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SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

209



FROM: Department of Facilities Management SUBMITTAL DATE: March 6, 2003

SUBJECT: COUNTY ADMINISTRATIVE CENTER (CAC), RIVERSIDE, AUDITOR-  
CONTROLLER ELEVENTH FLOOR REMODEL

RECOMMENDED MOTION: That the Board:

1. Approve the plans and specifications on file with the Facilities Management Department for the remodel of the offices of the Auditor-Controller on the eleventh floor of the County Administrative Center, Riverside, and authorize the Clerk of the Board to advertise for construction bids.
2. Approved a revised project budget of \$1,661,224.
3. Direct the Auditor Controller to:
  - Increase appropriations 30100-7200800000-542040 (Building Improvement) \$436,224
  - Increase estimated revenue 30100-7200800000-781540 (Contribution from other funds) \$436,224
  - Increase appropriations 10000-1101000000-551100 (Contribution to Other Funds) \$436,224
  - Decrease designated fund balance 10000-1101000000-320109 (Designated FB-Capital Projects) \$436,224
4. Delegate change order authority for this project to the Director of Facilities Management, in accordance with Board Policy B-11, dated April 6, 1993.

BACKGROUND: Minute Order 3.31, dated August 28, 2001, approved in concept a project to modernize and renovate 18,060 sq. ft. of the twenty-six year old eleventh floor offices of the Auditor-Controller with an estimated total project budget of \$1,225,000. Minute Order 3.28, dated December 4, 2001, approved an agreement with Loring Cruz, Inc. for \$76,240 to design and prepare construction documents for the renovations.

Continued on Page 2

MJS:JM:MD

*Michael J. Sylvester*  
MICHAEL J. SYLVESTER, Director  
Department of Facilities Management

FINANCIAL DATA:

CURRENT YEAR COST	\$1,661,224	ANNUAL COST	\$ 0
NET COUNTY COST	\$0	IN CURRENT YEAR BUDGET:	No
		BUDGET ADJUSTMENT:	Yes FOR FY: 02/03

SOURCE OF FUNDS: Deferred Maintenance 30100-72008000000-542060 (\$1,225,000) and Designated FB-Capital Projects 10000-1101000000-320109 (\$436,224)

C.E.O. RECOMMENDATION: **APPROVE**

**REQUIRES  
4/5 VOTE**

County Executive Officer Signature

*[Signature]*

FORM APPROVED  
COUNTY CLERK

MAR 24 2003

BY *[Signature]*

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, Auditor-Controller

Consent  Policy *[Signature]* Deputy  
BY 3/25/03

Department Recommendation:  
Per Executive Office:

Prev. Agn. ref. Dist. 2 AGENDA NO.  
M.O. 3.34, 11/26/02; M.O. 3.66, 8/27/02; M.O. 3.28, 12/4/01; M.O. 3.2, 9/25/01; M.O. 3.31, 8/28/01;

BOARD OF SUPERVISORS

Form 11: COUNTY ADMINISTRATIVE CENTER (CAC), RIVERSIDE, AUDITOR-CONTROLLER  
ELEVENTH FLOOR REMODEL

March 6, 2003

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**BACKGROUND:** (Continued)

In May of 2002, the completed construction documents for the eleventh floor were put on hold pending a re-evaluation of the space needs of the Auditor Controller's office area. During the summer of 2002, the Executive Office and the Department of Facilities Management evaluated the space needs within the County Administrative Center. The evaluation identified an additional 2,270 sq. ft. of space on the 11<sup>th</sup> floor to meet the Auditor-Controller's increased space needs.

Minute Order 3.66, dated August 27, 2002, approved the allocation of space to specific County departments within the County Administration Center. Minute Order 3.2, September 25, 2001, approved \$5 Million in one-time needs to renovate space within the County Administration Center. Of the \$5 Million, \$436,224 will be added to the original project budget of \$1,225,000 to remodel the offices of the Auditor-Controller on the eleventh floor. The remaining funds, \$4,563,776, may be used to renovate the 12<sup>th</sup> and 14<sup>th</sup> Floors, and other areas within the County Administration Center.

The addition of 2,270 sq. ft. of space and necessary staffing changes required the eleventh floor construction documents to be revised since they were based on the earlier, smaller floor plan requirement. This increased the scope of services to Loring Cruz Inc. Minute Order 3.34, dated November 26, 2002, approved amendment No. 1 to the Architectural Services Agreement with Loring Cruz, Inc., which increased their contract by \$59,000, for a total of \$135,434. The drawings are now complete and ready for bid.

This form-11 takes into account the additional costs associated with the space increase, design changes and construction costs by increasing the project estimate by \$436,224, from \$1,225,000 to \$1,661,224. The budget estimate includes \$579,482 for the purchase of new systems furniture for the renovated space. At this time, the Department of Facilities Management is seeking Board approval of the plans and specifications; the revised budget of \$1,661,224; and to authorize the Clerk of the Board to advertise for construction bids.

**Recommended Project Budget:**

\$135,454	Design and Specifications
\$60,000	Project Management/Other Fees
\$1,335,728	Construction
<u>\$130,042</u>	<u>Contingency</u>
<b>\$1,661,224</b>	<b>TOTAL</b>

15:00 PM 28 MAR 03  
COUNTY ADMINISTRATIVE CENTER  
RIVERSIDE, CALIFORNIA