

REPORT OF GENERAL MANAGER

NO. 03-21

DATE January 8, 2003

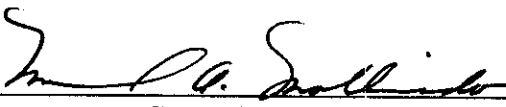
C.D. _____

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 CONSTRUCTION OF DISABLED ACCESS IMPROVEMENTS AT VARIOUS FACILITIES FOR COMPLIANCE WITH THE DEPARTMENT'S AMERICANS WITH DISABILITIES ACT TRANSITION PLAN

J. Combs _____
A. Coroalles _____
J. Duggan _____
J. Kolb _____

H. Fujita _____
*R. Fawcett RK FOR
L. Barth _____



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Withdrawn _____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 (DGS), to provide construction services for facility improvements at five locations indicated on Attachment A, of the Department's Americans with Disabilities Act (ADA) Transition Plan;
2. Authorize the Director of Finance to transfer funds in the amount of \$1,006,985.00 from Fund No. 205, Accounts T203, T208, T211, T218, and T219 (\$735,659.00), Fund No. 302, Account 9460 (\$119,800.00), and Fund 302, Account 3040 (\$151,526.00) to DGS for the construction services associated with facility improvements; and,
3. Authorize the Director of Finance to appropriate \$151,526.00 into Fund 302, Department 88, Appropriation Account 3040, Contractual Services, from the Unreserved and Undesignated Fund Balance in Fund 302, Recreation and Parks fund.

SUMMARY:

The City of Los Angeles has been mandated by the U.S. Department of Justice to implement accessibility guidelines for the disabled at City owned facilities. DRP was directed to prepare a transition plan to provide immediate accessibility at fifty of Department facilities.

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The Bureau of Engineering (BOE) has prepared plans, and will provide construction management for our continuing program. The BOE has recent experience in implementing ADA improvements in public buildings throughout the City, including previous ADA improvements to our facilities. Plan preparation for DRP program is complete based on a previously approved MOU with the BOE (Board Report No. 00-119).

RAP contacted DGS to construct ADA improvements. A list of the facilities to be improved and their associated construction cost is attached. DGS has agreed to construct the improvements and has provided the Department an estimate in the amount of \$1,006,985.00. The two Departments have agreed to enter into an MOU regarding the construction of DRP ADA improvements. A copy of the MOU is attached for the Board to review.

In Fiscal Year 2001, \$2,148,594.00 was budgeted for partial completion of ADA. In fiscal year 2001, \$1,687,000.00 was encumbered in favor of BOE for ADA Phase Two Design Fees, leaving a balance of \$461,594.00 in the Unreserved and Undesignated Fund Balance (UUFB), Fund 302. In Fiscal Year 2002, there was no budget for ADA, but the Board approved the re-appropriation from UUFB, Fund 302 and reserved \$310,068.00 for this work. The remaining balance from the monies in Fiscal Year 2001 is the amount of \$151,526.00

Report prepared by Ada Fernandez-De la Rosa, Project Manager.

ATTACHMENT A

TOTALS REGION	FACILITY	ESTIMATE MOU COSTS	FUND SOURCES		
			FROM UFFB	GEN. FUND	QUIMBY
Griffith/Metro	Poinsettia	\$171,031	\$151,526	\$19,505	
Pacific	Penmar	\$194,004		\$194,004	
Valley	Woodland Hills	\$170,356		\$168,556	\$ 1,800
Valley	North Hollywood	\$280,675		\$162,675	\$118,000
Valley	Brandford	\$190,919		\$190,919	
TOTALS		\$1,006,985	\$151,526	\$735,659	\$119,800

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 (MOU) for the first partial construction of the second phase Americans with Disabilities Act improvement (ADA) to Recreation and Parks facilities throughout the City. 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.

The parties agree to the following:

I) PARTIES TO THE AGREEMENT

- A. Manuel A. Mollinedo, General Manager
Department of Recreation and Parks
200 N. Main Street, 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

II) THE PROJECT

The project includes construction of facility improvements to provide accessibility in conformance with the American's With Disabilities Act. The facilities to be improved and the associated costs of each improvement are contained in Attachment A. The project is scheduled to start on January 6, 2003 with an end date of September 2, 2003. The construction budget for this project is based upon the GSD cost estimates of \$1,006,985.00

III) RESPONSIBILITIES OF THE PARTIES

DRP shall:

1. Provide an amount not to exceed \$1,006,985.00 for the construction of ADA improvements to the facilities listed in Attachment A.
2. Transfer to GSD by Council action, \$1,006,985.00.
3. Approve billings, submitted for labor and material costs incurred by GSD in a timely manner.
4. Provide completed, permitted construction documents and specifications.
5. Provide overall project management activities which shall include budget control and meeting regularly with GSD to review design and construction issues.

6. Establish jointly with GSD a time frame to respond to RFI's and Change Orders.
7. If the project budget will be exceeded, secure additional funding or reduce the scope of work.

GSD shall:

8. Review and comment on all documents provided by DRP.
9. Provide a construction schedule and submit monthly construction schedules for a joint review with DRP.
10. Construct or cause to construct the permitted construction documents.
11. 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.
12. Prepare monthly expenditure reports for DRP and invoice DRP when necessary.
13. 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.
14. Establish jointly with DRP work orders 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 transfer \$1,006,985.00 to GSD, by Council action, to construct or cause to be constructed second phase Americans With Disabilities Act in accordance with the design as approved by DRP.

V) COST REPORTING

On a monthly basis, GSD shall provide expenditures reports for the above projects 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 THEREOF, 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

MANUEL A. MOLLINEDO, General Manager

Executed this _____ day of _____, 2003.

For: DEPARTMENT OF GENERAL SERVICES

JON KIRK MUKRI, General Manager

Executed this _____ day of _____, 2003.