



## Board of Supervisors

# Community Services Cluster Agenda Review Meeting

**DATE:** July 10, 2024

**TIME:** 9:00 a.m. – 10:00 a.m.

**MEETING CHAIR:** Maria Chong-Castillo and Rachel Fox, 3<sup>rd</sup> Supervisorial District

**CEO MEETING FACILITATOR:** Wesley Omoto

**This meeting will be held in hybrid format which allows the public to participate virtually, or in-person, as permitted under the Board of Supervisors' March 19, 2024 order.**

To participate in the meeting in-person, the meeting location is:

Kenneth Hahn Hall Of Administration

500 West Temple Street

Los Angeles, California 90012

Room 140

To participate in the meeting virtually, please call teleconference number

1 (323) 776-6996 and enter the following 885 291 326# or

[Click here to join the meeting](#)

**For Spanish Interpretation, the Public should send emails within 48 hours in advance of the meeting to: [ClusterAccommodationRequest@bos.lacounty.gov](mailto:ClusterAccommodationRequest@bos.lacounty.gov)**

Members of the Public may address the Community Services Cluster on any agenda item during General Public Comment.

The meeting chair will determine the amount of time allowed for each item.

**THIS TELECONFERENCE WILL BE MUTED FOR ALL CALLERS. PLEASE DIAL \*6 TO UNMUTE YOUR PHONE WHEN IT IS YOUR TIME TO SPEAK.**

### 1. CALL TO ORDER

### 2. INFORMATIONAL ITEM(S):

- A. Board Letter (Beaches and Harbors) for July 23, 2024 Board Agenda:  
APPROVE AND AUTHORIZE EXECUTION OF AMENDMENT NO. 3 TO  
LEASE NO. 17694 FOR PARCEL 200 – TAHITI SUBSTATION  
SOUTHERN CALIFORNIA EDISON COMPANY  
13340 FIJI WAY, MARINA DEL REY

Wednesday, July 10, 2024

- B. Board Letter (Internal Services Department – Capital Programs) for July 23, 2024 Board Agenda:  
LA COUNTY LIBRARY  
VARIOUS LIBRARY RESTROOM REFURBISHMENT PROJECTS  
CATEGORICAL EXEMPTION  
ESTABLISH AND APPROVE CAPITAL PROJECTS 89281, 89282, 89283, 89284 AND 89285 AND BUDGETS,  
APPROPRIATION ADJUSTMENT,  
AND USE OF JOB ORDER CONTRACTING (FY 2024-25)
  
- C. Board Letter (Parks and Recreation) for July 23, 2024 Board Agenda:  
APPROVE EXTENSION OF A LICENSE AGREEMENT  
FOR THE AQUATIC SAFETY PROGRAM AT THE  
BOATING INSTRUCTION AND SAFETY CENTER WITHIN THE  
WARREN M. DORN COMPLEX AT CASTAIC LAKE RECREATION AREA  
AGREEMENT NUMBER 10342
  
- D. Board Letter (Parks and Recreation) for July 23, 2024 Board Agenda:  
APPROVAL OF SOLE SOURCE AMENDMENT EXTENSIONS TO  
CONTRACTS WITH CONEJO CREST LANDSCAPE, INC. AND  
MARIPOSA LANDSCAPES, INC. FOR PARK MAINTENANCE AND  
PARK MOWING SERVICES AT VARIOUS COUNTY PARKS
  
- E. Board Letter (Parks and Recreation – Capital Programs) for July 23, 2024 Board Agenda:  
DEPARTMENT OF PARKS AND RECREATION  
FRANKLIN D. ROOSEVELT PARK TECH CENTER REMODELING  
PROJECT  
CATEGORICAL EXEMPTION  
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A060  
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT  
AUTHORIZE USE OF JOB ORDER CONTRACT (FY 2024-25)
  
- F. Board Letter (Public Works) for July 23, 2024 Board Agenda:  
CONSTRUCTION-RELATED CONTRACTS  
MUNICIPAL SERVICES CORE SERVICE AREA  
CONSULTANT SERVICES AGREEMENTS FOR  
ON-CALL BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN,  
AND RELATED SERVICES

Wednesday, July 10, 2024

- G. Board Letter (Public Works) for July 23, 2024 Board Agenda:  
CONSTRUCTION-RELATED CONTRACTS  
PUBLIC CONTRACTING AND ASSET MANAGEMENT CORE SERVICE  
AREA AWARD CONSULTANT SERVICES AGREEMENTS  
ON-CALL ENGINEERING DESIGN AND SUPPORT SERVICES  
FOR DESIGN DIVISION
  
- H. Board Letter (Public Works) for July 23, 2024 Board Agenda:  
SERVICE CONTRACT  
TRANSPORTATION CORE SERVICE AREA  
AWARD OF SERVICE CONTRACTS  
FIXED-ROUTE SHUTTLE SERVICES IN THE COMMUNITIES OF  
AVOCADO HEIGHTS, BASSETT, WEST VALINDA, EAST VALINDA,  
FLORENCE-FIRESTONE/WALNUT PARK, AND BALDWIN HILLS
  
- I. Board Letter (Public Works) for July 23, 2024 Board Agenda:  
CONSTRUCTION CONTRACT  
TRANSPORTATION CORE SERVICE AREA  
APPROVE COOPERATIVE AGREEMENT FOR  
ROWLAND STREET REHABILITATION PROJECT  
CITY OF COVINA – LOS ANGELES COUNTY
  
- J. Board Letter (Public Works) for July 23, 2024 Board Agenda:  
WATER RESOURCES CORE SERVICE AREA  
GRANT OF EASEMENTS FROM THE LOS ANGELES COUNTY  
FLOOD CONTROL DISTRICT TO THE STATE OF CALIFORNIA  
LOS ANGELES RIVER PARCELS 1637, 2249, 2250, 2255, 2270, 2271, AND  
2282 IN THE CITY OF LONG BEACH
  
- K. Board Letter (Regional Planning) for July 23, 2024 Board Agenda (also on the  
7/10/2024 Ops Cluster agenda):  
APPROVE THE USE OF THE INFORMATION TECHNOLOGY  
INFRASTRUCTURE FUND FOR GOVERNANCE SUPPORT AND  
ENHANCEMENTS TO ELECTRONIC PERMITTING AND INSPECTIONS –  
LOS ANGELES (EPIC-LA) AND AN APPROPRIATION ADJUSTMENT FOR  
FISCAL YEAR 2024-25

**3. PRESENTATION/DISCUSSION ITEM(S):**

- A. None

Wednesday, July 10, 2024

**4. PUBLIC COMMENTS** (2 minutes each speaker)

**CLOSED SESSION**

CS-1. Natalie Reusch v. County of Los Angeles  
Los Angeles Superior Court Case Number No. 22STCV05287  
Department: Parks and Recreation

**5. ADJOURNMENT**

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024		
<b>BOARD MEETING DATE</b>	7/23/2024		
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input checked="" 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>	Beaches and Harbors		
<b>SUBJECT</b>	Amendment No. 3 to Lease No. 17694		
<b>PROGRAM</b>			
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable		
<b>DEADLINES/ TIME CONSTRAINTS</b>			
<b>COST &amp; FUNDING</b>	Total cost:	\$ N/A	Funding source:
			N/A
	TERMS (if applicable):		
	Explanation:		
<b>PURPOSE OF REQUEST</b>	Approval of the proposed Amendment No. 3 to Lease No. 17694		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	Lease No. 17694 at Parcel 200 with Southern California Edison Company (Tahiti Substation at 13340 Fiji Way in Marina del Rey). County's Department of Beaches and Harbors negotiated the Decennial increase in Annual Rent and amounts of Liability Insurance and is requesting BOS' approval for Amendment No. 3 to the Lease.		
<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: Natasha Robinson, Senior Real Property Agent, 424-526-7742 <a href="mailto:NRobinson@bh.lacounty.gov">NRobinson@bh.lacounty.gov</a>		



July 23, 2024

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:

**APPROVE AND AUTHORIZE EXECUTION OF AMENDMENT NO. 3 TO LEASE NO.  
17694 FOR PARCEL 200 – TAHITI SUBSTATION  
SOUTHERN CALIFORNIA EDISON COMPANY  
13340 FIJI WAY, MARINA DEL REY  
(SECOND DISTRICT) (4 VOTES)**

**SUBJECT**

Request for approval of a proposed amendment to an existing lease adjusting the annual rent and the insurance requirements for Parcel 200.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the Director of the Department of Beaches and Harbors (DBH) to execute Amendment No. 3 (Amendment), a copy of which is attached hereto, to Lease No. 17694 for Parcel 200, as amended (Lease), with Southern California Edison (SCE or Lessee) to adjust Lessee's annual rent and the insurance requirements.
2. Authorize and direct the Director of DBH (Director) to execute any other ancillary documentation necessary to effectuate the terms of the Amendment and to take actions necessary and appropriate to implement the proposed Amendment.
3. Find that the proposed actions are not a project under the California Environmental Quality Act (CEQA) or, in the alternative, that the actions are exempt for the reasons stated in this Board letter.

Caring for Our Coast



**Gary Jones**  
Director

**Amy M. Caves**  
Chief Deputy Director

**Carol Baker**  
Deputy Director

**LaTayvius R. Alberty**  
Deputy Director



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

Parcel 200 is located at 13340 Fiji Way, in Marina del Rey and consists of approximately 25,745 square feet of land that is currently leased to SCE and used as an electrical substation, known as the Tahiti Substation, providing electrical service throughout Marina del Rey since 1971. The Lease allows decennial reviews and adjustments of annual rent and insurance requirements to ensure that the annual rent payable to the County of Los Angeles (County) is at fair market value and that the insurance coverage and policy limits are adequate to protect County's interest.

The Lease requires adjustment of the annual rent and insurance coverage as of February 1, 2022 (2022 Adjustment). The 2022 Adjustment was delayed due to the Covid-19 pandemic. The previous decennial reviews and/or adjustments were executed for the 1992 and 2012 years. This is the third annual rent and insurance adjustment. The Lease currently expires on March 31, 2031.

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

In furtherance of County North Star Goal #3, "Realize Tomorrow's Government Today," Focus Area Goal G, "Internal Controls and Processes," Strategy ii, "Manage and Maximize County Assets," the proposed actions ensures that the County receives Annual Rental payments that are current with Fair Market Value and that Insurance requirements are up to date for protection of the County's interest.

## **FISCAL IMPACT/FINANCING**

The proposed Amendment will result in an increase in the leasehold rent of \$20,614 annually, because of the annual rent adjustment from \$72,086 to \$92,700. For the remaining lease term period from January 2022, through March 2031, the additional rent will total approximately \$190,680. A part of this sum is a Retroactive Rent payment in the amount of \$61,842, for the period between January 2022, through December 2024, and the County will receive this payment ten days after Board approval of the Amendment.

## **Operating Budget Impact**

The proposed Amendment will have no impact on DBH's operating budget.

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

Parcel 200, commonly known as Southern California Edison (Lessee) Tahiti Substation contains underground transformer vaults and a building structure. The leasehold occupies 25,745 square feet of land in Marina del Rey. It does not have a water area. The 60-year ground Lease between the County and the Lessee was executed on February 1, 1971, to operate an electrical substation.

The proposed Amendment will become effective upon approval by the Board and its full execution, but the amended terms will be effective retroactively to February 1, 2022.

The proposed Amendment is authorized by Government Code Sections 25536 and 25907 and has been approved as to form by County Counsel.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Amendment is not subject to the California Environmental Quality Act (CEQA) because they are activities that are excluded from the definition of a project by section 21065 of the Public Resources Code and Section 15378(b)(5) of the CEQA Guidelines. Approval of the proposed Amendment is an administrative activity of government which will not result in direct or indirect physical changes in the environment. In the alternative, the proposed Amendment is exempt from CEQA pursuant Section 15061(b)(3) of the Guidelines because it can be seen with certainty that the actions will not have a significant adverse impact on the environment.

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

There is no impact on other current services or projects.

### **CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors to send two copies of the adopted-stamped Board letter to DBH, retaining a copy for your records. Should you have any questions please contact Natasha Robinson at (424) 526-7742 or NRobinson@bh.lacounty.gov.

Respectfully submitted,

GARY JONES, Director

GJ:AC:LTA:SP:MAC:nr

Attachment (1)

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors



## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input checked="" type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	LA County Library	
<b>SUBJECT</b>	Various Library Restroom Refurbishment Projects	
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>	March 2026 – State Deadline	
<b>COST &amp; FUNDING</b>	Total cost: \$3,471,000	Funding source: La County Library's Operating budget
	TERMS (if applicable):	
	Explanation: Approval of the enclosed appropriation adjustment (Enclosure B) will transfer \$3,471,000 from the Library's Operating budget to the proposed Capital Projects Nos 89281, 89282, 89283, 89284 and 89285 as reflected above.	
<b>PURPOSE OF REQUEST</b>	Approval of the recommendations will find the five proposed projects are exempt from the California Environmental Quality Act; establish and approve the proposed projects and other activities; approve the project budgets and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed projects using Board-approved Job Order Contracts.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	LA County Library was awarded more than \$9 million in grant funds from the California State Library for various life-safety and critical maintenance needs of Library buildings. All 85 Library locations have received funding of varying amounts, and 14 locations were awarded additional funding to complete various capital improvements. On February 15, 2023, LA County Library formally requested ISD's assistance in providing a budget and timeline with appropriate milestones and deliverables for each of the 12 capital improvement projects and delivering the projects by the State's deadline of March 2026. The 12 proposed projects' scope of work includes various refurbishment and remodeling work to address accessibility, path of travel, security, heating, ventilation, and air conditioning (HVAC), roofing, and miscellaneous repairs.	
<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: Thomas DeSantis, P&PM Division Manager, (323) 267-3467, TDesantis@isd.lacounty.gov	



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

**MICHAEL OWH**  
Director

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

*Speed. Reliability. Value.*

July 23, 2024

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

Dear Supervisors:

**LA COUNTY LIBRARY  
VARIOUS LIBRARY RESTROOM REFURBISHMENT PROJECTS  
CATEGORICAL EXEMPTION  
ESTABLISH AND APPROVE CAPITAL PROJECTS 89281, 89282, 89283, 89284 AND 89285  
AND BUDGETS,  
APPROPRIATION ADJUSTMENT,  
AND USE OF JOB ORDER CONTRACTING  
(FY 2024-25)  
(SUPERVISORIAL DISTRICTS 1, 2, and 4)  
(4 VOTES)**

**SUBJECT**

Approval of the recommendations will find the five proposed projects are exempt from the California Environmental Quality Act; establish and approve the proposed projects and other activities; approve the project budgets and appropriation adjustment, and authorize the Director of the Internal Services Department, or designee, to deliver the proposed projects using Board-approved Job Order Contracts.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the five (5) proposed Library restroom refurbishment projects exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of each proposed project.
2. Establish and approve the five (5) proposed Capital Projects as follows:

- a. Angelo M. Iacaboni Library Restroom Refurbishment Project, Capital Project No. 89281 with a total project budget of \$703,000.
  - b. Anthony Quinn Library Restroom Refurbishment Project, Capital Project No. 89282 with a total project budget of \$762,000.
  - c. City Terrace Library Restroom Refurbishment Project, Capital Project No. 89283 with a total project budget of \$686,000.
  - d. Hawthorne Library Restroom Refurbishment Project, Capital Project No. 89284 with a total project budget of \$592,000.
  - e. Hermosa Beach Library Restroom Refurbishment Project, Capital Project No. 89285 with a total project budget of \$728,000.
3. Approve an appropriation adjustment to transfer a total of \$3,471,000 from the Library's Operating budget to the various proposed Capital Projects.
  4. Authorize the Director of the Internal Services Department, or designee, to deliver the proposed projects using Board-approved Job Order Contracts.

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

Approval of the recommendations will find the five proposed Library restroom remodeling projects exempt from the California Environmental Quality Act (CEQA), establish and approve the proposed five Capital Projects, approve the proposed project budgets and an appropriation adjustment, and authorize the Internal Services Department (ISD) to deliver the proposed projects using Board-approved Job Order Contracts (JOCs).

#### Background

LA County Library was awarded more than \$9 million in grant funds from the California State Library for various life-safety and critical maintenance needs of Library buildings. All 85 Library locations have received funding of varying amounts, and 14 locations were awarded additional funding to complete various capital improvements. On February 15, 2023, LA County Library formally requested ISD's assistance in providing a budget and timeline with appropriate milestones and deliverables for each of the 12 capital improvement projects and delivering the projects by the State's deadline of March 2026. The 12 proposed projects' scope of work includes various refurbishment and remodeling work to address accessibility, path of travel, security, heating, ventilation, and air conditioning (HVAC), roofing, and miscellaneous repairs.

Upon confirmation of the total project budgets for five out of the twelve proposed projects, the following proposed five (5) projects were selected to move forward to receive Board consideration for approval. The subsequent seven (7) proposed projects will be presented before the Board for consideration for approval at a later date once the total project budgets can be confirmed.

#### Angelo M. Iacaboni Library

The proposed scope of work consists of the refurbishing of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and

necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels would be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

#### Anthony Quinn Library

The proposed scope of work consists of the refurbishing of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels would be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. Main entry doors will be made automatic. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

#### City Terrace Library

The proposed scope of work consists of the refurbishing of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels will be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

#### Hawthorne Library

The proposed scope of work consists of the remodeling of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels will be based on accessibility compliant architectural plans and hazardous materials reports for lead and asbestos. Main entry doors would be made automatic. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

#### Hermosa Beach Library

The proposed scope of work consists of the remodeling of the public restrooms to include stalls, partitions, sinks, washbasin stations, drinking fountains, toilets, urinals, restroom accessories, and necessary plumbing upgrades. This work may result in the reconfiguration of hard walls and partitions to provide adequate accessible floor clearances including repairs and updates to surrounding tile

flooring, ceiling, wall reconstruction. In addition, energy efficient and automatic lighting, plumbing fixtures, toilet accessories, doors and necessary plumbing hardware would be updated. Restroom remodels will be based on ADA compliant architectural plans and hazardous materials reports for lead and asbestos. The entry doors would be made automatic to accommodate ADA access. A wireless door release button would be installed at the circulation desk for locking and unlocking of the doors for patrons.

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

These recommendations support the County Strategic Plan: North Star 3: Realize Tomorrow's Government Today, Focus Area Goal G: Internal Controls and Processes, Strategy ii. Manage and Maximize County Assets by investing in public infrastructure that will improve the operational effectiveness of an existing County asset.

### **Green Building/Sustainable Design Program**

The proposed projects will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

The projects will be designed and constructed to comply with Title 24 of the California Code of Regulations. Title 24 contains building standards to conserve electricity and natural gas in new and existing buildings within the State. When possible, ISD will document all Title 24 related improvements that qualify for Leadership in Energy and Environmental Design (LEED) building points to apply toward future LEED certification for the County building.

### **FISCAL IMPACT/FINANCING**

The recommended actions in this Board letter will approve the total project cost of \$3,471,000 for the five proposed projects as follows:

- a. Angelo M. Iacaboni Library Restroom Remodeling Project, Capital Project No. 89281 with a total project budget of \$703,000.
- b. Anthony Quinn Library Restroom Remodeling Project, Capital Project No. 89282 with a total project budget of \$762,000.
- c. City Terrace Library Restroom Remodeling Project, Capital Project No. 89283 with a total project budget of \$686,000.
- d. Hawthorne Library Restroom Remodeling Project, Capital Project No. 89284 with a total project budget of \$592,000.
- e. Hermosa Beach Library Restroom Remodeling Project, Capital Project No. 89285 with a total project budget of \$728,000.

The project budgets for the five proposed projects consist of design, construction, change order allowances, inspection/testing, and ISD county services (Enclosure A).

Approval of the enclosed appropriation adjustment (Enclosure B) will transfer \$3,471,000 from the Library's Operating budget to the proposed Capital Projects Nos 89281, 89282, 89283, 89284 and 89285 as reflected above.

### **Operating Budget Impact**

The scope of work consists of repairs and refurbishments made to an existing space. Therefore, following the completion of the proposed projects, LA County Library does not anticipate any one-time start-up or additional ongoing costs as a result of the proposed projects.

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

In accordance with the Board's Local and Targeted Worker Hire Policy, updated on May 17, 2023, the proposed Projects will include a best efforts Local Worker hiring goal of at least thirty percent (30%).

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the proposed projects are exempt from the Civic Art Allocation because the estimated eligible project costs are less than \$500,000.

### **ENVIRONMENTAL DOCUMENTATION**

The five separate proposed projects are categorically exempt from CEQA. The scope of work at each facility, as described above, consists of the remodeling and refurbishment of existing restroom facilities. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that it will meet the criteria set forth in Sections 15301(d), 15302, and 15303 of the State CEQA Guidelines and Classes 1(c), 2, and 3 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because it includes repairs and minor alterations to existing public facilities with negligible or no expansion of use, replacement of features with the same purpose and capacity, placement of small equipment and accessory structures, and installation of equipment at existing facilities.

In addition, based on the records of the proposed projects, each project will comply with all applicable regulations, each is not in a sensitive environment and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code section 65962.5, or indications that they may cause a substantial adverse change in the significance of any historic resource that would make the exemptions for each project inapplicable.

Upon the Board's approval of the proposed projects, ISD will file Notices of Exemption with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Office of Planning and Research in accordance with section 21152 of the California Public Resources Code and will post the Notices to its website in accordance with section 21092.2.

### **CONTRACTING PROCESS**

The proposed projects will be delivered using ISD Board-approved JOCs for the construction. The standard Board-directed clauses, including those that provide for contract termination and hiring qualified displaced county employees, are included in all JOCs.

The JOCs contain the Board's required provisions including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law, and the Child Support program.

The JOC contractors who will perform the work are required to fully comply with applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Program) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

For these proposed projects, ISD has made the determination that the use of JOCs is the most appropriate contracting method to perform the tasks involved. Specifically, to the extent the projects entail repairs, remodeling, refurbishment, or alterations, and the cost of such projects exceeds \$50,000, such projects would have to be performed via competitively-procured construction contracts, such as a JOC, not by county employees, due to the "Force Account" limitations set forth in the Public Contract Code.

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

Approval of the recommendations will have minimal impact on current county services. The proposed project sites will provide portable restrooms for County patrons during regular business hours which will be facilitated and maintained by Public Library through the duration of the proposed projects. Funding for the portable restrooms will be separate from the proposed projects and will be provided by Public Library via a purchase order.

### **CONCLUSION**

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

Respectfully submitted,

Michael Owh  
Director

MO:ME:TD:sy

Enclosures

C: Executive Office, Board of Supervisors  
Chief Executive Office

County Counsel  
LA County Library

DRAFT



**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Angelo Iacoboni Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89281</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 328,000.00
Change Orders (Contingency)	\$ 60,000.00
<b>Subtotal</b>	<b>\$ 388,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 95,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 203,000.00
<b>Total Project Budget</b>	<b>\$ 703,000.00</b>

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Quinn Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89282</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 361,000.00
Change Orders (Contingency)	\$ 90,000.00
<b>Subtotal</b>	<b>\$ 451,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 74,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 220,000.00
<b>Total Project Budget</b>	<b>\$ 762,000.00</b>

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>City Terrace Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89283</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 324,000.00
Change Orders (Contingency)	\$ 82,000.00
<b>Subtotal</b>	<b>\$ 406,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 65,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 198,000.00
<b>Total Project Budget</b>	<b>\$ 686,000.00</b>

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Hawthorne Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89284</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 253,000.00
Change Orders (Contingency)	\$ 75,000.00
<b>Subtotal</b>	\$ 328,000.00
Civic Art (if not exempt)	\$ -
Library FFE	\$ -
Plans and Specifications	\$ 79,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 168,000.00
<b>Total Project Budget</b>	<b>\$ 592,000.00</b>

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>Hermosa Beach Library; Restroom Refurbishment</b>
<b>CAPITAL PROJECT NO. :</b>	<b>89285</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	2 months following Board approval	Sept 2024
Jurisdictional Approval	5 months following Board approval	Dec 2024
Award Construction Contract	6 months following Board approval	Jan 2025
Substantial Completion	12 months following Board approval	Jul 2025
Project Acceptance	14 months following Board approval	Sep 2025

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 334,000.00
Change Orders (Contingency)	\$ 86,000.00
<b>Subtotal</b>	<b>\$ 420,000.00</b>
Civic Art (if not exempt)	\$ -
Library FFE	
Plans and Specifications	\$ 81,000.00
Jurisdictional Review/Plan Check/Permits	\$ 17,000.00
County Services (ISD Indirect)	\$ 210,000.00
<b>Total Project Budget</b>	<b>\$ 728,000.00</b>

COUNTY OF LOS ANGELES  
MID-YEAR BUDGET ADJUSTMENT

FY 2024-25  
4 - VOTES

SOURCES	USES
<b>LA COUNTY LIBRARY</b> B06-PL-2000-41200 SERVICES & SUPPLIES <b>DECREASE APPROPRIATION</b>	<b>LA COUNTY LIBRARY</b> B06-PL-6100-41200 OTHER FINANCING USES <b>INCREASE APPROPRIATION</b>
<b>3,471,000</b>	<b>3,471,000</b>
LA COUNTY LIBRARY ACO <b>ANGELO M. IACABONI LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89281 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>ANGELO M. IACABONI LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89281 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>703,000</b>	<b>703,000</b>
LA COUNTY LIBRARY ACO <b>ANTHONY QUINN LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89282 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>ANTHONY QUINN LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89282 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>762,000</b>	<b>762,000</b>
LA COUNTY LIBRARY ACO <b>CITY TERRACE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89283 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>CITY TERRACE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89283 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>686,000</b>	<b>686,000</b>
LA COUNTY LIBRARY ACO <b>HAWTHORNE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89284 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>HAWTHORNE LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89284 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>592,000</b>	<b>592,000</b>
LA COUNTY LIBRARY ACO <b>HERMOSA BEACH LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-96-9919-65052-89285 OPERATING TRANSFERS IN - CAPITAL PROJECTS <b>INCREASE REVENUE</b>	LA COUNTY LIBRARY ACO <b>HERMOSA BEACH LIBRARY RESTROOM REFURBISHMENT PROJECT</b> J12-CP-6014-65052-89285 CAPITAL ASSETS - B & I <b>INCREASE APPROPRIATION</b>
<b>728,000</b>	<b>728,000</b>
<b>SOURCES TOTAL</b>	<b>USES TOTAL</b>
<b>\$ 6,942,000</b>	<b>\$ 6,942,000</b>

**BOARD LETTER/MEMO  
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input 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 checked="" type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Department of Parks and Recreation	
<b>SUBJECT</b>	<b>APPROVE EXTENSION OF A LICENSE AGREEMENT FOR THE AQUATIC SAFETY PROGRAM AT THE BOATING INSTRUCTION AND SAFETY CENTER WITHIN THE WARREN M. DORN COMPLEX AT CASTAIC LAKE RECREATION AREA, AGREEMENT NUMBER 10342</b>	
<b>PROGRAM</b>	Land Lease Agreement	
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>	Contract Expiration Date is July 31, 2024. Amendment to extend the agreement must be executed prior to July 31, 2024.	
<b>COST &amp; FUNDING (REVENUE TO THE COUNTY)</b>	Total Annual Revenue: \$ 20,606	Funding source: N/A
	<b>TERMS (if applicable):</b> The Department of Parks and Recreation is requesting the Board delegate authority to the Director of Parks and Recreation to execute Amendment Number Three to Agreement Number 10342 to extend the term of the Agreement with the California State University at Northridge for 12 additional month-to-month periods. In addition, delegate authority to the Director of the Department of Parks and Recreation to amend, suspend, terminate, or assign this License Agreement, if deemed necessary, in accordance with the approved items and conditions of the License Agreement.	
<b>PURPOSE OF REQUEST</b>	Approval of the recommended actions will allow the execution of Amendment Number Three to License Agreement 10342 with the California State University at Northridge for 12 additional month-to-month periods to provide the time necessary to complete negotiations for a new License Agreement with CSUN and to ensure the continued operation of the Aquatic Safety Program at the BISC at Castaic Lake.	

<p><b>BACKGROUND</b> (include internal/external issues that may exist including any related motions)</p>	<p>The Castaic Lake State Recreation Area (Castaic Lake) is owned by the State of California (State). The County of Los Angeles (County) entered into an operating agreement (Operating Agreement) with the State for the operation and maintenance of Castaic Lake, which was scheduled to expire on November 17, 2019. This Operating Agreement was extended to November 17, 2026, to complete negotiations with the State for a new agreement. In addition, the County and the State executed an agreement for the financing and operation of a Boating Instruction and Safety Center (BISC) located within the Warren M. Dorn Complex at Castaic Lake to conduct instructional academic classes in boating instruction and water safety, in which the County agreed to operate, or cause to have operated.</p> <p>In fulfillment of the County's obligations for the operation of the BISC, the County entered into a license agreement (License Agreement) with the California State University Northridge (CSUN) to provide aquatic programming by conducting instructional academic classes in boating instruction and water safety. Additionally, CSUN conducts youth programming in aquatic safety, an educational and instructional component of CSUN's community service curriculum.</p> <p>The License Agreement between the County and CSUN is set to expire on July 31, 2024. Approval of the recommended actions will allow the execution of Amendment Number Three to extend the term of the License Agreement up to an additional 12-months, or until July 31, 2025, to provide the time necessary to complete negotiations for a new License Agreement and ensure the continued operation of the Aquatic Safety Program at the BISC. Collaborative meetings between the Department and CSUN need to be conducted to provide key information for the terms of the new agreement.</p>
<p><b>EQUITY INDEX OR LENS WAS UTILIZED</b></p>	<p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No If Yes, please explain how:</p>
<p><b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b></p>	<p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No If Yes, please state which one(s) and explain how:</p>
<p><b>DEPARTMENTAL CONTACTS</b></p>	<p>Name, Title, Phone # &amp; Email:  RUBEN LOPEZ, CHIEF OF CONTRACTS AND PROCUREMENT DIVISION (626) 588-5300, <a href="mailto:rlopez@parks.lacounty.gov">rlopez@parks.lacounty.gov</a></p> <p>BRENDA TOVAR, CONTRACTS SECTION HEAD (626) 588-5272, <a href="mailto:btovar@parks.lacounty.gov">btovar@parks.lacounty.gov</a></p>





COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION

*"Parks Make Life Better!"*

Norma E. García-González, Director

Alina Bokde, Chief Deputy Director

July 23, 2024

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:

**APPROVE EXTENSION OF A LICENSE AGREEMENT  
FOR THE AQUATIC SAFETY PROGRAM AT THE BOATING INSTRUCTION  
AND SAFETY CENTER WITHIN THE WARREN M. DORN COMPLEX AT  
CASTAIC LAKE RECREATION AREA  
AGREEMENT NUMBER 10342  
(SUPERVISORIAL DISTRICT 5) (3-VOTES)**

**SUBJECT**

The Department of Parks and Recreation is requesting the Board's approval and authorization to execute Amendment Number Three to Agreement Number 10342 to extend the term of the Agreement with the California State University at Northridge for 12 additional month-to-month periods, to allow the County and the California State University at Northridge to complete negotiations for a new operating agreement for the continued operations of Aquatic Safety Program at the Boating Instruction and Safety Center at Castaic Lake Recreation Area beginning August 1, 2024.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the proposed approval of the extension of the current Agreement Number 10342 is not a project under the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the agreement extension.
2. Delegate authority to the Director of Parks and Recreation, or her designee, to execute Amendment Number Three to extend Agreement Number 10342 with the California State University of Northridge for 12 additional month-to-month periods, for the continued operations of Aquatic Safety Program at the Boating Instruction and Safety Center at Castaic Lake Recreation Area beginning August 1, 2024.
3. Delegate authority to the Director of Parks and Recreation, or her designee, to amend, suspend, terminate, or assign this License Agreement, if deemed necessary, in accordance with the approved items and conditions of the License Agreement.

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

The Castaic Lake State Recreation Area (Castaic Lake) is owned by the State of California (State). The County of Los Angeles (County) entered into an operating agreement (Operating Agreement) with the State for the operation and maintenance of Castaic Lake, which was scheduled to expire on November 17, 2019. This Operating Agreement was extended to November 17, 2026, to complete negotiations with the State for a new agreement. In addition, the County and the State executed an agreement for the financing and operation of a Boating Instruction and Safety Center (BISC) located within the Warren M. Dorn Complex at Castaic Lake to conduct instructional academic classes in boating instruction and water safety, in which the County agreed to operate, or cause to have operated.

In fulfillment of the County's obligations for the operation of the BISC, the County entered into a license agreement (License Agreement) with the California State University Northridge (CSUN) to provide aquatic programming by conducting instructional academic classes in boating instruction and water safety. Additionally, CSUN conducts youth programming in aquatic safety, an educational and instructional component of CSUN's community service curriculum.

The License Agreement between the County and CSUN is set to expire on July 31, 2024. Approval of the recommended actions will allow the execution of Amendment Number Three to extend the term of the License Agreement up to an additional 12-months, or until July 31, 2025, to provide the time necessary to complete negotiations for a new License Agreement and ensure the continued operation of the Aquatic Safety Program at the BISC. Collaborative meetings between the Department and CSUN need to be conducted to provide key information for the terms of the new agreement.

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

The recommended actions uphold the County's Strategic Plan Goals to Improve Health Outcomes, by promoting comprehensive, inclusive, culturally-responsible care, health lifestyles, and the improvement of physical health outcomes (North Star 1.A.ii); Foster Vibrant and Resilient Communities, by increasing support for student and family school engagement and well-being through expansion of integrated student supports (North Star 2.F.iii), Manage and Maximize County Assets, by maximizing the use of County assets, guide strategic investments (including real estate and space management) in ways that are fiscally responsible and in alignment with the County's highest priority needs (North Star 3.G.ii).

### **FISCAL IMPACT/FINANCING**

In consideration of the recommended action CSUN will continue to pay the County the annual amount of \$20,606, a utility payment of \$12,000 per year for the cost of electricity

for the operation of the Aquatic Safety Program at the BISC and a minimum of twelve percent (12%) of its gross revenue from its Summer Youth Camp Program. The County's maintenance of the BISC exterior and interior areas will be offset by CSUN's rent payment.

County Counsel has approved the attached Amendment Number Three to the License Agreement as to form.

### **OPERATING BUDGET IMPACT**

As a result of the recommended actions, there will be no negative impact on the Department's Operating Budget and the recommended action will generate an annual revenue of \$20,606 to its operating budget from rent received. The Department will also receive additional revenue beyond the aforementioned rent from its share of CSUN's Summer Youth Program fees as stated in the Fiscal Impact/Financing Section.

The Department will maintain this revenue in its Operating Budget to offset the costs resulting from the facility usage of CSUN's aquatic programs.

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

The County of Los Angeles, through its Department of Parks and Recreation, is authorized by the provision of Government Code Section 25907 to grant licenses and leases for the provision of parks and recreation related activities.

Approval of the recommended actions is consistent with said Government Code.

County Counsel has approved Amendment Number Three attached as to form.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed approval of the License Agreement extension is categorically exempt from the California Environmental Quality Act (CEQA). The proposed action to extend the term of License Agreement Number 10342 with CSUN does not have significant effect on the environment in that it meets the criteria set forth in Section 15303(e) of the State CEQA Guidelines and Class 3 (b) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

### **CONTRACTING PROCESS**

On August 1, 2012, the County Board of Supervisors (Board) authorized the Director of Parks and Recreation to execute License Agreement Number 10342 with CSUN for a term of 10 years for the use of the BISC.

On January 3, 2022, pursuant to the Board's July 21, 2020, authorization for the implementation of economic relief measures due to the COVID-19 pandemic, the County

Honorable Board of Supervisors  
July 23, 2024  
Page 4

and CSUN executed Amendment Number One to mitigate the economic impacts to CSUN caused by mandatory closures of non-essential businesses due the COVID-19 pandemic.

On July 31, 2022, the County and CSUN executed Amendment Number Two to extend the term of the License Agreement for an additional one year, with the option of 12 additional month-to-month periods for a maximum of 24 months, expiring July 31, 2024; as authorized by the Board's action on July 26, 2022.

Following the execution of Amendment Number Two, the Department engaged CSUN and began negotiations to enter into a new License Agreement; however, negotiations with CSUN have not been finalized. Therefore, the County and CSUN wish to extend the term of the License Agreement to complete negotiations for a new License Agreement and to ensure the continued operation of the Aquatic Safety Program by CSUN at the BISC.

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

Approval of this action will ensure continued services by CSUN for the provision of water safety instruction and training to students and the public through its programs at the BISC.

### **CONCLUSION**

It is requested that two (2) adopted copies of the action taken by the Board be forwarded to the Department.

Should you have any questions please contact Ms. Brenda Tovar at (626) 588-5272 or via email at [btovar@lacounty.parks.gov](mailto:btovar@lacounty.parks.gov), or Mr. Ruben Lopez at (626) 588-5278 or via email at [rlopez@parks.lacounty.gov](mailto:rlopez@parks.lacounty.gov), or the Los Angeles County Department of Parks and Recreation Board Letter Liaison at [bll@parks.lacounty.gov](mailto:bll@parks.lacounty.gov).

Respectfully submitted,

Norma E. García-González  
Director

NEGG:AB:MR:RL:BT:AA:rc

Attachment

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

**AMENDMENT NUMBER THREE TO AGREEMENT NUMBER 10342  
FOR THE OPERATION OF THE AQUATIC SAFETY PROGRAM AT THE BOATING  
INSTRUCTION AND SAFETY CENTER WITHIN WARREN M. DORN COMPLEX  
AT CASTAIC LAKE RECREATION AREA**

**THIS AMENDMENT NUMBER THREE TO AGREEMENT NUMBER 10342 FOR THE OPERATION OF THE AQUATIC SAFETY PROGRAM AT THE BOATING INSTRUCTION AND SAFETY CENTER WITHIN WARREN M. DORN COMPLEX AT CASTAIC LAKE RECREATION AREA**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BY AND BETWEEN THE

**COUNTY OF LOS ANGELES**, a body corporate and politic, hereinafter referred to as “**County**”,

AND

**CALIFORNIA STATE UNIVERSITY AT NORTHRIDGE**, an agency of the State of California hereinafter referred to as “**CSUN**”,

**RECITALS**

**WHEREAS**, the County and the State of California (State) entered into an Operating Agreement Number 15764, dated November 18, 1969, whereby the County agreed to operate, maintain and control Castaic Lake State Recreation Area (Castaic Lake); and

**WHEREAS**, pursuant to the Operating Agreement with the State, on August 1, 2012, the Board authorized the Director to execute License Agreement Number 10342 (License Agreement) with CSUN for a term of ten (10) years for the use of the Boating Instruction and Safety Center (BISC), located within the Warren M. Dorn Complex at Castaic Lake to conduct instructional academic classes in boating instruction and water safety at the BISC; and

**WHEREAS**, on January 3, 2022, pursuant to the Board's July 21, 2020 authorization for the implementation of economic relief measures due to the COVID-19 pandemic, the County and CSUN executed Amendment Number One to mitigate the economic impacts to CSUN caused by mandatory closures of non-essential businesses due the COVID-19 pandemic and add the Counterparts and Electronic Signature provision to the existing agreement; and

**WHEREAS**, pursuant to the License Agreement Section 9.1, Agreement Enforcement and Amendment to the Agreement, the License Agreement may be modified only by further written agreement between the parties hereto; and

**WHEREAS**, on July 31, 2022, the County and CSUN executed Amendment Number Two to extend the term of the License Agreement for an additional one (1) year, with the option of twelve (12) additional month-to-month periods for a maximum of 24 months, to allow the County and the State to complete negotiations for a new Operating Agreement and provide the Department of Parks and Recreation the time necessary to work on-going maintenance issues and details of the new agreement with CSUN and to ensure the continued operation of the Aquatic Safety Program at the BISC at Castaic Lake; and

**WHEREAS**, the County and CSUN wish to extend the term of the License Agreement for twelve (12) additional month-to-month periods, to allow the Department of Parks and Recreation the time necessary to complete the new License Agreement negotiations with CSUN and ensure the continued operation of the Aquatic Safety Program at the BISC at Castaic Lake.

**NOW THEREFORE**, in consideration of the mutual promises, covenants and conditions set forth herein, the County and CSUN agree that the License Agreement between them shall be amended as follows:

- I. Section 4.0, **TERM**, is amended to add subsection 4.5, as follows:

**4.0 TERM**

**4.4** The License Agreement term shall be extended for an additional twelve (12) month-to-month periods beginning on **August 1, 2024**, following Board of Supervisors approval.

- II. Add Section **9.63, COMPLIANCE WITH THE COUNTY POLICY OF EQUITY**, as follows:

**9.63 COMPLIANCE WITH THE COUNTY POLICY OF EQUITY**

The Licensee 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 Licensee 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 Licensee, its employees and Sublicensees acknowledge and certify receipt and understanding of the CPOE. Failure of the Licensee, 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 Licensee to termination of contractual agreements as well as civil liability.

- III. Add Section **9.64, CAMPAIGN CONTRIBUTION PROHIBITION FOLLOWING FINAL DECISION IN CONTRACT PROCEEDING**, as follows:

**9.64 CAMPAIGN CONTRIBUTION PROHIBITION FOLLOWING FINAL DECISION IN CONTRACT PROCEEDING**

Pursuant to Government Code Section 84308, Licensee and its subcontractors, are prohibited from making a contribution of more than \$250 to a County officer for twelve (12) months after the date of the final decision in the proceeding involving this Agreement. Failure to comply with the provisions of Government Code Section 84308 and of this paragraph, may be a material breach of this Agreement as determined in the sole discretion of the County.

IV. **RATIFICATION**

All other terms, conditions, covenants and promises of the Agreement not affected by this Amendment Number Three shall remain in full force and effect and are hereby reaffirmed.

V. **EFFECTIVE DATE**

The effective date of this Amendment Number Three shall be the date, month, and year first written above.



**IN WITNESS WHEREOF**, CSUN has executed this Amendment Number Three, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Agreement to be executed on its behalf by the Director of the Department of Parks and Recreation thereof, the day and year first above written.

**COUNTY OF LOS ANGELES**

By \_\_\_\_\_  
NORMA GARCÍA-GONZÁLEZ, Director  
Department of Parks and Recreation

**CALIFORNIA STATE OF UNIVERSITY  
AT NORTHRIDGE**

By \_\_\_\_\_  
Deborah A. Flugum  
Director and Chief Procurement Officer,  
Purchasing & Contract Administration

**APPROVED AS TO FORM:**

DAWYN R. HARRISON  
Acting County Counsel

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

## CONTRIBUTION AND AGENT DECLARATION FORM

This form must be completed separately by all bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles ("County").

Pursuant to the Levine Act (Government Code section 84308), a member of the Board of Supervisors, other elected County officials (the Sheriff, Assessor, and the District Attorney), and other County employees and/or officers ("County Officers") are disqualified and not able to participate in a proceeding involving contracts, franchises, licenses, permits and other entitlements for use if the County Officer received more than \$250 in contributions in the past 12 months from the bidder, proposer or applicant, any paid agent of the bidder, proposer, or applicant, or any financially interested participant who actively supports or opposes a particular decision in the proceeding.

**State law requires you to disclose information about contributions made by you, your company, and lobbyists and agents paid to represent you. Failure to complete the form in its entirety may result in significant delays in the processing of your application and potential disqualification from the procurement or application process.**

**You must fully answer the applicable questions below. You ("Declarant"), or your company, if applicable, including all entities identified below (collectively, "Declarant Company") must also answer the questions below. The term "employee(s)" shall be defined as employees, officers, partners, owners, or directors of Declarant Company.**

**An affirmative response to any questions will not automatically cause the disqualification of your bid/proposal, or the denial of your application for a license, permit or other entitlement. However, failure to answer questions completely, in good faith, or providing materially false answers may subject a bidder/proposer to disqualification from the procurement.**

*This material is intended for use by bidders/proposers, including all prime contractors and subcontractors, and by all applicants for licenses, permits, and other entitlements for use issued by the County of Los Angeles and does not constitute legal advice. If you have questions about the Levine Act and how it applies to you, you should call your lawyer or contact the Fair Political Practices Commission for further guidance.*

## CONTRIBUTION AND AGENT DECLARATION FORM

Complete each section below. State "none" if applicable.

### A. COMPANY OR APPLICANT INFORMATION

1) Declarant Company or Applicant Name:

[Click or tap here to enter text.](#)

a) If applicable, identify all subcontractors that have been or will be named in your bid or proposal: [Click or tap here to enter text.](#)

b) If applicable, variations and acronyms of Declarant Company's name used within the past 12 months: [Click or tap here to enter text.](#)

c) Identify all entities or individuals who have the authority to make decisions for you or Declarant Company about making contributions to a County Officer, regardless of whether you or Declarant Company have actually made a contribution:

[Click or tap here to enter text.](#)

### **[IF A COMPANY, ANSWER QUESTIONS 2 - 3]**

2) Identify only the Parent(s), Subsidiaries and Related Business Entities that Declarant Company has controlled or directed, or been controlled or directed by. "Controlled or directed" means shared ownership, 50% or greater ownership, or shared management and control between the entities.

a) Parent(s):

[Click or tap here to enter text.](#)

b) Subsidiaries:

[Click or tap here to enter text.](#)

c) Related Business Entities:

[Click or tap here to enter text.](#)

3) If Declarant Company is a closed corporation (non-public, with under 35 shareholders), identify the majority shareholder.

[Click or tap here to enter text.](#)

4) Identify all entities (proprietorships, firms, partnerships, joint ventures, syndicates, business trusts, companies, corporations, limited liability companies, associations, committees, and any other organization or group of persons acting in concert) whose contributions you or Declarant Company have the authority to direct or control.

[Click or tap here to enter text.](#)

## CONTRIBUTION AND AGENT DECLARATION FORM

- 5) Identify any individuals such as employees, agents, attorneys, law firms, lobbyists, and lobbying firms who are or who will act on behalf of you or Declarant Company and who will receive compensation to communicate with a County Officer regarding the award or approval of **this** contract or project, license, permit, or other entitlement for use.

*(Do **not** list individuals and/or firms who, as part of their profession, either (1) submit to the County drawings or submissions of an architectural, engineering, or similar nature, or (2) provide purely technical data or analysis, and who will not have any other type of communication with a County agency, employee, or officer.)*

[Click or tap here to enter text.](#)

- 6) If you or Declarant Company are a 501(c)(3) non-profit organization, identify the compensated officers of your organization and the compensated members of your board.

[Click or tap here to enter text.](#)

**B. CONTRIBUTIONS**

- 1) Have you or the Declarant Company solicited or directed your employee(s) or agent(s) to make contributions, whether through fundraising events, communications, or any other means, to a County Officer in the past 12 months? If so, provide details of each occurrence, including the date.

<b>Date</b> (contribution solicited, or directed)	<b>Recipient Name</b> (elected official)	<b>Amount</b>
<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>
<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>
<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>

\*Please attach an additional page, if necessary.

- 2) Disclose all contributions made by you or any of the entities and individuals identified in Section A to a County officer in the past 12 months.

<b>Date</b> (contribution made)	<b>Name</b> (of the contributor)	<b>Recipient Name</b> (elected official)	<b>Amount</b>
<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>
<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>
<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>	<u><a href="#">Click or tap here to enter text.</a></u>

\*Please attach an additional page, if necessary.

## CONTRIBUTION AND AGENT DECLARATION FORM

### C. DECLARATION

By signing this Contribution and Agent Declaration form, you (Declarant), or you and the Declarant Company, if applicable, attest that you have read the entirety of the Contribution Declaration and the statements made herein are true and correct to the best of your knowledge and belief. (Only complete the one section that applies.)

There are [Click or tap here to enter text.](#) additional pages attached to this Contribution Declaration Form.

### **COMPANY BIDDERS OR APPLICANTS**

I, [Click or tap here to enter text.](#) (Authorized Representative), on behalf of [Click or tap here to enter text.](#)(Declarant Company), at which I am employed as [Click or tap here to enter text.](#) (Title), attest that after having made or caused to be made a reasonably diligent investigation regarding the Declarant Company, the foregoing responses, and the explanation on the attached page(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject Declarant Company to consequences, including disqualification of its bid/proposal or delays in the processing of the requested contract, license, permit, or other entitlement.

### **IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:**

By signing this Contribution and Agent Declaration form, you also agree that, if Declarant Company hires an agent, such as, but not limited to, an attorney or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, you agree to inform the County of the identity of the agent or lobbyist and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by the Declarant Company, or, if applicable, any of the Declarant Company's proposed subcontractors, agents, lobbyists, and employees who have communicated or will communicate with the County about this contract, license, permit, or other entitlement after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

\_\_\_\_\_  
Signature

[Click or tap here to enter text.](#)

Date

## CONTRIBUTION AND AGENT DECLARATION FORM

### **INDIVIDUAL BIDDERS OR APPLICANTS**

I, [Click or tap here to enter text.](#), declare that the foregoing responses and the explanation on the attached sheet(s), if any, are correct to the best of my knowledge and belief. Further, I understand that failure to answer the questions in good faith or providing materially false answers may subject me to consequences, including disqualification of my bid/proposal or delays in the processing of the requested license, permit, or other entitlement.

### **IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS:**

If I hire an agent or lobbyist during the course of these proceedings and will compensate them for communicating with the County about this contract, project, permit, license, or other entitlement for use, I agree to inform the County of the identity of the agent or lobbyist and the date of their hire. I also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County official (the Sheriff, Assessor, and the District Attorney), or any other County officer or employee by me, or an agent such as, but not limited to, a lobbyist or attorney representing me, that are made after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested contract, license, permit, or entitlement for use.

\_\_\_\_\_  
Signature

[Click or tap here to enter text.](#)

Date

**BOARD LETTER/MEMO  
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input checked="" 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 checked="" type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Department of Parks and Recreation	
<b>SUBJECT</b>	<b>APPROVAL OF SOLE SOURCE AMENDMENT EXTENSIONS TO CONTRACTS WITH CONEJO CREST LANDSCAPE, INC. AND MARIPOSA LANDSCAPES, INC. FOR PARK MAINTENANCE AND PARK MOWING SERVICES AT VARIOUS COUNTY PARKS</b>	
<b>PROGRAM</b>	Prop A services for park maintenance and mowing services.	
<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 amendments	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>	One of the agreements being recommended for extension expires on July 31, 2024. This is the last Board Agenda date in order to have a Board-approved extension by the July 31, 2024 expiration date.	
<b>COST &amp; FUNDING (REVENUE TO THE COUNTY)</b>	Total Annual Revenue:	Funding source: Fiscal Year 24-25 Operating budget
	N/A	
	TERMS (if applicable):	
<b>PURPOSE OF REQUEST</b>	Approval of the recommended actions will extend the expiration date for these three contracts for no more than four months, through November 30, 2024, and will provide sufficient time for DPR to complete the Request for Proposals (RFP) for Landscape, Park Maintenance, and Mowing Services at Various County Facilities and seek approval by the Board of Supervisors (Board) of the new long-term contracts.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	On June 28, 2016, the Board approved Contract Number 78509 for Park Maintenance Services with Conejo Crest Landscape, Inc. for the Altadena Area Parks. The Contract was for an initial term of five years with three one-year renewal options, for a maximum term of eight years. The Director of Parks and Recreation (Director) has exercised the three one-year renewal options, and the Contract will expire on July 31, 2024. DPR is proposing a further four-month extension of this Contract. On September 6, 2016, the Board approved Contract Number 78524 for	

	<p>Park Mowing Services with Mariposa Landscapes, Inc. for the Frank G. Bonelli Regional Park. The Contract was for an initial term of five years with three one-year renewal options, for a maximum term of eight years. The Director has exercised the three one-year renewal options, and the Contract will expire on September 30, 2024. DPR is proposing a further two-month extension of this Contract.</p> <p>On September 13, 2016, the Board approved Contract Number 78529 for Park Maintenance Services with Mariposa Landscapes, Inc. for the La Puente Area Parks. The Contract was for an initial term of five years with three one-year renewal options, for a maximum term of eight years. The Director has exercised the three one-year renewal options, and the Contract will expire on September 30, 2024. DPR is proposing a further two-month extension of this Contract.</p> <p>To comply with Board Policy 5.100, Sole Source Contracts, DPR prepared and submitted the attached Notification of Intent to Negotiate New Sole Source Agreement Extensions with Conejo Crest Landscape, Inc. and Mariposa Landscapes, Inc. to the Board.</p> <p>DPR released an RFP on November 29, 2023, for five new contracts for Landscape, Park Maintenance, and Mowing Services at Various County Facilities. DPR Contracts' staff are currently in the final phases of the RFP process and have completed contract negotiations with the recommended contractors for each park location. These contractors will be recommended to your Board for contract award on the upcoming Board agenda date of November 19, 2024.</p>
<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: Ruben Lopez, Regional Operations Manager, Contracts and Procurement Division (626) 588-5300, <a href="mailto:rlopez@parks.lacounty.gov">rlopez@parks.lacounty.gov</a>  Alana White, Section Head, Contracts and Procurement Division, (626) 588-5260, <a href="mailto:awhite2@parks.lacounty.gov">awhite2@parks.lacounty.gov</a>





COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION

*"Parks Make Life Better!"*

Norma E. García-González, Director

Alina Bokde, Chief Deputy Director

July 23, 2024

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:

**APPROVAL OF SOLE SOURCE AMENDMENT EXTENSIONS TO CONTRACTS  
WITH CONEJO CREST LANDSCAPE, INC. AND MARIPOSA LANDSCAPES, INC.  
FOR PARK MAINTENANCE AND PARK MOWING SERVICES AT VARIOUS  
COUNTY PARKS (SUPERVISORIAL DISTRICTS 1 and 5) (3 VOTES)**

**SUBJECT**

Approval of the recommended actions will delegate authority to the Director of Parks and Recreation, or her designee, to execute sole source amendment extensions with Conejo Crest Landscape, Inc. and Mariposa Landscapes, Inc. for Park Maintenance and Park Mowing Services, to extend the existing Contracts for a period not to exceed four months.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the proposed approval of the Contract amendments for Park Maintenance and Park Mowing Services is not a project under the California Environmental Quality Act, for the reasons stated in this Board letter and in the record of the Contract amendments.
2. Delegate authority to the Director of Parks and Recreation, or her designee, to execute sole source amendments to Contract Number 78509 with Conejo Crest Landscape, Inc. with an expiration date of July 31, 2024, at a total cost not to exceed \$81,908; Contract Number 78524 with Mariposa Landscapes, Inc. with an expiration date of September 30, 2024, at a total cost not to exceed \$9,360; and Contract Number 78529 with Mariposa Landscapes, Inc. with an expiration date of September 30, 2024, at a total cost not to exceed \$83,573, upon approval as to form by County Counsel, to further extend the Contracts up to four months, for the sole purpose of completing the Request for Proposals solicitation for the Landscape, Park Maintenance, and Mowing Services released November 2023.

3. Delegate authority to the Director of Parks and Recreation, or her designee, to increase the Contract amount by/up to ten percent in any year, for any additional or unforeseen services within the scope of the Contract.

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

The County of Los Angeles Department of Parks and Recreation (DPR) currently has three contracts for Park Maintenance and Park Mowing Services with Conejo Crest Landscape, Inc. and Mariposa Landscapes, Inc. for services at various County parks. Quality park maintenance and park mowing services ensure that parks, baseball fields, community centers, and other public areas are safe, clean, and available for visitor use and are maintained to standardized conditions in a cost-effective manner. These contracts are set to expire as early as July 31, 2024, and have no further extension options available.

Approval of the recommended actions will extend the expiration date for these three contracts for no more than four months, through November 30, 2024, and will provide sufficient time for DPR to complete the Request for Proposals (RFP) for Landscape, Park Maintenance and Mowing Services at Various County Facilities and seek approval by the Board of Supervisors (Board) of the new long-term contracts. DPR will return to your Board on November 19, 2024 to seek approval and execution of the new contracts.

Please note only three of the five contracts being solicited under the RFP will need to be extended as the other two contracts will not expire until after DPR's targeted Board agenda date of November 19, 2024.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The recommended actions uphold the County's Strategic Plan Goals to Foster Vibrant and Resilient Communities, by focusing on Sustainability through Natural Resources to support thriving ecosystems, habitation, and biodiversity (North Star 2.D.iii); and by focusing on Community Connections to invest in our communities and create public spaces and programs that are welcoming, accessible, where all residents can easily build relationships, create social networks, and feel connected and can access opportunities (North Star 2.F.).

### **FISCAL IMPACT/FINANCING**

The following are the total maximum contract amounts for the extension periods:

- Four-month extension of Contract Number 78509: \$81,908
- Two-month extension of Contract Number 78524: \$9,360
- Two-month extension of Contract Number 78529: \$83,573

### **OPERATING BUDGET IMPACT**

The recommended amendments for contract extensions will not result in additional costs. Sufficient funds are available in DPR's Fiscal Year 2024-2025 Operating Budget for the total cost of \$174,841.

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

Pursuant to the Change Notices and Amendments section of the Contract, the Contract may be amended only by further written agreement between the parties. Any such modification shall not be effective unless and until executed by the contractor and in the case of County, until approved by the Board. The recommended action will allow the Director of Parks and Recreation (Director), or her designee, to negotiate and execute amendments to the Contracts upon approval as to form by County Counsel, to extend the Contract term and add and/or change certain terms and conditions as required by your Board.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed approval of the Contract amendments for the extension of Park Maintenance and Park Mowing Services is not subject to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a project by section 21065 of the Public Resources Code and section 15378(b) of the State CEQA Guidelines. This proposed action to extend the existing contracts is an organizational or administrative activity of government which will not result in direct or indirect physical changes to the environment.

### **CONTRACTING PROCESS**

On June 28, 2016, the Board approved Contract Number 78509 for Park Maintenance Services with Conejo Crest Landscape, Inc. for the Altadena Area Parks. The Contract was for an initial term of five years with three one-year renewal options, for a maximum term of eight years. The Director has exercised the three one-year renewal options, and the Contract will expire on July 31, 2024. DPR is proposing a further four-month extension of this Contract.

On September 6, 2016, the Board approved Contract Number 78524 for Park Mowing Services with Mariposa Landscapes, Inc. for the Frank G. Bonelli Regional Park. The Contract was for an initial term of five years with three one-year renewal options, for a maximum term of eight years. The Director has exercised the three one-year renewal options, and the Contract will expire on September 30, 2024. DPR is proposing a further two-month extension of this Contract.

On September 13, 2016, the Board approved Contract Number 78529 for Park Maintenance Services with Mariposa Landscapes, Inc. for the La Puente Area Parks.

The Contract was for an initial term of five years with three one-year renewal options, for a maximum term of eight years. The Director has exercised the three one-year renewal options, and the Contract will expire on September 30, 2024. DPR is proposing a further two-month extension of this Contract.

To comply with Board Policy 5.100, Sole Source Contracts, DPR prepared and submitted the attached Notification of Intent to Negotiate New Sole Source Agreement Extensions with Conejo Crest Landscape, Inc. and Mariposa Landscapes, Inc. to the Board.

DPR released an RFP on November 29, 2023, for five new contracts for Landscape, Park Maintenance and Mowing Services at Various County Facilities. DPR Contracts' staff are currently in the final phases of the RFP process and have completed contract negotiations with the recommended contractors for each park location. These contractors will be recommended to your Board for contract award on the upcoming Board agenda date of November 19, 2024.

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

Approval of this action will ensure continued public access to County parks.

### **CONCLUSION**

It is requested that two adopted copies of the action taken by the Board be forwarded to DPR.

Should you have any questions please contact Ms. Alana White at (626) 588-5260 or via email at [awhite2@parks.lacounty.gov](mailto:awhite2@parks.lacounty.gov), or Mr. Ruben Lopez at (626) 588-5278 or via email at [rlopez@parks.lacounty.gov](mailto:rlopez@parks.lacounty.gov), or Ms. Johanna Hernandez at (626) 588-5370 or via email at [bll@parks.lacounty.gov](mailto:bll@parks.lacounty.gov).

Respectfully submitted,

Norma E. García-González  
Director

NEGG:AB:MR  
RL:AW:HC:rc

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input type="checkbox"/> 1 <sup>st</sup> <input checked="" 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>	Department of Parks and Recreation	
<b>SUBJECT</b>	Franklin D. Roosevelt Park Tech Center Remodeling Project	
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost: \$506,000	Funding source: Capital Project No. 8A060, offset with one-time revenue from California Budget Act of 2022, which is deposited into ISD's XA6 Delete The Divide Trust Account
	TERMS (if applicable):	
	Explanation: Approval of the enclosed appropriation adjustment will transfer \$506,000 of appropriation to the Franklin D. Roosevelt Park Tech Center Remodeling, Capital Project No. 8A060, offset with one-time revenue from the California Budget Act of 2022, which has been deposited in the ISD's XA6 Delete The Divide Trust Account, in order to fully fund the proposed Project.	
<b>PURPOSE OF REQUEST</b>	Approve a finding that the Franklin D. Roosevelt Park Tech Center Remodeling Project is exempt from the California Environmental Quality Act, establish, and approve Capital Project No. 8A060, delegate authority to the Director of the Internal Services Department (ISD), or designee, to accept and execute grant funds, approve the project budget and appropriation adjustment, and authorize the Director of ISD, or designee, to complete the proposed project using both ISD personnel and outside contractor(s) using a Board-approved Job Order Contract.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The proposed Project will remodel existing spaces within FDR Park's Senior Center and Gymnasium. To support the Los Angeles County "Delete the Divide" Initiative, stakeholders requested that ISD develop an estimate (with supporting plan) to meet the State grant-funding requirements to construct a technology center within the Firestone-Florence community. As envisioned, the proposed technology center will greatly increase both digital equity and accessibility for the community.	
<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: Thomas DeSantis, P&PM Division Manager, (323) 267-3467, TDesantis@isd.lacounty.gov	



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

**MICHAEL OWH**  
Director

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

*Speed. Reliability. Value.*

July 23, 2024

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:

**DEPARTMENT OF PARKS AND RECREATION  
FRANKLIN D. ROOSEVELT PARK TECH CENTER REMODELING PROJECT  
CATEGORICAL EXEMPTION  
ESTABLISH AND APPROVE CAPITAL PROJECT NO. 8A060  
APPROVE PROJECT BUDGET AND APPROPRIATION ADJUSTMENT  
AUTHORIZE USE OF JOB ORDER CONTRACT  
(FY 2024-25)  
(SUPERVISORIAL DISTRICT 2)  
(4 VOTES)**

**SUBJECT**

Approve a finding that the Franklin D. Roosevelt Park Tech Center Remodeling Project is exempt from the California Environmental Quality Act (CEQA), establish, and approve Capital Project No. 8A060, delegate authority to the Director of the Internal Services Department (ISD), or designee, to accept and execute grant funds, approve the project budget and appropriation adjustment, and authorize the Director of ISD, or designee, to complete the proposed project using both ISD personnel and outside contractor(s) using a Board-approved Job Order Contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed Franklin D. Roosevelt Park Tech Center Remodeling Project exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this letter and in the record of the project.

2. Delegate authority to the Director of the Internal Services Department (ISD), or designee, to accept grant funds, conduct all negotiations; and execute and submit all documents including, but not limited to, agreements and amendments which may be necessary for the completion of the Franklin D. Roosevelt Park Tech Center Room remodeling Project, from one-time revenue in the amount of \$2,000,000 from the California Budget Act of 2022 which was deposited in ISD's XA6 Delete The Divide Trust Account.
3. Establish and approve the proposed Franklin D. Roosevelt Park Tech Center Room Remodeling Project, Capital Project No. 8A060 with a total budget of \$506,000.
4. Approve the enclosed appropriation adjustment to transfer \$506,000 of funding to the Franklin D. Roosevelt Park Tech Center Remodeling, Capital Project No. 8A060, offset with one-time revenue from the California Budget Act of 2022, which has been deposited in ISD's XA6 Delete The Divide Trust Account, in order to fully fund the proposed Project.
5. Authorize the Director of the Internal Services Department, or designee, to complete the Franklin D. Roosevelt Park Tech Center Remodeling Project using both ISD personnel and an outside contractor obtained through a Board-approved Job Order Contract.

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

Approval of the above recommendations will find the proposed Franklin D. Roosevelt (FDR) Park Tech Center Remodeling Project (Project) exempt from the California Environmental Quality Act (CEQA), allow ISD to accept grant funds and execute all grant documents; establish and approve Capital Project No. 8A060, approve the project budget and the appropriation adjustment, and authorize ISD to complete the proposed Project using both ISD personnel and an outside contractor obtained through a Board-approved Job Order Contract (JOC) .

The proposed Project will remodel existing spaces within FDR Park's Senior Center and Gymnasium located at 7600 Graham Ave, Los Angeles, CA 90001. To support the Los Angeles County "Delete the Divide" Initiative, stakeholders requested that ISD develop an estimate (with supporting plan) to meet the State grant-funding requirements to construct a technology center within the Firestone-Florence community. As envisioned, the proposed technology center will greatly increase both digital equity and accessibility for the community. This center would be a hub for technology training, educational use, and computer access in an area where many households do not have internet access or a home computer.

ISD evaluated the Senior Center and Gymnasium, which are both located at FDR Park. The proposed project would include placement of as many computer workstations as is comfortable in the small conference room located in the Senior Center. ISD would also provide four computer workstations in the Youth Recreation Room located next to the Gymnasium.

The proposed internal remodeling work for these buildings includes the removal of existing ceiling tiles, flooring tiles, drywall, electrical conduit lines, and a cork board; the installation of fireproofing sealant for the conduits, wood framing, and backing for a TV, drywall, ceiling tiles, flooring tiles, lighting,

electrical receptacles, cables, HVAC ductwork, registers, and grilles, and fire alarm sensors; and the application of paint. The procurement of furniture, fixtures, and equipment (FF&E) will be handled through a separate purchase order and is included in the total cost for the Proposed project.

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

In September 2023, the California Governor's Office of Business and Economic Development awarded the County of Los Angeles \$2,000,000 to convert existing space at FDR Park into a technology center. The estimated budget for the proposed Project is currently estimated at \$506,000. The remaining budget will be used for computer equipment, marketing and engagement, and staffing support until ongoing funds are identified.

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

These recommendations support the County Strategic Plan: North Star 3: Realize Tomorrow's Government Today, Focus Area Goal G: Internal Controls and Processes, Strategy ii. Manage and Maximize County Assets by investing in public infrastructure that will improve the operational effectiveness of an existing County asset.

### **Green Building/Sustainable Design Program**

The proposed Project will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

The project would be designed and constructed to comply with Title 24 of the California Code of Regulations. Title 24 contains building standards to conserve electricity and natural gas in new and existing buildings within the State. When possible, ISD will document all Title 24 related improvements that qualify for Leadership in Energy and Environmental Design (LEED) building points to apply toward future LEED certification for the County buildings.

### **FISCAL IMPACT/FINANCING**

The total cost for the proposed Project is currently estimated at \$506,000, which includes construction, change order allowance, jurisdictional approvals, FF&E and ISD County services (Enclosure A). The remaining grant budget will be used for computer equipment, marketing and engagement, and staffing support until ongoing funds are identified.

Approval of the enclosed appropriation adjustment will transfer \$506,000 of appropriation to the Franklin D. Roosevelt Park Tech Center Remodeling, Capital Project No. 8A060, offset with one-time revenue from the California Budget Act of 2022, which has been deposited in the ISD's XA6 Delete The Divide Trust Account, in order to fully fund the proposed Project.

### **Operating Budget Impact**



It is anticipated that the occupancy and ongoing operation of this space will minimally increase operating and maintenance costs. As a result, the Department of Parks and Recreation may submit to the Chief Executive Office (CEO) a funding request through the budget process. The Department will work on the funding request with the CEO to allow the Department to operate and maintain the new facility.

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

In accordance with the Board's Local and Targeted Worker Hire Policy, updated on May 17, 2023, the proposed Project will include a best-efforts Local Worker hiring goal of at least thirty percent (30%). The "Targeted Worker" component will not be included as part of the proposed Project.

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the proposed Project is exempt from the Civic Art Allocation because the estimated eligible project costs are less than \$500,000.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA. The scope of work consists of remodeling the interior of an existing space. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that the work will meet the exemption criteria set forth in Sections 15301(d), 15302, and 15303 of the State CEQA Guidelines and Classes 1(c), 2, and 3 of the County's Environmental Document Reporting Procedures and Guidelines, and Appendix G because the work includes repairs and minor alterations to existing public facilities with negligible or no expansion of use, replacement of features with the same purpose and capacity, and the installation of equipment at existing facilities.

In addition, based on the records of the proposed project, it will comply with all applicable regulations, the project site is not in a sensitive environment and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code section 65962.5, or any indications that the project may cause a substantial adverse change in the significance of a historic resource that would make the exemptions inapplicable.

Upon the Board's approval of the proposed project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk and with the State Clearinghouse in the Office of Planning and Research in accordance with section 21152 of the California Public Resources Code and will post the Notice to its website in accordance with section 21092.2.

### **CONTRACTING PROCESS**

The proposed Project will be completed using an ISD Board-approved JOC for the construction and ISD Crafts personnel. The standard Board-directed clauses, including those that provide for contract termination and hiring qualified displaced county employees, are included in all JOCs.

The JOCs contain the Board's other required provisions, including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law, and the Child Support program.

The JOC contractor who will perform the work is required to fully comply with all applicable legal requirements, which among other things, include Chapters 2.200 (Child Support Compliance Program) and 2.203 (Contractor Employee Jury Service Program) of the Los Angeles County Code, and Section 1774 of the California Labor Code pertaining to payment of prevailing wages.

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

Approval of the recommendations will have minimal impact on current county services.

**CONCLUSION**

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

Respectfully submitted,

Michael Owh  
Director

MO:ME:TD:sy

Enclosures

C: Executive Office, Board of Supervisors  
Chief Executive Office  
County Counsel  
Department of Parks and Recreation

**PROJECT INFORMATION SHEET  
SCHEDULE AND BUDGET SUMMARY**

<b>PROJECT :</b>	<b>FDR Park Tech Center</b>
<b>CAPITAL PROJECT NO. :</b>	<b>8A060</b>

<b>I. PROJECT SCHEDULE</b>		
<b>Project Activity</b>	<b>Duration</b>	<b>Scheduled Completion Date</b>
Complete Construction Documents	N/A	N/A
Jurisdictional Approval	N/A	N/A
Award Construction Contract	1 months following Board approval	Aug 2024
Substantial Completion	3 months following Board approval	Oct 2024
Project Acceptance	4 months following Board approval	Nov 2024

<b>II. BUDGET SUMMARY</b>	
<b>Budget Category</b>	<b>Proposed Budget</b>
Construction	
Construction	\$ 288,000.00
Change Orders (Contingency)	\$ 48,000.00
<b>Subtotal</b>	<b>\$ 336,000.00</b>
Civic Art (if not exempt)	\$ -
Plans and Specifications	\$ -
Jurisdictional Review/Plan Check/Permits	\$ 9,000.00
FF&E	\$ 69,000.00
County Services (ISD Indirect)	\$ 92,000.00
<b>Total Project Budget</b>	<b>\$ 506,000.00</b>

PINK

BA FORM 10142022

BOARD OF SUPERVISORS  
OFFICIAL COPY

July 23, 2024

COUNTY OF LOS ANGELES

**REQUEST FOR APPROPRIATION ADJUSTMENT**

INTERNAL SERVICES DEPARTMENT

**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFORE**

**FY 2023-24**

**4 - VOTES**

SOURCES		USES	
PARKS AND RECREATION FRANKLIN D. ROOSEVELT PARK TECH CENTER REMODELING A01-CP-96-9919-65043-8A060 OPERATING TRANSFERS IN - CAPITAL PROJECTS INCREASE REVENUE	506,000	PARKS AND RECREATION FRANKLIN D. ROOSEVELT PARK TECH CENTER REMODELING A01-CP-6014-65043-8A060 CAPITAL ASSETS - B & I INCREASE APPROPRIATION	506,000
<b>SOURCES TOTAL</b>	<b>\$ 506,000</b>	<b>USES TOTAL</b>	<b>\$ 506,000</b>

**JUSTIFICATION**

Reflects a transfer of \$506,000 to the Franklin D. Roosevelt Park Tech Center Remodeling, Capital Project No. 8A060, offset with one-time revenue from the California Budget Act of 2022, which has been deposited in ISD's XA6 Delete The Divide Trust Account, in order to fully fund the project.

**AUTHORIZED SIGNATURE**

Vanessa Esparza, General Manager

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

APPROVED AS REVISED

AUDITOR-CONTROLLER

BY

CHIEF EXECUTIVE OFFICER

BY

B.A. NO.

DATE

DATE

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<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>	Construction-Related Contracts Municipal Services Core Service Area, Consultant Services Agreements for On-Call Building and Safety Inspection, Permit Technician, and Related Services	
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost: \$ 25,000,000	Funding source: Various Public Works funds (Services and Supplies)
	TERMS (if applicable): 3-year period with two optional 1-year extensions	
	Explanation: It is expected that the initial 3-year term of the agreements will start during Fiscal Year (FY) 2024-25 and conclude in FY 2026-27. The two 1-year extension options, if exercised, would be operative through FY 2027-28 and FY 2028-29. When the 25 percent supplement is exercised by Public Works, the Board will be notified.	
<b>PURPOSE OF REQUEST</b>	<p>The purpose of this action is to contract for on-call building and safety inspection, permit technician, and related services to meet the potential demand from our customers. The consultant services agreements will provide Public Works with the flexibility to augment staffing levels on an on-call basis. This flexibility is needed to meet the intermittent demands for additional building and safety inspection, permit technician, and related services resulting from varying levels of construction activity due to economic forces, seasonal variations, and emergencies.</p>	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	<p>Public Works is committed to providing a high-level of customer service. In times of peak development, it is essential to maintain customer service levels to support development by a wide range of customers. Customers include homeowners, contractors, private developers, and County sponsored development. To support this customer base, when the workload exceeds staff capacity during peak periods, on-call contract inspection, permit technician, and related services may be used to supplement production. During emergencies, such as the past Woolsey Fire, and COVID-19 pandemic, maintaining streamlined inspections to support the local economy and development is critical. These agreements will replace the current on-call inspection and permit technician services agreements, which are set to expire in October 2025.</p>	

<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how: Selected companies met the qualifications of local small business, women owned, disadvantaged business, small business, and LGBTQ owned business enterprises.
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: This Board agenda item supports Board Priority No. 4, Homelessness, by allowing the use of flexible staffing resource augmentations to enhance services to the County's Building and Safety customers, including inspections of affordable housing and homeless initiative-related infrastructures.
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Arthur Vander Vis, Assistant Director, (626) 458-4004, Cell (626) 485-1864, <a href="mailto:avander@pw.lacounty.gov">avander@pw.lacounty.gov</a> .



MARK PESTRELLA, Director

# 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: **B-0**

July 23, 2024

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

Dear Supervisors:

**CONSTRUCTION-RELATED CONTRACTS  
MUNICIPAL SERVICES CORE SERVICE AREA  
CONSULTANT SERVICES AGREEMENTS FOR  
ON-CALL BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN,  
AND RELATED SERVICES  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to execute 14 consultant services agreements to provide on-call building and safety inspection, permit technician, and related services on behalf of the County of Los Angeles.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed actions are exempt from 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 14 consultant services agreements with the following firms: six small-sized firms (Gateway Science & Engineering, Inc.; Hayer Consultants, Inc.; J. Lee Engineering, Inc.; SuperbTech, Inc.; The "G" Crew; and True North Compliance Services, Inc.); three medium-sized firms (BPR Consulting Group LLC; Jason Addison Smith Consulting Services, Inc.; TRB and

Associates); and five large-sized firms (Bureau Veritas North America, Inc.; CSG Consultants, Inc.; Interwest Consulting Group, Inc.; West Coast Code Consultants, Inc.; and Willdan Engineering). The firms will provide specialized on-call building and safety inspection, permit technician, and related services for construction projects within the County's jurisdictional area for an aggregate not-to-exceed program amount of \$20,000,000 across all 14 agreements for the entire 3-year term plus two 1-year extension options if exercised. These consultant services agreements will be subject to the additional extension provisions specified below.

3. Delegate authority to the Director of Public Works or his designee to authorize additional services and extend the contract expiration date for each of the 14 agreements as necessary to complete those services when those additional services are: (1) previously unforeseen, (2) related to a previously assigned scope of work on a given project, and (3) are necessary for the completion of that given project.
4. Delegate authority to the Director of Public Works or his designee to supplement the initial not-to-exceed program amount of \$20,000,000 by up to 25 percent of the original program amount based on workload requirements.
5. Delegate authority to the Director of Public Works or his designee to administer the agreements and at the discretion of the Director of Public Works or his designee to exercise the options extending these agreements for the two 1-year extension options based upon project demands and the level of satisfaction with the services provided with no change to the initial not-to-exceed program amount, and to suspend/terminate these agreements for convenience, if necessary and appropriate to do so in the discretion of the Director of Public Works or his designee.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The purpose of the recommended actions is to enable Public Works to contract for on-call building and safety inspection, permit technician, and related services to meet the potential demand from our customers. The consultant services agreements will provide Public Works with the flexibility to augment staffing levels on an on-call basis. This flexibility is needed to meet the intermittent demands for additional building and safety



inspection, permit technician, and related services resulting from varying levels of construction activity due to economic forces, seasonal variations, and emergencies.

Public Works is committed to providing a high-level of customer service. In times of peak development, it is essential to maintain customer service levels to support development by a wide range of customers. Customers include homeowners, contractors, private developers and County sponsored development. To support this customer base, when the workload exceeds staff capacity during peak periods, on-call building and safety inspection, permit technician, and related services may be used to supplement production. During emergencies, such as the past Woolsey Fire, and COVID-19 pandemic, maintaining streamlined inspections to support the local economy and development is critical. These agreements replace the current on-call inspection and permit technician services agreements, which are set to expire in October 2025.

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

These recommendations support the County Strategic Plan: North Star 1, Make Investments that Transform Lives, Focus Area Goal B, Employment and Sustainable Wages, Strategy i, Remove Barriers, Strategy iii, Job Creation, and Strategy iv, Sustainable Wages; and Focus Area Goal C, Housing and Homelessness, Strategy I, Affordable Housing, and Strategy iii, Homelessness, by allowing the use of flexible staffing resource augmentations to enhance services to the County's Building and Safety customers. The consultants, who have the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner, will support Public Works in meeting these goals.

### **FISCAL IMPACT/FINANCING**

The total cost of the as-needed consultant services will not exceed an aggregate total program amount of \$20,000,000 plus a 25 percent supplement (totaling \$25,000,000) for 14 consulting firms over a 3-year period with two optional 1-year extensions. It is expected that the initial 3-year term of the agreements will start during Fiscal Year (FY) 2024-25 and conclude in FY 2026-27. The two 1-year extension options, if exercised, would be operative through FY 2027-28 and FY 2028-29. When the 25 percent supplement is exercised by Public Works, the Board will be notified.

Total expenditures for these services will not exceed the amount approved by the Board. Funding for the services is included in various funds in Public Works' FY 2024-25 Budget (Services and Supplies). When the need arises for services under these contracts, financing the required services will be from the appropriate fund source. No work will be

assigned to the consultants without appropriate funding authorization. Funding to finance the contract's remaining years and 25 percent supplemental funding will be requested through the annual budget process.

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

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The consultant services agreements contain terms and conditions in compliance with the Chief Executive Officer's and the Board's requirements.

The term of each consultant services agreement shall commence on the date of the full execution of the agreement and shall extend for a period of three years from such commencement date, plus two 1-year extension options for each firm, for a maximum agreement duration of five years. The expiration of each of the consultant services agreements is subject to the following condition: where services for a given project have been authorized in writing by the County but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

Enclosure A reflects each consultant's minority participation and the Community Business Enterprises (CBEs) participation data.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not a project pursuant to the California Environmental Quality Act (CEQA) because they are activities that are excluded from the definition of a project by Section 15378(b) of the CEQA Guidelines. The proposed action, to award as-needed consultant services agreements for anticipated future projects and maintenance activities, is an administrative activity of government that will not result in direct or indirect changes to the environment. Public Works will return to the Board as necessary for consideration of appropriate environmental documentation pursuant to CEQA prior to commencement of activities under the agreements.

### **CONTRACTING PROCESS**

On January 17, 2024, Public Works issued a Request for Proposals (RFP) for on-call building and safety inspection, permit technician, and related services. The RFP was advertised on the County's "Doing Business with Us" website (Enclosure B) and Public Works' "Contract Opportunities" website, and in the *Los Angeles Daily Journal*, *Los Angeles Sentinel*, *La Opinión*, *San Gabriel Valley Tribune*, *Pasadena Star News*,

*Press Telegram, Santa Monica Daily Press, Daily Breeze, The Signal, and World Journal.* Also, Public Works informed 1,499 Local Small Business Enterprises, 179 Social Enterprises, 162 Disabled Veteran Business Enterprises, 906 Community Business Enterprises, and 1385 Community Based Organizations. Public Works requested the assistance of the Department of Economic Opportunity (DEO) to conduct a focused outreach based on the commodity code of the services being solicited; DEO reached out to 37 vendors about this business opportunity. Fifteen firms registered on Public Works' website for this RFP.

The RFP allowed firms to compete as primes in one of three categories: small-, medium-, or large-sized firms. Each firm was requested to certify its own size based on the number of personnel for competition with other firms in the same size category. The RFP stated that a total of up to ten firms would be awarded contracts as follows: four small-sized firms (with 25 or fewer personnel), three medium-sized firms (with 26 to 75 personnel), and three large-sized firms (with over 75 personnel).

On February 21, 2024, a total of 17 proposals were received: six small-sized firms, three medium-sized firms, and eight large-sized firms. The RFP stated that ten firms would be awarded contracts and prior to the award, the County reserves the right to increase or decrease the number of selected firms in any category or the total number of contracts. During the selection process, Public Works increased the number of small- and large-sized firm contracts by two each, for a total of 14 contracts, as allowed by the RFP.

An evaluation committee, consisting of Public Works' staff, evaluated the proposals based on the criteria described in the RFP, including technical expertise, experience, personnel, qualifications, and understanding of the work requirements. Based on the evaluation of the proposals, the following firms were selected without regard to race, creed, color, or gender: six small-sized firms (Gateway Science & Engineering, Inc.; Hayer Consultants, Inc.; J. Lee Engineering, Inc.; SuperbTech, Inc.; The "G" Crew; and True North Compliance Services, Inc.); three medium-sized firms (BPR Consulting Group LLC; Jason Addison Smith Consulting Services, Inc.; and TRB and Associates); and five large-sized firms (Bureau Veritas North America, Inc.; CSG Consultants, Inc.; Interwest Consulting Group, Inc.; West Coast Code Consultants, Inc.; and Willdan Engineering).

The firms selected represent the highest rated firms to provide the required services. Public Works has determined that the firms' proposed rates for performing the services are reasonable. Three-year contracting history for the selected firms is on file with Public Works. Public Works notified the union of this solicitation.

The Honorable Board of Supervisors  
July 23, 2024  
Page 6

Public Works has evaluated and determined that the Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended agreements. These agreements are exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

The consultant services agreements include a cost-of-living adjustment provision in accordance with Board Policy No. 5.070 – Multi-Year Services Contract Cost-of-Living Adjustments.

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

There will be no negative impact on current County services or projects during the performance of the recommended consultant services agreements. These consultant services agreements will provide necessary on-call building and safety inspection, permit technician, and related services to support and enhance the construction inspection process and increase customer service during peak demand.

**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Building and Safety Division.

Respectfully submitted,

MARK PESTRELLA, PE  
Director of Public Works

MP:SK:ad

Enclosures

cc: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR ON-CALL BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN, AND RELATED SERVICES**

**SELECTED FIRMS**

	<b>Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.</b>	<b>Local Small Business Enterprise (LSBE)</b>	<b>Small Business Enterprise (SBE)</b>	<b>Minority</b>	<b>Women-Owned</b>	<b>Disadvantaged Business</b>	<b>Disabled Veteran Business Enterprise</b>	<b>Social Enterprise</b>	<b>Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise</b>
<b>Small-Sized Business Category</b>									
1	<b>Gateway Science &amp; Engineering, Inc.</b>	X	X	X	X				
	Francison Consulting Inc.	X	X			X			
	Morgner Technology Management	X	X	X	X	X			X
2	<b>Hayer Cosultants Inc.</b>								
3	<b>J. Lee Engineering, Inc.</b>	X	X						
4	<b>SuperbTech, Inc.</b>	X	X	X	X	X			
5	<b>The "G" Crew</b>	X	X	X	X				
6	<b>True North Compliance Services, Inc.</b>								
<b>Medium-Sized Business Category</b>									
7	<b>BPR Consulting Group LLC</b>								
8	<b>Jason Addison Smith Consulting Services, Inc. dba JAS Pacific</b>								
	IDC Consulting Engineers, Inc.			X		X			
9	<b>TRB and Associates</b>								

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR ON-CALL BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN, AND RELATED SERVICES**

	<b>Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.</b>	<b>Local Small Business Enterprise (LSBE)</b>	<b>Small Business Enterprise (SBE)</b>	<b>Minority</b>	<b>Women-Owned</b>	<b>Disadvantaged Business</b>	<b>Disabled Veteran Business Enterprise</b>	<b>Social Enterprise</b>	<b>Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise</b>
<b>Large-Sized Business Category Proposer Name</b>									
10	<b>Bureau Veritas North America, Inc.</b>								
	Francison Consulting	X	X			X			
11	<b>CSG Consultants, Inc.</b>								
12	<b>Interwest Consulting Group, Inc.</b>								
13	<b>West Coast Code Consultants, Inc.</b>								
14	<b>Willdan Engineering</b>								
	E.W. Moon, Inc.		X	X		X			

**NON-SELECTED FIRMS**

	<b>Proposer Name (Prime with subcontractors* listed below) *only subcontractors with Utilization Participation are listed.</b>	<b>Local Small Business Enterprise (LSBE)</b>	<b>Small Business Enterprise (SBE)</b>	<b>Minority</b>	<b>Women-Owned</b>	<b>Disadvantaged Business</b>	<b>Disabled Veteran Business Enterprise</b>	<b>Social Enterprise</b>	<b>Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning-Owned Business Enterprise</b>
<b>Large-Sized Business Category Proposer Name</b>									
15	<b>4Leaf, Inc.</b>								
	Crystallogy	X	X	X	X		X		
16	<b>Ardurra Group, Inc.</b>								
	Advanced Service Industries, Inc.		X						
	Ninyo & Moore		X	X					
17	<b>Shums Coda Associates</b>								

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR ON-CALL BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN, AND RELATED SERVICES**

<b>FIRM INFORMATION*</b>	BPR Consulting Group LLC	Bureau Veritas North America, Inc.	CSG Consultants, Inc.	Gateway Science & Engineering, Inc.	Hayer Consultants, Inc.	Interwest Consulting Group, Inc.	J. Lee Engineering, Inc.
<b>BUSINESS STRUCTURE</b>	Limited Liability Company	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
<b>CULTURAL/ETHNIC COMPOSITION</b>	<b>NUMBER/% OF OWNERSHIP</b>						
<b>OWNERS/PARTNERS</b>	Black/African American	0	0	8	0	0	0
	Hispanic/Latino	0	0	47	100%	0	0
	Asian or Pacific Islander	0	0	87	0	0	1/100%
	Native American	0	0	1	0	0	0
	Subcontinent Asian	0	0	2	0	2	0
	White	100%	0	216	0	0	0
	<i>Female (included above)</i>	0	0	107	0	100%	0
	<b>NUMBER</b>						
Total No. of Employees	67	2,651	361	19	10	401	25
<b>COUNTY CERTIFICATION</b>							
CBE	N/A	N/A	N/A	Y	N/A	N/A	N/A
LSBE	N/A	N/A	N/A	Y	N/A	N/A	Y
<b>OTHER CERTIFYING AGENCY</b>	N/A	N/A	N/A	California Dept. of General Services (DGS); Dept. of Transportation	N/A	N/A	DGS

\*Information provided by proposers in response to the Request for Proposal. On final analysis and consideration of award, vendors were selected without regard to race, creed, gender, or color.

**PROPOSERS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM INFORMATION FOR ON-CALL BUILDING AND SAFETY INSPECTION, PERMIT TECHNICIAN, AND RELATED SERVICES**

<b>FIRM INFORMATION*</b>	Jason Addison Smith Consulting Services, Inc.	Superb Tech, Inc.	The "G" Crew	TRB and Associates	True North Compliance Services, Inc.	West Coast Coade Consultants, Inc.	Willdan Engineering
--------------------------	---	-------------------	--------------	--------------------	--------------------------------------	------------------------------------	---------------------

<b>BUSINESS STRUCTURE</b>	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	Corporation
---------------------------	-------------	-------------	-------------	-------------	-------------	-------------	-------------

<b>CULTURAL/ETHNIC COMPOSITION</b>		<b>NUMBER/% OF OWNERSHIP</b>						
<b>OWNERS/PARTNERS</b>	Black/African American	0	0	0	0	0	0	
	Hispanic/Latino	1/100%	0	0	0	0	0	
	Asian or Pacific Islander	0	0	1	0	1/100%	1/100%	
	Native American	0	0	0	0	0	0	
	Subcontinent Asian	0	0	0	0	0	0	
	White	0	0	0	1/100%	0	0	
	<i>Female (included above)</i>	0	1/100%	1/100%	0	0	0	
		<b>NUMBER</b>						
<b>Total No. of Employees</b>		62	26	9	65	22	123	496

<b>COUNTY CERTIFICATION</b>							
CBE	N/A	Y	Y	N/A	N/A	N/A	N/A
LSBE	N/A	Y	Y	N/A	N/A	N/A	N/A

<b>OTHER CERTIFYING AGENCY</b>	N/A	National Minority Supplier Development Council	DGS	N/A	N/A	N/A	N/A
--------------------------------	-----	--	-----	-----	-----	-----	-----



[Home](#) [Closed & Award Solicitations](#) [Detail](#)

**Solicitation Information**

<b>Solicitation Number:</b>	BRC0000449		
<b>Title:</b>	On-Call Building and Safety Inspection, Permit Technician, and Related Services		
<b>Department:</b>	Public Works		
<b>Bid Type:</b>	Service	<b>Bid Amount:</b>	\$20,000,000.00
<b>Commodity:</b>	CONSULTING SERVICES - ENGINEERING		
<b>Description:</b>	<p>THIS REQUEST FOR PROPOSALS IS A QUALIFICATIONS AND COST-BASED SOLICITATION. The County of Los Angeles Department of Public Works (Public Works) is inviting proposals from qualified firms to provide On-Call Building and Safety Inspection, Permit Technician, and Related Services for work located throughout the County of Los Angeles.</p> <p>The objective of this solicitation is to select highest rated in each category for small, medium, and large size firms to provide the requested services. A total of up to ten (10) on-call contracts will be awarded from this solicitation; four (4) small sized category firm, three (3) medium sized category firm, and three (3) large sized category firm. Each Consultant shall self-certify that it is a small, medium, or large sized business enterprise according to the established criteria on the Business Size Enterprise Category Form provided in this Request for Proposals. The County reserves the right to ask for any additional information to verify the information that the Consultant provides on the Business Size Enterprise Category Form.</p> <p>Each selected Consultant will be awarded an aggregate not-to-exceed program amount of \$20,000,000.</p> <p>A pre-proposal virtual conference to answer questions concerning the project will be held on Wednesday, January 31, 2024, at 2:00 p.m., via Microsoft Teams. Subconsultants are not required to attend. Those who wish to attend must click the link that will be posted on the Public Works website for</p>		

	<p>BRC0000449 to join.</p> <p>To access the RFP, please visit:  <a href="https://pw.lacounty.gov/contracts/opportunities.aspx">https://pw.lacounty.gov/contracts/opportunities.aspx</a>.</p> <p>Please email questions concerning this project to person listed below. All questions will be responded in a Notice to Proposers (Addenda) and posted on Public Works website: <a href="https://pw.lacounty.gov/contracts/opportunities.aspx">https://pw.lacounty.gov/contracts/opportunities.aspx</a></p> <p style="text-align: right;"><a href="#">Less</a></p>		
<b>Open Day:</b>	1/17/2024	<b>Closed Date:</b>	2/21/2024 5:30:00 PM
<b>Contact Name:</b>	Rori Rubio	<b>Contact Phone:</b>	(626) 458-2584
<b>Contact Email:</b>	rrubio@dpw.lacounty.gov		
<b>Notice of Intent to Award (0) :</b>	<a href="#">Click here to view notice intent to award list.</a>		
<b>Solicitation Award (0) :</b>	<a href="#">Click here to view award list.</a>		
<b>Last Changed On:</b>	2/8/2024 4:41:37 PM		
<b>Attachment File (0) :</b>	<a href="#">Click here to download attachment files.</a>		

# Fiscal Impact Review (FIR)

**FIR No.** FIR24-288

**Status:** Waiting Phan, Jennifer

**Creator:** Quintana-Cruz, Jemellee

**Division:** BSD

**Phone:** (626) 458-6369

## PROJECT DETAILS

**Division:** \*

**Document Type:** \*

- Draft board Letter/Delegated Award
- Delegated Change Order
- Capital Project

**ACES No.**

(Required if 'Delegated Change Order' Document Type selected.)

**Contact:** \*

Name	EMail	Phone
Quintana-Cruz, Jemellee	JCRUZ@dpw.lacounty.gov	6264586369
Smith, Brian	BSMITH@dpw.lacounty.gov	6264583172

**Max. Contract Amount:**

25,000,000.00

**Board Letter/Delegated Change Order Subject:** \*

CONSTRUCTION-RELATED CONTRACTS  
DEVELOPMENT SERVICES CORE SERVICE AREA  
CONSULTANT SERVICES AGREEMENTS FOR

**Funding Information:**

The total cost of the as-needed consultant services will not exceed an aggregate total program amount of \$20,000,000 plus a 25 percent supplement (totaling \$25,000,000) for fourteen consulting firms over a 3-year period with two optional 1-year extensions. It is expected that the initial 3-year term of the agreements will start during Fiscal Year (FY) 2024-25 and conclude in FY 2026-27. The two 1-year

## ATTACHMENTS / AVAILABLE FUNDS

### Attachments

Name	Source Request	Upload Date
1 <a href="#">BRC0000449 Board Letter FINAL Draft (5-6-24) (2).docx</a>		05/09/2024
2 <a href="#">Funding Confirmation Sheet - On Call Building and Safety Inspection Permit FIR24-288.doc</a>		05/09/2024

### Available Funds

Fund	Function	Object	Obj Cat	Division	Appropriation	Div Budget	GRC Budget	Func Budget	Positive Cash Flow	Positive Fund Balance
A01	VAR	VAR	2000	VAR	\$123,491,000.00	\$0.00	\$0.00	\$0.00	Y	Y
B04	VAR	VAR	2000	VAR	\$303,155,000.00	\$0.00	\$0.00	\$0.00	Y	Y
B07	VAR	3580	2000	VAR	\$368,287,000.00	\$0.00	\$0.00	\$0.00	Y	Y
B03	VAR	3580	2000	VAR	\$325,905,000.00	\$0.00	\$0.00	\$0.00	Y	Y

## WORKFLOW LOG

Name	Unit	Phone	Action	Date	Comments
Miao, Pauline	49300	6264586559	APPROVED	5/9/2024 1:50:56 PM	

Lin, Tony C	49300	6264584067	APPROVED	5/9/2024 1:23:45 PM	
Kawashima, Michael A	49300	6264586952	APPROVED	5/9/2024 9:51:54 AM	
Isayan, Iveta	49300	6264586588	APPROVED	5/9/2024 8:43:00 AM	See Comments
Kawashima, Michael A	49300	6264586952	REJECT	5/9/2024 7:34:49 AM	See Comments
Isayan, Iveta	49300	6264586588	APPROVED	5/8/2024 5:43:48 PM	
Phan, Cynthia	49300	6264586979	FORWARD	5/8/2024 3:03:54 PM	
Betancourt Jr, Margarito	49300	6264584061	FORWARD	5/8/2024 2:40:00 PM	
Anopueme, Emeka	49300	6264583577	FORWARD	5/8/2024 1:48:08 PM	
Dang, Ha	49300	6264584058	FORWARD	5/7/2024 2:55:45 PM	
1 2					

[Printable Version](#)

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<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>	On-Call Engineering Design and Support Services for Design Division	
<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: N/A	
<b>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>	None	
<b>COST &amp; FUNDING</b>	Total cost:	Funding source:
	\$30,000,000	Various
	TERMS (if applicable): 3-years with two 1-year extension options.	
	Explanation: N/A	
<b>PURPOSE OF REQUEST</b>	Public Works is seeking Board approval to award and execute seven consultant services agreements for on-call engineering design and support services for various projects.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The proposed consultant services will provide additional staff and expertise to allow Public Works to provide engineering and technical support services for various infrastructure/horizontal construction projects located throughout the County. Projects may include utilities, including water and sewer lines, water-related infrastructure such as dams, channels and pumps, traffic mobility infrastructure, and storm water quality and capture projects related to the Safe Clean Water Program.	
<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how:  Public Works notified over 33,000 subscribers in our "Do Business with Public Works". A total of 95 firms registered through "Do Business with Public Works". The Request for Proposals were posted on the County's "Do Business with Los Angeles County" and Public Works "Do Business with Public Works" websites. Advertisements were placed in the <i>Daily Breeze</i> , <i>Daily Commerce</i> , <i>LA Opinión</i> , <i>Los Angeles Daily Journal</i> , <i>Los Angeles Sentinel</i> , <i>Pasadena Star News</i> , <i>San Gabriel Valley Tribune</i> , <i>Santa Monica Daily Press</i> , <i>The Signal</i> , and <i>World Journal</i> . Also, Public Works informed 1,553 Local Small Business Enterprises, 164 Disabled Veteran Business Enterprises, and 181 Social Enterprises about the business opportunity.	

<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Board Priority No. 7; Sustainability. Award of these agreements will allow flexibility in staffing during high workload periods while allowing permanent staff to develop knowledge and skills by managing longer term projects with less volatility.
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Luis Ramirez, Deputy Director, (626) 458-4008, <a href="mailto:luramire@pw.lacounty.gov">luramire@pw.lacounty.gov</a>

P:\DDPUB\GEN\CHUDSON\BL\DES CONS SVCS CLUSTER FACT SHEET\_f.DOCX

July 23, 2024

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

Dear Supervisors:

**CONSTRUCTION-RELATED CONTRACTS  
PUBLIC CONTRACTING AND ASSET MANAGEMENT CORE SERVICE AREA  
AWARD CONSULTANT SERVICES AGREEMENTS  
ON-CALL ENGINEERING DESIGN AND SUPPORT SERVICES  
FOR DESIGN DIVISION  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to award seven consultant services agreements to provide on-call engineering design and support services for Design Division for projects throughout Los Angeles County.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed actions are not a project under the California Environmental Quality Act for reasons stated in this Board letter and the record.
2. Award and delegate authority to the Director of Public Works or his designee to execute consultant services agreements with one small-sized firm (VCA Engineers, Inc.); three medium-sized firms (CASC Engineering and Consulting, Inc., CWE, and DRP Engineering, Inc.); and three large-sized firms (KPF, Inc., Michael Baker International, and T.Y. Lin International) to provide on-call engineering design and support services. The agreements will be for an initial 3-year term with two 1-year extension options for a total maximum contract term of 5 years. The total aggregate not-to-exceed program amount is \$30,000,000 across all seven agreements for the maximum 5-year term. These consultant services agreements will be subject to the additional extension provisions.

3. Delegate authority to the Director of Public Works or his designee to authorize additional services and extend the contract expiration date for each of the seven agreements, as necessary, to complete those additional services when they are: (a) previously unforeseen, (b) related to a previously assigned scope of work on a given project, and (c) are necessary for the completion of that given project.
4. Delegate authority to the Director of Public Works or his designee to supplement the initial not-to-exceed program amount of \$30,000,000 by up to 10 percent of the original program amount based on workload requirements. The aggregate program amount of such amendments shall not exceed 25 percent of the original program amount.
5. Delegate authority to the Director of Public Works or his designee to administer each of the agreements and, at the discretion of the Director of Public Works or his designee, exercise the two 1-year extension options based upon project demands and the level of satisfaction with the services provided with no change to the initial not-to-exceed program amount, and to suspend and/or terminate the contracts for convenience, if it is in the best interest of the County.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The purpose of the recommended actions is to award seven consultant services agreements for on-call engineering design and support services due to the large number of projects anticipated to be under construction by Public Works and to find that they are not subject to the California Environmental Quality Act (CEQA). The proposed consultant services will provide additional staff and expertise to allow Public Works to provide engineering and technical support services for various infrastructure/horizontal construction projects located throughout the County. Projects may include utilities, including water and sewer lines, water-related infrastructure such as dams, channels and pumps, traffic mobility infrastructure, and storm water quality and capture projects related to the Safe Clean Water Program. Having access to on-call agreements will allow Public Works to quickly respond to fluctuations in workload and deliver modern infrastructure to the communities we serve.



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

These recommendations support the County Strategic Plan: North Star 1, Make Investments that Transform Lives, Focus Area Goal B, Employment and Sustainable Wages, Strategy iii, Job Creation, and Strategy iv, Sustainable Wages, by creating new employment opportunities and new on-call service contracts that support local small businesses.

### **FISCAL IMPACT/FINANCING**

There will be no impact on the County General Fund.

A not-to-exceed total program amount of \$30,000,000, plus a 25 percent supplement (totaling \$7,500,000), for a maximum of \$37,500,000 for all seven consulting agreements over a 3 year period with two optional 1-year extensions for a maximum duration of 5 years, subject to the additional extension provisions. It is expected the initial 3-year term of the agreements will start in Fiscal Year (FY) 2024-25 and conclude in FY 2026-27. The two 1-year extension options, if exercised, would be operative through FY 2027-28 and FY 2028-29. When the 25 percent supplement is exercised by Public Works, a notification will be made to the Board.

Sufficient funding to finance work orders for these agreements will be financed through the appropriate capital, refurbishment, infrastructure, or various operating and special fund(s). For capital projects and refurbishments, no work will be assigned to these consultants without prior review and funding verification from the Chief Executive Office.

For Public Works' infrastructure and maintenance projects, no work will be assigned to these consultants without the appropriate funding authorization.

Expenditures for the subject services incurred by Public Works' Internal Service Fund Capital Project Management Program (B04) will be reimbursed through approved individual project budgets.

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

A standard consultant services agreement, in the form previously approved by County Counsel, will be used. The consultant services agreements contain terms and conditions in compliance with the Chief Executive Officer's and the Board's requirements.

The term of each consultant services agreement shall commence on the date of the full execution of the agreement and shall extend for a period of 3 years from such commencement date, plus two 1-year extension options for each firm, for a maximum agreement duration of 5 years. The expiration of each of the consultant services agreements is subject to the following condition: Where services for a given project have been authorized in writing by the County, but are not completed by the consultant prior to the stated expiration date, the expiration date will be automatically extended solely to allow for the completion of such services.

Each consultants' minority participation and utilization data (Enclosure A) and the Community Business Enterprises participation data (Enclosure B) are included for reference.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not subject to CEQA because they are activities that are excluded from the definition of a project by Section 21065 of the Public Resources Code and Section 15378(b) of CEQA Guidelines. The proposed actions relating to award and extension of on-call engineering design and support services is an administrative activity of government, which will not result in direct or indirect physical changes to the environment. We will return to the Board as necessary for consideration of appropriate environmental documentation prior to the approval of any activities that constitute a project under CEQA.

### **CONTRACTING PROCESS**

On August 24, 2023, Public Works issued a Request for Proposals (RFP) for on-call engineering design and support services. The RFP was placed on the County's "Doing Business with Los Angeles County" website (Enclosure C) and Public Works' "Do Business with Public Works" website, and advertisements were placed in the *Daily Breeze*, *Daily Commerce*, *LA Opinión*, *Los Angeles Daily Journal*, *Los Angeles Sentinel*, *Pasadena Star News*, *San Gabriel Valley Tribune*, *Santa Monica Daily Press*, *The Signal*, and *World Journal*. Also, Public Works informed 1,553 Local Small Business Enterprises, 164 Disabled Veteran Business Enterprises, and 181 Social Enterprises about this business opportunity. The appropriate Union was notified; however, the Union did not request a consultation. Sixty firms registered on the Public Works' website for this RFP.

The RFP allowed firms to compete as primes in one of three categories: small-, medium-, or large-sized firms. Each firm was requested to certify its own size based on number of personnel for competition with other firms in the same size category. The RFP stated that a total of up to six firms would be awarded contracts as follows: two small-sized firms (with 25 or fewer personnel), two medium-sized firms (with 26 to 75 personnel), and two large-sized firms (with over 75 personnel).

On October 16, 2023, a total of 17 proposals were received: three small-sized firms, four medium-sized firms, and ten large-sized firms. The RFP also stated that prior to award, the County reserves the right to increase or decrease the number of selected firms in any size category. Two small-sized firms and one medium-sized firm did not pass the initial pass/fail evaluation for not meeting the minimum mandatory requirements. Public Works is exercising its right to distribute the extra small-sized firm contract to the medium-sized firms and elected to increase the contracts for large-sized firms from two to three.

Evaluation committees, each consisting of Public Works' staff, evaluated the proposals based on criteria described in the RFP, including technical expertise, experience, personnel, qualifications, and understanding of the work requirements. Based on the evaluation of the proposals, the following firms were selected without regard to race, creed, color, or gender: one small-sized firm (VCA Engineers, Inc); three medium-sized firms (CASC Engineering and Consulting, Inc., CWE; and DRP Engineering, Inc.); and three large-sized firms (KPFF Inc., Michael Baker International; and T.Y. Lin International).

The firms selected represent the best qualified firms to provide the required services. Public Works has determined that the firms' proposed rates for performing the services are reasonable. Three-year contracting history for the selected firms is on file with Public Works. Public Works notified the Union of this solicitation.

Public Works has evaluated and determined that the Los Angeles County Code Chapter 2.201 (Living Wage Program) does not apply to the recommended agreements. These agreements are exempt from the requirements of Proposition A because the services are required on a part-time and intermittent basis.

The consultant services agreements include a cost-of-living adjustment provision in accordance with the Board Policy No. 5.070 – Multi-Year Services Contract Cost-of-Living Adjustments.

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

There will be no impact on current County services or projects as a result of authorizing the recommended consultant services agreements. These consultant services agreements will provide necessary on-call engineering design and support services for Design Division to efficiently assist various County projects, thereby, enhancing the delivery of Public Works and County projects.

**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Design Division.

Respectfully submitted,

MARK PESTRELLA, PE  
Director of Public Works

MP:YS:lgu

Enclosures

c: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office

**FIRMS' UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM  
INFORMATION FOR  
ON-CALL ENGINEERING DESIGN AND SUPPORT SERVICES FOR DESIGN DIVISION**

**SELECTED FIRMS**

	<b>Firm Name (Prime with subcontractors listed below)</b>	<b>Local Small Business Enterprise</b>	<b>Small Business Enterprise</b>	<b>Minority</b>	<b>Women-Owned</b>	<b>Disadvantaged Business Enterprise</b>	<b>Disabled Veteran Business Enterprise</b>
<b>Small-Sized Business Category Firm Name</b>							
1	<b>VAC Engineering, Incorporated</b>	X	X	X		X	
	Atinza Engineering Inc.		X			X	
	DRP Engineering, Inc.	X	X	X		X	
	Ethel G Rubio Associates (AIA)	X	X	X	X	X	
	Foregrounds Landscape						
	Hongjoo Kim Landscape Architects, Inc.	X	X	X		X	
	Jacobus & Yuang, Inc.		X				
	KCS Specifications						
	Meridian Consultants		X				
	Ninyo & Moore			X			
	Onur Ulgen Inc. (PMC)						
	PBS Engineering, Inc.	X	X			X	
	SKA Design		X	X		X	
	SWA Architects	X	X	X			
	Ultra-Engineering Contractors, Inc.				X		
<b>Medium-Sized Business Category Firm Name</b>							
1	<b>CASC Engineering and Consulting, Inc.</b>						
	Barnett Quality Control Services dba Nova Services, Inc.						X
	DTA						
	FMF Pandion	X	X			X	X
	HDR Engineering						
	Mead and Hunt, Inc.						
	Nuvis					X	
	VCA Engineers, Inc.	X	X	X		X	
2	<b>CWE</b>			X			
	C Below						
	DBS&A / Geo-Logic						
	Digital Mapping, Inc.			X	X		

	DTA						
	HDR						
	JCCA	X	X				
	KOA Corporation						
	LENAX Construction Services, Inc.			X	X		
	Psomas						
	Stantec Consulting Services, Inc.						
	SWA Group						
	Terracon Consultants, Inc.						
	Thompson & Thompson	X	X				
3	<b>DRP Engineering, Inc.</b>	X	X	X		X	
	ARGUP US, Inc.						X
	Calvada Surveying, Inc.						
	DTA						
	Geosyntec						
	Glumac						
	Gruen Associates			X			
	HDR Engineering, Inc.						
	Hongjoo Kim Landscape Architects	X	X	X		X	
	Kyle Groundwater, Inc.						
	Murakawa Communications			X	X	X	
	Ninyo & Moore			X			
	Project Partners, Inc.			X		X	
	Safeprobe						
	SAGE (Alliance Group)		X	X		X	
	Stantec						
	SWA Architects						
	UltraSystems Environmental, Inc.	X	X		X	X	
	Uniplan Engineering, Inc.		X				
	VCA Engineering, Inc.	X	X	X		X	
	Wagner Engineering and Survey, Inc.	X	X		X	X	
<b>Large-Sized Business Category Firm Name</b>							
1	<b>Michael Baker International</b>						
	Accessibility Specialists						
	Arellano Associates		X	X	X	X	
	Aztec Engineering						
	BESS Testlabs			X		X	
	Blue Ocean Civil Consulting		X	X	X	X	
	Cal Pacific Sciences						

	California Watershed Engineering			X			
	Cogstone Resources Management				X	X	
	D'Leon Engineers	X	X	X		X	
	Epic Land Solutions, Inc.	X	X			X	
	FPL and Associates, Inc.		X			X	
	G3 Quality Inc.		X				
	Gwynne Pugh Urban Studio	X	X			X	
	Kilograph		X		X	X	
	NBS Public Finance Services						
	Ninyo & Moore			X			
	PBS Engineers inc.	X	X	X		X	
2	<b>T.Y. Lin International</b>						
	Arellano Associates		X	X	X	X	
	Blackhawk Environmental						X
	Chateau Vallon CO	X	X				X
	CNS Engineers		X			X	
	CR Associates (Che Ryan)			X	X	X	
	Craftwater Engineering		X				X
	Diaz-Yourman Associates		X			X	
	Fehr & Peers						
	GPA Consulting	X	X		X	X	
	Guida Surveying		X				
	IEM (Integrated Engineering Management)		X		X	X	
	Introba						
	LENAX		X		X	X	
	LIN Consulting	X	X	X		X	
	Lynn Capouya Inc		X		X		
	Monument ROW		X		X	X	
	NBS						
	NOVA Services (Barnett Quality)		X				X
	Perkins & Will						
	Professional Software Solutions						
	RJH Consultants						
	RSE Corporation					X	
	SafeProbe, Inc		X			X	
	Seven Elk Ranch Design Inc.				X		
	Simpson & Simpson	X	X				
	Studio-MLA		X	X	X	X	
	Suenram Associates		X		X	X	

	The American Engineers		X	X		X	
	Zen Engineering		X				
3	<b>KPFF, Inc.</b>						
	A+ (Arborgate Consulting)						
	AirX						
	dHA-Calpec	X	X	X		X	
	Diaz Yourman		X	X		X	
	Fehr & Peers						
	Geosyntec						
	GPA Consulting (Galvin Preservation Associates Inc)	X	X	X	X	X	
	Group Delta						
	Lenax		X		X	X	
	MIG						
	P2G						
	Perkin & Will						
	Rios						
	River Focus						
	SWA			X			
	Taha (Terry A. Hayes Associates, Inc.)		X			X	
	Titan AEC (Nexus AEC, LLC)	X	X	X		X	



**NONSELECTED FIRMS**

	Firm Name (Prime with subcontractors listed below)	Local Small Business Enterprise	Small Business Enterprise	Minority	Women-Owned	Disadvantaged Business Enterprise	Disabled Veteran Business Enterprise
<b>Small-Sized Business Category Firm Name</b>							
	NONE						
<b>Medium-Sized Business Category Firm Name</b>							
	NONE						
<b>Large-Sized Business Category Firm Name</b>							
1	<b>AECOM Technical Services, Inc.</b>						
	ADVANTEC Consulting Engineers, Inc.	X	X			X	
	AirX Utility Surveyors, Inc.			X			
	Arellano Associates			X	X	X	
	Blackhawk Environmental						X
	Diaz Consultig Inc. dba Diaz Yourman & Associates		X			X	
	Integrated Engineering Management dba IEM				X	X	
	Leland Saylor Associates						X
	Lenax Construction Services, Inc.				X	X	
	LIN Consulting, Inc.			X		X	
	Lynn Capouya, Inc.				X		
	MA Engineering			X		X	
	Monumen ROW				X	X	
	NBS Government Finance Group		X		X		
	PacRim Engineering, Inc.		X		X		
	Suenram & Associates, Inc.		X	X	X	X	
	Wagner Engineering & Survey, Inc.				X	X	
2	<b>Cordoba Corporation</b>						
	David Evans & Associates						
	Dewberry Engineers Inc						
	D'Leon Consulting Engineers		X	X		X	
	Keyser Marston Associates						
	MLA Green			X	X	X	
	Monumen ROW		X		X	X	
	Nexus AEC, LLC dba Titan AE	X	X	X		X	
	PQM					X	
	V & A			X		X	
	Vicus LLC		X			X	
3	<b>EXP U.S. Services, Inc.</b>						

	Arellano Associates		X			X	
	AYCE Consulting Engineers		X				
	Bridge Diagnostics, Inc.						
	D R Consultants & Designers					X	
	DTA						
	Epic Land Solutions, Inc.						
	Geo-Advantec, Inc.						
	Guida Surveying, Inc.				X		
	JSE4 Engineering, Inc.		X		X	X	
	Kleinfelder						
	LA360VR		X				
	MARRS Services, Inc.			X	X		
	Minagar & Associates, Inc.	X	X				
	Murdoch Architects		X				
	Rincon Consultants, Inc.						
	Rubicon Corporation		X		X	X	
	SHA Analytics, LLC					X	
	Tatsumi and Partners, Inc.		X			X	
	Tovar Geospatial					X	X
4	<b>Huitt-Zollars, Incorporated</b>						
	AWE Wesst						
	C-Below						
	Class One Arboriculture						
	Geo-Advantec, Inc.	X	X				
	OCMI, Inc.						X
	Ruth Villalobos & Associates, Inc.		X		X	X	
	S Y Lee Associates						
5	<b>John Labib Structural Engineers, LLP</b>						
	Cumming						
	Geocon						
	KOA						
	P2S						
	RA_DA						
	SALT-LA		X				
	TRC						
	Tree Path						
	Yagade Consulting	X	X				
	Younghusband Consultant, Inc.						
6	<b>Psomas</b>						

	Archway Systems						
	Buro Happold						
	Craft Water		X				X
	DTA						
	Ellana Construction Consultants, Inc.				X	X	
	GeoVision					X	
	JCE Strutral Engineering Group, Inc.	X	X	X		X	
	Kleinfelder						
	Leland Saylor Associates		X				X
	LIN Consulting, Inc.			X		X	
	Monuent ROW		X		X	X	
	NAC Architecture						
	Nazareth Civil			X		X	
	O'Day Consultants, Inc.						X
	PacRim Engineering		X	X		X	
	RAW International, Inc.	X	X	X		X	
	RIOS						
	Royal Welding & Fabricating (Cook & Cook)						
	SA Associates		X				
	Selbert Perkins Desgn	X	X		X		
	Toole Design (TDG Engineering Inc)				X		
	US CAD						
	Watearth	X	X		X	X	
7	<b>Willdan Engineering</b>						
	Akima Consulting				X	X	
	Bess Testlab			X		X	
	Calvada Surveying			X			X
	Digital Mapping Inc.			X	X		
	JET Drilling		X				
	Kana Subsurface Engineering						X
	MBE Media				X	X	
	Trinus Corporation			X	X		
	West Coast Arborists						
	WILTEC	X	X				
	Winston Engineering					X	

**FIRM'S UTILIZATION PARTICIPATION AND COMMUNITY BUSINESS ENTERPRISE PROGRAM  
INFORMATION FOR ON-CALL ENGINEERING DESIGN AND SUPPORT SERVICES FOR DESIGN  
DIVISION**

FIRM INFORMATION*		VCA Engineers, Incorporated	CASC Engineering and Consulting, Inc.	CWE	DRP Engineering, Inc.	Michael Baker International	T.Y. Lin International	KPFF, Inc.
BUSINESS STRUCTURE		Corporation	Corporation	Corporation	Corporation	Corporation	Corporation	
CULTURAL/ETHNIC COMPOSITION		NUMBER / % OF OWNERSHIP	NUMBER / % OF OWNERSHIP	NUMBER / % OF OWNERSHIP	NUMBER / % OF OWNERSHIP	NUMBER / % OF OWNERSHIP	NUMBER / % OF OWNERSHIP	NUMBER / % OF OWNERSHIP
OWNERS/PARTNERS	Black/African American					N/A	N/A	
	Hispanic/Latino			1/25%		N/A	N/A	4/5%
	Asian or Pacific Islander	1/50%		2/50%	1/50%	N/A	N/A	5/6%
	American Indian	1/50%				N/A	N/A	
	Filipino					N/A	N/A	
	White		1/100%	1/25%	1/50%	N/A	N/A	72/89%
	<i>Female (included above)</i>			1		N/A	N/A	7



lacounty.gov

Home (/LACoBids/)

Solicitation Information

Solicitation Number:	BRC0000456		
Title:	On-Call Engineering Design and Support Services for Design Division		
Department:	Public Works		
Bid Type:	Service	Bid Amount:	\$30,000,000.00
Commodity:	ARCHITECTURAL AND ENGINEERING SERVICES - DESIGNING SERVICES		
Description:	Please see the Request For Proposal (RFP) packet, under Scope of Services, at Do Business With Public Works website at <a href="https://d...">https://d...</a> <a href="#">More</a>		
Open Day:	8/24/2023	Closed Date:	10/16/2023 5:30:00 PM
Contact Name:	Simon Lee	Contact Phone:	(626) 458-2509
Contact Email:	simonlee@dpw.lacounty.gov		
Notice of Intent to Award (0):	<a href="#">Click here to view notice intent to award list.</a>		
Solicitation Award (0):	<a href="#">Click here to view award list.</a>		
Last Changed On:	9/21/2023 3:53:30 PM		
Attachment File (0):	<a href="#">Click here to download attachment files.</a>		



Powered by ISD | Contact Us

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input checked="" type="checkbox"/> 1 <sup>st</sup> <input checked="" type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input checked="" type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	
<b>DEPARTMENT(S)</b>	Public Works	
<b>SUBJECT</b>	Award two Proposition A service contracts for fixed-route shuttle services in the communities of Avocado Heights, Bassett, West Valinda, East Valinda, Florence-Firestone/Walnut Park, and Baldwin Hills.	
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>	The current contracts are extended for a maximum of 6 months with final expiration dates of August 31, 2024.	
<b>COST &amp; FUNDING</b>	<b>Total cost:</b> Avocado Heights, et. al.: \$6,539,051 Florence-Firestone, et. al.: \$6,380,034	<b>Funding source:</b> Funding for these services is included in the First, Second, and Fourth Supervisorial Districts' Proposition A Local Return Transit Program in the Transit Operations Fund (CP6 - Services and Supplies) Fiscal Year 2024-25 Budget. Funding to finance the contracts' renewal years and 10 percent additional funding for contingencies will be requested through the annual budget process.
	<b>TERMS (if applicable):</b>	
	These contracts will each be for a period of 1 year with four 1-year renewal options and a month-to-month extension up to 6 months for maximum potential contract terms of 66 months.  Explanation: N/A	
<b>PURPOSE OF REQUEST</b>	Public Works is seeking Board approval to award two Proposition A service contracts to MV Transportation, Inc., for fixed-route shuttle services in the unincorporated County communities of Avocado Heights, Bassett, West Valinda, East Valinda, Florence-Firestone/Walnut Park, and Baldwin Hills.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The proposed services include fixed-route public transit shuttle services in the unincorporated County communities of Avocado Heights, Bassett, West Valinda, East Valinda, Florence-Firestone/Walnut Park, and Baldwin Hills. These services will ensure that these transit dependent communities continue to have access to dependable, low-cost, and quality transit services that improve the mobility options and quality of life for residents and visitors within the service areas.	

<b>EQUITY INDEX OR LENS WAS UTILIZED</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please explain how:  Public Works notified over 33,000 subscribers in our "Do Business with Public Works" website. Public Works also notified 1,658 Local Small Businesses Enterprises, 192 Disabled Veteran Business Enterprises, 189 Social Enterprises, and 899 Community Business Enterprises registered with the Department of Economic Opportunity and advertised in regional and small newspapers in each Supervisorial District. Public Works follows Federal contracting laws where applicable, State laws, Public Contract Code, and all Board contracting policies.  The County of Los Angeles shuttle services provide transportation options to residents in the community to health care facilities, shopping centers, recreation, senior centers, and other destinations.
<b>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how:  Board Priority No. 7: Sustainability: Transportation services advance the County's vision of a healthier, more livable, economically stronger, more equitable, and more resilient County.
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email:  Steve Burger, Deputy Director, (626) 458-4018, cell (626) 476-9847, <a href="mailto:sburger@pw.lacounty.gov">sburger@pw.lacounty.gov</a>

P:\brcdpubl\Service Contracts\CONTRACT\Danny\TRANSIT-AvoHeights\2023 IFB\IFB\05 AWARD\BOARD LETTER\Avocado and Florence - Cluster Fact Sheet.docx



MARK PESTRELLA, Director

# 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:

July 23, 2024

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:

**SERVICE CONTRACT  
TRANSPORTATION CORE SERVICE AREA  
AWARD OF SERVICE CONTRACTS  
FIXED-ROUTE SHUTTLE SERVICES IN THE COMMUNITIES OF  
AVOCADO HEIGHTS, BASSETT, WEST VALINDA, EAST VALINDA,  
FLORENCE-FIRESTONE/WALNUT PARK, AND BALDWIN HILLS  
(SUPERVISORIAL DISTRICTS 1, 2, AND 4)  
(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval to award two Proposition A service contracts to MV Transportation, Inc., for fixed-route shuttle services for the unincorporated County communities of Avocado Heights, Bassett, West Valinda, East Valinda, Florence-Firestone/Walnut Park, and Baldwin Hills.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the contract work is statutorily exempt from the provisions of the California Environmental Quality Act for the reasons stated in this Board letter and in the record.
2. Find that these services can be more economically performed by an independent contractor than by County employees.



3. Award and direct the Chair to execute two contracts to MV Transportation, Inc., for shuttle services. These contracts will be for a period of 1 year with four 1-year renewal options and a month-to-month extension up to 6 months for maximum potential contract terms of 66 months and maximum potential contract sums of \$6,539,051 for Avocado Heights, Bassett, West Valinda, and East Valinda routes and \$6,380,034 for Florence-Firestone/Walnut Park and Baldwin Hills routes.
4. Delegate authority to the Director of Public Works or his designee to renew the contracts for each additional renewal option and extension period if, in the opinion of the Director of Public Works or his designee, MV Transportation, Inc., has successfully performed during the previous contract period, and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend and/or terminate the contracts for convenience if it is in the best interest of the County to do so.
5. Delegate authority to the Director of Public Works or his designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum, which is included in the maximum potential contract sum for unforeseen additional work within the scope of the contract if required.

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

The purpose of the recommended action is to award two Proposition A service contracts to MV Transportation, Inc., to provide shuttle services to the residents in the unincorporated County communities of Avocado Heights, Bassett, West Valinda, East Valinda, Florence-Firestone/Walnut Park, and Baldwin Hills.

These services ensure that residents in these transit dependent communities have access to quality, dependable, and affordable public transportation to health care facilities, shopping centers, senior centers, and other destinations within the defined service areas at a low-cost fare of \$0.25, or no cost for seniors, persons with disabilities, and children under age 5, as shown in Enclosures A.1 through A.2. In addition, these services also accept Metro and regional EZ passes. These services improve the mobility options and quality of life for County residents and visitors within the service areas.

The current contracts will expire on August 31, 2024; however, they will expire upon award and execution of these contracts. The award of these contracts will continue the current services by the recommended contractor, which is the current contractor providing these services.

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

These recommendations support the County Strategic Plan: North Star 2, Foster Vibrant and Resilient Communities, Focus Area Goal D, Sustainability, Strategy i, Climate Health; and Focus Area Goal E, Economic Health, Strategy iv, Disadvantaged Communities, by providing service via low-emission vehicles and by providing specialized transit services accurately, efficiently, timely, and in a responsive manner.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

These amounts are based on Public Works' estimated annual utilization of the contractor's services at the unit prices quoted by the contractor. The terms and sums for each term of the maximum contract period, if all optional renewal periods are exercised, are as follows:

Avocado Heights, Bassett, West Valinda, and East Valinda:

The sum for the initial term is \$940,068.

The sum for the first option term is \$957,746.

The sum for the second option term is \$987,185.

The sum for the third option term is \$992,821.

The sum for the fourth and final option term is \$992,848.

The sum for the month-to-month option to extend up to 6 months is \$496,424.

Florence-Firestone/Walnut Park and Baldwin Hills:

The sum for the initial term is \$955,707.

The sum for the first option term is \$975,707.

The sum for the second option term is \$995,353.

The sum for the third option term is \$995,326.

The sum for the fourth and final option term is \$995,292.

The sum for the month-to-month option to extend up to 6 months is \$497,646.

These contracts will commence upon the Board's approval for a period of 1 year. With the Board's delegated authority, Public Works may renew these contracts for four additional 1-year renewal options and a month-to-month extension up to 6 months for total maximum potential contract terms of 66 months for maximum potential contracts' sums of \$6,539,051 for Avocado Heights, Bassett, West Valinda, and East Valinda and \$6,380,034 for Florence-Firestone/Walnut Park and Baldwin Hills. The total maximum potential contracts' sums include major vehicle repair; graphics; automated transit vehicle system devices, including vehicle locators, Transit Access

Pass card validators, video camera equipment, and automated passenger counters to County-provided service vehicles; and 10 percent of the annual contracts' sums for unforeseen additional work within the scope of the contracts.

Any unused authorized amount up to 25 percent from the previous contracts' terms will roll over into subsequent renewal terms. The County may also authorize an extension of time to the contracts' maximum potential term not to exceed 180 days with no additional funding.

Funding for these services is included in the First, Second, and Fourth Supervisorial Districts' Proposition A Local Return Transit Program in the Transit Operations Fund (CP6 -Services and Supplies) Fiscal Year 2024-25 Budget. Funding to finance these contracts' renewal years and 10 percent additional funding for contingencies will be requested through the annual budget process.

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

County Counsel has approved the recommended contracts, which have been executed by MV Transportation, Inc. (Enclosures B.1 through B.2). The recommended contracts were solicited on an open-competitive basis and are in accordance with applicable Federal, State, and County requirements.

Standard service contracts were used that contain terms and conditions in compliance with the Board's ordinances, policies, and programs. Enclosure C reflects the proposer's utilization participation and Community Business Enterprise program information. Data regarding the proposer's minority participation is on file with Public Works. The contractor was selected upon final analysis and consideration without regard to race, creed, gender, or color.

This work is being contracted in accordance with procedures authorized under County Charter, Section 44.7, Part 3, and Chapter 2.121 (Contracting with Private Business) of the Los Angeles County Code. The mandatory requirements for contracting set forth in the Los Angeles County Code, Section 2.121.380, have been met.

Since these are Proposition A contracts, Public Works has evaluated and determined that the contractor is qualified for Living Wage exemption due to an existing Collective Bargaining Agreement with Teamsters Local 848.

Using methodology approved by the Auditor-Controller, the Proposition A cost analysis indicates that the recommended contracted services can be performed more economically by the private sector.

## **ENVIRONMENTAL DOCUMENTATION**

These services are statutorily exempt from the provisions of the California Environmental Quality Act, pursuant to Section 21080 (b) (10) of the Public Resources Code. This exemption provides for the implementation of passenger or commuter transit services.

## **CONTRACTING PROCESS**

In 2016, 2019, and 2021, notices of the Request for Statement of Qualifications (RFSQ) were placed on the "Doing Business with Los Angeles County" website (Enclosure D), "Do Business with Public Works" website, and X (formerly Twitter) and advertisements were placed in the *Los Angeles Daily Journal*, *Los Angeles Sentinel*, and *La Opinión*. Public Works also informed all registered 1,658 Local Small Business Enterprises, 192 Disabled Veteran Business Enterprises, 189 Social Enterprises, 889 Community Business Enterprises, 102 independent contractors, various business development centers, and municipalities about this business opportunity. The RFSQ is currently open continuous.

The Statement of Qualifications were first reviewed to ensure they met the mandatory requirements outlined in the RFSQ and were then evaluated by an evaluation committee consisting of Public Works staff, utilizing the informed averaging methodology for applicable criteria. The committee's evaluation was based on criteria described in the RFSQ, including experience, work plan, financial resources, performance history/references, and demonstrated controls over labor/payroll recordkeeping. Based on this evaluation from 2016 to present, nine statements received a passing score and were placed on the Qualified Contractors List.

On May 24, 2023, Public Works issued an Invitation for Bids solicitation for Avocado Heights, Bassett, West Valinda, and East Valinda shuttle services to the nine vendors on the Qualified Contractors List. On July 13, 2023, one bid was received in response to this solicitation.

On July 24, 2023, Public Works issued an Invitation for Bids solicitation for Florence-Firestone/Walnut Park and Baldwin Hills shuttle services to the nine vendors on the Qualified Contractors List. On August 21, 2023, one bid was received in response to this solicitation.

These bids were evaluated based on the price category. Based on these evaluations, it is recommended that the contracts be awarded to the responsive and responsible contractor, MV Transportation, Inc., located in Dallas, Texas, with a local office in Vacaville, California. Public Works determined the contractor's price to be reasonable for the work requested. Public Works notified the applicable union on this solicitation.

Public Works has accessed available resources to review and assess the proposed contractor's past performance, history of Labor Law violations, and prior performance on County contracts.

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

The award of these contracts will continue the services without disruption to the public and will not result in the displacement of any County employees as these services are presently contracted with the private sector.

**CONCLUSION**

Please return one adopted copy of this Board letter to Public Works, Business Relations and Contracts Division.

Respectfully submitted,

MARK PESTRELLA, PE  
Director of Public Works

MP:SK:ao

Enclosures

c: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office  
Internal Services Department (Contracts Division)

**ENCLOSURE**

July 23, 2024

**SERVICE CONTRACT  
TRANSPORTATION CORE SERVICE AREA  
AWARD OF SERVICE CONTRACTS  
FIXED-ROUTE SHUTTLE SERVICES IN THE COMMUNITIES OF  
AVOCADO HEIGHTS, BASSETT, WEST VALINDA, EAST VALINDA,  
FLORENCE-FIRESTONE/WALNUT PARK, AND BALDWIN HILLS  
(SUPERVISORIAL DISTRICTS 1, 2, AND 4)  
(3 VOTES)**

This Board letter has large enclosures.  
Click on link to access:

<https://ftp.pw.lacounty.gov:8443/pub/BOS/07.23.2024%20Avocado%20and%20Florence%20-%20ENC.pdf>

**BOARD LETTER/MEMO  
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input type="checkbox"/> All <input checked="" 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>	Approve Cooperative Agreement with City of Covina for Rowland Street Rehabilitation Project	
<b>PROGRAM</b>		
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>	City of Covina completed the project in spring 2024.	
<b>COST &amp; FUNDING</b>	Total cost: \$4,050,000	Funding source: Road Repair and Accountability Act of 2017 (Senate Bill 1).
	TERMS (if applicable): N/A	
	Explanation: N/A	
<b>PURPOSE OF REQUEST</b>	For the approval to enter into a cooperative agreement with the City of Covina to pay the County jurisdictional share of the project cost.	
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	The project was initiated by the City of Covina regarding the pavement condition on Rowland Street. The cooperative agreement allows the city to construct the project in cooperation with the County to provide a seamless roadway along the City-County Boundary.	
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Sustainability by ensuring the roadway is maintained in a proper and timely manner. It will prevent the surrounding residents from enduring two separate contracts in the same vicinity for an extended time.	
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Steve Burger, Deputy Director, (626) 458-4018, <a href="mailto:sburger@pw.lacounty.gov">sburger@pw.lacounty.gov</a>	



MARK PESTRELLA, Director

# 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:

**RM-1**

July 23, 2024

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

Dear Supervisors:

**CONSTRUCTION CONTRACT  
TRANSPORTATION CORE SERVICE AREA  
APPROVE COOPERATIVE AGREEMENT FOR  
ROWLAND STREET REHABILITATION PROJECT  
CITY OF COVINA – LOS ANGELES COUNTY  
(SUPERVISORIAL DISTRICT 1)  
(3 VOTES)**

**SUBJECT**

Public Works is seeking Board approval for a cooperative agreement between the City of Covina and the County of Los Angeles to provide financing and delegation of responsibilities for a pavement rehabilitation project on Rowland Street from Citrus Avenue to Grand Avenue.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed project is exempt from the California Environmental Quality Act for the reasons stated in this Board letter and the record of the project.
2. Approve the project and instruct the Chair of the Board to sign the cooperative agreement between the City of Covina and the County of Los Angeles for the pavement rehabilitation project on Rowland Street from Citrus Avenue to Grand Avenue.



3. Delegate authority to the Director of Public Works or his designee to approve the County's estimated jurisdictional share up to an amount of \$500,000 for the project.
4. Delegate authority to the Director of Public Works to approve up to 10 percent of the County's estimated jurisdictional share equal to \$50,000 for any unforeseen expenses that may occur, thereby increasing the maximum contribution from \$500,000 to \$550,000 for the project.
5. Delegate authority to the Director of Public Works or his designee to execute amendments and modifications of a nonmaterial nature to the cooperative agreement to incorporate necessary nonmaterial programmatic and administrative changes.

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

The purpose of the recommended actions is to approve and execute the cooperative agreement between the City of Covina and the County of Los Angeles which is necessary for the financing and delegation of responsibilities for the pavement rehabilitation project on Rowland Street from Citrus Avenue to Grand Avenue. This project will improve the roadways within the unincorporated County of Los Angeles and the City and benefit both the cities' residents and the constituents of the County of Los Angeles with a comprehensive project that will minimize impacts to the community. The project administered by the City includes cold milling the existing pavement, repaving, and reconstruction of curb and gutter, curb ramps, sidewalks, and driveways, on the jurisdictionally shared portion of Rowland Street as identified in the enclosed cooperative agreement.

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

These recommendations support the County Strategic Plan: North Star 2, Foster Vibrant and Resilient Communities, Focus Area Goal D, Sustainability; and North Star 3, Realize Tomorrow's Government Today, Focus Area Goal D, Streamlined and Equitable Contracting and Procurement. These recommended actions support the strategic plan by improving public infrastructure assets providing sustainable enhancement of roadway conditions and safety in our communities and streamlining procedures for transportation projects.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

The total project cost is estimated to be \$4,050,000. The cooperative agreement provides for the City and County to finance their jurisdictional shares of the project cost estimated to be \$3,550,000 and \$500,000, respectively.

The County's share of the total project cost will be funded with the State of California Road Maintenance and Rehabilitation Account funds allocated to the County under the Road Repair and Accountability Act of 2017 (Senate Bill 1). Funding for this project is available in Road Fund (B03 – Capital Assets-Infrastructure and Services and Supplies) Fiscal Year 2024-25 Budget. Funding for the project's future costs will be requested through the annual budget process.

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

Sections 1685 and 1803 of the California Streets and Highways Code provide that the board of any county may enter into contracts or agreements with the legislative body of any city for more efficient construction or repair of streets and roads within the city.

The cooperative agreement has been approved as to form by County Counsel and was approved by Covina City Council on October 17, 2023. The agreement provides for the City to perform the preliminary engineering and administer the construction of the project with the City and the County to finance their respective jurisdictional shares of the total project cost. The City's and County's actual costs will be based on a final accounting after completion of the project.

### **ENVIRONMENTAL DOCUMENTATION**

As a responsible agency with respect to the proposed project, the County has reviewed the exemption determination of the City, the lead agency for the proposed project, which found the proposed project exempt pursuant to State CEQA Guidelines, Section 15301, Subdivision (c). The County is a responsible agency for this project because it is partially funding the project, and in its independent judgment on the record, determines that the recommended actions with respect to its approvals for the project are exempt pursuant to Section 15301, Subdivision (c), of the CEQA Guidelines based on the record of the project.

The Honorable Board of Supervisors  
July 23, 2024  
Page 4

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

Rowland Street is on the County's Master Plan of Highways and the proposed road improvements are needed and of general County interest.

**CONCLUSION**

Please return one adopted copy of this letter and the cooperative agreement to Public Works, Road Maintenance Division.

Respectfully submitted,

MARK PESTRELLA, PE  
Director of Public Works

MP:PX:ch

Enclosures

c: Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office  
California Department of Transportation (Steve Novotny)

**AGREEMENT**

THIS AGREEMENT, is made and entered into by and between the CITY OF COVINA, a municipal corporation in the County of Los Angeles (hereinafter referred to as CITY), and the COUNTY OF LOS ANGELES, a political subdivision of the State of California (hereinafter referred to as COUNTY):

**WITNESSETH**

WHEREAS, Rowland Street from Citrus Avenue to Grand Avenue is designated as a collector in the circulation element of CITY'S general plan and on COUNTY'S Highway Plan; and

WHEREAS, CITY and COUNTY propose to improve the following street segments that are jurisdictionally adjacent between CITY and COUNTY:

Segment	Scope of Work	Thomas Guide	Length (miles)	Jurisdiction
Rowland Street – Citrus Avenue to 505 feet west of De Lay Avenue	Mill and Fill	599-B6, 599-C6	0.8	100 % CITY
Rowland Street – 505 feet west of De Lay Avenue to Grand Avenue	Mill and Fill	599-D6	0.2	100% COUNTY

WHEREAS, the work will consist of cold milling the existing pavement and resurfacing the cold milled pavement with asphalt rubber hot mix; reconstruction of curb and gutter, sidewalk, parkway drains, driveways and curb ramps; utility adjustments; traffic striping and pavement markings; and traffic signal loop restorations; and

WHEREAS, the aforementioned work, which is included in a CITY-administered project named Rowland Street Rehabilitation Project (hereinafter referred to as PROJECT); and

WHEREAS, PROJECT is within the geographical boundaries of CITY and COUNTY; and

WHEREAS, PROJECT is of general interest to CITY and COUNTY; and

WHEREAS, CITY is willing to perform or cause to be performed the PRELIMINARY ENGINEERING, solicitation of construction bids and award of construction contract, and CONTRACT ADMINISTRATION for the PROJECT; and

WHEREAS, the COST OF PROJECT includes the costs of PRELIMINARY ENGINEERING, COST OF CONSTRUCTION CONTRACT, and costs of CONSTRUCTION ADMINISTRATION as more fully set forth herein; and

## ENCLOSURE A

WHEREAS, COST OF PROJECT is currently estimated to be Four Million Fifty Thousand and 00/100 Dollars (\$4,050,000.00) with CITY'S share estimated to be Three Million Five Hundred Fifty Thousand and 00/100 Dollars (\$3,550,00.00) and COUNTY'S share estimated to be Five Hundred Thousand and 00/100 Dollars (\$500,000.00); and

WHEREAS, CITY and COUNTY are willing to finance their respective shares of the COST OF PROJECT within their JURISDICTIONS; and

WHEREAS, such a proposal is authorized and provided for by the provisions of Section 23004, et seq. of the Government Code and Section 1710 of the California Streets and Highways Code.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by CITY and COUNTY and of the promises herein contained, it is hereby agreed as follows:

### (1) DEFINITIONS:

- a. JURISDICTION as referred to in this AGREEMENT shall be defined as the portion of Rowland Street from Citrus Avenue to Grand Avenue within the geographical boundary of the CITY and unincorporated COUNTY areas.
- b. PRELIMINARY ENGINEERING as referred to in this AGREEMENT shall consist of environmental findings and approvals/permits; design survey; soils report; traffic index and geotechnical investigation; preparation of plans, specifications, and cost estimates; right-of-way engineering; utility engineering; and all other necessary work prior to advertising of the PROJECT for construction bids.
- c. COST OF CONSTRUCTION CONTRACT as referred to in this AGREEMENT shall consist of the total of all payments to the construction contractor(s) for the PROJECT and the total of all payments to utility companies or contractor(s) for the relocation of facilities necessary for the construction of PROJECT, and the cost of any additional unforeseen work that is necessary for the construction of the PROJECT.
- d. CONSTRUCTION ADMINISTRATION as referred to in this AGREEMENT shall consist of construction contract administration, construction inspection, materials testing, construction survey, construction engineering, utility relocation and coordination matters, changes and modifications of plans and specifications for PROJECT necessitated by unforeseen or unforeseeable field conditions encountered during construction of PROJECT, and all other necessary work after advertising of the PROJECT for construction bids to cause the PROJECT to be constructed in accordance with said plans and specifications approved by the CITY and COUNTY.

## ENCLOSURE A

- e. COST OF PROJECT as referred to in this AGREEMENT shall consist of the COST OF CONSTRUCTION CONTRACT and costs of PRELIMINARY ENGINEERING; CONSTRUCTION ADMINISTRATION; and cost of construction contingencies and all other work necessary to construct the PROJECT in accordance with the plans and specifications approved by the CITY and the COUNTY.
- f. Completion of PROJECT as referred to in this AGREEMENT shall be defined as the date of field acceptance of construction of PROJECT by CITY and an e-mail to COUNTY'S Head of Permit Section, Ms. Imelda Ng, at (626) 458-4940 or [ing@pw.lacounty.gov](mailto:ing@pw.lacounty.gov), or her designee or successor, that the improvement within COUNTY'S JURISDICTION are transferred to COUNTY for the purpose of operation and maintenance.

### (2) CITY AGREES:

- a. To perform or cause to be performed the PRELIMINARY ENGINEERING, CONSTRUCTION ADMINISTRATION, and all other work necessary to complete the PROJECT.
- b. To finance CITY'S jurisdictional share of the COST OF PROJECT, the actual amount of which is to be determined by a final accounting pursuant to paragraph (4) a., below.
- c. To obtain COUNTY'S approval of plans for PROJECT prior to solicitation for construction bids and to obtain COUNTY'S approval for any material revisions to the plans and for any additional work that CITY proposes to complete in the COUNTY'S JURISDICTION as part of the PROJECT.
- d. To comply with all applicable Federal, State, and local laws, rules, and ordinances in the performance of this AGREEMENT.
- e. To act as COUNTY'S attorney-in-fact for the purpose of implementing the PROJECT within COUNTY'S JURISDICTION and all things necessary and proper to complete the PROJECT.
- f. To advertise the PROJECT for construction bids, to award and to administer the construction contract, to do all things necessary and proper to complete the PROJECT, and to act on behalf of the COUNTY in all negotiations pertaining thereto.
- g. To ensure the construction contractor(s) for the PROJECT provide the COUNTY, its elected officials, officers, agents and employees with indemnity to the same extent as is provided to the CITY.

## ENCLOSURE A

- h. To ensure that the COUNTY, all officers, employees, and agents of the COUNTY are named as additional insured parties under the construction contractors' Contractor General Liability and Automobile insurance policies for all work in connection with the PROJECT, including coverage for ongoing operations and completed operations.
- i. To be financially responsible for disposal and/or mitigation measures, if necessary, should any hazardous materials, chemicals, or contaminants be encountered during construction of PROJECT within CITY'S JURISDICTION.
- j. In the event that a preliminary notice, stop payment notice, and/or action to enforce a stop payment notice is filed on the PROJECT, to provide COUNTY with a copy of same within three (3) business days. CITY shall be responsible for withholding the funds in compliance with Civil Code § 9350 et seq.
- k. To provide all change orders for PROJECT within COUNTY'S JURISDICTION to COUNTY in a timely manner via electronic mail notification to the COUNTY inspector/office engineer assigned to the PROJECT. If COUNTY does not respond within ten (10) calendar days, CITY may proceed with change orders.
- l. To furnish COUNTY within one hundred eighty (180) calendar days after final payment to contractor a final accounting of the actual COST OF PROJECT, including an itemization of actual unit costs and actual quantities for PROJECT.
- m. To provide as-built plans to COUNTY upon completion of PROJECT and final inspection and acceptance by COUNTY that the improvements within COUNTY'S JURISDICTION has been constructed to COUNTY'S satisfaction in accordance with said plans and specifications approved by CITY and COUNTY.
- n. Upon completion of PROJECT, to maintain in good condition and at CITY'S expense, all improvements constructed as part of PROJECT within CITY'S JURISDICTION.

### (3) COUNTY AGREES:

- a. To finance COUNTY'S jurisdictional share of COST OF PROJECT, the actual amount of which is to be determined by a final accounting, pursuant to paragraph 4.a., below.

## ENCLOSURE A

- b. To deposit with the CITY, following execution of this AGREEMENT and upon demand by CITY but in no event earlier than thirty (30) calendar days prior to the advertisement of the PROJECT for construction bids, COUNTY funds in the amount of Five Hundred Thousand and 00/100 Dollars (\$500,000.00) to finance the COST OF PROJECT described in paragraph 3.a. above. Said demand will consist of a billing invoice prepared by CITY and delivered to COUNTY. The actual amount of which is to be determined by a final accounting of COST OF PROJECT.
- c. To grant the CITY any temporary right of way or license to use property that COUNTY owns or has an easement for that is necessary for the construction of the PROJECT at no cost to the CITY.
- d. To be financially responsible for disposal and/or mitigation measures, if necessary, should any hazardous materials, chemicals, or contaminants be encountered during construction of PROJECT within COUNTY'S JURISDICTION.
- e. To provide CITY with conditions for issuance of encroachment, excavation, and construction permit and any other special conditions at the time of plan approval for construction bids which the CITY shall incorporate into the PROJECT'S plans and specifications so that contractors shall have no cause to request changes in the work.
- f. Upon receipt of permit application from CITY and approval of construction plans for PROJECT, to issue CITY any necessary permit(s) authorizing CITY to construct those portions of PROJECT within COUNTY'S JURISDICTION at no cost to CITY.
- g. To cooperate with the CITY in conducting negotiations with and, where appropriate, to issue notices to public utility organizations and owners of substructure and overhead facilities regarding the relocation, removal, operation, and maintenance of all surface and underground utilities and facilities, structures, and transportation services, which interfere with the proposed construction. COUNTY will take all necessary steps to grant, transfer, or assign all prior rights over the utility companies and owners of substructure and overhead facilities to CITY when necessary to construct, complete, and maintain PROJECT or to appoint CITY as its attorney-in-fact to exercise such prior rights.
- h. Upon completion of PROJECT, and after receiving written notification from CITY, to maintain in good condition and at COUNTY'S expense all improvements constructed as part of PROJECT within COUNTY'S JURISDICTION.



(4) IT IS MUTUALLY UNDERSTOOD AND AGREED AS FOLLOWS:

- a. The final accounting of the actual total COST OF PROJECT shall allocate said total cost between CITY and COUNTY based on the location of the improvements and/or work done. Thus, the cost of all work or improvements (including all engineering, administration, and all other costs incidental to PROJECT work) located within CITY'S JURISDICTION shall be borne by CITY. Such costs constitute CITY'S jurisdictional share of the COST OF PROJECT. The cost of all work or improvements, including all engineering, administration, and all other costs incidental to PROJECT work, located within COUNTY'S JURISDICTION shall be borne by COUNTY. Such costs constitute COUNTY'S jurisdictional share of the COST OF PROJECT.
- b. That if at final accounting COUNTY'S jurisdictional share of COST OF PROJECT exceeds COUNTY'S total payment, as set forth in paragraph 3.a., above, COUNTY shall pay to CITY the additional amount upon demand. Said demand shall consist of a billing invoice prepared by CITY. Conversely, if the required COUNTY'S jurisdictional share of COST OF PROJECT is less than COUNTY'S deposit, CITY shall refund the difference to COUNTY within thirty (30) calendar days of the date CITY furnished COUNTY with the final accounting.
- c. COUNTY shall review the final accounting invoice prepared by CITY and report in writing any discrepancies to CITY within sixty (60) calendar days after the date of said invoice. Undisputed charges shall be paid by COUNTY to CITY within sixty (60) calendar days after the date of said invoice. CITY shall review all disputed charges and submit a written justification detailing the basis for those charges within sixty (60) calendar days of receipt of COUNTY'S written report. COUNTY shall then make payment of the previously disputed charges or submit justification for nonpayment within sixty (60) calendar days after the date of CITY'S written justification.
- d. During construction of PROJECT, CITY shall furnish an inspector or other representative to perform the functions of an inspector. COUNTY may also furnish, at no cost to CITY, an inspector or other representative to inspect construction of PROJECT within COUNTY'S JURISDICTION. Said inspectors shall cooperate and consult with each other, but the orders of CITY inspector to the contractors or any other person in charge of construction shall prevail and be final.
- e. This AGREEMENT may be terminated, amended or modified only by mutual written consent of CITY and COUNTY. Termination, amendments, modifications, and termination of a nonmaterial nature may be made by the mutual written consent of the parties' Directors of Public Works/City Engineer or their delegates.

**ENCLOSURE A**

- f. Any correspondence, communication, or contact concerning this AGREEMENT shall be directed to the following:

CITY: Mr. Andy Bullington  
Director of Public Works  
City of Covina  
125 East College Street  
Covina, CA 91723-2199

COUNTY: Mr. Mark Pestrella  
Director of Public Works  
County of Los Angeles  
Department of Public Works  
P.O. Box 1460  
Alhambra, CA 91802-1460

- g. Other than as provided below, neither CITY nor any officer or employee of CITY shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of COUNTY under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of COUNTY under this AGREEMENT. It is also understood and agreed that, pursuant to Government Code Section 895.4, COUNTY shall fully indemnify, defend, and hold CITY harmless from any liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of any acts or omissions on the part of COUNTY under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of COUNTY under this AGREEMENT.
- h. Neither CITY nor any officer or employee of CITY shall be responsible, directly or indirectly, for damage or liability arising from or attributable to the presence or alleged presence, transport, arrangement, or release of any hazardous materials, chemicals, or contaminants present at or stemming from the PROJECT within the COUNTY'S JURISDICTION or arising from acts or omissions on the part of the COUNTY under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of the COUNTY under this AGREEMENT, including liability under the Comprehensive Environmental, Response, Compensation and Liability Act of 1980 (CERCLA) the California Health and Safety Code or common law. It is understood and agreed pursuant to Government Code Section 895.4, COUNTY shall fully indemnify, defend, and hold CITY harmless from any such damage, liability, or claim. In addition to being an agreement enforceable under the laws of the State of California, the foregoing indemnity is intended by the parties to be an agreement pursuant to 42 U.S.C. Section 9607(e), Section 107(e) of the amended CERCLA, and California Health and Safety Code Section 25364.

## ENCLOSURE A

- i. Other than as provided below, neither COUNTY nor any officer or employee of COUNTY shall be responsible for any damage or liability occurring by reason of any acts or omissions on the part of CITY under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of CITY under this AGREEMENT. It is also understood and agreed that, pursuant to Government Code Section 895.4, CITY shall fully indemnify, defend, and hold COUNTY harmless from any liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of any acts or omissions on the part of CITY under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of CITY under this AGREEMENT.
- j. Neither COUNTY nor any officer or employee of COUNTY shall be responsible, directly or indirectly, for damage or liability arising from or attributable to the presence or alleged presence, transport, arrangement, or release of any hazardous materials, chemicals, or contaminants present at or stemming from the PROJECT within the CITY'S JURISDICTION or arising from acts or omissions on the part of the CITY under or in connection with any work, authority, or jurisdiction delegated to or determined to be the responsibility of the CITY under this AGREEMENT, including liability under the CERCLA, the California Health and Safety Code or common law. It is understood and agreed pursuant to Government Code Section 895.4, CITY shall fully indemnify, defend, and hold COUNTY harmless from any such damage, liability, or claim. In addition to being an agreement enforceable under the laws of the State of California, the foregoing indemnity is intended by the parties to be an agreement pursuant to 42 U.S.C. Section 9607(e), Section 107(e) of the amended CERCLA, and California Health and Safety Code Section 25364.
- k. In contemplation of the provision of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement (as defined in Section 895 of said Code), each of the parties hereto, pursuant to the authorization contained in Sections 895.4 and 895.6 of said Code, will assume the full liability imposed upon it or any of its officers, agents, or employees by law for injury caused by any act or omission occurring in the performance of this AGREEMENT to the same extent that such liability would be imposed in the absence of Section 895.2 of said Code. To achieve the above-stated purpose, each of the parties indemnifies and holds harmless the other party for any liability, cost, or expense that may be imposed upon such other party solely by virtue of Section 895.2. The provision of Section 2778 of the California Civil Code are made a part hereof as if incorporated herein.

- l. The provisions of this AGREEMENT shall supersede and control over any provisions inconsistent herewith in the Assumption of Liability Agreement 32063 between CITY and COUNTY, adopted by the Board of Supervisors on November 14, 1977, and currently in effect.
  
- m. That the CITY authorizes the CITY Director of Public Works to assign to the COUNTY all of its right, title, and interest in any unelapsed portion of the one-year warranty granted to the CITY by the construction contractor performing the road improvement work. This assignment is effective following completion of PROJECT.
  
- n. Venue for any litigation shall be Los Angeles County, California, or in the United States District Court for the Central District of California. Any waiver by the CITY or COUNTY of any breach of any term, covenant or condition herein shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein. No term, covenant or condition of this AGREEMENT shall be deemed to have been waived by CITY or COUNTY unless in writing. This AGREEMENT may be executed in multiple counterparts, each of which shall be deemed an original, but all of which taken together constitute one and the same instrument. Each person executing this AGREEMENT hereby represents and warrants (i) their authority to do so, and (ii) that such authority has been duly and validly conferred.

//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//  
//

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their respective officers, duly authorized by the CITY OF COVINA on OCTOBER 17TH, 2023, and by the COUNTY OF LOS ANGELES Director of Public Works on \_\_\_\_\_, 2024.

COUNTY OF LOS ANGELES

ATTEST:

By \_\_\_\_\_  
Chair, Board of Supervisors

EDWARD YEN  
Executive Officer of the  
Board of Supervisors of the  
County of Los Angeles

By \_\_\_\_\_  
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON  
County Counsel

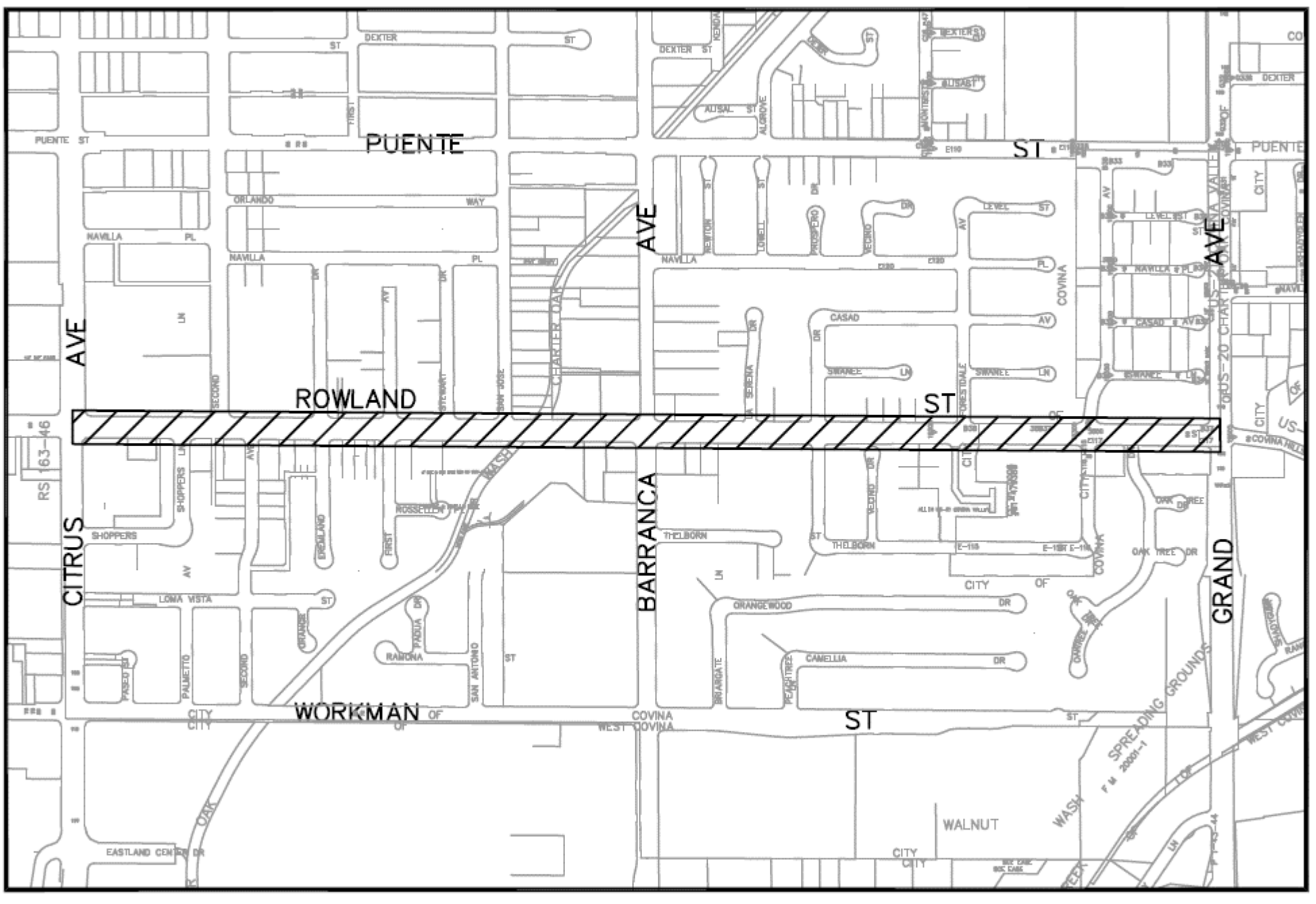
By *Heidi Liu*  
Deputy for Carole Suzuki

CITY OF COVINA  
By *Walter ...*  
Mayor

Date: 12/7/2023

ATTEST:  
By *[Signature]*  
City Clerk

APPROVED AS TO FORM:  
By *[Signature]*  
City Attorney



AVE

PUENTE

ST

AVE

ROWLAND

ST

CITRUS

BARRANCA

WORKMAN

ST

GRAND

WALNUT

SPREADING GROUNDS  
F M 2000-1

RS 63-46

US-20

US-101

US-101

US-101

US-101

US-101

US-101

US-101

US-101

US-101

## BOARD LETTER/MEMO CLUSTER FACT SHEET

 Board Letter

 Board Memo

 Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024		
<b>BOARD MEETING DATE</b>	7/23/2024		
<b>SUPERVISORIAL DISTRICT AFFECTED</b>	<input 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 checked="" type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>		
<b>DEPARTMENT(S)</b>	Public Works		
<b>SUBJECT</b>	Los Angeles River–Grant of Easements from the Los Angeles County Flood Control District to the State of California		
<b>PROGRAM</b>			
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – Not Applicable		
<b>DEADLINES/ TIME CONSTRAINTS</b>	The State requires highway, temporary access, and construction easements by September 30, 2024, to ensure its Los Angeles River Bridge Seismic Retrofit project is on schedule.		
<b>COST &amp; FUNDING</b>	Total cost:	\$3,139,000	Funding source:
			B07
	TERMS (if applicable):		
	Explanation: The State will deposit a not-to-exceed amount of \$3,139,000 for the grant of easements, which represents fair market value. This amount will be deposited into the Flood Control District Fund (B07, Revenue Source Code 9906-Sale of Capital Assets-Easements).		
<b>PURPOSE OF REQUEST</b>	The State requested highway, temporary access, and construction easements from the District for the Los Angeles River Bridge Seismic Retrofit project.		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>	<p>The State requested the grant of easements for its Los Angeles River Bridge Seismic Retrofit project to seismically retrofit the Los Angeles River Bridge and the De Forest Avenue undercrossing.</p> <p>The recommended actions will benefit the State and County residents by facilitating the Los Angeles River Bridge Seismic Retrofit project, which will provide improved transportation services.</p>		
<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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state which one(s) and explain how: Priority No. 7: Sustainability–Revenues received from this transaction will help promote fiscal responsibility by providing accessible funds for the District's programs.		
<b>DEPARTMENTAL CONTACTS</b>	Name, Title, Phone # & Email: Luis Ramirez, Deputy Director, (626) 458-4008, <a href="mailto:luramire@pw.lacounty.gov">luramire@pw.lacounty.gov</a>		



MARK PESTRELLA, Director

# 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

July 23, 2024

IN REPLY PLEASE  
REFER TO FILE: **SMP-6**

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:

**WATER RESOURCES CORE SERVICE AREA  
GRANT OF EASEMENTS FROM THE LOS ANGELES COUNTY  
FLOOD CONTROL DISTRICT TO THE STATE OF CALIFORNIA  
LOS ANGELES RIVER PARCELS 1637, 2249, 2250, 2255, 2270, 2271, AND 2282  
IN THE CITY OF LONG BEACH  
(SUPERVISORIAL DISTRICT 4)  
(3 VOTES)**

### **SUBJECT**

Public Works is seeking Board approval to grant easements for highway, temporary access, and construction purposes affecting Parcels 1637, 2249, 2250, 2255, 2270, 2271, and 2282 related to the Los Angeles River, in the City of Long Beach, from the Los Angeles County Flood Control District to the State of California for the Los Angeles River Bridge Seismic Retrofit project.

### **IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT:**

1. Acting as a responsible agency, find that the Los Angeles River Seismic Retrofit project is exempt from the California Environmental Quality Act for the reasons stated in this Board letter and in the record of the project.
2. Find that the grant of easements for highway, temporary access, and construction purposes affecting Parcels 1637, 2249, 2250, 2255, 2270, 2271, and 2282 related to the Los Angeles River, in the City of Long Beach, and the subsequent use of said easements will not interfere or be inconsistent with the primary use and purposes of the affected parcels by the Los Angeles County Flood Control District.



3. Approve the grant of easements for highway, temporary access, and construction purposes affecting Parcels 1637, 2249, 2250, 2255, 2270, 2271, and 2282 related to the Los Angeles River, in the City of Long Beach, from the Los Angeles County Flood Control District to the State of California for the Los Angeles River Seismic Retrofit project.
4. Delegate authority to the Chief Engineer of the Los Angeles County Flood Control District or his designee to negotiate and execute the necessary documents and authorize delivery to the State of California.

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

The purpose of the recommended actions is to find that the Los Angeles River Seismic Retrofit project is exempt from the California Environmental Quality Act (CEQA) and allow the Los Angeles County Flood Control District to grant easements for highway, temporary access, and construction purposes affecting Parcels 1637, 2249, 2250, 2255, 2270, 2271, and 2282 related to the Los Angeles River, in the City of Long Beach, as shown on the enclosed map, to the State of California.

The State requested the grant of easements for its Los Angeles River Seismic Retrofit project to seismically retrofit the Los Angeles River Bridge and the De Forest Avenue undercrossing.

The recommended actions will benefit the State and County residents by facilitating the Los Angeles River Seismic Retrofit project, which will provide improved transportation services.

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

These recommendations support the County Strategic Plan: North Star 3, Realize Tomorrow's Government Today, Focus Area Goal G, Internal Controls and Processes, Strategy ii, Manage and Maximize County Assets, by providing accessible funds for the District's programs, which will help to promote fiscal responsibility. The recommended actions will allow the State to complete the Los Angeles River Seismic Retrofit project improving transportation efficiency and promoting sound, prudent, and transparent policies and practices while preserving the quality of life for County residents.

### **FISCAL IMPACT/FINANCING**

There will be no impact to the County General Fund.

The State will deposit a not-to-exceed amount of \$3,139,000 for the grant of easements, which represents fair market value. This amount will be deposited into the Flood Control District Fund (B07, Revenue Source Code 9906-Sale of Capital Assets-Easements).

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

The proposed grant of easements is authorized by Section 2, Subsection 13, of the Los Angeles County Flood Control Act. This section provides as follows: "The Los Angeles County Flood Control District is hereby declared to be a body corporate and politic, and has all the following powers...13. To lease, sell or dispose of any property (or any interest therein) whenever in the judgment of the board of supervisors of the property, or any interest therein or part thereof, is no longer required for the purposes of the district, or may be leased for any purpose without interfering with the use of the same for the purposes of the district..."

The grant of easements is not considered adverse to the District's purposes and will not hinder the use of Los Angeles River for possible transportation, utility, recreational corridors, or flood control purposes. Moreover, the instrument reserves paramount rights to use the affected parcels for the District's purposes.

County Counsel will review and approve the necessary documents as to form prior to execution and they will be recorded.

### **ENVIRONMENTAL DOCUMENTATION**

As a responsible agency with respect to the Los Angeles River Seismic Retrofit project, the District reviewed the exemption determination of the State, the lead agency for the Los Angeles River Seismic Retrofit project, which found that the Los Angeles River Seismic Retrofit project is exempt pursuant to the State CEQA Guidelines, Section 15301 (c). The District is a responsible agency for the Los Angeles River Seismic Retrofit project because it is granting easements for highway, temporary access, and construction purposes affecting District-owned parcels. The District's independent judgment on the record has determined that the recommended actions, with respect to its approvals for the Los Angeles River Seismic Retrofit project, are exempt pursuant to Sections 15031(c) and 15304(e) of the State CEQA Guidelines and Class 1(x), Subsections 11, and Class 4(h) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G, based on the record of the project.

The Honorable Board of Supervisors  
July 23, 2024  
Page 4

Upon the Board's approval of the recommended actions, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 21152 of the California Public Resources Code.

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

This transaction will allow for the joint use of the District's right of way without interfering with the primary mission of the District. There will be no impact on current services or projects.

**CONCLUSION**

Please return one adopted copy of this letter to Public Works, Survey/Mapping & Property Management Division.

Respectfully submitted,

MARK PESTRELLA, PE  
Director of Public Works

MP:GE:db

Enclosure

c: Auditor-Controller (Accounting Division–Asset Management)  
Chief Executive Office (Chia-Ann Yen)  
County Counsel  
Executive Office

# LOS ANGELES RIVER CITY OF LONG BEACH

## SUP. DISTRICT 4

LOS ANGELES RIVER

AIN  
7202-023-903

W 19TH ST

DEFOREST AV

SAN FRANCISCO AV

TO LONG BEACH HWY

Los Angeles River LACFCD Parcels 2270, 2271, & 2282  
Area = 12,542± Sq. Ft.  
(Ref. Caltrans Parcel 81933-3)

Los Angeles River LACFCD Parcel 2282  
Area = 8,396± Sq. Ft.  
(Ref. Caltrans Parcel 81933-2)

Los Angeles River LACFCD Parcels 2255 & 2282  
Area = 7,714± Sq. Ft.  
(Ref. Caltrans Parcel 81933-1)

PACIFIC COAST

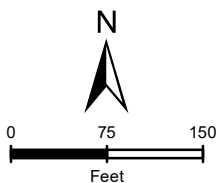
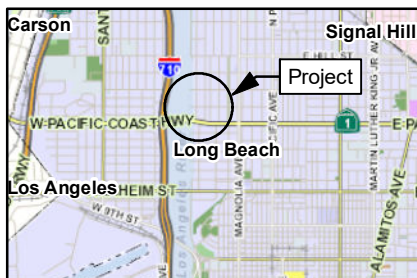
HWY

Los Angeles River LACFCD Parcel 2282  
Area = 10,055± Sq. Ft.  
(Ref. Caltrans Parcel 81932-1)

AIN  
7271-001-905

Los Angeles River LACFCD Parcels 1637 & 2282  
Area = 10,033± Sq. Ft.  
(Ref. Caltrans Parcel 81932-2)

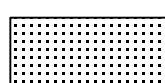
Los Angeles River LACFCD Parcels 2249, 2250 & 2282  
Area = 4,200± Sq. Ft.  
(Ref. Caltrans Parcel 81932-3)



### Legend:



Highway Easement



Temporary Construction Easement



Temporary Access Easement

## BOARD LETTER/MEMO CLUSTER FACT SHEET

Board Letter

Board Memo

Other

<b>CLUSTER AGENDA REVIEW DATE</b>	7/10/2024	
<b>BOARD MEETING DATE</b>	7/23/2024	
<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>	Regional Planning and Treasure and CEO Chief Information Office	
<b>SUBJECT</b>	APPROVE THE USE OF THE INFORMATION TECHNOLOGY INFRASTRUCTURE FUND	
<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>SB 1439 SUPPLEMENTAL DECLARATION FORM REVIEW COMPLETED BY EXEC OFFICE</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – Not Applicable	
<b>DEADLINES/ TIME CONSTRAINTS</b>		
<b>COST &amp; FUNDING</b>	Total cost:	Funding source:
	\$	
	TERMS (if applicable):	
	Explanation:	
<b>PURPOSE OF REQUEST</b>		
<b>BACKGROUND (include internal/external issues that may exist including any related motions)</b>		
<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: Dennis Slavin, Chief Deputy (213)974-6405, dslavin@planning.lacounty.gov	

July 23, 2024

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:

**APPROVE THE USE OF THE INFORMATION TECHNOLOGY INFRASTRUCTURE FUND  
FOR GOVERNANCE SUPPORT AND ENHANCEMENTS TO ELECTRONIC PERMITTING  
AND INSPECTIONS – LOS ANGELES (EPIC-LA) AND AN APPROPRIATION  
ADJUSTMENT FOR FISCAL YEAR 2024-25  
(ALL SUPERVISORIAL DISTRICTS – 4 VOTES)  
CIO RECOMMENDATION: APPROVE (X)**

**SUBJECT**

The Department of Regional Planning (DRP) is requesting the Board of Supervisors' (Board) approval of an appropriation adjustment to use \$350,000 in one-time funding from the County of Los Angeles' (County) Information Technology Infrastructure Fund (ITF) to support ongoing implementations of the 2023 Gartner Study recommendations of County's Electronic Permitting and Inspections - Los Angeles (EPIC-LA) and development of data interface between Accela and EPIC-LA for the Fire Department.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the use of \$350,000 in one-time funding from the ITF for a Change Order with Gartner Consulting Incorporated (Gartner) to support ongoing implementations of the Gartner recommendations and development of an interface between Accela and EPIC-LA for the Fire Department to improve data sharing.
2. Approve a Fiscal Year 2024-25 appropriation adjustment in the ITF to reallocate \$350,000 from Services and Supplies (S&S) to Other Financing Uses, and to increase

3. The Regional Planning's S&S Budget.
4. Authorize the Internal Services Department (ISD), as the County's Purchasing Agent, to execute an Enterprise Services Master Agreement (ESMA) Change Order with Gartner, in compliance with Board required ESMA guidelines.

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

The County's EPIC-LA is a multi-departmental program comprised of business processes, workflows, and an information technology system used to administer land development, permitting, inspections and related business functions. Feedback from EPIC-LA customers (homeowners, engineers, architects, contractors, land developers, small business developers, and other professional groups) on their experience with EPIC-LA indicated inconsistent experiences with EPIC-LA and that program processes are not easy to understand and navigate. A common theme from this customer feedback is the desire for faster and more predictable service.

In June 2021, the Board directed DRP and Department of Public Works (DPW) to engage a consultant to assess the EPIC-LA service model and provide recommendations for organizational changes, process improvements and technology improvements.

DRP and DPW collaborated with the County's Office of the Chief Information Office and other EPIC-LA departments to develop and issue a competitive solicitation through ISD's ESMA, which that led to the selection of Gartner to conduct the EPIC-LA engagement.

In February 2023, Gartner completed an ITF funded comprehensive assessment of EPIC-LA. It provided recommendations for organizational changes, process improvements and technology improvements to improve the efficiency and effectiveness of EPIC-LA operations. The initial set of recommendations was implemented, including a new Governance structure and development of a proposed centralized EPIC-LA funding model.

We are requesting Board approval for one-time funding in the amount of \$350,000 from the County's ITF to engage Gartner to support ongoing implementations of the 2023 Gartner Study recommendations per the June 2023 Board motion and development of interface for the Fire Department.

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

The recommended action supports County Strategic Plan Focus Area 1.C—Housing and Homelessness: Support efforts to that prevent displacement, increase access to housing stability, develop more affordable housing, sustain homeownership opportunities, and enhance the effectiveness of the County's homeless rehousing system.

### **FISCAL IMPACT/FINANCING**

The ITF, governed by the County's Information Technology Investment Board (ITIB), was established to fund Countywide or multi-departmental technology projects that improve the

delivery of services to the public; generate operational improvements to one or more departments or programs; and improve interdepartmental or interagency collaboration.

The County's ITIB previously approved the use of \$550,000 in one-time funding from the ITF to engage Gartner to conduct an independent assessment of its EPIC-LA service model, including organization and governance, business processes, and technology.

On April 29, 2024, the County's ITIB approved the use of \$350,000 in one-time funding from the ITF to support ongoing implementations of the Gartner recommendations and development of an interface between Accela and EPIC-LA for the Fire Department to improve data sharing. This will result in increasing the contract maximum sum by \$290,000 from \$550,000 to \$840,000 and \$60,000 to fund Fire Department's interface between Accela and EPIC-LA.

Tasks	Cost
Develop Future EPIC-LA Portal Capabilities & SOW	\$ 125,000.00
Identification and establishment of department and cross-departmental performance metrics	\$ 15,000.00
EPIC-LA Steering Committee & Subcommittees Support	\$ 150,000.00
Accela and EPIC-LA data sharing interface for the Fire Department	\$ 60,000.00
Total Cost	\$ 350,000.00

Approval of the recommended appropriation adjustment (enclosed) in the ITF will reallocate \$350,000 from S&S to Other Financing Uses and will increase DRP's S&S Budget.

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

There are no legal requirements prohibiting the recommended action. The terms and conditions of the ESMA have been approved by County Counsel. The contracted services are of an extraordinary, professional, or technical nature and are not restricted under Proposition A and are not subject to the Living Wage Program (County Code, Chapter 2.121).

The Master Agreement contains all the current County required provisions.

The CIO reviewed this request and recommends approval. No formal CIO Analysis is required because the CIO reviewed and approved the business case for this project, and the County's ITIB approved the ITF request on April 29, 2024.

### **CONTRACTING PROCESS**

On May 10, 2022, ISD released a competitive ESMA-143 WO solicitation for the EPIC-LA Consulting Engagement. The solicitation was released to 42 qualified contractors on ISD's ESMA Category 1 list. ISD received qualified proposal from one contractor, Gartner. The proposal was evaluated by an evaluation committee consisting of third-party evaluators from other county departments and Gartner was recommended for award of ESMA ESMA-143.



In February 2023, Gartner Consulting completed an ITF funded comprehensive assessment of EPIC-LA. It provided recommendations for organizational changes, process improvements and technology improvements to improve the efficiency and effectiveness of EPIC-LA operations. This initial set of recommendations was implemented, including a new Governance structure and development of a proposed centralized EPIC-LA funding model. Additional work is needed to further carry out the June 2023 Board motion and implement Gartner's recommendations necessitating the need for a Change Order for this project to be successful.

Consistent with ESMA guidelines, this serves as notification informing the Board of the intent to execute Change Order ESMA-143 in the amount of \$290,000 increasing total from \$550,000 to \$840,000 and \$60,000 to fund Fire Department's interface between Accela and EPIC-LA. ISD will proceed with the amendment of this Change Order after Board approval.

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

Approval of the recommended actions will enable DRP to support ongoing implementations of the 2023 Gartner Study recommendations and development of an interface between Accela and EPIC-LA for the Fire Department to improve data sharing.

**CONCLUSION**

Upon the Board's approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board letter to DRP.

Respectfully submitted,

AMY J. BODEK, AICP  
Director of Regional Planning

PETER LOO  
Acting Chief Information Office

AJB:DLS:ia

- c: Sheriff
- Chief Executive Office
- County Counsel
- Community Development Commission
- Fire
- Health Services
- Library
- Parks & Recreation
- Public Works