

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

934



FISCAL PROCEDURES APPROVED
ROBERT E. BYRD, Auditor-Controller

Deputy
Departmental Clerk
4/29/05

FROM: Department of Facilities Management

SUBMITTAL DATE:
May 24, 2005

SUBJECT: ASSESSOR-COUNTY CLERK-RECORDER OFFICE AND PUBLIC SERVICE AREA RENOVATION – ADVERTISE FOR BIDS (Project #20041831)

RECOMMENDED MOTION: That the Board:

1. Approve the plans and specifications on file with the Department of Facilities Management, to modernize and upgrade the Indio offices of the Assessor-County Clerk-Recorder, and authorize the Clerk of the Board to advertise for bids.
2. Approve the project budget of \$450,000.00.

(Continued on Page 2)

BACKGROUND: Minute Order 3.15, dated February 15, 2005, approved in-concept the project to modernize and upgrade the Indio offices of the Assessor-County Clerk-Recorder.

Reviewed by
CIP TEAM

MJS:JM:ts

Michael J. Sylvester

MICHAEL J. SYLVESTER
Department of Facilities Management

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 450,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	04/05

SOURCE OF FUNDS: 10000-1200200000-527780 Assessor-Clerk Recorder

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

Lisa Brandl

County Executive Office Signature

Policy
 Policy

Consent
 Consent

Dep't Recomm.:

Per Exec. Ofc.:

Prev. Agn. Ref.: M.O. 3.15, 2/15/05

District: 4

Agenda Number:

3.14

BOARD OF SUPERVISORS

Form 11: ASSESSOR-COUNTY CLERK-RECORDER OFFICE AND PUBLIC
SERVICE AREA RENOVATION – ADVERTISE FOR BIDS
(Project #20041831)

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RECOMMENDED MOTION: (Continued)

3. Delegate change order authority for this project, to the Director of Facilities Management, in accordance with Paragraph 3b of Board Policy B-11, dated April 6, 1993.

BACKGROUND: (Continued)

The Board authorized the Department of Facilities Management to select architectural services in accordance with Board Policy H-7.

Due to the continued growth within the Coachella Valley; the Assessor-County Clerk-Recorder's office has seen a dramatic increase in the number of public served out of its Indio CAC office. In order to alleviate the over crowding conditions at this Service Center and improve customer service, this project will reconfigure the existing office space resulting in a more efficient work flow, increased counter space, and an additional new ADA accessible restroom. The project will also incorporate new systems furniture. The project, as conceived, will have an Order of Magnitude Cost Range between \$400,000 and \$450,000.00.

Project Budget:

Design	\$23,000.00
Construction	\$260,000.00
Adm/Project Mgmt/inspection	\$26,000.00
FF&E	\$116,000.00
<u>Project Contingency</u>	<u>\$25,000.00</u>
TOTAL	\$450,000.00