

# AGENDA

## MEETING OF THE BOARD OF COMMISSIONERS

Chair: Sheila Kuehl

Tuesday, September 22, 2020  
4:00 PM

### Meeting Location:

First 5 LA  
750 N. Alameda Street  
Los Angeles, CA 90012

(If you would like to speak to any item on the agenda, please complete a public comment form)

### 1. ACTION

Call to Order/Roll Call

### 2. INFORMATION

Standing Items

- A. Annual Audit
- B. Review of Annual Operating Budget
- C. Review of Annual Report to the State Commission
- D. Contract Compliance
- E. Quality Assurance
- F. Evaluation
- G. Policy and Advocacy
- H. Personnel and Compensation

**3. NOTE:** There will be no discussion on these items since staff have no updates that warrant one. These items remain on the agenda to reflect the Executive Committee's full purview.

### 4. INFORMATION

Capital Improvement Plan Update

### 5. INFORMATION

Public Comments (for items not on the agenda)

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#### COMMISSIONERS

|                               |   |                       |
|-------------------------------|---|-----------------------|
| Los Angeles County Supervisor | Jane Boeckmann                          | Yvette Martinez       |
| Sheila Kuehl                  | Bobby Cagle                             | Romalis J. Taylor     |
| <i>Chair</i>                  | Barbara Ferrer, Ph.D.,<br>M.P.H., M.Ed. | Keesha Woods          |
| Judy Abdo                     |   | Marlene Zepeda, Ph.D. |
| <i>Vice Chair</i>             |   |                       |

#### EX OFFICIO MEMBERS

|                                 |
|---------------------------------|
| Karla Pleitez Howell            |
| Jonathan E. Sherin, M.D., Ph.D. |
| Wendy Smith, Ph.D., LCSW        |
| Deanne Tilton                   |

#### EXECUTIVE DIRECTOR

Kim Belshé

#### EXECUTIVE VICE PRESIDENT

John A. Wagner

#### A PUBLIC ENTITY

6. **ACTION**

Adjournment of regular session



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# Capital Improvement Plan Update

SPECIAL MEETING OF THE  
EXECUTIVE COMMITTEE



Executive Sponsor: John Wagner  
Project Sponsor: Carl Gayden

September 22, 2020

# Agenda

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1. Quick Refresher/Context
2. Option 1A
3. Phased Approach
4. Phase 1 Timeline
5. Next Steps
6. Discussion and Questions

# Quick Refresher/Context

- The purpose of the CIP is to update F5LA's physical plant, align space to organizational structure, and enhance collaboration and work
- Capital Improvement Fund (CIF) established by Board in June 2017 for \$6,959,676
- Consistent with Exec Committee discussions and feedback, the Board has agreed to support actions that help with building improvements in enhancing/maintaining our existing space and addressing COVID-19 safety considerations (Option "1A" or Essential Improvements)

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First 5 LA : Cost Estimate Scope Summaries  
6/21/18 Update

| Scope                           | Description  | Construction/Soft Cost | Percent of Total |
|---------------------------------|--|------------------------|------------------|
| Category A                      | Renovation of 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> floor office space | \$4,710,000            | 73%              |
| Category B                      | Renov Building and replace existing air handlers   | \$1,349,000            | 21%              |
| Category C                      | Site Improvements  | \$135,000              | 2%               |
| Category D                      | Instal Solar/Photo Voltaic system  | \$234,000              | 4%               |
| <b>TOTAL</b>                    |  | <b>\$6,428,000</b>     |                  |
| <b>CAPITAL IMPROVEMENT FUND</b> |  | <b>\$6,959,676</b>     |                  |
| TOTAL CONSTRUCTION/SOFT COST    |  | \$6,428,000            |                  |
| CONTINGENCY @ 8%                |  | \$429,000              |                  |
| TOTAL PROJECT COST              |  | \$6,857,000            |                  |

Note: Going forward, the annual budget will include a line item for the future maintenance program estimated at \$2-\$3 per square foot at 45,000 SF. Any unused resources from the CIF will be used to offset these costs.

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# Option 1A

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- Essential improvements or our structural and mechanical needs include:
  - Upgrading our roof
  - Updating our HVAC
  - Adding solar panels
  - Installing the most up-to-date technology in our MPR space
  - Exploring options and identifying an approach to utilize the vacant LPA space

Option 1A Estimated Cost: \$5.6M

# Phased Approach



## Phase 1: Immediate Work

1. Building reentry tasks
2. HVAC (rooftop unit replacement)
3. Roofing
4. MPR & other potential IT improvements (IT)
5. Solar panels/structural beams
6. Boiler & heating hot water pump
7. Automate restrooms
8. Exterior cosmetic work on façade/windows



## Phase 2: Building Improvements

1. Build out & remodel 1<sup>st</sup> floor
2. Add event/community center (TBD)
3. Any other design considerations for all floors
4. HVAC (venting/ducting)
5. Technology upgrades (IT)
6. CCTV system
7. Exterior lights
8. Other restroom upgrades
9. Furniture
10. Security & site enhancements
11. LPA space demo and Playground Removal

# Phase 1 Timeline

| Phase           | Milestone  | Activities  | Start   | Completion |
|-----------------|--|---|---------|------------|
| Preconstruction | Supporting Docs Finalized                        | <ul style="list-style-type: none"> <li>• Create, review and approve Supporting Docs needed to procure for General Contractor (Bridge Document)</li> </ul>                       | Q3 2020 | Q4 2020    |
| Preconstruction | RFQ for D/B Contractor Prequalification Complete | <ul style="list-style-type: none"> <li>• Complete RFQ</li> <li>• Prequalify D/B contractors</li> </ul>  | Q3 2020 | Q1 2021    |
| Preconstruction | RFP for D/B Contractor Complete                  | <ul style="list-style-type: none"> <li>• Complete RFP</li> <li>• Select D/B contractor</li> </ul>   | Q4 2020 | Q1 2021    |
| Preconstruction | Board Approval                                   | <ul style="list-style-type: none"> <li>• Info on D/B contract at Executive Cmte. meeting</li> <li>• Action on D/B contract at Board meeting</li> </ul>                          | Q1 2021 | Q2 2021    |
| Construction    | Construction Document Complete                   | <ul style="list-style-type: none"> <li>• Issue Notice to Proceed to D/B contractor</li> <li>• Finish drawings and permitting with City</li> <li>• Conduct Plan/Check</li> </ul> | Q2 2021 | Q3 2021    |
| Construction    | Construction                                     | <ul style="list-style-type: none"> <li>• Complete construction</li> </ul>   | Q3 2021 | Q4 2021    |

# Next Steps

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- Revise all of our consultants' contracts to reflect these two new upgraded phases
- Confirm and map out all touchpoints needed for this extremely complex public works project, including all Board approvals and timing of this work
- Start the procurement process with our consultant, MARRS, for the RFQ to begin qualifying the Design Builder for Phase 1
- Work with our consultant, IMEG, to create the procurement document that will be used in the RFP to procure the General Contractor
- Solicit Informal Board engagement as the project progresses



# Discussion and Questions