

REPORT OF GENERAL MANAGER

NO. 311

DATE August 14, 2002

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: APPROVAL OF A REVISED MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING AND DEPARTMENT OF RECREATION AND PARKS FOR THE DESIGN OF IMPROVEMENTS TO THE SEPULVEDA DAM RECREATION AREA - STREET AND PARKING LOT IMPROVEMENTS (#1022A)

J. Combs _____
A. Corrales _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
*R. Fawcett POF
M. Matthews _____

Margie Matthews

General Manager
hr

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

It is recommended that the Board:

1. Approve a revised Memorandum of Understanding (MOU) between the Department of Recreation and Parks and the Department of Public Works, Bureau of Engineering, to provide design services for the Sepulveda Basin Golf Course Parking Lot (#1022A); and,
2. Authorize the Director of Finance to encumber the funds in an Inter-Departmental Order (IDO) in the amount of \$70,000.00, from the Golf Surcharge Fund and Account No. 302-932 to provide for payment for the services outlined below and in the MOU.

SUMMARY:

On March 20, 2002, the Board approved a revised MOU between the Department of Recreation and Parks and the Department of Public Works, Bureau of Engineering to perform roadway improvements at the Sepulveda Basin Golf Course Parking Lot (#1022A) (Board Report No. #02-106). After further review by both agencies, it was deemed necessary to modify the MOU prior to having final signatures.

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Changes in the MOU include the following:

An addition of "Sepulveda Basin Safety - Related Project" to the end of the project title so that it now reads:

"Sepulveda Dam Recreation Area Street and Parking Lot Improvements (#1022A) Sepulveda Basin Safety - Related Project."

- The deletion of Article II, Section C which stated:
- "The DRP shall pay all Department of Building and Safety plan check permit fees. An Interdepartmental Order (IDO) with the Department of Building and Safety shall be provided to pay for all plan checking and building permit fees. The DRP shall be notified immediately of the plan checking and building permit fees in order to initiate the IDO. Unexpended funds shall be returned to the DRP."
- An additional note regarding permit fees to Article II, Section D so that it now reads, "The DRP shall pay for the reproduction of construction documents including drawings, specifications, addenda, and **"B" permit fees, and plan check fees.**"
- The deletion of Article V, Section B, showing the "Phases of Services" and their duration.
- The inclusion of a construction schedule.
- An increase in the compensation amount from \$53,700.00 to \$70,000.00 in Article VI, Section A, Sub-section 1.
- The deletion of Article VI, Section B, Sub-section 2 which stated:
"Upon execution of this MOU, the DRP shall provide an IDO with the Department of Building and Safety for all plan check and permit fees per Article II. C."
- The addition of a signature line for the commissioner of the Department of Public Works.
- Other minor changes in language that do not effect the responsibilities of either of the two parties - The Department of Recreation and Parks and the Department of Public Works Bureau of Engineering.

The summary of the changes is listed above. A copy of the previous Board Report and the revised MOU is available at the Board Office for review.

Prepared by Robert Gutierrez, Project Manager.