

APPROVED
MAY 16 2012

REPORT OF GENERAL MANAGER

NO. 12-142

DATE May 16, 2012

**BOARD OF RECREATION
& PARK COMMISSIONERS**

C.D. 1

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CYPRESS PARK COMMUNITY CENTER – YOUTH RECREATION SPACE (PRJ20567) (W.O. #E170103F) 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><i>MS</i></u>
V. Israel	_____	N. Williams	_____

[Signature]
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Withdrawn _____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 Cypress Park Community Center – Youth Recreation Space (PRJ20567) (W.O. #170103F) 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 \$700,000, be approved for the construction of the Cypress Park Community Center – Youth Recreation Space (PRJ20567) (W.O. #170103F) project.

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From:

<u>FUNDING SOURCE</u>	<u>FUND NO./DEPT. NO./ ACCT NO.</u>	<u>APPROPRIATION AMOUNT</u>
Proposition K – Year 15	43K/10/10H205	\$200,000
CDBG Funds - 37 th Year	424/22/22H528	<u>\$500,000</u>
Total		\$700,000

To:

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

1014 – Construction Salaries	\$ 180,000
1101 – Hiring Hall Salaries	\$ 65,000
1121 – Hiring Hall Fringe Benefits	\$ 35,000
3180 – Construction Materials and Supplies	<u>\$ 420,000</u>
Total	\$ 700,000

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 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 a Proposition K 7th Cycle Competitive project located at 3320 Pepper Avenue, Los Angeles, California 90065 within Council District 1. The Proposition K line item scope of work is to construct youth recreation space as part of a new community center at a former library facility.

The project proposes to convert the old Cypress Park Branch Library into a community center, including renovation of the old building for youth activities. The detailed scope of work entails facility upgrades for code compliance including disabled access, and structural, electrical, mechanical, and fire protection/life safety upgrades. The project also includes improvements to the landscape and irrigation.

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The building, which is on the National Register of Historic Places, is a one-story colonial revival style designed in an L-plan, with a total of 2,800 internal square feet, and with a high-pitched gable roof built in 1926. The building served as a public library for over 70 years until the community's needs exceeded the building's capacity. A new Cypress Park Branch Library was opened in January 2003, rendering the old building obsolete for its original purpose. The former library has been vacant and boarded up since May 2008. In November 2008, the City of Los Angeles' Board of Library Commissioners approved the transfer of the property to RAP. On January 16, 2009, the Los Angeles City Council also approved the transfer of jurisdiction of the former library building to RAP (Council File No. 08-2730).

Staff recommends awarding this project to GSD in lieu of conducting a competitive construction bid process because of the historic nature of the building, and because of GSD's prior experience working in historic structures.

Proposition K funds for this project are programmed in the current fiscal year. This project must have the construction contract awarded prior to the end of the current Fiscal Year 2011-12 (i.e. by June 30, 2012). In order to meet the construction award schedule without losing the Proposition K funding, 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.

GSD has not prepared a construction cost estimate for the project. The BOE total construction cost estimate for the project is \$630,000. After a construction cost estimate has been prepared by GSD, if 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 \$70,000, 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 \$700,000 from Proposition K and Community Development Block Grant (CDBG) 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 365 calendar days for the project.

The project to be executed under the proposed MOU has been previously determined to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(1), Class 4(3) and Class 31 of the City CEQA Guidelines. A Notice of Exemption (NOE) was filed with the Los Angeles County Clerk on June 10, 2010. The project scope and environmental setting have not changed substantially; therefore, the NOE is still valid and no additional CEQA documentation is required for the Board's approval of the MOU.

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Council District 1 and the Metro Region staff support the recommendations as set forth in this report.

FISCAL IMPACT STATEMENT:

At this time, there is no fiscal impact to the Department of Recreation and Parks for this Board Report. Once this project is completed, operational maintenance cost will be determined. Upon project completion, a request for funding will be submitted in future Department annual budget request.

This Board Report was prepared by Shashi Bhakta and Cathie Santo Domingo, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering (BOE). 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.