

0150-10788-0000

TRANSMITTAL

To: Council

DATE
08-31-16

COUNCIL FILE NO.

From : Municipal Facilities Committee

COUNCIL DISTRICT

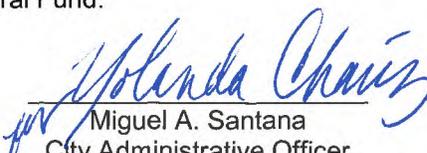
At its meeting of August 25, 2016, the Municipal Facilities Committee (MFC) adopted the recommendations of the attached Department of General Services (GSD) report, the accompanying memorandum prepared by the Office of the City Administrative Officer (CAO) and an amendment for time extension, which are hereby transmitted for Council consideration. Adoption of the GSD report recommendations, as amended, would authorize the Department to:

- Amend the sole-source Contract #C-126951 with CBRE to complete tenant improvements for Suites 100 and 180 and construct public restrooms on the first floor of the 221 Figueroa Plaza building (221 Tower);
- Increase CBRE Contract #C-126951 ceiling from \$16 million to an amount not to exceed \$16.5 million, subject to the City Attorney as to form;
- Proceed with tenant improvements to Suites 100 and 180 and the remodel and construction of public restrooms on the ground floor of the 221 Tower, through a scope amendment to the CBRE Contract #C-126951; and,
- Extend CBRE Contract #C-126951 through December 2017 to provide sufficient time to complete construction and closeout activities.

The recommendations adopted by MFC as part of the accompanying memorandum are also transmitted for Council consideration to provide the necessary implementing funding authorities:

- Use of \$3,173,4102 in Enterprise Trust Fund monies to complete remaining construction work at the Figueroa Plaza, which are being repaid to the project as reimbursement for previously completed improvements to space occupied by the Department of Building and Safety in the 221 Tower;
- Use of funding totaling \$1,759,994 for build out of the first floor suites in the 221 Tower, for space assigned to the Office of City Attorney and the Department of Recreation and Parks, utilizing project funding residuals (\$1.1 million), GSD operational savings (\$300,000) and Enterprise Trust Fund monies (\$359,994); and,
- Use of \$260,075 in 2016-17 CIEP monies budgeted for the Figueroa Plaza capital repair program to construct public restrooms on the first floor of the 221 Figueroa Plaza building.

There is no additional impact on the General Fund.


 Miguel A. Santana
 City Administrative Officer
 Chair, Municipal Facilities Committee

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Agenda Item #5
Revised

Date: August 25, 2016

To: The Municipal Facilities Committee

From: CAO Staff

Subject: **PROPOSED FUNDING SOURCES – REQUEST FOR AUTHORIZATION TO AMEND CONTRACT WITH CBRE (C-126951) TO INCLUDE THE BUILD OUT OF THE FIRST FLOOR OF 221 FIGUEROA PLAZA TOWER**

At its meeting held on May 26, 2016, the Municipal Facilities Committee approved space assignments on the ground floor of the 221 N. Figueroa Plaza Building (221 Tower) for the Department of Recreation and Parks (Suite 100) and the Office of City Attorney (Suite 180).

Under separate cover, the Department of General Services (GSD) has reported on implementing authorities needed to complete the build out of the ground floor space including the construction of public restrooms. GSD has estimated the cost to construct the ground floor suites as \$1,759,994, with an additional \$260,075 in estimated costs for construction of the public restrooms.

As shown in the chart below, funding for the restroom component are available from the Figueroa Plaza Capital Repair line item of the 2016-17 Adopted Budget. Funding recommended for build out of the ground floor suites is available using residual building restoration funds, GSD operations savings (Construction Forces Division) and reimbursement of tenant improvements (TIs) to be paid by the Department of Building and Safety (DBS).

Project Component	Recommend Funding		Comments
	Source	Amount	
Public Restrooms	2016-17 CIEP, Fig Plaza Capital Program	\$260,075	This represents a change in scope for the 2016-17 work program.
Suites 100 and 180	Lifecycle Residuals	1,100,000	Residual funds remaining from the building restoration funds.
	GSD Operational Savings	300,000	Reversal of prior transfer through 2015-16, Fourth CPR pending.
	DBS Reimbursement of TIs (from Enterprise Trust Fund)	359,994	(see discussion on alternate use for repayment of MICLA debt.)
	Subtotal	1,759,994	
	Total	2,020,069	

As part of the DaVinci Fire restoration work, the City utilized \$9.4 million in MICLA funds to complete the build out of six floors in the 221 Tower. DBS will provide total reimbursements of \$3,173,412 in Enterprise Trust Fund monies for the contribution of MICLA funds used to complete the build out of the space the department will occupy on the 11th and 12th floors of the 221 Tower.

Although the DBS funds could be utilized to repay a portion of the MICLA debt and avoid the associated interest liabilities, use of these monies is recommended to complete remaining construction work at the Figueroa Plaza and achieve full occupancy of the two Towers. At this time, only \$359,994 of the \$3.17 million DBS reimbursement is recommended for commitment on the build out of the ground floor suites in the 221 Tower. The remaining balance of approximately \$2.81 million would be held in reserve to offset a projected shortfall for restacking of the 201 Tower that is currently estimated as \$1.7 million. If a proposed lease with DWP does not proceed, the City will need to complete the build out of two unfinished floors within the 221 Tower. Any residual funds remaining from the DBS one-time reimbursement would be used to offset an estimated \$5 million in build out costs currently estimated for the 9th and 10th floors of the 221 Tower.

Recommendation

That the Municipal Facilities Committee (MFC), subject to Council approval:

1. Authorize the use of \$3,173,412 in Enterprise Trust Fund monies to complete remaining construction work at the Figueroa Plaza;
2. Authorize the use of funding totaling \$1,759,994 for build out of the first floor of the 221 Figueroa Plaza building, for space assigned to the Office of City Attorney and the Department of Recreation and Parks, utilizing Lifecycle funds (\$1.1 million), GSD operational savings (\$300,000) and Enterprise Trust Fund monies (\$359,994);
3. Authorize staff to transmit the funding recommendations and other needed project authorities requested by the Department of General Services under separate cover; and,
4. Authorize the use of \$260,075 in CIEP monies budgeted for the Figueroa Plaza capital repair program to construct public restrooms on the first floor of the 221 Figueroa Plaza building.

Fiscal Impact

There is no additional impact on the General Fund.

CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

August 25, 2016

Honorable City Council
City of Los Angeles
c/o City Clerk
Room 395, City Hall
Los Angeles, CA 90012

Attention: Eric Villanueva, Legislative Assistant

**REQUEST FOR AUTHORIZATION TO AMEND
CONTRACT # C-126951 WITH CBRE TO INCLUDE THE
BUILD OUT OF 1ST FLOOR OF 221 FIGUEROA PLAZA TOWER**

BACKGROUND

This report summarizes the overall activities and progress for the build out of Suites 100 & 180, and restrooms on the first floor of 221 Figueroa Plaza Tower (Fig Plaza) through August 10, 2016. It provides updates on the budget, status, program management and key issues, and requests a contract amendment to include the build out of the 1st floor. This report will continue to be updated and presented to the Municipal Facilities Committee (MFC) on a monthly basis through the project's completion.

At its meeting of May 26, 2016 the MFC assigned Suite 100 to Recreation and Parks (RAP) and Suite 180 to City Attorney (CAT) as recommended by the City Administrative Officer (CAO). RAP has designated 39 staff members from their Partnership Branch, Concessions Section, and U.S. Forest Services for the space. CAT designated their Hearings, and Victims Assistance sections comprised of 19 staff members for their space. Both suites will provide services to the public fulfilling the MFC directive prioritizing public services on the 1st floor.

In addition to the work within City Department Suites, this project also includes a remodel and reconfiguration of the 1st floor restrooms in order to create public access to the facilities.

MASTER PROJECT SCHEDULE

- A preliminary project schedule is attached for review.
- Space plans have been completed and approved by user groups.
- The schedule assumes commencement of construction activities in October 2016 for a December 2016 move-in.
- An updated schedule will be provided as necessary when the contract authority, funding, and construction documents are finalized.

PROJECT MANAGEMENT CONTRACT

On January 11, 2016, pursuant to the December 1, 2015 City Council action, sole source contract # C-126951 (CBRE Contract) was executed with CBRE for the relocation of HCID staff from the Garland Building to the 11th to 16th floors of 221 Fig Plaza with a limit of \$16 million. This contract provides CBRE with a 3% project management fee for the oversight of subcontractors providing design, construction, furniture, architectural, engineering, moving, and other services as necessary.

For this 1st Floor project, GSD will amend the CBRE Contract. The proposed amendment will provide the City with the same CBRE Fusion Team that completed the HCID project. The HCID project was completed at the cost of \$14.2 million however, the projected cost of the 1st floor project will require an increase to the contract ceiling by up to \$500,000 for a revised contract limit of \$16.5 million.

Sole Source Findings

- CBRE is already in place to best meet this critical deadline. Their team is already staged in the 221 Tower and familiar with the common area renovations required on the remaining floors. They have detailed knowledge of the building's infrastructure through the fire recovery efforts and have prototypes established for electrical, plumbing, lighting and other building systems that they can readily duplicate on the remaining floors.
- The City must proceed expeditiously to meet this aggressive schedule. Using the CBRE team to begin demolition and proceed with this project eliminates any delays otherwise resulting from another company having to step in;
- CBRE, as the City's property manager at Figueroa Plaza, has acted responsibly and timely to the restoration and re-occupancy projects on site and is best positioned to meet this project deadline;
- All tenant improvement and relocation activities involve CBRE since they are the City's property manager at the Figueroa Plaza complex, they will coordinate building access, power, elevators and tenant communication; they have full access to the building infrastructure and having CBRE directly involved in project management expedite this project.

BUDGET

- Preliminary Project Cost Estimate is provided for review. The cost estimate reflects the estimated total project cost of \$2,020,069 comprised of \$1,759,994 for the build out of RAP and CAT suites, and \$260,075 for the public restrooms. This report will continue to be updated as the project's financial data is finalized and will be presented again at a future MFC meeting.
- Funding for the build out of suites 100 & 180 and the construction of public restrooms on the 1st floor of the 221 Tower will be provided as per a separate memo from CAO.

PROJECT STATUS SUMMARY

- Space plans for both suites have been developed and were approved by user groups in July 2016.
- Development of construction drawings will commence when the contract authority and funding is finalized.

PROGRAM MANAGEMENT ACTIVITIES

- Meetings to develop the space plans have been held on a weekly basis. Those in attendance are from GSD, Ex Novo, Inc. (space planning and architecture), CBRE (property management and oversight), ITA, Unisource (Haworth modular furniture distributor), and the user groups.
- Construction meetings will be held weekly on Tuesdays at the jobsite when the project is underway.

KEY ISSUES

- **Funding:** Sufficient funding for the build out of suites 100 & 180 and the construction of public restrooms on the 1st floor of the 221 Tower is recommended for award to the project through a separate CAO memo.
- **Contract Amendment:** An amendment to the CBRE contract # C-126951 adding the 1st floor suites 100 & 180 and restroom to the scope and increasing the limit is required to proceed with the project.
- **1st Floor Restroom:** The 1st floor of the Fig Plaza complex lacks public restroom facilities resulting in complaints from the public who must travel on elevators to upper tower floors to locate a restroom. This also generates security concerns from City department staff who unexpectedly encounter the public within their suites looking for the restroom, which has led to increased requests for corridor key card access systems. Due to the sensitive nature of some operations (LAPD, City Attorney Family Violence, Homeland Security), security concerns have been raised from these groups regarding the public's unlimited access to their main corridors. The availability of a public restroom on the ground floor will help



BUDGET

Client: City of Los Angeles

Date: 8/09/2016

Project: 221 Figueroa Plaza - 1st Floor

Proposed RSF:

	RAP-	7442	City Attorney	6741		14183			
	RAP Budget	Cost PSF	City Attorney Budget	Cost PSF	TOTAL TI's	Cost PSF	Restrooms	GRAND TOTAL	Comments
Soft Costs	\$ 38,898	\$ 2.29	\$ 35,053	\$ 2.06	\$ 73,751	\$ 2.18	\$ 4,500	78,251	
1.0 Consulting & Design Fees	\$ 34,977	\$ 4.75	\$ 31,682	\$ 4.70	\$ 66,659	\$ 4.70	\$ 4,500	71,159	
1.01a Architectural Contract	\$ 20,093	\$ 2.70	\$ 18,200	\$ 2.70	\$ 38,293	\$ 2.70	\$ 4,500	42,793	
1.02 MEP Engineering	\$ 7,442	\$ 1.00	\$ 6,741	\$ 1.00	\$ 14,183	\$ 1.00	\$ -	14,183	
1.03 Other Consultants	\$ 1,861	\$ 0.25	\$ 1,685	\$ 0.25	\$ 3,546	\$ 0.25	\$ -	3,546	
1.04 Plan Check Application Fees	\$ 3,721	\$ 0.50	\$ 3,371	\$ 0.50	\$ 7,092	\$ 0.50	\$ -	7,092	
1.05 Plan revisions - Architect	\$ 1,881	\$ 0.25	\$ 1,685	\$ 0.25	\$ 3,546	\$ 0.25	\$ -	3,546	
1.13 Reimbursable - Architect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
1.14 Reimbursable - MEP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
2.0 Other Fees and Lease Obligations	\$ 3,721	\$ 0.50	\$ 3,371	\$ 0.50	\$ 7,092	\$ 0.50	\$ -	7,092	
2.03 Building Permit Fee	\$ 3,721	\$ 0.50	\$ 3,371	\$ 0.50	\$ 7,092	\$ 0.50	\$ -	7,092	

	RAP Budget	Cost PSF	City Attorney Budget	Cost PSF	TOTAL TI's	Cost PSF	Restrooms	GRAND TOTAL	Comments
Hard Costs	\$ 914,002	\$ 122.55	\$ 720,979	\$ 106.95	\$ 1,634,981	\$ 146.22	\$ 240,000	\$ 1,874,981	
3.0 Construction Costs	\$ 582,837	\$ 78.32	\$ 569,431	\$ 84.47	\$ 1,152,268	\$ 87.24	\$ 240,000	\$ 1,392,268	
3.01a Tenant Improvements and Alterations	\$ 556,876	\$ 74.83	\$ 545,558	\$ 80.93	\$ 1,102,434	\$ 77.73	\$ 240,000	\$ 1,342,434	
3.01b Contingency	\$ 21,123	\$ 2.84	\$ 19,491	\$ 2.89	\$ 40,615	\$ 2.86	\$ -	\$ 40,615	
3.01d Approved Change Orders	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3.01e Pending Change Orders	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3.02c Signage-Bldg Direct/Suite	\$ 4,837	\$ 0.65	\$ 4,382	\$ 0.65	\$ 9,218.95	\$ 0.65	\$ -	\$ 9,219	
4.0 Voice/Data Infrastructure	\$ 142,395	\$ 19.13	\$ 99,774	\$ 14.80	\$ 242,169	\$ 33.94	\$ 8,000	\$ 250,169	
4.01 Phone System	\$ 29,250	\$ 3.93	\$ 13,500	\$ 2.00	\$ 42,750	\$ 3.01	\$ -	\$ 42,750	
4.05a Premises Cabling (floor)	\$ 88,785	\$ 11.93	\$ 62,088	\$ 9.21	\$ 150,873	\$ 10.64	\$ 8,000.00	\$ 158,873	
4.05b Cable Change Orders	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4.11 Security Access Control	\$ 1,881	\$ 0.25	\$ 1,685	\$ 0.25	\$ 3,546	\$ 0.25	\$ -	\$ 3,546	
4.12 Network Infrastructure/Equipment	\$ 22,500	\$ 3.02	\$ 22,500	\$ 3.34	\$ 45,000	\$ 3.17	\$ -	\$ 45,000	
5.0 Furniture, Fittings, and Equipment	\$ 174,831	\$ 23.47	\$ 38,974	\$ 5.78	\$ 213,805	\$ 29.25	\$ -	\$ 213,805	
5.02a Workstations	\$ 126,962	\$ 17.06	\$ 25,556	\$ 3.79	\$ 152,518	\$ 20.85	\$ -	\$ 152,518	
5.03b Installation Labor	\$ 33,250	\$ 4.47	\$ 10,200	\$ 1.51	\$ 43,450.00	\$ 5.98	\$ -	\$ 43,450	
5.04 Tax	\$ 14,419	\$ 1.94	\$ 3,218	\$ 0.48	\$ 17,637.00	\$ 2.41	\$ -	\$ 17,637	
5.05 Temp Furniture	\$ -	\$ -	\$ -	\$ -	\$ 0.00	\$ -	\$ -	\$ -	
6.0 Moving Costs	\$ 14,140	\$ 1.90	\$ 12,800	\$ 1.90	\$ 26,940	\$ 3.80	\$ -	\$ 26,940	
6.01a Movers - Contents	\$ 14,140	\$ 1.90	\$ 12,800	\$ 1.90	\$ 26,940	\$ 1.90	\$ -	\$ 26,940	
Sub Total	\$ 952,701	\$ 128.02	\$ 756,031	\$ 112.15	\$ 1,708,732	\$ 153.42	\$ 252,500	\$ 1,961,232	
6.0 CBRE Project Oversight & Processing	\$ 28,581	\$ 3.84	\$ 22,681	\$ 3.36	\$ 51,262	\$ 3.61	\$ 7,575	\$ 58,836.97	
Grand Total	\$ 981,282	\$ 131.86	\$ 778,712	\$ 115.52	\$ 1,759,994	\$ 124.09	\$ 260,075	\$ 2,020,069	

ASSUMPTIONS/CLARIFICATIONS

All estimated costs are based on the Latest Space plans from Echovis

Estimated Construction cost for City Attorney space affected by the existing High ceilings, (require lifts to complete all work above ceiling level)

Phone costs are estimated at \$700/head- RAP - 30, CA -18

Network equipment costs were based on HCID actuals per floor

Installation estimates are based on the space plan, and include 09" panels for RAP

Restroom/Lobby scope of Work

- | | | |
|--|---|---|
| <ol style="list-style-type: none"> 1. Lobby <ol style="list-style-type: none"> a. Demo the lobby stone wall, keep top panel of stone. b. Add drywall ceiling of new area created to enter restrooms c. Move new down into City Attorney space and relocate all equipment into the closet. d. Move parking validation machine e. New paint f. New carpet for vestibule to match elevator cabs or ground floor lobby. g. New drywall ceiling LED can lights | <ol style="list-style-type: none"> 2. Men's Restroom <ol style="list-style-type: none"> e. New door and drywall at entry b. New counter, mirror and lavatories. c. New toilet partitions d. New urinal screen in front of HC urinal e. New porcelain tile flooring f. Patch wall tile g. New Acoustical ceiling and LED can lighting | <ol style="list-style-type: none"> 3. Woman's restroom <ol style="list-style-type: none"> a. Add new door and drywall at entry b. New counter, mirror and lavatories. c. New porcelain floor tile. d. Delete one existing toilet and add one new lavatory e. New toilet partitions f. Patch wall tile g. New Acoustical ceiling and LED can lighting |
|--|---|---|

ID	Task Name	Duration	Start	Finish	Gantt Chart (Timeline)																															
					5/8	5/15	5/22	5/29	6/5	6/12	6/19	6/26	7/3	7/10	7/17	7/24	7/31	8/7	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	10/9	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11
1	1st Floor TI Construction	139 days	Tue 5/17/16	Fri 12/23/16	[Gantt bar from 5/17 to 12/23]																															
2	PROGRAMMING and PLANNING	44 days	Tue 5/17/16	Fri 7/15/16	[Gantt bar from 5/17 to 7/15]																															
3	Programming and Planning	44 days	Tue 5/17/16	Fri 7/15/16	[Gantt bar from 5/17 to 7/15]																															
4	BUDGET	115 days	Mon 7/18/16	Fri 12/23/16	[Gantt bar from 7/18 to 12/23]																															
5	Budgeting	11 days	Mon 7/18/16	Mon 8/1/16	[Gantt bar from 7/18 to 8/1]																															
6	Budget Approval	0 days	Fri 8/26/16	Fri 8/26/16	[Milestone diamond at 8/26]																															
7	Finalize Design Development (with pricing input)	5 days	Mon 8/29/16	Fri 9/2/16	[Gantt bar from 8/29 to 9/2]																															
8	Construction Documents	14 days	Mon 8/29/16	Thu 9/15/16	[Gantt bar from 8/29 to 9/15]																															
9																																				
10	Plan Check & Bid	10 days	Thu 9/15/16	Wed 9/28/16	[Gantt bar from 9/15 to 9/28]																															
11	Plan Check	2 days	Thu 9/15/16	Fri 9/16/16	[Gantt bar from 9/15 to 9/16]																															
12	GC Hard Bid, Negotiation	10 days	Thu 9/15/16	Wed 9/28/16	[Gantt bar from 9/15 to 9/28]																															
13																																				
14	Furniture Procurement	75 days	Mon 8/29/16	Fri 12/9/16	[Gantt bar from 8/29 to 12/9]																															
15	Preliminary Pricing	5 days	Mon 8/29/16	Fri 9/2/16	[Gantt bar from 8/29 to 9/2]																															
16	Finalize Pricing & Procure	15 days	Mon 9/5/16	Fri 9/23/16	[Gantt bar from 9/5 to 9/23]																															
17	Fabrication & Shipping	44 days	Fri 9/23/16	Wed 11/23/16	[Gantt bar from 9/23 to 11/23]																															
18	Installation	10 days	Mon 11/28/16	Fri 12/9/16	[Gantt bar from 11/28 to 12/9]																															
19																																				
20	Construction	55 days	Mon 10/10/16	Fri 12/23/16	[Gantt bar from 10/10 to 12/23]																															
21	Mobilize	1 day	Mon 10/10/16	Mon 10/10/16	[Milestone diamond at 10/10]																															
22	Construction	55 days	Mon 10/10/16	Fri 12/23/16	[Gantt bar from 10/10 to 12/23]																															
23	Punch List	1 day	Fri 12/16/16	Fri 12/16/16	[Milestone diamond at 12/16]																															
24																																				
25	Move In	0 days	Mon 12/19/16	Mon 12/19/16	[Milestone diamond at 12/19]																															
26	First Day of Business	0 days	Mon 12/19/16	Mon 12/19/16	[Milestone diamond at 12/19]																															

Project: 201 N. Figueroa - 1st Floor Date: Thu 8/11/16	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			