

**APPROVED**  
**APR 04 2012**

REPORT OF GENERAL MANAGER

NO. 12-093

DATE April 4, 2012

**BOARD OF RECREATION  
and PARK COMMISSIONERS**

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CENTRAL RECREATION CENTER – BUILDING REFURBISHMENT AND PARK DEVELOPMENT (W.O. #E170304F) – 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 *[Signature]*

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATIONS:

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 Department of Public Works, Bureau of Engineering (BOE), and the Department of General Services, Construction Forces Division (GSD), to provide construction services for the Central Recreation Center – Building Refurbishment and Park Development (W.O. #170304F) 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 \$550,000, be approved for the construction of the Central Recreation Center - Building Refurbishment and Park Development (W.O. #170304F) project

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From:

<u>FUNDING SOURCE</u>	<u>FUND/DEPT./ACCT NO.</u>	<u>APPROPRIATIONAMOUNT</u>
Proposition K – Year 14	43K/10/10G020	\$150,000
Proposition K – Year 15	43K/10/10H020	\$225,000
Proposition K – Year 15 <sup>(1)</sup>	43K/10/TBD	<u>\$175,000</u>
Total		\$550,000

<sup>(1)</sup> Availability of funds pending approval by the City Council of the Reprogramming Report for Fiscal Year 2011-2012, which includes reprogramming of Proposition K funds for this project.

To:

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

001014 – Construction Salaries	\$ 150,000
001101 – Hiring Hall Salaries	\$ 50,000
001121 – Hiring Hall Fringe Benefits	\$ 22,500
003180 – Construction Materials and Supplies	<u>\$ 327,500</u>
Total	\$ 550,000

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 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 located at 1357 E. 22<sup>nd</sup> Street, Los Angeles, CA 90011 within Council District 9. The recreation center is highly utilized by the community and provides a variety of services such as indoor basketball games and classroom activities.

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The project scope of work will upgrade the general building and enhance the outdoor playground of the recreation center. Specifically, the building scope of work includes the renovation of the existing restroom to disabled access compliance, construction of a disabled access path of travel to the building main entrance, and upgrades of the existing office to provide better visibility for the staff. The park development work includes the installation of a baseball backstop and a shade structure at the playground area.

Proposition K – L.A. for Kids Program Year 15 funds in the amount of \$175,000 are proposed to be reprogrammed to this project from other projects that were allocated funds in the current fiscal year but are not ready to proceed to construction or otherwise obligate the funds before June 30, 2012. It is anticipated that this proposed reprogramming will go to the L.A. for Kids Steering Committee in late March 2012 and to City Council by April 2012 for approval. This project must now have the construction contract awarded prior to the end of the current Fiscal Year 2011-2012 (i.e., by June 30, 2012) in order to obligate the Proposition K reprogrammed funding in a timely manner. 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 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 \$500,000. 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 \$50,000, 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 MOU by the Board and the fund appropriations by the City Council, a total of \$550,000 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. Completion of construction of the project is estimated to take two hundred seventy (270) calendar days.

Staff has determined that the subject project will consist of interior and exterior alteration to an existing park facility that are negligible and do not entail an 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. A Notice of Exemption was filed with the City Clerk on June 8, 2009. No further CEQA documentation is required.

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Council District 9 and the Metro Region staff support the recommendations as set forth in this report.

### FISCAL IMPACT STATEMENT:

The Department of Recreation and Parks is requesting \$24,000 for yearly maintenance for Central Recreation Center for fiscal year 2012 – 2013. This budget is to include; staffing, materials, and supplies. This will provide four hours of maintenance per day; seven days a week, year round. Should the funding not be granted, this facility will be included in the existing Metro Region routes. This will result in a reduction of core functions on the existing routed facilities.

This Report was prepared by Sean H. Phan 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.