

APPROVED

REPORT OF GENERAL MANAGER

JUN 02 2010

NO. 10-139

DATE June 2, 2010

BOARD OF RECREATION and PARK COMMISSIONERS

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: POINSETTIA RECREATION CENTER - PHASE I BUILDING AND LANDSCAPE REFURBISHMENT PROJECT (W.O. #E170265F) - MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, THE BUREAU OF ENGINEERING AND THE DEPARTMENT OF GENERAL SERVICES

R. Adams _____ F. Mok _____
H. Fujita _____ K. Regan _____
S. Huntley _____ *M. Shull [Signature]
V. Israel _____

[Signature]
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Approved _____ Disapproved _____ Withdrawn _____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) to provide construction services for the Poinsettia Recreation Center - Phase I Building and Landscape Refurbishment (W.O. #170265F) 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 \$607,750, be approved for the construction of the Poinsettia Recreation Center - Phase I Building and Landscape Refurbishment (W.O. #170265F) project;

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From:

| <u>FUNDING SOURCE</u> | <u>FUND/DEPT/ACCT NO.</u> | <u>APPROPRIATION AMOUNT</u> |
|--|---------------------------|-----------------------------|
| Proposition K – Year 13 | 43K/10/F219 | \$150,000 |
| Proposition K – Year 14 ⁽¹⁾ | 43K/10/TBD | \$100,000 |
| Proposition K – Year 15 ⁽¹⁾ | 43K/10/TBD | \$100,000 |
| Proposition K – Year 16 ⁽¹⁾ | 43K/10/TBD | <u>\$257,750</u> |
| Total: | | \$607,750 |

Notes:

⁽¹⁾ Availability of funds pending approval by the City Council of the Engineer's Report for Fiscal Year 2010-11, which includes reprogramming of Proposition K funds for this project.

To:

GSD Account F140 and from there to the appropriate GSD accounts in Fund 100, Department 40, as follows:

| | |
|--|------------------|
| 1014 – Construction Salaries | \$ 61,000 |
| 1101 – Hiring Hall Salaries | \$125,000 |
| 1121 – Hiring Hall Fringe Benefits | \$ 50,000 |
| 3180 – Construction Materials and Supplies | <u>\$371,750</u> |
| Total | \$ 607,750 |

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, 2010, subsequent to the approval of the City Attorney as to form.

SUMMARY:

The Poinsettia Recreation Center is located at 7341 Willoughby Avenue, Los Angeles, CA 90046 within Council District 5. The recreation center is highly utilized by the community and hosts a variety of recreational features such as indoor and outdoor basketball courts, tennis courts, handball courts, an indoor gym, a children's play area, baseball fields, and a multi-purpose athletic field.

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The proposed project's scope of work will make general building and landscape refurbishments to add to and improve upon the features of the recreation center. Specifically, the project's scope of work entails the construction of an enclosure for the existing patio area at the recreation center to create a new community room, the re-modeling of the men and women's restrooms to add partitions, the replacement of the indoor gymnasium flooring, and the replacement of the existing basketball backboards and rims with new backboards and rims. The landscape refurbishment work includes the re-grading of the existing athletic field to smooth out the grade, the installation of a "smart" irrigation system, the replacement of the rotted wooden bleachers with new permanent aluminum bleachers, and the installation of shade paneling at the dugouts.

Due to the reprogramming of Proposition K funds to the current fiscal year, the project must now have the construction contract awarded prior to the end of the current Fiscal Year 2009-10 (by June 30, 2010). There is now insufficient time remaining to proceed through the normal bid and award process. In order to meet the construction award schedule without permanently losing the Proposition K funding for this project or any other purpose, 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 projects is \$552,500. A construction contingency, in the amount of \$55,250, 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 \$607,750 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 1(5), Class 4(3), Class 11(3), and Class 16(1) of the City CEQA Guidelines.

Council District 5 and the Metro Region staff support the recommendations as set forth in this report.

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FISCAL IMPACT STATEMENT:

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

This Board Report was prepared by Gary Lam, Project Manager, Recreational and Cultural Facilities Program, Bureau of Engineering. Reviewed by Neil L. 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 Construction Division, Department of Recreation and Parks.