

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

July 29, 2021

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

Attention: Michael Espinosa, Legislative Assistant

**REQUEST AUTHORITY TO NEGOTIATE AND EXECUTE AN AMENDMENT  
TO A MEMORANDUM OF AGREEMENT WITH THE FBI AND CITY FOR  
USE OF OFFICE SPACE AT THE POLICE ADMINISTRATION BUILDING**

The Department of General Services (GSD) requests authority to negotiate and execute an amendment to the Memorandum of Agreement (MOA) between the Federal Bureau of Investigation (FBI) and the City of Los Angeles for the FBI's continued use and further modifications of office space in the Police Administration Building (PAB) at 100 West 1<sup>st</sup> Street, Los Angeles, CA 90012 for use in joint and sensitive law enforcement programs.

**BACKGROUND**

On November 9, 2009, the City Council adopted a motion (CF 09-2623; Attachment A) authorizing the Department of General Services, Bureau of Engineering and the Los Angeles Police Department (LAPD) to negotiate and execute a MOA with the FBI for the purpose of designating approximately 2,353 s.f. of office space at PAB to be used jointly by LAPD, State and Federal agencies participating in a Joint Terrorism Task Force (JTTF). The term of the no-cost MOA was for ten years with automatic annual extensions until terminated by either party. The MOA allows the FBI to make tenant improvements to the area at their cost.

The amendment to the MOA removes the requirement that BOE approve the latest improvements, as they are not structural in nature. The GSD Construction Forces provided an estimate for the improvements in May 2020. (Attachment B) An updated estimate has since been provided. (Attachment C)

The proposed amendment revises the terms of the MOA by implementing a second ten-year term, cease the automatic annual renewal at the end of the ten-year term and allows the FBI to make further tenant improvements.



**TERMS AND CONDITIONS**

As in the previous agreement, there are no fees charged to the FBI for the use of the space. The amendment will renew the MOA for another ten-year term from the date of execution. Once the ten-year renewal term is completed, the MOA shall either be renegotiated or terminated.

Under the renewal terms, the FBI will be making improvements to the office space. The GSD Construction Forces will perform construction modifications, which will be paid by the FBI. Complete terms and conditions are included in the attached Term Sheet. (Attachment D)

**FUNDING**

In September 2020, the FBI transferred unrestricted funds for the estimated total of \$113,440 to the LAPD Fiscal Group to Fund 100, Dept 70, RSRC 5423.

A revised estimate, dated July 21, 2021, totals \$128,599. (Attachment C) Should the costs exceed the amount already transferred by the FBI, then CIEP - LAPD capital funds will be used to pay the funding shortfall.

**FISCAL IMPACT**

There is no additional impact to the General Fund. The tenant improvement (TI) costs are estimated at \$128,599. The FBI will front fund the majority of the TI costs. In September 2020, the FBI paid \$113,440 to LAPD Fiscal Group. The balance of the TI costs, \$15,159, will be paid with LAPD Public Safety Facilities funds (CIEP General Fund).

There are no fees charged to the FBI for the use of this space. The controller instructions to effectuate the funding transfer will be included in a future Construction Projects Report.

**RECOMMENDATION**

That the Los Angeles City Council, subject to the approval of the Mayor, authorize GSD to negotiate and execute the Amendment to the MOA with the FBI for continued occupancy and to make further modifications to that space in the Police Administration Building at 100 West 1<sup>st</sup> Street, for joint task force and sensitive programs activities as substantially outlined in this report.



Tony M. Royster  
General Manager

Attachments: Attachment A – 2009 Motion  
Attachment B – May 2020 Estimate  
Attachment C – July 2021 Estimate  
Attachment B – Term Sheet

09-2023  
CD9

# ATTACHMENT A

INFORMATION TECH. & GOVT. AFFAIRS

OCT 23 2009

## MOTION

## PUBLIC SAFETY

The Los Angeles Police Department (LAPD) and the Federal Bureau of Investigation (FBI) participate in a Joint Terrorism Task Force (JTTF). The FBI has requested permission from the City to create and use within the Police Administration Building (PAB) a Secured Working Environment (SWE) for the JTTF. The space will be jointly used by personnel from the FBI, LAPD and other local, state and federal agencies participating in the JTTF. The SWE will be designed by Department of Public Works, Bureau of Engineering (BOE), through as needed architectural consultants, according to federal specifications and requirements. BOE will also provide project and construction management services. The SWE will be built out by Department of General Services (GSD) Construction Forces Division. The costs for the design and construction of the SWE, estimated at \$880,000, will be borne solely by the FBI, who will reimburse the City for the total actual design and construction costs pursuant to the terms of the proposed Memorandum of Agreement (MOA). In addition, LAPD will purchase office equipment and furniture for the SWE, the costs of which will also be reimbursed by the FBI via a purchase order. The FBI will install at its cost and expense all infrastructure items, including all telecommunications, electronic devices and all security related devices in coordination with both BOE and GSD.

The Department of General Services (GSD) requests authority to negotiate and execute a Memorandum of Agreement (MOA) to lease the approximately 2,353 square feet of office space at the Police Administration Building (PAB) located at 100 W. First Street, Los Angeles, California, to the FBI for the Secured Working Environment (SWE). The term of the MOA will be ten (10) years with an annual automatic extension until terminated by either party. However, should the City terminate the MOA prior to the initial ten year term, the City will be liable for construction costs, according to the LAPD.

There will be on-going annual maintenance and repair of the SWE space by GSD, the costs of which are undetermined at this time.

I THEREFORE MOVE that the City Council:

1. Authorize the Department of General Services, the Los Angeles Police Department and the Department of Public Works, Bureau of Engineering, to negotiate and execute a Memorandum of Agreement for design, construction and occupancy of office space for the FBI's JTTF SWE at the Police Administration Building located at 100 W. First Street, Los Angeles with the terms and conditions substantially as outlined in this motion.

I FURTHER MOVE that the City Council, subject to the approval of the Mayor:

2. Authorize the Controller to transfer funds totaling \$880,000 from two accounts within the CIEP Fund (100/54) into Account No. TBD, entitled PAB-Secure Work Environment as follows:

From:

Fund 100/54, Capital Improvement Expenditure Program (CIEP)

W404, Building Renovations	\$80,000
E660, Municipal Facilities Projects	<u>\$800,000</u>
Subtotal=	\$880,000

To:

Fund 100/54, Capital Improvement Expenditure Program

OCT 23 2009

EC1

TBD, PAB – Secure Work Environment \$880,000

3. Authorize the Controller to increase appropriations totaling \$880,000 from the CIEP Fund (100/54) Account No. TBD, entitled PAB – Secure Work Environment to various accounts within the GSD Fund (100/40) and BOE Fund (100/78) as follows:

From:

Fund 100/54, Capital Improvement Expenditure Program

TBD, PAB – Secure Work Environment \$880,000

To:

Fund 100/40, General Services Department

1014, Construction Services	\$335,000
1101, Hiring Hall Construction	80,000
1121, Hiring Hall Fringe Benefits	20,000
3180, Construction Materials & Supplies	<u>250,000</u>
Subtotal =	\$685,000

Fund 100/78, PW Bureau of Engineering

1010, Salaries General	\$115,000
3040, Contractual Services	60,000
6010, Office and Administrative	<u>20,000</u>
Subtotal=	\$195,000

4. Instruct the General Services Department, with assistance of the Los Angeles Police Department, if necessary, and request the Controller to process the necessary documentation to reimburse the Capital Improvement Expenditure Program, Fund 100/54, Account No. TBD, entitled PAB – Secure Work Environment upon reimbursement of the Federal/Grant Source.
5. Authorize the City Administrative Officer to make technical corrections, as necessary, to those transactions included in this report to implement the Mayor and Council's intentions.

PRESENTED BY



ERIC GARCETTI  
Councilmember, 13<sup>th</sup> District

SECONDED BY



ORIGINAL

DEC 04 2009

## MOTION

On November 4, 2009, Council authorized various City departments to negotiate and execute a Memorandum of Agreement (MOA) with the Federal Bureau of Investigation (FBI) for the design and construction of office space at the new Police Administration Building (C.F. 09-2623). The space is intended for use by the Joint Terrorism Task Force, which consists of the Los Angeles Police Department, FBI, and other agencies.

As part of Council's action, two verbal motions were adopted requesting the Police Commission to report back on how potential oversight conflicts will be resolved, but these requests were not added to the Council File.

The Police Commission was requested to provide information on how joint intelligence functions conducted through occupancy of the new space will meet specifications of LAPD's *Major Crimes Division Standards and Procedures*. Adopted by the Police Commission, the document defines the oversight functions of the Commission and Inspector General, including an annual audit of the Anti-Terrorism Intelligence Section.


Before a City facility houses a joint operation outside the purview of the Police Commission or Inspector General, these important oversight principles should be reconciled prior to any construction or operational activities.

I THEREFORE MOVE that the Council Action of November 4, 2009, relative to the approval of a Memorandum of Agreement (MOA) with the Federal Bureau of Investigation (FB) for the design, construction and occupancy of office space at the new Police Administrative Building (PAB) for the Joint Terrorism Task Force, BE AMENDED to instruct the Police Department and Office of the Inspector General to provide the following information to Council:

- (1) how the Inspector General's auditing function and the Police Commission's related oversight, as defined in the *Major Crimes Division Standards and Procedures*, will be maintained when multi-agency investigations occur that are outside the Police Commission's purview; and
- (2) how potential oversight conflicts will be resolved.

I FURTHER MOVE that the Police Department and Office of the Inspector General report back to Council with this information prior to occupancy by the FBI in the PAB.

PRESENTED BY:

  
BERNARD C. PARKS  
Councilmember, 8<sup>th</sup> District

SECONDED BY:



DEC 4 2009

JD

ORIGINAL

410

TO THE COUNCIL OF THE  
CITY OF LOS ANGELES

File No. 09-2623

Your **INFORMATION TECHNOLOGY AND GOVERNMENT AFFAIRS COMMITTEE**

reports as follows:

INFORMATION TECHNOLOGY AND GOVERNMENT AFFAIRS COMMITTEE REPORT relative to a Memorandum of Agreement (MOA) with the Federal Bureau of Investigation (FBI) for the design, construction, and occupancy of office space at the new Police Administration Building (PAB) for the Joint Terrorism Task Force.

Recommendations for Council action, as initiated by Motion (Garcetti – Reyes), SUBJECT TO THE APPROVAL OF THE MAYOR:

1. AUTHORIZE the Department of General Services, the Los Angeles Police Department (LAPD), and the Department of Public Works, Bureau of Engineering, to negotiate and execute an MOA for the design, construction, and occupancy of office space for the FBI's Joint Terrorism Task Force Secure Work Environment (SWE) at the PAB located at 100 West First Street, Los Angeles with the terms and conditions substantially as outlined in the accompanying Motion (Garcetti – Reyes).
2. TRANSFER funds totaling \$880,000 from two accounts within the Capital Improvement Expenditure Program (CIEP) Fund (100/54) into an account number to be determined, and titled "PAB-Secure Work Environment," as follows:

From Fund 100/54, Capital Improvement Expenditure Program –

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
W404	Building Renovations	\$ 80,000
E660	Municipal Facilities Projects	<u>800,000</u>
	Subtotal:	\$880,000

To Fund 100/54, Capital Improvement Expenditure Program –

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
xxx	PAB - Secure Work Environment	\$880,000

3. AUTHORIZE the Controller to increase appropriations totaling \$880,000 from the CIEP Fund (100/54) Account No. to be determined, entitled PAB - Secure Work Environment to various accounts within the Department of General Services, Fund 100/40 and the Bureau of Engineering Fund 100/78, as follows:

From Fund 100/54, Capital Improvement Expenditure Program –

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
xxx	PAB - Secure Work Environment	\$880,000

To Fund 100/40, General Services Department –

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
1014	Construction Services	\$ 50,000
1101	Hiring Hall Construction	200,000
1121	Hiring Hall Fringe Benefits	76,000
3180	Construction Materials & Supplies	<u>318,000</u>
	Subtotal:	\$642,000

To Fund 100/78, PW Bureau of Engineering –

<u>Account No.</u>	<u>Account Title</u>	<u>Amount</u>
1010	Salaries General	\$115,000
3040	Contractual Services	95,000
6010	Office and Administrative	<u>28,000</u>
	Subtotal:	\$238,000

4. AUTHORIZE the LAPD to deposit \$880,000 to Fund 339/70, Revenue Source No. 4674 and TRANSFER therefrom to Fund 100/54, Revenue Source No. to be determined, upon completion of milestones.
5. AUTHORIZE the City Administrative Officer to make technical corrections, as necessary, to the above transactions to implement the Mayor and Council's intentions.

Fiscal Impact Statement: Not applicable.

Community Impact Statement: None submitted.

### SUMMARY

At its meeting held November 3, 2009, the ITGA Committee considered Motion (Garcetti – Reyes) relative to the use of office space at the new PAB by the Joint Terrorism Task Force. On October 23, 2009, Council referred the Motion to the Information Technology and Government Affairs Committee and the Public Safety Committee for consideration. The Motion states that the space will be jointly used by the FBI, LAPD, and other local, state and federal agencies participating in the Joint Terrorism Task Force. The Bureau of Engineering will design the SWE, and also provide project and construction management services. The Department of General Services (GSD) will build the SWE. Design and construction costs, estimated at \$880,000, will be borne solely by the FBI, and paid to the City of Los Angeles on a reimbursement basis pursuant to the terms of the MOA.

According to the Motion, the LAPD will purchase office equipment and furniture for the SWE, the costs of which will also be reimbursed by the FBI. The FBI will install, at its cost and expense, all infrastructure items, telecommunications, and electronic and security related devices in coordination with the Bureau of Engineering and the GSD.

Additionally, the GSD requests authority to negotiate and execute an MOA to lease the approximately 2,353 square feet of office space at to the FBI for this project. The term of the MOA will be ten years with an annual automatic extension until terminated by either party. However, should the City terminate the MOA prior to the initial ten year term, the City will be liable for construction costs, according to the LAPD. There will be on-going annual

maintenance and repair of the SWE space by GSD, the costs of which are undetermined at this time.

At its meeting held November 3, 2009, the ITGA Committee discussed this matter with representatives of the LAPD and the CAO. The CAO's representative requested amendments to the recommendations in the Motion. The requested amendments do not impact total funding. The Committee recommended that Council approve Motion's recommendations, as amended in Committee and reflected in the recommendations detailed above. This matter is submitted to Council for its consideration.

Respectfully submitted,

INFORMATION TECHNOLOGY AND GOVERNMENT AFFAIRS COMMITTEE



MEMBER	VOTE
CARDENAS:	YES
PERRY:	YES

ep  
09-2623\_rpt\_itga\_11-03-09

NOT OFFICIAL UNTIL COUNCIL ACTS

**ADOPTED**

NOV 04 2009

**LOS ANGELES CITY COUNCIL**

**TO THE MAYOR FORTHWITH**

**MAYOR WITH FILE**



## BUREAU OF ENGINEERING PROJECT COST ESTIMATE

Project Title: PAB Secured Work Environment

Scope: Renovative approximately 2300 square feet within the PAB for LAPD's Counter-Terrorism and Criminal Intelligence Bureau to provide a secured work environment for direct communication and coordination with the Federal Government. Renovation will include - 15 work stations, conference room, and equipment room.

Work Order: TBD

B.O.E. Contact: Alex Ngo

Client Dept. L.A.P.D.

Type of Estimate:     Class "A"             Class "B"             Class "C"  
                                  +5% to -10%            +20% to -15%            +30% to -20%

### ESTIMATE

Land Acquisition				
Land			N/A	
Relocation			N/A	\$0
Site Improvement				
Demolition			N/A	
Site Preparation				\$0
Construction				
Construction Cost			\$400,000	
Communications (City Contractor)			\$40,000	
1% Art			N/A	
Permits			\$5,000	
Construction Contingency			\$80,000	
Escalation	0.00% per year for	0 year(s)	\$0	\$625,000
Planning, Design and Construction Services				
Project Management			\$110,000	
Planning and Design Services			\$60,000	
Construction Management				
Related Costs (overhead)			\$10,000	
Escalation	0.00% per year for	0 year(s)	\$0	\$180,000
Other				
Inspection by the Bureau of Contract Administration				
Project Contingency			\$160,000	
Escalation	per year for	year(s)	\$0	\$160,000
<b>Total Estimated Project Cost</b>				<b>\$865,000</b>

**ASSUMPTIONS**

Prepared by:		x	Date:	
Checked by:		x	Date:	
Approved by:		x	Date:	
Client Approval:		x	Date:	

Department of Public Works

Bureau of Engineering  
Report No. \_\_\_\_

October \_\_\_\_, 2009  
CD No. 9

**REQUEST TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE FEDERAL BUREAU OF INVESTIGATION (FBI) AND THE CITY OF LOS ANGELES IN CONJUNCTION WITH LOS ANGELES POLICE DEPARTMENT (LAPD), GENERAL SERVICES DEPARTMENT (GSD) AND BUREAU OF ENGINEERING (BOE) FOR THE CONSTRUCTION AND OCCUPANCY OF THE SECURED WORK ENVIRONMENT (SWE) WITHIN THE POLICE ADMINISTRATION BUILDING (PAB)**

### **RECOMMENDATION**

Contingent upon Council Approval, Council File 09-XXXXX, authorize the City Engineer to enter into a Memorandum of Agreement (MOA) agreement with the FBI in conjunction with LAPD, and GSD, to provide design, construction and construction management services for the FBI SECURED WORK ENVIRONMENT (SWE) located within the new PAB.

### **TRANSMITTAL**

1. Draft MOA between the FBI and the LAPD, GSD and BOE, dated
2. BOE Project Cost Estimate, dated

### **FISCAL IMPACT STATEMENT**

There is no direct General Fund impact. The funding for the SWE will be provided by the FBI.

### **DISCUSSION**

#### ***Background***

On September 27, 2006, the Board of Public Works awarded the PAB Project to Tutor-Saliba Corp (TSC) in amount of \$231,377,246. This project consists of a 10-story, 500,000 square-foot building located on the block bounded by 1<sup>st</sup>, Main, 2<sup>nd</sup>, and Spring Streets. The PAB includes space for over 2,100 police personnel, a helipad, Board of Police Commission Hearing room, locker facilities and underground parking for approximately 350 spaces. Also included as part of this project is a 400 seat auditorium, cafe, memorial garden, retail space, 2<sup>nd</sup> Street green space, 1<sup>st</sup> Street public plaza. On August 7, 2009 TSC received a Temporary Certificate of Occupancy (TSC), it is anticipated that Certificate of Occupancy will be obtained in October, 2009.

In investigating ways to improve communication with other law enforcement agencies, LAPD saw an opportunity to partner with the Federal government in developing such a facility. Subsequently, the FBI has requested to enter an agreement with the City to create a

Department of Public Works  
Bureau of Engineering  
Report No. \_\_\_\_

October xx, 2009  
Page 3

Report prepared by:

Police Administration Building

Julie Sauter, P.E.  
Program Manager  
Phone No. (213) 473-6211

Respectfully submitted,

Gary Lee Moore, P.E.  
City Engineer

Statement as to Funds Approved by:

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Jean C. Su, Acting Director  
Office of Accounting  
Date: \_\_\_\_\_

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Questions regarding this report  
may be referred to:  
Writer: Julie Sauter, P.E.  
Phone No. (213) 473-6211  
Fax No. (213) 473-6248

# ATTACHMENT B

## DEPARTMENT OF GENERAL SERVICES CONSTRUCTION FORCES DIVISION

### BUDGETARY ESTIMATE

DATE: 5/20/2020 W.O. #: F735010E

TO: DAVID RIEMEN C&M: Nicolás Díaz

FROM: Kelly Cooper , BC&M Gen Supt. II PREPARED BY: Zoe Mucogllava

BLDG. NAME: POLICE ADMINISTRATION ADDRESS: 100 W. First St., 90012 BLDG. NO.: 9/63

DURATION: 1 1/2 MONTH PLAN # & DATE: N/A DATE REC'D: N/A

PROJECT TITLE: PD PAB SCIF-UPGRADE COUNCIL DIST.: 14

DEF

SCOPE OF WORK: COST TO UPGRADE AN EXISTING SCIF AT PAB.

NOT IN SCOPE OF WORK: Unforeseen conditions, Off-hour work, Overtime.

CFT	DESCRIPTION OF WORK	LABOR HOURS	LABOR	MATERIAL or SUB-CONTR	COMMENTS
1 371	GENERAL REQUIREMENTS	124	\$9,952	\$500	
2 373	ELECTRICAL	210	\$18,917	\$4,050	
3 374	PAINTING	62	\$3,515	\$2,000	
4 375	CARPENTER	251	\$17,873	\$14,200	
5 376	SHEET METAL	22	\$1,819	\$500	
6 390	VENDOR	0	\$0	\$17,000	
7					
8	NOTE: SEE ADDITIONAL PAGES FOR WORK BREAKDOWN, ETC.				
9					
10					
<b>TOTALS:</b>			\$52,076	\$38,250	

Budgetary estimates are for budget purposes and based on preliminary plans and information. Budgetary estimates do not include unforeseen conditions and changes in the original scope of work. **Budgetary estimates are good for 90 days from date of estimate.**

**IMPORTANT NOTE: The recommended funding amount includes a 20% contingency for unforeseen conditions, missed and/or underestimated line items.**

<b>MATERIAL TOTAL:</b>	<u>\$38,250</u>
<b>OP SUPPORT 11%</b>	<u>\$4,208</u>
<b>LABOR TOTAL:</b>	<u>\$52,076</u>
<b>ADD ALTERNATIVES:</b>	\$0
<b>ESTIMATE TOTAL:</b>	\$94,534
RECOMMENDED 20% CONTINGENCY:	<u>\$18,907</u>
<b>RECOMMENDED FUNDING AMOUNT:</b>	<u>\$113,440</u>

WORK BREAKDOWN STRUCTURE (WBS)				F735010E PD PAB SCIF-UPGRADE					
item (sorted by craft)	crew size	craft/ class	labor		matl. / allow.	sub total	critical path / days	comments	
			man- hrs	cost					
	SCOPE OF WORK			669	52,076	38,250	90,326	30	
1	371 - GENERAL REQUIREMENTS			124	9,952	500	10,452	11	
2	Permit/Plans.	1	371.9	50	4,013	0	4,013	5.0	
3	Electrical Permit.	1	371.9	4	321	500	821	0.4	
4	Estimating.	1	371.9	14	1,124	0	1,124	1.4	
5	Pre-Construction Meeting.	1	371.9	6	482	0	482	0.6	
6	GSD Job Completion Package.	1	371.9	5	401	0	401	0.5	
7	Close-out.	1	371.9	5	401	0	401	0.5	
8	Vendor Supervision & Project Oversight	1	371.9	20	1,605	0	1,605	2.0	
9	Security clearance for personnel.	10	371.9	20	1,605	0	1,605	0.2	
10	373 - ELECTRICAL			210	18,917	4,050	22,967	12	
11	Install new Panelboard in Secure Room.	2	373	20	1,776	2,200	3,976	1.0	
12	Identify receptacle circuits, and intercept branch circuits, reroute to new Panelboard.	2	373	40	3,552	720	4,272	2.0	
13	Isolate lighting circuit(s), re-route to new Panelboard, exchange ballasts (if 277).	2	373	40	3,552	600	4,152	2.0	
14	Demo devices in wall to be demo'd. Re-pipe and re-install after wall completed.	2	373	30	2,664	210	2,874	1.5	
15	Install conduit system for new access and egress doors security as per drawing.	2	373	30	2,664	320	2,984	1.5	
16	Mobilization.	2	373	20	1,776	0	1,776	1.0	
17	Supervision, ELECTRICAL	1	373.9	30	2,931	0	2,931	3.0	
18	374 - PAINTING			62	3,515	2,000	5,515	2	
19	Paint SCIF door both sides.	1	374	8	452	300	752		
20	Mobilization.	1	374	6	339	100	439	0.6	
21	Apply wall base both sides of the wall.	2	374	10	565	300	865		
22	Tape and mud drywall / paint both sides of the wall.	3	374	30	1,696	1,300	2,996	1.0	
23	Supervision, PAINTING	1	374.9	8	462	0	462	0.8	
24	375 - CARPENTER			251	17,873	14,200	32,073	4	
25	Build frame of the door as per design.	2	375	40	2,858	1,750	4,608		
26	Apply wool acoustic material keeping it in place with metal lath and fasteners.	2	375	40	2,858	3,500	6,358		
27	Apply ultra radiant rFoil between plywood & drywall, keep in place with compatible foil tape.	2	375	20	1,429	1,500	2,929		
28	Build (2) 5/8" plywood exterior side of the wall.	2	375	40	2,858	2,500	5,358		
29	Build 3 5/8" Metal studs wall frame.	3	375	60	4,288	4,500	8,788		
30	Demo existing wall dispose materials legally.	2	375	20	1,429	450	1,879	1.0	
31	Mobilization.	4	375	6	429	0	429	0.2	
32	Supervision, CARPENTER	1	375.9	25	1,723	0	1,723	2.5	
33	376 - SHEET METAL			22	1,819	500	2,319	1	
34	Mobilization.	1	376	4	338	0	338		
35	Remove (2) thermostats from existing walls and re attach to new SCIF wall.	2	376	16	1,354	500	1,854	0.8	
36	Supervision, SHEET MTL	1	376.9	2	127	0	127	0.2	
37	390 - VENDOR			0	0	17,000	17,000	0	
38	Installation, materials and transportation of SCIF door.	1	390			17,000	17,000		Vendor: Adamo
Totals, check, summary:				669	52,076	38,250			
				Labor & matl.:	90,326				
				OP SUPPORT 11%	4,208				

WORK BREAKDOWN STRUCTURE (WBS)		F735010E PD PAB SCIF-UPGRADE						
item (sorted by craft)	crew size	craft/ class	labor		matl. / allow.	sub total	critical path / days	comments
			man- hrs	cost				
			Subtotal:	94,534				
			Add alternatives total:	0				
			ESTIMATE TOTAL:	94,534				
			Recommended 20% contingency:	18,907				
			RECOMMENDED FUNDING AMOUNT:	113,440				

# ATTACHMENT C

## GENERAL SERVICES DEPARTMENT CONSTRUCTION FORCES DIVISION ESTIMATE COVER SHEET

URGENT

WORK ORDER #: F735010E REV1  
PROJECT TITLE: PD PAB SCIF-UPGRADE  
PREPARED BY: Zoe Mucogllava

DATE: 7/21/21

Estimate Class: (X indicates class)	A	B	C	X
	Definitive Estimate -5/+15%	Preliminary/Budget Estimate -15/+30%	Order of Magnitude Estimate -30/+50%	

Notice: **All estimates are good for 90 days from date of estimate.**  
**This estimate was prepared utilizing the following guidelines.**

Scope of Work: UPGRADE AN EXISTING SCIF AT PAB.

Not in Scope of Work: Unforeseen conditions, Off-hour work, Overtime.

Estimate Methodology: This estimate was prepared using a mix of the "Judgement" and "Analogous" estimating methods. Prepared for budgeting and/or authorization purposes.  
  
AACE: Class 5  
ASPE: Level 1  
ANSI Std Z94.0: Order of Magnitude-30/+50  
GSD CFD: Class C

Assumptions: Plans, building Permits and Electrical Permits are required.

Conditions: For estimate:  
ALL TASKS DONE USING POLYCHRONIC TIME.  
  
For work: Work to be performed during daylight conditions while facilities are open for business.  
COVID-19 regulations apply.

References: AACE International Recommended Practice No. 17R-97  
ANSI-Z94.0  
ASPE  
CSI MasterFormat 2016 Edition  
LADBS BUILDING CODE  
LADWP ESR

**DUE TO MAYORAL COST CONTAINMENT  
MEASURES, ALL PROJECTS MAY EXPERIENCE  
UNANTICIPATED DELAYS.**

**GENERAL SERVICES DEPARTMENT  
CONSTRUCTION FORCES DIVISION  
BUDGETARY ESTIMATE**

URGENT

DATE: 7/21/2021 W.O. #: F735010E REV1  
 TO: DAVID RIEMEN C&M: Nicolás Díaz  
 FROM: Daniel Rodriguez , BC&M Superintendent PREPARED BY: Zoe Mucogllava  
 BLDG. NAME: POLICE ADMINISTRATION ADDRESS: 100 W. First St., 90012 BLDG. NO.: 9/63  
 DURATION: 1 1/2 MONTHS PLAN # & DATE: N/A DATE REC'D: N/A  
 PROJECT TITLE: PD PAB SCIF-UPGRADE COUNCIL DIST.: 14  
 SCOPE OF WORK: UPGRADE AN EXISTING SCIF AT PAB.  
 NOT IN SCOPE OF WORK: Unforeseen conditions, Off-hour work, Overtime.

CFT	DESCRIPTION OF WORK	LABOR HOURS	LABOR	MATERIAL or SUB-CONTR	COMMENTS
1 371	GENERAL REQUIREMENTS	162	\$11,433	\$3,000	
2 373	ELECTRICAL	210	\$19,811	\$4,275	
3 374	PAINTING	62	\$3,579	\$2,200	
4 375	CARPENTER	272	\$19,290	\$15,950	
5 376	SHEET METAL	25	\$2,076	\$1,500	
6 390	VENDOR	0	\$0	\$19,000	
7					
8	NOTE: SEE ADDITIONAL PAGES FOR WORK BREAKDOWN, ETC.				
8	<b>DUE TO MAYORAL COST CONTAINMENT MEASURES, ALL PROJECTS MAY EXPERIENCE UNANTICIPATED DELAYS.</b>				
9					
10					
<b>TOTALS:</b>			\$56,189	\$45,925	

Budgetary estimates are for budget purposes and based on preliminary plans and information. Budgetary estimates do not include unforeseen conditions and changes in the original scope of work. **Budgetary estimates are good for 90 days from date of estimate.**

**IMPORTANT NOTE: The recommended funding amount includes a 20% contingency for unforeseen conditions, missed and/or underestimated line items.**

**MATERIAL TOTAL:** \$45,925  
**OP SUPPORT 11%:** \$5,052  
**LABOR TOTAL:** \$56,189  
**ADD ALTERNATIVES:** \$0  
**ESTIMATE TOTAL:** \$107,166  
**RECOMMENDED 20% CONTINGENCY:** \$21,433  
**RECOMMENDED FUNDING AMOUNT:** \$128,599



WORK BREAKDOWN STRUCTURE (WBS)				F735010E REV1 PD PAB SCIF-UPGRADE						
URGENT	item (sorted by craft)	CSI div.	crew size	craft/class	labor		matl. / allow.	sub total	critical path / days	comments
					man-hrs	cost				
	SCOPE OF WORK				731	56,189	45,925	102,114	48	
1	371 - GENERAL REQUIREMENTS				162	11,433	3,000	14,433	16	
2	Plans.	01	1	371	50	3,273	0	3,273	5.0	
3	Electrical Permits.	01	1	371	8	524	500	1,024	0.8	
4	Estimating.	01	1	371	18	1,178	0	1,178	1.8	Cumulative
5	Permit.	01	1	371	20	1,309	2,500	3,809	2.0	
6	COVID-19 requirements.	07	1	371	10	655	0	655	1.0	
7	Pre-Construction Meeting.	01	1	371.9	6	482	0	482	0.6	
8	GSD Job Completion Package.	01	1	371.9	5	401	0	401	0.5	
9	Close out.	01	1	371.9	5	401	0	401	0.5	
10	Security clearance for personnel.	01	1	371.9	20	1,605	0	1,605	2.0	
11	Supervision, CONST & MAINT SUPV	01	1	371.9	20	1,605	0	1,605	2.0	
12	373 - ELECTRICAL				210	19,811	4,275	24,086	12	
13	Identify receptacle circuits, and intercept branch circuits, reroute to new Panelboard.	26	2	373	40	3,720	750	4,470	2.0	
14	Install new Panelboard in Secure Room.	26	2	373	20	1,860	2,250	4,110	1.0	
15	Isolate lighting circuit(s), re-route to new Panelboard, exchange ballasts (if 277).	26	2	373	40	3,720	650	4,370	2.0	
16	Demo devices in wall to be demo'd. Re-pipe and re-install after wall completed.	26	2	373	30	2,790	250	3,040	1.5	
17	Install conduit system for new access and egress doors security as per drawing.	26	2	373	30	2,790	375	3,165	1.5	
18	Mobilization.	2609	2	373	20	1,860	0	1,860	1.0	
19	Supervision, ELECTRICAL	26	1	373.9	30	3,069	0	3,069	3.0	
20	374 - PAINTING				62	3,579	2,200	5,779	4	
21	Paint SCIF door both sides.	08	1	374	8	462	350	812	0.8	
22	Tape and mud drywall / paint both sides of the wall.	09	3	374	30	1,731	1,400	3,131	1.0	
23	Apply wall base both sides of the wall.	09	2	374	10	577	350	927	0.5	
24	Mobilization.	09	1	374	6	346	100	446	0.6	
25	Supervision, PAINTING	09	1	374.9	8	462	0	462	0.8	
26	375 - CARPENTER				272	19,290	15,950	35,240	15	
27	Build frame of the door as per design.	06	2	375	40	2,904	1,800	4,704	2.0	
28	Apply wool acoustic material keeping it in place with metal lath and fasteners.	06	2	375	40	2,904	3,750	6,654	2.0	
29	Apply ultra radiant rFoil between plywood & drywall, keep in place with compatible foil tape.	08	2	375	20	1,452	1,750	3,202	1.0	
30	Build (2) 5/8" plywood exterior side of the wall.	11	2	375	40	2,904	2,650	5,554	2.0	
31	Build 3 5/8" Metal studs wall frame.	12	3	375	60	4,356	4,750	9,106	2.0	
32	Demo existing wall dispose materials legally.	13	2	375	20	1,452	1,250	2,702	1.0	
33	Mobilization.	14	4	375	6	436	0	436	0.2	
34	Supervision, CARPENTER	06	1	375.9	46	2,882	0	2,882	4.6	
35	376 - SHEET METAL				25	2,076	1,500	3,576	2	
36	Remove (2) thermostats from existing walls and re attach to new SCIF wall.	23	2	376	16	1,407	1,500	2,907	0.8	
37	Mobilization.	23	1	376	4	352	0	352	0.4	
38	Supervision, SHEET METAL	23	1	376.9	5	318	0	318	0.5	
39	390 - VENDOR				0	0	19,000	19,000	0	
40	Installation, materials and transportation of SCIF door.	11	1	390	0	0	19,000	19,000	0.0	Vendor: Adamo
41										
Totals, check, summary:					731	56,189	45,925			
					Labor & matl.:		102,114			
					OP SUPPORT 11%:		5,052			
					Subtotal:		107,166			
					Add alternatives total:		0			
					ESTIMATE TOTAL:		107,166			
					Recommended 20% contingency:		21,433			
					RECOMMENDED FUNDING AMOUNT:		128,599			

# LEASING TERM SHEET

MFC DATE

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LANDLORD

ADDRESS

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TENANT

ADDRESS

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LOCATION

AGREEMENT TYPE

USE

SQUARE FEET

TERM

RENT START DATE

LEASE START DATE

OPTION TERM

HOLDOVER

SUBLET/  
ASSIGNMENT

TERMINATION

RENTAL RATE

ESCALATION

RENTAL ABATEMENT

ADDITIONAL RENT

PROPERTY TAX

OPEX

CAM

OTHER

SECURITY DEPOSIT

MAINTENANCE/  
REPAIR

MAINTENANCE/  
REPAIR DETAILS

TENANT  
IMPROVEMENTS

PARKING

UTILITIES

CUSTODIAL

SECURITY

PROP 13  
PROTECTION

INSURANCE

OTHER: