

STATE OF CALIFORNIA
CAPITAL OUTLAY
BUDGET CHANGE PROPOSAL (COBCP)
COVER PAGE (REV 06/15)

DEPARTMENT OF FINANCE
915 L Street
Sacramento, CA 95814
IMS Mail Code: A15

BUDGET YEAR 2016-17

BUSINESS UNIT: 2740 COBCP NO: 3 PRIORITY: 3 PROJECT ID: 0000709

DEPARTMENT: Department of Motor Vehicles

PROJECT TITLE: Inglewood: Field Office Replacement

TOTAL REQUEST (DOLLARS IN THOUSANDS): \$ 1,027 MAJOR/MINOR: MA

PHASE(S) TO BE FUNDED: W PROJ CAT: CRI CCCI/EPI: 6069

SUMMARY OF PROPOSAL:

This is a request for \$1,027,000 to fund the working drawings phase of the Inglewood DMV Field Office Onsite Replacement Project. The preliminary plan phase was funded in FY 2015/16 for the amount of \$1,017,000 and the construction phase is to be funded in FY 2017/18 for \$13,115,000. The total project cost is estimated to be \$15,159,000. This critical infrastructure project will replace the department's seismically and structurally unsafe field office. This building is also inefficient, non-compliant (California Building Code) and functionally deficient. The state-owned Inglewood building is approximately 20,824 gross square feet and is 43 years old. The continuation of this project will provide a new, safe, appropriately sized and efficiently designed facility on the existing site for use by the DMV's Field Operations Division. The Investigations office, who currently occupies space within the Inglewood field office, will require space in a different leased location. The new DMV field office building will be approximately 15,043 gross square feet, located on the existing 2.81 acre site in the City of Inglewood, California

HAS A BUDGET PACKAGE BEEN COMPLETED FOR THIS PROJECT? (E/U/N/?): Y

REQUIRES LEGISLATION (Y/N): N IF YES, LIST CODE SECTIONS: _____

REQUIRES PROVISIONAL LANGUAGE (Y/N) N

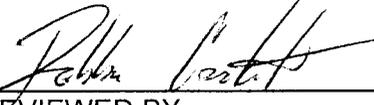
IMPACT ON SUPPORT BUDGET: ONE-TIME COSTS (Y/N): Y FUTURE COSTS (Y/N): N

FUTURE SAVINGS (Y/N): N REVENUE (Y/N): N

DOES THE PROPOSAL AFFECT ANOTHER DEPARTMENT (Y/N): N IF YES, ATTACH

COMMENTS OF AFFECTED DEPARTMENT SIGNED BY ITS DIRECTOR OR DESIGNEE.

SIGNATURE APPROVALS:

	<u>1/4/16</u>		<u>1/4/16</u>
PREPARED BY	DATE	REVIEWED BY	DATE
	<u>1/4/2016</u>		<u>1/5/16</u>
DEPARTMENT DIRECTOR	DATE	AGENCY SECRETARY	DATE

DOF ANALYST USE

DOF ISSUE # _____ PROGRAM CAT: _____ PROJECT CAT: _____ BUDG PACK STATUS: _____
ADDED REVIEW: SUPPORT: _____ OCIU: _____ FSCU/ITCU: _____ OSAE: _____ CALSTARS: _____

Original Signed By:
Sally Lukenbill

PPBA: _____

DATE SUBMITTED TO LEGISLATURE: 1-7-16

A. PURPOSE OF THE PROJECT (problem, program need, infrastructure deficiency)

This is the second phase of a multi-phase capital outlay project. The first phase was approved for fiscal year 15/16. The DMV Inglewood field office currently processes 221,295 transactions annually, and has occupied the existing DMV-owned building at 621 North La Brea Avenue since 1972. The existing structure and site has numerous functional deficiencies and does not comply with current code requirements for earthquake/seismic safety, accessibility, or energy efficiency. The facility was designed to house several DMV programs including the field office program (Driver License and Vehicle Registration services). The office has structural support walls that cannot be changed unless the building undergoes a costly reconfiguration and renovation. As part of the department's customer segmentation strategy, DMV relocated the Inglewood Industry Business Center and consolidated it into the LA Metro Business Service Center in 2010. The Inglewood Occupational Licensing and Driver Safety programs were relocated to the Los Angeles field office and the El Segundo DSO, respectively, in 2012 for consolidation of services for the areas. These program relocations left a sizable portion of the building vacant, although, impractical and non-economically viable for expansion, due to the structure and configuration of the building. The facility also houses a DMV Investigations program which will need to relocate. A Budget Change Proposal (BCP) will be submitted to consolidate their Investigation services into a new leased facility with other nearby Investigations offices, leaving the field office as the sole occupant in a largely deficient space whereby approximately 25% of the building would be unusable in the existing building.

Based on health and safety concerns and the other reasons outlined, DMV proposed to demolish the existing, seismically unsafe facility and construct a new, purpose-built, customer service field office building on the existing site. Although the existing building is approximately 20,000 net square feet, the new facility will house only the field office program as the Investigations program will not fit once the new field office is constructed with the latest building codes and current program standards. Increasing the building size to keep both the field office program and the Investigations program would significantly reduce the amount of parking spaces available to the public and the staff. For this reason, the Investigations program will relocate and the building, number of parking spaces, motorcycle skills test area, and traffic circulation will be appropriately sized for the current acreage. The site and building will be designed to ensure the safety and security of customers and employees alike as well as meet all current code requirements, the U.S. Green Building Council's (USGBC) Leadership in Energy, and Environmental Design (LEED) criteria, along with the requirements and goals set forth in the Governor's Executive Order, B-18-12 and Zero-Net Energy requirements. The new structure will be designed in a manner consistent with the department's field office workflow design standards to more efficiently and effectively service customers.

Facility Deficiencies:

Current Deficiencies in the Existing Building Layout:

- A seismic study was completed in March 2014 and the overall seismic rating given to the building was six out of seven. The Implied Risk to Life was listed as "Severe" and the potential for structural damages are expected to be high. The study noted six non-compliant items, five of which were structural: the reinforcing steel does not meet the minimum ratio, ties securing the anchor bolts to the purlin are not provided, ties securing the anchor bolts connecting the truss girders are not provided, there is no diaphragm out of the plane tie, and two shear walls are needed to reduce the diaphragm ratio.
- The structure is not compliant with current accessibility, fire/life/safety, seismic, energy, and other code requirements. Much of the structure and many interior walls would need to be demolished; including load bearing walls, and all mechanical, plumbing, and electrical systems would need to be replaced in order to achieve compliance and full use of space.

- The building was originally designed to accommodate other large DMV programs, most of which have since relocated to other facilities. The unused facility space cannot be fully converted for use by the field office program without an extensive renovation, including the alteration and restructure of a large load bearing wall.
- The employee break room, restrooms, and first aid room are located in separate work areas across the public service area lobby, which results in employees crossing through the crowded lobby for breaks and lunches. This is a health and safety issue for employees as it places them in a vulnerable position of possibly being confronted by hostile and angry customers, with no barrier between them and the customer. This situation may result in employees being physically harmed.
- The current facility is located between two fault lines, adding to the probability of structural damages and potential loss of life should an earthquake occur in either fault line.



Building Deficiencies:

- The mechanical, electrical, and plumbing systems in the Inglewood office are well beyond their useful life and do not meet current code requirements.
- The existing carport does not meet the required 14'-6" clearance required to inspect oversized recreational vehicles (RVs).

Site Deficiencies:

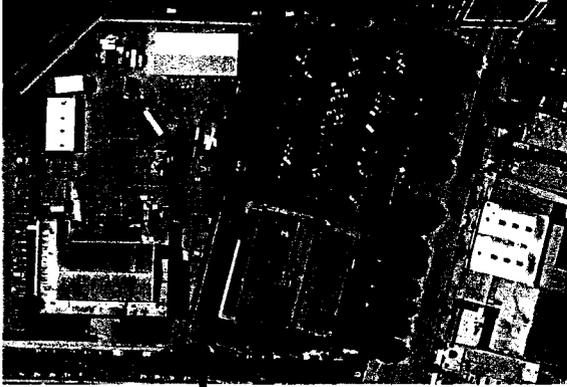
- The existing site is deficient in space. Although both the building size and number of spaces are being reduced overall, it is necessary for the facility and site layout to incorporate not only the proper design standards for our operations, but to also ensure the safety of our employees and visitors. The existing site layout creates restrictive vehicle traffic flow and increased exposure to vehicle versus pedestrian encounters for customers and employees.

Motorcycle Skills Test Area

- There is not a separate motorcycle test area. The motorcycle skills test area is located in a main exiting lane from the carport which results in DMV licensing examiners having to block off the thoroughfare before conducting a motorcycle skills test. Examiners cannot conduct drive tests

while the motorcycle test is being given which limits the number of drive tests this office can provide to customers.

- This paved area is not level and presents an unsafe and difficult surface for motorcycle test participants to demonstrate their skill proficiency.



Drive test exit and painted motorcycle test pattern

Lobby Deficiencies

- The public restrooms consist of only one stall in each of the men's and women's restrooms, which are out of compliance with current accessibility codes and extremely deficient for the volume of daily visitors to this office. According to the current building codes, the office should have a minimum of three toilets for each restroom.
- There is insufficient lobby space for the number of customers visiting this office each day, forcing customers to line up outside, even in inclement weather. Customers inside the building are forced to wait in cramped aisle way areas and must navigate through a complicated floor plan layout to reach their assigned service window once their ticket number is called. This adds to the time customers spend at the office.

The proposed project will provide a new field office building of approximately 15,042 gross square feet on the 2.81-acre existing site in the City of Inglewood, California. The new DMV field office will offer licensing and registration services to the general public. The Investigations program currently located at the Inglewood field office will require a future BCP consolidation request as there is insufficient parking for both programs.

The benefits of completing the proposed project include a seismically safe, functionally efficient customer service field office that will meet modern DMV program requirements, and meet all health, safety and American's with Disability Act (ADA) code requirements. It will include an attached drive-test canopy with an appropriate vehicle staging area, separate motorcycle testing area, and up-to-date communications systems (fire alarm, security, Telephone/Data). The project will also be designed in conformance with the strategies outlined in the Governor's Executive Order B-18-12, to meet Net Zero Energy definitions and incorporate the USGBC's criteria to obtain a LEED Silver building rating.

B. RELATIONSHIP TO THE STRATEGIC PLAN

This project meets the departmental Strategic Plan services goal to enhance services to our internal and external customers. In support of the Strategic Plan, this project supports three out of the department's eight guiding principles for assessing future space needs and development strategies, found in the DMV 5-Year Infrastructure Plan:

- Guiding Principle 2 – Maximize the performance of the infrastructure by ensuring maximum capacity utilization of existing computer terminals, space and staff resources.
- Guiding Principle 3 – Enhance service delivery to customers by designing office configurations to move customers efficiently through offices and providing workstations designed to maximize productivity.
- Guiding Principle 6 – Utilize energy efficient and sustainable building design and construction methods that are in accordance with Executive Orders issued by the Governor, State of California’s Green Action Plan, the California Green Building Standards Code, and the USGBC’s LEED rating system

C. ALTERNATIVES:

This project is a continuation of the previously approved FY 2015/16 Capital Outlay Budget Change Proposal and will continue project activities to execute an on-site replacement of the DMV field office in Inglewood. This project will alleviate the space deficiencies and comply with current fire, life, safety, and accessibility codes and regulations. Completion of the project remains the only viable option.

Scope: Demolish the existing building and construct a new Inglewood DMV customer service field office on the existing site. Field Operations and the Investigations program areas will be moved to a temporary off-site swing space during construction.

Cost: Estimated \$15,159,000

Funding Source: Motor Vehicle Account, State Transportation Fund.

Benefits:

- Addresses seismic issues, which currently pose risks of structural damage and loss of life.
- Maximizes public and staff safety by increasing site circulation.
- Allows DMV to meet all interior and site program requirements for Field Operations.
- Meets all California Building Code, Fire/Life/Safety, and ADA code requirements.
- Allows the facility to be constructed as a right-sized building to meet space standards.
- Utilizes the existing site of state owned land.

Detriments:

- Requires additional funding.

D. RECOMMENDED SOLUTION:

1. Which alternative and why?

A capital outlay project is the only viable alternative to effectively alleviate space deficiencies as well as comply with current safety and accessibility regulations. Denying this project will negatively affect the motoring public of California and the DMV’s many customers.

2. Detail scope description.

Demolition of the existing facility and construction of a new single-story field office facility of approximately 15,043 gross square feet on the 2.81 acre existing site in the City of Inglewood, California. The project also includes site work, utilities, walkways, curbs, gutters, signage, landscaping, irrigation, fencing, gates, trash enclosure, site drainage, site lighting, surface parking,

attached drive-test canopy, communications (fire alarm, security, data), photovoltaic rooftop system, and all associated requirements to complete the construction of the facility.

The new DMV field office will offer licensing and registration services to the general public. The proposed project benefits include construction of a building to meet seismic code, DMV program requirements, and adequate and easy access to public parking, required building features (carport with vehicle staging area, motorcycle testing area, trash enclosures), and a design that will meet LEED Silver certification requirements and the State of California Governor's Executive Order B-18-12 measures to reduce greenhouse gas emissions.

3. Basis for cost information.

See attached three page cost estimate prepared by the Department of General Services.

4. Factors/benefits for recommendation other than the least expensive alternative.

Phased demolition and construction of a new Inglewood field office facility on the existing state-owned site through the state's capital outlay construction methodology has been deemed the most viable and economical alternative over the long term to resolve the current infrastructure deficiency in DMV's Inglewood service area. Performing business in the existing facility "as is" places the lives of customers and employees at risk, does not allow the department to maximize workflow efficiency, and may result in unplanned customer service interruptions and emergency facility repair work and expenditures due to the high seismic risk, age of the facility and declining building systems. Emergency facility repair work may result in unscheduled closures. Moving forward with the facility replacement project is necessary to support the DMV's infrastructure in a controlled, planned, and cost effective approach. The project will result in a safe, functionally efficient facility to successfully process work and meet DMV's customer service obligations.

5. Complete description of impact on support budget.

A support BCP will be submitted for swing space in FY 2016/17.

The department anticipates submitting a future support BCP for the replacement office for one-time costs (modular systems furniture, lobby chairs, conventional furniture, signs, telecommunications, etc).

6. Identify and explain any project risks:

None.

7. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals, e.g. technology proposals).

- a. State Fire Marshal - Fire/Life Safety Review
- b. Department of General Services, Real Estate Services Division - Design and Construction
- c. Public Works Board - Approval to proceed to Working Drawing phase of project
- d. Division of the State Architect - Review and approval of plans for Access Compliance

E. Consistency with Government Code Section 65041.1:

1. Does the recommended solution (project) promote infill development by rehabilitating existing infrastructure and how? Explain.

Yes, this project will redevelop an existing state-owned parcel.

Although it is not viable to rehabilitate the existing facility to meet DMV's program needs, the department plans to perform phased demolition and construction resulting in a new DMV customer service facility to support the needs of the Inglewood community on the existing site.

2. Does the project improve the protection of environmental and agricultural resources by protecting and preserving the state's most valuable natural resources? Explain.

Yes, this project will improve the protection of environmental resources, as it will be compliant with the Governor's Executive Order B-18-12 and will be a project designed to meet the USGBC's Leadership in LEED rating criteria and Zero Net Energy requirements.

3. Does the project encourage efficient development patterns by ensuring that infrastructure associated with development, other than infill, support efficient use of land and is appropriately planned for growth? Explain

Yes, this project will be developed and designed to ensure compliance with local development guidelines and smart-growth strategies.

STATE OF CALIFORNIA **Budget Year 2016-17**
CAPITAL OUTLAY BUDGET CHANGE PROPOSAL (COBCP)
FISCAL DETAIL WORKSHEET

Department Title:	Department of Motor Vehicles	Proj ID:	0000709
Project Title:	Inglewood: Field Office Replacement	BU/Entity:	2740
Program Category:	Other - Critical Infrastructure	Program ID:	2155
Program Subcategory:		COBCP #:	3
		Priority:	3
		MAMI:	MA

Identify all items which fit into the categories listed below. Attach a detailed list if funding is included in this request. Provide descriptions and summary estimates for items for which you plan to request funding in the future. When possible, identify funding needs by fiscal year (BY+1 through BY+4).

PROJECT RELATED COSTS	COST	TOTAL
AGENCY RETAINED:		
None		
TOTAL AGENCY RETAINED		0
GROUP 2 EQUIPMENT		
TOTAL GROUP2 EQUIPMENT		0
IMPACT ON SUPPORT BUDGET	COST	TOTAL
ONE-TIME COSTS		
TOTAL SUPPORT ONE-TIME COSTS		0
ANNUAL ONGOING FUTURE COSTS		
TOTAL SUPPORT ANNUAL COSTS		0
ANNUAL ONGOING FUTURE SAVINGS		
TOTAL SUPPORT ANNUAL SAVINGS		0
ANNUAL ONGOING FUTURE REVENUE		
TOTAL SUPPORT ANNUAL REVENUE		0

STATE OF CALIFORNIA		Budget Year 2016-17	
CAPITAL OUTLAY BUDGET CHANGE PROPOSAL (COBCP)		Proj ID:	0000709
SCOPE/ASSUMPTIONS WORKSHEET		BU/Entity:	2740
Department Title:	Department of Motor Vehicles	Program ID	2155
Project Title:	Inglewood: Field Office Replacement	COBCP #:	3
Program Category:	Other - Critical Infrastructure	Priority:	3
Program Subcategory:		MAMI:	MA
<p>Project Specific Proposals: For new projects provide proposed Scope language. For continuing projects provide the latest approved Scope language. Enter Scope language in cell A110.</p>			
<p>Conceptual Proposals: Provide a brief discussion of proposal defining assumptions supporting the level of funding proposed by fiscal year in relation to outstanding need identified for that fiscal year. (Also include scope descriptions for BY+1 through BY+4 in cell A110).</p>			
<p>This critical infrastructure project will replace the department's seismically and structurally unsafe field office. This building is also inefficient, non-compliant (California Building Code) and functionally deficient. The state-owned Inglewood building is approximately 20,824 gross square feet and is 43 years old. The proposed project will provide a new, safe, appropriately sized and efficiently designed facility on the existing site for use by the DMV's Field Operations Division. The Investigations office, who currently occupies space within the Inglewood field office, will require space in a different leased location. The new DMV field office building will be approximately 15,042 gross square feet, located on the existing 2.81 acre site in the City of Inglewood, California.</p>			

**DEPARTMENT OF GENERAL SERVICES
REAL ESTATE SERVICES DIVISION - PROJECT MANAGEMENT BRANCH
PROJECT COST SUMMARY**

PROJECT:	Replace Inglewood Field Office	BUDGET ESTIMATE:	B4DMV158CP
LOCATION:	Inglewood	EST. / CURR'T. CCCI:	5960 / 6069
CUSTOMER:	Department of Motor Vehicles	DATE ESTIMATED:	6/3/2015
DESIGN BY:	PMDB	ABMS NO:	137891BP
PROJECT MGR:	D. Elliott	PREPARED BY:	LL
TEMPLATE:	Design / Bid / Build	DOF PROJ. I.D. NO.:	0

DESCRIPTION

This project consists of the demolition of an existing 20,824 gsf, single-story DMV field office located at 621 North La Brea Avenue in Inglewood, CA on approximately 2.81 acres and construction of a new 15,043 gsf, single-story field office on the existing site. The project also includes site work, utilities, walkways, curbs, gutters, signage, landscaping, irrigation, fencing, gates, trash enclosure, site drainage, site lighting, surface parking, attached drive-test canopy, communications (fire alarm, security, Tele/Data), photovoltaic rooftop system and all associated requirements to complete the construction of the facility. The project shall be designed to LEED-NC Silver and will also be a Zero Net Energy pilot project.

ESTIMATE SUMMARY

Existing Building/Site Demolition	\$800,000
Sitework (@ \$12/sf)	\$1,468,800
Building (@ \$340/SF)	\$5,114,600
Zero Net Energy (25% of Building Cost)	\$1,278,700
Utility Fees	\$200,000

ESTIMATED TOTAL CURRENT COSTS:	July 2014	\$8,862,100
Adjust CCCI From 5960 to 6069		\$162,100
ESTIMATED TOTAL CURRENT COSTS ON MAY 2015		\$9,024,200
Escalation to Start of Construction 31 Months @ 0.42% / Mo.:		\$1,175,000
Escalation to Mid Point 7 Months @ 0.42% / Mo.:		\$265,300
ESTIMATED TOTAL CONTRACTS:		\$10,464,500
Contingency At: 5%		\$523,200
ESTIMATED TOTAL CONSTRUCTION COST:		\$10,987,700

**SUMMARY OF COSTS
BY PHASE**

PROJECT: Replace Inglewood Field Office
 LOCATION: Inglewood
 ABMS #: 137891BP

BUDGET ESTIMATE: B4DMV158CP
 DATE ESTIMATED: 6/3/2015

CONSTRUCTION DURATION: 14 MONTHS
 ESTIMATED CONTRACT: \$10,464,500 \$10,464,500
 CONSTRUCTION CONTINGENCY: \$523,200 \$523,200
 TOTAL: \$10,987,700 \$10,987,700

CATEGORY	ACQUISITION STUDY 00	PRELIMINARY PLANS 01	WORKING DRAWINGS 02	CONSTRUCTION 03	TOTAL
ARCHITECTURAL AND ENGINEERING SERVICES					
A&E Design		\$487,400	\$538,800	\$256,700	\$1,282,900
Construction Inspection				\$421,000	\$421,000
Construction Inspection Travel				\$20,300	\$20,300
Builders Risk Insurance		\$0	\$0	\$104,600	\$104,600
Advertising, Printing and Mailing		\$0	\$25,000		\$25,000
Construction Guarantee Inspection				\$4,200	\$4,200
SUBTOTAL A&E SERVICES	\$0	\$487,400	\$563,800	\$806,800	\$1,858,000

OTHER PROJECT COSTS					
Special Consultants (Soils/Survey)		\$216,400	\$125,000	\$110,000	\$451,400
Materials Testing				\$157,000	\$157,000
Project/Construction Management		\$186,100	\$230,500	\$245,000	\$661,600
Contract Construction Management			\$45,000	\$495,000	\$540,000
Site Acquisition Cost & Fees					\$0
Agency Retained Items					\$0
SBE/DVBE Assessment				\$34,800	\$34,800
School Checking			\$0		\$0
Hospital Checking			\$0		\$0
Essential Services			\$0		\$0
Accessibility Checking			\$14,700		\$14,700
Environmental Document (MND)		\$98,000	\$5,000	\$5,000	\$108,000
Due Diligence		\$15,000			\$15,000
Other Costs - (SFM)		\$1,700	\$10,500	\$94,000	\$106,200
Other Costs - (Permit/Utility Fees)			\$20,000	\$20,000	\$40,000
Other Costs - (ARF Assessment)	\$0	\$12,400	\$12,500	\$159,700	\$184,600
SUBTOTAL OTHER PROJECT COSTS	\$0	\$529,600	\$463,200	\$1,320,500	\$2,313,300

TOTAL ESTIMATED PROJECT COST	\$0	\$1,017,000	\$1,027,000	\$13,115,000	\$15,159,000
LESS FUNDS TRANSFERRED	\$0	\$0	\$0	\$0	\$0
LESS FUNDS AVAILABLE NOT TRANSFERRED	\$0	\$0	\$0	\$0	\$0
CARRY OVER	\$0	\$0	\$1,017,000	\$2,044,000	
BALANCE OF FUNDS REQUIRED	\$0	\$1,017,000	\$2,044,000	\$15,159,000	\$15,159,000

FUNDING DATA & ESTIMATE NOTES

PROJECT: Replace Inglewood Field Office
 LOCATION: Inglewood
 ABMS #: 137891BP

BUDGET ESTIMATE: B4DMV158CP
 DATE ESTIMATED: 6/3/2015

FUNDING DATA

<u>Chapter / Item</u>	<u>Phase</u>	<u>Amount</u>	<u>Totals</u>
Fund Transfers			
N/A	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
Total Funds Transferred			<u>\$0</u>
Funds Available Not Transferred			
N/A	0	\$0	
0	0	\$0	
0	0	\$0	
0	0	\$0	
Total Funds Available not Transferred			<u>\$0</u>
Total Funds Transferred and Available			<u><u>\$0</u></u>

ESTIMATE NOTES

1. The construction costs in this estimate are indexed from the CCCI Index as of the date of estimate preparation to the CCCI index that is current as of MAY 1, 2015. The project estimate is then escalated for a 7 month period to an assumed construction midpoint. Additionally, the project has been escalated to the assumed start of construction.
2. The Agency may have retained items that are not included in this estimate. RESD has not verified Agency retained pricing.
3. Special Consultant costs include Survey w/ Topo Map, Geotechnical, Asbestos / Lead Survey & Monitoring, LEED, Utility Design Fees, and Zero Net Energy.
4. This project will be designed to LEED-NC Silver Certification and Zero Net Energy.
5. An ARF Assessment of 1.233 percent has been applied to the project in accordance with Control Section 4.70 of the 2008 Budget Act.
6. Estimate assumes funding for preliminary plans in the FY 15/16 Budget, working drawings FY 16/17 and construction in FY 17/18.
7. This estimate assumes that DMV will be off-site during the entire construction duration.
8. 0
9. 0
10. 0