

REPORT OF GENERAL MANAGER

NO. 01-31

DATE February 7, 2001

C.D. 1, 4, 8, 9, 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF GENERAL SERVICES FOR THE CONSTRUCTION OF AMERICAN DISABILITIES ACT (ADA) IMPROVEMENTS AT SIX (6) LOCATIONS

G. Lum _____
K. Regan _____
S. Klippel _____
J. Kolb _____
J. Combs _____

J. Duggan JD _____
H. Fujita Hfj _____
*M. Tamuri _____
A. Corrales _____
M. Matthews _____

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve a Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Department of General Services (DGS), to provide construction services for the ADA improvements at six (6) Department facilities listed in the body of this report; and,
2. Authorize the Director of Finance to transfer funds in the following amounts to DGS to pay for construction services associated with the corresponding projects:

FROM:

Shatto Recreation Center, St. James Recreation Center, Toberman Recreation Center and Jim Gilliam Recreation Center the amount of \$165,969.00 from Fund 302, Department 88, Activity Code 900 Account No. 304.

Las Palmas \$25,027.00, from Fund 302, Account Mo. 946LP.

Silver Lake \$22,656.00 from Fund 302, Account No. 946SK.

TO:

DGS total \$213,652.00

REPORT OF GENERAL MANAGER

PG. 2

NO. 01-31

SUMMARY:

The Department has been coordinating the design and construction of the projects that constitute the ADA Transition Plan approved by the City Council in June 1999. In conjunction with the Transition Plan the Department contracted with the Bureau of Engineering Architectural Division to prepare required plans for the entire projects, 48 sites. The first group of projects six (6) locations: Shatto, St. James, Toberman, Jim Gilliam, Las Palmas, and Silverlake Recreation Centers, are now ready for construction. GSD has supplied quotations to complete the construction for the Department in a total of \$213,652.00, which is within the budget limits provided by the available funding.

The Department and GSD have agreed to enter into a (MOU) regarding the construction of the improvements at the six (6) locations. A copy of the MOU is attached for the Board to review.

Prepared by Kathleen Chan, Project Manager.

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CITY OF LOS ANGELES, CALIFORNIA, ACTING BY AND THROUGH ITS
DEPARTMENT OF RECREATION AND PARKS
AND ITS
DEPARTMENT OF GENERAL SERVICES

Whereas, the Department of Recreation and Parks (DRP) has requested to enter into a Memorandum of Understanding with the Department of General Services (GSD) for the construction of the Americans with Disabilities Act (ADA) improvements at six (6) recreation centers: Las Palmas, Saint James, Silverlake, Toberman, Shatto and Jim Gilliam located in the City of Los Angeles, California.

Whereas, the design services for the ADA improvements were performed by the Bureau of Engineering (BOE) and funded through DRP.

Whereas, construction activities, with a total estimated cost of \$213,652.00, will be performed by GSD and funded by DRP.

Now, therefore, the DRP and GSD agree as follows:

I) Parties and their Representatives to the Agreement

- A. Ellen Oppenheim, General Manager
Department of Recreation and Parks
200 N. Main Street, Room 1330
Los Angeles, CA 90012

- B. John K. Mukri, General Manager
Department of General Services
Room 701, City Hall South
Los Angeles, CA 90012

II The Project

The purpose of this Agreement is to provide funds for the construction of ADA improvements at six (6) locations, Las Palmas, Silverlake, Shatto, St. James, Toberman, and Jim Gilliam Recreation Centers, as directed by DRP. The project is scheduled to start in February 2001, with an end date of July 2001. The construction budget for this project is based upon the GSD cost estimate based on final plans and permits of \$213,652.00. The schedule is subject to change based materials delivery and existing field conditions.

II Responsibilities of the Parties

DRP shall:

1. Provide an amount totaling \$213,652.00 for the construction of the ADA improvements.
2. Provide overall project management activities which shall include funding control, scheduling activities, and meeting regularly with GSD to review design and construction issues.

3. Establish jointly with GSD procedures for addressing Request for Information (RFI) and establish jointly with GSD a time frame to respond to RFIs and change orders.
4. If the project budget will be exceeded, secure additional funding or reduce the scope of work.
5. Approve billings for labor and material costs incurred by GSD in a timely manner.

GSD shall:

1. Review and comment on all documents provided by DRP.
2. Construct or cause to construct the ADA improvements project per the permitted construction documents.
3. Prepare RFIs and change order requests in a timely manner. The parties understand and agree that change orders or other unforeseen costs may increase the original construction budget. If the construction budget exceeds the available funds, the parties agree to either secure additional funding or reduce the scope of work.
4. Prepare monthly expenditure reports for DRP and invoice DRP when necessary.
5. Prepare and submit a complete breakdown of costs for the entire project. The breakdown shall itemize costs based on the trades indicated in the specifications.
6. Establish jointly with DRP work orders for the project.

D) Method and Time of Payment

Prior to the commencement of construction, DRP shall provide an advancement to GSD for \$213,652.00 which is the estimated amount required to construct or cause to be constructed the ADA improvements at six (6) locations outlined above, in accordance with the design as prepared by BOE and approved by DRP.

II Cost Reporting

On a monthly basis, GSD shall provide expenditure reports specifically for the above project which will itemize all labor and material costs. Work order numbers will be assigned to the project to that cost can be tracked via the specific assigned numbers.

IN WITNESS WHEREOF, The Department of Recreation and Parks and the Department of General Services have caused this MOU to be executed by their duly authorized representatives:

For: DEPARTMENT OF RECREATION AND PARKS

ELLEN OPPENHEIM, GENERAL MANAGER

Executed this _____ day of _____, 2001

For: THE DEPARTMENT OF GENERAL SERVICES

JOHN K MUKRI, General Manager

Executed this _____ day of _____, 2001