

REPORT OF GENERAL MANAGER

APPROVED
JUN 15 2006

NO. 06-173

DATE June 15, 2006

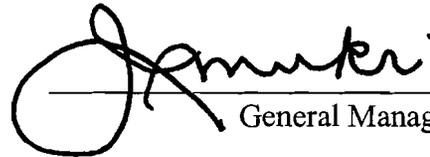
**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. 3

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WEST HILLS - PARKING LOT AND PARK EXPANSION (W.O. #E170254F) –
MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF
RECREATION AND PARKS, THE BUREAU OF ENGINEERING, AND THE
DEPARTMENT OF GENERAL SERVICES

J. Combs _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	K. Regan _____
B. Jensen _____	*M. Shull <u>MS</u>


General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

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 Bureau of Engineering (BOE), and the Department of General Services (GSD) for the construction of a new parking lot to service the existing West Hills - Parking Lot and Park Expansion (W.O. #E170254F) project, subject to the approval of the City Attorney as to form;
2. Authorize the Department's Chief Accounting Employee to encumber funds in the amount of \$320,000 from the following fund and account numbers under the awarding authority of this Board Report;

<u>FUND SOURCES</u>	<u>FUND/DEPT/ACCT NO.</u>	<u>APPROPRIATION AMOUNT</u>
Prop K YR9 (20005/06)	43K/10/Y010	\$ 240,000
Prop 12 RZH	46L/22/TBD	\$ 80,000*
Encumbrance Amount		\$ 320,000

* Future funding availability is conditioned upon final approval of the application to be submitted to the Community Development Department.

REPORT OF GENERAL MANAGER

PG 2

NO. 06-173

Through GSD Account Y140, to the appropriate GSD accounts in Fund 100, Dept. 40, listed below:

1101 – Construction Salaries Hiring Hall:	\$ 161,000
1121 – Hiring Hall Fringe Benefits:	\$ 129,000
3180 – Construction Materials and Supplies:	<u>\$ 30,000</u>
Total:	\$ 320,000

3. Direct the Board Secretary to transmit forthwith the MOU to the City Attorney for review and approval as to form; and
4. Authorize the Department's General Manager to execute the proposed MOU, upon approval as to form by the City Attorney.

SUMMARY:

The West Hills Park - Parking Lot and Park Expansion (W.O. #E170254F) project is located at 6900 Valley Circle Boulevard, West Hills, California. The West Hills Park - Parking Lot and Park Expansion project is a Proposition K Year 9 project that requires Proposition K funds be obligated prior to the end of this fiscal (Fiscal Year 2005-2006) year. If this year's Proposition K funds are not encumbered by June 30, 2006, they will no longer be available for any purpose and the overall funding of Prop K (\$750,000,000) will be reduced by the corresponding amount. The project scope consists of the design and construction of a new parking lot on a Los Angeles County owned parcel, formerly used as a pipe yard, to be leased for a term of 20 years. The project will include security lighting, signage, fencing, minor landscaping and grading and a new traffic signal and crosswalk to allow safe access to the existing West Hills Park across Valley Circle Boulevard from the new parking lot. The project's traffic related scope will not be awarded to GSD because the Bureau of Engineering will coordinate this work with other City departments. Additional agreements or approvals may be necessary to complete the traffic related scope of work; BOE will return to the Board if additional approvals are necessary at the appropriate time.

The total project cost is approximately \$566,000. To completely fund the project, Proposition K Inflation Funds were approved by the L.A. for Kids Steering Committee at its June 13, 2006, Special Meeting bringing the total project funding to \$566,693. City Council approval of the Proposition K Inflation Funds is pending consideration of the Engineer's Report scheduled for June 14, 2006.

REPORT OF GENERAL MANAGER

PG 3

NO. 06-173

Staff recommends awarding this project to GSD in lieu of conducting a competitive construction bid process, as the best option in order to award this project in a timely fashion, as there is not sufficient time to publicly bid this project and award it by June 30, 2006. In addition to timeliness, GSD has had experience in successfully completing Recreation and Parks Projects similar to this one, namely those that have high possibility of discovering unforeseen conditions during construction. By using GSD, the City only pays for direct costs of dealing with the unforeseen conditions, with the contractor's mark-ups, and time delay costs. Therefore, staff requests that the General Manager of Recreation and Parks be authorized to enter into an MOU to construct the facility as authorized by Los Angeles Administrative Code Section 22.535(a)(5).

The amount of funding in the MOU to start the project is a budgetary figure and is not based upon a cost estimate developed by GSD and may not reflect the total construction cost. GSD will prepare a Class 'A' estimate, as applicable, and upon receipt of the GSD cost estimate, BOE may reduce the scope of work and/or increase the construction budget in order for GSD to complete the project.

Staff has determined that the subject project will consist of the construction of a new parking lot with fewer than 110 spaces, and therefore, is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 11 (2) of the City CEQA Guidelines.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's budget at this time. The assessments of the future operations and maintenance cost have yet to be determined.

Prepared by Ofelia Rubio, and reviewed by Neil L Drucker, Program Manager, Bureau of Engineering, Recreational and Cultural Facilities Program and reviewed by Bradley M Smith, P.E., Chief Deputy City Engineer, Bureau of Engineering.