

REPORT OF GENERAL MANAGER

**APPROVED**  
MAR 21 2007

NO. 07-70

DATE March 21, 2007

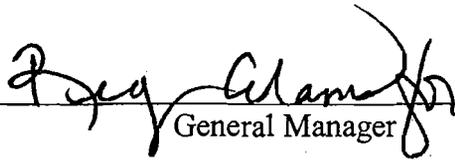
**BOARD OF RECREATION  
and PARK COMMISSIONERS**

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CHARTER SECTION 1022 DETERMINATION ON CONTRACTING FOR THE RELOCATION AND RENOVATION OF MODULAR BUILDING UNITS TO ESTABLISH A NEW SENIOR CITIZEN CENTER IN GRIFFITH PARK (AND EXPENDITURE OF FUNDS FOR THE PROJECT)

|                  |                |
|------------------|----------------|
| R. Adams _____   | J. Koib _____  |
| J. Combs _____   | F. Mok _____   |
| *H. Fujita _____ | K. Regan _____ |
| S. Huntley _____ | M. Shull _____ |

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Find, in accordance with Charter Section 1022, that the Department does not have the personnel available in its employ with the appropriate expertise to relocate eight existing modular building units from 3730 Crystal Springs Drive to 3201 Riverside Drive, and to renovate the eight modular building units, once they are relocated to 3201 Riverside Drive, for the purpose of establishing a functional new senior citizen center, and that it is therefore more feasible that these services be performed by a contractor than by City employees; and
2. Authorize staff to expend up to \$539,000 from the Griffith Park 2004 Trust Fund 48E, Department 88 Account No. AB01 for the work specified on attachment A of this report to be performed by an existing City Contractor.

SUMMARY:

Eight modular building units located at 3730 Crystal Springs Drive that comprised the Observatory Satellite Office during the renovation and expansion of the Griffith Observatory are no longer needed. Staff proposes to put these modular building units to good use by relocating them to 3201 Riverside Drive in Griffith Park and renovating the modular building units to establish a new senior citizen center. Detailed information related to the scope of work that will be required to develop this new senior citizen center can be found on attachment A.

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The general scope of work includes:

- Relocation and permanent installation of the modular units to the Friendship Auditorium site, including permits,
- Design and renovation of modular units to specifications for senior programming,
- Parking lot re-striping, landscaping, and minor fencing,
- Sewer and utility connections,
- Removal of two trees and replanting a minimum of four trees on the site, and
- Construction of an approved pathway with railing from the street to the new trailers that complies with all applicable requirements of the Americans with Disabilities Act.

This project will comply with all City Department of Building and Safety requirements and permits.

Staff has reviewed the scope of work to be performed and determined that the work can be performed more feasibly by a contractor than by City employees for the following reasons:

1. Sufficient existing City staff is unavailable to perform the work and additional staff cannot be employed and trained in a timely manner to meet our needs.
2. The work is of limited scope or intermittent nature, and it is unlikely that the City would be able to continue the employment of persons hired for this project upon completion of the work.

Therefore, staff recommends that the Board determine, pursuant to Charter Section 1022, that it is more feasible to contract for the relocation and installation of the modular trailers so that staff may proceed to have the specified work performed under an existing contract held by the Department of General Services.

### FISCAL IMPACT STATEMENT:

The work proposed to be contracted, which should not exceed \$539,000, will be paid from the Griffith Park 2004 Trust Fund 48E, Department 88, Account No. AB01 and, therefore, will have no impact on the Department's General Fund.

Prepared by Harold Fujita, Director, Human Resources Division.

## **MODULAR BUILDING UNITS RELOCATION AND RENOVATION**

### **I. BUILDINGS**

- A. Two modular buildings currently located at the Observatory Satellite Office in Griffith Park (3730 Crystal Springs Drive, Los Angeles, California, 90027).
- B. Each building, assembled from four individual mobile units that are 12' x 60' each. The two buildings, all eight mobile building units, are to be relocated to 3201 Riverside Drive, and renovated according to the attached sketch (Attachment B). The sketch is a conceptual layout; physical dimensions may be altered to meet the Americans with Disabilities Act (ADA) and Building Code requirements and/or to match existing building dimensions provided that ADA and Building Code requirements are met.
- C. The units shall be removed from the existing location and renovated on-site at the new location. Each unit will be placed at the site without Heating, Ventilation & Air Conditioning (HVAC) units facing each other. The modular buildings are to be joined with two access doors connecting the two units.
- D. The contractor shall only supply the hook-up portion of the electrical and plumbing requirements. Department of Recreation and Parks (RAP) will provide the plumbing, electrical trenching, electrical wiring, etc. up to the building site where the contractor will make the necessary connections to the temporary building units, once they are relocated to the new site.

### **II. BUILDING REQUIREMENTS**

- A. The contractor shall provide and install a temporary stem wall, leveling jacks, and tie downs; minimum height of stem wall to be ground level to the bottom of the trailer siding. All wood in contact with the ground shall be redwood.
- B. The units shall be ADA accessible and in compliance with all City and County of Los Angeles building codes for ramps, if required, and skirting shall be installed for use as office space.  
*Note:* Include the cost of all the appliances.
- C. Exterior Features:
  - 1. Front porch assemblies shall be provided and installed and conform to the ADA building design for ramps.
  - 2. All additional typical exterior features, such as front and rear doors, paint, etc. shall comply with standard details for these modular buildings, which will be provided to the contractor.

**D. Interior Features:**

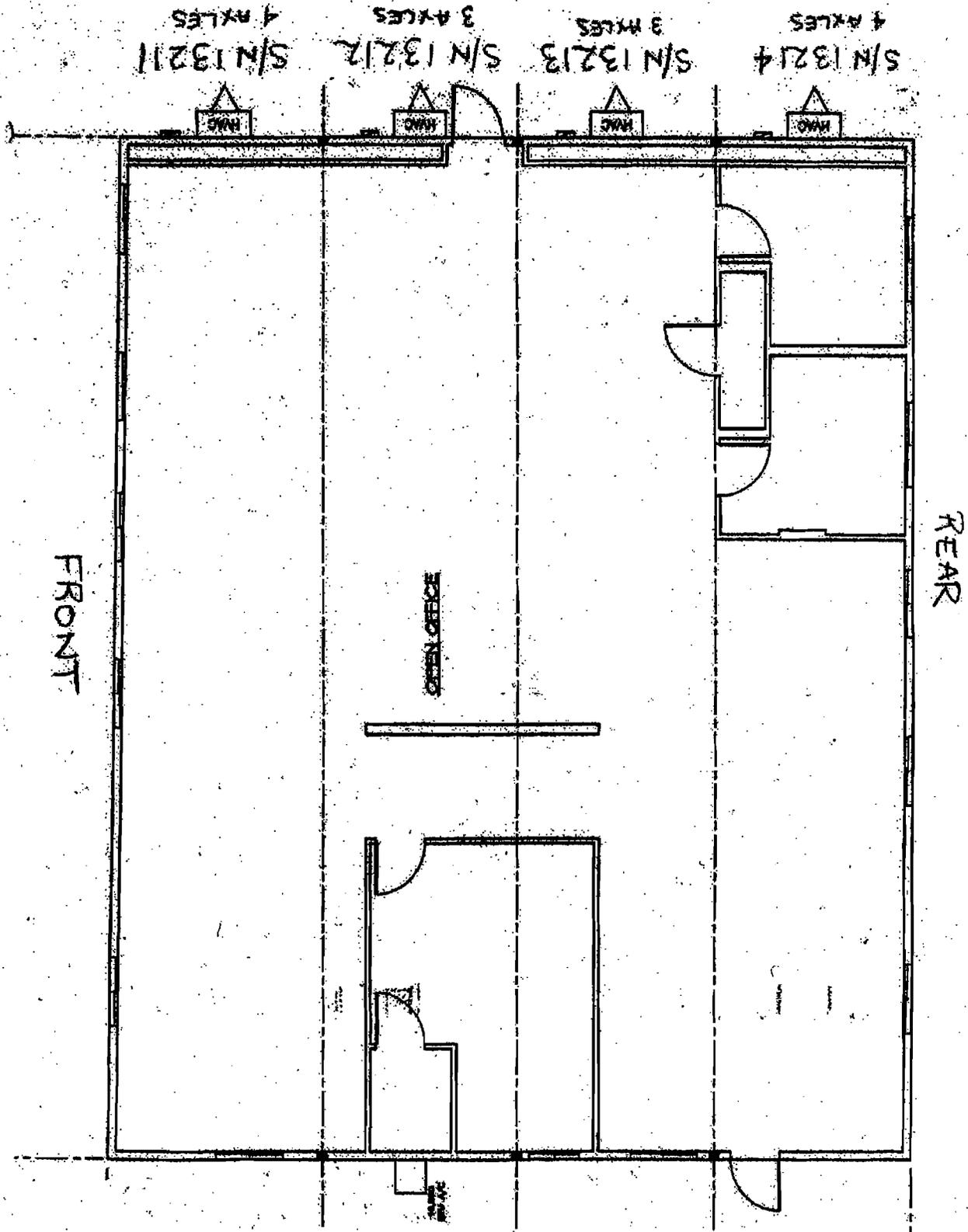
1. All typical interior features, such as doors, restrooms, kitchenette, interior finishes, flooring, etc. shall comply with standard details for these modular buildings, which will be provided to the contractor.
2. All construction features will include such items as insulation, HVAC, electrical, lighting, windows, etc., and will comply with standard details for these modular buildings, which will be provided to the contractor.
3. Smoke detectors and fire alarms will include a proprietary system, with battery and charger systems and panel, as is typical for modular buildings and will comply with standard details to be provided to the contractor.

**III. PERMITS**

- A. The contractor shall be responsible for all fire, building, and land use permits. The proposal shall include site plan, state approved foundation plan, submittal of existing plans for City permits, and submittal of new plans to the State of California.
- B. RAP shall provide information for the site plans and assist as needed on each permit requirement. The contract will be considered complete upon the issuance of the building occupancy permit.

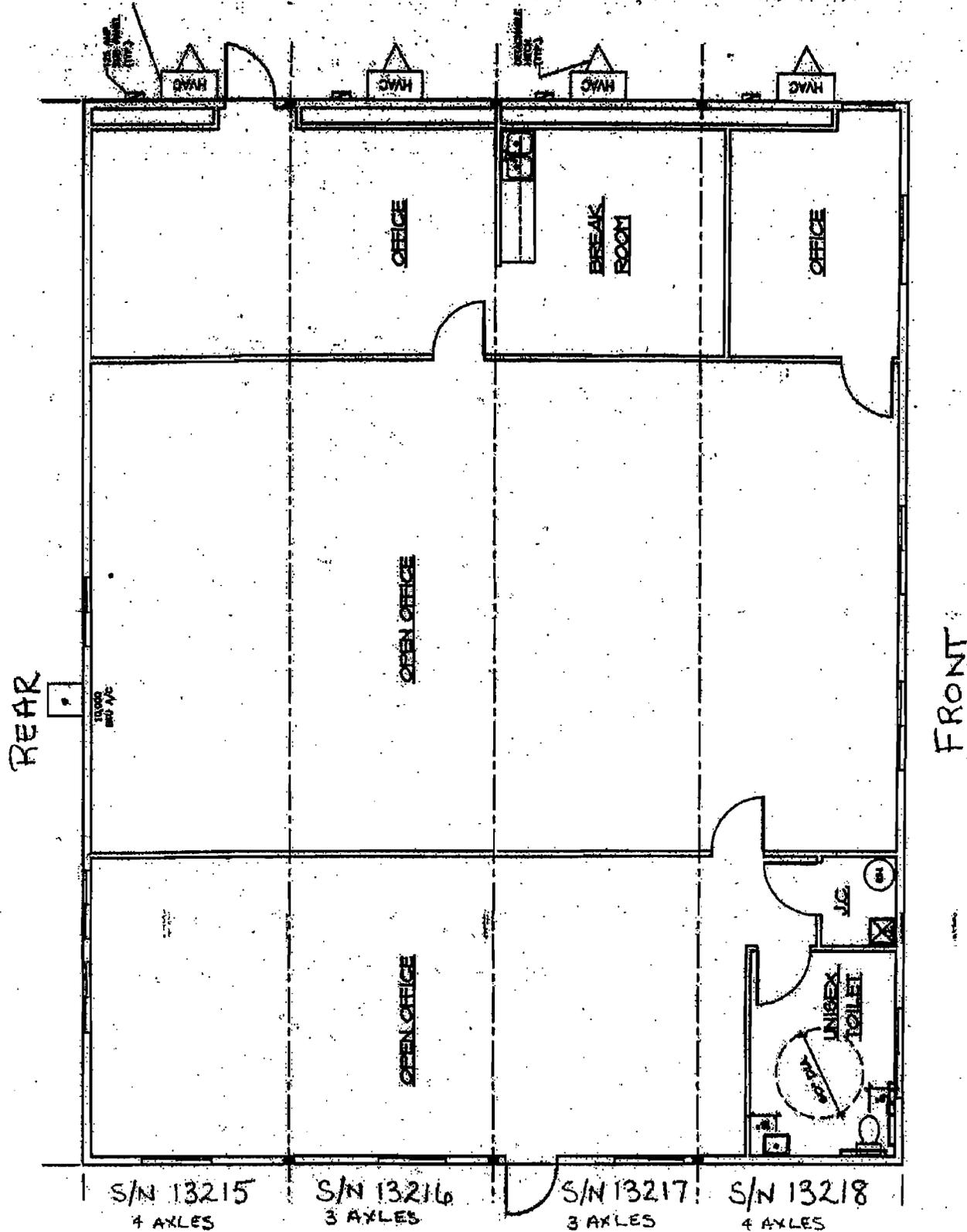
**IV. ADDITIONAL COSTS**

- A. Delivery cost and set-up/installation shall *not* be included in the cost of the unit; individual costs shall be provided under the appropriate lines.
- B. Tax will be added to the purchase order at the time of award.



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