

APPROVED
FEB 15 2012

REPORT OF GENERAL MANAGER

NO. 12-041

DATE February 15, 2012

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: RUSTIC CANYON RECREATION CENTER – FACILITY ENHANCEMENT – PHASE I (W.O. E170327F), PHASE II (PRJ1030D)(W.O. #E170327F) AND PHASE III (PRJ20020)(W.O. #E170135F) PROJECT – SUPPLEMENTAL AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING, AND DEPARTMENT OF GENERAL SERVICES, CONSTRUCTION SERVICES

| | | | |
|-----------|-------|-------------|------------------|
| R. Adams | _____ | K. Regan | _____ |
| H. Fujita | _____ | *M. Shull | <u><i>Mf</i></u> |
| V. Israel | _____ | N. Williams | _____ |

[Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed Supplemental Agreement to the Memorandum of Understanding (MOU), substantially in the form on file in the Board Office, between the Department of Recreation and Parks (RAP), the Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services (GSD), Construction Services to increase the construction funding for the Rustic Canyon Recreation Center – Facility Enhancement - Phase I (W.O. #E170327F), Phase II (PRJ1030D) (W.O. #E170327F) and Phase III (PRJ20020) (W.O. #E170135F) project by an additional \$224,651, for a new not-to-exceed total amount of \$749,651 after execution by the authorized representatives of RAP, BOE and GSD, subject to the review and approval of the City Attorney as to form;
2. Direct the Department’s Chief Accounting Employee to request that the City Administrative Office (CAO), all in accordance with the proposed Agreement and upon its execution, include in the CAO report to the City Council and Mayor, a recommendation that the following appropriations, in the amount of \$224,651 be approved for the construction of the Rustic Canyon Recreation Center – Facility Enhancements Phase III (PRJ20020) (W.O. #E170135F) portion of the overall project:

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From:

| <u>FUNDINGSOURCE</u> | <u>FUND/DEPT./ACCOUNT NO.</u> | <u>ENCUMBRANCE AMOUNT</u> |
|----------------------|-------------------------------|-------------------------------|
| Sites and Facilities | 209/88/88D003 | \$224,651 |
| TOTAL | | \$224,651 |

To:

Through GSD Account and from there to the appropriate GSD Account Fund 100, Department 40, as follows:

| | |
|--|-------------------|
| 1104 –Construction Salaries | \$ 26,958 |
| 1101-Hiring Hall Salaries_ | \$ 77,024 |
| 1121 - Hiring Hall Fringe Benefits | \$ 30,809 |
| <u>3180 –Construction Materials and Supplies</u> | <u>\$ 89,860</u> |
| TOTAL: | \$224,651* |

* This amount includes a 10% contingency for unforeseen conditions or \$20,423. Expenditure of the contingency funds will require prior written approval by the Project Manager.

and transfer of cash to GSD on an as-needed basis, upon review and approval of expenditure reports submitted by GSD and approval of these reports by the BOE Project Manager;

3. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the MOU to the City Attorney for review and approval as to form; and,
4. Authorize the Department's General Manager to execute the Supplemental Agreement to the MOU after the appropriate signatures by the other parties thereto, subsequent to approval of the City Attorney as to form.

SUMMARY:

The Rustic Canyon Recreation Center – Facility Enhancements (W.O. #E170327F) project was awarded to GSD on May 21, 2003 (Board Report No. 03-163). Proposition K Funds, in the amount of \$400,000, were obligated by way of an executed MOU and transferred to GSD for the construction work on this project. However, only \$375,000 was transferred to GSD at the time.

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In order to facilitate the start of construction and allow for the completion of the construction documents, the construction was scheduled with a phased completion schedule. To date, two phases have been completed of the three phases identified. The different phases of the work were assigned different work order numbers by BOE internally in order to more accurately track time and expenses for each phase. Phase I was completed under (W.O. #E170327F), Phase II work was completed under (PRJ1030D) (W.O. #E170327F), and Phase III work currently in progress is being completed under (PRJ20020) (W.O. #E170135F). The assignment of work order numbers is a BOE internal tracking and accounting procedure, not a Department of Recreation and Parks procedure.

The work completed under Phase I (W.O. #E170327F) consisted of the construction of a new Americans with Disabilities Act (ADA) accessible walkway/ramp from the recreation building to the lower park area; the tennis court received spall repair and Deco Color surfacing; and the remodel of existing men's and women's restrooms. Construction of this phase started in November 2004 and was completed in December 2005.

Phase II (PRJ1030D) (W.O. #E170327F) was completed with an infusion of Proposition 12 Per Capita funds (Prop 12). On February 16, 2007, the Council and Mayor approved the L.A. for Kids Steering Committee recommendation (Council File No. 06-2978-S4) to designate \$150,000 in additional funding for this project. Of the \$150,000 allocated, \$150,000 were transferred to GSD for construction costs. At the time that the approved \$150,000 Prop 12 funds were added to this project, it appears that no Board Report or Supplemental MOU was executed. The reasons for this are unknown. It may be due to the rush notice of the Prop 12 funds, which had to be spent by date certain due to state funding deadlines.

The work completed under Phase II (PRJ1030D) (W.O. #E170327F) included the following: rehabilitation of the entry courtyard, new paving, seat walls, new landscaping and the removal of a tree; the existing basketball court was resurfaced and the back boards, supports, rims and nets were replaced; new vinyl coated chain link fence was added along Latimer Road; as well as along the tennis courts. The ceramics room asbestos floor was abated and a new concrete floor added. Finally, one of the exterior entrance columns was replaced due to structural damage. This phase of the project was closed in April 2008.

Phase III (PRJ20020) (W.O. #E170135F) will be the final phase of the Facility Enhancement project. Work in this phase began with the construction of a new concrete stair at the Latimer Road entrance; and a new concrete stair from the upper park to the basketball court below. Still to be completed, during this phase, are the grading, new irrigation and grass hydroseed at the baseball field; repair of the service road, and sidewalk repairs throughout the facility. GSD has completed a cost estimate for the incomplete work, in the amount of \$224,651. This includes a 10% contingency, in the amount of \$22,465.

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To fund the Phase III (PRJ20020) (W.O. #E170135F) work, \$300,000 in Sites and Facilities funds were identified by the CAO. BOE, therefore, recommends that the Board approve the proposed Supplemental Agreement and upon its execution, with the assistance of the CAO, facilitate the necessary City Council approval to appropriate and transfer funds, in the amount of \$224,651 to GSD accounts, as indicated in the table above. Advanced written approval in the form of an executed change order of the BOE Project Manager will be required for any use of the contingency funds by GSD.

Staff has determined that the Supplemental Agreement to increase project funding is statutorily exempt from the provisions of the California Environmental Quality Act (CEQA) per Article VII, Section 2 (i), because a Categorical Exemption was prepared for the project and filed with the Los Angeles City and County Clerks on October 25, 2004.

FISCAL IMPACT STATEMENT:

There is no anticipated fiscal impact to the Department's General Fund. All funds are provided by the above-listed funding sources as specifically identified and approved for use on this project. The future operation and maintenance costs of this project have yet to be determined.

This report was prepared by Jaime Contreras, Project Manager, BOE Architectural Division. Reviewed by Neil Drucker, Program Manager, BOE Recreational and Cultural Facilities Program; Deborah Weintraub, Chief Deputy City Engineer, BOE; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.