

FORM GEN. 160

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

0220-06058-0005

Date: March 9, 2023  
To: Municipal Facilities Committee  
From: CAO Staff *Elis Lee*  
Subject: **ADDITIONAL INFORMATION TO THE COUNCIL DISTRICT 8  
VERMONT FIELD OFFICE RECONFIGURATION REPORT**

At its meeting held on February 23, 2023, the Municipal Facilities Committee (MFC) considered the Council District 8 Vermont Field Office Reconfiguration and instructed the program management team to report back with clarification on:

1. Methodology used to calculate the reimbursement owed to the Department of Building and Safety (DBS) Enterprise Fund; and,
2. Clarification from the Bureau of Engineering of major factors contributing to the project costs estimated at \$234,842 (or \$626 per square feet).

Reimbursement of DBS Enterprise Funds

DBS contributed \$1.47 million to the overall project cost totaling \$8.5 million, based on the original space assigned to the department (3,895 s.f.) and the percentage of staffing costs supported by the Enterprise Fund (46.8 percent).

The recommended reimbursement of \$154,586 reflects a proportionate reduction of the total cost DBS contributed to the project. A detailed breakdown of the original cost recovery, along with the proportionate reimbursement that would be associated with the proposed space reassignment is reflected in the report attachment.

Breakdown of Budget Estimate

The Bureau of Engineering has provided a breakdown of the project budget estimate, as summarized in the table on page 2:

| Cost Type   |                                  | Cost              | Comments   |
|---|----------------------------------|-------------------|--|
| Construction  | Build Out                        | \$ 75,000         | \$200/sf based on build out of 375sf of office area. This includes demolition, partition wall, ceiling modification, painting, electrical, data/tel conduits and signages. |
|   | Communication - ITA              | \$ 50,000         | Approximately \$130/sf data/tel cabling based on BOE estimate  |
|   | Furniture, Fixture, & Equipment* | \$ 20,000         | Procurement and installation of:<br>2 workstations (\$12,000)<br>2 office & 2 Counter Chairs (\$5,000)<br>2 tall filing cabinets (\$3,000)                                 |
|   | Construction Contingency         | \$ 29,000         | 20% on unforeseen conditions   |
| <b>Construction Subtotal:</b>   |                                  | <b>\$ 174,000</b> |  |
|   | BOE Costs                        | \$ 40,542         | Design and project management costs  |
|   | Other Direct Cost                | \$ 2,900          | Plan check, permits & etc.   |
|   | Construction Cost Escalation     | \$ 17,400         | 12% annual cost escalation rate  |
| <b>Grand Total:</b>   |                                  | <b>\$ 234,842</b> |  |
| *The furniture requests are not MICLA eligible and would need to be funded by Planning utilizing any capacity available within the Department's operating budget. |                                  |                   |  |

MWS/eyl:05230153

Attachment: Detailed Breakdown of Adjusted Cost Recovery

| Proposed Adjustments to CD 8 Field Office: Space Assignment (March 2023)  |                            |  |                               |  |   |
|---|----------------------------|--|-------------------------------|--|---|
| Updated BOE CD 8<br>Floor Space   | A                          | B                                      | C                             | D  | E   |
|   | Direct Space<br>Assignment | Percentage<br>Share of Direct<br>Space | Shared Space                  | Allocation of<br>Shared Space<br>= A x B | Total Space<br>(Direct and Shared)<br>= A + D |
| DBS*  | 3,520                      | 33%                                    | 1,818                         | 602                                      | 4,122   |
| Planning (Proposed)   | 375                        | 4%                                     |                               | 64                                       | 439   |
| Other (LAHD and CD 8)   | 6,736                      | 63%                                    |                               | 1152                                     | 7,888   |
| <b>Total:</b>   | <b>10,631</b>              | <b>100%</b>                            | <b>1,818</b>                  | <b>1,818</b>                             | <b>12,449</b>                                 |
| *Reflects reduction from former direct space (3,895 sq ft) by 375 sq ft for space to be reassigned to City Planning |                            |  |                               |  |   |
|   |                            |  |                               |  |   |
| CD 8 Field Office DBS Cost Recovery   | F                          | G                                      | H                             | I  |   |
|   | Project Cost               | DBS Floor Space                        | Enterprise Fund<br>Percentage | Cost Recovery<br>Amount<br>= (F x G x H) |   |
| Original  | \$ 8,492,873               | 37%                                    | 46.8%                         | \$ 1,470,626                             |   |
| Adjusted Based on Proposed Change   | \$ 8,492,873               | 33%                                    | 46.8%                         | \$ 1,316,040                             |   |
| <b>Balance Owed to Date:</b>  |                            |  |                               | <b>\$ 154,586</b>                        |   |