YYYY.

☐ A REQUEST FOR A BID EXTENSION BECAUSE OF [ADD DESCRIPTION OF THE REASON FOR THE EXTENSION] WAS APPROVED EXTENDING THE BID PERIOD TO MM/DD/YYYY.  
[A MAXIMUM OF THREE WEEKS]

☐ AWARD THE CONTRACT TO [INSERT NAME OF COMPANY] THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER: AMOUNT: \$XXXXX.

☐ **2.18.050 REALLOCATION OF FUNDS**

(ADD A BRIEF REASON FOR THE REALLOCATION OF FUNDS AND WHY THEY ARE NOT CURRENTLY NEEDED AND INSERT A BUDGET SHEET SHOWING THE LINE ITEM CHANGE.)

Category	Project Budget	Impact of This Action	Revised Project Budget
Construction	\$	\$	\$
Equipment	\$	\$	\$
Plans and Specifications	\$	\$	\$
Consultant Services	\$	\$	\$
Miscellaneous Expenditures	\$	\$	\$
Jurisdictional Review	\$	\$	\$
County Services	\$	\$	\$
<b>TOTAL</b>	\$	\$ 0	\$

☐ **2.18.050 ACCEPTANCE OF PROJECT**

(ADD A SUMMARY WRITE UP OF THE PROJECT AND INSTRUCTIONS TO FISCAL TO RELEASE RETENTION OF \$XXX ON (INSERT DATE), IF THIS IS PARTIAL RELEASE OF RETENTION ADD A DESCRIPTION OF WHAT IS BEING RELEASED AND WHAT IS BEING HELD AND WHY.)

**ACCEPT THE PROJECT AND RELEASE RETENTION**

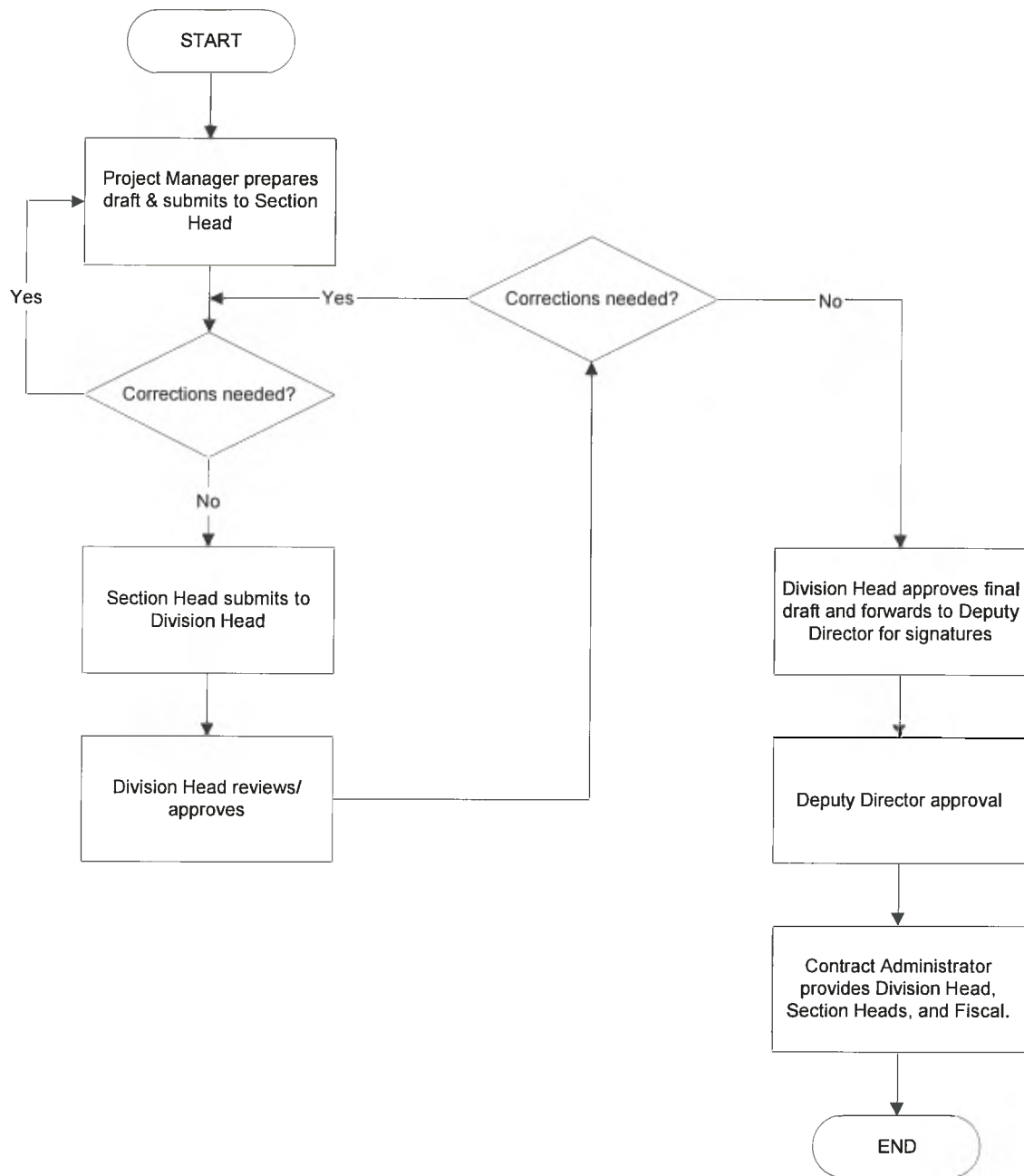
1. The project has been completed in accordance with the approved plans and specifications.
2. The substantial completion date of the contract work for warranty purposes was MM/DD/YYYY.
3. Inspector's daily reports have been received.
4. A complete set of record drawings, warranties, turnover items, and owner manuals have been received from the contractor and forwarded to Contact Name of Tenant Department Name.
5. Contractor's Certificate of Compliance was received on MM/DD/YYYY.
6. Clearance by the Countywide Contract Compliance Section of Internal Services Department was received on MM/DD/YYYY.
7. The final contract Database-Contractor Report Card was completed and sent to Internal Services Department.
8. The Total Project Cost Estimate has been scrubbed of all forecast dollars and the Chief Executive Office and Tenant Department have been informed of savings in the amount of \$XXX.

c: AED Contracts

Fiscal

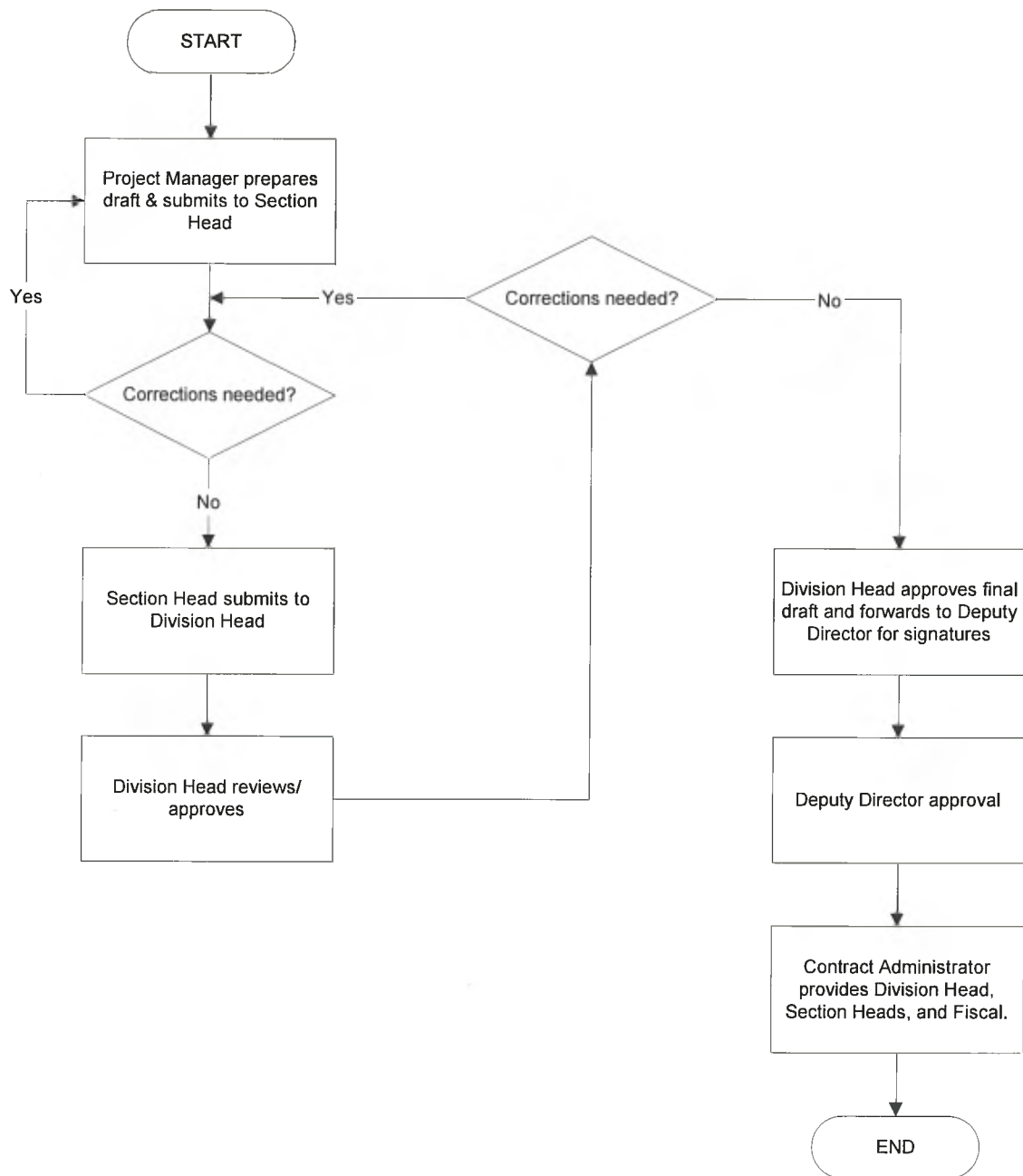
Project File: \_\_\_\_\_ (On network drive)\_\_\_\_\_

## DELEGATION MEMOS

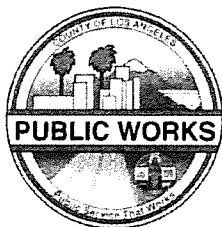


Note: AED provides PMD Section Heads and Division Head a Delegation memo status report from the time the Deputy Director signs the memo to the time the contract is executed.

## DELEGATION MEMOS



Note: AED provides PMD Section Heads and Division Head a Delegation memo status report from the time the Deputy Director signs the memo to the time the contract is executed.




# PUBLIC BUILDINGS CORE SERVICE AREA


## PROCEDURE 10


**DATE:** May 31, 2016

**TITLE:** Construction Contract Change Management

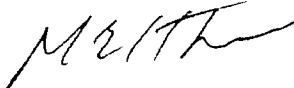
**REVIEWED BY:**

  
Andrew K. Moey  
PMDI

  
Te-Ling Chou  
PMDII

  
Jose Quevedo  
AED

**APPROVED BY:** Massood Eftekhari  
Deputy Director



The purpose of this procedure is to provide direction to Public Buildings Core Service Area staff on the processing of construction Change Orders, and to define authority limits, steps, and documents used in the execution of Change Orders.

### TABLE OF CONTENTS

Part I	Change Order Process
Part II	Flow Chart
Part III	General Rules
Part IV	Authority Levels
Part V	Proceed Orders
Exhibit A	Change Order (sample)
Exhibit B	Proceed Order (sample)
Exhibit C	Change Order Log (sample)
Exhibit D	Unilateral Change Order (sample)

### GLOSSARY OF TERMS:

A/E - Architect/Engineer	PCS - Project Control System
CA - Contract Amendment	PM - Project Manager
CO - Change Order	PO - Proceed Order
CM - Construction Manager	RFI - Request for Information
DCA - Design Completion Allowance	RFQ - Request for Quotation
NTP - Notice to Proceed	SC - Scoping Professional
PC - Potential Change	TPCE - Total Project Cost Estimate

**PART I**  
**CHANGE ORDER PROCESS**

**RESPONSIBILITY**

**ACTION**

Project Manager

Receives an RFI, or request for clarification from contractor, or user.

If the item has a potential cost impact, PM records item as a potential change on the project's Change Order Log, and sends to A/E for validation.

Architect/Engineer  
CM/Cost Estimator

If CO is not warranted, provides explanation to PM, who in turn signs and forwards it to requestor. If CO appears warranted, assists PM in evaluating cost, scope, and schedule impacts.

Project Manager

Except for scope changes PC's with a value of less than 5% of the construction value or \$100,000 whichever is less, will not need CEO prior authorization.

PCs resulting from unforeseen site conditions, errors and omissions, and jurisdictional agency requirements, etc. are not considered to be changes in scope, and do not require CEO approval. However, PM must provide prior written notification to CEO. In some cases, the PM may want to consult with the Section Head and Division Head to determine if CEO approval is needed before proceeding with the change in work.

**RESPONSIBILITY**

**ACTION**

PCs resulting from a discretionary change (e.g. request from the tenant department for additional scope), regardless of cost, need prior CEO approval in writing.

Change Orders with a value of less than 5% of the construction value or \$100,000 whichever is less, except scope changes, will not need CEO prior authorization

CEO

Returns PC to PM, via e-mail, with a decision on the scope change, when applicable.

Project Manager

If CEO decides against scope change, PM notifies originator. If CEO concurs with scope change, PM prepares an RFQ to obtain quote from contractor. PM also prepares independent estimates of cost and time impact, while waiting for response to RFQ.

Contractor

Submits proposal with detail cost and time impact to PM.

Project Manager

Reviews proposal with A/E and negotiates cost and time impacts with contractor. If the final CO is expected to exceed the PM's delegated authority, the PM should coordinate with his Section Head.

If negotiations are successful, PM prepares CO, obtains all required signatures, and executes CO.

**RESPONSIBILITY**

**ACTION**

If CO requires Board approval, PM prepares Board letter and submits for Board action with CEO approval. Upon Board approval, PM completes execution of the CO showing duration and value.

A PO may be issued up to the limit of the Department's delegated authority prior to Board approval of a Board-level CO. This PO requires approval of the Deputy Director, and the CEO must be informed. It should only be used if the CO is non-discretionary and could impact the critical path schedule.

If a quote from the contractor is not yet available, and the CO is threatening the critical path schedule, PM should issue a PO authorizing cost and time equivalent to the PM's best estimate to cover the work until the final CO can be negotiated and executed. The PO must be signed by the appropriate Public Works manager whose delegated authority is equal to, or greater than, the estimated cost of the final CO. A back-up folder, with explanations and estimates of total CO value must be prepared by the PM and forwarded to the signing authority at the time the PO is presented for signature. The PO should also emphasize the importance of receiving the contractor's proposed cost and time impacts as soon as possible.



**RESPONSIBILITY**

**ACTION**

If the contractor does not submit a proposal by the deadline set in the PO, then the PM may issue a unilateral CO. If the amount of the initial PO needs to be amended, the PM can issue a second PO to extend the time and/or change the authorized amount in the first PO. If, during this process, the PM feels there is too large of a gap between the County estimates and what the contractor is proposing, the PM may issue a unilateral CO reflecting the County's best estimate of cost and time (see Part III, General Rule No. 4).

If a unilateral CO is used, it should direct the contractor to submit daily time and materials sheets to the County inspector and/or PM. (Note: All unilateral change orders must be issued by the Section Head or above).

Coordinates with AED Operations Unit to enter the CO/PO into Contract Management, making sure to note the CO type and lessons learned.

Change orders will be coded CO, Design Completion Allowances will be coded DC, JOC changes will be coded J.

The Change Order log in Expedition will be current and updated every 2 weeks and provided to CEO upon request.

**RESPONSIBILITY**

Project Manager/  
Section Head

**ACTION**

A comprehensive cost control log (Excel Sheet) will be prepared, updated weekly, and provided monthly to the Section Head or upon request.

At least monthly, review the Change Order Logs together, and the status of negotiations of individual PCs. Confirm the need to issue POs, and identify any potential COs that are not moving towards timely resolution. Agree on action steps to resolve contentious issues. Escalate issues to the Division Head, as appropriate.

**PART II**  
**FLOWCHART**  
**(see next page)**

# CHANGE ORDER PROCESS (Request for Information, Originating Type of Change)

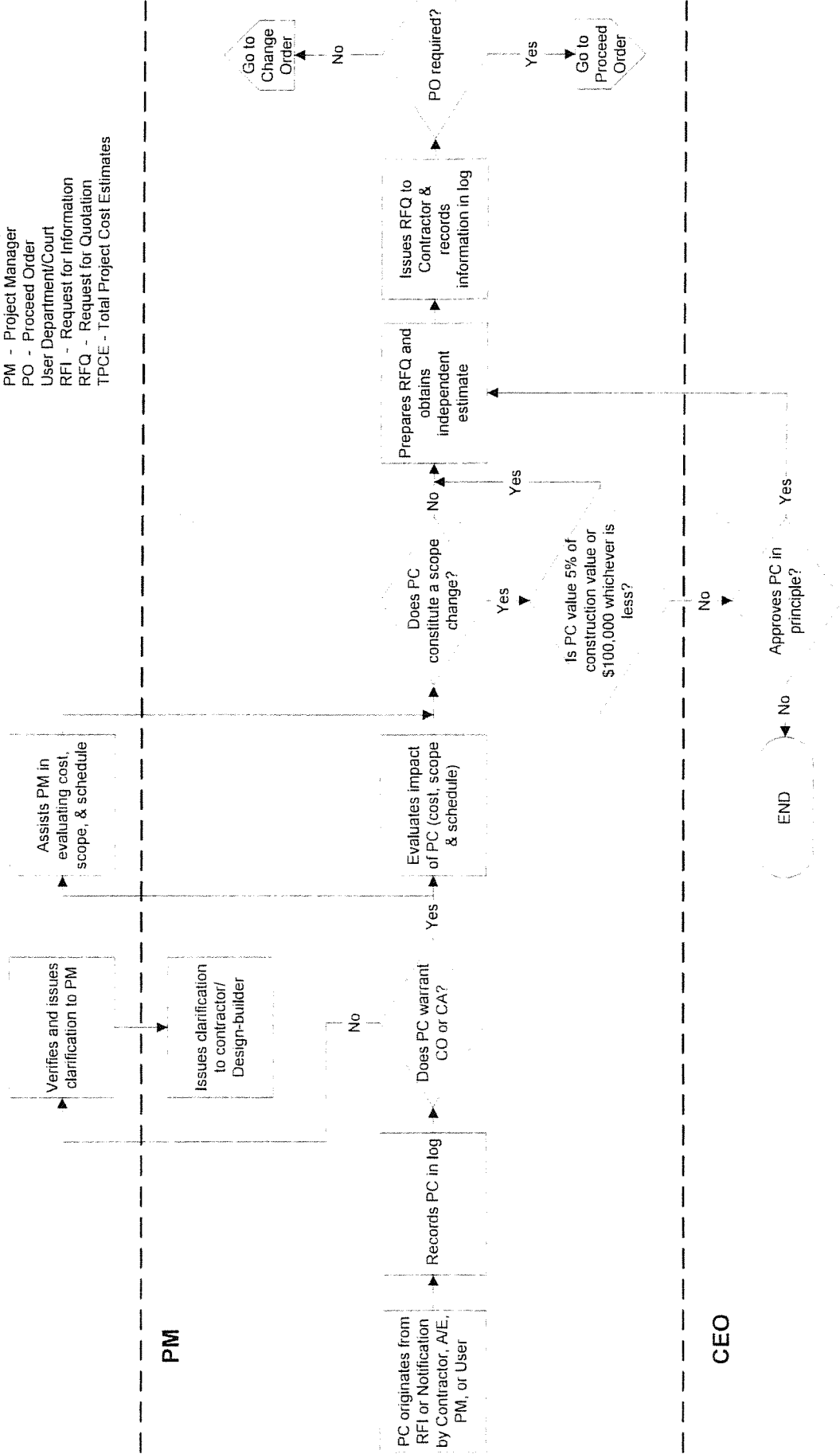
Procedure 10  
May 31, 2016  
Page 7

A/E

or

Scoping Professional (for DB)

A/E - Architect Engineer  
CEO - Chief Executive Officer  
CO - Change Order  
DCA - Design Completion Allowance  
NTE - Not to Exceed  
NTP - Notice to Proceed  
PC - Potential Change  
PM - Project Manager  
PO - Proceed Order  
User Department/Court  
RFI - Request for Information  
RFQ - Request for Quotation  
TPCE - Total Project Cost Estimates



CEO

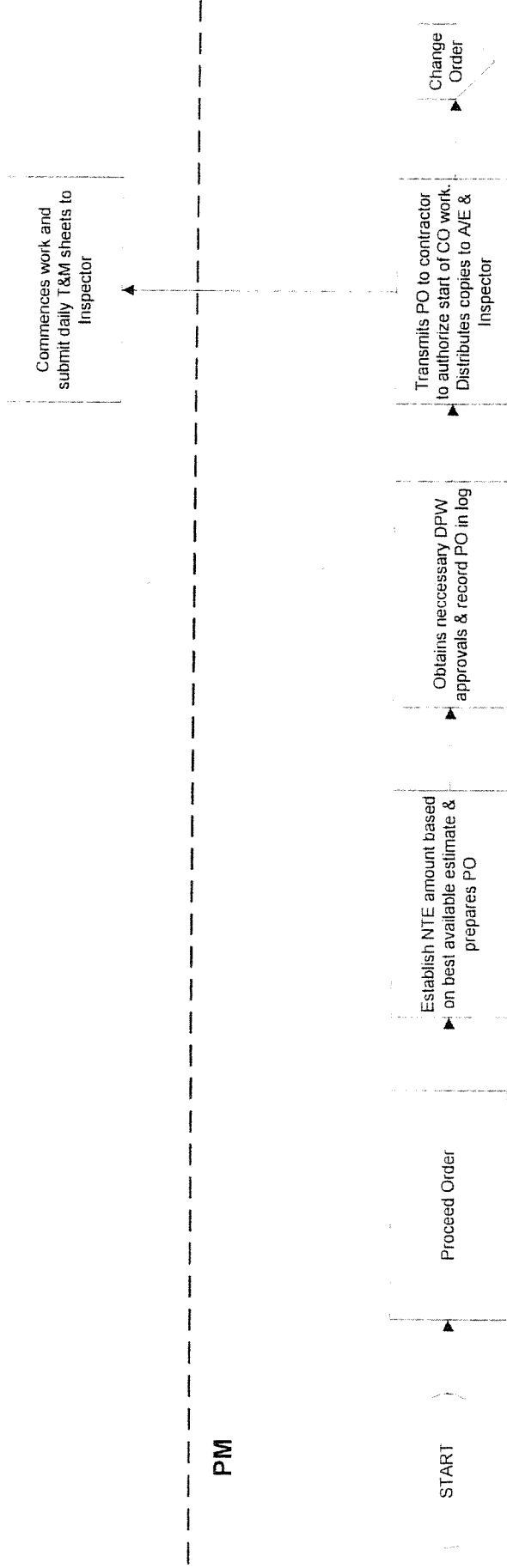


# CHANGE ORDER PROCESS (Proceed Order)

Contractor

PM

CEO







## PROJECT MANAGEMENT DIVISION I & II

PMD 12A

**DATE:** August 31, 2000

**TITLE:** Contractor Pay Request Processing

**APPROVED BY:** David P. Howard  
Project Management Division I

Jacob Williams  
Project Management Division II

The purpose of this procedure is to provide direction to Project Management staff on processing contractor pay requests.

### TABLE OF CONTENTS

Part I:	Pay Request Processing
Part II:	Flowchart
Part III:	Sample Pay Request and Contractor Payment Log

## **PART I: PAY REQUEST PROCESSING**

The Project Manager is responsible for the processing of contractor pay requests, and ensuring payment is done in a timely fashion.

The following outline should be used in conjunction with the attached flowchart.

### **RESPONSIBILITY**

### **ACTION**

Project Manager

Towards the end of the month or pre-determined date, receives draft pay request from Contractor.

Date stamps pay request and tracks pay request.

Along with A/E and Inspector, reviews pay request for contract compliance and verifies earned amount against schedule of values and/or cost loaded schedule (see Procedure 7). Contract compliance review includes a walk of the job site to verify percentage completion of contract work.

Ensures contractor is neither overpaid nor underpaid.

Ensures proper retention per pay request. PM shall consult with Section Head at 50% completion.

Forwards comments to Contractor.

Section Head

Reviews pay request as needed.

Inspector

Along with A/E and PM, reviews pay request for contract compliance. Verifies inspected and non-inspected work and percentage completion of contract work.

A/E

Along with Inspector and PM, reviews pay request for contract compliance. Verifies percentage completion of contract work.

Contractor

Revises pay requests as required and submits to PM for review and payment.



**RESPONSIBILITY**

**ACTION**

Project Manager

Receives and reviews revised pay request. Date stamps pay request and logs receipt date in Contractor Payment Log. Contractor Pay Requests must be processed within 4 working days of receipt\*.

If pay request is acceptable to PM, forwards to Inspector and A/E for signature.

Project Manager

If pay request is not deemed acceptable by PM, PM will reject and/or modify pay request. If pay request is rejected and/or modified, the pay request is returned to Contractor along with a letter summarizing the reasons for rejection/modification within 4 working days of receipt.

Inspector

Receives accepted pay request from PM and signs pay request as required.

A/E

Receives accepted pay request from PM and signs pay request as required.

Project Manager

Receives signed pay request from A/E and Inspector and signs pay request. PM makes a copy, logs approval date in Contractor Payment Log, updates earned to date amounts in Contractor Payment Log, and forwards signed pay request to A/E, Inspector and Fiscal Division for payment.

Fiscal Division

Reviews pay request for contract compliance (secondary review). Review for contract compliance includes stop notice compliance.

If invoice is approved, forwards payment instructions to Auditor/Controller, and provides copies to CAO, Client Department, and PM. Fiscal Division shall process pay requests within 4 working days of receipt.

**RESPONSIBILITY**

**ACTION**

If invoice is not approved, discusses reasons with PM and PM clarifies as appropriate. If required, returns invoice to PM for revisions.

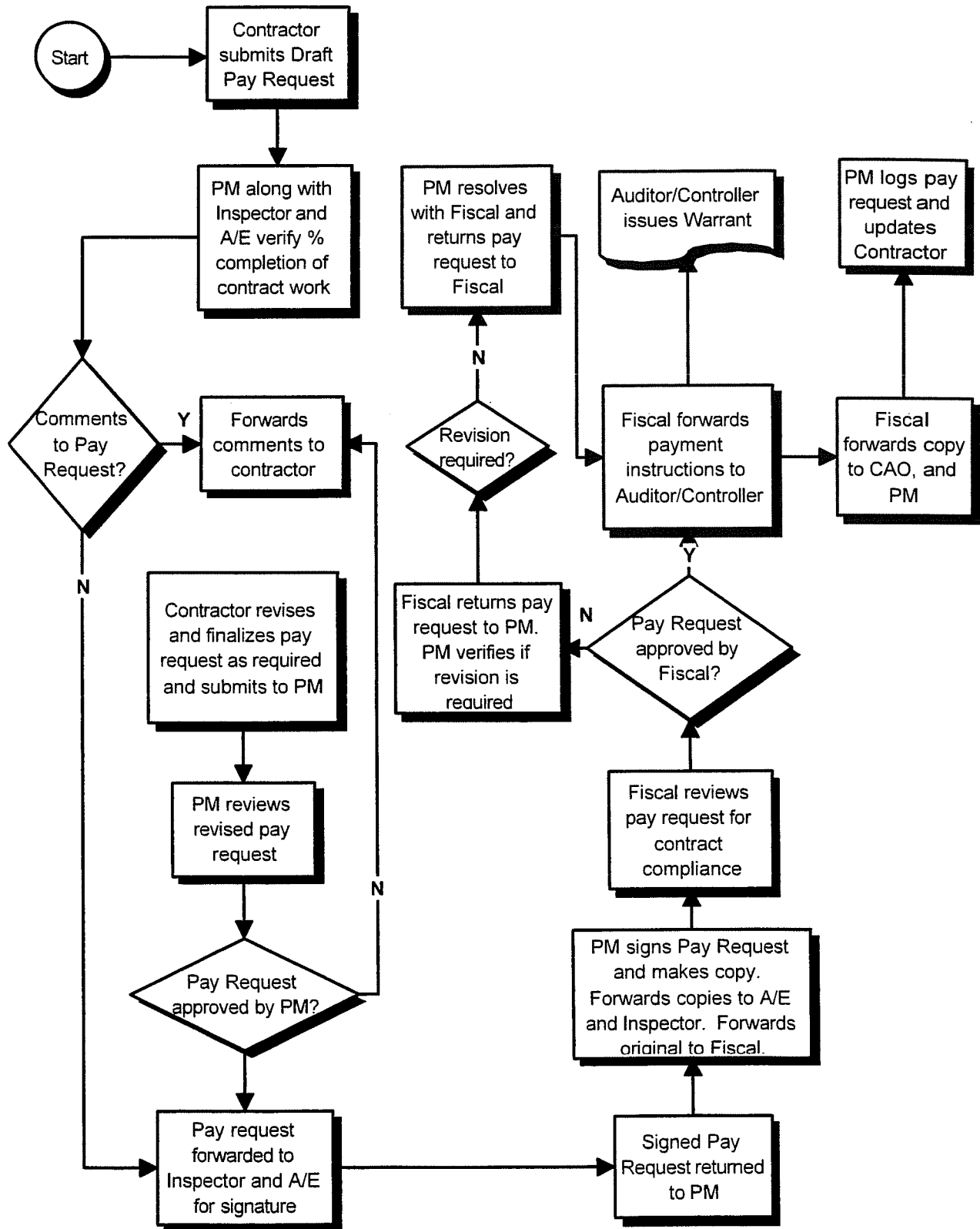
Auditor/Controller

Receives payment instructions from Fiscal and issues warrant.

It should be noted that pay requests must be paid within 30 calendar days of the date of the pay request.

\*If project has multiple funding sources see Procedure 12C.

## CONTRACTOR PAY REQUEST







## PROJECT MANAGEMENT DIVISIONS I & II

**PMD 12B**

**DATE:** August 31, 2000

**TITLE:** Consultant Invoice Processing

**APPROVED BY:** David P. Howard  
Project Management Division I

Jacob Williams  
Project Management Division II

The purpose of this procedure is to provide direction to Project Management staff on processing consultant invoices.

### TABLE OF CONTENTS

Part I:	Invoicing Process
Part II:	Flowchart
Part III:	Sample Consultant Payment Log and Invoices

## PART I: INVOICING PROCESS

The Project Manager is responsible for the processing of invoices and ensuring payment is done in a timely fashion.

The following outline should be used in conjunction with the attached flowchart.

### RESPONSIBILITY

### ACTION

Project Manager

Receives and tracks invoice from consultant.

Date stamps invoice and logs receipt date and invoice date in Consultant Payment Log.

Reviews invoice for contract compliance (primary review). Contract compliance review includes verification of contractual percentage completion, receipt of contractual deliverables, completion of applicable phases of design, and satisfactory construction administration and support\*.

Approves invoice. Signs, dates and annotates as needed. Invoices shall be processed within 4 days of receipt.

Makes copy of approved invoice forwards original to Fiscal Division , logs approval date and updates earned to date amounts in Consultant Payment Log.

If invoice is not approved, PM will either reject and/or modify invoice. If invoice is rejected or modified, invoice is returned to consultant along with a letter summarizing the reasons for rejections or changes within 4 working days of receipt.

Section Head

Reviews invoice as needed.

Fiscal Division

Reviews invoice for contract compliance (secondary review).

If invoice is approved, forwards payment instruction to Auditor/Controller, and provides copies of approved invoice to CAO, Client Department, and PM. Fiscal Division shall process the invoice within 4 working days of receipt.

Procedure 12B

August 31, 2000  
Page 2

**RESPONSIBILITY**

**ACTION**

Fiscal Division Cont'd

If invoice is not approved, discusses reasons with PM and PM clarifies as appropriate. If required, returns invoice to PM for revisions.

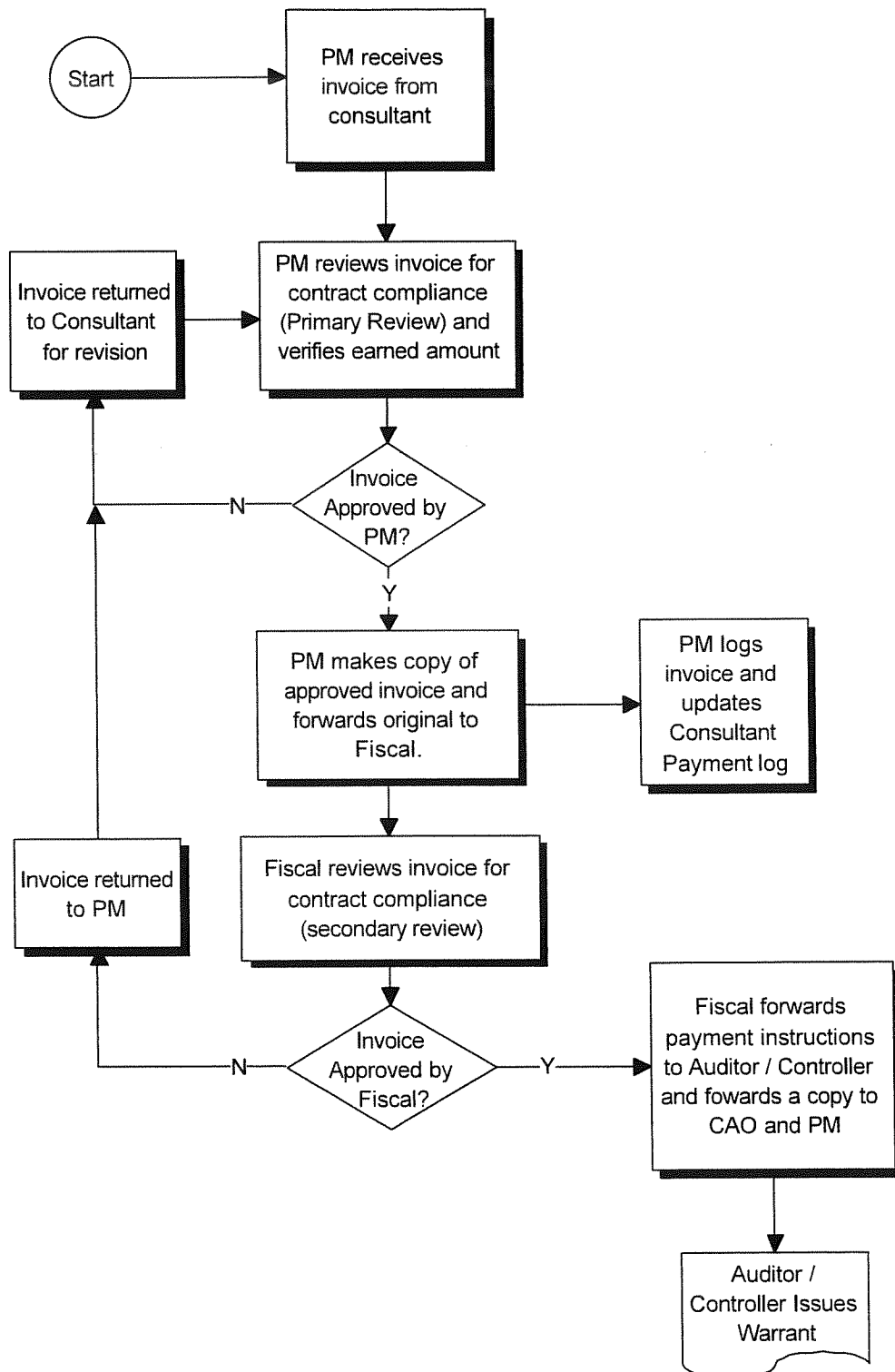
Auditor/Controller

Receives payment instructions from Fiscal and issues warrant.

It should be noted that consultant invoices must be paid within 30 calendar days of the acceptance date of the invoice.

\*If project has multiple funding sources, see Procedure 12C.

## CONSULTANT INVOICE PROCESSING







## PROJECT MANAGEMENT DIVISION I & II

PMD 22

**DATE:** June 28, 2004

**TITLE:** Request for Information Process

**APPROVED BY:** David P. Howard *DPH 6/30*  
Project Management Division I

John Kelly *[Signature]*  
Project Management Division II

The purpose of this procedure is to provide direction to Project Management staff on the Request for Information (RFI) process. Throughout construction of a project, questions arise regarding work on various construction disciplines that require immediate attention. RFIs are documents used to communicate questions and responses related to those needs. On any project that has RFIs, project managers are responsible for reviewing correspondence and facilitating the flow of information between the contractor and architect. The project manager is also responsible for processing contractor RFIs and ensuring that they are responded to in a timely manner. The unique activities that exist in performing this function are described below.

### Responsibility

### Action

- |                    |  |
|--------------------|--|
| 1. Contractor      | Enters RFI into Expedition and transmits an electronic copy of the RFI to the project manager for review and response.   |
| 2. Project Manager | Enters receipt date in Expedition, responds to the RFI or forwards it to the architect for a response.<br><br>If deciding to answer the RFI, the project manager uses Expedition to retrieve the RFI submitted by the contractor and enters a response. The project manager transmits an electronic copy to the contractor and project participants.<br><br>If the RFI requires the architect's response, the project manager uses Expedition to assign "ball-in-court" duty to the architect, then transmits an electronic copy to the architect. |
| 3. Architect       | Uses Expedition to retrieve the RFI form and enters a response. The architect then transmits an electronic copy to the project manager.  |

4. Project Manager

Reviews architect's response, and enters receipt date in Expedition. If the architect's response is acceptable, the project manager uses Expedition to forward the response to the contractor and project participants. The project manager also transmits an electronic copy to the contractor and project participants.

If the architect's response is not acceptable to the project manager, communication between the architect and the project manager should continue until agreement is reached on what the appropriate response will be.

5. Contractor

Receives response and acts on instruction from project manager/architect.

If the contractor believes that the RFI has a cost or time impact on the project, submits a request for change to the project manager.





**EXHIBIT A.5**  
**CONTRACT DISCREPANCY REPORT**

**TO:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**DATES:**      **Prepared:** \_\_\_\_\_  
                  **Returned by Contractor:** \_\_\_\_\_  
                  **Action Completed:** \_\_\_\_\_

**DISCREPANCY PROBLEMS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of County Representative

\_\_\_\_\_  
Date

**CONTRACTOR RESPONSE (Cause and Corrective Action):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

**COUNTY EVALUATION OF CONTRACTOR RESPONSE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

**COUNTY ACTIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR NOTIFIED OF ACTION:**

County Representative's Signature and Date \_\_\_\_\_

Contractor Representative's Signature and Date \_\_\_\_\_

**Exhibit A.6**  
**ACCEPTANCE CERTIFICATE**

Consultant is submitting this Acceptance Certificate to County Project Manager and County Project Director for Approval in connection with the Deliverable described below. This Acceptance Certificate must be approved by County Project Manager and County Project Director, as evidenced by County Project Manager's and County Project Director's signature below, before Contractor can invoice County for payment in connection with the Deliverable. Attached hereto is a copy of all supporting documentation required pursuant to the Contract, including Exhibit A (Scope of Services), and any additional documentation reasonably requested by County.

<b>TO BE COMPLETED BY CONTRACTOR</b>	
Deliverable Number (see Exhibit A):	Title of Deliverable:
Deliverable Description:	Agreement/Statement of Work Reference:
Deliverable Acceptance Criteria (include agreed upon requirements, formats and contents, related to Deliverable):	
Signature:	
Submitted by:	
Phone Number:	
Email:	
Submission Date:	

<b>CONTRACTOR PROJECT DIRECTOR OR CONTRACTOR PROJECT MANAGER SIGNOFF</b>	
:	
County Project Director Approval:	County Project Manager Approval
Signature:	Signature:
Name:	Name:
Title:	Title:
Date:	Date:

<b>COUNTY APPROVAL/ACCEPTANCE</b>	
County Project Manager Approval	County Project Director Approval
Signature:	Signature:
Name:	Name:
Date:	Date:
Comments:	Comments:

Program Management Control System (PMCS) and Related Services  
Exhibit B - Pricing Schedule  
Exhibit B.1 - Pricing Schedule Summary

Pricing Summary	
Total One-Time Implementation Fees (Exhibit B.2)	\$ 734,692
Total Annual Subscription Fees* (Exhibit B.3)	\$ 8,212,453
Contruction Management Database (CMD) integration implementation fee (Exhibit B.4 Optional Work)	\$ 125,000
Construction Management Database Total Annual Subscription Fees (Exhibit B.4 Optional Work)**	\$ 225,000
Subtotal	\$ 9,297,145
Contingency Pool Fund Dollars ***	\$ 929,714
Maximum Contract Sum****	\$ 10,226,859

\* Subscription Fees will be paid as set forth in Exhibit B.3 (Annual Subscription Fees)

\*\* 9 years of Annual Subscription Fees for Construction Management Database Optional Work

\*\*\* Contingency Pool Fund Dollars can be used to pay for Optional Work and professional services.

\*\*\*If Contractor completes Phase 1 implementation within 6 months from the issuance of the NTP, then \$437,235 will be due for subscription use of the system

Program Management Control System (PMCS) and Related Services

Exhibit B - Pricing Schedule

Exhibit B.2 - One-Time Implementation Fees

A. One-Time Implementation Services*			Deliverable(s) #**	Phase 1	Phase 2
Task 1	Project Administration	3.1.1.1, 3.1.1.2	\$	53,764.00	\$ 25,648.00
Task 2	Requirements Verification	3.2.1.1	\$	61,181.00	\$ 33,649.00
Task 2	Business Continuity/Disaster Recovery Plan	3.2.2.1	\$	-	\$ -
Task 3	PMCS Delivery	3.3.1.1, 3.3.1.2	\$	32,727.00	\$ 17,816.00
Task 3	Tier 1 Components	3.3.1.3	\$	15,612.50	\$ 11,580.00
Task 3	Tier 2 Components	3.3.1.5	\$	15,612.50	\$ 11,580.00
Task 3	Tier 3 Components	3.3.1.7	\$	15,612.50	\$ 11,580.00
Task 3	Tier 4 Components	3.3.1.9	\$	15,612.50	\$ 11,580.00
Task 3	Interfaces and Integrations with Other Systems**	3.3.1.11	\$	125,000.00	\$
Task 4	User Acceptance Testing (20%)	3.4.1, 3.4.2, 3.4.3	\$	53,000.00	\$ 27,090.00
Task 5	County Project Team Training Plan, Materials and Documentation	3.5.1.1, 3.5.2.1, 3.5.3.1	\$	6,208.00	\$ 3,065.00
Task 5	County Project Team Training	3.5.4.1	\$	34,088.00	\$ 30,471.00
Task 6	Data Migration	3.6.2	\$	28,000.00	\$ 12,000.00
Task 7	Training	3.7.1.1	\$	25,882.50	\$ 25,882.50
Task 7	Complete Implementation	3.7.1.2, 3.7.2.1, 3.7.2.2	\$	13,650.00	\$ 16,800.00
			Subtotal	\$ 495,950.50	\$ 238,741.50
			Total One-Time Implementation Fees (Phase 1 and Phase 2)***	\$ 734,692.00	
B. Task 3 Interfaces and Integration Fee Breakdown					Price
Phase 1	Job Order Contracting (JOC) System - eGordian		\$	25,000.00	
Phase 1	Job Order Contracting (JOC) System - Cannon/Parkin, Inc.		\$	25,000.00	
Phase 1	County Accounting Flat file Information (e-CAPS)		\$	75,000.00	
Phase 1	P6 Scheduling Software (P6)		\$	-	
Phase 1	Microsoft Project Online		\$	-	
Phase 1	County's Electronic signature solution		\$	-	
C. Task 6 Data Migration Fee Breakdown					Price
Phase 1	Public Works		\$	28,000.00	
Phase 2	Internal Services Department and Parks and Recreation		\$	12,000.00	

\* One-Time Implemenation Services for all County Departments

\*\* See Exhibit A Scope of Services for complete list of Deliverables.

\*\*\* Combined implementation Fees from subtotals of Phase 1 and Phase 2. 10% of all Implementation fees for both Phases will be withheld until PMCS Final Acceptance (refer to Contract, Paragraph 3, Consideration)



Program Management Control System (PMCS) and Related Services  
Exhibit B - Pricing Schedule  
Exhibit B.3 - Annual Subscription Fees

Table 1: Annual Subscription Fees Where Implementation Takes 2 Full Years

<u>Annual Subscription Fees Where Implementation Takes 2 Full Years</u>	Firm Fixed Price
Year 1 - Implementation Phase for DPW & CEO	\$ -
Year 2 - Subscription Fees Following Provisional Acceptance by DPW & CEO, Contractor Is Now Implementing ISD & Parks	\$ 476,000
Year 3 - First Year of Full Subscription Fees Following Final Acceptance (DPW, CEO, ISD and PARKS are Up)	\$ 565,250
Year 4 - Second Year of Subscription Fees	\$ 780,045
Year 5 - Third Year of Subscription Fees	\$ 988,057
Subtotal of Base Term Subscription Fees	\$ 2,809,352
Year 6 - Option Year - Fourth Year of Subscription Fees	\$ 1,017,699
Year 7 - Option Year - Fifth Year of Subscription Fees	\$ 1,048,230
Year 8 - Option Year - Sixth Year of Subscription Fees	\$ 1,079,677
Year 9 - Option Year - Seventh Year of Subscription Fees	\$ 1,112,067
Year 10 - Option Year - Eighth Year of Subscription Fees	\$ 1,145,429
Subtotal of Optional Year Subscription Fees	\$ 5,403,101
Total Annual Subscription Fees	\$ 8,212,453

Table 2: Annual Subscription Fees Where Implementation Takes 1 Year\*

<u>Annual Subscription Fees Where Implementation Takes 1 Year</u>	Firm Fixed Price
Year 1 - 6 Months from Effective Date of Contract, Provisional Acceptance Achieved for DPW & CEO	\$ 437,235
Year 2 - First Year of Full Subscription Fees Following Final Acceptance (DPW, CEO, ISD and PARKS are Up)	\$ 476,000
Year 3 - Second Year of Full Subscription Fees	\$ 565,250
Year 4 - Third Year of Subscription Fees	\$ 780,045
Year 5 - Fourth Year of Subscription Fees	\$ 988,057
Year 6 - Option Year - Fifth Year of Subscription Fees	\$ 1,017,699
Year 7 - Option Year - Sixth Year of Subscription Fees	\$ 1,048,230
Year 8 - Option Year - Seventh Year of Subscription Fees	\$ 1,079,677
Year 9 - Option Year - Eighth Year of Subscription Fees	\$ 1,112,067
Year 10 - Option Year - Ninth Year of Subscription Fees	\$ 1,145,429
Total Annual Subscription Fees	\$ 8,649,688

\*In the event Contractor is able to complete Implementation work in one year, the parties will execute an amendment to increase the maximum contract sum

Program Management Control System (PMCS) and Related Services

Exhibit B - Pricing Schedule

Exhibit B.4 - Optional Work

page 1 of 2

A. Optional Integration Services		1	2	3
Optional Integration Services		Integration Implementation Price	Annual Subscription Fees	9 years cost of Annual Subscription Fees*
1	Strategic Asset Management (SAM)	\$ 125,000.00	\$ 25,000.00	\$ 225,000.00
2	Local Targeted Worker Hire Program Monitoring and Business Utilization Tracking System (LTWHP)	\$ 100,000.00	\$ 20,000.00	\$ 180,000.00
3	Voice recognition and speech to text capabilities	\$ -	\$ -	\$ -
4	Construction Management Database (CMD) / Project Information Website (PIW)***	\$ 125,000.00	\$ 25,000.00	\$ 225,000.00
Total Optional Integration Services Fee		\$ 350,000.00	\$ 70,000.00	\$ 630,000.00

B. Fee Schedule for Optional Work**	
Position	Contractor's Proposed
Project Director	\$ 275.00
Project Manager	\$ 175.00
Sr Business Process Specialist	\$ 175.00
Business Process Specialist	\$ 125.00
Sr. Programmer	\$ 250.00
Programmer	\$ 175.00
Training Manager	\$ 175.00
Trainer - Train the Trainer	\$ 125.00
Trainer - Reporting Specialist	\$ 100.00
Trainer	\$ 110.00
Clerk	\$ 75.00

\* Annual Maintenance Price for 9 years

\*\* Cost of Living Adjustment may apply at time of Contract renewal per Paragraph 3 (Consideration) of the Contract.

Program Management Control System (PMCS) and Related Services

Exhibit B - Pricing Schedule

Exhibit B.4 - Optional Work

page 2 of 2

C. Optional Training		
Optional Training	Unit	Total Cost
Account Administrator Training – Group of 15 Administrators	2	\$ 4,000.00
System Administrator Training – Group of 15 Administrators	2	\$ 4,000.00
Train the Trainer – Group of 15 Administrators	2	\$ 4,000.00
Report Writing Training – Group of 15 Administrators	2	\$ 4,000.00
User Training – Group of 15 Users	20	\$ 40,000.00
Total Optional Training Fee		\$ 56,000.00

D. Optional Data Migration Services		
Optional Services		Total Price for Optional Data Migration
Public Work - PMDI and PMDII Completed/Cancelled Projects (Data Size 34.9 Tb)	\$	23,805.00
Public Works - PMDIII (CMD and PIW Project, Data Size 500 GB and 10,000 projects)	\$	56,587.00

\* Session Cost shall be fully-loaded

\*\* Includes A, C, and D of optional services

\*\*\* CMD/PIW as described in the Scope of Services

**EXHIBIT C**  
**ADDITIONAL INFORMATION TECHNOLOGY (IT) PROVISIONS**

**1. DEFINITIONS**

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. Terms not defined where they first appear in the Contract and its various exhibits and attachments, shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 1.1    **Acceptance**  
The County's written approval of any tasks, subtasks, Support Services, other Services, Deliverables, the System and milestones (if applicable).
- 1.2    **Acceptance Criteria**  
As defined in Section 3.1 (Acceptance Criteria) of Exhibit C (Additional Information Technology (IT) Provisions) of the Contract.
- 1.3    **Background Intellectual Property**  
Intellectual Property created, authored or developed and owned or created by Contractor as of the Effective Date.
- 1.4    **County Data**  
As defined in Section 41 (Ownership of County Materials and County Data) of the Contract, all of the County information, data, records, and information of County to which Contractor has access, or is otherwise provided to Contractor under this Contract, during the use and/or provisioning of the System, and any data entered/stored/accessed during use of the System by Users of the System. Such Users include County's contractors, subcontractors and consultants.
- 1.5    **Deliverable(s)**  
Whether singular or plural, shall mean the software-as-a-service (SaaS) solution, items and/or services provided or to be provided by Contractor under this Contract identified as a deliverable, by designation, number, or context, in the Scope of Services, Exhibits, or any document associated with the foregoing, including all Deliverable(s) in Exhibit A (Scope of Services).
- 1.6    **Error**  
With respect to the System, Support Services, Maintenance Services, other Services, or Deliverables, a failure of the System, Support Services, other Services, or Deliverables to conform to its specifications, or with respect to the System, a failure that impairs the performance of the System when operated in accordance with the Contract.
- 1.7    **Hosted Services**  
Services required from Contractor that includes Contractor supplying the hosted hardware, hosted network and hosted operating software for the System.
- 1.8    **Implementation; Implementation Phase**

All work required under the Contract to bring the PMCS into Production Use and achieve Final Acceptance.

- 1.9 Intellectual Property  
Proprietary rights in a work, including patents, copyrights and trademarks.
- 1.10 Licensed Users; Users  
All County defined users of the System, which may include County employees, consultants, contractors, and subcontractors.
- 1.11 Licensed Software or System Software  
Individually each, and collectively all, of the computer programs provided by Contractor under this Contract (including Third-Party Products), including as to each such program, the processes and routines used in the processing of data, the object code, Interfaces to be provided hereunder by Contractor, and Revisions, and any and all programs otherwise provided by Contractor under this Contract. All Licensed Software and the components thereof shall be release versions, and shall not be test versions (e.g., alpha or beta test version), unless otherwise agreed to in writing by County.
- 1.12 Optional Work  
New Software and/or Professional Services, which may be provided by Contractor to County upon County's request and approval.
- 1.13 Program Management Control System (PMCS)  
A Contractor-hosted, web-based, SaaS software program/platform, which will be used by various County Departments.
- 1.14 Production Use/Productive Use  
The actual use of the System in the production environment to (a) process actual live data in County's day-to-day operations and (b) use of the System.
- 1.15 Professional Services  
Services, including but not limited to, consulting services, additional training and/or customizations, which Contractor may provide upon County's request therefore in the form of Optional Work at the rates provided in Pricing Schedule, Exhibit B.
- 1.16 Revisions  
Changes to the Licensed Software, including but not limited to: (a) a bug fix, patch, or redistribution of the Licensed Software that corrects an error as well as addresses common functional and performance issues, including Error corrections;(b) an aggregation of fixes, updates, or significant new features, functionality or performance improvements; or (c) any modifications to the Licensed Software designed to improve its operation, usefulness, or completeness that is made generally available by Contractor to its other customers.
- 1.17 Services  
Collectively, all functions, responsibilities, tasks, Deliverables, goods other services: (a) identified in Exhibit A (Scope of Services), including Hosting Services, Maintenance Services and Support Services; (b) identified in this Contract as being Contractor's responsibility; and (c) otherwise necessary to comply with the terms of this Contract. These services include any

implementation services, maintenance services, support services, and training.

1.18 Solution

The Licensed Software, Support Services, Maintenance Services, all related services, equipment, hosting, and any other item required for the Contractor to deploy and provide the Program Management Control System (PMCS) to County as a "Software as a Service" (SaaS) in accordance with this Contract.

1.19 Specifications

All specifications, requirements, and standards specified in Exhibit A (Scope of Services), including Attachment A.1 (PMCS Functional Requirements) and Attachment A.2 (PMCS Technical Requirements); all performance requirements and standards specified in this Contract, Documentation for the Licensed Software, to the extent not inconsistent with any of the foregoing; all specifications for the Licensed Software provided or made available by Contractor under this Contract, but only to the extent: (i) not inconsistent with any of the foregoing; and (ii) acceptable to County in its reasonable discretion in accordance with the Contract requirements including the applicable Scope of Services; and all written and/or electronic materials furnished or made available by or through Contractor regarding the System, including functionality, features, capacity, availability, response times, accuracy, or any other performance or other System criteria or any element of the System, but only to the extent not inconsistent with any of the foregoing.

1.20 Substantial Completion

That stage of a Project when all the work of the contract has been completed, only minor corrections to the installed and completed work remains to be done, and the Project can be utilized for the purpose for which it was constructed.

1.21 Support and Maintenance Services

The provision of support, maintenance, and continued management and operation services for the PMCS, as required by Exhibit A (Scope of Services), which includes Hosted Services.

1.22 System

The Licensed Software, Support Services, Maintenance Services, all related services, equipment, hosting, and any other item required for the Contractor to deploy and provide the Program Management Control System (PMCS) to County as a "Software as a Service" (SaaS) in accordance with this Contract.

1.23 Third-Party Product

All software and content licensed, leased or otherwise obtained by Contractor from a third-party, and used with the PMCS or used for the performance of the Services and which is expressly identified as a Third-Party effort.

1.24 Users; Licensed Users

All County defined users of the System, which may include County employees, consultants, contractors, and subcontractors.

1.25 Work Product

All Deliverables and all concepts, inventions (whether or not protected under patent laws), works of authorship, information, new or useful art, combinations, discoveries, formulae, algorithms, specifications, manufacturing techniques, technical developments, systems, computer

architecture, artwork, software, programming, applets , scripts, designs, procedures, processes, and methods of doing business, and any other media, materials, plans, reports, project plans, work plans, documentation, training materials, and other tangible objects produced by Contractor under this Contract. However, Work Product does not include (a) any intellectual property, including, without limitation, concepts, ideas, methods, methodologies, procedures, processes, know-how, techniques, models, templates, the generalized features of the structure, sequence and organization of software, user interfaces and screen designs, utilities, routines, and tools, which may constitute or be contained in Work Product that was developed by Contractor prior to performance or independent of this Contract ("Background Intellectual Property") or (b) the Licensed Software or any modifications thereto made by Contractor.

## 2 LICENSED SOFTWARE AND INTELLECTUAL PROPERTY.

### 2.1 License Grant.

#### 2.1.1 Scope of License.

Subject to the terms and conditions of this Contract, Contractor grants to County a fully-paid, worldwide, non-exclusive license to use the System, the Licensed Software and Documentation for County's business purposes and activities ("License") during the Contract Term, including any Revisions to the System and any new version releases and upgrades to the System. For the purposes of this License Grant, the term "use" as it applies to System means to copy, install, access, execute, operate, distribute, archive and run unlimited copies of the System and by an unlimited number of users for installation, test, development, production, support, archival, emergency restart, and disaster recovery purposes. Without limitation of the above, County's business purposes and activities will include making the System available for use to County, and its contractors, subcontractors, and consultants. This License shall cover the County, and its contractors and consultants, and there shall be no additional cost for licensing separately applied by Contractor to County's contractors, subcontractors and consultants.

#### 2.1.2 Documentation.

At no additional charge to County, Contractor shall provide or make available to County all Documentation relating to the System. If the Documentation for the System is revised or supplemented at any time, Contractor shall promptly provide or make available to County a copy of such revised or supplemental Documentation, at no additional cost to County. County may, at any time, reproduce copies of all Documentation and other materials provided or made available by Contractor, distribute such copies to County personnel or County designees and Users of the System, and incorporate such copies into its own technical and user manuals, provided that such reproduction relates to County's and Users' use of the System as permitted in this Contract, and all copyright and trademark notices, if any, are reproduced thereon. Contractor shall provide or make available to County all Documentation in electronic form.

## 2.2 Revisions.

### 2.2.1 Notice of Revisions.

Contractor may from time to time make material revisions that is new or retiring functionality and is rolled out to all customers of the Licensed Software. In the event of such Revisions, (a) the Revision of the Licensed Software will include at least the functionality, level, or quality of services that County previously received and shall continue to comply with all of the requirements of this Contract, and (b) County shall be provided, at least sixty (60) days in advance of any such changes, written notice and a demonstration of such changes.

### 2.2.2 Revisions During Term.

During the term of this Contract, all Revisions (including Displaced/Renamed Products, Revisions to the System and any new version releases and upgrades to the System ) shall be provided to County at no additional charge beyond the fees payable hereunder, regardless of whether Contractor charges other customers for such Revisions. During the contracted term, if (a) the Licensed Software is displaced in Contractor's productline by another product or (b) a renamed product containing substantially similar functionality to the Licensed Software is distributed by Contractor (each a "Displaced/Renamed Product"), County shall receive such Displaced/Renamed Product as a Revision. For purposes of clarify a Revision is NOT a New Feature that provides new or materially different functionality or features when compared with features or functionality previously purchased by County during the applicable term.

## 2.3 Work Product and Background Intellectual Property.

### 2.3.1 Ownership of County Data.

All County Data provided or made accessible to Contractor is and shall remain the property of County. Upon termination or expiration of the Contract for any reason, or upon County's written request at any time, the Contractor shall provide County, at no additional cost upon the County's request, any County Data or other proprietary data belonging to the County stored within the System. Such data will be provided to the County on an external media drive in a platform-agnostic format or in a format reasonably agreed as between County and Contractor. At the County's option, the Contractor shall destroy all originals and copies of all such data, and other related information or documents.

### 2.3.2 Ownership of Background Intellectual Property & Licensed Software.

Contractor retains all right, title and interest in and to any such Background Intellectual Property and Licensed Software (including any modifications thereto made by Contractor). However, to the extent Background Intellectual Property constitutes or is incorporated into Work Product or required for County to fully exploit such Work Product or the System, Contractor hereby grants to County a perpetual, irrevocable, fully paid up, royalty free, non-transferable, worldwide, non-exclusive right and licenseto use, prepare derivative works of the electronic or tangible format of the Deliverables and County Data



provided for in Section 41 (Ownership of Contractor Materials and County Data), and otherwise fully exploit in connection with County's business, the Background Intellectual Property constituting or incorporated into the WorkProduct or otherwise delivered to County in connection with this Contract, and provided further that the Background Intellectual Property is not separately commercially exploited by County. Any and all Background Intellectual Property which Contractor desires to use hereunder, and which Contractor considers to be proprietary or confidential, must be specifically identified by Contractor to the County's Project Director as proprietary or confidential, and shall be plainly and prominently marked by Contractor as "PROPRIETARY" or "CONFIDENTIAL."

#### 2.4 Third Party Product.

In the event Contractor provides any Third Party Product to County in connection with this Contract, Contractor shall obtain, at Contractor's sole cost and expense, a fully paid-up, royalty-free, worldwide, perpetual, non-exclusive license for County and County's agents and assigns, to use the Third Party Product for County's business purposes and activities.

### 3 SERVICES.

#### 3.1 Services Generally.

The Contractor will provide and implement the System as specified in this Contract. The Contractor will provide the Services, fulfill the obligations to County, produce and deliver the Deliverables, and retain the responsibilities set forth in this Contract, and more specifically, Exhibit A (Scope of Services). Contractor shall provide the Services without causing a material disruption of County's operations. If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County, unless issued a Change Order or supplemental agreement.

#### 3.2 Training.

As part of the Services, Contractor shall provide the training to County and its personnel as set forth in Exhibit A (Scope of Services) and for the prices set forth in Exhibit B (Pricing Schedule).

#### 3.3 Support Services and Maintenance Services.

Contractor shall provide the Support Services and Maintenance Services described in Exhibit A (Scope of Services). The Support Services and Maintenance Services shall commence on the Final Acceptance of the System. There shall be no additional charge to County for on-site Support Services or Maintenance Services to remedy a breach of this agreement, to correct a failure of the System to conform to the Specifications, or to fulfill Contractor's obligations. There shall also be no additional costs for Contractor to provide any needed Support and Maintenance Services following Provisional Acceptance, while Public Works and CEO has Production Use of the PMCS until Final Acceptance is achieved for all County Departmental Users.

## 4 ACCEPTANCE

### 4.1 Acceptance Criteria

The System, Services, Deliverables, and milestones (if applicable) may be subject to acceptance testing consisting of a review session for a time period determined by the County, in its sole discretion, to verify that they satisfy the acceptance criteria mutually agreed to by the parties and this Paragraph (Acceptance) (the "Acceptance Criteria"). Such Acceptance Criteria shall be based, at a minimum, on conformance of the System, Services, and Deliverables, to the Specifications to complete Phase 1, Phase 2 and any Optional Work for System functionality. In the event the parties fail to agree upon Acceptance Criteria, the acceptability of the System, Services, Deliverables, and milestones, and the System as a whole, shall be based solely on County's reasonable satisfaction therewith.

### 4.2 Acceptance Tests

When Contractor notifies County that the System has been implemented as required in Exhibit A (Scope of Services) or that a Service, Deliverable, or milestone (if applicable) has been completed, County may, in its sole discretion, elect to test or evaluate the related System, Services, Deliverables, and/or milestones to determine whether they comply in all material respects with the Acceptance Criteria and the System, as a whole, is operating in accordance with the Specifications. Testing may be performed at various stages of the Implementation Services for Phase 1 and Phase 2 as set forth in Exhibit A (Scope of Services), or for Optional Work related to System functionality.

For each test, Contractor shall provide County testing scenarios consistent with Contractor's best practices for the applicable System, Service, Deliverable, and/or milestone.

### 4.3 Production Use

The System shall be ready for Production Use when the County Project Director, or his/her designee, approves in writing the System.

### 4.4 Provisional Acceptance

4.4.1 Following County Project Director(s) approval of 3.6.1.2 Deliverable: PMCS Training Report, Contractor shall roll out PMCS for Production Use in accordance with the accepted Contractor Project Schedule. Production Use for Public Works and CEO will follow acceptance by the County when Contractor has completed Tasks 1 – 5 for Public Works and CEO, including completion of work for Tiers 1-4 of work ("Provisional Acceptance").

4.4.2 Provisional Acceptance will be achieved when (i) successful completion of all work necessary for PMCS to be available for Production Use by Public Works and CEO; (ii) Deficiencies and Errors identified by Contractor or County have been corrected by Contractor in accordance with this this Contract; (iii) corrections of such Deficiencies and Errors have been approved by County Project Director(s); and (iv) following County Project Director(s) approval of all such corrections, the PMCS has performed for thirty

(30) consecutive days in compliance with the SRD, including all performance requirements, without any Deficiencies or Errors. Following Provisional Acceptance, Public Works and CEO will be able to use the PMCS fully at no additional cost until Final Acceptance is achieved for all County Departmental Users.

#### 4.5 Final Acceptance

##### 4.5.1 Conduct Performance Verification

Following successful transitioning of the System to Production Use for all County Departmental Users, County will monitor for Errors and Contractor shall maintain the System in Production Use for a minimum of thirty (30) consecutive days. Upon occurrence of an Error, Contractor shall provide County with a diagnosis of the Error and proposed solution(s), and Contractor shall correct such Error by re-performance pursuant to, and subject to, the provisions of this Contract. County and Contractor shall agree upon each such proposed solutions to be used to correct an Error(s) prior to its implementation.

Commencing with Final Acceptance, any problems encountered by County in the use of the System shall be subject to the applicable terms under the Contract as more fully described in Exhibit A (Scope of Services).

##### 4.5.2 Final Acceptance

The System shall achieve "Final Acceptance" when there is (i) successful completion of Implementation; (ii) successful completion of all work necessary for PMCS to be available for production use by all County Departmental Users; (iii) Deficiencies and Errors identified by Contractor or County have been corrected by Contractor in accordance with this Contract; (iv) corrections of such Deficiencies and Errors have been approved by County Project Director(s); and (v) following County Project Director(s) approval of all such corrections, PMCS has performed for thirty (30) consecutive days in compliance with the SRD, including all performance requirements, without any Deficiencies or Errors. Contractor shall submit the Final Acceptance Certification as required in Exhibit A (Scope of Services).

##### 4.5.3 Failed Testing

If the County's Project Director makes a good faith determination at any time that the System (as a whole, or any component thereof), Services, Deliverables, and/or milestones has not successfully completed an Acceptance Test or has not achieved Final Acceptance (collectively referred to for purposes of this Sub-paragraph (Failed Testing) as "Designated Test"), the County's Project Director shall promptly notify Contractor in writing of such failure, specifying with as much detail as possible the manner in which the System, Services, Deliverables, and/or milestones failed to pass the applicable Designated Test. Contractor shall immediately commence all reasonable efforts to complete, as quickly as possible, such necessary corrections, repairs, and modifications to the System, Services, Deliverables, milestones, and/or System as will permit the System, Services, Deliverables, milestones, and/or System to be ready for retesting. Contractor shall notify the County's Project Director in writing when such

corrections, repairs, and modifications have been completed, and the applicable Designated Test shall begin again. Such procedure shall continue until such time as County notifies Contractor in writing either: (i) of the successful completion of such Designated Test.

5 TRUSTED SYSTEM

Contractor shall provide the Trusted System as required in Exhibit A (Scope of Services), and shall certify that the System meets the Trusted System requirements. The County may validate that the System meets the Trusted System requirements through the use of internal County resources or a third party.

6 DISABLING DEVICE

Contractor represents and warrants that Contractor shall not intentionally cause any unplanned interruption of the operations of, or accessibility to the System or any component through any device, method or means including, without limitation, the use of any "virus", "lockup", "time bomb", or "key lock", "worm", "back door" or "Trojan Horse" device or program, or any disabling code, which has the potential or capability of compromising the security of County Data or of causing any unplanned interruption of the operations of, or accessibility of the System or any component to County or any User or which could alter, destroy, or inhibit the use of the System or any component, or the data contained therein (collectively, "Disabling Device(s)"), which could block access to or prevent the use of the System or any component by County or Users. Contractor represents, warrants, and agrees that it has not purposely placed, nor is it aware of, any Disabling Device in any System component provided to County under this Contract, nor shall Contractor knowingly permit any subsequently delivered or provided System component to contain any Disabling Device. In addition, Contractor shall prevent viruses from being incorporated or introduced into the System or Revisions thereto prior to the installation onto the System and shall prevent any viruses from being incorporated or introduced in the process of Contractor's performance of on-line support.

7 NON-INFRINGEMENT

To the best of Contractor's knowledge, the System, Services and the Deliverables shall not contain defamatory or indecent matter, and County's permitted use of the System, Services, including Implementation Services, Support Services, and Deliverables will not infringe the intellectual property rights of any third party.

8 PENDING LITIGATION

There is no pending or threatened litigation that would have a material adverse impact on its performance under the Contract. In addition, Contractor also represents and warrants that based on pending actions, claims, disputes, or other information, Contractor has no knowledge of a failure of the System to perform in accordance with the requirements of this Contract.

9 ASSIGNMENT OF WARRANTIES

To the extent permissible under the applicable third-party Agreements, Contractor hereby assigns and agrees to deliver to County all representations and warranties received by Contractor from its third party licensors and suppliers, including hardware vendors.

10 OTHER WARRANTIES

During the term of this Contract, Contractor shall not subordinate this Contract or any of its rights hereunder to any third party without the prior written consent of County, and without providing in such subordination instrument for non-disturbance of County's use of the System (or any part thereof) in accordance with this Contract. This Contract and the System licensed or acquired herein, are neither subject to any liens, encumbrances, or pledges nor subordinate to any right or claim of any third party, including Contractor's creditors. County is entitled to use the System without interruption. As of the date furnished, no statement contained in writing in the response to the request for proposals for the System contains any untrue statements about the prior experience or corporate description of Contractor, or omits any fact necessary to make such statement not misleading.

#### 11 MAINTENANCE SERVICES

During the term of this Contract, Contractor shall provide the Maintenance Services and remedy Errors within the Resolution Time Requirements as described in Exhibit A (Scope of Services), in exchange for County's payment of the applicable fees set forth on Exhibit B (Pricing Schedule) in accordance with this Contract. There shall be no additional charge to County for on-site support services beyond the applicable Maintenance Services fees set forth in Exhibit B (Pricing Schedule) to remedy a breach of this agreement, to correct a failure of the System to conform to the Specifications, or to fulfill Contractor's obligations pursuant to this Contract.

#### 12 SYSTEM PERFORMANCE REQUIREMENTS

Contractor represents and warrants that when operated in conformance with the terms of this Contract, the Licensed Software and/or Services (as applicable) shall achieve the System Performance Requirements set forth in Exhibit A (Scope of Services).

#### 13 DATA DESTRUCTION

Contractor(s) and Vendor(s) that have maintained, processed, or stored the County of Los Angeles' ("County") data and/or information, implied or expressed, have the sole responsibility to certify that the data and information have been appropriately destroyed consistent with the National Institute of Standards and Technology (NIST) Special Publication SP 800-88 titled Guidelines for Media Sanitization. Available at: <http://csrc.nist.gov/publications/PubsDrafts.html#SP-800-88 Rev.%201>.

The data and/or information may be stored on purchased, leased, or rented electronic storage equipment (e.g., printers, hard drives) and electronic devices (e.g., servers, workstations) that are geographically located within the County, or external to the County's boundaries. The County must receive within ten (10) business days, a signed document from Contractor(s) and Vendor(s) that certifies and validates the data and information were placed in one or more of the following stored states: unusable, unreadable, and indecipherable.

Vendor shall certify that any County Data stored on purchased, leased, or rented electronic storage equipment and electronic devices, including, but not limited to printers, hard drives, servers, and/or workstations are destroyed consistent with the current National Institute of Standard and Technology (NIST) Special Publication SP-800-88, Guidelines for Media Sanitization. Vendor shall provide County with written certification, within ten (10) business days of removal of any electronic storage equipment and devices that validates that any and all County Data was destroyed and is unusable, unreadable, and/or undecipherable.

#### 14 TERMINATION TRANSITION SERVICES

For ninety (90) days prior to the expiration date of this Contract, or upon notice of termination of this Contract ("Transition Period"), Contractor shall assist the County in extracting and/or transitioning all County Data in the format reasonable determined by the County and Contractor. During this Transition Period, County and its Users will continue to have access to the System. The Transition Period, along with any associated costs, may be modified as agreed upon in writing by the parties in a Change Order.

Prior to the expiration or termination of this Contract, County may require Contractor to provide services to transition System operations from Contractor to County or County's designated third party ("Transition Services"). Upon County's request for Transition Services, County and Contractor agree to negotiate in good faith the scope of work and the price for such Transition Services. Contractor agrees that in the event that County terminates the Contract for any breach by Contractor, Contractor shall perform Transition Services at no cost to County. Contractor shall provide County with all of the Transition Services as provided in this Section 14 (Termination Transition Services). The duty of Contractor to provide such Transition Services shall be conditioned on County continuing to comply with its obligations under the Contract, including payment of all applicable fees. Contractor shall have no right to withhold or limit its performance or any of such Transition Services on the basis of any alleged breach of this Contract by County, other than a failure by County to timely pay the amounts due and payable hereunder. County shall have the right to seek specific performance of this Section 14 (Termination Transition Services) in any court of competent jurisdiction and Contractor hereby waives any defense that damages are an adequate remedy. Compliance with this Section 14 (Termination Transition Services) by either party shall not constitute a waiver or estoppel with regard to any rights or remedies available to the parties.

#### 15 INFORMATION SECURITY AND PRIVACY REQUIREMENTS

Contractor shall comply with the requirements set forth in Exhibit C.1 (Information Security and Privacy Requirements).

## EXHIBIT C.1

### INFORMATION SECURITY AND PRIVACY REQUIREMENTS EXHIBIT

The County of Los Angeles ("County") is committed to safeguarding the Integrity of the County systems, Data, Information and protecting the privacy rights of the individuals that it serves. This Information Security and Privacy Requirements Exhibit ("Exhibit") sets forth the County and the Contractor's commitment and agreement to fulfill each of their obligations under applicable state or federal laws, rules, or regulations, as well as applicable industry standards concerning privacy, Data protections, Information Security, Confidentiality, Availability, and Integrity of such Information. The Information Security and privacy requirements and procedures in this Exhibit are to be established by the Contractor before the Effective Date of the Contract and maintained throughout the term of the Contract.

These requirements and procedures are a minimum standard and are in addition to the requirements of the underlying base agreement between the County and Contractor (the "Contract") and any other agreements between the parties. However, it is the Contractor's sole obligation to: (i) implement appropriate and reasonable measures to secure and protect its systems and all County Information against internal and external Threats and Risks; and (ii) continuously review and revise those measures to address ongoing Threats and Risks. Failure to comply with the minimum requirements and procedures set forth in this Exhibit will constitute a material, non-curable breach of Contract by the Contractor, entitling the County, in addition to the cumulative of all other remedies available to it at law, in equity, or under the Contract, to immediately terminate the Contract. To the extent there are conflicts between this Exhibit and the Contract, this Exhibit shall prevail unless stated otherwise.

#### 1. DEFINITIONS

Unless otherwise defined in the Contract, the definitions herein contained are specific to the uses within this Exhibit.

- a. **Availability:** the condition of Information being accessible and usable upon demand by an authorized entity (Workforce Member or process).
- b. **Confidentiality:** the condition that Information is not disclosed to system entities (users, processes, devices) unless they have been authorized to access the Information.
- c. **County Information:** all Data and Information belonging to the County.
- d. **Data:** a subset of Information comprised of qualitative or quantitative values.
- e. **Incident:** a suspected, attempted, successful, or imminent Threat of unauthorized electronic and/or physical access, use, disclosure, breach, modification, or destruction of information; interference with Information Technology operations; or significant violation of County policy.
- f. **Information:** any communication or representation of knowledge or understanding such as facts, Data, or opinions in any medium or form, including electronic, textual, numerical, graphic, cartographic, narrative, or audiovisual.

- g. **Information Security Policy:** high level statements of intention and direction of an organization used to create an organization's Information Security Program as formally expressed by its top management.
- h. **Information Security Program:** formalized and implemented Information Security Policies, standards and procedures that are documented describing the program management safeguards and common controls in place or those planned for meeting the County's information security requirements.
- i. **Information Technology:** any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of Data or Information.
- j. **Integrity:** the condition whereby Data or Information has not been improperly modified or destroyed and authenticity of the Data or Information can be ensured.
- k. **Mobile Device Management (MDM):** software that allows Information Technology administrators to control, secure, and enforce policies on smartphones, tablets, and other endpoints.
- l. **Privacy Policy:** high level statements of intention and direction of an organization used to create an organization's Privacy Program as formally expressed by its top management.
- m. **Privacy Program:** A formal document that provides an overview of an organization's privacy program, including a description of the structure of the privacy program, the resources dedicated to the privacy program, the role of the organization's privacy official and other staff, the strategic goals and objectives of the Privacy Program, and the program management controls and common controls in place or planned for meeting applicable privacy requirements and managing privacy risks.
- n. **Risk:** a measure of the extent to which the County is threatened by a potential circumstance or event, Risk is typically a function of: (i) the adverse impacts that would arise if the circumstance or event occurs; and (ii) the likelihood of occurrence.
- o. **Threat:** any circumstance or event with the potential to adversely impact County operations (including mission, functions, image, or reputation), organizational assets, individuals, or other organizations through an Information System via unauthorized access, destruction, disclosure, modification of Information, and/or denial of service.
- p. **Vulnerability:** a weakness in a system, application, network or process that is subject to exploitation or misuse.
- q. **Workforce Member:** employees, volunteers, and other persons whose conduct, in the performance of work for Los Angeles County, is under the direct control of Los Angeles County, whether or not they are paid by Los Angeles County. This includes, but may not be limited to, full and part time elected or appointed officials, employees, affiliates, associates, students, volunteers, and staff from third party entities who provide service to the County.



## 2. INFORMATION SECURITY AND PRIVACY PROGRAMS

- a. **Information Security Program.** The Contractor shall maintain a company-wide Information Security Program designed to evaluate Risks to the Confidentiality, Availability, and Integrity of the County Information covered under this Contract.

Contractor's Information Security Program shall include the creation and maintenance of Information Security Policies, standards, and procedures. Information Security Policies, standards, and procedures will be communicated to all Contractor employees in a relevant, accessible, and understandable form and will be regularly reviewed and evaluated to ensure operational effectiveness, compliance with all applicable laws and regulations, and addresses new and emerging Threats and Risks.

The Contractor shall exercise the same degree of care in safeguarding and protecting County Information that the Contractor exercises with respect to its own Information and Data, but in no event less than a reasonable degree of care. The Contractor will implement, maintain, and use appropriate administrative, technical, and physical security measures to preserve the Confidentiality, Integrity, and Availability of County Information.

The Contractor's Information Security Program shall:

- Protect the Confidentiality, Integrity, and Availability of County Information in the Contractor's possession or control;
- Protect against any anticipated Threats or hazards to the Confidentiality, Integrity, and Availability of County Information;
- Protect against unauthorized or unlawful access, use, disclosure, alteration, or destruction of County Information;
- Protect against accidental loss or destruction of, or damage to, County Information; and
- Safeguard County Information in compliance with any applicable laws and regulations which apply to the Contractor.

- b. **Privacy Program.** The Contractor shall establish and maintain a company-wide Privacy Program designed to incorporate Privacy Policies and practices in its business operations to provide safeguards for Information, including County Information. The Contractor's Privacy Program shall include the development of, and ongoing reviews and updates to Privacy Policies, guidelines, procedures and appropriate workforce privacy training within its organization. These Privacy Policies, guidelines, procedures, and appropriate training will be provided to all Contractor employees, agents, and volunteers. The Contractor's Privacy Policies, guidelines, and procedures shall be continuously reviewed and updated for effectiveness and compliance with applicable laws and regulations, and to appropriately respond to new and emerging Threats and Risks. The Contractor's Privacy Program shall perform ongoing monitoring and audits of operations to identify and mitigate privacy Threats.

The Contractor shall exercise the same degree of care in safeguarding the privacy of County Information that the Contractor exercises with respect to its own Information, but in no event less than a reasonable degree of care. The Contractor will implement, maintain, and use appropriate privacy practices and protocols to preserve the Confidentiality of County Information.

The Contractor's Privacy Program shall include:

- A Privacy Program framework that identifies and ensures that the Contractor complies with all applicable laws and regulations;
- External Privacy Policies, and internal privacy policies, procedures and controls to support the privacy program;
- Protections against unauthorized or unlawful access, use, disclosure, alteration, or destruction of County Information;
- A training program that covers Privacy Policies, protocols and awareness;
- A response plan to address privacy Incidents and privacy breaches; and
- Ongoing privacy assessments and audits.

### **3. PROPERTY RIGHTS TO COUNTY INFORMATION**

All County Information is deemed property of the County, and the County shall retain exclusive rights and ownership thereto. County Information shall not be used by the Contractor for any purpose other than as required under this Contract, nor shall such or any part of such be disclosed, sold, assigned, leased, or otherwise disposed of, to third parties by the Contractor, or commercially exploited or otherwise used by, or on behalf of, the Contractor, its officers, directors, employees, or agents. The Contractor may assert no lien on or right to withhold from the County, any County Information it receives from, receives addressed to, or stores on behalf of, the County. Notwithstanding the foregoing, the Contractor may aggregate, compile, and use County Information in order to improve, develop or enhance the System Software and/or other services offered, or to be offered, by the Contractor, provided that (i) no County Information in such aggregated or compiled pool is identifiable as originating from, or can be traced back to the County, and (ii) such Data or Information cannot be associated or matched with the identity of an individual alone, or linkable to a specific individual. The Contractor specifically consents to the County's access to such County Information held, stored, or maintained on any and all devices Contractor owns, leases or possesses.

### **4. CONTRACTOR'S USE OF COUNTY INFORMATION**

The Contractor may use County Information only as necessary to carry out its obligations under this Contract. The Contractor shall collect, maintain, or use County Information only for the purposes specified in the Contract and, in all cases, in compliance with all applicable local, state, and federal laws and regulations governing the collection, maintenance, transmission, dissemination, storage, use, and destruction of County Information, including, but not limited to, (i) any state and federal law governing the protection of personal Information, (ii) any state and federal security breach notification laws, and (iii) the rules, regulations and directives of the Federal Trade Commission, as amended from time to time.

### **5. SHARING COUNTY INFORMATION AND DATA**

The Contractor shall not share, release, disclose, disseminate, make available, transfer, or otherwise communicate orally, in writing, or by electronic or other means, County Information to a third party for monetary or other valuable consideration.

## 6. CONFIDENTIALITY

- a. **Confidentiality of County Information.** The Contractor agrees that all County Information is Confidential and proprietary to the County regardless of whether such Information was disclosed intentionally or unintentionally, or marked as "confidential".
- b. **Disclosure of County Information.** The Contractor may disclose County Information only as necessary to carry out its obligations under this Contract, or as required by law, and is prohibited from using County Information for any other purpose without the prior express written approval of the County's contract administrator in consultation with the County's Chief Information Security Officer and/or Chief Privacy Officer. If required by a court of competent jurisdiction or an administrative body to disclose County Information, the Contractor shall notify the County's contract administrator immediately and prior to any such disclosure, to provide the County an opportunity to oppose or otherwise respond to such disclosure, unless prohibited by law from doing so.
- c. **Disclosure Restrictions of Non-Public Information.** While performing work under the Contract, the Contractor may encounter County Non-public Information ("NPI") in the course of performing this Contract, including, but not limited to, licensed technology, drawings, schematics, manuals, sealed court records, and other materials described and/or identified as "Internal Use", "Confidential" or "Restricted" as defined in [Board of Supervisors Policy 6.104 – Information Classification Policy](#) as NPI. The Contractor shall not disclose or publish any County NPI and material received or used in performance of this Contract. This obligation is perpetual.
- d. **Individual Requests.** The Contractor shall acknowledge any request or instructions from the County regarding the exercise of any individual's privacy rights provided under applicable federal or state laws. The Contractor shall have in place appropriate policies and procedures to promptly respond to such requests and comply with any request or instructions from the County within seven (7) calendar days. If an individual makes a request directly to the Contractor involving County Information, the Contractor shall notify the County within five (5) calendar days and the County will coordinate an appropriate response, which may include instructing the Contractor to assist in fulfilling the request. Similarly, if the Contractor receives a privacy or security complaint from an individual regarding County Information, the Contractor shall notify the County as described in Section 14 SECURITY AND PRIVACY INCIDENTS, and the County will coordinate an appropriate response.
- e. **Retention of County Information.** The Contractor shall not retain any County Information for any period longer than necessary for the Contractor to fulfill its obligations under the Contract and applicable law, whichever is longest.

## 7. CONTRACTOR EMPLOYEES

The Contractor shall perform background and security investigation procedures in the manner prescribed in this section unless the Contract prescribes procedures for conducting background and security investigations and those procedures are no less stringent than the procedures described in this section.

To the extent permitted by applicable law, the Contractor shall screen and conduct background investigations on all Contractor employees and Subcontractors as appropriate to their role, with access to County Information for potential security Risks. Such background investigations may be

obtained through fingerprints submitted to the California Department of Justice to include State, local, and federal-level review and conducted in accordance with the law, may include criminal and financial history to the extent permitted under the law, and will be repeated on a regular basis. The fees associated with the background investigation shall be at the expense of the Contractor, regardless of whether the member of the Contractor's staff passes or fails the background investigation. The Contractor, in compliance with its legal obligations, shall conduct an individualized assessment of their employees, agents, and volunteers regarding the nature and gravity of a criminal offense or conduct; the time that has passed since a criminal offense or conduct and completion of the sentence; and the nature of the access to County Information to ensure that no individual accesses County Information whose past criminal conduct poses a risk or threat to County Information.

The Contractor shall require all employees, agents, and volunteers to abide by the requirements in this Exhibit, as set forth in the Contract, and sign an appropriate written Confidentiality/non-disclosure agreement with the Contractor.

The Contractor shall supply each of its employees with appropriate, annual training regarding Information Security procedures, Risks, and Threats. The Contractor agrees that training will cover, but may not be limited to the following topics:

- a) **Secure Authentication:** The importance of utilizing secure authentication, including proper management of authentication credentials (login name and password) and multi-factor authentication.
- b) **Social Engineering Attacks:** Identifying different forms of social engineering including, but not limited to, phishing, phone scams, and impersonation calls.
- c) **Handling of County Information:** The proper identification, storage, transfer, archiving, and destruction of County Information.
- d) **Causes of Unintentional Information Exposure:** Provide awareness of causes of unintentional exposure of Information such as lost mobile devices, emailing Information to inappropriate recipients, etc.
- e) **Identifying and Reporting Incidents:** Awareness of the most common indicators of an Incident and how such indicators should be reported within the organization.
- f) **Privacy:** The Contractor's Privacy Policies and procedures as described in Section 2b. Privacy Program.

The Contractor shall have an established set of procedures to ensure the Contractor's employees promptly report actual and/or suspected breaches of security.

## 8. SUBCONTRACTORS AND THIRD PARTIES

The County acknowledges that in the course of performing its services, the Contractor may desire or require the use of goods, services, and/or assistance of Subcontractors or other third parties or suppliers. The terms of this Exhibit shall also apply to all Subcontractors and third parties. The Contractor or third party shall be subject to the following terms and conditions: (i) each Subcontractor and third party must agree in writing to comply with and be bound by the applicable

terms and conditions of this Exhibit, both for itself and to enable the Contractor to be and remain in compliance with its obligations hereunder, including those provisions relating to Confidentiality, Integrity, Availability, disclosures, security, and such other terms and conditions as may be reasonably necessary to effectuate the Contract including this Exhibit; and (ii) the Contractor shall be and remain fully liable for the acts and omissions of each Subcontractor and third party, and fully responsible for the due and proper performance of all Contractor obligations under this Contract. The Contractor shall obtain advanced approval from the County's Chief Information Security Officer and/or Chief Privacy Officer prior to subcontracting services subject to this Exhibit.

## 9. STORAGE AND TRANSMISSION OF COUNTY INFORMATION

All County Information shall be rendered unusable, unreadable, or indecipherable to unauthorized individuals. Without limiting the generality of the foregoing, the Contractor will encrypt all workstations, portable devices (such as mobile, wearables, tablets,) and removable media (such as portable or removable hard disks, floppy disks, USB memory drives, CDs, DVDs, magnetic tape, and all other removable storage media) that store County Information in accordance with Federal Information Processing Standard (FIPS) 140-2 or otherwise approved by the County's Chief Information Security Officer.

The Contractor will encrypt County Information transmitted on networks outside of the Contractor's control with Transport Layer Security (TLS) or Internet Protocol Security (IPSec), at a minimum cipher strength of 128 bit or an equivalent secure transmission protocol or method approved by County's Chief Information Security Officer.

All mobile devices storing County Information shall be managed by a Mobile Device Management system. Such system must provide provisions to enforce a password/passcode on enrolled mobile devices. All workstations/Personal Computers (including laptops, 2-in-1s, and tablets) will maintain the latest operating system security patches, and the latest virus definitions. Virus scans must be performed at least monthly. Request for less frequent scanning must be approved in writing by the County's Chief Information Security Officer.

## 10. RETURN OR DESTRUCTION OF COUNTY INFORMATION

The Contractor shall return or destroy County Information in the manner prescribed in this section unless the Contract prescribes procedures for returning or destroying County Information and those procedures are no less stringent than the procedures described in this section.

- a. **Return or Destruction.** Upon County's written request, or upon expiration or termination of this Contract for any reason, Contractor shall (i) promptly return or destroy, at the County's option, all originals and copies of all documents and materials it has received containing County Information; or (ii) if return or destruction is not permissible under applicable law, continue to protect such Information in accordance with the terms of this Contract; and (iii) deliver or destroy, at the County's option, all originals and copies of all summaries, records, descriptions, modifications, negatives, drawings, adoptions and other documents or materials, whether in writing or in machine-readable form, prepared by the Contractor, prepared under its direction, or at its request, from the documents and materials referred to in Subsection (i) of this Section. For all documents or materials referred to in Subsections (i) and (ii) of this Section that the County requests be returned to the County, the Contractor shall provide a written attestation on company letterhead certifying that all documents and materials have been delivered to the County. For documents or materials referred to in Subsections (i) and (ii) of this Section that

the County requests be destroyed, the Contractor shall provide an attestation on company letterhead and certified documentation from a media destruction firm consistent with subdivision b of this Section. Upon termination or expiration of the Contract or at any time upon the County's request, the Contractor shall return all hardware, if any, provided by the County to the Contractor. The hardware should be physically sealed and returned via a bonded courier, or as otherwise directed by the County.

- b. **Method of Destruction.** The Contractor shall destroy all originals and copies by (i) cross-cut shredding paper, film, or other hard copy media so that the Information cannot be read or otherwise reconstructed; and (ii) purging, or destroying electronic media containing County Information consistent with NIST Special Publication 800-88, "Guidelines for Media Sanitization" such that the County Information cannot be retrieved. The Contractor will provide an attestation on company letterhead and certified documentation from a media destruction firm, detailing the destruction method used and the County Information involved, the date of destruction, and the company or individual who performed the destruction. Such statement will be sent to the designated County contract manager within ten (10) days of termination or expiration of the Contract or at any time upon the County's request. On termination or expiration of this Contract, the County will return or destroy all Contractor's Information marked as confidential (excluding items licensed to the County hereunder, or that provided to the County by the Contractor hereunder), at the County's option.

## 11. PHYSICAL AND ENVIRONMENTAL SECURITY

All Contractor facilities that process County Information will be located in secure areas and protected by perimeter security such as barrier access controls (e.g., the use of guards and entry badges) that provide a physically secure environment from unauthorized access, damage, and interference.

All Contractor facilities that process County Information will be maintained with physical and environmental controls (temperature and humidity) that meet or exceed hardware manufacturer's specifications.

## 12. OPERATIONAL MANAGEMENT, BUSINESS CONTINUITY, AND DISASTER RECOVERY

The Contractor shall: (i) monitor and manage all of its Information processing facilities, including, without limitation, implementing operational procedures, change management, and Incident response procedures consistent with Section 14 SECURITY AND PRIVACY INCIDENTS; and (ii) deploy adequate anti-malware software and adequate back-up systems to ensure essential business Information can be promptly recovered in the event of a disaster or media failure; and (iii) ensure its operating procedures are adequately documented and designed to protect Information and computer media from theft and unauthorized access.

The Contractor must have business continuity and disaster recovery plans. These plans must include a geographically separate back-up data center and a formal framework by which an unplanned event will be managed to minimize the loss of County Information and services. The formal framework includes a defined back-up policy and associated procedures, including documented policies and procedures designed to: (i) perform back-up of data to a remote back-up data center in a scheduled and timely manner; (ii) provide effective controls to safeguard backed-up data; (iii) securely transfer County Information to and from back-up location; (iv) fully restore applications and operating systems; and (v) demonstrate periodic testing of restoration from back-



up location. If the Contractor makes backups to removable media (as described in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION), all such backups shall be encrypted in compliance with the encryption requirements noted above in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION.

### **13. ACCESS CONTROL**

Subject to and without limiting the requirements under Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION, County Information (i) may only be made available and accessible to those parties explicitly authorized under the Contract or otherwise expressly approved by the County Project Director or Project Manager in writing; and (ii) if transferred using removable media (as described in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION) must be sent via a bonded courier and protected using encryption technology designated by the Contractor and approved by the County's Chief Information Security Officer in writing. The foregoing requirements shall apply to back-up media stored by the Contractor at off-site facilities.

The Contractor shall implement formal procedures to control access to County systems, services, and/or Information, including, but not limited to, user account management procedures and the following controls:

- a. Network access to both internal and external networked services shall be controlled, including, but not limited to, the use of industry standard and properly configured firewalls;
- b. Operating systems will be used to enforce access controls to computer resources including, but not limited to, multi-factor authentication, use of virtual private networks (VPN), authorization, and event logging;
- c. The Contractor will conduct regular, no less often than semi-annually, user access reviews to ensure that unnecessary and/or unused access to County Information is removed in a timely manner;
- d. Applications will include access control to limit user access to County Information and application system functions;
- e. All systems will be monitored to detect deviation from access control policies and identify suspicious activity. The Contractor shall record, review and act upon all events in accordance with Incident response policies set forth in Section 14 SECURITY AND PRIVACY INCIDENTS; and
- f. In the event any hardware, storage media, or removable media (as described in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION) must be disposed of or sent off-site for servicing, the Contractor shall ensure all County Information, has been eradicated from such hardware and/or media using industry best practices as discussed in Section 9 STORAGE AND TRANSMISSION OF COUNTY INFORMATION.

### **14. SECURITY AND PRIVACY INCIDENTS**

In the event of a Security or Privacy Incident, the Contractor shall:

- a. Promptly notify the County's Chief Information Security Officer, the Departmental Information Security Officer, and the County's Chief Privacy Officer of any Incidents involving County Information, within twenty-four (24) hours of detection of the Incident. All notifications shall be submitted via encrypted email and telephone.

**County Chief Information Security Officer and Chief Privacy Officer email**

[CISO-CPO\\_Notify@lacounty.gov](mailto:CISO-CPO_Notify@lacounty.gov)

**Chief Information Security Officer:**

Jeffrey Aguilar  
(Acting) Chief Information Security Officer  
320 W Temple, 7<sup>th</sup> Floor  
Los Angeles, CA 90012  
(213) 253-5659

**Chief Privacy Officer:**

Lillian Russell  
Chief Privacy Officer  
320 W Temple, 7<sup>th</sup> Floor  
Los Angeles, CA 90012  
(213) 351-5363

**Departmental Information Security Officer:**

Paul Lam  
Departmental Information Security Officer  
900 South Fremont Ave.  
Alhambra, CA 91803  
(626) 458-5929  
[pslam@dpw.lacounty.gov](mailto:pslam@dpw.lacounty.gov)

- b. Include the following Information in all notices:
  - i. The date and time of discovery of the Incident,
  - ii. The approximate date and time of the Incident,
  - iii. A description of the type of County Information involved in the reported Incident, and
  - iv. A summary of the relevant facts, including a description of measures being taken to respond to and remediate the Incident, and any planned corrective actions as they are identified.
  - v. The name and contact information for the organizations official representative(s), with relevant business and technical information relating to the incident.
- c. Cooperate with the County to investigate the Incident and seek to identify the specific County Information involved in the Incident upon the County's written request, without charge, unless the Incident was caused by the acts or omissions of the County. As Information about the Incident is collected or otherwise becomes available to the Contractor, and unless prohibited by law, the Contractor shall provide Information regarding the nature and consequences of the Incident that are reasonably requested by the County to allow the County to notify affected individuals, government agencies, and/or credit bureaus.



- d. Immediately initiate the appropriate portions of their Business Continuity and/or Disaster Recovery plans in the event of an Incident causing an interference with Information Technology operations.
- e. Assist and cooperate with forensic investigators, the County, law firms, and and/or law enforcement agencies at the direction of the County to help determine the nature, extent, and source of any Incident, and reasonably assist and cooperate with the County on any additional disclosures that the County is required to make as a result of the Incident.
- f. Allow the County or its third-party designee at the County's election to perform audits and tests of the Contractor's environment that may include, but are not limited to, interviews of relevant employees, review of documentation, or technical inspection of systems, as they relate to the receipt, maintenance, use, retention, and authorized destruction of County Information.

Notwithstanding any other provisions in this Contract and Exhibit, The Contractor shall be (i) liable for all damages and fines, (ii) responsible for all corrective action, and (iii) responsible for all notifications arising from an Incident involving County Information caused by the Contractor's weaknesses, negligence, errors, or lack of Information Security or privacy controls or provisions.

## 15. NON-EXCLUSIVE EQUITABLE REMEDY

The Contractor acknowledges and agrees that due to the unique nature of County Information there can be no adequate remedy at law for any breach of its obligations hereunder, that any such breach may result in irreparable harm to the County, and therefore, that upon any such breach, the County will be entitled to appropriate equitable remedies, and may seek injunctive relief from a court of competent jurisdiction without the necessity of proving actual loss, in addition to whatever remedies are available within law or equity. Any breach of Section 6 CONFIDENTIALITY shall constitute a material breach of this Contract and be grounds for immediate termination of this Contract in the exclusive discretion of the County.

## 16. AUDIT AND INSPECTION

- a. **Self-Audits.** The Contractor shall periodically conduct audits, assessments, testing of the system of controls, and testing of Information Security and privacy procedures, including penetration testing, intrusion detection, and firewall configuration reviews. These periodic audits will be conducted by staff certified to perform the specific audit in question at Contractor's sole cost and expense through either (i) an internal independent audit function, (ii) a nationally recognized, external, independent auditor, or (iii) another independent auditor approved by the County.

The Contractor shall have a process for correcting control deficiencies that have been identified in the periodic audit, including follow up documentation providing evidence of such corrections. Upon written request of the County, the Contractor shall provide the audit results in summary format and any corrective action documentation to the County promptly upon its completion at the County's request. With respect to any other report, certification, or audit or test results prepared or received by the Contractor that contains any County Information, the Contractor shall promptly provide the County with copies of the same upon the County's reasonable request, including identification of any failure or exception in the Contractor's Information systems, products, and services, and the corresponding steps taken by the Contractor to

mitigate such failure or exception. Any reports and related materials provided to the County pursuant to this Section shall be provided at no additional charge to the County.

- a. **County Requested Audits.** At its own expense, the County, or an independent third-party auditor commissioned by the County, shall have the right to audit the Contractor's infrastructure, security and privacy practices, Contractor's Data center (but exclusive of their subprocessors), services and/or systems storing or processing County Information via an onsite inspection at least once a year. Upon the County's request the Contractor shall complete a questionnaire regarding Contractor's Information Security and/or program. The County shall pay for the County requested audit unless the auditor finds that the Contractor has materially breached this Exhibit, in which case the Contractor shall bear all costs of the audit; and if the audit reveals material non-compliance with this Exhibit, the County may exercise its termination rights underneath the Contract.
- b. Such audit shall be conducted during the Contractor's normal business hours with reasonable advance notice, in a manner that does not materially disrupt or otherwise unreasonably and adversely affect the Contractor's normal business operations. The County's request for the audit will specify the scope and areas (e.g., Administrative, Physical, and Technical) that are subject to the audit and may include, but are not limited to physical controls inspection, process reviews, policy reviews, evidence of external and internal Vulnerability scans, Contractor's penetration test results, Contractor's evidence of code reviews, and evidence of system configuration and audit log reviews. It is understood that the results may be filtered to remove the specific Information of other Contractor customers such as IP address, server names, etc. The Contractor shall cooperate with the County in the development of the scope and methodology for the audit, and the timing and implementation of the audit. This right of access shall extend to any regulators with oversight of the County. The Contractor agrees to comply with all reasonable recommendations that result from such inspections, tests, and audits within reasonable timeframes. When not prohibited by regulation, the Contractor will provide to the County a summary of: (i) the results of any security audits, security reviews, or other relevant audits, conducted by the Contractor or a third party; and (ii) corrective actions or modifications, if any, the Contractor will implement in response to such audits.

## 17. CYBER LIABILITY INSURANCE

The Contractor shall secure and maintain cyber liability insurance coverage in the manner prescribed in this section unless the Contract prescribes cyber liability insurance coverage provisions and those provisions are no less stringent than those described in this section.

The Contractor shall secure and maintain cyber liability insurance coverage with limits of at least **\$10 million** per occurrence and in the aggregate during the term of the Contract, including coverage for: network security liability; privacy liability; privacy regulatory proceeding defense, response, expenses and fines; technology professional liability (errors and omissions); privacy breach expense reimbursement (liability arising from the loss or disclosure of County Information no matter how it occurs); system breach; denial or loss of service; introduction, implantation, or spread of malicious software code; unauthorized access to or use of computer systems; and

Data/Information loss and business interruption; any other liability or risk that arises out of the Contract. The Contractor shall add the County as an additional insured to its cyber liability insurance policy and provide to the County certificates of insurance evidencing the foregoing upon the County's request. The procuring of the insurance described herein, or delivery of the certificates of insurance described herein, shall not be construed as a limitation upon the Contractor's liability or as full performance of its indemnification obligations hereunder. No exclusion/restriction for unencrypted portable devices/media may be on the policy.

## **18. PRIVACY AND SECURITY INDEMNIFICATION**

In addition to the indemnification provisions in the Contract, the Contractor agrees to indemnify, defend, and hold harmless the County, its Special Districts, elected and appointed officers, agents, employees, and volunteers from and against any and all third-party claims, demands liabilities, damages, judgments, awards, losses, costs, expenses or fees including reasonable attorneys' fees, accounting and other expert, consulting or professional fees, and amounts paid in any settlement arising from, connected with, or relating to :

- The Contractor's violation of any federal and state laws in connection with its accessing, collecting, processing, storing, disclosing, or otherwise using County Information;
- Direct damages related to the Contractor's failure to perform or comply with any terms and conditions of this Contract or related agreements with the County; and/or,
- Any Information loss, breach of Confidentiality, or Incident involving any County Information that occurs on the Contractor's systems or networks (including all costs and expenses incurred by the County to remedy the effects of such loss, breach of Confidentiality, or Incident, which may include (i) providing appropriate notice to individuals and governmental authorities, (ii) responding to individuals' and governmental authorities' inquiries, (iii) providing credit monitoring to individuals, and (iv) conducting litigation and settlements with individuals and governmental authorities).

Notwithstanding the preceding sentences, the County shall have the right to participate in any such defense at its sole cost and expense, except that in the event contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and to reimbursement from contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

**Exhibit C.2**  
**Third Party Products**

**As of the Effective Date of contract, there are no Third Party Products.**

## **INDEMNIFICATION AND INSURANCE PROVISIONS**

### **I. INDEMNIFICATION**

A. The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, agents and volunteers ("County Indemnitees") from and against any and all third-party claims of liability, including but not limited to demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from and/or relating to this Contract, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

### **II. INTELLECTUAL PROPERTY INDEMNIFICATION**

1.1.1 Contractor shall indemnify, hold harmless, and defend County, its officers, employees, and agents, from and against any and all third-party claims, demands, damages, liabilities, losses, costs, and expenses, including, but not limited to, defense costs and legal, accounting, and other expert, consulting, or professional fees and attorney's fees, as such are incurred, for or by reason of any actual or alleged infringement of any third party's patent, copyright, or other Intellectual Property Right, or any actual or alleged unauthorized trade secret disclosure or misappropriation, arising from or related to the Solution, Third Party Products, Services, Background Intellectual Property, Work Product, and/or Deliverables (collectively, the "Indemnified Items") (collectively referred to for purposes of this Sub-section as "Infringement Claim(s)"), provided that the Indemnified Item has not been altered, revised, or modified by County in a manner that causes the alleged infringement. Notwithstanding the foregoing, Contractor shall have no indemnity obligation for infringement claims arising from (A) the development of custom software code required by County and based on specifications provided by County when Contractor has advised County of potential infringement in writing; (B) use of the Indemnified Items in excess of the rights granted hereunder; or (C) County's failure to implement an update or enhancement to the Indemnified Items, provided Contractor provides the update or enhancement at no additional charge to County and provides County with written notice that implementing the update or enhancement would avoid the infringement. Any legal defense pursuant to Contractor's indemnification obligations under this Sub-section shall be conducted by Contractor and performed by counsel selected by Contractor in consultation with County. Notwithstanding the foregoing, County shall have the right to participate in any such defense at its sole cost and expense.

- 1.1.2 County shall notify Contractor, in writing, as soon as practicable of any claim or action alleging such infringement or unauthorized disclosure. If any Indemnified Item hereunder becomes the subject of an Infringement Claim under Section II (Intellectual Property Indemnification), or in County's opinion is likely to become the subject of such a claim, then, in addition to defending the claim and paying any damages and attorneys' fees as required in Section II (Intellectual Property Indemnification), Contractor shall, at its option and in its sole discretion and at no cost to County, as remedial measures, either: (i) procure the right, by license or otherwise, for County to continue to use the Indemnified Items or affected component(s) thereof, or part(s) thereof, pursuant to this Contract; or (ii) replace or modify the Indemnified Items or component(s) thereof with another software, service, item, or component(s) thereof of at least equivalent quality and performance capabilities, in County's determination, until it is determined by County that the Indemnified Items and all components thereof become non-infringing, non-misappropriating, and non-disclosing (hereinafter collectively for the purpose of this Sub-section "Remedial Act(s)").
- 1.1.3 If Contractor fails to complete the Remedial Acts described in Sub-section 1.1.2 above within forty-five (45) days of notice of the claim (and such time has not been extended by County in writing) then, County shall have the right, at its sole option after consultation with the Contractor, to elect to (i) terminate this Contract with regard to the infringing Indemnified Items for default pursuant to the Termination for Default provision, in which case, in addition to other remedies available to County, Contractor shall reimburse County for the System equal to the current years subscription fees, and/or (ii) take such remedial acts as it determines to be commercially reasonable to mitigate any impairment of its use of the infringing Indemnified Items or damages (hereafter collectively referred to as "County's Mitigation Acts"). Contractor shall indemnify and hold harmless County for all amounts paid and all direct and indirect costs associated with County's Mitigation Acts. Failure by Contractor to pay such amounts within ten (10) Business Days of invoice by County shall, in addition to, and cumulative of all other remedies, entitle County to immediately withhold all payments due to Contractor under this Contract up to the amount paid by County in connection with County's Mitigation Acts.

**III. GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE**

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in Sections II and III of this Exhibit. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

**A. Evidence of Coverage and Notice to County**

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days after written request from County. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies upon written request, but no more than once annually.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.
- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be emailed to the Contract Administrator.

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its

Subcontractors which arises from or relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

**B. Additional Insured Status and Scope of Coverage**

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

**C. Cancellation of or Changes in Insurance**

Contractor shall provide County with written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Contract, in the sole discretion of the County, upon which the County may suspend or terminate this Contract.

**D. Failure to Maintain Insurance**

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Contractor, deduct the premium cost from sums due to Contractor or pursue Contractor reimbursement.

**E. Insurer Financial Ratings**

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

**F. Contractor's Insurance Shall Be Primary**

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.



**G. Waivers of Subrogation**

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

**H. Subcontractor Insurance Coverage Requirements**

Contractor shall include all Subcontractors as insureds under Contractor's own policies, or shall provide County with each Subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each Subcontractor complies with the Required Insurance provisions herein, and shall require that each Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

**I. Deductibles and Self-Insured Retentions (SIRs)**

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

**J. Claims Made Coverage**

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

**K. Application of Excess Liability Coverage**

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

**L. Separation of Insureds**

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

**M. Alternative Risk Financing Programs**

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and

captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

**N. County Review and Approval of Insurance Requirements**

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

**III. INSURANCE COVERAGE**

**A.** Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

**B.** Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

**C.** Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

For purposes of Section D through E, Contractor's Professional and Cyber Liability policy (together with its \$10 million umbrella policy) shall provide the per claim and aggregate coverage of \$10 million to cover (D) Professional Liability/Errors and Omissions; (E) Technology Errors & Omissions; and (F) Cyber Liability as set forth below. For purposes of clarity Contractor's policies in conjunction with its umbrella policy has a minimum of \$20 million in coverage.

**D. Professional Liability/Errors and Omissions**

Insurance covering Contractor's liability arising from or related to this Contract, with limits as set forth above. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following this Contract's expiration, termination or cancellation.

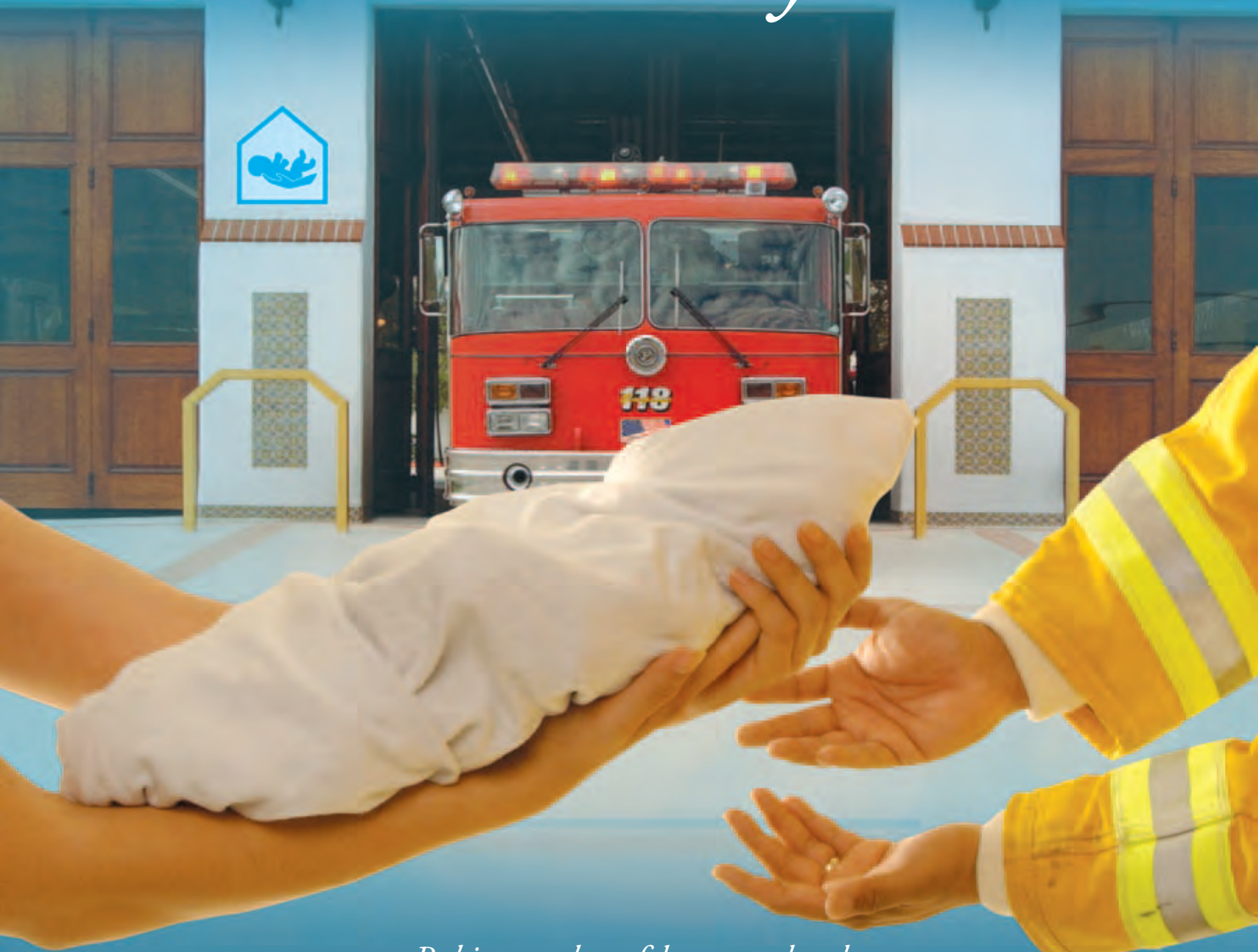
**E. Technology Errors and Omissions**

Insurance for liabilities arising from errors, omissions, or negligent acts in rendering or failing to render computer or information technology services and technology products. Coverage for violation of software copyright should be included. Technology services should at a minimum include (1) systems analysis; (2) systems programming; (3) data processing; (4) systems integration; (5) outsourcing including outsourcing development and design; (6) systems design, consulting, development and modification; (7) training services relating to computer software or hardware; (8) management, repair and maintenance of computer products, networks and systems; (9) marketing, selling, servicing, distributing, installing and maintaining computer hardware or software; (10) data entry, modification, verification, maintenance, storage, retrieval or preparation of data output, and any other services provided by the vendor with limits of not less than set forth above.

**F. Cyber Liability**

The Contractor shall secure and maintain cyber liability insurance coverage with limits per occurrence and in the aggregate during the term of the Master Agreement as set forth above, including coverage for: network security liability; privacy liability; privacy regulatory proceeding, defense, response, expenses and fines; technology professional liability (errors and omissions); privacy breach expense reimbursement (liability arising from the loss or disclosure of County Information no matter how it occurs); system breach; denial or loss of service; introduction, implantation, or spread of malicious software code; unauthorized access to or use of computer systems; and Data/Information loss and business interruption; any other liability or risk that arises out of the Agreement. The Contractor shall add the County as an additional insured to its cyber liability insurance policy and provide to the County certificates of insurance evidencing the foregoing upon the County's request. The procuring of the insurance described herein, or delivery of the certificates of insurance described herein, shall not be construed as a limitation upon the Contractor's liability or as full performance of its indemnification obligations hereunder. No exclusion/ restriction for unencrypted portable devices/media may be on the policy.

# *Safely* Surrendered *Baby Law*



*Babies can be safely surrendered  
to staff at any hospital or fire station in Los Angeles County*

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Safely Surrendered Baby Law

## What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

*Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.*

## How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

## What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

## Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

## Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

## Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

## What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

## What happens to the parent or surrendering adult?

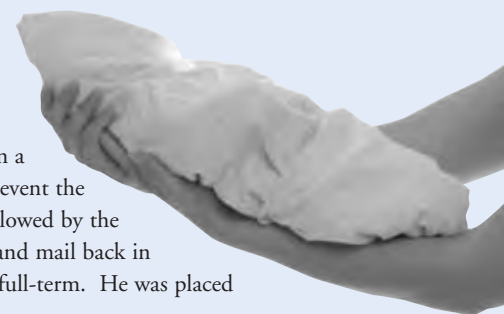
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

## Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

## A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.





# *Ley de* Entrega de Bebés *Sin Peligro*



*Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles*

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

[www.babysafela.org](http://www.babysafela.org)



# Ley de Entrega de Bebés Sin Peligro

## ¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

*Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.*

## ¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregue recibirá un brazalete igual.

## ¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

## ¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

## ¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

## ¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

## ¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

## ¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

## ¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

## Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



**EXHIBIT F**  
**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT**  
**AGREEMENT**

Page 1 of 2

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Agreement until County receives this executed document.)

Contractor Name \_\_\_\_\_ Agreement No. \_\_\_\_\_

Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

Your employer referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

**EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.



**EXHIBIT F**  
**CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT ASSIGNMENT**  
**AGREEMENT**

Page 2 of 2

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this Agreement or termination of my employment with my employer, whichever occurs first.

**COPYRIGHT ASSIGNMENT AGREEMENT**

I agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types, developed or acquired by me in whole or in part pursuant to the above referenced contract, and all works based thereon, incorporated therein, or derived therefrom shall be the sole property of the County. In this connection, I hereby assign and transfer to the County in perpetuity for all purposes all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, I agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright in a form substantially similar to Exhibit J1, attached hereto and incorporated herein by reference.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

**EXHIBIT G**  
**CONTRACTOR NON- EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT**  
**ASSIGNMENT AGREEMENT**

Page 1 of 2

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Agreement until County receives this executed document.)

Contractor Name \_\_\_\_\_  
Agreement No. \_\_\_\_\_

Non-Employee Name \_\_\_\_\_

**GENERAL INFORMATION:**

The Contractor referenced above has entered into an Agreement with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement, Confidentiality, and Copyright Assignment Agreement.

**NON-EMPLOYEE ACKNOWLEDGEMENT:**

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced Agreement is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

**CONFIDENTIALITY AGREEMENT:**

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information.

Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

BRC0000216

**EXHIBIT G**  
**CONTRACTOR NON- EMPLOYEE ACKNOWLEDGEMENT, CONFIDENTIALITY, AND COPYRIGHT**  
**ASSIGNMENT AGREEMENT**

Page 2 of 2

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced Agreement between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this Agreement or termination of my services hereunder, whichever occurs first.

**COPYRIGHT ASSIGNMENT AGREEMENT**

I agree that all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types, developed or acquired by me in whole or in part pursuant to the above referenced contract, and all works based thereon, incorporated therein, or derived therefrom shall be the sole property of the County. In this connection, I hereby assign and transfer to the County in perpetuity for all purposes all my right, title, and interest in and to all such items, including, but not limited to, all unrestricted and exclusive copyrights, patent rights, trade secret rights, and all renewals and extensions thereof. Whenever requested by the County, I agree to promptly execute and deliver to County all papers, instruments, and other documents requested by the County, and to promptly perform all other acts requested by the County to carry out the terms of this agreement, including, but not limited to, executing an assignment and transfer of copyright in a form substantially similar to Exhibit J1, attached hereto and incorporated herein by reference.

The County shall have the right to register all copyrights in the name of the County of Los Angeles and shall have the right to assign, license, or otherwise transfer any and all of the County's right, title, and interest, including, but not limited to, copyrights, in and to the items described above.

I acknowledge that violation of this agreement may subject me to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

PRINTED NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

BRC0000216

EXHIBIT H

INDIVIDUAL'S ASSIGNMENT AND TRANSFER OF COPYRIGHT

For good and valuable consideration, receipt of which is hereby acknowledged, the undersigned, \_\_\_\_\_, an individual ("Grantor"), does hereby assign, grant, convey and transfer to the County of Los Angeles, California ("Grantee") and its successors and assigns throughout the world in perpetuity, all of Grantor's right, title and interest of every kind and nature in and to all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types (including, without limitation, those items listed on Schedule A, attached hereto and incorporated herein by reference) developed or acquired, in whole or in part, under the Agreement described below, including, but not limited to, all right, title and interest in and to all copyrights and works protectable by copyright and all renewals and extensions thereof (collectively, the "Works"), and in and to all copyrights and right, title and interest of every kind or nature, without limitation, in and to all works based thereon, incorporated in, derived from, incorporating, or related to, the Works or from which the Works are derived.

Without limiting the generality of the foregoing, the aforesaid conveyance and assignment shall include, but is not limited to, all prior choses-in-action, at law, in equity and otherwise, the right to recover all damages and other sums, and the right to other relief allowed or awarded at law, in equity, by statute or otherwise.

\_\_\_\_\_ and Grantee have entered into County of Los Angeles Agreement Number PW \_\_\_\_\_ for Program Management Control System and Related Services, dated \_\_\_\_\_.

\_\_\_\_\_  
Grantor's Signature Date

Grantor's Printed Name: \_\_\_\_\_

Grantor's Printed Position: \_\_\_\_\_

**Certification of Compliance**  
**Urgency Ordinance, County Code Title 2 – Administration, Division 4 –**  
**Miscellaneous – Chapter 2.212**  
**(COVID-19 Vaccinations of County Contractor Personnel)**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_,  
(the "Contractor"), certify that on County Contract(s) \_\_\_\_\_  
\_\_\_\_\_:

☐ All Contractor Personnel\* on this Contract are fully vaccinated as required by the Ordinance.

☐ Most Contractor Personnel\* on this Contract are fully vaccinated as required by the Ordinance. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. Contractor will certify weekly that the following unvaccinated Contractor Personnel have tested negative within 72 hours of starting their work week under the County Contract, unless the contracting County department requires otherwise. The Contractor Personnel who have been granted a valid medical or religious exemption are: [LIST ALL CONTRACTOR PERSONNEL]:

\*Contractor Personnel includes subcontractors.

I have authority to bind the Contractor, and have reviewed the requirements above and further certify that I will comply with said requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Contractor Name

# Daily Breeze

400 Continental Blvd, Suite 600  
El Segundo, CA 90245  
310-543-6635  
Fax: 310-316-6827

5005705

CALIFORNIA NEWSPAPER SERVICE TP  
PO BOX 60460  
LOS ANGELES, CA 90060

**FILE NO. 3434972**

## PROOF OF PUBLICATION (2015.5 C.C.P.)

STATE OF CALIFORNIA  
County of Los Angeles

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of THE DAILY BREEZE, a newspaper of general circulation, printed and published in the City of Torrance\*, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, under the date of June 10, 1974, Case Number SWC7146. The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**02/03/2021**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Torrance, California  
On this 3rd day of February, 2021.

*Pauline Fernandez*

Signature

\*The Daily Breeze circulation includes the following cities: Carson, Compton, Culver City, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Long Beach, Manhattan Beach, Palos Verdes Peninsula, Palos Verdes, Rancho Palos Verdes, Rancho Palos Verdes Estates, Redondo Beach, San Pedro, Santa Monica, Torrance and Wilmington.

(Space below for use of County Clerk Only)

Legal No. **0011437986**

**REQUEST FOR PROPOSALS**  
Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/3/21  
CNS-3434972#  
**THE DAILY BREEZE**

(When required)

RECORDING REQUESTED BY AND MAIL TO:

**LOS ANGELES DAILY JOURNAL**

~ SINCE 1888 ~

915 E FIRST ST, LOS ANGELES, CA 90012

Mailing Address: P.O. Box 54026, Los Angeles, California 90054-0026

Telephone (213) 229-5300 / Fax (213) 229-5481

This space for filing stamp only

EMILY KWON

L.A. CO PUBLIC WORKS/ BUSINESS RELAT CONTRAC

P.O. BOX 7508

ALHAMBRA, CA - 91802

DJ#: 3434966

**REQUEST FOR PROPOSALS** Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114. 2/3/21

**DJ-3434966#**

**PROOF OF PUBLICATION**

(2015.5 C.C.P.)

State of California )  
County of Los Angeles ) ss

Notice Type: RFP - REQUEST FOR PROPOSALS

Ad Description:

Program Management Control System and Related Services (BRC0000216)

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the LOS ANGELES DAILY JOURNAL, a newspaper published in the English language in the city of LOS ANGELES, county of LOS ANGELES, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of LOS ANGELES, State of California, under date 04/26/1954, Case No. 599,382. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/03/2021

Executed on: 02/03/2021  
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature



Email

\* A 0 0 0 0 0 5 6 3 6 3 5 1 \*

LA OPINION

This space for filing stamp only

PO BOX 15093, LOS ANGELES, CA 90015  
Telephone (213) 896-2260 / Fax (213) 896-2236

PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California )  
County of LOS ANGELES ) ss

Notice Type: RFP - REQUEST FOR PROPOSALS

Ad Description:

Program Management Control System and Related Services (BRC0000216)

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the LA OPINION, a newspaper published in the English language in the city of LOS ANGELES, county of LOS ANGELES, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of LOS ANGELES, State of California, under date 07/28/1969, Case No. 950176. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/03/2021

Executed on: 02/03/2021  
At LOS ANGELES, CA

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Rosa Benume  
Signature



Email

\* A 0 0 0 0 0 5 6 2 9 7 9 1 \*

CNS#: 3434968

**REQUEST FOR PROPOSALS** Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/3/21  
CNS-3434968#  
LA OPINION



**LOS ANGELES SENTINEL**

This space for filing stamp only

3800 S CRENSHAW BLVD, LOS ANGELES, CA 90008  
Telephone (323) 299-3800 / Fax (323) 299-3896

EMILY KWON  
L.A. CO PUBLIC WORKS/ BUSINESS RELAT CONT  
P.O. BOX 7508  
ALHAMBRA, CA - 91802

CNS#: 3434967

**REQUEST FOR PROPOSALS** Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/4/21  
**CNS-3434967#**  
**LOS ANGELES SENTINEL**

**PROOF OF PUBLICATION**

(2015.5 C.C.P.)

State of California )  
County of LOS ANGELES ) ss

Notice Type: RFP - REQUEST FOR PROPOSALS

Ad Description:  
Program Management Control System and Related Services  
(BRC0000216)

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the LOS ANGELES SENTINEL, a newspaper published in the English language in the city of LOS ANGELES, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of LOS ANGELES, State of California, under date of 08/25/1938, Case No. 430764. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/04/2021

Executed on: 02/04/2021  
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature



\* A 0 0 0 0 0 5 6 3 7 4 6 3 \*

Email

# Pasadena Star-News

Affiliated with SGV Newspaper Group  
911 E. Colorado Blvd.  
Pasadena, CA 91109  
626-962-8811 ext. 40885

5008150

CALIFORNIA NEWSPAPER SERVICE - OPEN RATE  
PO BOX 60460  
LOS ANGELES, CA 90060

**FILE NO. 3434969**

## PROOF OF PUBLICATION (2015.5 C.C.P.)

### STATE OF CALIFORNIA County of Los Angeles

I am a citizen of the United States, and a resident of the county aforesaid. I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of PASADENA STAR-NEWS, a newspaper of general circulation for the City of Pasadena, by the Superior Court of the County of Los Angeles, State of California, on the date of June 22, 1927, Case Number 225647. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**02/03/2021**

I declare under the penalty of perjury that the foregoing is true and correct.

Executed at Monrovia, LA Co. California  
On this 17th day of February, 2021.



Signature

(Space below for use of County Clerk Only)

Legal No. **0011437983**

REQUEST FOR PROPOSALS  
Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/3/21  
**CNS-3434969#**  
**PASADENA STAR NEWS**

# Long Beach Press-Telegram

5225 E. Second St.  
Long Beach, CA 90803  
562-499-1236  
Fax: 562-499-1391  
legals@presstelegram.com

5008912

CALIFORNIA NEWSPAPER SERVICE - COUNTY  
ORDER PROCESSING  
PO BOX 54026  
LOS ANGELES, CA 90054-0026

**FILE NO. 3434970**

## PROOF OF PUBLICATION (2015.5 C.C.P.)

### STATE OF CALIFORNIA County of Los Angeles

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of the Long Beach Press-Telegram, a newspaper of general circulation, printed and published daily in the City of Long Beach, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, on the date of March 21, 1934, Case Number 370512. The notice, of which the annexed is a true printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**02/03/2021**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Long Beach, LA Co. California,  
this 17th day of February, 2021.



Signature

The Long Beach Press-Telegram, a newspaper of general circulation, is delivered to and available in but not limited to the following cities:  
Long Beach, Lakewood, Bellflower, Cerritos, Downey, Norwalk, Artesia, Paramount, Wilmington, Compton, South Gate, Los Alamitos, Seal Beach, Cypress, La Palma, Lynwood, San Pedro, Hawaiian

(Space below for use of County Clerk Only)

Legal No. **0011437980**

**REQUEST FOR PROPOSALS** Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/3/21  
**CNS-3434970#**  
**PRESS TELEGRAM**

# THE SIGNAL

26330 Diamond Pl #100  
Santa Clarita, CA 91350

## Proof of Publication

(2015.5 C.C.P.)

STATE OF CALIFORNIA  
County of Los Angeles

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years and not a party to or interested in the action for which the attached notice was published. I am a principal clerk of THE SIGNAL, which was adjudged a newspaper of general circulation on March 25, 1988 (Case number NVC 15880) for the City of Santa Clarita and State of California. Attached to this Affidavit is a true and complete copy as was printed and published on the following date(s):

2/3

All in the year 20 21

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Santa Clarita, California, this

3rd day of February 20 21

[Signature]  
Signature

**REQUEST FOR PROPOSALS**  
Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/3/21 CNS-3434973#  
THE SIGNAL (SANTA CLARITA)



# California Newspaper Service Bureau

Public Notice Advertising Since 1934

Tel 1-800-788-7840 Fax 1-800-474-9444

Local Offices and Representatives in:

Los Angeles, Santa Ana, San Diego, Riverside/San Bernardino,  
San Francisco, Oakland, San Jose, Sacramento  
Special Services Available in Phoenix

## DECLARATION

I am a resident of Los Angeles County, over the age of eighteen years and not a party to or interested in the matter noticed.

The notice, of which the annexed is a printed copy appeared in the:

### **SANTA MONICA DAILY PRESS**

On the following dates:

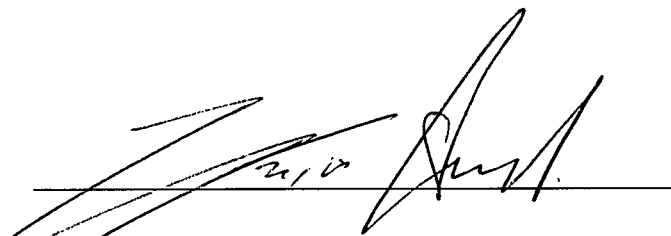
02/03/2021

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California, this

**3rd day of March 2021**

REQUEST FOR PROPOSALS Notice is given that proposals for the Program Management Control System and Related Services(BRC0000216), will be received by the County of L.A. Dept. of Public Works,Cashier Office, 900 S. Fremont Ave., Alhambra,CA 91803. Proposals are due no later than 4:00p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.2/3/21CNS-3434971#SANTA MONICA DAILY PRESS



Curtis Small  
Signature

**3434971**

*"The only Public Notice which is justifiable  
from the standpoint of true economy and the public interest,  
is that which reaches those who are affected by it"*



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**DECLARATION**

I am a resident of Los Angeles County, over the age of eighteen years and not a party to any or interested in the matter noticed.

The notice, of which the annexed is a printed copy appeared in the:

WORLD JOURNAL (CHINESE DAILY NEWS)

On the following dates:

February 3, 2021

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Los Angeles, California, this

3rd day of February 2021



Signature

Debbie Yerkes

**3434975**

*"The only Public Notice which is justifiable  
from the standpoint of true economy and the public interest,  
is that which reaches those who are affected by it"*

CNS-3434975#

**REQUEST FOR PROPOSALS** Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/3/21

L098587-3



## WATTS TIMES

This space for filing stamp only

3800 S CRENSHAW BLVD, LOS ANGELES, CA 90008  
Telephone (323) 299-3800 / Fax (323) 299-3896

EMILY KWON  
L.A. CO PUBLIC WORKS/ BUSINESS RELAT CONT  
P.O. BOX 7508  
ALHAMBRA, CA - 91802

CNS#: 3434974

**REQUEST FOR PROPOSALS** Notice is given that proposals for the Program Management Control System and Related Services (BRC0000216), will be received by the County of L.A. Dept. of Public Works, Cashier Office, 900 S. Fremont Ave., Alhambra, CA 91803. Proposals are due no later than 4:00 p.m., March 1, 2021. An optional virtual conference will be held on February 10, 2021 at 10:00 a.m. An RFP and link to the virtual conference may be obtained by accessing the link at <http://dpw.lacounty.gov/general/contracts/opportunities/> or will be emailed to you upon request by calling (626) 458-5114.  
2/4/21

**CNS-3434974#**  
**WATTS TIMES**

## PROOF OF PUBLICATION

(2015.5 C.C.P.)

State of California )  
County of LOS ANGELES ) ss

Notice Type: RFP - REQUEST FOR PROPOSALS

### Ad Description:

Program Management Control System and Related Services  
(BRC0000216)

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the WATTS TIMES, a newspaper published in the English language in the city of LOS ANGELES, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of LOS ANGELES, State of California, under date of 11/28/1994, Case No. BS29118. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

02/04/2021

Executed on: 02/04/2021  
At Los Angeles, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature



Email



# CIO ANALYSIS

**DRAFT** Enclosure C

BOARD AGENDA DATE:

Board date

This document provides an analysis and recommendations by the Office of the Chief Information Officer pertaining only to “requests concerning the approval of actions related to the management, design, development, acquisition, expansion, or purchase of **automated systems and/or related services**,” per [Board Policy 6.020, “Chief Information Office Board Letter Approval”](#). This document shall not be construed as endorsement, or a recommendation for approval, of any other items.

**SUBJECT:**

**SERVICE CONTRACT CONSTRUCTION MANAGEMENT CORE SERVICE AREA  
PROGRAM MANAGEMENT CONTROL SYSTEM AWARD OF SOFTWARE AS A SERVICE CONTRACT  
WITH PROCORE TECHNOLOGIES INC.**

**CONTRACT TYPE:**

☒ New Contract      ☐ Sole Source      ☐ Amendment to Contract #: N/A

**SUMMARY:**

Department of Public Works (DPW) is requesting Board authorization to execute a Contract with Procore Technologies, Inc. (Procore) for five years with five one-year options to develop, implement and maintain a new Countywide Program Management Control System (PMCS). DPW is further requesting authorization to amend the contract and execute Change Notices and Amendments to exercise the optional contract extensions, add services and utilize pool dollars, add an additional \$437,235 to the total contract amount upon successful implementation of PMCS Phase I for DPW and Chief Executive Office (CEO) within six months from contract execution, and if necessary, terminate for convenience. Finally, DPW is recommending the Board find the contract is exempt from the California Environmental Quality Act.

The PMCS is a cloud based software as a service (SaaS) solution that will replace a portfolio of disparate internally developed applications, customized commercial off-the-shelf software, and County vendor and contractor systems, which are collectively referred to as the Project Control System (PCS) and are used to track project information and costs for County Capital Improvement and Facility Investment Program projects that are managed by the DPW, Internal Services Department (ISD), Department of Parks and Recreation (DPR), and CEO. The existing PCS suffers from a myriad of technical issues and lacks document management and reporting capabilities to meet County business requirements.

The PMCS will be implemented in two phases. Phase 1 will configure Procore’s existing construction management software SaaS platform to successfully meet County functional and technical requirements for production system use by DPW and CEO. Under the contract, successful completion of Phase I will be considered Provisional System Acceptance and the vendor will receive partial subscription fees for the PMCS use. Phase 2 will implement the PMCS for production use by ISD and the DPR. Upon successful completion of Phase 1 and 2, which is considered PMCS Final System Acceptance, the vendor will receive full subscription fees for the PMCS use. The implementation of each phase is projected to take 12 months to complete. If the vendor is able to complete Phase 1 within six months from the contract effective date, the County under Board delegated authority will execute a contract amendment subject to review and approval by County Counsel to increase the maximum contract sum by \$437,235 to a total of \$10,664,094.

When fully implemented, the PMCS is expected to enable the County to more effectively manage project scope, schedule and budgets to improve performance and effectively manage risk for its construction projects.

**Maximum Contract Amount: \$10,226,859**



**FINANCIAL ANALYSIS:****One-Time Contract Costs**

Implementation Services ..... \$ 734,692<sup>1</sup>

**Ongoing Costs - Annual Subscription Fees for PMCS Use****Scenario 1 – Full PMCS Implementation is Completed in Two Years**

Year 1 ..... \$ 0<sup>2</sup>  
 Year 2 ..... \$ 476,000<sup>3</sup>  
 Year 3 ..... \$ 565,250<sup>4</sup>  
 Year 4 ..... \$ 780,045  
 Year 5 ..... \$ 988,057  
 Year 6 ..... \$ 1,017,699  
 Year 7 ..... \$ 1,048,230  
 Year 8 ..... \$ 1,079,677  
 Year 9 ..... \$ 1,112,067  
 Year 10 ..... \$ 1,145,429

**Optional Services**

Integration Services..... \$ 350,000<sup>5</sup>  
 Contract Pool Dollars ..... \$ 929,714<sup>6</sup>

**TOTAL**

One-Time Costs ..... \$ 734,692  
 Ongoing Subscription Fees ..... \$ 8,212,453  
 Optional Services..... \$ 1,279,714  
**Total Contract Amount: ..... \$10,226,859**

**Notes:**

<sup>1</sup> Reflects the PMCS implementation costs of \$495,950.50 for Phase I for DPW and CEO and \$238,741.50 for Phase II for ISD and DPR, which will initially be funded by DPW's Internal Service Fund – Capital Project Management Program (ISF-CPM) and reimbursed by the CEO's Project Financing and Development Fund.

<sup>2</sup> Phase 1 implementation of the PMCS for DPW and CEO that is projected to take one year. Partial subscription fees begin following Phase I Provisional Acceptance of the PMCS defined as successful implementation of all necessary work for production system use by DPW and CEO. In the event that the vendor can achieve Phase I Provisional Acceptance within six months from the contract effective date, the County will execute a contract amendment to increase the maximum contract sum by \$437,235.

<sup>3</sup> Reflects partial subscription fees following Phase I Provisional Acceptance of the PMCS. Phase 2 implementation of the PMCS production use for ISD and DPR and Final System Acceptance is projected for completion in Year 2.

<sup>4</sup> Reflects full subscription fees following Final System Acceptance and production use by DPW, CEO, ISD, and DPR. Annual subscription fees will initially be funded by Public Works' ISF-CPM and reimbursed by ISD, DPR, and DPW PMCS managed projects.

<sup>5</sup> Reflects optional fees (\$125,000 one-time implementation fee and \$225,000 for annual subscription fees) for integration of DPW Construction Management Database and Project Information website to improve tracking of the Department's Road and Flood Fund projects in the PMCS

<sup>6</sup> Represents 10 percent of the total contract price and will be used for as-needed professional services for additional software functionality and associated maintenance, or other optional work that may be requested by the County.

**RISKS:**

1. **Project Management and Governance** – Strong project governance and a dedicated project manager are needed to ensure adherence to scope schedule and budget, to monitor project progress, ensure necessary project resources, manage project risks, and resolve any major projects issues. A project steering committee comprised of executives from the CEO, DPW, ISD and DPR will be established to provide oversight, guidance, and support for the project. Ideally, the committee should have a chairperson, which we recommend be a DPW Deputy Director, to lead meetings and ensure that any project decisions or recommendations are adequately resolved and agreed to by the members. The project will be managed by a project manager within DPW’s Project Management II Division.
2. **Contractor Performance** – The contract includes Dispute and Deficiency Resolution procedures and remedies, including Performance Requirements for all SOW Tasks, with liquidated damages of \$500 per occurrence. Also, it includes a 10 percent withhold for each deliverable payment until final system acceptance is achieved by the vendor. Additionally, the Support and Maintenance Services include a system availability Service Level Agreement, which provides for escalating service fee credits applied toward system subscription fees if the system availability is less than 99 percent of the time.
3. **Information Security** – The County’s Chief Information Security Officer (CISO) has reviewed the agreement with DPW’s Department Information Security Officer and has no concerns.
  - a. The CISO determined that no Personally Identifiable Information (PII) will be transmitted and stored in the PMCS, which is hosted by Amazon Web Services in the United States. As part of their due diligence, the CISO reviewed the most recent third-party assessment (Service Organization Control 2) to ensure adherence to National Institute of Standards and Technology (NIST) 800-53 standard, which identifies security and privacy controls to safeguard system data.
  - b. The contract with Procore includes Cyber Liability and Errors & Omissions insurance coverage, starting at \$10 million, which the CISO determined to be sufficient.
  - c. A key deliverable in the contract with Procore is to provide a Business Continuity/Disaster Recovery Plan and recovery services required to respond to a range of unplanned system disruptions impacting the PMCS to minimize the effects of events and quickly resume system operation.
4. **Contract Risks** – No contract risks have been identified. County Counsel participated in its negotiation and approved the Contract as to form.

**PREPARED BY:**


---

 (NAME) DEPUTY CHIEF INFORMATION OFFICER

---

 DATE
**APPROVED:**


---

 PETER LOO, ACTING CHIEF INFORMATION OFFICER

---

 DATE

# BOARD LETTER/MEMO CLUSTER FACT SHEET

☒ Board Letter

☐ Board Memo

☐ Other

<b>CLUSTER AGENDA REVIEW DATE</b>	9/14/2022	
<b>BOARD MEETING DATE</b>	10/4/2022	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th	
<b>DEPARTMENT(S)</b>	OFFICE OF THE ASSESSOR	
<b>SUBJECT</b>	AUTHORIZATION FOR THE ASSESSOR TO AMEND SOLE SOURCE AGREEMENT WITH ORACLE AMERICA, INC. (ORACLE) TO PROVIDE CONTINUOUS SUPPORT FOR THE DEVELOPMENT OF ASSESSOR'S MODERNIZATION PROJECT (AMP) PHASE IV	
<b>PROGRAM</b>	N/A	
<b>AUTHORIZES DELEGATED AUTHORITY TO DEPT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SOLE SOURCE CONTRACT</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain why: Sole Source Amendment Three is an extension of current Sole Source Agreement for AMP Phase IV. Introducing a new vendor would introduce new risk and considerably disrupt development efforts and team chemistry of the project. Without the extension of schedule, scope, and contract sum, the Assessor will not be able to successfully complete Phase IV of AMP, forcing the department to continue its critical property tax role operations on legacy systems and manual processes.	
<b>DEADLINES/ TIME CONSTRAINTS</b>	AMP Phase IV is scheduled to end October 2022. Sole Source Amendment Three would extend Phase IV to October 2023.	
<b>COST &amp; FUNDING</b>	Total cost: \$9,950,000	Funding source: Assessor FY 2021-22 Dept. Savings
	TERMS (if applicable):	
	Explanation: All previously negotiated terms and conditions of the existing Agreement will remain in full effect. The AMP Phase IV SOW will be amended to add scope and schedule. Amendment will require increased expenditures.	
<b>PURPOSE OF REQUEST</b>	AMP Phase IV requires an extension to address several shortfalls identified during the past six (6) months of extensive integration testing. Shortfalls have resulted from code defects and missed requirements from hidden processes in the legacy systems. These shortfalls have impacted testing progress significantly, taking time to ensure system requirements and defects are analyzed, validated and remediated. Previously reported loss of critical experienced legacy and project resources also continue to impact the schedule. The ability to mitigate these challenges continues to be affected by hiring challenges during the Pandemic, as well as working around a resource intensive assessment roll season for our department, and our partner departments.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	In November 2019, the Assessor started Phase IV of AMP to decommission the mainframe (PDB) by building new processes and functionalities on top of the foundational pieces successfully built in the prior phases. Several unplanned critical factors impacted the scope and schedule of the project, requiring the Assessor to request the first extension (Amendment One dated November 16, 2021) of schedule and scope beyond its delegated authority. On January 20, 2022, Amendment Two was executed to amend Exhibit I, County's Information Security Policy to Phase IV.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please explain how:	
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: <ul style="list-style-type: none"> <li>Steven Hernandez, Assistant Assessor, 213-974-3123, <a href="mailto:SHernandez@assessor.lacounty.gov">SHernandez@assessor.lacounty.gov</a></li> <li>Kevin Lechner, Assistant CIO, 213-893-0905, <a href="mailto:KLechner@assessor.lacounty.gov">KLechner@assessor.lacounty.gov</a></li> </ul>	



**JEFFREY PRANG**  
ASSESSOR  
**COUNTY OF LOS ANGELES**  
500 WEST TEMPLE STREET, ROOM 320  
LOS ANGELES, CALIFORNIA 90012-2770  
assessor.lacounty.gov  
(213) 974-3101



October 4, 2022

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

Dear Supervisors:

**AUTHORIZATION FOR THE ASSESSOR TO AMEND SOLE SOURCE AGREEMENT  
WITH ORACLE AMERICA, INC. (ORACLE) TO PROVIDE CONTINUOUS SUPPORT  
FOR THE DEVELOPMENT OF ASSESSOR'S MODERNIZATION PROJECT (AMP)  
PHASE IV  
(ALL SUPERVISORIAL DISTRICTS – 3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X)**

**SUBJECT:**

Request to delegate authority to the Assessor, or his designee, to execute a Sole Source Amendment to Sole Source Agreement with Oracle America, Inc. (Oracle) to (i) extend the term, (ii) provide additional scope, and (iii) increase the Maximum Contract Sum for the continued development of Phase IV of the Assessor Modernization Project (AMP).

**IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS**

1. Authorize the Assessor, or his designee, to execute a Sole Source Amendment (Attachment I) to its AMP Phase IV Agreement with Oracle, effective upon execution, to: (i) extend the development and testing schedule for an additional thirteen (13) months, and (ii) increase the scope for an additional \$9,950,000, for a new total agreement sum of \$61,015,658, with concurrence from the Chief Executive Office (CEO) and Chief Information Office (CIO), to provide extended support for AMP.

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

### **BACKGROUND**

Over the last several years, the Assessor has executed modernization efforts aimed at replacing legacy systems via the development of an integrated property assessment replacement system known as AMP. AMP is a five (5) phase agile development project being co-developed with Oracle Consulting Services.

On June 16, 2015, your Board authorized the first Work Order for AMP under the Master Service Agreement with Oracle to develop Phase I, which produced the overall enterprise architecture and foundation for AMP. On November 9, 2016, your Board authorized Phase II of AMP which built on the groundwork developed in Phase I and provided additional functional components. On May 29, 2018, your Board authorized Phase III of AMP which continued the development of key processes designed to intake, manage and initiate data and documents to support new AMP business processes, and further laid the architectural and technical foundation for Phase IV. On October 29, 2019, your Board authorized Phase IV of AMP which involved the development of new business functionalities and system processes to decommission the Assessor's mainframe known as PDB. On November 16, 2021, your Board authorized Amendment One to Phase IV which extended the development for an additional eleven (11) months, increased scope, and include Time and Materials on an as-needed basis to provide extended development support for AMP. On January 20, 2022, Amendment Two was executed to amend Exhibit I, County's Information Security Policy to Phase IV of AMP.

There has been significant success on the current Phase IV contract including one major release and a cloud migration resulting in significant internal savings. In addition, the Assessor has successfully defined all the requirements needed to retire its mainframe system, but requires additional development scope and schedule to continue building and testing these final requirements.

To date, Oracle has provided professional service and partnership, understanding project expectations, and is committed to the success of AMP. The Assessor's continued partnership with Oracle will provide project continuity and delivery of a fully integrated and modernized property assessment system.

### **JUSTIFICATION**

In November 2019, the Assessor started Phase IV of AMP, a phase dedicated to decommissioning the mainframe system (PDB) by building new processes and functionality on-top of the foundational pieces successfully built in the prior phases. During this phase, several unplanned critical factors impacted the scope and schedule of

the project, requiring the Assessor to request the first extension of schedule and scope beyond its delegated authority.

The most critical factor was the Covid-19 Pandemic which disrupted working patterns between the Oracle and Assessor teams. While we continued to make progress remotely on the project, it lengthened the cycles needed to define requirements, design and test the solution. In addition, the pandemic prevented the Assessor from filling critical development resources to meet its co-development obligations.

California legislative changes also required unplanned scope additions. Specifically, Proposition 19, which passed in November 2020, required system changes to process these new requirements.

With the approved extension, the Assessor was able to finalize requirements and complete most of the development work for Phase IV. However, the Assessor has spent the past six (6) months executing extensive integration testing on the new system and its components, and in the process, identified several shortfalls that must be addressed before shutting off the legacy mainframe. Shortfalls have resulted from code defects and missed requirements from hidden processes in the legacy systems, and are being mitigated appropriately. These shortfalls, however, have impacted our testing progress significantly, taking time to ensure system requirements and defects are analyzed, validated and remediated.

In addition, and as previously reported, the loss of critical experienced legacy and project resources (both at the Assessor and Oracle) also continue to impact the schedule. The ability to mitigate these challenges continues to be affected by hiring challenges during the Pandemic, as well as working around a resource intensive assessment roll season for both our department, and our partner departments. We continue to collaborate with the CIO, Auditor-Controller, Treasurer and Tax Collector, and ISD to ensure a successful transition off of our legacy systems.

The Assessor has submitted a request for additional funding in the FY 2022-23 Supplemental Changes budget phase to address term extension and increased scope. Without the extension of both schedule and scope, the Assessor will not be able to successfully complete Phase IV of AMP, forcing the department to continue its critical property tax roll operations on legacy systems and manual processes.

Oracle has been the sole vendor and partner for AMP since its inception. Oracle has created the architecture, design, security environments, and code for the project. Oracle has gained a thorough understanding of the Assessor's business and County's infrastructure, which has enabled Oracle to seamlessly develop and communicate on key components of AMP. In addition, each AMP phase is heavily dependent on data structures, business rules, and system components established and developed in the

preceding phases. Introducing a new vendor at this point would introduce new risk, increase scope and considerably disrupt development efforts of the project.

## **BENEFITS**

Despite the factors mentioned above, there has been significant success on the current Phase IV contract including one major release, a cloud migration resulting in significant internal savings, and most of the final development of Phase IV completed. However, the integration testing efforts have identified shortfalls in the system that must be remediated before the Assessor can decommission its mainframe. The shortfalls are owned by both the Assessor and Oracle, and the proposed Amendment Three reflects the ownership of those shortfalls.

Amending Sole Source Agreement for AMP Phase IV will ensure uninterrupted support and successful completion of the project. This will provide continued improvements in data transparency, security and audit, information accuracy, and support for future business and compliance requirements. In addition, completion of this phase will allow the Assessor to decommission its mainframe, a critical legacy system that is no longer maintainable. AMP enables the Assessor, other property tax departments, and the public the ability to access assessment information from the Assessor's data repository using a web-based user interface.

## **Implementation of Strategic Plan Goals**

The recommended action supports Goal III, "Realize Tomorrow's Government Today," Strategy III.2, "Embrace Digital Government for the Benefit of our Internal Customers and Communities," Strategy III.3, "Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability," and Strategy III.4, "Engage and Share Information with Our Customers, Communities and Partners."

## **FISCAL IMPACT/FINANCING**

The total maximum amount for AMP Phase IV Sole Source Amendment Three is \$9,950,000. The Assessor included a request for funding in the FY 2022-23 Supplemental Changes budget phase.

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

In accordance with Board Policy 5.100, Sole Source Contracts, the Assessor provided notification to the Board on July 27, 2022 with a shortened two-week waiting period prior to initiating negotiations for the Sole Source Amendment with Oracle.

County Counsel approves the Sole Source Amendment as to form and all previously negotiated terms and conditions of the existing Sole Source Agreement will remain in full effect.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter", the Office of the Chief Information Officer (OCIO) reviewed the IT components of this request and recommends approval. The OCIO determined that this recommended action does not include any new IT items that would necessitate a formal written CIO Analysis.

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

Approval of the recommended action will have no negative impact on current public services or projects, nor will it affect the Assessor's production of the tax roll. Approval of the recommendation will ensure the Assessor continues to develop a modern assessment system to enhance its business operations and improve service delivery.

Respectfully submitted,

Reviewed by:

JEFFREY PRANG  
Assessor

Peter Loo  
Acting Chief Information Officer

JP:SMH:st

Enclosures

c: Chief Executive Office  
Chief Information Office  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Internal Services Department  
Treasurer and Tax Collector  
Registrar-Recorder/County Clerk



**AMENDMENT THREE  
TO THE  
AGREEMENT  
BETWEEN  
THE COUNTY OF LOS ANGELES  
AND  
ORACLE AMERICA, INC.  
FOR  
ASSESSOR MODERNIZATION PROJECT (PHASE IV)  
SUPPORT AND CUSTOMIZATION SERVICES**

**THIS AMENDMENT THREE** (hereafter, this “Amendment”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by and between the COUNTY OF LOS ANGELES (hereafter “County”) and ORACLE AMERICA, INC. (hereafter “Contractor”).

Reference is made to the document entitled “Agreement By and Between County of Los Angeles and Oracle America, Inc. – Assessor Modernization Project (Phase IV),” dated October 29, 2019 (the “Agreement”).

**WHEREAS**, the purpose of this Amendment is to extend the development schedule for AMP Phase IV for an additional thirteen (13) months through modification of Exhibit A (Statement of Work) to the Agreement as described in Attachment I hereto; and

**WHEREAS**, as the parties desire to make the additions and modifications described, Attachment I to Exhibit A (Statement of Work) to provide extended support for AMP Phase IV, for additional cost of \$9,950,000; and

**WHEREAS**, this Amendment is prepared according to the provisions set forth in Paragraph 13.0 Changes to Agreement, Subparagraph 13.1.2 in the Agreement.

**NOW THEREFORE**, effective upon the signature of all parties hereto, the Agreement is amended as set forth below.

1. This Amendment shall commence and be effective upon full execution.

(i) Defined Terms Incorporated. Capitalized terms used but not defined herein shall have the meanings given to them in the Agreement.

(ii) Amendment to Sub-Paragraph 7.4 of the Agreement. Sub-Paragraph 7.4 of the Agreement is hereby amended and restated in its entirety to read as follows:

7.4. The Maximum Agreement Sum under this Agreement shall be the total monetary amount payable by County to Contractor for supplying all the tasks, subtasks,

Deliverables, Services and Oracle IaaS under and during the term of this Agreement and Exhibit H (Oracle IaaS Ordering Document) (the "Maximum Agreement Sum"). Until County has Accepted the provision of Services (including by deemed Acceptance in accordance with Sub-paragraph 5.1 (Acceptance Criteria)), no payment shall be due Contractor for such Services. The Maximum Agreement Sum, including all applicable taxes and Pool Dollars for Optional Work, authorized by County hereunder shall not exceed Sixty-One Million Fifteen Thousand Six Hundred Fifty Eight Dollars (\$61,015,658) as further detailed in Exhibit A (Statement of Work) and Exhibit H (Oracle IaaS Ordering Document), unless such Maximum Agreement Sum is modified pursuant to a duly approved amendment to this Agreement by County's and Contractor's authorized representative(s) pursuant to Paragraph 13.0 (Changes to Agreement). The Maximum Agreement Sum under this Agreement shall cover the authorized payments for the Services, Deliverables, Oracle IaaS and any Optional Work. Unless otherwise agreed in writing, the Maximum Agreement Sum shall not be adjusted for any costs or expenses whatsoever of Contractor. Contractor shall maintain a system of record keeping that will allow Contractor to determine when it has incurred seventy-five percent (75%) of the applicable Maximum Agreement Sum under this Agreement available for non-Fixed Price options described in Exhibit A (Statement of Work). Upon occurrence of this event, Contractor shall promptly send written notification to County's Project Director at the address herein provided in Exhibit C (County's Administration).

(iii) Amendment to Exhibit A (Statement of Work). Exhibit A (Statement of Work), as previously amended by Change Orders 1-12 and Amendment One thereto, is amended as set forth in Attachment I hereto, which attachment is incorporated herein.

EXCEPT AS PROVIDED FOR IN THIS AMENDMENT ALL OTHER TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment:

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Jeffrey Prang  
Assessor

CONTRACTOR  
ORACLE AMERICA, INC.

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

APPROVED AS TO FORM:  
DAWYN HARRISON  
Acting County Counsel

By: \_\_\_\_\_  
Michael Owens  
Deputy County Counsel

## Attachment I

### Amendments to Exhibit A, Statement of Work

- A. Section 1.C (Phase IV High Level Overview) of the Statement of Work is amended by deleting Table 1, AMP Phase IV Release Overview, and inserting the following:**

*Table 1: AMP Phase IV Release Overview<sup>1</sup>*

Release	Release Contents	Estimated Year/Month
20.A	Major release of LACA developed code	Jan 2020
20.B	Global Case Management ("GCM") Bridge	Sep 2020
	Transfers (Change in Ownership)	
	Decline in Value (DIV)	
	Major Exemptions	
	R&D Work Unit	
	Conditional Routing	
	GCM Bridge Work Unit	
	GCM Bridge for Prior Phase AMP Processes	
	Change of Mailing address (C6.1)	
	Prop 58/193 (C11.7)	
	PSR (C11.1)	
	PDCR (C5)	
20.C	STAGE / PROD / DR Migration to OCI	Feb 2021
	Implement OEM and OMC on OCI and ADW	
21.A / 22.A / 23.A – Release 21.A and Release 22.A and Release 23.A are combined into a single release	GCM Process Implementation	Oct 2023
	Transfers (Change in Ownership)	
	Decline in Value (DIV)	
	Major Exemptions – Secured Property	
	Assessment Appeals	
	Possessory Interest (including Natural Resources, Manufactured Housing, Special Assessments)	
	Parcel Change	
	WIP Replacement	
	Marine, Aircraft and Leasing	
	Inbound Channels to AMP	
	Tax Collector to AMP (TXN 255)	

<sup>1</sup> Activities that are struck through have been removed from Phase IV by a Change Order prior to the date of Amendment One to the Agreement

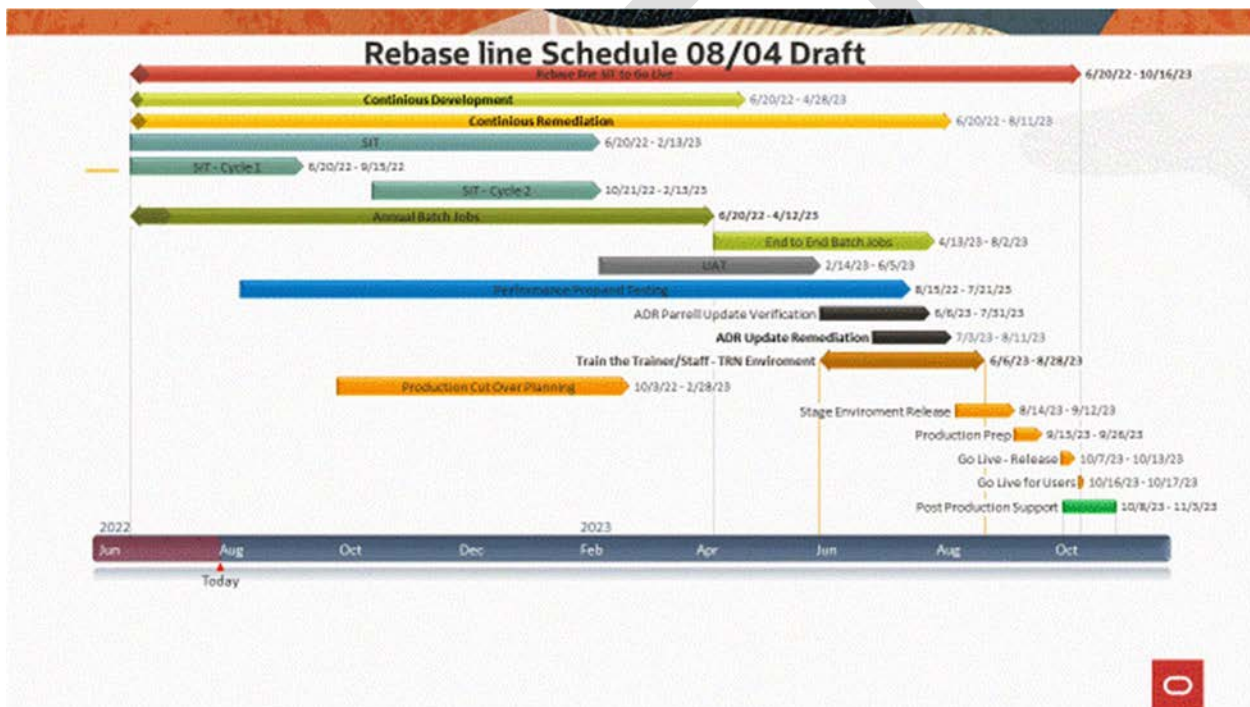
Release	Release Contents	Estimated Year/Month
	Miscellaneous	
	<del>Audit Pool Process</del>	
	Other Legacy Systems	
	Roll Support	
	Roll Extensions (Refactoring, Roll Creation, Roll Being Prepared, Roll Closure, Prior/Current/Future Year Billing Runs).	
	<del>Split Roll</del>	
	Projected Roll	
	Roll Information Products (Balancing, SBF Prior/Current/Future)	
	Roll Exceptions	
	Miscellaneous Extensions	
	Change of Mailing Addresses (Public)	
	PDCR (Public)	
	Global Search	
	Establish Reporting Database	
	WebCenter Content Support for Non-Property Related Documents	
	GCM Extensions (Events History)	
	Correspondence	
	Data Interfaces for Survivor Apps from/to AMP	
	AMP to/from Legacy Data Warehouse	
	AMP to/from IDEX Executive office (Appeals)	
	AMP to APS	
	AMP to DIV	
	AMP from Major Exemptions DB	
	AMP from HOX	
	AMP to/from PIDBMS	
	AMP from PCDL	
	Global Case Management ("GCM") Bridge	
	Assessment Appeals	
	Possessory Interest	
	Parcel Change	
	Personal Property (Canvass)	
	Phase IV Cutover	
20.C PS2	Patch set to deploy LACA developed code	Aug 2022
21.A / 22.A / 23.A – Release 21.A and Release 22.A and	Computer Aided Mass Appraisal	Oct 2023
	Prop 19	

Release	Release Contents	Estimated Year/Month
Release 23.A are combined into a single release including patch set 23.A PS, if required	Re-Factoring / Additional Requirements	

**B. Section 1.C (Phase IV High Level Overview) of the Statement of work is amended by inserting the following text, figure and table immediately below Figure 2: Detailed Delivery in Releases 20.B and 21.A:**

The high level timeline for combined Release 21.A/Release 22.A/Release 23.A is shown in the following graphic:

*Figure 2.A: High Level Timeline for Combined Release 21.A/22.A/23.A*



Release	Components	Estimated Month/Year
20.A	LACA developed code	Jan 2020
20.B	GCM Bridge	Apr 2020
20.C	OCI Production, Stage and DR Migration	Feb 2021
20.C PS2	Patch set to deploy LACA developed code	Aug 2022
21.A/22.A/23.A/PS	Legacy Replacement and additional functionality	Oct 2023

**C. Section 2.B (Execution of Delivery Activities) of the Statement of Work is amended by inserting text under the heading “Security Extensions (“SE”) (Component C) “General Identity Management Extensions Activities” with the additional bullets inserted after “Extend usage of source code control for all security configuration artifacts where feasible.” with the following:**

- Extend AMP and AMP Security to integrate with the Assessor e-File project:
- Create tiered account management in AMP, with validation of property ownership.
- Integrate with Assessor Website and CSR to allow external public users to login and submit Assessor PDF forms online with Signix e-signature, and to allow them to check status of their submitted forms via GCM interface.
- Execute one enterprise-role-assignment certification campaign.
- Enhance the AMP API architecture pattern from LBaaS/OHS to the new OCI API Gateway and Functions.
- Source control AMP Enterprise roles configurations and IDM and DB security scripts in GIT.
- Execute the following tasks, upon mutual agreement that the tasks will not impact the overall project delivery effort
  - Implement integration of AMP security with Microsoft Azure AD for County non-Assessor staff.
  - Create POC for Azure AD integration for Assessor staff to include
  - Consolidation of the shared security stack between TRN & PSDEV, to TRN & PSTST
  - Creation of custom error page for security timeout.

**D. Section 2.B (Execution of Delivery Activities) of the Statement of Work is amended by replacing text under the heading “Release 21.A Scope and Deliverables” and above the subheading “Correspondence” with the following:**

**Release 21.A Scope and Deliverables**

Release 21.A is the primary release for Phase IV and includes the core functionality needed to retire the mainframe-based legacy systems, including PDB. When Release 21.A is combined with Release 22.A and Release 23.A and 23.A Patch set and is released into production and accepted, AMP will become the system of record for assessed value. The release includes:

- Implementation of a number of major business processes for both secured and unsecured property.
- Full implementation of data interfaces for survivor systems (as described in 20.B).
- Refactoring of existing user interfaces and data services to support direct value updates to ADR.
- Extension of AMP functionality to support mainframe transactions to the Auditor Controller and from the Treasurer/Tax Collector systems.
- Extension of AMP functionality for Roll Support.
- Implementation of functionality in AMP to replace the business functionality in an additional 28 legacy systems.

The number of story points for Release 21.A has been reconciled against a manifest of user stories built within the sprints up to and including Sprint 39.

After Release 21.A is combined and released with Release 22.A and Release 23.A and 23.A Patch set, LACA will complete the retirement of its mainframe hardware.

The Release 21.A/22.A/23.A ends with an extended testing process, with creation of additional validation artifacts (see “Cutover Support” below), followed by transition and production services.

The following sections describe each of these areas in detail.

**E. Section 2.B (Execution of Delivery Activities) of the Statement of Work is amended by inserting the following language immediately below Table 57: Deliverables for Release 21.A Transition Phase Activities:**

**Release 20.C PS2 Scope and Deliverables**

LACA will be responsible for the development and testing of Release 20.C PS2. Any integration issue to Release 21.A/22.A/23.A will be handled by the PMO.

For avoidance of doubt, DevOps activities (Component B) and Security Extensions activities (Component C) will be performed throughout Release 20.C PS2.

**Release 22.A and Release 23.A Scope and Deliverables**

The objective of this release is to implement functionality needed to support roll closure in June 2024. Release 21.A and Release 22.A and Release 23.A will be combined into a single release, which will be called Release 21.A/22.A/23.A. Figure 2.A shows the overall timeline and how the three releases will be combined.

During the UAT of the combined Release and ongoing through the Training and Adoption period, additional development that is required will be handled through the development of release patch sets.

For avoidance of doubt, Security Extensions activities (Component C) will be performed throughout Release 22.A and Release 23.A.

***Additional Development Activities and Continuous System Integration Testing November 2021 through October 2023***

This section describes additional development and testing activities to enhance and/or refactor code being developed in AMP Phase IV due to the iterative and agile nature of the development process being followed for the overall AMP project. This additional development and continuous SIT, which also includes Prop 19, will support Release 22.A and Release 23.A and 23.A Patch sets.

While Release 21.A used a scope defined agile process, due to the time constraints of the October 2023 target production Go Live, Release 22.A and Release 23.A and 23.A Patch sets will take a time defined agile process.

Included during this period of additional development activities are product upgrades, including the database, as mutually agreed and in line with successfully achieving the schedule of production go-live date of the combination Release 21.A/22.A/23.A and Patch sets no later than October 7<sup>th</sup>, 2023 (or earlier as set). This work will cover and apply to mutually agreed environments and associated Runbooks to be provided to the AMSS team.



As part of the development process, prior to each sprint, Oracle will provide to LACA, for confirmation, the items to be included in each sprint and the User Story complexity. The potential monthly development effort available for the activities for the Release 22.A and Release 23.A Scope and Deliverables described above (referred to below as “Velocity”) is indicated in Table 57.E.

*Table 57E: Additional Development and Continuous System Integration Testing*

Month	Potential Velocity Measured in Story Points*
Nov '21	390
Dec '21	290
Jan '22	250
Feb '22	250
Mar '22	230
Apr '22	230
May '22	210
Jun '22	170
Jul '22	150
Aug '22	100
Sep '22	0
Oct '22	230
Nov '22	230
Dec '22	230
Jan '23	230
Feb '23	230
Mar '23	210
Apr '23	210
May '23	210
Jun '23	210
Jul '23	50
Aug '23	50
Sep '23	50

\*Achieving the potential velocity noted above is subject to timely availability of sufficient TDD-ready User Story backlog that has been appropriately groomed and is of a suitable skill set mix. Subject to the nature and timing of the requirements that will be provided, the approximate ratio of new development to defect remediation is anticipated for planning purposes to be approximately 75% / 25%, respectively. This ratio and potential velocity will be reviewed by the PMO to assist with planning.

## Conduct Release 21.A/22.A/23.A and Patch Set Transition and Production

- Transition Phase - This phase shall provide activities for readiness of the External Release for production rollout (including SIT, UAT, Performance Testing, Cut-Over Planning, and Production Migration).
- Production Phase – This phase shall provide Release Closure and one (1) calendar month Post Production Support activities for External Release.

The Transition Activities will be bound by the following:

Table 57F: Release 21.A/22.A/23.A Transition Phase Activities

Test Type	Estimated Schedule
Rel 21.A/22.A/23.A SIT and Remediation	As per PWP
Rel 21.A/22.A/23.A/Patch Set Transition	As per PWP
Rel 21.A/22.A/23.A/Patch Set Production	As per PWP

The following deliverables will be produced for the above:

Table 57G: Deliverables for Release 21.A/22.A/23.A Transition Phase Activities

Deliverable#	Deliverable Name	Deliverable Description	Estimated Month
69	Project Closeout Report	Report of project closeout activities	As per PWP
90	Rel 21.A/22.A/23.A and PS Cutover Execution Project Plan	21.A/22.A/23.A and PS Cutover Execution Project Plan (which shall include all the planning and activities for data refresh, data load, parallel systems runs, in-flight composites and work units management).	As per PWP
91	Rel 21.A/22.A/23.A Transition Summary Report	Release 21.A/22.A/23.A Transition Summary Report	As per PWP
92	Rel 23.A PS Transition Summary Report	Release 23.A PS Transition Report	As per PWP
93	Rel 21.A/22.A/23.A/PS Production Summary Report	Release 21.A/22.A/23.A/PS Production Summary Report	As per PWP
110	Rel 21.A/22.A/23.A and PS Cutover Testing Plan	21.A/22.A/23.A and PS Cutover Testing Plan.	As per PWP

## Deliverables

The following deliverables will be produced for the above:

Table 57H: Deliverables for Additional Sprints

Deliverable#	Deliverable Name	Deliverable Description	Estimated Month
76	Rel 21 A - Extended Scope Development and Sprint Release - October 2021	Release 21 A - Extended Scope Development and Sprint Release - October 2021	As per PWP
77	Rel 22.A - Extended Scope Development and Sprint Release - November 2021	Release 22.A - Extended Scope Development and Sprint Release - November 2021	As per PWP
78	Rel 22.A - Extended Scope Development and Sprint Release - December 2021	Release 22.A – Extended Scope Development and Sprint Release - December 2021	As per PWP
79	Rel 22.A - Extended Scope Development and Sprint Release - January 2022	Release 22.A - Extended Scope Development and Sprint Release - January 2022	As per PWP
80	Rel 22.A - Extended Scope Development and Sprint Release - February 2022	Release 22.A – Extended Scope Development and Sprint Release - February 2022	As per PWP
81	Rel 22.A - Extended Scope Development and Sprint Release - March 2022	Release 22.A - Extended Scope Development and Sprint Release - March 2022	As per PWP
82	Rel 22.A - Extended Scope Development and Sprint Release - April 2022	Release 22.A - Extended Scope Development and Sprint Release - April 2022	As per PWP
83	Rel 22.A - Extended Scope Development and Sprint Release – May 2022	Release 22.A - Extended Scope Development and Sprint Release -May 2022	As per PWP
84	Rel 22.A - Extended Scope Development and Sprint Release – June 2022	Release 22.A - Extended Scope Development and Sprint Release -June 2022	As per PWP
85	Rel 22.A - Extended Scope Development and Sprint Release – July 2022	Release 22.A - Extended Scope Development and Sprint Release -July 2022	As per PWP
90	Rel 21.A/22.A/23.A and PS Cutover Execution Project Plan	21.A/22.A/23.A and PS Cutover Execution Project Plan (which shall include all the planning and activities for data refresh, data load, parallel systems runs, in-flight composites and work units management).	As per PWP
91	Rel 21.A/22.A/23.A Transition	Release 21.A/22.A/23.A Transition Summary	As per PWP

Deliverable#	Deliverable Name	Deliverable Description	Estimated Month
	Summary Report	Report	
92	Rel 23.A PS Transition Summary Report	Release 23.A PS Transition Report	As per PWP
93	Rel 21.A/22.A/23.A /PS Production Summary Report	Release 21.A/22.A/23.A /PS Production Summary Report	As per PWP
94	Rel 20C PS1 - Transition Summary Report	Release 20C PS1 - Transition Summary Report	As per PWP
95	Rel 20C PS1 - Production Summary Report	Release 20C PS1 - Production Summary Report	As per PWP
96	Updated Technical Architecture Document & AMP Architectural Principles Summary Document	Updated LACA Technical Architecture Document & AMP Architectural Principles Summary Document that has been created and maintained since Phase I including monthly status reports from November 2022 to June 2023	As per PWP
97	Rel 21.A/22.A/23.A October 2022 SIT Release	Combined Rel 21.A/22.A/23.A October 2022 SIT Release	As per PWP
98	Rel 21.A/ 22.A / 23.A - Consolidated Release Point – October 2022	Release 21.A / 22.A / 23.A -Consolidated Release Point - October 2022	As per PWP
99	Rel 23.A - Extended Scope Development and Sprint Release – November 2022	Release 23.A - Extended Scope Development and Sprint Release - November 2022	As per PWP
100	Rel 23.A - Extended Scope Development and Sprint Release – December 2022	Release 23.A - Extended Scope Development and Sprint Release - December 2022	As per PWP
101	Rel 23.A - Extended Scope Development and Sprint Release – January 2023	Release 23.A - Extended Scope Development and Sprint Release - January 2023	As per PWP
102	Rel 23.A - Extended Scope Development and Sprint Release – February 2023	Release 23.A - Extended Scope Development and Sprint Release - February 2023	As per PWP
103	Rel 23.A - Extended Scope Development and Sprint Release – March 2023	Release 23.A - Extended Scope Development and Sprint Release - March 2023	As per PWP
104	Rel 23.A - Extended Scope Development and Sprint Release – April 2023	Release 23.A - Extended Scope Development and Sprint Release - April	As per PWP

Deliverable#	Deliverable Name	Deliverable Description	Estimated Month
		2023	
105	Rel 23.A - Extended Scope Development and Sprint Release – May 2023	Release 23.A - Extended Scope Development and Sprint Release - May 2023	As per PWP
106	Rel 23.A - Extended Scope Development and Sprint Release – June 2023	Release 23.A - Extended Scope Development and Sprint Release - June 2023	As per PWP
107	Rel 23.A - Patch Set Scope Development and Sprint Release – July 2023	Release 23.A - Patch Set Scope Development and Sprint Release – July 2023	As per PWP
108	Rel 23.A - Patch Set Scope Development and Sprint Release – August 2023	Release 23.A - Patch Set Scope Development and Sprint Release – August 2023	As per PWP
109	Rel 23.A - Patch Set Scope Development and Sprint Release – September 2023	Release 23.A - Patch Set Scope Development and Sprint Release – September 2023	As per PWP
110	Rel 21.A/22.A/23.A and PS Cutover Testing Plan	21.A/22.A/23.A and PS Cutover Testing Plan.	As per PWP

**F. Section 3 (FP Deliverables) of the Statement of Work is amended by deleting Table 58: Summary of AMP Phase IV FP Deliverables, of the Statement of Work and replacing it with the following table:**

*Table 58: Summary of AMP Phase IV FP Deliverables<sup>2</sup>*

#	Deliverable Name	Deliverable Description	Expected Delivery Month
1	Phase IV Project Inception	Tasks to establish the project including a project kickoff presentation	Month 1
2	Initial PWP	Initial Project Work Plan	Month 1
3	PMP	Project Management Plan for Phase IV	Month 2
4	Updated Technical Architecture Document - Months 2 to 16	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	
4.1	Updated Technical Architecture Document - Month 2	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 2
4.2	Updated Technical Architecture Document - Month 4	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 4

<sup>2</sup> Deliverables that are struck through have been removed from Phase IV by a Change Order prior to the date of Amendment One to the Agreement

#	Deliverable Name	Deliverable Description	Expected Delivery Month
4.3	Updated Technical Architecture Document - Month 6	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 6
4.4	Updated Technical Architecture Document - Month 8	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 8
4.5	Updated Technical Architecture Document - Month 10	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 10
4.6	Updated Technical Architecture Document - Month 12	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 12
4.7	Updated Technical Architecture Document - Month 14	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 14
4.8	Updated Technical Architecture Document - Month 15	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 15
5	Updated AMP Architectural Principles Summary Document	Documentation of Architecture Principles to be followed in Project execution	
5.1	Updated AMP Architectural Principles Summary Document - Month 2	Updated documentation of Architecture Principles to be followed in Project execution	Month 2
5.2	Updated AMP Architectural Principles Summary Document - Month 4	Updated documentation of Architecture Principles to be followed in Project execution	Month 4
5.3	Updated AMP Architectural Principles Summary Document - Month 6	Updated documentation of Architecture Principles to be followed in Project execution	Month 6
5.4	Updated AMP Architectural Principles Summary Document - Month 8	Updated documentation of Architecture Principles to be followed in Project execution	Month 8
5.5	Updated AMP Architectural Principles Summary Document - Month 10	Updated documentation of Architecture Principles to be followed in Project execution	Month 10
5.6	Updated AMP Architectural Principles Summary Document - Month 12	Updated documentation of Architecture Principles to be followed in Project execution	Month 12
5.7	Updated AMP Architectural Principles	Updated documentation of Architecture Principles to be followed in Project execution	Month 14

#	Deliverable Name	Deliverable Description	Expected Delivery Month
	Summary Document - Month 14		
5.8	Updated AMP Architectural Principles Summary Document - Month 15	Updated documentation of Architecture Principles to be followed in Project execution	Month 15
6	Architecture Status Report - Months 2 to 15	Monthly report documenting Architecture Team activities and accomplishments	Months 2 to 15 as set out below
6.1	Architecture Status Report - Month 2	Monthly report documenting Architecture Team activities and accomplishments	Month 2
6.2	Architecture Status Report - Month 3	Monthly report documenting Architecture Team activities and accomplishments	Month 3
6.3	Architecture Status Report - Month 4	Monthly report documenting Architecture Team activities and accomplishments	Month 4
6.4	Architecture Status Report - Month 5	Monthly report documenting Architecture Team activities and accomplishments	Month 5
6.5	Architecture Status Report - Month 6	Monthly report documenting Architecture Team activities and accomplishments	Month 6
6.6	Architecture Status Report - Month 7	Monthly report documenting Architecture Team activities and accomplishments	Month 7
6.7	Architecture Status Report - Month 8	Monthly report documenting Architecture Team activities and accomplishments	Month 8
6.8	Architecture Status Report - Month 9	Monthly report documenting Architecture Team activities and accomplishments	Month 9
6.9	Architecture Status Report - Month 10	Monthly report documenting Architecture Team activities and accomplishments	Month 10
6.10	Architecture Status Report - Month 11	Monthly report documenting Architecture Team activities and accomplishments	Month 11
6.11	Architecture Status Report - Month 12	Monthly report documenting Architecture Team activities and accomplishments	Month 12
6.12	Architecture Status Report - Month 13	Monthly report documenting Architecture Team activities and accomplishments	Month 13
6.13	Architecture Status Report - Month 14	Monthly report documenting Architecture Team activities and accomplishments	Month 14
6.14	Architecture Status Report - Month 15	Monthly report documenting Architecture Team activities and accomplishments	Month 15
7	Release and Configuration Management Report	Summary of Release and Configuration management activities in the preceding 2 months	
7.1	Release and Configuration Management Report - Month 2	Summary of Release and Configuration Management activities in the preceding 2 months	Month 2

#	Deliverable Name	Deliverable Description	Expected Delivery Month
7.2	Release and Configuration Management Report - Month 4	Summary of Release and Configuration Management activities in the preceding 2 months	Month 4
7.3	Release and Configuration Management Report - Month 6	Summary of Release and Configuration Management activities in the preceding 2 months	Month 6
7.4	Release and Configuration Management Report - Month 8	Summary of Release and Configuration Management activities in the preceding 2 months	Month 8
7.5	Release and Configuration Management Report - Month 10	Summary of Release and Configuration Management activities in the preceding 2 months	Month 10
7.6	Release and Configuration Management Report - Month 12	Summary of Release and Configuration Management activities in the preceding 2 months	Month 12
7.7	Release and Configuration Management Report - Month 14	Summary of Release and Configuration Management activities in the preceding 2 months	Month 14
7.8	Release and Configuration Management Report - Month 15	Summary of Release and Configuration Management activities in the preceding 2 months	Month 15
8	Test Capability Report	Summary of Test Automation activities in the preceding 2 months	
8.1	Test Capability Report - Month 4	Summary of Test Automation activities in the preceding 2 months	Month 4
8.2	Test Capability Report - Month 6	Summary of Test Automation activities in the preceding 2 months	Month 6
8.3	Test Capability Report - Month 8	Summary of Test Automation activities in the preceding 2 months	Month 8
8.4	Test Capability Report - Month 10	Summary of Test Automation activities in the preceding 2 months	Month 10
8.5	Test Capability Report - Month 12	Summary of Test Automation activities in the preceding 2 months	Month 12
8.6	Test Capability Report - Month 14	Summary of Test Automation activities in the preceding 2 months	Month 14
8.7	Test Capability Report - Month 15	Summary of Test Automation activities in the preceding 2 months	Month 15
9	Environment Management Report	Summary of SDLC Environment Management activities in the preceding 2 months	
9.1	Environment Management Report - Month 2	Summary of SDLC Environment Management activities in the preceding 2 months	Month 2
9.2	Environment Management Report - Month 4	Summary of SDLC Environment Management activities in the preceding 2 months	Month 4



#	Deliverable Name	Deliverable Description	Expected Delivery Month
9.3	Environment Management Report - Month 6	Summary of SDLC Environment Management activities in the preceding 2 months	Month 6
9.4	Environment Management Report - Month 8	Summary of SDLC Environment Management activities in the preceding 2 months	Month 8
9.5	Environment Management Report - Month 10	Summary of SDLC Environment Management activities in the preceding 2 months	Month 10
9.6	Environment Management Report - Month 12	Summary of SDLC Environment Management activities in the preceding 2 months	Month 12
9.7	Environment Management Report - Month 14	Summary of SDLC Environment Management activities in the preceding 2 months	Month 14
9.8	Environment Management Report - Month 15	Summary of SDLC Environment Management activities in the preceding 2 months	Month 15
10	Vision Prototypes	Summary of all conceptual prototypes created in Vision Phase	Month 2
11	Security Extensions Summary	Monthly Summary of Security Extension Activities and Accomplishments	
11.1	Security Extensions Summary - Month 1	Monthly Summary of Security Extension Activities and Accomplishments	Month 1
11.2	Security Extensions Summary - Month 2	Monthly Summary of Security Extension Activities and Accomplishments	Month 2
11.3	Security Extensions Summary - Month 3	Monthly Summary of Security Extension Activities and Accomplishments	Month 3
11.4	Security Extensions Summary - Month 4	Monthly Summary of Security Extension Activities and Accomplishments	Month 4
11.5	Security Extensions Summary - Month 5	Monthly Summary of Security Extension Activities and Accomplishments	Month 5
11.6	Security Extensions Summary - Month 6	Monthly Summary of Security Extension Activities and Accomplishments	Month 6
11.7	Security Extensions Summary - Month 7	Monthly Summary of Security Extension Activities and Accomplishments	Month 7
11.8	Security Extensions Summary - Month 8	Monthly Summary of Security Extension Activities and Accomplishments	Month 8
11.9	Security Extensions Summary - Month 9	Monthly Summary of Security Extension Activities and Accomplishments	Month 9
11.10	Security Extensions Summary - Month 10	Monthly Summary of Security Extension Activities and Accomplishments	Month 10
11.11	Security Extensions Summary - Month 11	Monthly Summary of Security Extension Activities and Accomplishments	Month 11

#	Deliverable Name	Deliverable Description	Expected Delivery Month
11.12	Security Extensions Summary - Month 12	Monthly Summary of Security Extension Activities and Accomplishments	Month 12
11.13	Security Extensions Summary - Month 13	Monthly Summary of Security Extension Activities and Accomplishments	Month 13
11.14	Security Extensions Summary - Month 14	Monthly Summary of Security Extension Activities and Accomplishments	Month 14
11.15	Security Extensions Summary - Month 15	Monthly Summary of Security Extension Activities and Accomplishments	Month 15
12	Release 20.A Transition Report	Summary Report of output from testing	Month 3
13	Release 20.A Production Report	Summary Report of output from production	Month 4
14	GCM Bridge Elaboration Summary	Summary of Elaboration deliverables for GCM Bridge	As per PWP
15	GCM Bridge TDD Summary	Summary of TDD deliverables for GCM Bridge	As per PWP
16	Prior Phase AMP processes to GCM Elaboration Summary	Summary of Elaboration deliverables for Prior phase AMP processes to GCM	As per PWP
17	Prior Phase AMP processes to GCM TDD Summary	Summary of TDD deliverables for prior phase AMP processes to GCM	As per PWP
18	Data Interfaces Elaboration Summary	Summary of Elaboration deliverables for Data Interfaces	As per PWP
19	Data Interfaces TDD Summary	Summary of TDD deliverables for Data Interfaces	As per PWP
20	20.B Transition Phase Summary Report	Summary of output from testing activities for Release 20.B	As per PWP
21	20.B Production Phase Summary Report	Summary of output from Production Support activities for Release 20.B	As per PWP
22	Cloud Deployment Design Document	Summary of Elaboration deliverables for migration	As per PWP
23	Release 20.C Transition Phase Summary Report	Summary of output from testing activities for Release 20.C	As per PWP
24	Release 20.C Transition Report	Summary report of Release 20.C	As per PWP
25	Correspondence Elaboration Summary	Summary of Elaboration deliverables for Correspondence.	As per PWP
26	Correspondence TDD Summary	Summary of TDD deliverables for Correspondence.	As per PWP
27	PC Elaboration Summary	Summary of Elaboration deliverables for Parcel Change	As per PWP
28	PC TDD Summary	Summary of TDD deliverables for Parcel Construction	As per PWP

#	Deliverable Name	Deliverable Description	Expected Delivery Month
29	Transfer Elaboration Summary	Summary of Elaboration deliverables for Transfers	As per PWP
30	Transfer TDD Summary	Summary of TDD deliverables for Transfers	As per PWP
31	DIV Elaboration Summary	Summary of Elaboration deliverables for DIV	As per PWP
32	DIV TDD Summary	Summary of TDD deliverables for DIV	As per PWP
33	Major Exemptions Elaboration Summary	Summary of Elaboration deliverables for Major Exemptions	As per PWP
34	Major Exemptions TDD Summary	Summary of TDD deliverables for Major Exemptions	As per PWP
35	Assessment Appeals Elaboration Summary	Summary of Elaboration deliverables for Assessment Appeals	As per PWP
36	Assessment Appeals TDD Summary	Summary of TDD deliverables for Assessment Appeals	As per PWP
37	PI Elaboration Summary	Summary of Elaboration deliverables for PI	As per PWP
38	PI TDD Summary	Summary of TDD deliverables for PI	As per PWP
39	Cross Reference Elaboration Summary	Summary of Elaboration deliverables for Cross Reference	As per PWP
40	Cross Reference TDD Summary	Summary of TDD deliverables for Cross Reference	As per PWP
41	WIP Elaboration Summary	Summary of Elaboration deliverables for WIP	As per PWP
42	WIP TDD Summary	Summary of TDD deliverables for WIP	As per PWP
43	Marine/Aircraft/Leasing Elaboration Summary	Summary of Elaboration deliverables for Marine, Aircraft, and Leasing	As per PWP
44	Marine/Aircraft/Leasing TDD Summary	Summary of TDD deliverables for Marine, Aircraft, and Leasing	As per PWP
45	Field Book Elaboration Summary	Summary of Elaboration deliverables for Field Books	As per PWP
46	Field Book TDD Summary	Summary of TDD deliverables for Field Books	As per PWP
47	SDR/eFile Elaboration Summary	Summary of Elaboration deliverables for SDR and eFile	As per PWP
48	SDR/eFile TDD Summary	Summary of TDD deliverables for SDR and eFile	As per PWP
49	AC Transactions Elaboration Summary	Summary of Elaboration deliverables for AC and TTC	As per PWP
50	AC Transactions TDD Summary	Summary of TDD deliverables for AC and TTC	As per PWP
51	Audit Pool Elaboration Summary	Summary of Elaboration deliverables for Audit Pooling	As per PWP

#	Deliverable Name	Deliverable Description	Expected Delivery Month
52	<del>Audit Pool Transactions TDD Summary</del>	<del>Summary of TDD deliverables for Audit Pooling</del>	<del>As per PWP</del>
53	Miscellaneous Legacy System Elaboration Summary	Summary of Elaboration deliverables for Miscellaneous Legacy Systems	As per PWP
54	Miscellaneous Legacy System TDD Summary	Summary of TDD deliverables for Miscellaneous Legacy Systems	As per PWP
55	Roll Support Extensions Elaboration Summary	Summary of Elaboration deliverables for Roll Support Extensions	As per PWP
56	Roll Support Extensions TDD Summary	Summary of TDD deliverables for Roll Support Extensions	As per PWP
57	<del>Split Roll Elaboration Summary</del>	<del>Summary of Elaboration deliverables for Split Roll</del>	<del>As per PWP</del>
58	<del>Split Roll TDD Summary</del>	<del>Summary of TDD deliverables for Split Roll</del>	<del>As per PWP</del>
59	Projected Roll Elaboration Summary	Summary of Elaboration deliverables for Projected Roll	As per PWP
60	Projected Roll TDD Summary	Summary of TDD deliverables for Projected Roll	As per PWP
61	Roll Information Products Elaboration Summary	Summary of Elaboration deliverables for Roll Information Products	As per PWP
62	Roll Information Products TDD Summary	Summary of TDD deliverables for Roll Information Products	As per PWP
63	Roll Exceptions Elaboration Summary	Summary of Elaboration deliverables for Roll Exceptions	As per PWP
64	Roll Exception TDD Summary	Summary of TDD deliverables for Roll Exceptions Products	As per PWP
65	ME Elaboration Summary	Summary of Elaboration deliverables for Miscellaneous Extensions	As per PWP
66	ME TDD Summary	Summary of TDD deliverables for Miscellaneous Extensions	As per PWP
67	<del>Rel 21.A Transition Report</del>	<del>Summary of output from Testing Activities for Release 21.A</del>	<del>As per PWP</del>
68	<del>Rel 21.A Production Report</del>	<del>Summary of output from Production Support Activities for Release 21.A</del>	<del>As per PWP</del>
69	Project Closeout Report	Report of project closeout activities	As per PWP
70	GCM Bridge Work Unit Elaboration Summary	Summary of Elaboration deliverables for GCM Bridge Work Unit	As per PWP
71	GCM Bridge Work Unit TDD Summary	Summary of TDD deliverables for GCM Bridge Work Unit	As per PWP
72	R&D Elaboration Summary	Summary of Elaboration deliverables for R&D	As per PWP
73	R&D TDD Summary	Summary of TDD deliverables for R&D	As per PWP

#	Deliverable Name	Deliverable Description	Expected Delivery Month
74	Conditional Routing Elaboration Summary	Summary of Elaboration deliverables for Conditional Routing t	As per PWP
75	Conditional Routing TDD Summary	Summary of TDD deliverables for Conditional Routing	As per PWP
76	Rel 21 A - Extended Scope Development and Sprint Release - October 2021	Release 21 A - Extended Scope Development and Sprint Release - October 2021	As per PWP
77	Rel 22.A - Extended Scope Development and Sprint Release - November 2021	Release 22.A - Extended Scope Development and Sprint Release - November 2021	As per PWP
78	Rel 22.A - Extended Scope Development and Sprint Release - December 2021	Release 22.A - Extended Scope Development and Sprint Release - December 2021	As per PWP
79	Rel 22.A - Extended Scope Development and Sprint Release - January 2022	Release 22.A - Extended Scope Development and Sprint Release - January 2022	As per PWP
80	Rel 22.A - Extended Scope Development and Sprint Release - February 2022	Release 22.A - Extended Scope Development and Sprint Release - February 2022	As per PWP
81	Rel 22.A - Extended Scope Development and Sprint Release - March 2022	Release 22.A - Extended Scope Development and Sprint Release - March 2022	As per PWP
82	Rel 22.A - Extended Scope Development and Sprint Release -April 2022	Release 22.A - Extended Scope Development and Sprint Release -April 2022	As per PWP
83	Rel 22.A - Extended Scope Development and Sprint Release – May 2022	Release 22.A - Extended Scope Development and Sprint Release -May 2022	As per PWP
84	Rel 22.A - Extended Scope Development and Sprint Release – June 2022	Release 22.A - Extended Scope Development and Sprint Release -June 2022	As per PWP
85	Rel 22.A - Extended Scope Development and Sprint Release – July 2022	Release 22.A - Extended Scope Development and Sprint Release -July 2022	As per PWP
90	Rel 21.A/22.A/23.A and PS Cutover Execution Project Plan	21.A/22.A/23.A and PS Cutover Execution Project Plan (which shall include all the planning and activities for data refresh, data load, parallel systems runs, in-flight composites and work units management).	As per PWP

#	Deliverable Name	Deliverable Description	Expected Delivery Month
91	Rel 21.A/22.A/23.A Transition Summary Report	Release 21.A/22.A/23.A Transition Summary Report	As per PWP
92	Rel 23.A PS Transition Summary Report	Release 23.A PS Transition Summary Report	As per PWP
93	Rel 21.A/22.A/23.A /PS Production Summary Report	Release 21.A/22.A/23.A /PS Production Summary Report	As per PWP
94	20C PS1 - Transition Summary Report	20C PS1 - Transition Summary Report	As per PWP
95	20C PS1 - Production Summary Report	20C PS1 - Production Summary Report	As per PWP
96	Updated Technical Architecture Document & AMP Architectural Principles Summary Document	Updated LACA Technical Architecture Document & AMP Architectural Principles Summary Document that has been created and maintained since Phase I including monthly status reports from November 2022 to June 2023	As per PWP
97	Rel 21.A/22.A/23.A October 2022 SIT Release	Combined Rel 21.A/22.A/23.A October 2022 SIT Release	As per PWP
98	Rel 23.A - Extended Scope Development and Sprint Release – October 2022	Release 23.A - Extended Scope Development and Sprint Release - October 2022	As per PWP
99	Rel 23.A - Extended Scope Development and Sprint Release – November 2022	Release 23.A - Extended Scope Development and Sprint Release - November 2022	As per PWP
100	Rel 23.A - Extended Scope Development and Sprint Release – December 2022	Release 23.A - Extended Scope Development and Sprint Release - December 2022	As per PWP
101	Rel 23.A - Extended Scope Development and Sprint Release – January 2023	Release 23.A - Extended Scope Development and Sprint Release - January 2023	As per PWP
102	Rel 23.A - Extended Scope Development and Sprint Release – February 2023	Release 23.A - Extended Scope Development and Sprint Release - February 2023	As per PWP
103	Rel 23.A - Extended Scope Development and Sprint Release – March 2023	Release 23.A - Extended Scope Development and Sprint Release - March 2023	As per PWP
104	Rel 23.A - Extended Scope Development and Sprint Release – April 2023	Release 23.A - Extended Scope Development and Sprint Release - April 2023	As per PWP

#	Deliverable Name	Deliverable Description	Expected Delivery Month
105	Rel 23.A - Extended Scope Development and Sprint Release – May 2023	Release 23.A - Extended Scope Development and Sprint Release - May 2023	As per PWP
106	Rel 23.A - Extended Scope Development and Sprint Release – June 2023	Release 23.A - Extended Scope Development and Sprint Release - June 2023	As per PWP
107	Rel 23.A - Patch Set Scope Development and Sprint Release – July 2023	Release 23.A - Patch Set Scope Development and Sprint Release – July 2023	As per PWP
108	Rel 23.A - Patch Set Scope Development and Sprint Release – August 2023	Release 23.A - Patch Set Scope Development and Sprint Release – August 2023	As per PWP
109	Rel 23.A - Patch Set Scope Development and Sprint Release – September 2023	Release 23.A - Patch Set Scope Development and Sprint Release – September 2023	As per PWP
110	Rel 21.A/22.A/23.A and PS Cutover Testing Plan	21.A/22.A/23.A and PS Cutover Testing Plan.	As per PWP

- I. **Section 7 (Financial Estimate) of the Statement of Work is amended by deleting Section 7.A, Fees and Expenses: Fixed Price, and replacing it with the following:**

## **A. Fees and Expenses: Fixed Price**

You agree to pay Oracle a fee of fifty two million one hundred and seven thousand seven hundred and eighty four dollars (\$52,107,784.00) for Services and deliverables described in Section 3 of this Statement of Work. This fee includes travel and out of pocket expenses. This fee does not include taxes. Upon completion of a milestone, ninety percent (90%) of the corresponding milestone fee specified below becomes due and payable and Oracle shall thereafter invoice, and You shall pay, such milestone fee; this payment obligation shall become non-cancelable and the sum paid nonrefundable on Your acceptance date. A milestone is completed once all the deliverable(s) under such milestone are accepted. The remaining ten percent (10%) of each corresponding fee not originally invoiced shall be due upon Final Acceptance of the Solution in accordance with Sub-paragraphs 5.2 through 5.6 (Final Acceptance) of the Agreement.

As of the Effective Date of this Statement of Work, the below delivery dates are estimated dates and are intended for planning purposes only. As such Oracle does not guarantee that these dates will be met and failure to meet such estimated dates shall not, in and of itself, constitute a breach of contract. Oracle will, however, use commercially reasonable efforts to meet the estimated dates.

Notwithstanding the foregoing, the PWP shall set forth mutually agreed upon dates for the below deliverables. Upon acceptance by You of the PWP, such dates shall no longer be deemed to be estimates. Any changes to the PWP will be reviewed and agreed upon jointly by the Your and Oracle Project Managers and recorded in the weekly status reports.

*Table 75: Deliverables Payment Schedule*

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
1	Phase IV Project Inception	Tasks to establish the project including a project kickoff presentation	Month 1	\$450,108.00	\$45,010.80	\$405,097.20
2	Initial PWP	Initial Project Work Plan	Month 1	\$450,000.00	\$45,000.00	\$405,000.00
3	PMP	Project Management Plan for Phase IV	Month 2	\$375,000.00	\$37,500.00	\$337,500.00
4	Updated Technical Architecture Document - Months 2 to 16	Updated LACA Technical Architecture Document that has been created and maintained since Phase I				
4.1	Updated Technical Architecture Document - Month 2	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 2	\$400,000.00	\$40,000.00	\$360,000.00
4.2	Updated Technical	Updated LACA Technical Architecture Document that	Month 4	\$175,000.00	\$17,500.00	\$157,500.00



#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
	Architecture Document - Month 4	has been created and maintained since Phase I				
4.3	Updated Technical Architecture Document - Month 6	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 6	\$175,000.00	\$17,500.00	\$157,500.00
4.4	Updated Technical Architecture Document - Month 8	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 8	\$175,000.00	\$17,500.00	\$157,500.00
4.5	Updated Technical Architecture Document - Month 10	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 10	\$175,000.00	\$17,500.00	\$157,500.00
4.6	Updated Technical Architecture Document - Month 12	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 12	\$175,000.00	\$17,500.00	\$157,500.00
4.7	Updated Technical Architecture Document - Month 14	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 14	\$100,000.00	\$10,000.00	\$90,000.00
4.8	Updated Technical Architecture Document - Month 15	Updated LACA Technical Architecture Document that has been created and maintained since Phase I	Month 15	\$75,000.00	\$7,500.00	\$67,500.00
5	Updated AMP Architectural Principles Summary Document	Documentation of Architecture Principles to be followed in Project execution				
5.1	Updated AMP Architectural Principles Summary Document - Month 2	Updated documentation of Architecture Principles to be followed in Project execution	Month 2	\$400,000.00	\$40,000.00	\$360,000.00
5.2	Updated AMP Architectural Principles Summary Document - Month 4	Updated documentation of Architecture Principles to be followed in Project execution	Month 4	\$175,000.00	\$17,500.00	\$157,500.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
5.3	Updated AMP Architectural Principles Summary Document - Month 6	Updated documentation of Architecture Principles to be followed in Project execution	Month 6	\$175,000.00	\$17,500.00	\$157,500.00
5.4	Updated AMP Architectural Principles Summary Document - Month 8	Updated documentation of Architecture Principles to be followed in Project execution	Month 8	\$175,000.00	\$17,500.00	\$157,500.00
5.5	Updated AMP Architectural Principles Summary Document - Month 10	Updated documentation of Architecture Principles to be followed in Project execution	Month 10	\$175,000.00	\$17,500.00	\$157,500.00
5.6	Updated AMP Architectural Principles Summary Document - Month 12	Updated documentation of Architecture Principles to be followed in Project execution	Month 12	\$175,000.00	\$17,500.00	\$157,500.00
5.7	Updated AMP Architectural Principles Summary Document - Month 14	Updated documentation of Architecture Principles to be followed in Project execution	Month 14	\$100,000.00	\$10,000.00	\$90,000.00
5.8	Updated AMP Architectural Principles Summary Document - Month 15	Updated documentation of Architecture Principles to be followed in Project execution	Month 15	\$75,000.00	\$7,500.00	\$67,500.00
6	Architecture Status Report - Months 2 to 15	Monthly report documenting Architecture Team activities and accomplishments	Months 2 to 15 as set out below			
6.1	Architecture Status Report - Month 2	Monthly report documenting Architecture Team activities and accomplishments	Month 2	\$250,000.00	\$25,000.00	\$225,000.00
6.2	Architecture Status Report - Month 3	Monthly report documenting Architecture Team activities and accomplishments	Month 3	\$175,000.00	\$17,500.00	\$157,500.00
6.3	Architecture Status Report - Month 4	Monthly report documenting Architecture	Month 4	\$175,000.00	\$17,500.00	\$157,500.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
		Team activities and accomplishments				
6.4	Architecture Status Report - Month 5	Monthly report documenting Architecture Team activities and accomplishments	Month 5	\$175,000.00	\$17,500.00	\$157,500.00
6.5	Architecture Status Report - Month 6	Monthly report documenting Architecture Team activities and accomplishments	Month 6	\$175,000.00	\$17,500.00	\$157,500.00
6.6	Architecture Status Report - Month 7	Monthly report documenting Architecture Team activities and accomplishments	Month 7	\$175,000.00	\$17,500.00	\$157,500.00
6.7	Architecture Status Report - Month 8	Monthly report documenting Architecture Team activities and accomplishments	Month 8	\$175,000.00	\$17,500.00	\$157,500.00
6.8	Architecture Status Report - Month 9	Monthly report documenting Architecture Team activities and accomplishments	Month 9	\$175,000.00	\$17,500.00	\$157,500.00
6.9	Architecture Status Report - Month 10	Monthly report documenting Architecture Team activities and accomplishments	Month 10	\$175,000.00	\$17,500.00	\$157,500.00
6.10	Architecture Status Report - Month 11	Monthly report documenting Architecture Team activities and accomplishments	Month 11	\$175,000.00	\$17,500.00	\$157,500.00
6.11	Architecture Status Report - Month 12	Monthly report documenting Architecture Team activities and accomplishments	Month 12	\$175,000.00	\$17,500.00	\$157,500.00
6.12	Architecture Status Report - Month 13	Monthly report documenting Architecture Team activities and accomplishments	Month 13	\$150,000.00	\$15,000.00	\$135,000.00
6.13	Architecture Status Report - Month 14	Monthly report documenting Architecture Team activities and accomplishments	Month 14	\$150,000.00	\$15,000.00	\$135,000.00
6.14	Architecture Status Report - Month 15	Monthly report documenting Architecture Team activities and accomplishments	Month 15	\$75,000.00	\$7,500.00	\$67,500.00
7	Release and Configuration	Summary of Release and Configuration management				

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
	Management Report	activities in the preceding 2 months				
7.1	Release and Configuration Management Report - Month 2	Summary of Release and Configuration Management activities in the preceding 2 months	Month 2	\$200,000.00	\$20,000.00	\$180,000.00
7.2	Release and Configuration Management Report - Month 4	Summary of Release and Configuration Management activities in the preceding 2 months	Month 4	\$175,000.00	\$17,500.00	\$157,500.00
7.3	Release and Configuration Management Report - Month 6	Summary of Release and Configuration Management activities in the preceding 2 months	Month 6	\$175,000.00	\$17,500.00	\$157,500.00
7.4	Release and Configuration Management Report - Month 8	Summary of Release and Configuration Management activities in the preceding 2 months	Month 8	\$175,000.00	\$17,500.00	\$157,500.00
7.5	Release and Configuration Management Report - Month 10	Summary of Release and Configuration Management activities in the preceding 2 months	Month 10	\$175,000.00	\$17,500.00	\$157,500.00
7.6	Release and Configuration Management Report - Month 12	Summary of Release and Configuration Management activities in the preceding 2 months	Month 12	\$175,000.00	\$17,500.00	\$157,500.00
7.7	Release and Configuration Management Report - Month 14	Summary of Release and Configuration Management activities in the preceding 2 months	Month 14	\$125,000.00	\$12,500.00	\$112,500.00
7.8	Release and Configuration Management Report - Month 15	Summary of Release and Configuration Management activities in the preceding 2 months	Month 15	\$75,000.00	\$7,500.00	\$67,500.00
8	Test Capability Report	Summary of Test Automation activities in the preceding 2 months				
8.1	Test Capability Report - Month 4	Summary of Test Automation activities in the preceding 2 months	Month 4	\$250,000.00	\$25,000.00	\$225,000.00
8.2	Test Capability Report - Month 6	Summary of Test Automation activities in the preceding 2 months	Month 6	\$200,000.00	\$20,000.00	\$180,000.00
8.3	Test Capability Report - Month 8	Summary of Test Automation activities in the preceding 2 months	Month 8	\$200,000.00	\$20,000.00	\$180,000.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
8.4	Test Capability Report - Month 10	Summary of Test Automation activities in the preceding 2 months	Month 10	\$200,000.00	\$20,000.00	\$180,000.00
8.5	Test Capability Report - Month 12	Summary of Test Automation activities in the preceding 2 months	Month 12	\$200,000.00	\$20,000.00	\$180,000.00
8.6	Test Capability Report - Month 14	Summary of Test Automation activities in the preceding 2 months	Month 14	\$200,000.00	\$20,000.00	\$180,000.00
8.7	Test Capability Report - Month 15	Summary of Test Automation activities in the preceding 2 months	Month 15	\$75,000.00	\$7,500.00	\$67,500.00
9	Environment Management Report	Summary of SDLC Environment Management activities in the preceding 2 months				
9.1	Environment Management Report - Month 2	Summary of SDLC Environment Management activities in the preceding 2 months	Month 2	\$275,000.00	\$27,500.00	\$247,500.00
9.2	Environment Management Report - Month 4	Summary of SDLC Environment Management activities in the preceding 2 months	Month 4	\$275,000.00	\$27,500.00	\$247,500.00
9.3	Environment Management Report - Month 6	Summary of SDLC Environment Management activities in the preceding 2 months	Month 6	\$275,000.00	\$27,500.00	\$247,500.00
9.4	Environment Management Report - Month 8	Summary of SDLC Environment Management activities in the preceding 2 months	Month 8	\$250,000.00	\$25,000.00	\$225,000.00
9.5	Environment Management Report - Month 10	Summary of SDLC Environment Management activities in the preceding 2 months	Month 10	\$250,000.00	\$25,000.00	\$225,000.00
9.6	Environment Management Report - Month 12	Summary of SDLC Environment Management activities in the preceding 2 months	Month 12	\$135,000.00	\$13,500.00	\$121,500.00
9.7	Environment Management Report - Month 14	Summary of SDLC Environment Management activities in the preceding 2 months	Month 14	\$125,000.00	\$12,500.00	\$112,500.00
9.8	Environment Management Report - Month 15	Summary of SDLC Environment Management activities in the preceding 2 months	Month 15	\$75,000.00	\$7,500.00	\$67,500.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
10	Vision Prototypes	Summary of all conceptual prototypes created in Vision Phase	Month 2	\$375,000.00	\$37,500.00	\$337,500.00
11	Security Extensions Summary	Monthly Summary of Security Extension Activities and Accomplishments				
11.1	Security Extensions Summary - Month 1	Monthly Summary of Security Extension Activities and Accomplishments	Month 1	\$300,000.00	\$30,000.00	\$270,000.00
11.2	Security Extensions Summary - Month 2	Monthly Summary of Security Extension Activities and Accomplishments	Month 2	\$275,000.00	\$27,500.00	\$247,500.00
11.3	Security Extensions Summary - Month 3	Monthly Summary of Security Extension Activities and Accomplishments	Month 3	\$275,000.00	\$27,500.00	\$247,500.00
11.4	Security Extensions Summary - Month 4	Monthly Summary of Security Extension Activities and Accomplishments	Month 4	\$275,000.00	\$27,500.00	\$247,500.00
11.5	Security Extensions Summary - Month 5	Monthly Summary of Security Extension Activities and Accomplishments	Month 5	\$275,000.00	\$27,500.00	\$247,500.00
11.6	Security Extensions Summary - Month 6	Monthly Summary of Security Extension Activities and Accomplishments	Month 6	\$275,000.00	\$27,500.00	\$247,500.00
11.7	Security Extensions Summary - Month 7	Monthly Summary of Security Extension Activities and Accomplishments	Month 7	\$275,000.00	\$27,500.00	\$247,500.00
11.8	Security Extensions Summary - Month 8	Monthly Summary of Security Extension Activities and Accomplishments	Month 8	\$275,000.00	\$27,500.00	\$247,500.00
11.9	Security Extensions Summary - Month 9	Monthly Summary of Security Extension Activities and Accomplishments	Month 9	\$275,000.00	\$27,500.00	\$247,500.00
11.10	Security Extensions Summary - Month 10	Monthly Summary of Security Extension Activities and Accomplishments	Month 10	\$275,000.00	\$27,500.00	\$247,500.00
11.11	Security Extensions	Monthly Summary of Security Extension	Month 11	\$275,000.00	\$27,500.00	\$247,500.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
	Summary - Month 11	Activities and Accomplishments				
11.12	Security Extensions Summary - Month 12	Monthly Summary of Security Extension Activities and Accomplishments	Month 12	\$250,000.00	\$25,000.00	\$225,000.00
11.13	Security Extensions Summary - Month 13	Monthly Summary of Security Extension Activities and Accomplishments	Month 13	\$250,000.00	\$25,000.00	\$225,000.00
11.14	Security Extensions Summary - Month 14	Monthly Summary of Security Extension Activities and Accomplishments	Month 14	\$150,000.00	\$15,000.00	\$135,000.00
11.15	Security Extensions Summary - Month 15	Monthly Summary of Security Extension Activities and Accomplishments	Month 15	\$75,000.00	\$7,500.00	\$67,500.00
12	Release 20.A Transition Report	Summary Report of output from testing	Month 3	\$475,000.00	\$47,500.00	\$427,500.00
13	Release 20.A Production Report	Summary Report of output from production	Month 4	\$650,000.00	\$65,000.00	\$585,000.00
14	GCM Bridge Elaboration Summary	Summary of Elaboration deliverables for GCM Bridge	As per PWP	\$650,000.00	\$65,000.00	\$585,000.00
15	GCM Bridge TDD Summary	Summary of TDD deliverables for GCM Bridge	As per PWP	\$500,000.00	\$50,000.00	\$450,000.00
16	Prior Phase AMP processes to GCM Elaboration Summary	Summary of Elaboration deliverables for Prior phase AMP processes to GCM	As per PWP	\$650,000.00	\$65,000.00	\$585,000.00
17	Prior Phase AMP processes to GCM TDD Summary	Summary of TDD deliverables for prior phase AMP processes to GCM	As per PWP	\$500,000.00	\$50,000.00	\$450,000.00
18	Data Interfaces Elaboration Summary	Summary of Elaboration deliverables for Data Interfaces	As per PWP	\$450,000.00	\$45,000.00	\$405,000.00
19	Data Interfaces TDD Summary	Summary of TDD deliverables for Data Interfaces	As per PWP	\$450,000.00	\$45,000.00	\$405,000.00
20	20.B Transition Phase Summary Report	Summary of output from testing activities for Release 20.B	As per PWP	\$875,000.00	\$87,500.00	\$787,500.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
21	20.B Production Phase Summary Report	Summary of output from Production Support activities for Release 20.B	As per PWP	\$650,000.00	\$65,000.00	\$585,000.00
22	Cloud Deployment Design Document	Summary of Elaboration deliverables for migration	As per PWP	\$500,000.00	\$50,000.00	\$450,000.00
23	Release 20.C Transition Phase Summary Report	Summary of output from testing activities for Release 20.C	As per PWP	\$500,000.00	\$50,000.00	\$450,000.00
24	Release 20.C Transition Report	Summary report of Release 20.C	As per PWP	\$500,000.00	\$50,000.00	\$450,000.00
25	Correspondence Elaboration Summary	Summary of Elaboration deliverables for Correspondence.	As per PWP	\$300,000.00	\$30,000.00	\$270,000.00
26	Correspondence TDD Summary	Summary of TDD deliverables for Correspondence.	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00
27	PC Elaboration Summary	Summary of Elaboration deliverables for Parcel Change	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
28	PC TDD Summary	Summary of TDD deliverables for Parcel Construction	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00
29	Transfer Elaboration Summary	Summary of Elaboration deliverables for Transfers	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
30	Transfer TDD Summary	Summary of TDD deliverables for Transfers	As per PWP	\$450,000.00	\$45,000.00	\$405,000.00
31	DIV Elaboration Summary	Summary of Elaboration deliverables for DIV	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
32	DIV TDD Summary	Summary of TDD deliverables for DIV	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
33	Major Exemptions Elaboration Summary	Summary of Elaboration deliverables for Major Exemptions	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
34	Major Exemptions TDD Summary	Summary of TDD deliverables for Major Exemptions	As per PWP	\$250,000.00	\$25,000.00	\$225,000.00
35	Assessment Appeals Elaboration Summary	Summary of Elaboration deliverables for Assessment Appeals	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
36	Assessment Appeals TDD Summary	Summary of TDD deliverables for Assessment Appeals	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00



#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
37	PI Elaboration Summary	Summary of Elaboration deliverables for PI	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
38	PI TDD Summary	Summary of TDD deliverables for PI	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00
39	Cross Reference Elaboration Summary	Summary of Elaboration deliverables for Cross Reference	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
40	Cross Reference TDD Summary	Summary of TDD deliverables for Cross Reference	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
41	<del>WIP Elaboration Summary</del>	<del>Summary of Elaboration deliverables for WIP</del>	As per PWP	Removed in AMP Phase IV CO 02		
42	<del>WIP TDD Summary</del>	<del>Summary of TDD deliverables for WIP</del>	As per PWP	Removed in AMP Phase IV CO 02		
43	<del>Marine/Aircraft/Leasing Elaboration Summary</del>	<del>Summary of Elaboration deliverables for Marine, Aircraft, and Leasing</del>	As per PWP	Removed in AMP Phase IV CO 02		
44	<del>Marine/Aircraft/Leasing TDD Summary</del>	<del>Summary of TDD deliverables for Marine, Aircraft, and Leasing</del>	As per PWP	Removed in AMP Phase IV CO 02		
45	<del>Field Book Elaboration Summary</del>	<del>Summary of Elaboration deliverables for Field Books</del>	As per PWP	Removed in AMP Phase IV CO 02		
46	<del>Field Book TDD Summary</del>	<del>Summary of TDD deliverables for Field Books</del>	As per PWP	Removed in AMP Phase IV CO 02		
47	<del>SDR/eFile Elaboration Summary</del>	<del>Summary of Elaboration deliverables for SDR and eFile</del>	As per PWP	Removed in AMP Phase IV CO 02		
48	<del>SDR/eFile TDD Summary</del>	<del>Summary of TDD deliverables for SDR and eFile</del>	As per PWP	Removed in AMP Phase IV CO 02		
49	AC Transactions Elaboration Summary	Summary of Elaboration deliverables for AC and TTC	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
50	AC Transactions TDD Summary	Summary of TDD deliverables for AC and TTC	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00
51	<del>Audit Pool Elaboration Summary</del>	<del>Summary of Elaboration deliverables for Audit Pooling</del>	As per PWP	Removed in AMP Phase IV CO 02		
52	<del>Audit Pool Transactions TDD Summary</del>	<del>Summary of TDD deliverables for Audit Pooling</del>	As per PWP	Removed in AMP Phase IV CO 02		

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
53	Miscellaneous Legacy System Elaboration Summary	Summary of Elaboration deliverables for Miscellaneous Legacy Systems	As per PWP	\$200,000.00	\$20,000.00	\$180,000.00
54	Miscellaneous Legacy System TDD Summary	Summary of TDD deliverables for Miscellaneous Legacy Systems	As per PWP	\$450,000.00	\$45,000.00	\$405,000.00
55	Roll Support Extensions Elaboration Summary	Summary of Elaboration deliverables for Roll Support Extensions	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
56	Roll Support Extensions TDD Summary	Summary of TDD deliverables for Roll Support Extensions	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00
57	<del>Split Roll Elaboration Summary</del>	<del>Summary of Elaboration deliverables for Split Roll</del>	As per PWP	Removed from scope		
58	<del>Split Roll TDD Summary</del>	<del>Summary of TDD deliverables for Split Roll</del>	As per PWP	Removed from scope		
59	Projected Roll Elaboration Summary	Summary of Elaboration deliverables for Projected Roll	As per PWP	\$250,000.00	\$25,000.00	\$225,000.00
60	Projected Roll TDD Summary	Summary of TDD deliverables for Projected Roll	As per PWP	\$250,000.00	\$25,000.00	\$225,000.00
61	Roll Information Products Elaboration Summary	Summary of Elaboration deliverables for Roll Information Products	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
62	Roll Information Products TDD Summary	Summary of TDD deliverables for Roll Information Products	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00
63	Roll Exceptions Elaboration Summary	Summary of Elaboration deliverables for Roll Exceptions	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
64	Roll Exception TDD Summary	Summary of TDD deliverables for Roll Exceptions Products	As per PWP	\$202,822.00	\$20,282.20	\$182,539.80
65	ME Elaboration Summary	Summary of Elaboration deliverables for Miscellaneous Extensions	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
66	ME TDD Summary	Summary of TDD deliverables for Miscellaneous Extensions	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
67	<del>Rel 21.A</del> Transition Report	<del>Summary of output from</del> Testing Activities for Release 21.A	As per PWP	Removed from scope		
68	<del>Rel 21.A</del> Production Report	<del>Summary of output from</del> Production Support Activities for Release 21.A	As per PWP	Removed from scope		
69	Project Closeout Report	Report of project closeout activities	As per PWP	\$450,000.00	\$45,000.00	\$405,000.00
70	GCM Bridge Work Unit Elaboration Summary	Summary of Elaboration deliverables for GCM Bridge Work Unit	As per PWP	\$300,000.00	\$30,000.00	\$270,000.00
71	GCM Bridge Work Unit TDD Summary	Summary of TDD deliverables for GCM Bridge Work Unit	As per PWP	\$300,000.00	\$30,000.00	\$270,000.00
72	R&D Elaboration Summary	Summary of Elaboration deliverables for R&D	As per PWP	\$300,000.00	\$30,000.00	\$270,000.00
73	R&D TDD Summary	Summary of TDD deliverables for R&D	As per PWP	\$200,000.00	\$20,000.00	\$180,000.00
74	Conditional Routing Elaboration Summary	Summary of Elaboration deliverables for Conditional Routing	As per PWP	\$300,000.00	\$30,000.00	\$270,000.00
75	Conditional Routing TDD Summary	Summary of TDD deliverables for Conditional Routing	As per PWP	\$300,000.00	\$30,000.00	\$270,000.00
76	Rel 21 A - Extended Scope Development and Sprint Release - October 2021	Release 21 A - Extended Scope Development and Sprint Release - October 2021	As per PWP	\$902,586.00	\$90,258.60	\$812,327.40
77	Rel 22.A - Extended Scope Development and Sprint Release - November 2021	Release 22.A - Extended Scope Development and Sprint Release - November 2021	As per PWP	\$975,000.00	\$97,500.00	\$877,500.00
78	Rel 22.A - Extended Scope Development and Sprint Release - December 2021	Release 22.A - Extended Scope Development and Sprint Release - December 2021	As per PWP	\$975,000.00	\$97,500.00	\$877,500.00
79	Rel 22.A - Extended Scope Development and	Release 22.A - Extended Scope Development and Sprint Release - January 2022	As per PWP	\$975,000.00	\$97,500.00	\$877,500.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
	Sprint Release - January 2022					
80	Rel 22.A - Extended Scope Development and Sprint Release - February 2022	Release 22.A – Extended Scope Development and Sprint Release - February 2022	As per PWP	\$975,000.00	\$97,500.00	\$877,500.00
81	Rel 22.A - Extended Scope Development and Sprint Release - March 2022	Release 22.A - Extended Scope Development and Sprint Release - March 2022	As per PWP	\$975,000.00	\$97,500.00	\$877,500.00
82	Rel 22.A - Extended Scope Development and Sprint Release - April 2022	Release 22.A - Extended Scope Development and Sprint Release -April 2022	As per PWP	\$875,000.00	\$87,500.00	\$787,500.00
83	Rel 22.A - Extended Scope Development and Sprint Release – May 2022	Release 22.A - Extended Scope Development and Sprint Release -May 2022	As per PWP	\$550,000.00	\$55,000.00	\$495,000.00
84	Rel 22.A - Extended Scope Development and Sprint Release – June 2022	Release 22.A - Extended Scope Development and Sprint Release -June 2022	As per PWP	\$300,000.00	\$30,000.00	\$270,000.00
85	Rel 22.A - Extended Scope Development and Sprint Release – July 2022	Release 22.A - Extended Scope Development and Sprint Release -July 2022	As per PWP	\$200,000.00	\$20,000.00	\$180,000.00
86	CAMA Elaboration - Gate 6 Complete	CAMA Elaboration - Gate 6 Complete	As per PWP	\$250,000.00	\$25,000.00	225,000.00
87	CAMA (22.A Release) TDD	CAMA (22.A Release) TDD	As per PWP	\$750,000.00	\$75,000.00	\$675,000.00
88	Prop 19 Elaboration - Gate 6 Complete	Prop 19 Elaboration - Gate 6 Complete	As per PWP	\$375,000.00	\$37,500.00	\$337,500.00
89	Prop 19 - (22.A Release) TDD	Prop 19 - (22.A Release) TDD	As per PWP	\$250,000.00	\$25,000.00	\$225,000.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
90	Rel 21.A/22.A/23.A and PS Cutover Execution Project Plan	21.A/22.A/23.A and PS Cutover Execution Project Plan (which shall include all the planning and activities for data refresh, data load, parallel systems runs, in-flight composites and work units management).	As per PWP	\$350,000.00	\$35,000.00	\$315,000.00
91	Rel 21.A/22.A/23.A Transition Summary Report	Release Rel 21.A/22.A/23.A Transition Summary Report	As per PWP	\$975,000.00	\$97,500.00	\$877,500.00
92	Rel 23.A PS Transition Report	Release 23.A PS Transition Report	As per PWP	\$200,000.00	\$20,000.00	\$180,000.00
93	Rel 21.A/22.A/23.A /PS Production Summary Report	Release Rel 21.A/22.A/23.A /PS Production Summary Report	As per PWP	\$674,892.00	\$67,489.20	\$607,402.80
94	20C PS1 - Transition Summary Report	20C PS1 - Transition Summary Report	As per PWP	\$250,000.00	\$25,000.00	\$225,000.00
95	20C PS1 - Production Summary Report	20C PS1 - Production Summary Report	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
96	Updated Technical Architecture Document & AMP Architectural Principles Summary Document	Updated LACA Technical Architecture Document & AMP Architectural Principles Summary Document that has been created and maintained since Phase I including monthly status reports from November 2022 to June 2023	As per PWP	\$200,000.00	\$20,000.00	\$180,000.00
97	Rel 21.A/22.A/23.A October 2022 SIT Release	Combined Rel 21.A/22.A/23.A October 2022 SIT Release	As per PWP	\$975,000.00	\$97,500.00	\$877,500.00
98	Rel 23.A - Extended Scope Development and Sprint Release – October 2022	Release 23.A - Extended Scope Development and Sprint Release - October 2022	As per PWP	\$925,000.00	\$92,500.00	\$832,500.00
99	Rel 23.A - Extended Scope Development and	Release 23.A - Extended Scope Development and Sprint Release - November 2022	As per PWP	\$967,376.00	\$96,737.60	\$870,638.40

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
	Sprint Release – November 2022					
100	Rel 23.A - Extended Scope Development and Sprint Release – December 2022	Release 23.A - Extended Scope Development and Sprint Release - December 2022	As per PWP	\$900,000.00	\$90,000.00	\$810,000.00
101	Rel 23.A - Extended Scope Development and Sprint Release – January 2023	Release 23.A - Extended Scope Development and Sprint Release - January 2023	As per PWP	\$875,000.00	\$87,500.00	\$787,500.00
102	Rel 23.A - Extended Scope Development and Sprint Release – February 2023	Release 23.A - Extended Scope Development and Sprint Release - February 2023	As per PWP	\$875,000.00	\$87,500.00	\$787,500.00
103	Rel 23.A - Extended Scope Development and Sprint Release – March 2023	Release 23.A - Extended Scope Development and Sprint Release - March 2023	As per PWP	\$550,000.00	\$55,000.00	\$495,000.00
104	Rel 23.A - Extended Scope Development and Sprint Release – April 2023	Release 23.A - Extended Scope Development and Sprint Release - April 2023	As per PWP	\$550,000.00	\$55,000.00	\$495,000.00
105	Rel 23.A - Extended Scope Development and Sprint Release – May 2023	Release 23.A - Extended Scope Development and Sprint Release - May 2023	As per PWP	\$550,000.00	\$55,000.00	\$495,000.00
106	Rel 23.A - Extended Scope Development and Sprint Release – June 2023	Release 23.A - Extended Scope Development and Sprint Release - June 2023	As per PWP	\$450,000.00	\$45,000.00	\$405,000.00
107	Rel 23.A - Patch Set Scope Development and Sprint Release – July 2023	Release 23.A - Patch Set Scope Development and Sprint Release – July 2023	As per PWP	\$150,000.00	\$15,000.00	\$135,000.00
108	Rel 23.A - Patch Set Scope	Release 23.A - Patch Set Scope Development	As per PWP	\$100,000.00	\$10,000.00	\$90,000.00

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% hold back	Deliverable value
	Development and Sprint Release – August 2023	and Sprint Release – August 2023				
109	Rel 23.A - Patch Set Scope Development and Sprint Release – September 2023	Release 23.A - Patch Set Scope Development and Sprint Release – September 2023	As per PWP	\$100,000.00	\$10,000.00	\$90,000.00
110	Rel 21.A/22.A/23.A and PS Cutover Testing Plan	21.A/22.A/23.A and PS Cutover Testing Plan.	As per PWP	300,000.00	30,000.00	270,000.00

**K. Section 5, Operations and Maintenance (“O&M”) of the Statement of Work is amended by inserting the following text and table at the end of the section:**

**Execute O&M – COVID Extension – Oct ’22 through Oct ’23**

Provide up twelve hundred (1,200) Person Days to assist with activities related to extending O&M activities associated with Your AMP environment. These days are in addition to the days that were provided as part of Amendment 1.

Provide a monthly status report regarding activities performed under O&M.

*Table 73D: Deliverables for O&M Activities – Inflation Extension*

Deliverable#	Deliverable Name	Deliverable Description	Estimated Month
OM34 - OM46	Monthly O&M Summary Report	Covers O&M activities for the above services	As per PWP

**Specific O&M Assumptions – COVID Extension**

1. O&M support will be provided for eight (8) business hours in Pacific time zone.
2. The nature of and start of these support activities will be mutually agreed upon in writing by Oracle and LACA.
3. A maximum of 495 person hours can be carried forward from LACA AMP Phase IV Amendment 1
4. The duration for O&M activities will not extend past September 30, 2023. At the conclusion of this period, the O&M days will expire. If they are not used, LACA will not be re-imbursed for the remainder days nor will LACA be allowed to carry forward the days into any subsequent contracts.

- L. **Section 6, Operations and Maintenance (“O&M”) of the Statement of Work is amended by inserting the following text and table immediately after table 74C:**

*Table 74D: O&M Inflation Extension Fees Table*

#	Deliverable Name	Deliverable Description	Expected Delivery Month
OM34	O&M Summary Report Month 34	The report covers O&M activities provided in that month	Month 34
OM35	O&M Summary Report Month 35	The report covers O&M activities provided in that month	Month 35
OM36	O&M Summary Report Month 36	The report covers O&M activities provided in that month	Month 36
OM37	O&M Summary Report Month 37	The report covers O&M activities provided in that month	Month 37
OM38	O&M Summary Report Month 38	The report covers O&M activities provided in that month	Month 38
OM39	O&M Summary Report Month 39	The report covers O&M activities provided in that month	Month 39
OM40	O&M Summary Report Month 40	The report covers O&M activities provided in that month	Month 40
OM41	O&M Summary Report Month 41	The report covers O&M activities provided in that month	Month 41
OM42	O&M Summary Report Month 42	The report covers O&M activities provided in that month	Month 42
OM43	O&M Summary Report Month 43	The report covers O&M activities provided in that month	Month 43
OM44	O&M Summary Report Month 44	The report covers O&M activities provided in that month	Month 44
OM45	O&M Summary Report Month 45	The report covers O&M activities provided in that month	Month 45
OM46	O&M Summary Report Month 46	The report covers O&M activities provided in that month	Month 46



- M. **Section 7.B (Fees and Expenses: Production Operations and Maintenance (O&M), Environment and Release Management Support (E&RM) and COVID Extension O&M) of the Statement of Work is amended by deleting the header and first sentence of Section 7.B and replacing them with the following:**

B. Fees and Expenses: Production Operations and Maintenance (O&M), Environment and Release Management Support (E&RM) and COVID Extension O&M

You agree to pay Oracle a fee of seven million seventeen thousand one hundred and ninety-six dollars and seven thousand and three hundred and twelve dollars (\$7,017,196.00) for Services and deliverables described in Section 6 of this SOW.

- N. **Section 7.B of the Statement of Work is amended by inserting the following table below Table 76B:**

Table 76.C: O&amp;M Inflation Extension Fees Table

#	Deliverable Name	Deliverable Description	Expected Delivery Month	Value	10% holdback	Deliverable value
OM34	O&M Summary Report Month 34	The report covers O&M activities provided in that month	Month 34	\$0.00	\$0.00	\$0.00
OM35	O&M Summary Report Month 35	The report covers O&M activities provided in that month	Month 35	\$143,629.00	\$0.00	\$143,629.00
OM36	O&M Summary Report Month 36	The report covers O&M activities provided in that month	Month 36	\$143,629.00	\$0.00	\$143,629.00
OM37	O&M Summary Report Month 37	The report covers O&M activities provided in that month	Month 37	\$143,629.00	\$0.00	\$143,629.00
OM38	O&M Summary Report Month 38	The report covers O&M activities provided in that month	Month 38	\$143,629.00	\$0.00	\$143,629.00
OM39	O&M Summary Report Month 39	The report covers O&M activities provided in that month	Month 39	\$143,629.00	\$0.00	\$143,629.00
OM40	O&M Summary Report Month 40	The report covers O&M activities provided in that month	Month 40	\$143,629.00	\$0.00	\$143,629.00
OM41	O&M Summary Report Month 41	The report covers O&M activities provided in that month	Month 41	\$143,629.00	\$0.00	\$143,629.00
OM42	O&M Summary Report Month 42	The report covers O&M activities provided in that month	Month 42	\$143,629.00	\$0.00	\$143,629.00
OM43	O&M Summary Report Month 43	The report covers O&M activities provided in that month	Month 43	\$100,000.00	\$0.00	\$100,000.00
OM44	O&M Summary Report Month 44	The report covers O&M activities provided in that month	Month 44	\$100,000.00	\$0.00	\$100,000.00
OM45	O&M Summary Report Month 45	The report covers O&M activities provided in that month	Month 45	\$100,000.00	\$0.00	\$100,000.00
OM46	O&M Summary Report Month 46	The report covers O&M activities provided in that month	Month 46	\$33,592.00	\$0.00	\$33,592.00

## SOLE SOURCE CHECKLIST

Department Name: OFFICE OF THE ASSESSOR

☐

New Sole Source Contract

☒

Sole Source Amendment to Existing Contract

OCTOBER 29, 2019

Date Existing Contract First Approved:

(AMP PHASE IV)

Check (✓)	<b>JUSTIFICATION FOR SOLE SOURCE CONTRACTS</b> Identify applicable justification and provide documentation for each checked item.
<input type="checkbox"/>	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>"Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist."</i>
<input type="checkbox"/>	➤ Compliance with applicable statutory and/or regulatory provisions.
<input type="checkbox"/>	➤ Compliance with State and/or federal programmatic requirements.
<input type="checkbox"/>	➤ Services provided by other public or County-related entities.
<input checked="" type="checkbox"/>	➤ Services are needed to address an emergent or related time-sensitive need.
<input type="checkbox"/>	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
<input checked="" type="checkbox"/>	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
<input type="checkbox"/>	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
<input type="checkbox"/>	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
<input checked="" type="checkbox"/>	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
<input type="checkbox"/>	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.

\_\_\_\_\_  
Chief Executive Office

\_\_\_\_\_  
Date