

REPORT OF GENERAL MANAGER

NO. 08-54

DATE February 20, 2008

C.D. 5

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: FAIRFAX SENIOR CITIZEN CENTER - HEATING, VENTILATING AND AIR CONDITIONING (HVAC) AND ROOFING (W.O. #E1904688) - AMENDMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS, BUREAU OF ENGINEERING, AND DEPARTMENT OF GENERAL SERVICES AND TRANSFER OF FUNDS

R. Adams \_\_\_\_\_  
K. Regan \_\_\_\_\_  
H. Fujita \_\_\_\_\_  
S. Huntley \_\_\_\_\_

J. Kolb \_\_\_\_\_  
F. Mok \_\_\_\_\_  
K. Regan \_\_\_\_\_  
\*M. Shull MS

[Signature]  
General Manager  
**FEB 20 2008**

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve the proposed Amendment to the 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) of the Department of Public Works, and the Department of General Services (GSD), to increase the total construction funding for the project by \$82,718, for a total construction cost of \$425,936; and to extend the term of the MOU for an additional nine months, for the Fairfax Senior Citizen Center – Heating, Ventilating and Air Conditioning (HVAC) and Roofing Project (W.O. #E1904688), subject to the approval of the City Attorney as to form;
2. Authorize the Department’s Chief Accounting Employee, subject to Council and Mayor approval, to request the City Administrative Officer to take the necessary action to transfer funds in the amount of \$82,718 for the Fairfax Senior Citizen Center - HVAC and Roofing project, from the following fund and account numbers, under the authority of this Board Report,

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| <u>FUNDING SOURCE</u> | <u>FUND/DEPT./ACCT. NO.</u> | <u>AMOUNT</u>    |
|-----------------------|-----------------------------|------------------|
| CDBG                  | 424/22/W444                 | \$ 60,186        |
| Quimby                | 302/89/460K-FX              | <u>\$ 22,532</u> |
| Total Available Funds |                             | \$ 82,718        |

through GSD Account C140, to the appropriate GSD accounts in Fund 100, Dept. 40, listed below:

|  |                 |
|--|-----------------|
| 1014 – Construction Salaries:              | \$12,400        |
| 1101 – Hiring Hall Salaries:               | \$28,900        |
| 1121 – Hiring Hall Fringe Benefits:        | \$ 8,331        |
| 3180 – Construction Materials and Supplies | <u>\$33,087</u> |
| Total:                                     | \$82,718        |

3. Direct the Board Secretary to transmit the Amendment to the MOU to the City Attorney for review and approval as to form; and,
4. Authorize the General Manager to execute the Amendment to the MOU, subsequent to the approval of the City Attorney as to form.

SUMMARY:

The Fairfax Senior Citizen Center – HVAC and Roofing project (W.O. #E1904688), located at 7929 Melrose Avenue, Los Angeles CA 90046, involves the replacement of three older model HVAC units with new and more efficient units and will include the installation of new roof curbs, platforms and all necessary mechanical and electrical work. The existing roof, which had been found to be delaminating in various areas, will be replaced with a new built-up roofing system.

On June 21, 2006 (Board Report No. 06-182), the Board of Recreation and Park Commissioners approved an MOU to establish responsibilities between RAP, BOE and GSD for the construction of the project, at the time funded in the amount of \$343,218.

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The completion of required actions following the Board's approval of the MOU, including execution of the MOU and the transfer of fund appropriations to GSD, took longer than expected. The fund transfer to GSD was approved by the City Council on November 21, 2006. Subsequently, a Notice-to-Proceed letter was issued to GSD on March 21, 2007, for construction start, at which time GSD indicated that an escalation in construction materials, equipment and labor prices in the current construction climate had caused an increase in the construction of the project. GSD submitted a revised cost estimate of \$425,936, an increase of \$82,718 from the original estimate of \$343,218. The price increase also includes upgrades of air-conditioning equipment specifications and the roofing materials to meet the City's current "cool roof" standards. Additionally, due to heavy work load and limited staff resources attending to other priority projects, the progress of the schedule for this project was delayed.

It is recommended that the amendment to the MOU, reflecting the full construction funding amount of \$425,936, be approved and that authority be given to encumber and transfer the additional \$82,718 to the appropriate material and salary accounts. It is also recommended that the MOU be amended to extend its term for an additional nine months, or until December 5, 2008.

Staff has determined that the subject project will consist of renovation of the existing senior citizen building for replacement of roofing and HVAC equipment. Therefore, the project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Article III, Section 1, Class 1(1) of the City CEQA Guidelines. A Notice of Exemption was filed with the Los Angeles City Clerk and the Los Angeles County Clerk on December 30, 2004.

### FISCAL IMPACT STATEMENT:

Funding is available from Quimby and CDBG funds already allocated for the project; however, future operations and maintenance costs will be included in future Departmental annual budget requests which should be partially offset by substantial energy cost savings.

This report was prepared by Willis Yip, Project Manager, Bureau of Engineering (BOE) Architectural Division. Reviewed by Neil Drucker, Program Manager, BOE Recreational and Cultural Facilities Program; by Bradley Smith, Chief Deputy City Engineer, BOE; and by Mike Shull, Superintendent, Planning and Development, RAP.