

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: January 17, 2020

To: Municipal Facilities Committee

FROM: Frank M. Bush, General Manager, Department of Building and Safety 

SUBJECT: **REQUEST FOR TENANT IMPROVEMENTS AT 201 N FIGUEROA ST, 8TH AND 10TH FLOORS**

The Los Angeles Department of Building and Safety (LADBS) requires tenant improvements and space reconfiguration of approximately 28,000 square feet on the 8th and 10th floors of 201 N. Figueroa Street (Figueroa Plaza) to accommodate additional staff and optimize space for staff and customers. LADBS requests authority to execute a sole source contract with CBRE for the project management, space planning, construction, furniture, and other services related to this project.

BACKGROUND

Tenant improvements and space reconfiguration are required to meet the minimum work space standards for civil service classifications set by the City Council and to address LADBS unique business needs. LADBS staffing level has increased over the last several fiscal years. Additionally, LADBS has continued to experience a high volume of plan check customers. LADBS estimates 72,000 plans will be filed in FY 2019-20 and 80,000 plans will be filed in FY 2020-21.

The areas requiring improvements and reconfiguration include public counters, plan check verification rooms/counters, offices, and work stations. These areas require larger work spaces to accommodate review of plans that can measure up to 36" x 48". The City space standards ensure staff have sufficient space to perform their duties, as well as reduce injuries and risks associated with an insufficient work environment. The current amount of desk space available for plan check in many of the targeted areas is insufficient, thus hampering staff efficiency, inconveniencing customers, and increasing risk of injury.

LADBS requests authority to enter into a sole-source contract with CBRE to manage and complete the project for the following reasons:

- CBRE, as the City's Figueroa Plaza property manager, has full access to the building infrastructure;
- All tenant improvements and relocation activities at Figueroa Plaza must be coordinated with CBRE, including building access, power, elevators, and communication;
- CBRE has a long-established working knowledge and relationship with LADBS and other City Departments;
- Using the CBRE team would eliminate delays resulting from another company

- having to learn the site and relevant parties;
- CBRE has previously completed various renovation and restoration projects at Figueroa Plaza on-time and on-budget; and,
 - The tenant improvement project must be completed expeditiously and without delay to eliminate or minimize impact on revenue-generating services.

RECOMMENDATION

That the Municipal Facilities Committee approve LADBS request for tenant improvements at Figueroa Plaza and authorize LADBS to enter into a sole-source contract with CBRE for the project management, space planning, construction, furniture, and other related services for the project.

FISCAL IMPACT

The estimated total cost for the project is \$4.2 million, excluding project management services costs yet to be negotiated with CBRE. The estimated cost includes \$71,000 for design services and \$135/SF plus 10% contingency for construction, furniture, fixtures, and equipment, based on recent City projects at Figueroa Plaza. There is no impact on the General Fund as the entire project will be fully funded by the Building and Safety Building Permit Enterprise Fund (48R).

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