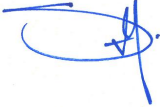


CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Agenda Item No. 2a

Date: January 26, 2023

To: Municipal Facilities Committee

From: Steven Fierce, AIA
Municipal Facilities Program Manager
Bureau of Engineering 

Subject: **SPACE OPTIMIZATION PROJECTS – ASSESSMENTS UPDATE**

RECOMMENDATION

Note and file this Report.

BACKGROUND

Per the July 28, 2022 Municipal Facilities Committee (MFC) meeting, the Bureau of Engineering (BOE) was directed to work with the Office of the City Administrative Officer (CAO), the Department of General Services (GSD), impacted Departments, and report back on the Civic Center Space Optimization Program (Space Opti) space assessments. On December 15, 2022, the BOE and the CAO jointly reported to MFC. As background to the CAO's report, the BOE provided preliminary feasibility test fits, project budget and estimated timeline for the LA Mall Space No.4 (former CVS space).

As part of the Quarterly Space Optimization report, the CAO provided a set of recommendations that would facilitate co-location of the former CVS space, subject to MFC and Council approval, as follows:

1. Approve co-location of the Civil, Human Rights and Equity Department (CHRED) and the Office of the City Administrative Officer (CAO) staff in the former CVS space located in the LA Mall (Space No. 4).
2. Authorize the Bureau of Engineering (BOE) to incorporate potential hoteling and shared-space options as part of the floor plans to be developed with input from both CHRED and the CAO in terms of desired programming space and future growth capacity.
3. Instruct BOE to report back to the Committee with details on the proposed space programming for the former CVS space, including a floor plan that reflects the division of space, design features, workspace configuration, square footage and any associated revisions to the cost estimate and/or project timeline.
4. Instruct the Department of General Services (GSD), in consultation with the impacted Departments to identify options for addressing interim space needs that may include use of available City-owned space, or short-term lease space, until such time as the conversion of the former CVS space is complete and ready for move-in.

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The MFC did not approve the CAO's recommendations 1 thru 3 because they want to review other Civic Center interim space options before approving department space assignments and other recommendations. As such, the MFC requested for the BOE to report back on space assessments of City-owned spaces within the City Hall East (CHE) P-4 level. In addition, the MFC provided partial approval of recommendation No. 4, instructing GSD to report back to the MFC with short-term office lease options. Per the December 15 MFC request, this report provides an update on the assessments of the following City Hall East (CHE) P-4 level spaces as identified by the GSD.

(For plan references, please see attachments):

- P-4 Room E146 & E139: Former Emergency Operations Center (EOC)
- P-4 Room E148 & E149: Former Emergency Operations Board Meeting Room
- P-4 Room C426: Existing Automated Traffic Surveillance and Control (ATSAC) Center spillover staff area
- P-4 Room C430: Existing Automated Traffic Surveillance and Control (ATSAC) Center main staff, traffic control, and server area
- P-4 Room E122: Current CAO Homeless Initiative Outreach temporary assignment (Included for Information only)

SPACE ASSESSMENT

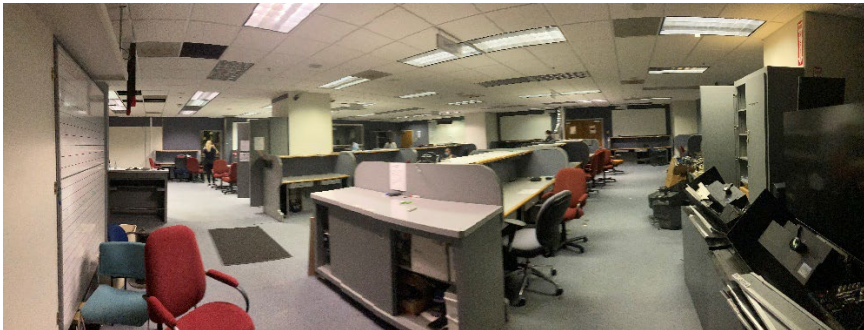
Below summarizes P-4 level spaces available for interim use with assessment of each space's capacity with consideration of the maximum Code allowable occupants based on the current use of each space as defined by the California Building Code (CBC). Any future request for a change of use (not studied within this report) may trigger additional requirements per the CBC and will require additional feasibility studies based on each request. **(For expanded occupancy and egress studies, please see attachments).**

P-4 ROOM E146 & E139 (former EOC & small conference room)

- The total gross area (which includes interior walls) of Room E146 (3,300 SF) and E139 (430 SF) is 3,730 SF.
- The Room E146 has about (23) existing non-traditional custom workstations arranged in rows with open informal meeting tables to the side.
- Since Room E146 has (60) existing data outlets, each with 2 ports, the data connectivity has capacity to accommodate future hoteling (shared cubicles) if desired (but maximum occupants at any given time shall not exceed that allowed by Code).
- The total combined capacity of Room E146 and E139 based on the current use as defined by the CBC is 48 staff.
- Room E146 only has one outswing exit double-door in the direction of egress travel and one inswing door which is acceptable since the capacity is under 50 occupants.

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- The connected spaces are not move-in ready since former occupants: Emergency Management Department (EMD) and Los Angeles Police Department (LAPD) are in the process of clearing out former belongings.
- In addition to EMD and LAPD clearing out former belongings, in order to become move-in ready, the space requires the following maintenance updates: full carpet replacement, minor wall patch/paint, ceiling repair, termination of open electrical wires, repair of existing workstations, salvage of unwanted Information Technology Agency (ITA) equipment and ITA verification/activation of data ports.
- The preliminary Rough Order Magnitude (ROM) cost for the P-4 Room E146 & E139 maintenance updates is approximately \$175,000 with an estimated timeline of 1 to 3-month duration based on GSD's preliminary estimate and historic HAZMAT/ITA cost for similar projects.



E146 Existing workstations (left) and unwanted equipment (right)



E139 Conference Rm.

P-4 Room E148 & E149 (former Emergency Operations Board Meeting Room)

- The total gross area of Room E148 (1,090 SF) and E149 (165 SF) is 1,255 SF.
- The net area of E148 is 1,015 SF and Room E149 is 140 SF.
- The room only has (3) data outlets, each with (2) ports. This means, the room only has capacity for a maximum of (6) staff if a hard-wired connection to a data port is necessary for each staff.
- Based on existing seats around a U-shaped table configuration, the space has a minimum meeting capacity of 17 staff but there are additional stacked chairs available for use.
- The Room E149 has unwanted equipment requiring EMD and ITA review for salvage.
- As an existing small assembly area of 1,015 net SF with non-fixed tables/chairs the total combined capacity of E148 and E149 is 68 staff.
- The Room E148 has (2) existing outswing exits as required by the CBC for occupancy greater than 49 occupants.
- However, it is important to note that one Room E148 secondary exit conflicts with a corridor door. This conflict needs to be further studied alongside the future intended use of Room E148 to determine adjustments required.
- If future direction is to redefine the use of Room E148 to a business use, the maximum allowed occupancy will reduce to 22 or less occupants which would only

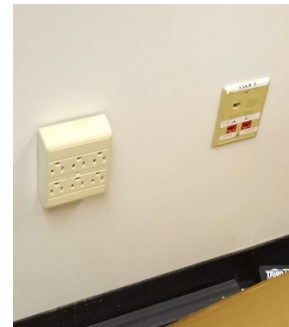
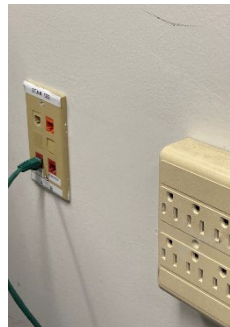
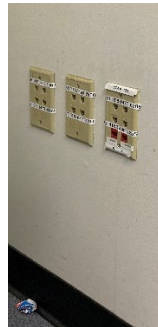
CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

require one exit and will allow for the Room E148 door in conflict with the corridor door to be abandoned.

- The connected spaces are not move-in ready since former occupant EMD will need to clear out former belongings.
- In addition to EMD clearing out former belongings, in order to become move-in ready, the space requires the following maintenance updates: full carpet replacement, minor as-needed wall patch/paint and ceiling repair, termination of open receptacles with face plates, salvage of unwanted equipment and ITA verification/activation of data ports.
- The preliminary ROM cost for the maintenance updates is approximately \$60,000 based on preliminary GSD estimates and historic HAZMAT/ITA costs of similar projects.
- The scope may be completed within the same estimated timeline of 1 to 3-month duration noted above for P-4 Room E146 & E139 scope.



Room E149 Existing tables/chairs



(3) Available data outlets, with (2) red ports labeled.

P-4 Room C426: existing Automated Traffic Surveillance and Control (ATSAC) Center spillover staff area

- Total gross area is 2,085 SF: open office (1,925 SF) and enclosed office (160 SF).
- The space consists of (22) modular cubicles – (20) 6'x7' cubicles; (2) 7'x 8' cubicles.
- Each cubicle consists of (1) data outlet with 2 ports and in total, the space has (24) data outlets, each with 2 ports.
- As a standard business use of 2,085 gross SF, the maximum occupancy is 14 staff.
- The Room C426 has (2) existing inswing exit doors to the corridor which is acceptable since current occupancy is under 50 occupants.
- Existing Automated Traffic Surveillance and Control (ATSAC) Center staff is targeting to vacate this space by January/February 2023.
- In addition to ATSAC Center staff vacating the space, in order to become move-in ready, the space requires the following security and maintenance updates: new door with panic hardware/card reader installation between P-4 Room C426/C430, office door adjustments, carpet replacement, lighting repair/maintenance and ITA verification/activation of data ports.

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- The preliminary ROM cost for the maintenance updates is approximately \$70,000 based on preliminary GSD estimates and historic ITA costs of similar projects.
- The scope may be completed within the same estimated timeline of 1 to 3-month duration noted above for P-4 Room E146/E139 & E148/E149 scope.

P-4 Room C430: existing Automated Traffic Surveillance and Control (ATSAC) Center main staff area

- Total gross area is 5,655 SF: Existing ATSAC main traffic control office (1,675 SF), server/storage (1,725 SF), meeting room (300 SF) and open office (1,955 SF). The net area of the meeting room is 280 SF.
- The open office space consists of (18) partial-height walled workstations with dimensions that vary but are close to traditional cubicle sizes – (10) 8'x8'; (7) 7'x8'; (1) 6'x8'.
- The total existing occupancy capacity of Room C430 is 51 staff.
- Given the maximum total occupants of 51 staff is greater than 49 occupants, the Room C430 with (2) existing outswing exit doors to the corridor is acceptable.
- Existing Automated Traffic Surveillance and Control (ATSAC) Center staff is targeting to vacate this space by February/ March 2023.
- Following ATSAC Center staff vacating P-4 Rooms C426 and C430, the ATSAC Center Server Expansion Project (adjacent to the open office area) will commence.
- During the ATSAC Server Expansion Project, areas of Room C430 open office area will be used for construction staging.
- In addition to ATSAC Center staff vacating the space, in order to become move-in ready, the space requires the following maintenance and security updates: carpet replacement, ITA verification/activation of data ports, card reader installation between Room C430/ATSAC conference room, demolition/construction of new walls and doors with panic hardware/card readers to secure Room C430 from the expanded ATSAC server area with a direct freight elevator access from the corridor.
- The preliminary ROM cost for the security and maintenance updates is approximately \$195,000 with an estimated 3-month duration based on preliminary GSD estimate and historic HAZMAT/ITA costs of similar projects.
- Since Room C430 will not be available for interim use until the ATSAC Center Server Expansion is near complete, to fast track interim space preparations, the security and maintenance updates for P-4 Room C430 may be coordinated to take place within the same duration of the ATSAC Server Expansion Project.

P-4 Room E122 (CAO Homeless Initiative Outreach temporary assignment)

- On March 10, 2022, the GSD notified the MFC regarding the temporary space assignment of the CAO Homeless Initiative Outreach Team to CHE P-4 Room E122 based on C.F. 96-0426 authorizing GSD to reallocate space within City-controlled facilities under 5,000 square feet (SF).

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- Since the Room E122 is already occupied, it is not currently available as interim space. The room may only become available if the CAO Homeless Initiative Outreach receives a new space assignment.
- The room has a gross area of 1,210 SF.
- For standard business use, the maximum occupants per the CBC is 9 staff (150 gross SF/occupant) and for concentrated business use when approved by the building official, maximum occupants may be up to 25 staff (50 gross SF/occupant).
- Existing non-traditional custom workstations within the space are arranged in an open plan layout with an informal waiting area and a staff oversight area.



E122 Existing workstations



Informal waiting area



Staff oversight area

BUDGET

The total P-4 level ROM cost for the security/maintenance updates of the spaces summarized above is \$500,000. Although updates to Rooms E146/E139, E148/E149 and C426 may commence as early as January/February 2023, updates to Room C430 will have to be coordinated with the ATSAC Server Expansion Project (earliest commencement estimated March 2023).

There is sufficient capacity within the Civic Center Space Optimization Program (Space Opti) funding, subject to determination for MICLA eligibility. Any costs that are determined to be MICLA ineligible would require funding from another source.

SCHEDULE

The preliminary Project expenditure schedule with cash flow needs is as follows:

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Project Timeline	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023
01/2023 – 06/2023	P-4 Rooms E146/E139, E148/149 and C426 maintenance/security updates Design drawing/permitting for P-4 Room C430 maintenance/security updates			P-4 Room C430 maintenance/security updates coordinated with ATSAC Server Expansion Project		
	\$115K	\$95K	\$95K	\$80K	\$60K	\$55K
	\$305K			\$195K		
	\$500K					

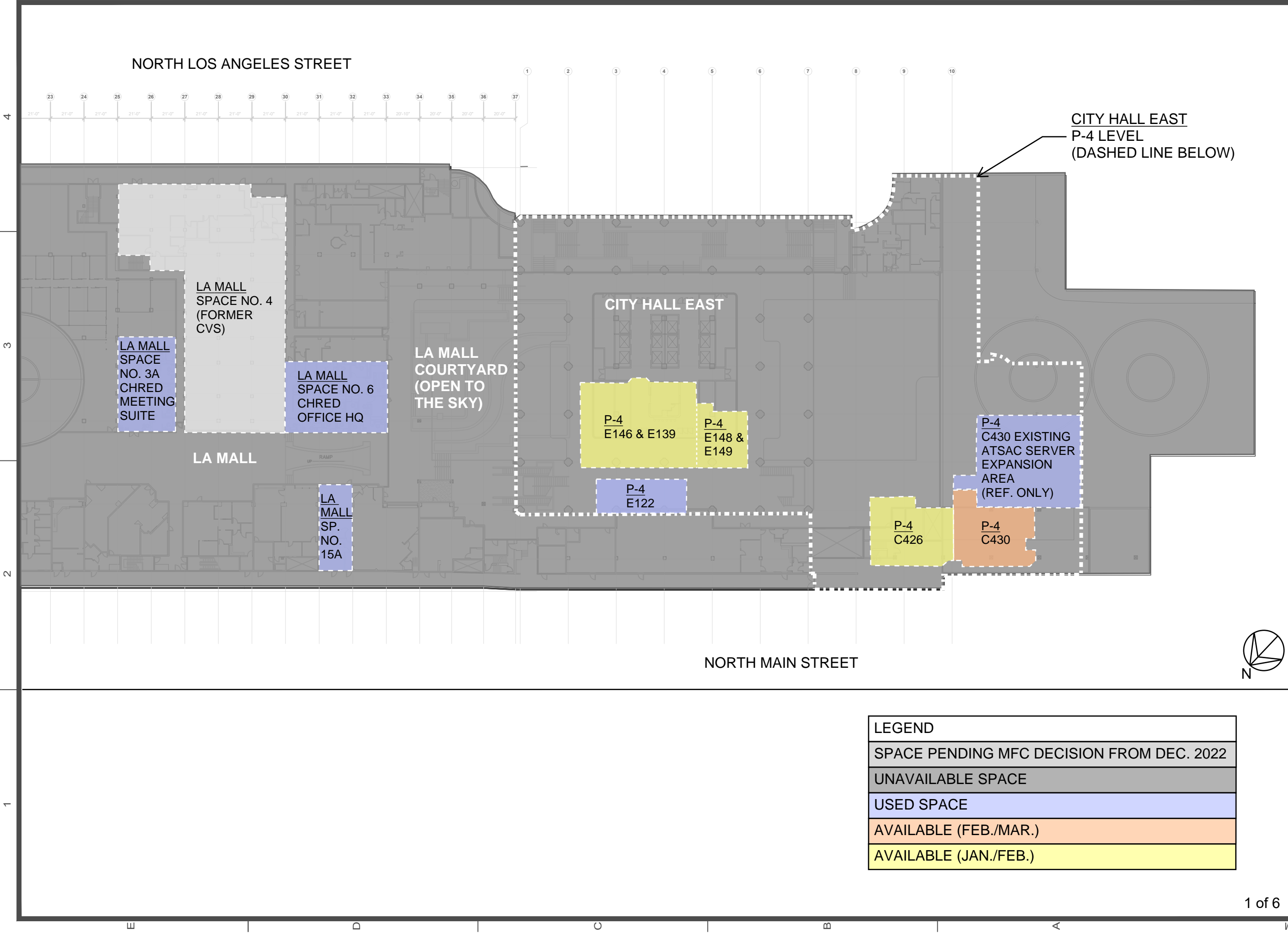
FISCAL IMPACT

There is no additional General Fund impact provided that project costs are determined to be eligible for MICLA funds currently available within the Space Opti funding.

- cc: Bernyce Hollins, City Administrative Officer
 LaTanya Roux, City Administrative Officer
 Albert Griego, City Administrative Officer
 Kay Ha, City Administrative Officer
 Deborah Weintraub, Bureau of Engineering
 Steven Fierce, Bureau of Engineering
 Ohaji Abdallah, Bureau of Engineering
 Melissa Lam, Bureau of Engineering

ATTACHMENTS

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 REVISION DATE: 1/13/2023 6:29 PM FILE:



LEGEND	
	SPACE PENDING MFC DECISION FROM DEC. 2022
	UNAVAILABLE SPACE
	USED SPACE
	AVAILABLE (FEB./MAR.)
	AVAILABLE (JAN./FEB.)

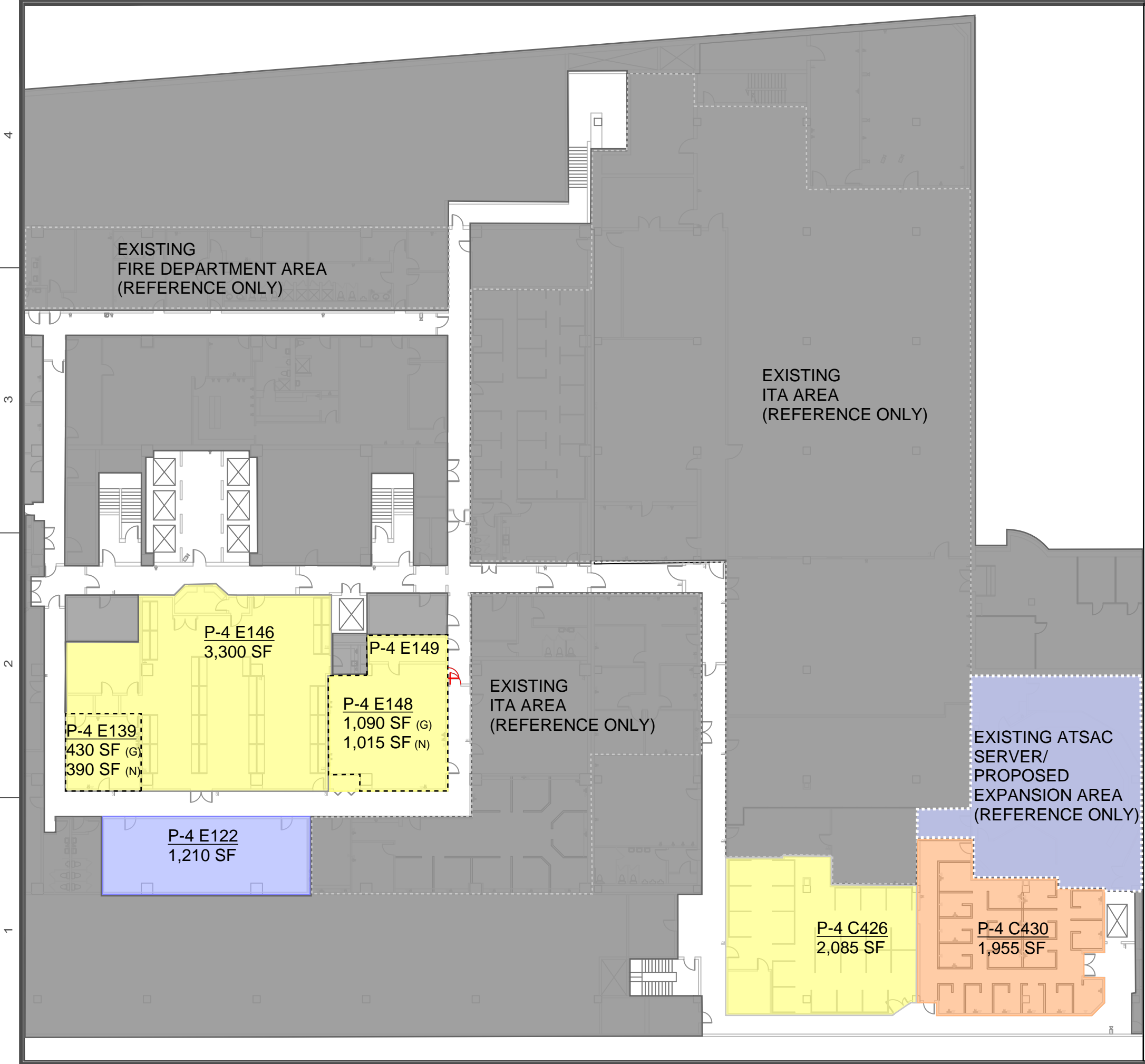
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LA MALL & CHE SITE PLAN

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LEGEND	
CIRCULATION SPACE	
UNAVAILABLE SPACE	
USED SPACE	
AVAILABLE (FEB./MAR.)	
AVAILABLE (JAN./FEB.)	
DOOR CONFLICT:	



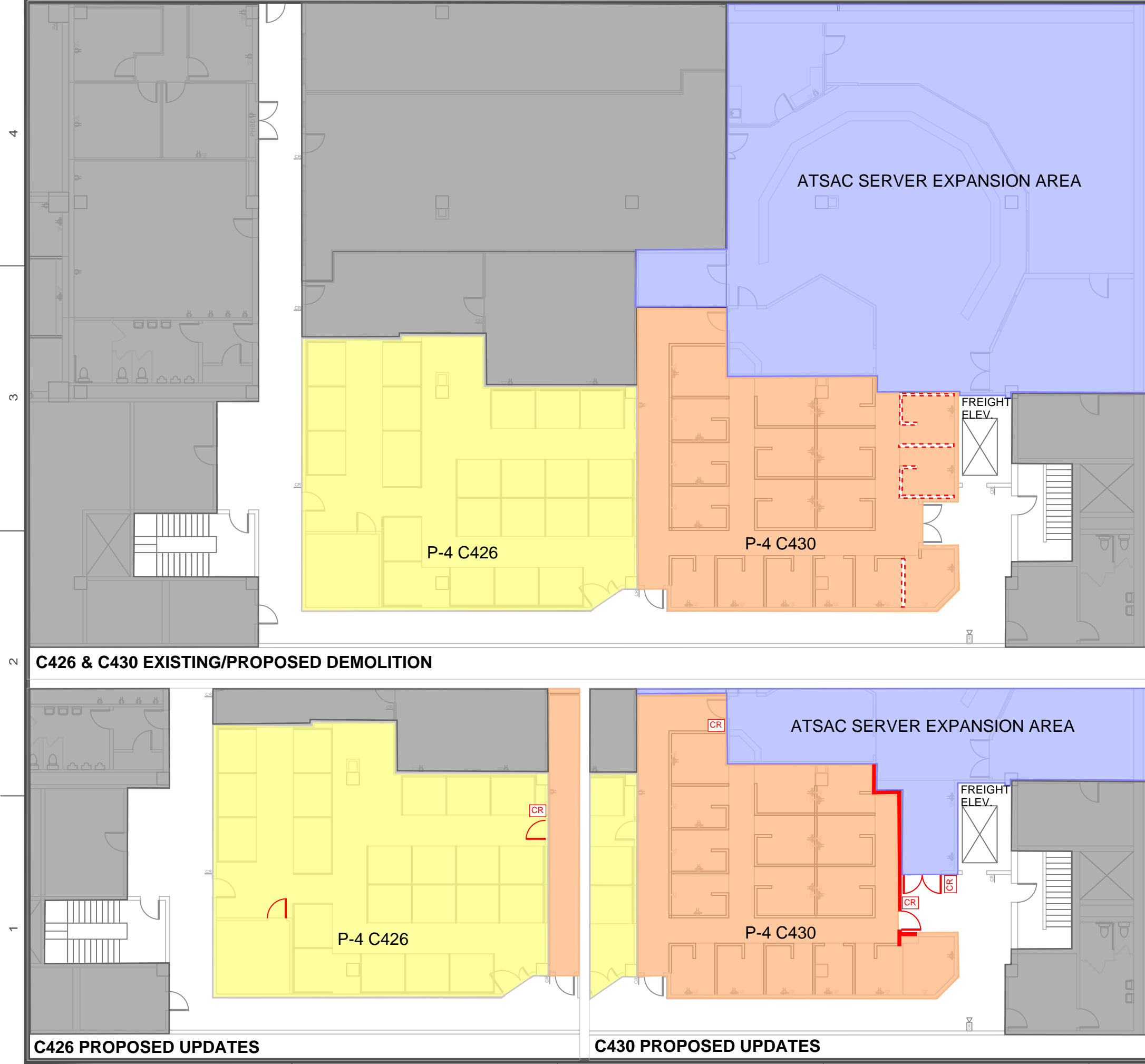
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**CHE P-4
 INTERIM SPACES**

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LEGEND	
CIRCULATION SPACE	
UNAVAILABLE SPACE	
ATSAC SERVER EXPANSION (USED)	
AVAILABLE (FEB./MAR.)	
AVAILABLE (JAN./FEB.)	
NEW/ALTERED DOOR:	
NEW CARD READER:	
NEW FULL HEIGHT WALL:	
PROPOSED DEMOLITION:	

BUREAU OF ENGINEERING

ENGINEERING

CITY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

ADDRESS:
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CITY OF LOS ANGELES

CHE P-4 C426/C430
 PROPOSED UPDATES

SPACE OPTIMIZATION PROJECTS – ASSESSMENTS UPDATE **EXPANDED OCCUPANCY/EGRESS STUDIES - ATTACHMENTS**

Because Rooms E146 & E139 are connected, the occupancy capacity and means of egress per the CBC need to be based on the separate and combined areas. This study will help inform the feasibility of future space assignments based on each space's intended use.

Room E146 occupancy/egress study

- The Room E146 (3,300 SF gross area) occupancy for standard business use is 22 staff (150 gross SF/occupant) and the capacity for concentrated business use may be requested for up to a maximum of 66 occupants (50 gross SF/occupant).
- Room E146 only has one outswing exit double-door in the direction of egress travel and one inswing door.

Room E139 occupancy/egress study

- The Room E139 has a gross area of 430 SF and net area of 390 SF.
- The occupancy of Room E139 as a small assembly use with non-fixed tables/chairs is 26 staff (15 net SF/occupant).
- Room E139 only has two inswing exit doors - one exit to the corridor and one to the Room E146.

Combined Room E146 & E139 occupancy/egress study

- Given that the Room E146 has a capacity for 22 staff as a standard business use and Room E139 has capacity for 26 staff as a small assembly use with non-fixed tables/chairs, the current total capacity based on existing use is 48 staff.
- Since the current capacity is under 50 occupants one exit and inswing doors are allowed. Therefore, the Room E146 with one outswing exit double-door in the direction of egress travel, and the other inswing doors in Room E146 & E139 is acceptable.
- However, if there is future desire to redefine both rooms as all standard business use or concentrated business use per the CBC, the combined capacity for Room E146 & E139 with 3,730 gross SF for standard business use is 25 staff (150 gross SF/occupant).
- Subject to review/approval by the Building Official, the capacity for concentrated business use may be requested for up to a maximum of 75 occupants (50 gross SF/occupant).
- Per the CBC, if the Room E146 & E139 is approved to be 50 or more but not to exceed 75 occupants, any inswing exit doors will require adjustment to become outswing doors to maintain swings in the direction of egress travel.
- If there is future desire to keep Room E139 as a small assembly use with non-fixed tables/chairs (maximum 26 staff) but change the Room E146 use to concentrated business use (maximum 66 staff), the proposed combined use (maximum 92 staff) will also trigger the outswing door requirement.

Similar to the above studies, below assessments study Rooms E148 & E149 separately and combined for the occupancy capacity and means of egress per the CBC.

SPACE OPTIMIZATION PROJECTS – ASSESSMENTS UPDATE
EXPANDED OCCUPANCY/EGRESS STUDIES - ATTACHMENTS

Room E148 occupancy/ egress study

- As a small assembly area of 1,015 net SF with non-fixed tables/chairs the maximum occupancy is 68 staff (15 net SF/occupant).
- If there is future desire to redefine the use of the 1,090 gross SF room as an interim field office, the occupancy as a standard business use is 8 staff (150 gross SF/occupant) or concentrated business use is 22 staff (50 gross SF/occupant) if approved by the Building Official.
- If there is desire to redefine the use to 8 or 22 staff (both under 50 occupants), per the CBC the one existing main entry/exit may be acceptable for this use.
- In this case of only one exit required, the Room E148 exit that conflicts with the corridor door may be proposed to be abandoned with the change of use request for Building Official review/approval.

Room E149 occupancy/ egress study

- As an accessory storage area of 165 gross SF, the maximum occupancy is 1 staff (300 gross SF/occupant).
- The Room E149 has (1) existing outswing exit door to the corridor and (1) outswing door into Room E148.
- Given that the Room E149 is 165 gross SF and 140 net SF, the size is large enough to become a standard business use office.
- If there is future desire to redefine the use of the 165 gross SF room as an interim field office, the occupancy as a standard business use is 2 staff (150 gross SF/occupant) and concentrated business use is 4 staff. However, the room may require power/data upgrades that will incur additional costs.

Combined Room E148 & E149 occupancy/egress study

- Given that the Room E148 has capacity for 68 staff as a small assembly area and Room E149 has capacity for 1 staff as an accessory storage area, the current total capacity based on existing use is 69 staff which means the existing (2) outswing exit doors must remain, but the one exit door conflict with the corridor door needs to be addressed before the space is occupied.
- However, if there is future desire to redefine both rooms as all standard business use per the CBC, the combined capacity for Room E148 & E149 (1,255 gross SF) for standard business use is 9 staff (150 gross SF/occupant) and for concentrated business use is 26 staff.
- In this case, the proposed combined use (maximum 26 staff) the existing exits are acceptable, but the Room E148 exit door that conflicts with the corridor door may be proposed to be abandoned for Building Official review/approval.

Room C426 occupancy/egress study

- As a standard business use of 2,085 gross SF, the maximum occupancy is 14 staff (150 gross SF/occupant).
- The Room C426 has (2) existing inswing exit doors to the corridor.
- Since the current occupancy is under 50 occupants, the existing (2) inswing exits are acceptable.

SPACE OPTIMIZATION PROJECTS – ASSESSMENTS UPDATE
EXPANDED OCCUPANCY/EGRESS STUDIES - ATTACHMENTS

Room C430 occupancy/egress study

- The total existing occupancy capacity of Room C430 is 51 staff: main traffic control office (12 staff - 150 gross SF/occupant), server/storage (6 staff - 300 gross SF/occupant), meeting room (19 staff - 15 net SF/occupant) and Open Office (14 staff - 150 gross SF/occupant).
- Given the maximum total occupants of 51 staff is greater than 49 occupants, the Room C430 with (2) existing outswing exit doors to the corridor is acceptable.

The above assessments study Rooms C426 and C430 separately and below assessments study the Rooms combined for the occupancy capacity and means of egress per the CBC.

Combined Room C426 & C430 occupancy/egress study

- When considering the Room C430 open office capacity (maximum 14 occupants), separate from the proposed ATSAC Server Expansion area (anticipated change of use from 37 occupants to 13 occupants), the Room C430 with (2) existing outswing exit doors to the corridor is acceptable.
- However, it is important to note that the ATSAC Server Expansion area, when separated from the C430 open office, will require a dedicated exit.
- This is also another reason why demolition/construction of new walls and doors with panic hardware/card readers to secure Room C430 from the expanded ATSAC server area with a direct freight elevator access from the corridor is necessary.
- After the ATSAC Server Expansion Project is complete, if Office areas of C426 (14 staff) & C430 (14 staff) are assigned to the same Department/Group, the total combined occupancy for both spaces is 28 staff.
- Given the maximum total occupants of 28 staff is under 50 occupants, the outswing exits to the corridor are acceptable.
- However, due to the ATSAC Server Expansion Project requiring a dedicated exit, one of the exits from the C430 open office requires adjustment in order to stay compliant with the CBC requirements.