



**SUBMITTAL TO THE BOARD OF DIRECTORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



405

**FROM:** Regional Park & Open-Space District

**SUBMITTAL DATE:**  
9/16/04

**SUBJECT:** RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
HEADQUARTERS EXPANSION PROJECT CONSULTANT'S SERVICES - District II

**RECOMMENDED MOTION:** : That the Board of Directors:

- 1) Approve the Agreement for Consultant Services between the District and Thirtieth Street Architects, Newport Beach, California, for the development of plans and specifications for the expansion of the District's headquarters and support facilities in the amount of \$127,856.00;
- 2) Authorize the Chairperson to execute five (5) copies of the Agreement; and
- 3) Direct the Clerk of the Board to return four (4) copies of the Agreement to the Park District for distribution and transmittal.

**BACKGROUND:** For the past seven years, the District has been renting the Headquarters' grounds and a very small support building for small to medium size outdoor weddings and receptions. This generates an average revenue of \$69,000 annually. The expansion of the Headquarters will provide an additional medium-sized community room with a 200-person capacity for indoor weddings and other events; a food prep and warming kitchen area; expanded rest rooms; modern changing areas for the bride and groom; and equipment storage; and work space

443-Park District Headquarters Expansion Project

*Paul Frandsen*

Paul Frandsen, General Manager

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 127,856	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	No
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	2004/2005

<b>SOURCE OF FUNDS:</b> Safe Neighborhood Parks, Clean Water, Clean Air and Coastal Protection Bond Act of 2002 (Proposition 40)	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** In accordance with Policy B-22, Capital Improvement Program, Facilities Management will provide plan check, inspection services and other services as required.

**APPROVE**

*H. Jaggard*

**County Executive Office Signature**

FORM APPROVED  
COUNTY COUNSEL

SEP 28 2004

Departmental Concurrence

Consent  
 Policy  
 Consent  
 Policy  
 Dep't Recomm.:  
 Per Exec. Ofc.:

Prev. Agn. Ref.: MO 13.3 (11/25/03) District: II  
MO 3.15 (4/3/01)

Agenda Number:

13.1

**ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD**

**Subject:** RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE  
DISTRICT HEADQUARTERS EXPANSION PROJECT  
CONSULTANT'S SERVICES - District II

for District staff. At its completion, the expansion will allow the District to expand its wedding marketability by accommodating weddings and other indoor events year round, which will increase revenue.

In May 2004, the Riverside County Regional Park and Open-Space District sent Request for Proposals to twenty-eight (28) Architectural/ Engineering firms to provide consultant services for the development of plans and specifications for the expansion of the District's existing headquarters in Riverside. The District advertised the Request for Proposals in the two area newspapers, the District's web page and one area trade listing. Eight firms subsequently submitted proposals, and three firms were interviewed.

The proposals were evaluated in conformance with County Policy H-7 (regarding selection of consulting engineers). The firm of Thirtieth Street Architects, Newport Beach, California, ranked the highest based on technical approach, experience, project personnel, written response to the Request for Proposals, interview, and overall compliance with the Request for Proposals.

The consultant will: (1) complete a Facility Needs Analysis based on the District's program; (2) reprioritize the project program; (3) develop a preliminary and a final site plan with an estimate of probable cost; (4) provide all development plans, final cost estimates, and contract documents (plans and specifications); and (5) provide all utility design and connections. Additionally, the consultant shall coordinate the work with all reviewing agencies, provide consultation and assistance during the bid period, and provide construction monitoring services and a final inspection at project completion.

The office of County Counsel has reviewed and approved the Agreement of Consultant Services as to legal form.

The Headquarters expansion project is one phase of the Rancho Jurupa Park expansion project, whose total estimated cost is \$6.7 million. The Headquarters expansion project is estimated to cost \$1.5 million. The Parks District will seek the Board's approval of the construction contract for the Headquarters expansion project and subsequent phases of the Rancho Jurupa Park expansion.