



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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ALHAMBRA, CALIFORNIA 91803-1331
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ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

October 3, 2002

IN REPLY PLEASE
REFER TO FILE: **PJ-1**

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:

**MAYBERRY COUNTY PARK GENERAL IMPROVEMENTS PROJECT
APPROVE TOTAL PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT AND ADVERTISE
SPECS. 6583; C.P. 86435
SUPERVISORIAL DISTRICT 1
4 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND THE
DIRECTOR OF PARKS AND RECREATION THAT YOUR BOARD:**

1. Find that the project is categorically exempt under the California Environmental Quality Act, Sections 15301(c), (d), and (e)(1); 15302, 15303(e), and 15304(b), and under Classes 1, 1(g)(1), 1(x), 2, 3(b) and (d), and 4(c) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.
2. Approve the Appropriation Adjustment (Enclosure B) in the amount of \$91,000 to provide additional funding for the Mayberry County Park General Improvements Project from Park In-Lieu Fees Special Fund Park Planning Area No. 2.
3. Approve the total project budget of \$1,508,500 for the Mayberry County Park General Improvements Project detailed in Enclosure A.

4. Adopt plans and specifications for the construction of the Mayberry County Park General Improvement Project at an estimated construction cost between \$722,835 and \$966,398 funded by the Regional Park and Open Space District, net County cost, and Park In-Lieu Fees Special Fund; and instruct the Executive Officer to advertise for bids to be received and opened on November 12, 2002, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure C).
5. Approve and authorize the Director of Public Works to deliver the project.
6. Approve the Youth Employment Plan (Enclosure D).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The park has an existing tiny-tot program that is currently located in a temporary trailer and has outgrown the facility. Additionally, the gymnasium and play area have deteriorated from heavy use. The project will include constructing a 2,030-square-foot building and fenced exterior courtyard for the tiny-tot program, replacing the wood flooring and installing a public announcement system in the gymnasium, renovating the play area, and constructing various site improvements. The site improvements will include installing an information kiosk, security lighting, and concrete benches; replacing three exterior drinking fountains and planting shade trees; and constructing concrete walkways.

Parks and Recreation will employ at-risk youth to perform preconstruction site preparation, plant boxed trees and plant materials, and install concrete benches.

Implementation of Strategic Plan Goals

This project meets the County's Strategic Plan Goals of Fiscal Responsibility and Children and Families Well-Being by investing in public infrastructure and providing enhanced recreational opportunities to assure good health and social well-being.

FISCAL IMPACT/FINANCING

Public Works' fair construction cost estimate for the project is between \$722,835 and \$966,398. The total project cost including plans and specifications, plan check, construction, equipment, consultant services, at-risk youth employment, miscellaneous expenditures, and County services is currently estimated at \$1,508,500. The Project Schedule and Budget Summary are included in Enclosure A.

Sufficient appropriation will be available in the Fiscal Year 2002-2003 Capital Projects budget (C.P. 86435) to fund this project upon your Board's approval of the Appropriation Adjustment (Enclosure B). Project funding is provided from a First District allocation of 1999-2000 Extraordinary Maintenance Funds (\$995,000) and Safe Neighborhood Parks Proposition excess funds (\$70,000); Safe Neighborhood Parks Proposition of 1996 under Section 3, Subsection (a), Paragraph (1), Subparagraph (O) (\$84,659), Subparagraph (QQii) (\$134,571), and Subparagraph (VV) (\$55,770); Chief Administrative Office Deferred Maintenance Match Program funds (\$12,500); and Park In-Lieu Fees Special Fund from Park Planning Area No. 2 (\$156,000).

Parks and Recreation recently implemented some immediate deferred maintenance repairs in the amount of \$40,930 which was funded by Park In-Lieu Fees Special Fund allocated for this proposed project. These repairs were not included as part of this proposed project. Also \$50,000 of additional Park In-Lieu Fees Special Fund was allocated to fully fund the proposed improvements based on a more recent estimated project cost validation. The Appropriation Adjustment in the amount of \$91,000 will increase appropriation and revenue from the Park In-Lieu Fees Special Fund to fully fund the proposed project.

Operating Budget Impact

Upon completion of the construction project, Parks and Recreation anticipates a one-time startup cost of \$19,140 and has requested an additional \$123,451 in estimated ongoing operational and maintenance funding. Estimated ongoing requirements include \$104,451 for salaries and employee benefits for one custodian, two recreation services staff, and \$19,000 for utilities and miscellaneous supplies.

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The Chief Administrative Office is currently reviewing the operating cost estimates and will work with Parks and Recreation to determine appropriate operating requirements and available funding and will return to your Board with its recommendation at the construction contract award scheduled for November 2002.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard construction agreement, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring of qualified displaced County employees will be included in the contract.

Under the provisions of the County of Los Angeles Regional Park and Open Space District Policy, Parks and Recreation is actively pursuing employment opportunities to meet the Youth Employment Minimum Obligation. The estimated cost of youth employment for this project is \$14,250 as detailed in Enclosure D. In addition, the plans and specifications encourage the contractor to employ at-risk youth on the project.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration of contract award, bidders will be required to attest to their willingness to consider Greater Avenues for Independence participants for future employment.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Services Program).

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ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under the California Environmental Quality Act, Sections 15301(c), (d), and (e)(1); 15302, 15303(e), and 15304(b), and under Classes 1, 1(g)(1), 1(x), 2, 3(b) and (d), and 4(c) of the County of Los Angeles Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

CONTRACTING PROCESS

On December 8, 1998, your Board approved and authorized Parks and Recreation to award an as-needed design services agreement to Withers, Sandgren, and Smith, Ltd. On November 15, 2000, Parks and Recreation issued a Notice to Proceed to Withers, Sandgren, and Smith to provide architectural/engineering design and consultant services for the Mayberry County General Improvements Project.

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure C).

Following receipt of bids, scheduled for November 5, 2002, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Office of Small Business website.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

The park will remain open during construction. However, beginning in December 2002 and continuing throughout the seven-month construction duration, there will be certain limitations on using the gymnasium, play area, and exterior basketball courts. The existing modular trailer housing the tiny-tot program will be temporarily relocated to one of the exterior basketball courts to accommodate construction of the new building, and the second exterior basketball court will be used as a construction staging area. The construction schedule has been coordinated with Parks and Recreation to maintain a substantial level of service and access to the park facilities during construction.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), Parks and Recreation, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

TIM GALLAGHER
Director of Parks and Recreation

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Enc. 4

cc: County Counsel
Department of Public Social Services (GAIN Program)

October 3, 2002

ENCLOSURE A

**MAYBERRY COUNTY PARK GENERAL IMPROVEMENTS PROJECT
APPROVE TOTAL PROJECT BUDGET
APPROVE APPROPRIATION ADJUSTMENT
ADOPT AND ADVERTISE
SPECS. 6583; C.P. 86435**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Actual Completion Date
Construction Documents	08/12/02	08/12/02
Jurisdictional Approvals	08/26/02	08/26/02
Construction Award	12/10/02	
Construction Start	02/01/03	
Substantial Completion	09/02/03	
Final Acceptance	11/25/03	

II. PROJECT BUDGET SUMMARY

Budget Category	Current Project Budget
Plans and Specifications	
Needs Assessment	\$ 8,830
Basic Design Services	85,131
Construction Administration	20,546
Consultant Services	13,840
Total Plans and Specifications	\$ 128,347
Plan Check	\$ 9,879
Construction	
Construction	\$ 966,398
Change Order Contingency	96,640
At-risk Youth Employment*	20,250
Total Construction	\$ 1,083,288
Unforeseen Site Conditions	\$ 41,434
Other Consultant Services	\$ 11,200
Miscellaneous Expenditures	\$ 6,500
County Services	\$ 227,852
TOTAL	\$ 1,508,500

* Includes youth labor and materials.

October 3, 2002

ENCLOSURE B

**MAYBERRY COUNTY PARK GENERAL IMPROVEMENTS PROJECT
APPROVE TOTAL PROJECT BUDGET
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APPROPRIATION ADJUSTMENT

October 3, 2002

ENCLOSURE C

**MAYBERRY COUNTY PARK GENERAL IMPROVEMENTS PROJECT
ADOPT AND ADVERTISE**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC FEE</u>	<u>DATE OF BID OPENING</u>
1	6583	Mayberry County Park General Improvements Project 13201 East Meyer Road Whittier, CA 90605	\$50	11/12/02

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

Enclosure C
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PRE-BID CONFERENCE

Bidders are strongly encouraged to attend the pre-bid conference and job walk on October 23, 2002, at 1:30 p.m., at Mayberry County Park, 13201 East Meyer Road, Whittier, California 90605. This meeting will provide information on the project, bidding process, and answer any questions that the potential bidders may have. For further directions, please contact Montessa Duckett at (626) 458-2585.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 S. Fremont Ave.), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.

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Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated October 15, 2002.

Specs. 6583

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES

October 3, 2002

ENCLOSURE D

**MAYBERRY COUNTY PARK GENERAL IMPROVEMENTS PROJECT
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YOUTH EMPLOYMENT PLAN

Background:

The project will include constructing a 2,030-square-foot building and fenced exterior courtyard for the tiny-tot program, replacing the wood flooring and installing a public announcement system in the gymnasium, renovating the play area, and constructing various site improvements. The site improvements will include installing an information kiosk, security lighting, and concrete benches; replacing three exterior drinking fountains and planting shade trees; and constructing concrete walkways.

Parks and Recreation will employ at-risk youth to perform preconstruction site preparation, plant boxed trees and plant materials, and install concrete benches.

Tasks that may be performed by At-risk Youth:

Remove two swings
Remove two concrete play structures
Remove four concrete pads
Install four contour benches
Plant nine 24-inch boxed trees
Plant six 1-gallon Boston Ivy plants

Estimated Cost of Youth Employment:

Total estimated hours of youth employment	\$	1,500
Cost per hour	\$	9.50
Total estimated labor cost of youth employment	\$	14,250

Method of Employing Youth:

The employment of at-risk youth will be coordinated through the Department of Community and Senior Services and the Department of Children and Family Services. In addition, youth will be supervised by a crew instructor employed by Parks and Recreation.

Youth Employment Goal:

Under the provisions of the Los Angeles County Regional Park and Open Space District policy on employment of at-risk youth, the Youth Employment Minimum Obligation of the County of Los Angeles is \$15,739,750 (equal to 50 percent of the total maintenance and servicing funding from Proposition A of 1992 and 1996). Parks and Recreation is actively pursuing employment opportunities for at-risk youth on all projects. The Countywide YEMO and Parks and Recreation's accomplishments to date are as follows:

	<u>YEMO Goal</u>	<u>Accomplished</u>	<u>Remaining</u>
Project Support	\$5,246,583	\$(534,073)	\$4,712,510
Maintenance	\$5,246,583	\$(204,078)	\$5,042,505
Other new Youth Employment (Various Parks and other County programs)	<u>\$5,246,584</u>	<u>\$(133,224)</u>	<u>\$5,113,340</u>
YEMO Totals	\$15,739,750	\$871,395	\$14,868,355