

APPROVED
JUN 15 2011

REPORT OF GENERAL MANAGER

NO. 11-184

DATE June 15, 2011

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: ROBERT BURNS PARK – FACILITY ENHANCEMENTS (W.O. #E170259F)
– MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT
OF RECREATION AND PARKS, THE BUREAU OF ENGINEERING AND
THE DEPARTMENT OF GENERAL SERVICES

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

[Signature]
General Manager

Approved *[Signature]*

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a 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, Construction Forces (GSD) to provide construction services for the Robert Burns Park – Facility Enhancements (W.O. #E170259F) Project, subject to the approval of the City Attorney as to form;
2. Authorize the Department’s Chief Accounting employee, subject to Mayor and City Council approval, to request the City Administrative Officer (CAO) to include in the CAO report to the City Council that a transfer of the following appropriation, in the amount of \$175,000, be approved for the construction of the Robert Burns Park – Facility Enhancements (W.O. #E170259F) project:

REPORT OF GENERAL MANAGER

PG. 2 NO. 11-184

From:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT/ACCT NO.</u>	<u>APPROPRIATION AMOUNT</u>
Proposition K – Year 13	43K/10/F240	\$175,000

To:

GSD Account G140 and from there to the appropriate GSD accounts in Fund 100, Department 40, as follows:

1014 – Construction Salaries	\$ 25,000
1101 – Hiring Hall Salaries	\$ 35,000
1121 – Hiring Hall Fringe Benefits	\$ 14,000
3180 – Construction Materials and Supplies	<u>\$ 101,000</u>
Total:	\$ 175,000

and transfer 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 forthwith the MOU to the City Attorney for expedited review and approval as to form; and,
4. Authorize the General Manager to execute the MOU prior to June 30, 2011, subsequent to the approval of the City Attorney as to form.

SUMMARY:

Robert Burns Park is located at 4900 Beverly Boulevard, Los Angeles, California 90004 within Council District 4. Robert Burns Park is a pocket park, and is highly utilized by the community. Amongst the features found here are a children’s play area, a picnic area and benches along the walking paths.

The Proposition K specified scope is as follows: “Facility Enhancements.” The proposed project’s scope of work will enhance the park by replacing the existing deteriorated pergola-like shade structure over the picnic area with a new shade structure with a solid roof. Included in the project scope are the demolition and removal of the old pergola debris. The walking paths will be replaced or repaired as the remaining funds permit.

Due to the reprogramming of Proposition K funds to the project for the current fiscal year, the construction contract must be awarded by June 30, 2011. There is insufficient time remaining to proceed through the normal bid and award process. In addition, this is the type of work that

REPORT OF GENERAL MANAGER

PG. 3 NO. 11-184

GSD has successfully completed for RAP in the past. In order to meet the construction award schedule without permanently losing the Proposition K funding for this project, it is recommended that GSD be selected to construct the project, in accordance with Section 22.535(a) (5) of the Los Angeles Administrative Code.

The BOE total construction cost estimate for the project is \$160,000. A construction contingency, in the amount of \$15,000 is also being recommended for appropriation to GSD. Use of the contingency will require advance written approval by the BOE Project Manager or their designated representative. Upon approval of the Board and the City Council, a total of \$175,000 from Proposition K funds will be requested for appropriation to GSD.

Upon execution of the MOU and the approval of the fund appropriation and transfer to GSD accounts, GSD will begin work upon the issuance of a Notice-to-Proceed (NTP) for the project. Completion of construction is estimated to take two hundred seventy (270) calendar days for the project.

In accordance with the requirements of the California Environmental Quality Act (CEQA), the proposed project has been determined to be categorically exempt pursuant to Article III, Section 1, Class 4(3), Class 11(3) of the City CEQA Guidelines.

Council District 4 and the Metro Region staff support the recommendations as set forth in this report.

FISCAL IMPACT STATEMENT:

There is no immediate fiscal impact to the Department's General Fund. However, the assessment of future operations and maintenance costs will be included in future Department budget requests.

This Report was prepared by Jaime Contreras, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering, the Department of Public Works. Reviewed by Neil L. Drucker, Program Manager, Recreational and Cultural Facilities Program; Bureau of Engineering, the Department of Public Works; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering, Department of Public Works; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.