

APPROVED
AUG 12 2009

REPORT OF GENERAL MANAGER

NO. 09-203

DATE August 12, 2009

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CRESTWOOD HILLS PARK - FACILITY ENHANCEMENTS PHASE II (PRJ#20224) (W.O. #E170459F) - MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES

R. Adams	_____	J. Kolb	_____
H. Fujita	_____	F. Mok	_____
S. Huntley	_____	K. Regan	_____
V. Israel	_____	*M. Shull	_____

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General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the 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 General Services (GSD), and the Bureau of Engineering (BOE), to provide construction services for the Crestwood Hills Park – Facility Enhancements Phase II (PRJ#20224) (W.O. #E170459F) project, subject to the approval of the City Attorney as to form;
2. In accordance with the proposed MOU, upon its execution, direct RAP’s Chief Accounting Employee to secure the necessary Council approval to appropriate \$154,547 in Subdivision/Quimby Fees for the Crestwood Hills Park - Facility Enhancements Phase II (PRJ#20224) (W.O. #E170459F) project; prior to the start of construction as follows:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT/ACCT NO.</u>	<u>APPROPRIATION AMT</u>
Quimby	302/89/460K-CA	\$ 154,547
Total:		\$ 154,547

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Through GSD Account 140F, to the appropriate GSD accounts in Fund 100, Dept. 40, listed below:

1101 – Construction Salaries Hiring Hall:	\$ 81,200
1121 – Hiring Hall Fringe Benefits:	\$ 17,400
3180 – Construction Materials and Supplies:	<u>\$ 55,947</u>
Total:	\$ 154,547

and transfer cash to GSD on an as-needed basis subject to submission of expenditure reports by GSD and approval of these reports by the BOE Project Manager.

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

SUMMARY:

The Crestwood Hills Park Facility Enhancement Phase I project was completed by the GSD and accepted by the Board on July 23, 2008 (Board Report No. 08-210).

The Crestwood Hills Park Facility Enhancement Phase II project’s design obtained a Department of Building and Safety permit on May 1, 2009. GSD provided a “Class A” construction estimate based on the permitted plans, in the amount of \$140,497, and a contingency of 10% or \$14,050 is proposed to be added, for a total MOU amount of \$154,547. The Phase II scope of work includes kitchen, storage, and mechanical room remodeling, community room wood flooring, and reconstruction of the adjacent sidewalks which have been damaged by settlement over the years.

On July 9, 2008, the Commission approved the allocation of \$163,062 in Subdivision/Quimby Fees for the Crestwood Hills Park Facility Enhancement Phase II project (PRJ#20224) (W.O. #E170459F) (Board Report No. 08-198). Of these funds, \$154,547 will be appropriated to GSD to fund the construction of Phase II; the remaining amount will be used for design, project management, construction management, and permit costs. These Quimby Fees were collected within two miles of Crestwood Hills Park, which is the standard distance for the allocation of Quimby Fees for community parks. With the approval of the transfer of Quimby funds, this project will be fully funded.

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Staff believes awarding this project to GSD in lieu of conducting a competitive construction bid process is the best option as GSD has successfully completed Phase 1 on time and is intimately familiar with the facility.

In addition to timeliness, GSD has had experience in successfully completing RAP projects similar to this one, namely those that have high possibility of discovering unforeseen conditions during construction. By using GSD, the City would pay for the direct costs of dealing with the unforeseen conditions, without contractor mark-ups and time delay costs. Therefore, staff requests that the General Manager execute the proposed Phase II MOU for construction of the facility.

In compliance with the California Environmental Quality Act (CEQA), staff has determined that the proposed improvements will not have a significant impact on the environment. This project has been determined to be Categorical Exempt pursuant to Article III, Section 1a, Class 1(4, 5), and Section 1k, Class 11(7) of the City CEQA Guidelines. A Notice of Exemption (NOE) was filed with the Los Angeles City Clerk's office on June 19, 2000 and the County Clerk's office on June 20, 2000. As the scope of the project has not changed since the NOE was filed, no further CEQA action is required.

The Councilmember for Council District 11 and West Region management and staff support the recommendations as set forth in this Report.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund as the Phase II project will be funded with Quimby funds. The assessments of the future operations and maintenance cost have yet to be determined.

The report was prepared by William Tseng, Project Manager, Bureau of Engineering. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, Bureau of Engineering; Deborah Weintraub, Chief Deputy City Engineer, Bureau of Engineering; and Michael A. Shull, Superintendent, Planning and Development, Department of Recreation and Parks.