**[Shaded yellow fields are to be completed by the report writer. Items in red are instructional and should be read to determine if they apply to the project.]**

***INSTRUCTIONS ON HOW TO USE THE BOARD REPORT TEMPLATE TO***

***EXECUTE A MOU WITH OTHER DEPARTMENTS/AGENCIES, INCLUDING GSD AS SAMPLE***

***1. Gray Areas:*** *Click inside the gray shaded areas to type the required text.*

***2. Red Areas:*** *Delete the red instructions once they have been read. Report writer needs to determine if they apply to the specific project.*

***3. Blue Areas:*** *Texts in blue font are examples included for your reference and should be deleted before printing the board report.*

 ***Note:*** *Do not change the template revision date (at the bottom of the last page).*

**Execution of a Memorandum of Understanding Between the Bureau of Engineering, the , and the**  **for**  **for the (Work Order No. ) [Example: Execution of a Memorandum of Understanding Between the Bureau of Engineering, the Los Angeles Fire Department, and the Department of General Services for Construction Services for the Fire Station 123 Renovation Project (Work Order No. FS-45678)]**

##### Recommending the Board of Public Works (Board):

1. FIND the to be qualified to perform the necessary to complete the and assign work to them in the amount of $.
2. DELEGATE signature authority to the City Engineer to execute the Memorandum of Understanding (MOU) between the Bureau of Engineering (BOE), the , and .

**Transmittals**

1. estimate for the , dated .
2. Draft MOU between the BOE, , and .
3. .

**Fiscal Impact Statement**

 [Example: There is no direct impact to the General Fund. The project is funded through the Municipal Improvement Corporation of Los Angeles (MICLA) funds.]

**Discussion**

***Background***

. [Examples: An existing slope adjacent to a residence located at 5041 Medina Road is creeping downhill and blocking 3 to 4 feet of roadway. The project would reinforce the concrete retaining wall, approximately 120 feet long and 5 to 8 feet high, to secure the slope and remove the roadway blockage.

The project has been evaluated for environmental considerations by the BOE’s Environmental Management Group. On August 1, 2007, this project was determined to be categorically exempt from the provisions of the California Environmental Quality Act of 1970, under Article III of the City’s Environmental Quality Act Guidelines.

Council Motion (Council File No. 07-1788) was adopted by the City Council on June 13, 2007, approving the design and construction of the project.]

.[Example: The project has been evaluated for environmental considerations by the BOE’s Environmental Management Group. On , the project was determined to be categorically exempt from the provisions of the California Environmental Quality Act of 1970, under Article III of the City’s Environmental Quality Act Guidelines.]

***City Engineer’s Recommendation***

.[Example: The General Services Department (GSD) Construction Forces Division has provided construction services for many City facilities of this type. To expedite the start of construction, the BOE recommends the GSD be selected as the construction contractor for the project.

The GSD has prepared a detailed construction cost estimate for the work. The agreed upon construction cost, based on the estimate, is $ (Transmittal No. 1). The City Engineer recommends authorization of a construction contingency in the amount of $, for a construction budget total of $, as noted in the draft MOU (Transmittal No. 2).]

**Status of Funding**

. [Example: The funding for the project comes from the Fund,Fund No. , Department No. , Appropriation Unit No. **.**

Council Motion (Council File No. 07-1788) was adopted by the City Council on June 13, 2007, to transfer $370,000 from the Special Gas Tax Fund, Fund No. 206 to GSD City Forces Construction Salaries and Construction Materials and Supplies accounts (Transmittal No. 3). Further Council Action will be required to transfer the balance of $219,748 for GSD to complete this work. The Medina Road Retaining Wall at House No. 5041 will be constructed by GSD.]

The following funding has been verified and approved by the Office of Accounting subject to the conditions described above:

[CE Construction Estimate; CC Construction Contingency]

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund Name/Fund No.** | **Contract** | **Construction Contingencies** | **Construction Budget** |
|  | $ | $ | $ |
|  |  |  |  |
| **Total** | **$** | **$** | **$** |

( RMK )

Report reviewed by: Respectfully submitted,

BOE (ADM)

Report prepared by:

 Ted Allen, PE

 City Engineer

 [If joint report, insert

 Bureau of Engineering]

Phone No.:

Statement as to funds approved by:

[If joint report, include signature block of Joint Bureau/Dept]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Insert Director’s Name

Miguel De La Peña, Director Insert Title

Office of Accounting Insert Bureau/Dept Name

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Questions regarding this report

may be referred to:

,

Phone No.:

E-mail:

Form revised: March 2023