

CITY OF LOS ANGELES

CALIFORNIA



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Agenda Item No. 4

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May 30, 2024

Matthew W. Szabo, Chair
Municipal Facilities Committee
200 North Main Street, Suite 1500
Los Angeles, CA 90012

Attention: Yolanda Chavez, Assistant City Administrative Officer

REQUEST AUTHORITY TO EXPEND CITYWIDE LEASING ACCOUNT FUNDS ON NON-STANDARD OFFICE PERIPHERALS AND BUILD OUTS FOR THE CIVIL + HUMAN RIGHTS AND EQUITY DEPARTMENT (CHRED) LEASED SPACE AT 250 E. 1ST STREET, LOS ANGELES, CA 90012

The Department of General Services (GSD) requests the Municipal Facilities Committee (MFC) review the scope for new leased office space and approve the non-standard office peripherals and build outs requested for the Civil + Human Rights and Equity Department (CHRED) as "Lessee" located at 250 E. 1st Street (Kajima), Los Angeles, CA 90012.

BACKGROUND

On September 8, 2023, the City Council adopted Council File (CF 23-0791) authorizing GSD to negotiate and execute a lease for CHRED at the Kajima building and to fund the one-time tenant improvement costs from the Citywide Leasing Account. The costs were briefly outlined as "furniture for 26 staff, ITA costs for data premise cabling, phone and alarm systems, key card readers, BOE project management and construction administration." Plans have been developed for the workspace which include the approved scope of work described in the report. Included in these plans are some non-standard items that may not be covered within the original scope.

TENANT IMPROVEMENTS/ NON-STANDARD ITEMS

CHRED has requested that their office space in the Kajima building resemble the style, furnishing, and finish of their LA Mall space. As a result, additional items as shown below have been added to the project which are non-standard items, not typically funded through the Citywide Leasing Account or items that departments would normally fund through their own budgets.

- **Security Measures:** cipher locks on small meeting room doors, extra security cameras, a video intercom system at the main entrance door, and four card readers for external and internal suite access.



- **Furniture, Fixtures, and Equipment:** Sit/Stand desks, additional overhead storage for cubicles and office furniture, an air conditioning unit dedicated for the IT/Server Room, and additional electrical wiring needs to accommodate the new cubicles.
- **Audio/Visual:** Conference room wall mounted TV with connected media pc and speaker system.

Category	Description	Cost
Security	Cipher Locks	\$ 4,368
	Video Intercom	\$ 11,181
	Card Readers	\$ 31,132
	Subtotal	\$ 46,682
Furniture, Fixtures, & Equipment	Sit/Stand desks	\$ 6,500
	Cubicle/Office Furniture- extra storage	\$ 12,868
	Server Room AC Unit	\$ 5,500
	3-Circuit Wiring for Cubicles	TBD
	Subtotal	\$ 24,868
Audio / Visual	Conference Room TV + Mount	\$ 3,931
	Conference Room AV Equipment (computer, screen beam, speakers, camera)	\$ 4,446
	Subtotal	\$ 8,377
Project Contingency	10%	\$ 28,394
	TOTAL	\$ 108,321

Please also note that CHRED is also utilizing approximately \$300,000 of their departmental budget for items such as Wi-Fi equipment, window tinting and shades, and computers with associated software and licenses. Those costs are not reflected in this chart.

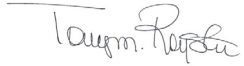
FISCAL IMPACT

The previously approved funding amount of \$800,000 (\$560,000 from savings) from the General Funded Citywide Leasing Account is sufficient to cover these additional costs of \$108,321. Thus far, \$303,503 is estimated to be spent under the approved scope. The current cost estimate for one-time Tenant Improvement costs if approved is \$411,824. There is no additional impact to the General Fund.

One-Time Tenant Improvement Citywide Leasing Account Costs				
Category	Approved Scope	Additional Scope	Project Budget	Project Balance
Data Network	\$ 68,923	\$ -		
Security	\$ 18,669	\$ 46,682		
Furniture, Fixtures, & Equipment	\$ 187,558	\$ 24,868		
Audio / Visual	\$ -	\$ 8,377		
Project Contingency	\$ 28,353	\$ 28,394		
TOTAL	\$303,503	\$108,321	\$800,000	\$388,176

RECOMMENDATION

Authorize the Department of General Services to utilize approved project budget from Citywide Leasing account funds to cover the non-standard office peripherals and build-outs totaling \$108,321 for the Civil + Human Rights and Equity Department leased office space located at 250 E. 1st Street, Los Angeles.



Tony M. Royster
General Manager