

APPROVED

MAY 16 2012

BOARD OF RECREATION
AND PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 12-144

DATE May 16, 2012

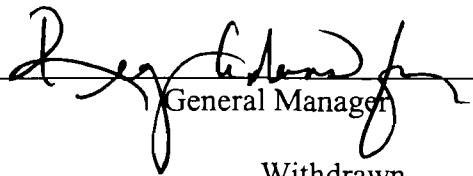
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK PHASE II - IMPROVEMENTS TO RESTROOMS AND TRAILS (W.O. #E170138F) PROJECT - MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES, CONSTRUCTION FORCES DIVISION

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

AS AMENDED


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve a proposed 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 Forces Division, to provide construction services for the Griffith Park Phase II - Improvements to Restrooms and Trails (W.O. #E170138F) 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 \$1,900,000, be approved for the construction of the Griffith Park Phase II - Improvements to Restrooms and Trails (W.O. #170138F) project

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From:

<u>FUNDING SOURCE</u>	<u>FUND NO./DEPT. NO</u> <u>/ACCT NO.</u>	<u>APPROPRIATIONAMOUNT</u>
Proposition K – Year 15	43K/10/10H365	\$ 200,000
Proposition K – Year 15 ⁽¹⁾	43K/10/TBD	<u>\$ 1,700,000</u>
Total		\$ 1,900,000

To:

Through GSD Account ~~E140~~ and from there to the appropriate GSD accounts in Fund No. 100, Department No. 40, as follows:

1014 – Construction Salaries	\$ 380,000
1101 – Hiring Hall Salaries	\$ 271,429
1121 – Hiring Hall Fringe Benefits	\$ 108,571
3180 – Construction Materials and Supplies	<u>\$1,140,000</u>
Total	\$1,900,000

⁽¹⁾ Availability of funds pending approval by the city Council of the Engineer’s Report for Fiscal Year 2012-13, which includes reprogramming of Proposition K funds for this project

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 proposed 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, 2012, subsequent to the approval of the City Attorney as to form.

SUMMARY:

The proposed project is Proposition K Specified and located at 4730 Crystal Springs Drive, Los Angeles, California 90027, within Griffith Park in Council District 4. The Proposition K line item scope of work includes “improvements to roads, trails, water system, restrooms, picnic areas, and pave live steamers parking lot.”

The project is proposed to be constructed in phases. The pave live steamers parking lot scope of work was completed by RAP. Phase I is the improvements to roads within the park including Canyon Drive, which is the access road to the Griffith Park Hollywoodland Girls Camp. Phase I

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will start construction in August 2012, at the end of the 2012 camp season. Phase II is the improvements to the restrooms and trails. Phase III includes the future scope of work for improvements to picnic areas and the water system.

The detailed scope of work for the Phase II project includes public restroom facilities upgrade for code compliance, including disabled access, structural, electrical, mechanical, and plumbing upgrades. The project also includes trail improvements providing informational signage.

Staff recommends awarding this project to GSD in lieu of conducting a competitive construction bid process. GSD has completed a number of public restroom projects with a similar scope of work.

The project is funded by Proposition K, and additional Proposition K funds are proposed to be reprogrammed to this project in the current fiscal year. For this reason, the project must now have a construction contract awarded before the end of the current Fiscal Year 2011-2012 (i.e. by June 30, 2012). There is now insufficient time remaining to proceed through the normal bid and award process. In order to meet the construction award schedule without losing the Proposition K funding, it is therefore recommended that GSD be selected to construct the project, in accordance with Section 22.535(a)(5) of the Los Angeles Administrative Code.

GSD has not prepared a construction cost estimate for the project. The BOE total construction cost estimate for the project is \$1,710,000. After a construction estimate has been prepared by GSD, if the GSD and BOE estimates are substantially different, BOE will report back to the Board and make any additional recommendations for the Board's consideration. A construction contingency, in the amount of \$190,000, is also being recommended for appropriation to GSD. However, use of the contingency will require advance written approval by the BOE Project Manager or his designated representative. Upon approval of the Board and the City Council, a total of \$1,900,000 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. The completion of construction of the project is estimated to take 365 calendar days.

Staff has determined that the subject project will consist of interior and exterior alteration for code compliance to an existing park facility with negligible or no expansion of use, and the installation of accessory structures. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(1, 4) and 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.

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FISCAL IMPACT STATEMENT:

At this time, there is no impact to the Department's General Fund. Once this project is completed, operational maintenance costs will be determined. Upon project completion, a request for funding will be submitted in future Department annual budget requests.

This Report was prepared by Cathie Santo Domingo, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Deborah Weintraub, Chief Deputy City Engineer, BOE; and Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.