

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

FACT SHEET

**APPROVAL OF THE PUBLIC GUARDIAN REFURBISHMENT PROJECT LOCATED
ON THE 15TH FLOOR AT 320 WEST TEMPLE STREET, LOS ANGELES
(SUPERVISORIAL DISTRICT 1)**

REQUEST

1. Find that the project is categorically exempt under the California Environmental Quality Act (CEQA).
2. Approve the refurbishment project of the Department of Mental Health's (DMH) Office of the Public Guardian (C.P. No. 86861) located on the 15th Floor at 320 West Temple Street, Los Angeles, CA 90012, with a total estimated project cost of \$485,000.

PURPOSE/JUSTIFICATION

Board approval of the recommended actions will allow for the refurbishment of the Public Guardian Office in order to accommodate the increased staffing previously approved by the Board.

On May 24, 2005, the Board authorized an increase of 32 positions over a two-year period for the Public Guardian Probate Conservatorship program. To accommodate the 32 additional full-time employees and provide the service delivery enhancements mandated by the Board, DMH must reconfigure its work location at the Office of the Public Guardian located on the 15th Floor at 320 West Temple Street, Los Angeles, CA 90012.

The scope of the proposed refurbishment project includes the renovation of approximately 5,000 square feet and the redesign of the 15th floor work area, new workstations and furniture, and general facility improvements. General improvements include installation of new modular furniture, installation of electrical and voice/data lines, and limited wall painting and carpeting.

In accordance with the County's Energy and Environmental Policy, the proposed refurbishment project will include the use of carpeting with a minimum recycled content of 10 percent, which is consistent with the State's sustainable carpet standard. Further, the paint to be utilized will be ethylene glycol free with reduced emissions of volatile organic compounds, which will improve indoor air quality. The contractor will also recycle a minimum of 50 percent of the materials removed during construction.

The proposed refurbishment project will be completed by the Internal Services Department.

BACKGROUND

On April 22, 2005, Blue Consulting concluded a 2004 DMH Office of the Public Guardian Special Study and made numerous recommendations for improving the efficiency and effectiveness of Public Guardian's operations and service delivery.

Then on May 24, 2005, the Board ordered DMH's Office of the Public Guardian, the Treasurer and Tax Collector, County Counsel, Executive Officer/Clerk of the Superior Court, and other public communications-related organizations to implement the recommendations referenced in the Blue Consulting's 2004 DMH Office of the Public Guardian Special Study. In addition, the Board also directed the Chief Administrative Officer to work with DMH on a graduated allocation of funds for staff resources in Public Guardian's Probate Conservatorship program. Since then, DMH has added 32 full-time equivalents to the Office of the Public Guardian in accordance with Blue Consulting's recommendations.

ENVIRONMENTAL DOCUMENTATION

The proposed project has been reviewed and determined to be categorically exempt under CEQA Guidelines, Section 15301(a) and under Class 1(d) and Class 1(n) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, as the project involves interior alterations with no expansion of use. A Notice of Exemption will be filed with the County Clerk.

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Attachment

ATTACHMENT

**PUBLIC GUARDIAN REFURBISHMENT PROJECT
C.P. No. 86861**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Construction Award	04/16/07
Construction Start	04/23/07
Substantial Completion	06/22/07
Final Acceptance	06/29/07

II. PROJECT BUDGET SUMMARY

Budget Category	Current Project Budget
Construction/Refurbishment	\$101,000
Modular Furniture	\$199,000
Change Order Contingency	\$ 29,900
Telecommunications	\$ 85,500
ISD Indirect Costs	\$ 69,600
TOTAL	\$485,000