

REPORT OF GENERAL MANAGER

NO. 01-172

DATE May 16, 2001

C.D. 13

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: YUCCA PARK YOUTH CENTER (#1831A) - APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF RECREATION AND PARKS AND THE DEPARTMENT OF GENERAL SERVICES FOR DEMOLITION AND RELATED ASBESTOS/LEAD-BASED PAINT WORK FOR EXISTING STRIP MALL

J. Combs \_\_\_\_\_  
A. Corrales \_\_\_\_\_  
J. Duggan JD \_\_\_\_\_  
J. Kolb \_\_\_\_\_

H. Fujita \_\_\_\_\_  
\*M. Tamuni \_\_\_\_\_  
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Withdrawn \_\_\_\_\_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 (DRP) and the Department of General Services (GSD), to provide demolition and related asbestos and lead-based paint work for the existing strip mall at Yucca Park Youth Center (#1831A); and,
2. Authorize the Director of Finance to reimburse the General Fund for work performed by GSD for demolition and related asbestos and lead-based paint abatement work for the existing strip mall associated with the Yucca Park Youth Center project. The total to be reimbursed is \$153,065.00 from Fund Nos. 209, 43K, and Account Nos. P205, K024, P224 and R224.

SUMMARY:

The proposed project is funded by Community Development Block Grants (CDBG), and Sites and Facilities Funding. The project scope consists of demolition and related asbestos and lead-based paint abatement work for the existing strip mall located on Yucca Street. The strip mall demolition is part of the Yucca Park Youth Center project.

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GSD provided a construction cost estimate of \$153,065.00 for demolition and related asbestos and lead-based paint abatement work for the strip mall. The Department staff determined the estimate given by GSD to be responsive and adequate to complete the project. The two (2) Departments have agreed to enter into a MOU regarding completion of the project. A copy of the unsigned MOU is attached for the Board to review.

Report prepared by Willis Yip, 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 demolition of strip mall at 6671 W. Yucca Street, Hollywood, California.

Whereas the design services for the demolition will be performed by DRP and funded through DRP.

Whereas, demolition and related asbestos and lead-based paint abatement work, with a total estimated cost of \$153,065.00, 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 St., 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

**D) The Project**

The purpose of this Agreement is to provide funds for the demolition of a strip mall at 6671 W. Yucca Street, Hollywood, California, as directed by the DRP. The project is scheduled to start on May 2001, with an end date of June, 2001. The demolition budget is \$ 153,065.00 based on the preliminary demolition plans furnished by DRP. Both the budget and end date of the schedule are subject to change based on the final demolition plans approved by the City of Los Angeles, Department of Building and Safety.

**II) Responsibilities of the Parties**

**DRP shall:**

1. Provide an amount totaling \$153,065.00 for the demolition of the strip mall.
2. Provide completed, permitted construction documents and specifications, and a construction schedule to GSD prior to the commencement of construction.
3. Provide overall project management activities which shall include funding control, scheduling activities, and meeting regularly with GSD to review design and construction issues.
4. Establish jointly with GSD procedures for addressing Requests for Information (RFIs) and establish jointly with GSD a time frame to respond to RFIs and Change Orders.
5. If the project budget will be exceeded, secure additional funding or reduce the scope of work.
6. 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. Demolish or cause to demolish the strip mall 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 demolition budget. If the demolition 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 demolition, DRP shall provide an advancement to GSD for \$ 153,065.00, which is the estimated amount required to demolish the strip mall, in accordance with the preliminary plans as prepared 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 that project so 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

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ELLEN OPPENHEIM, GENERAL MANAGER

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

For: THE DEPARTMENT OF GENERAL SERVICES

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JOHN K. MUKRI, General Manager

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