

APPROVED
APR 23 2014

REPORT OF GENERAL MANAGER

NO. 14-086

DATE April 23, 2014

**BOARD OF RECREATION
& PARK COMMISSIONERS**

C.D. 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: WEST HILLS PARK – PARKING LOT AND PARK EXPANSION (PRJ1372A) (W.O. #E170254F) PROJECT – AMENDMENT TO SUPPLEMENTAL AGREEMENT TO THE 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 AND FINAL ACCEPTANCE

R. Adams	_____	V. Israel	_____
*R. Barajas	<u><i>Barajas</i></u>	K. Regan	_____
H. Fujita	_____	N. Williams	_____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the recommendation to grant the Department of General Services (GSD) relief from the requirement of Article VII–A.3 of the 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 GSD, for the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project.
2. Approve an Amendment to the Supplemental Agreement to the Memorandum of Understanding (SMOU), substantially in the form on file in the Board Office, to increase the total construction funding by an additional \$12,717.93, for a total not-to- exceed construction cost of \$332,717.93, subject to approval of the City Attorney as to form;
3. Direct the Department’s Chief Accounting Employee, to request that the City Administrative Office (CAO), include in their report to the City Council and Mayor, a recommendation that an appropriation, in the amount of \$12,717.93 in Quimby Fees, from the Quimby Fees Account No. 302/89/89460K-WZ, in construction funds, be transferred as final payment to GSD, as follows:

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From:

<u>Funding Source</u>	<u>Fund/Dept./Acct. No.</u>	<u>Encumbrance Amount</u>
Quimby	302/89/89460K-WZ	<u>\$12,717.93</u>
Total:		\$12,717.93

To:

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

003180 – Construction Materials and Supplies:	<u>\$12,717.93</u>
Total:	\$12,717.93

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 RAP;

4. Direct the Board Secretary to transmit the proposed Amendment to the City Attorney for review and approval as to form;
5. Authorize the Department's General Manager to execute the proposed Amendment after the appropriate signatures by the other parties thereto, subsequent to the approval of the City Attorney as to form;
6. Accept the work performed for the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project under the SMOU to the Memorandum of Understanding (MOU) with GSD, as outlined in the Summary of this Report; and,
7. Authorize the Board Secretary to furnish GSD with a letter of completion for the subject project.

SUMMARY:

On June 15, 2006, the West Hills Park – Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project was awarded to GSD, through the approval of an MOU between RAP, BOE, and GSD (Board Report No. 06-173). The Report limited the use of construction and contingency funds to \$320,000.00. Subsequently, on April 4, 2012, the Board approved a Supplemental Agreement (SMOU) to the Memorandum of Understanding (MOU) to change funding sources and extend the contract term (Board Report No. 12-092).

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The scope of the project included the design and construction of a new parking lot on a Los Angeles County-owned parcel, formerly used as a pipe yard. The project is now complete in construction.

The project also included a new traffic signal and demand-actuated crosswalk, to allow safe access to the existing West Hills Sports Center, across Valley Circle Boulevard from the new parking lot. This work was completed by the Department of Transportation, under a separate contract.

The new parking lot included solar powered security lighting, signage, fencing, landscaping and grading for approximately forty-five (45) parking spaces, as well as fencing and other appurtenant structures. This work was completed by GSD on June 11, 2012, and the total cost of construction is \$332,717.93. The final Change Order log is attached.

The Construction Management Division of BOE completed the construction management of the project. The Program Manager has advised RAP that GSD completed the construction of the project and that the quality of the work is satisfactory.

Prior to issuing the final permit, the on-site project inspector on behalf of the County of Los Angeles, the owner of the property and the permitting agency, requested the installation of a new water meter. Additional piping would be required to complete the connection to the meter. In addition, a new concrete swale was also requested, to connect a site drain directly to the Bell Creek.

The City's Department of Transportation also recommended the installation of directional signs, to direct children and family members to use the new crosswalk.

GSD communicated to BOE that the construction funding had been exhausted and that this was additional work. In as much as a permit was necessary for the completion of the project, GSD was directed to complete the work, while BOE was working to obtain the appropriate approvals from the Board, due to the need to complete the project by date certain, as requested by the 3rd Council District Office, at that time.

GSD accomplished this extra work, for the amount of \$12,717.93. Therefore, staff recommends that the Board grant GSD relief from the requirement stipulated in Article VII-A.3 of the MOU, and approve an Amendment to the SMOU, in order to increase the total construction funding by \$12,717.93, bringing the total construction cost to \$332,717.93. Article VII-A.3 of the MOU required that "GSD shall be responsible for all expenditures in excess of the approved budget, unless previously amended through an action of the L.A. for Kids Steering Committee or the RAP Commission." As discussed above, due to the urgent necessity to complete the project

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prior to the start of the Pony League Baseball season, GSD was directed to complete the required work prior to the approval of the Board to amend the SMOU by BOE.

Funding is available from:

<u>Funding Source</u>	<u>Fund/Dept/Acct No.</u>	<u>Appropriation Amount</u>
Quimby -	302/89/89460K-WZ	<u>\$12,717.93</u>
Total:		\$12,717.93

Upon Board approval, the Department's Chief Accounting Employee will be directed to request that the City Administrative Office (CAO), include in their report to the City Council and Mayor, a recommendation that an appropriation, in the amount of \$12,717.93 be transferred as final payment for the construction of the West Hills Park - Parking Lot and Park Expansion (PRJ1372A) (W.O. #E170254F) project to GSD accounts.

There is no contract compliance or labor issues with the work done under this SMOU.

FISCAL IMPACT STATEMENT:

At this time there is no fiscal impact to the RAP's General Fund. RAP currently operates this facility with existing resources. A request for maintenance funding may be requested in future budget request.

This report was prepared by Jaime Contreras, Project Manager, Recreational and Cultural Facilities Program, Department of Public Works, Bureau of Engineering (BOE). Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Ted Allen, Acting Deputy City Engineer, BOE, and Cathie Santo Domingo, Superintendent, Department of Recreation and Parks, Planning, Construction and Maintenance Branch.

