



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE  
OPERATIONS CLUSTER**

SACHI A. HAMAI  
Interim Chief Executive

**DATE:** March 5, 2015  
**TIME:** 1:00 p.m.  
**LOCATION:** Kenneth Hahn Hall of Administration, Room 830

**AGENDA**

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.  
Three (3) minutes are allowed for each item.

1. Call to order – Gevork Simdjian
- A) **Board Letter – ACCEPT GRANT FROM THE UNITED STATES 3D EVALUATION PROGRAM AND AMENDMENT NO. 1 WITH PICTOMERY INTERNATIONAL CORP. FOR ACQUISITION OF ADDITIONAL DIGITAL AERIAL DATA**  
CIO – Richard Sanchez or designee
- B) **Board Letter – PUBLIC INFORMATION OFFICE AND BOARD AUDIO CONTROL ROOM REFURBISHMENT PROJECT; CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT, APPROVE CAPITAL PROJECT AND PROJECT BUDGET; CAPITAL PROJECT NO. 86990**  
CEO- Brad Bolger or designee
- C) **Enterprise IT Initiatives Update**  
CIO – Richard Sanchez or designee

**NOTICE OF CLOSED SESSION**

**CS-1 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**  
(Paragraph (1) of subdivision (d) of Government Code Section 54956.9)

*Reverend Father Ian Elliot Davies, et al. v. Los Angeles County Board of Supervisors, et al., United States District Court Case No. CV14-00907*

2. Public Comment
3. Adjournment



# COUNTY OF LOS ANGELES

## CHIEF INFORMATION OFFICE

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World Trade Center  
Los Angeles, CA 90071

**RICHARD SANCHEZ**  
CHIEF INFORMATION OFFICER

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March 17, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hall of Administration  
500 West Temple Street  
Los Angeles, California

Dear Supervisors:

**ACCEPTANCE OF GRANT FROM THE UNITED STATES 3D ELEVATION  
PROGRAM (3DEP)  
AND  
AMENDMENT NO.1 WITH PICTOMETRY INTERNATIONAL CORP. FOR  
ACQUISITION OF ADDITIONAL DIGITAL AERIAL DATA  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**SUBJECT**

The Chief Information Office is requesting Board acceptance of a \$300,000 grant from the United State Geological Survey (USGS) 3D Elevation Program, which, when combined with existing contributions from project participants, will fund the acquisition of high resolution digital terrain data as part of the Los Angeles Regional Imagery Acquisition Consortium (LAR-IAC4).

The Chief Information Office is notifying your board, that contingent upon the acceptance of the grant, the County and Pictometry have negotiated and will execute Amendment No. 1 (Attachment A) to the existing Agreement Number 78077 for the Acquisition of Digital Aerial Data dated December 3, 2013.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Accept a \$300,000 grant from the US Geological Survey's 3D Elevation Program which will be used to fund the acquisition of high resolution digital terrain data and distribution to participants of LAR-IAC4

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Los Angeles Imagery Acquisition Consortium (LAR-IAC) was established in 2003 to significantly reduce the cost of acquiring digital data by sharing acquisition and processing costs between the County and other public entities. Current and prior LARIAC members are shown in Exhibit 1.

Acceptance of the USGS 3DEP grant will ensure full cost recovery for the acquisition of updated digital terrain data of the entire Los Angeles County region and distribution to LAR-IAC members, with no new Net County Cost.

The integration of high quality aerial digital terrain data with Geographical Information Systems (GIS) has been demonstrated to significantly increase worker productivity and quality, and improved service to constituents. This new data will update existing data acquired in 2006, enabling enhanced flood control, mapping, emergency response, property assessment, road design, and do solar potential analysis and mapping.

For example, the Department of Public Works expects to automate flood control mapping with this data, saving many years and the costs of manual mapping. This will enable DPW to determine the source of pollutants entering Santa Monica Bay, supporting a cleaner environment for the residents of Los Angeles County.

The County's Enterprise GIS Program will store and provide access to the data from the Los Angeles County Central GIS Repository.

### **Performance Measures**

A separate agreement with Dewberry provides for detailed quality assurance and control services by a company with outside expertise to measure Pictometry's work performance on deliverables outlined in the Agreement with Pictometry, which include, among others, project work plans, data quality and accuracy, delivery schedule and success of online access methods.

### **Implementation of Strategic Plan Goals**

LAR-IAC4 supports the following County Strategic Goals:

#### *1. Service Excellence*

The acquired data will assist in providing the public with personalized spatially specific information and direct services through web-based spatially enabled imagery (land use, law enforcement, access to County service locations, etc.).

2. *Workforce Excellence*

Use of this terrain data, combined with other data layers (parcel data, street networks, service boundaries, political boundaries, etc.), will allow the County workforce to make better decisions by adding a visual context to constituent issues and needs.

3. *Organizational Effectiveness*

The use of standardized terrain data will introduce a common language tool to all County Departments and outside participating agencies to visualize the same land use issues in the same way through a common geospatial image and data layers. The service delivery systems are more efficient because the cost of the data and tools are shared and will allow participating departments and agencies to concentrate on their core missions.

4. *Fiscal Responsibility*

By sharing the cost for acquiring this data, the County will save 40% over the cost of obtaining this necessary terrain data independently.

**FISCAL IMPACT/FINANCING**

The maximum County obligation for the term of the Pictometry Amendment is \$1,617,478 with the County's share to be reduced by the amounts contributed by the participating public entities, including the USGS grant. County costs are included in departmental cost allocations from the Enterprise GIS Program and have already been funded; therefore, no additional County funds are required.

**FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

Your Board delegated authority to the Chief Information Office to execute future Amendments to Agreement Number 78077 dated December 3, 2013 upon full cost recovery, subject to the review and approval of County Counsel and notification to your Board.

This Amendment has been reviewed and approved as to form by County Counsel.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The acquisition of updated Digital Aerial Data as part of LAR-IAC4 will achieve the following benefits:

- Cost savings: 40% on digital terrain acquisition costs based on the collaboration with other public entities, volume discount pricing and cost-sharing through the joint acquisition strategy.
- Cost savings: 50%-75% reduction in the indirect costs associated with the legal and procurement process by eliminating multiple procurements of the same product.

- Increased worker productivity: High levels of precision in digital terrain data tools will reduce time spent on site visits and provide a more comprehensive view of land use issues.
- Enhanced decision support: Digital terrain data will aid in understanding and providing a context to constituent issues regarding land use issues at Board meetings, community meetings, hearings, etc.
- Service enhancement: Unifying digital terrain data will improve communication among all Los Angeles County government entities.
- Service enhancement: Integration of digital terrain data with GIS parcel databases and other GIS layers will provide a better context for improving the decision-making process.
- Future cost avoidance: Elimination of multiple acquisitions from agencies for the same area.

## **CONCLUSION**

The acceptance of funds from the USGS 3DEP will allow LAR-IAC to move forward with the acquisition and deployment of digital terrain data and achieve the goal of cost saving and increased benefits to our constituents through meaningful public agency collaboration and partnerships.

Upon your Board's approval, it is requested that the Executive Officer-Clerk, Board of Supervisors (1) return three (3) adopted stamped Board letters to Mark Greninger at the Chief Information Office or email at [mgreninger@cio.lacounty.gov](mailto:mgreninger@cio.lacounty.gov).

Respectfully submitted,

RICHARD SANCHEZ  
Chief Information Officer

Attachments (2)

c: County Counsel

## LAR-IAC PARTICIPANTS

#	Cities	LAR-IAC 1	LAR-IAC 2	LAR-IAC 3	LAR-IAC 4
1	City of Agoura Hills	X		X	
2	City of Arcadia				X
3	City of Azusa	X	X		X
4	City of Bellflower			X	
5	City of Beverly Hills	X	X	X	X
6	City of Burbank	X	X	X	X
7	City of Carson	X	X	X	X
8	City of Cerritos	X	X		X
9	City of Claremont		X	X	X
10	City of Covina	X	X		X
11	City of Culver City	X	X	X	X
12	City of Diamond Bar	X	X		
13	City of Downey	X		X	X
14	City of Duarte				X
15	City of El Segundo	X	X	X	X
16	City of Glendale	X	X	X	X
17	City of Hermosa Beach	X	X	X	X
18	City of Industry	X	X	X	X
19	City of Inglewood	X	X	X	X
20	City of Irwindale	X	X		
21	City of La Canada Flintridge	X	X	X	X
22	City of La Habra Heights	X	X		
23	City of Lakewood	X	X	X	X
24	City of Lancaster	X			
25	City of Long Beach	X		X	X
26	City of Los Angeles	X	X	X	X
27	City of Malibu				X
28	City of Manhattan Beach	X	X	X	X
29	City of Monrovia	X			
30	City of Monterey Park	X	X		
31	City of Palmdale	X			
32	City of Pasadena	X	X	X	X
33	City of Rancho Palos Verdes				X
34	City of Redondo Beach	X	X		X
35	City of San Dimas			X	X
36	City of Santa Clarita	X	X	X	X
37	City of Santa Fe Springs	X		X	
38	City of Santa Monica	X	X	X	X
39	City of South El Monte	X	X		

40	City of South Pasadena	X	X	X	
41	City of Temple City				X
42	City of Torrance	X	X	X	X
43	City of West Hollywood				X
44	City of Westlake Village	X			X
45	City of Whittier	X	X	X	X

#	Agencies	LAR-IAC 1	LAR-IAC 2	LAR-IAC 3	LAR-IAC 4
<b>Local Agencies</b>					
46	Alameda Corridor Transportation Authority		X		
47	Caltrans	X			
48	LA County MTA				X
49	LA County Sanitation Districts	X	X	X	X
50	LARGIN (LA Region Gang Information Network)	X	X		
51	Port of Los Angeles	X	X	X	X
52	Santa Catalina Island Conservancy	X	X	X	X
53	US Geological Survey		X	X	X
54	Amigos de Los Rios			X	
55	US National Guard			X	
56	Los Angeles Air Force Base			X	X
57	Newhall Land and Farming				X
<b>Educational Institutions</b>					
58	Palos Verdes on the NET			X	
59	Rio Hondo Community College				X
60	California Polytechnical University Pomona				X
61	California State University Long Beach	X	X	X	X
62	California State University Los Angeles		X		
63	University of Southern California (USC)	X	X	X	
64	University of California at Los Angeles (UCLA)	X	X	X	

**ATTACHMENT 1**

TO

AMENDMENT NO. 1 TO EXISTING AGREEMENT NUMBER 78077

**EXHIBIT A**

**SCOPE OF WORK**

**FOR**

**DIGITAL AERIAL DATA**

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# 1. GENERAL

## 1.1 INTRODUCTION

This Exhibit A (Scope of Work) consists of tasks, subtasks, deliverables, goods, services and other work the selected Contractor shall be required to provide around the period from December 2013 through July 2014, weather and Air Traffic Control (ATC) permitting.

The following Exhibits are attached to and form part of this Scope of Work:

1. Exhibit A.1 (Statement of Work – Oblique Images)
2. Exhibit A.2 (Statement of Work – Orthogonal Images)
3. Exhibit A.3 (Statement of Work – Building Representations)
4. Exhibit A.4 (Statement of Work – Digital Terrain Data)

## 1.2 SCOPE OF WORK AND DELIVERABLES

### 1.2.1 REQUIRED WORK

Contractor shall deliver the following digital mapping products (Digital Aerial Data) under this Scope of Work, as described in Exhibits A.1 through A.4 to this Exhibit A.

1. Oblique Images: See Exhibit A.1 (Statement of Work – Oblique Images) to this Exhibit A.
2. Orthogonal Images: See Exhibit A.2 (Statement of Work – Orthogonal Images) to this Exhibit A.
3. Building Representations: See Exhibit A.3 (Statement of Work - Building Representations) to this Exhibit A.
4. Digital Terrain Data: See Exhibit A.4 (Statement of Work – Digital Terrain Data) to this Exhibit A.

### 1.2.2 OPTIONAL WORK

County may from time to time, during the term of the Agreement, submit to Contractor written requests for Optional Work relating to the Licensed Products or Licensed Services, including any type of Digital Aerial Data, as further provided in Paragraph 5.2 (Optional Work) of the Base Agreement and the corresponding Tasks and Deliverables in each of Exhibits A.1 through A.4 of this Exhibit A.

### 1.2.3 APPROVAL OF WORK

All Work must be approved by County, as evidenced by County’s Project Manager and County’s Project Director, as provided in Paragraph 2.4 (Approval of Work) of the Base Agreement.

## 1.3 DEFINITIONS

The capitalized terms listed below that are used throughout this Exhibit A shall have the definitions given to such terms in this Exhibit A. All other capitalized terms used in this Exhibit A without definitions shall have the meanings given to such terms in the Agreement, as applicable.

### 1. Building Representation

The term “Building Representation” shall have the meaning specified in Exhibit A.3 (Statement of Work – Building Representations).

2. Community Image(s)

The term “Community Image” shall have the meaning specified in Exhibit A.1 (Statement of Work – Oblique Images).

3. Digital Elevation Model (DEM)

The terms “Digital Elevation Model” and “DEM” shall have the meaning specified in Exhibit A.4 (Statement of Work – Digital Terrain Data).

4. Digital Surface Model (DSM)

The terms “Digital Surface Model” and “DSM” shall have the meaning specified in Exhibit A.4 (Statement of Work – Digital Terrain Data).

5. Digital Terrain Model (DTM)

The terms “Digital Terrain Model” and “DTM” shall have the meaning specified in Exhibit A.4 (Statement of Work – Digital Terrain Data).

6. Images

The term “Image(s)”, whether singular or plural, shall mean digital images, automatically captured from airborne platforms without geo-referencing.

7. LiDAR Point Cloud

The term “LiDAR Point Cloud” shall have the meaning specified in Exhibit A.4 (Statement of Work – Digital Terrain Data).

8. Neighborhood Image

The term “Neighborhood Image” shall have the meaning specified in Exhibit A.1 (Statement of Work – Oblique Images).

9. Primary Site

The term “Primary Site” shall have the meaning specified in Exhibit A.1 (Statement of Work – Oblique Images).

10. Planimetric Feature

The term “Planimetric Feature” shall have the meaning specified in Exhibit A.3 (Statement of Work – Building Representations).

11. Oblique Images

The term “Oblique Image” shall mean an oblique digital image (including vector trapezoids), automatically captured and geo-referenced from airborne platforms in accordance with Exhibit A.1 (Statement of Work – Oblique Images).

12. Project Area 1; Area 1

The terms “Project Area 1” and “Area 1” shall mean the “urban” areas of Los Angeles County encompassing approximately 2,898 square miles and Santa Catalina Island, an island off the coast of Los Angeles County encompassing approximately 75 square miles, as set forth in Section 1.7 (Reference Maps) of Exhibit A.2 (Statement of Work – Orthogonal Images).

13. Project Area 2; Area 2

The terms “Project Area 2” and “Area 2” shall mean the national forest areas of Los Angeles County encompassing approximately 1,056 square miles, , as set forth in Section 1.7

(Reference Maps) of Exhibit A.2 (Statement of Work – Orthogonal Images).

4. Sector

The terms “Image Sector” and “Sector” shall have the meaning specified in Exhibit A.1 (Statement of Work – Oblique Images).

**2. QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC PROCESS)**

All finished products and final deliverables under this Agreement will be subject to systematic Quality Assurance and Quality Control (“QA/QC”), which will be done by an independent photogrammetric firm, whose services will be solicited by County in conjunction with the Agreement.

For this purpose, the County and cooperating cities/agencies (Participating Entities) will prepare a set of “hidden” control points, which will be used by the above mentioned firm(s). Also, County and Participating Entities will do additional random QA/QC to assure that all received products are in compliance with specified technical specifications and standards.

**3. LICENSING**

All finished products and final deliverables (excluding access to the Licensed Services) will be perpetually licensed to County upon completion of the Work in accordance with the License terms set forth in Paragraphs 10.1 (Scope of License for Licensed Products) through 10.4 (Software Updates) of the Base Agreement.

The Licensed Services shall be subject to the License terms set forth in Paragraph 10.5 (License for Licensed Services) of the Base Agreement.

**4. DATA PROVIDED BY COUNTY**

1. County will make available the following countywide information to Contractor:

- a) LAR-IAC Project Area Boundaries (shapefile format)
- b) Detailed County/City Boundaries (for orientation only - shapefile format)
- c) Grid for project tiles (shapefile format)
- d) Oblique Aerial Digital Imagery 1 sq. mile sector grid (for orientation only – shapefile format)
- e) Boundary of Urban Canyons “Downtown Areas” high-rise areas (shapefile format)
- f) Parcel vector database (for orientation only – shapefile format)
- g) Existing control cadastral monuments (shapefile format)
- h) Existing LAR-IAC deliverables in various formats as mutually agreed upon (ie. DTM and/or DSM, first generation 4” ortho imagery)
- i) Proposed Delivery Areas (shapefile format)
- j) Proposed Mosaic Tile Areas (shapefile format)
- k) Boundary of locations that could potentially have large changes in elevation (ie. Significant grading) that would affect ortho imagery rectification
- l) Other relevant GIS layers mutually determined by the Contractor and County.

2. Digital Elevation Data (from LiDAR and stereo compilation) provided by County for Contractor will be in ESRI raster format in California State Plane Coordinate System, Zone 5, NAD83, NAVD88.

3. All vector data sets provided by County for Contractor will be in ESRI shapefile format in California State Plane Coordinate System, Zone 5, NAD83, U.S. Survey Feet.
4. County will be responsible for:
  - a) Assignment of all point numbers;
  - b) Provision of blank monument record forms;
  - c) Providing the County Survey Monuments digital files.

**5. SCHEDULE OF PAYMENTS**

The Contract Sum includes amounts allocated for the following components of Work to be provided by Contractor to County during the term of the Agreement:

Scope of Work – Oblique Images	\$1,169,057.50
Scope of Work – Orthogonal Images	\$ 757,038.35
Scope of Work – Building Representations	\$135,000.00
Scope of Work – Digital Terrain Data	\$1,617,478.00
Optional Work (Pool Dollars)	\$200,000.00
<hr/>	
Total:	<b>\$3,878,573.85</b>

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**EXHIBIT A.1**  
**SCOPE OF WORK – OBLIQUE IMAGES**  
**FOR**  
**DIGITAL AERIAL DATA**

## **SECTION 1 – STATEMENT OF WORK**

[Insert Exhibit A.1 (Statement of Work – Oblique Images)]

## SECTION 2 – SCHEDULE OF DELIVERABLES AND PAYMENTS

### 2.1 DELIVERABLES

Contractor shall complete the Required Work Deliverables, including all Tasks and Subtasks associated therewith as specified in the applicable Statement of Work, by the associated Due Dates listed below.

DELIVERABLE NUMBER	DESCRIPTION	AMOUNT	DUE DATE*
1	Provided and Configured Software	\$0	July 1, 2014
2	Provided Hosted Solution	\$0	July 1, 2014
3	Provided Oblique Images	\$0	July 1, 2014
4	Technical Support, Documentation and Training	\$0	n/a
5	Final Acceptance	50% of Total Cost (\$584,528.75)	September 1, 2014
	Second Year Payment due	50% of Total Cost (\$584,528.75)	July 1, 2015
6	Optional Work	TBD	n/a

\* Due dates are approximate and dependent on image capture and processing. Such capture dates may be affected by weather conditions and/or Air Traffic Control.

All invoices shall be prepared and paid in accordance with the terms of the Agreement. In the event Contractor fails to achieve Final Acceptance by the due date above, County will assess credits for delay as described in Paragraph 6.4 (Credits for Delays) of the Base Agreement.

### 2.2 PAYMENT TERMS

The fee components for the Required Work relating to Oblique Images under this Agreement are as follows:

TASK	DESCRIPTION	QUANTITY	UNIT COST	COST
1.1	Provide Desktop Software	1	\$0	\$0
1.2	Provide ArcGIS Extension Software	1	\$0	\$0
1.3	Provide Ability to View Existing Oblique Images	1	\$0	\$0
1.4	Provide Other Software	1	\$0	\$0
1.5	Provide Public Safety Answering Point Support	1	\$0	\$0
2.1	Provide Hosted Solution	2 years	\$50,000	\$100,000
2.2	Provide Application Programming Interface	1	\$0	\$0
2.3	Maintain GIS Layers for Hosted Solution	1	\$0	\$0
	<b>SUBTOTAL FOR TASKS 1 &amp; 2</b>			<b>\$100,000</b>
3	Community 2-Way Oblique images (Area 1 – Urban)	3075	\$45	\$138,375
	Community 4-Way Oblique images (Catalina)	107	\$45	\$4,815
	Neighborhood 4-Way Oblique images	3182	\$275	\$875,050

<b>TASK</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT COST</b>	<b>COST</b>
	Community 2-Way Oblique images (Area 2 – National Forest)	1031.5	\$45	\$46,417.50
	Neighborhood 8-Way Oblique images	16	\$275	\$4,400
	<b>SUBTOTAL FOR TASK 3</b>			<b>\$1,069,057.50</b>
4	Provide Technical Support, Documentation and Training		n/a	\$0
5	Correct Image Deficiencies – Final Acceptance		n/a	\$0
6	Provide Optional Work		\$	\$0
	<b>IMAGING COST</b>			<b>\$1,169,057.50</b>

### 2.3 OPTIONAL WORK

Optional Work, including any Optional Products and Optional Services, shall be provided by Contractor in accordance with Paragraph 5.2 (Optional Work) of the Base Agreement. The discounts granted by Contractor for such Optional Work shall be no less than the discounts guaranteed by Contractor for the Required Work.

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**EXHIBIT A.2**  
**SCOPE OF WORK – ORTHOGONAL IMAGES**  
**FOR**  
**DIGITAL AERIAL DATA**

## **SECTION 1 – STATEMENT OF WORK**

[Insert Exhibit A.2 (Statement of Work – Orthogonal Images)]

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## SECTION 2 – SCHEDULE OF DELIVERABLES AND PAYMENTS

### 2.1 DELIVERABLES

Contractor shall complete the Required Work Deliverables, including all Tasks and Subtasks associated therewith as specified in the applicable Statement of Work, by the associated Due Dates listed below.

DELIVERABLE NUMBER	DESCRIPTION	AMOUNT	DUE DATE*
1	Project Work Plan	10%	January 1, 2014
2	Geodetic Control and Pre-Marking	0%	April 1, 2014
3	Aerial Triangulation	20%	March 1, 2014
4	DTM Updates – Project Area 1	0%	July 1, 2014
5	Ortho Imagery (True Color) – Project Area 1	30%	July 1, 2014
6	Ortho Imagery (True Color) – Project Area 2	10%	July 1, 2014
7	DTM Updates – Project Area 2	0%	July 1, 2014
8	Final Acceptance	30%	September 15, 2014

\* Due dates are approximate and dependent on image capture and processing. Such capture dates may be effected by weather conditions and/or Air Traffic Control.

All invoices shall be prepared and paid in accordance with the terms of Agreement. In the event Contractor fails to achieve Final Acceptance by the due date above, County may assess credits for delay as described in Paragraph 6.4 (Credits for Delays) of the Base Agreement.

### 2.2 PAYMENT TERMS

The fee components for the Required Work relating to Orthogonal Images under this Agreement are as follows:

TASK	DESCRIPTION	COST
1	Develop Project Work Plan	\$0
2	Provide Geodetic Control and Pre-Marking	\$35,200
3	Perform Aerial Triangulation	\$180,000
4	Provide DTM Updates – Project Area 1	\$18,829
5	Generate Ortho Imagery (True Color) – Project Area 1	\$479,435.60
6	Generate Ortho Imagery (True Color) – Area 2	\$37,472.75
7	Provide DTM Updates – Project Area 2	\$6,101
	<b>Total</b>	<b>\$757,038.35</b>

### 2.3 OPTIONAL WORK

Optional Work, including any Optional Products and Optional Services, shall be provided by Contractor in accordance with Paragraph 5.2 (Optional Work) of the Base Agreement. The discounts granted by Contractor for such Optional Work shall be no less than the discounts guaranteed by Contractor for the Required Work.

**EXHIBIT A.3**  
**SCOPE OF WORK – BUILDING REPRESENTATIONS**  
**FOR**  
**DIGITAL AERIAL DATA**

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**SECTION 1 – STATEMENT OF WORK**

[Insert Exhibit A.3 (Statement of Work – Building Representations)]

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## SECTION 2 – SCHEDULE OF DELIVERABLES AND PAYMENTS

### 2.1 DELIVERABLES

Contractor shall complete the Required Work Deliverables, including all Tasks and Subtasks associated therewith as specified in the applicable Statement of Work, by the associated Due Dates listed below.

DEL	TITLE	TOTAL COST	DUE DATE*
1	Project Work Plan	\$0	December 21, 2013
2	Final Acceptance	\$135,000	August 1, 2014
3	Optional Work		
3.1			
3.2			
3.3			

\* Actual due dates are dependent on the Agreement Effective Date and image capture and processing. Such capture dates may be effected by weather conditions and/or Air Traffic Control.

All invoices shall be prepared and paid in accordance with the terms of Agreement. In the event Contractor fails to achieve Final Acceptance by the due date above, County may assess credits for delay as described in Paragraph 6.4 (Credits for Delay) of the Base Agreement.

### 2.2 PAYMENT TERMS

The fee components for the Required Work relating to Building Representations under this Agreement are as follows:

DEL	TITLE	TOTAL COST
1	Project Work Plan	\$0
2	Final Acceptance	\$135,000
3	Optional Work	
3.1		
3.2		
3.3		

### 2.3 OPTIONAL WORK

Optional Work, including any Optional Products and Optional Services, shall be provided by Contractor in accordance with Paragraph 5.2 (Optional Work) of the Base Agreement. The discounts granted by Contractor for such Optional Work shall be no less than the discounts guaranteed by Contractor for the Required Work.

**EXHIBIT A.4**  
**SCOPE OF WORK – DIGITAL TERRAIN DATA**  
**FOR**  
**DIGITAL AERIAL DATA**

## **SECTION 1 – STATEMENT OF WORK**

[Insert Exhibit A.4 (Statement of Work – Digital Terrain Data)]

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## SECTION 2 – SCHEDULE OF DELIVERABLES AND PAYMENTS

### 2.1 DELIVERABLES

Contractor shall complete the Required Work Deliverables, including all Tasks and Subtasks associated therewith as specified in the applicable Statement of Work, by the associated Due Dates listed below.

DELIVERABLE NUMBER	DESCRIPTION	AMOUNT	DUE DATE*
1	Project Work Plan	10%	
2	Digital Terrain Datasets – Project Areas 1 and 2	40%	
3	1 Foot Contours – Project Area 1	20%	
4	2 Foot Contours – Project Area 2	10%	TBD
5	Final Acceptance	20%	TBD
6	Optional Work	TBD	TBD

\* Due dates are approximate and dependent on image capture and processing. Such capture dates may be effected by weather conditions and/or Air Traffic Control.

All invoices shall be prepared and paid in accordance with the terms of Agreement. In the event Contractor fails to achieve Final Acceptance by the due date above, County may assess credits for delay as described in Paragraph 6.4 (Credits for Delay) of the Base Agreement.

### 2.2 PAYMENT TERMS

TASK	DESCRIPTION	PRICE	
<b>Task 1</b>	Develop Project Work Plan	County approved Project Work Plan	\$0
<b>Task 2</b>	Provide Digital Terrain Datasets (DSM, DTM and DEM) – Project Areas 1 and 2	Costs of acquisition and production of digital terrain data from LIDAR.	\$1,361,523
<b>Task 3</b>	Generate Contours with One Foot Interval – Project Area 1	Costs of production of 1 foot contour data from Digital Terrain data	\$175,010
<b>Task 4</b>	Generate Contours with Two Foot Interval – Project Area 2	Costs of production of 2 foot contour data from Digital Terrain data	\$30,945
<b>Task 5</b>	Correct Digital Terrain Data Deficiencies	Correction of Deficiencies identified by County during the Warranty Period	\$0
	Public Domain	Placing data into the Public Domain	\$50,000
		<b>TOTAL</b>	<b>\$1,617,478</b>

### 2.3 OPTIONAL WORK

Optional Work, including any Optional Products and Optional Services, shall be provided by Contractor in accordance with Paragraph 5.2 (Optional Work) of the Base Agreement. The discounts granted by Contractor for such Optional Work shall be no less than the discounts guaranteed by Contractor for the Required Work.



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

SACHI A. HAMAI  
Interim Chief Executive Officer

March 17, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

Board of Supervisors  
HILDA L. SOLIS  
First District  
MARK RIDLEY-THOMAS  
Second District  
SHEILA KUEHL  
Third District  
DON KNABE  
Fourth District  
MICHAEL D. ANTONOVICH  
Fifth District

**CHIEF EXECUTIVE OFFICE:  
PUBLIC INFORMATION OFFICE AND  
BOARD AUDIO CONTROL ROOM REFURBISHMENT PROJECT;  
CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT,  
APPROVE CAPITAL PROJECT AND PROJECT BUDGET;  
CAPITAL PROJECT NO. 86990  
(FIRST DISTRICT) (3 VOTES)**

## **SUBJECT**

Approval of the actions will find the Public Information Office and Board Audio Control Room Refurbishment Project categorically exempt from the provisions of the California Environmental Quality Act; establish a Capital Project; approve the Project and budget; and authorize the Director of Internal Services Department to deliver the Project.

## **IT IS RECOMMENDED THAT THE BOARD:**

1. Find the Public Information Office and Board Audio Control Room Refurbishment Project categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project Number 86990 renaming the Press Room/County Channel Facility Refurbishment Project to Public Information Office and Board Audio Control Room Refurbishment Project.
3. Approve the proposed Public Information Office and Board Audio Control Room Refurbishment Project, Capital Project Number 86990 with the total estimated

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Project budget in the amount of \$2,625,000, which is fully funded by prior year net County cost.

4. Authorize the Director of the Internal Services Department, or his designee, to manage, implement, and deliver the refurbishment work for the proposed Public Information Office and Board Audio Control Room Refurbishment Project utilizing Board-approved Job Order Contracts and Internal Services Department's Crafts Services staff; and execute consultant agreements, amendments, and supplements related to the proposed Project.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find the proposed Public Information Office and Board Audio Control Room Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), and authorize the Internal Services Department (ISD) to complete the proposed Project using consultants, Board-approved Job Order Contractors (JOC) and County staff.

The proposed Project is located at the Kenneth Hahn Hall of Administration (HOA), 500 West Temple Street, in the City of Los Angeles. The proposed Project will renovate the existing Public Information Office (PIO) - Room 358; renovation of the current Media Room – Room 383 into an accessible restroom; and expansion of the Audio Communications Shop, also known as the Board Audio Control Room (ACR) – between Room 479A & B.

The PIO renovation will include the addition of a new multipurpose conference room to serve the Board of Supervisors as a press conference area or radio/television interview room, and replace the current Media Room which will be converted into an accessible restroom. Other PIO refurbishments include interior renovations to reconfigure the work space for better functionality and more efficient use of the existing area to accommodate additional staff, and to better serve the public. In addition, the proposed Project will include paint, carpet, door and window shade replacement, ceiling tiles and efficient light fixtures upgrade, as well as a kitchenette.

The current Media Room located behind the Board Hearing Room is underutilized due to the size of the room as it does not have the capacity to hold press conferences, or function as a suitable media room for radio/television interviews. The Media Room will be relocated to the multipurpose conference room in the PIO mentioned above, and the current Media Room will be remodeled to an accessible restroom. The proposed accessible restroom provides for additional restrooms for use by staff and guests of the Board that is in close proximity to the Board Hearing Room.

The proposed expansion of the ACR room into 479A consists of the creation of a new opening between the existing ACR and 479A, and upgrade of electrical and mechanical systems to comply with safety standards in the ACR. The expansion to the neighboring unoccupied office will be also be used to house audio control equipment, servers, the County Channel playback system, an editing bay, work bench space, and office space.

Design of the proposed Project will be carried out through an ISD, Board approved as-needed architectural/engineering (A/E) design services agreement. Upon completion of design and jurisdictional approvals, ISD will deliver the proposed Project using a Board-approved JOC and craft services to expedite the refurbishment.

The purchase and installation of equipment, such as televisions, lighting, computers, etc., in the PIO and ACR room will be funded separately through revenues in cable-related trust funds.

#### **Implementation of Strategic Plan Goals**

The recommendations support the Board approved County Strategic Plan Goals of Operational Effectiveness/Fiscal Sustainability (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

#### **Green Building/Sustainable Design Program**

The proposed Project will support the Board's Sustainable Design Program by incorporating design features that will optimize energy efficiency.

#### **FISCAL IMPACT/FINANCING**

The total Project cost for the proposed Project is currently estimated at \$2,625,000 which includes plans and specifications, plan check, construction, change orders, civic art, consultant services, miscellaneous expenditures, and County services. The Project Schedule and Budget Summary are included in the Attachment.

The Project is fully funded by prior year net County cost.

#### **Operating Budget Impact**

Based on the proposed Project description, the CEO does not anticipate any one-time start-up or ongoing costs resulting from the proposed Project.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

ISD will carry out design using a Board-approved, as-needed A/E design services agreement. The agreement contains terms and conditions supporting the Board's ordinances, policies, and programs, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law). As required by the Board, language has been incorporated into the proposed Project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

A standard JOC contract, previously approved by the Board and in the form previously approved by County Counsel, will be used for all interior tenant improvements.

In accordance with the Board's Civic Art Policy adopted on December 7, 2004, and revised on December 15, 2009, the proposed Project budget includes one percent of construction costs to be allocated to the Civic Art Fund.

On June 24, 2013, the Board authorized the CEO to prepare and execute contracts and make other expenditures on behalf of the County of Los Angeles for activities or programs involving the government programming channel and other County multimedia operations.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from the provisions of California Environmental Quality Act in accordance with State CEQA Guidelines, Section 15301(a) and Class 1(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project includes the interior renovation of an existing building, and is, therefore, within a class of projects that has been determined not to have a significant effect on the environment. In addition, there are no cumulative

impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

### **CONTRACTING PROCESS**

A Board-approved as needed- A/E contract will be used to complete the design and will be used to provide construction administration services. A Job Order Contract will be used for the performance of the contracted-for refurbishment services.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

The acquisition of material and installation services of the modular furniture is a commodity purchase under the statutory authority of the Purchasing Agent. The purchase will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's purchasing policies and procedures.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed Project specifications will have no impact to the delivery of County services at this facility; however, closures to portions of the offices will be coordinated with department staff to minimize disruption to County services. Public Information Office staff will be relocated to an underutilized CEO space within the Hall of Administration and will continue to provide public information services in the Office of Protocol in Room 375.

The Honorable Board of Supervisors  
March 17, 2015  
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**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division and the Internal Services Department.

Respectfully submitted,

Sachi A. Hamai  
Interim Chief Executive Officer

SAH:JJ:TT:BMB:  
FC:CF

Attachment

c: Executive Office, Board of Supervisors  
County Counsel  
Internal Services

**CHIEF EXECUTIVE OFFICE:  
PUBLIC INFORMATION OFFICE AND  
BOARD AUDIO CONTROL ROOM REFURBISHMENT PROJECT;  
CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT,  
APPROVE CAPITAL PROJECT AND PROJECT BUDGET;  
CAPITAL PROJECT NO. 86990**

**I. PROJECT SCHEDULE**

Project Activity	Scheduled Completion Date
Board Approval	03/17/2015
Plans and Specifications/Design	
Bathroom Remodel	2/27/2015
Public Information Office & Board Audio Control Room	5/29/2015
Jurisdictional Agency Review	
Bathroom Remodel	4/3/2015
Public Information Office & Board Audio Control Room	8/31/2015
Job Order Contract/Work Order Authorization	
Bathroom Remodel	4/17/2015
Public Information Office & Board Audio Control Room	10/1/2015
Substantial Completion	
Bathroom Remodel	5/15/2015
Public Information Office & Board Audio Control Room	4/30/2016
Project Completion/Final Acceptance	
Bathroom Remodel	5/29/2015
Public Information Office & Board Audio Control Room	5/31/2016

## II. PROJECT BUDGET SUMMARY

*To be provided*

DRAFT