



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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

February 21, 2002

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:

**CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER
NEW JURY ASSEMBLY ROOM PROJECT
AWARD AGREEMENT
SPECS. 6541; C.P. 77421
SUPERVISORIAL DISTRICT 1
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

Award and authorize the Director of Public Works to execute an agreement with Howard Laks Associates Architects to provide programming and design services for the Clara Shortridge Foltz Criminal Justice Center New Jury Assembly Room project for a not to exceed fee of \$117,912, including \$7,500 in County reimbursables, to be funded through the existing project funds, and establish the effective date following Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

We are recommending that your Board authorize the Director of Public Works to execute an architect/engineer services agreement with Howard Laks to prepare construction documents for the New Jury Assembly Room project.

The project will renovate approximately 9,400 square feet of existing office space on the ground floor to provide jury seating, staff offices, and enlarged restrooms meeting all accessibility standards. Additional improvements will include new energy-efficient lighting, security, and media systems. The current jury accommodations are awkwardly situated in two different rooms on two separate floors of the courthouse. The proposed project will consolidate and enhance jury service by providing a comprehensive orientation and jury assembly room designed to facilitate current operations.

Preliminary investigative reports and a hazardous materials survey have been completed. This agreement provides architectural consulting services that will initially prepare the detailed facility program, define the final project scope, prepare a cost estimate, and review existing building systems conditions and code criteria governing the proposed improvements. The program will be developed in conjunction with the Superior Court to incorporate facility requirements that better meet jury assembly operational needs. Following County review and approval of the completed program and cost estimate, design services will proceed under this agreement.

Following completion of construction documents and jurisdictional approvals currently scheduled for August 27, 2002, we will return to your Board for selection of a contractor to construct the project.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility by investing in public infrastructure that will provide accessible jury assembly space to better serve courthouse patrons.

FISCAL IMPACT/FINANCING

The Clara Shortridge Foltz Criminal Justice Center New Jury Assembly Room project, Capital Project 77421, was approved in the 2000-01 and 2001-02 Final County Budgets with a total budget of \$1,500,000, offset by revenue from the Criminal Justice Facilities Temporary Construction Fund.

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The total estimated cost of the project, including investigative reports, programming, design services, construction, and County services, is \$1,500,000.

The Project Schedule and Budget Summary are included in the enclosure.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard 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 qualified displaced County employees will be included.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award of this agreement, Howard Laks is willing to consider Greater Avenues for Independence Program participants for future employment.

Howard Laks is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

ENVIRONMENTAL DOCUMENTATION

Awarding this agreement will have no environmental impact. The appropriate environmental documentation will be completed prior to returning to your Board to request authorization to construct the project.

CONTRACTING PROCESS

On July 2, 2001, Public Works, using the Board-approved accelerated A/E selection process, issued a Request for Proposal to Howard Laks for investigative reports and a hazardous materials survey. The reports and survey were completed on November 2, 2001, and on November 29, 2001, a programming, design services, and construction administration fee proposal was requested from Howard Laks. The initial fee proposal evaluation was completed without regard to race, creed, color, or gender.

On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. However, this contract opportunity was not listed on the website because the Board-approved accelerated A/E selection process was used, as established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the Office of Small Business website to offer general consultant opportunities, and the Architectural Evaluation Board supplements its business listing of architectural firms from the website information.

Howard Laks has agreed to provide the services for a total not to exceed fee of \$117,912, including \$7,500 in reimbursables. The construction administration portion of the fee will be billed during the construction phase and only after your Board's authorization to proceed with construction. The negotiated fee has been reviewed by Public Works and the Chief Administrative Office and is considered reasonable for the proposed scope of work.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended agreement as this agreement is for non-Proposition A services.

Howard Laks' Community Business Enterprise participation data and three-year contracting history with the County are on file with Public Works.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during the performance of the recommended services.

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CONCLUSION

Please return one adopted copy of this letter to the CAO (Capital Projects Division) and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

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Enc.

cc: County Counsel
Department of Public Social Services (GAIN Program)
Public Defender
Sheriff's Department
Superior Court

February 21, 2002

ENCLOSURE A

**CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER
NEW JURY ASSEMBLY ROOM PROJECT
AWARD AGREEMENT
SPECS. 6541; CP 77421
SUPERVISORIAL DISTRICT 1
3 VOTES**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Investigative Reports and Hazardous Materials Survey	11/02/01*
Project Program	04/20/02
Schematic Design	05/19/02
Construction Documents	07/16/02
Jurisdictional Approvals	09/19/02
Construction Contract Award	01/21/03
Construction Start	02/12/03
Substantial Completion	05/15/03
Final Acceptance	06/30/03

* Indicates completed activity.

II PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	N/A
Construction (a) Construction (b) Change Orders (c) Asbestos Abatement Subtotal	 \$ 735,370 \$ 110,330 \$ 70,000 \$ 915,700
Equipment (a) Telecommunication/Equipment (b) FF&E Subtotal	 \$ 95,000 \$ 45,000 \$ 140,000
Plans and Specifications	\$ 145,600
Consultant Services	\$ 52,000
Miscellaneous Expenditures	\$ 13,100
Jurisdictional Review and Plan Check	\$ 14,000
County Services	\$ 219,600
Total Project Budget	\$1,500,000