

SUBJECT: NOTICES OF COMPLETION, 1343 N. LAUREL AVENUE
ROOF REPLACEMENT AND MOTHBALLING PROJECTS
(CIP # 55-13/14-02 AND # 55-13/14-03)

INITIATED BY: CITY MANAGER'S DEPARTMENT
(Paul Arevalo, City Manager)
(Sam C. Baxter, Assistant City Manager)
(Jeffrey Huffer, Strategic Initiatives Manager)

STATEMENT ON THE SUBJECT:

The City Council will consider accepting the improvements completed by ATK Enterprise Industries, Inc. and authorizing the filing of two (2) Notices of Completion for the improvements at 1343 N. Laurel Avenue (one for the Roof Replacement and one for the Stabilization and Mothballing efforts) both performed by the same General Contractor.

RECOMMENDATION:

It is recommended that the City Council accept the improvements and authorize the following:

- 1) Filing two Notices of Completion with the Los Angeles County Recorder related to the projects.
- 2) Final payments to contractor at the end of the 35 day lien period.
- 3) Release the Performance Bonds on the date of recordation of the Notice of Completion.
- 4) Release the Payment Bonds 35 days after the date of recordation of the Notice of Completion provided that Stop Notices are not submitted on the projects.

BACKGROUND ANALYSIS:

On January 22, 2013, the City Council authorized the implementation of a historic property stabilization plan designed to protect the historic structures located on the city-owned property at 1343 N. Laurel Avenue. The City hired a team of experts coordinated by Heery International including historic preservation consultants (HRG), engineers (Insight, Design West Engineering) and an arborist (Carlberg Associates) to evaluate the property and determine what must be done to protect the site. This team found a number of building conditions that needed to be addressed.

The team thoroughly inspected the site and produced a detailed report of existing conditions and recommendations. A majority of those recommendations were based on “mothballing” or the steps required to safely "de-activate" a property for an extended period of time. The term “mothballing” refers to preservation of an historic site, without providing for full rehabilitation or renovation of the resource. The idea is to do the work necessary to secure, repair, and maintain the site, without predetermining or precluding future uses. The intent of this type of project is not necessarily to provide for a permanent fix for a situation, if that fix would result in hindering a future use.

To accomplish this work, two separate Notices Inviting Sealed Bids were released by the City; one for roof replacement and one for the mothballing activities. In both instances the low bidder was ATK Enterprise Industries, Inc.

[Roof Replacement] At its regular meeting of September 16, 2013, the City Council accepted the bid dated August 29, 2013 and approved an Agreement with ATK Enterprise Industries, Inc. for the 1343 N. Laurel Avenue Stabilization Phase I – Roof Replacement CIP 55-13/14-02 in the amount of \$134,995 plus a 15% contingency of \$20,249.25, for unforeseen issues that may arise. Total authorized expenditures were \$155,244.25 and within the approved expenditure amount. A Change Order was issued for \$4,511.39 for unforeseen framing re-work on the garages. The total for the re-roofing project was \$139,506, within the approved expenditure amount.

[Mothballing] At its regular meeting of October 21, 2013, the City Council accepted the bid dated October 8, 2013 and approved an Agreement with ATK Enterprise Industries, Inc. for the 1343 N. Laurel Avenue Stabilization Phase I – Mothballing CIP 55-13/14-03 project. Accepted Bid Alternate 2 as part of the award for a total amount of \$186,470 for the base bid and \$12,720 for the Bid Alternate 2 for a total contract amount of \$199,190 plus a 20% contingency of \$39,840. Total authorized expenditures were \$239,030. A Change Order was issued for \$20,526 for additional improvements to HVAC systems and other miscellaneous unforeseen conditions. The total for the mothballing project was \$219,715.93, within the approved expenditure amount.

The Contractor has satisfactorily completed the assigned scope of work for the projects and it is ready for acceptance by the City Council. Upon recordation of the Notices of Completion with the Los Angeles County Recorder, all subcontractors and material suppliers will have a 35-day period in which a claim or lien may be filed against the work.

CONFORMANCE WITH VISION 2020 AND GENERAL PLAN 2035:

This item is consistent with the Primary Strategic Goal of **Move forward on city parks and library and expand and enhance the city’s green and public spaces** and Ongoing Strategic Program of **Upgrade Existing Buildings and Infrastructure**.

Item is consistent with the following goals of the West Hollywood General Plan:

Goal HP-2: Continue to identify and evaluate cultural resources.

Goal HP-2: Protect cultural resources from demolition and inappropriate alterations.

Goal PR-1: Improve, enhance, and expand parks throughout the City.

Goal PR-3: Provide high quality, functional, safe, and well-maintained parks, open space, and recreation facilities.

EVALUATION:

This construction project was completed on-time and within budget and allowed for modifications and upgrades to insure protection of the City's asset. The contractor worked closely with City staff to minimize community disruption at the park and was responsive. This was accomplished by daily monitoring of the construction progress by the City's contracted Construction Management Contractor, Heery International, regular meetings with Contractor and City staff to update the construction schedule, close review of the project budget, and quick attention to resolve questions which may arise during performance of the work.

ENVIRONMENTAL SUSTAINABILITY AND HEALTH:

The Project design incorporated many environmental considerations into the repair and mothballing of the main house, garages, and chauffeur's quarters. Due to the historical nature of the building only minimally invasive repairs were performed replacing only framing members that were structurally unstable and reusing as much existing structure possible. All paint materials were low VOC water based products. Demolished materials were covered and stored to prevent debris from leaving the site. Planting material and trees around the construction activities were maintained, protected, and left in healthy condition.

OFFICE OF PRIMARY RESPONSIBILITY:

City Manager's Department – Strategic Initiatives Division

FISCAL IMPACT:

City Council on January 22, 2013 allocated \$1,500,000 to account 100-4-08-55-702112 Laurel Avenue Capital Improvements. Subsequent authorizations by Council as outlined in this report approved the contracts which were funded from that line item and are finalized within previous-approved contract authorization amounts.

RECORDING REQUESTED BY:

OFFICE OF THE CITY CLERK
CITY OF WEST HOLLYWOOD

WHEN RECORDED MAIL TO:

**Office of the City Clerk
City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, CA 90069**

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

1343 N. Laurel Avenue Stabilization Phase I – Roof Replacement
(CIP 55-13/14-02)

IN THE CITY OF WEST HOLLYWOOD

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 9303, must be filed within 10 days after completion.

Notice is hereby given that:

- 1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
- 2. The full name of the owner is the **City of West Hollywood.**
- 3. The full address of the owner is **8300 Santa Monica Blvd., West Hollywood, CA 90069.**

- 4. The nature of the interest or estate of the owner is In Fee:

\$139,506.00

- 5. The full names and full address of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

Names	Addresses
City of West Hollywood	8300 Santa Monica Blvd. West Hollywood, CA 90069

- 6. A work of improvement on the property hereinafter described was completed on March 26, 2014. The work consisted of the following:

Furnishing all labor, materials, tools, equipment, and appurtenances to remove and replace the existing roof of all structures on the property (main house, care taker’s cottage and parking garage) with a material matching the historic characteristics as approved by Consultant.

The contractor for the work was ATK Enterprise Industries, Inc.

The name of the contract for such work of improvement was:

**1343 N. Laurel Avenue Stabilization Phase I – Roof Replacement
CIP 55-13/14-02**

The property on which said work of improvement was completed is in the City of West Hollywood, County of Los Angeles, State of California, and is described as the following addresses **1343 N. Laurel Avenue.**

7. Detailed plans and specifications showing the improvements of said project are on file in the Office of the City Manager at the West Hollywood City Hall.

VERIFICATION

I, Jeffrey Huffer for the City of West Hollywood, hereby certify under penalty of perjury that the foregoing Notice of Completion is true and correct to the best of my knowledge.

Witness my hand this _____ day of April, 2014 at West Hollywood, California.

Jeffrey Huffer
Strategic Initiatives Manager, City of West Hollywood

Paul Arevalo,
City Manager, City of West Hollywood

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF WEST HOLLYWOOD)

On _____, before me, YVONNE QUARKER, CITY CLERK OF THE CITY OF WEST HOLLYWOOD, personally appeared PAUL AREVALO known to me to be the CITY MANAGER and JEFFREY HUFFER known to me to be the STRATEGIC INITIATIVES MANAGER, of the CITY OF WEST HOLLYWOOD, A MUNICIPAL CORPORATION, and acknowledged to me that the Municipal Corporation executed the same.

Witness my hand and official seal

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1343 N. Laurel Avenue Stabilization Phase I – Mothballing
(CIP 55-13/14-03)

IN THE CITY OF WEST HOLLYWOOD

NOTICE OF COMPLETION

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- 2. The full name of the owner is the **City of West Hollywood**.
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- 4. The nature of the interest or estate of the owner is In Fee:

\$219,715.93
- 5. The full names and full address of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

Names	Addresses
City of West Hollywood	8300 Santa Monica Blvd. West Hollywood, CA 90069

- 6. A work of improvement on the property hereinafter described was completed on March 26, 2014. The work consisted of the following:

Furnishing all labor, materials, tools, equipment, and appurtenances to stabilize and mothball all existing structures on the property (main house, care taker’s cottage and parking garage) in accordance with the Department of Interiors Preservation Brief 31: Mothballing Historic Buildings and the Construction Documents.

The contractor for the work was ATK Enterprise Industries, Inc.

The name of the contract for such work of improvement was:

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CIP 55-13/14-03**

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CITY OF WEST HOLLYWOOD)

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