

REPORT OF GENERAL MANAGER

NO. 01-59

DATE March 7, 2001

C.D. 15

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 THE CABRILLO BEACH BATHHOUSE - RESTORATION (#1582A)

J. Duggan JD  
A. Corrales \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
M. Matthews \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*M. Tamuri [Signature]  
J. Combs \_\_\_\_\_

[Signature]  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve a Memorandum of Understanding between the Department of Recreation and Parks and the Department of General Services, to provide construction services the Cabrillo Beach Bathhouse Building Restoration (#1582A) project; and,
2. Authorize the Director of Finance to reimburse the Department of General Services as work is performed for construction services associated with the Cabrillo Beach Bathhouse Building Restoration (#1582A) project. The total to be reimbursed is \$2,109,000.00 from Fund 205, Account No. 8460.

SUMMARY:

In order to expedite the restoration of the Cabrillo Beach Bathhouse, the Department of Recreation and Parks contacted the Department of General Services to perform construction services for this project. General Services has agreed to construct the improvements and has provided the Department with an estimate of the cost for construction. The two Departments have agreed to enter into a Memorandum of Understanding (MOU), regarding the construction of the Cabrillo Beach Bathhouse. A copy of the unsigned MOU is attached for the Board to review.

Prepared by Rey Aficial, Project Manager.

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF RECREATION AND PARKS  
AND  
THE DEPARTMENT OF GENERAL SERVICES

The Department of Recreation and Parks (DRP) and the Department of General Services (GSD) desire to enter into a Memorandum of Understanding for the Cabrillo Beach Bathhouse Building Restoration located in the San Pedro area of Los Angeles. The purpose of this MOU is to establish a working relationship between the parties for the successful completion of this project within budget and within schedule.

**I) Parties to the Agreement**

- A. Ellen Oppenheim, General Manager  
Department of Recreation and Parks  
200 N. Main St., Room 1330  
Los Angeles, CA 90012
  
- B. Jon Kirk Mukri, General Manager  
Department of General Services  
Room 701, City Hall South  
Los Angeles, CA 90012

The parties agree to the following:

**II) The Project**

The project includes asbestos and lead based paint abatement, structural and seismic retrofit work, ADA compliance work, and other improvements as directed by DRP. The project is scheduled to be completed in three phases starting in November 2000. The estimated cost of completing all three phases is approximately \$3.5 million. The cost estimate is a Class C estimate developed by GSD based on 50% construction documents. Both the project budget and the schedule are subject to change based on final approved plans and the development of a Class A estimate.

Currently, a total of \$2,109,000.00 is available for this project from the Recreation and Parks Grant Fund and \$1,150,000.00 is available from the Seismic Bond Fund. Additional funds may become available for this project at a future date. Phase I work includes structural/seismic retrofit work and asbestos and lead based paint abatement. Phase II work includes rough mechanical, plumbing, electrical and fire sprinkling. Phase III work includes tenant improvements.

### **III) Responsibilities of the Parties**

#### **DRP shall:**

1. Provide funding to GSD for the restoration of the Cabrillo Beach Bathhouse.
2. Approve billings, submitted on a monthly basis, for labor and material costs incurred by GSD in a timely manner.
3. Provide completed permitted construction documents and specifications and a cost estimate based on the completed working drawing, which should include a "level of quality" of construction reflected in the estimate.
4. Provide overall project management activities which shall include budget control and meeting regularly with GSD to review design and construction issues.
5. Establish a joint time frame with GSD to respond to RFI's and Change Orders.
6. If the project budget is exceeded, secure additional funding or reduce the scope of work.

#### **GSD shall:**

1. Review and comment on all documents provided by DRP.
2. Provide a construction schedule and submit monthly construction schedules for joint review with DRP.
3. Construct or cause to construct the Cabrillo Beach Bathhouse Building Restoration per the permitted construction documents.
4. Prepare RFI's 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.
5. Prepare monthly expenditure reports for DRP and invoice DRP when necessary.
6. 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.
7. Establish joint work orders with DRP, which break up the project into specific activities that will simplify auditing and control of project activities.

### **IV) METHOD AND TIME OF PAYMENT**

Prior to the commencement of construction, DRP shall provide an advance appropriation to GSD for the restoration of the Cabrillo Beach Bathhouse. The appropriation provides authority to GSD to expend cash from the General Fund. GSD will submit monthly billings to DRP for construction work performed. DRP will prepare Journal Vouchers to transfer cash from the Recreation and Parks Trust Fund to the General Fund.

### **V) COST REPORTING**

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

---

JON KIRK MUKRI, General Manager

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2001