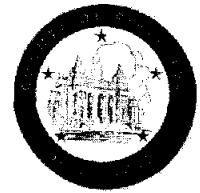


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

351



FROM: Economic Development Agency

SUBMITTAL DATE:

June 28, 2011

SUBJECT: Department of Veterans' Services Office – Plans and Specifications

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the plans and specifications for the construction of the Department of Veterans' Services Office Project and authorize the Clerk of the Board to advertise for bids;
2. Upon completion of the bid process, authorize the Assistant County Executive Officer/EDA to submit the contract for award of the bid to the lowest responsive and responsible bidder to the Chairman of the Board, and authorize the Chairman to execute the agreement on behalf of the board; provided that, if any of the following occur, the award will be submitted to the Board for action: there is a bid protest, the lowest bid exceeds the estimated construction budget, the low bidder is disqualified, two or bids are the same and are the lowest, or a bidder requests relief from its bid due to an error; and

(Continued)

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA

Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

COMPANION ITEM ON BOARD OF DIRECTORS AGENDA: No

SOURCE OF FUNDS: 73% Project Management Office Budget, 27% Deferred Maintenance

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

C.E.O. RECOMMENDATION:

APPROVE

BY:
Jennifer L. Sargent

County Executive Office Signature

REVIEWED BY CIP

 Christopher Hens
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY:
 MARSHAL VICTOR
 DATE: 6/28/11

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

Prev. Agn. Ref.: 3.19 of 3/29/11

District: 2

Agenda Number:

3.23

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

RECOMMENDED MOTION: (Continued)

3. Delegate project management authority for this project to the Assistant County Executive Officer/EDA in accordance to applicable Board policies.

BACKGROUND:

On October 6, 2009, the Board of Supervisors approved a pre-qualified list of architectural and engineering firms to be retained on an as-needed basis. The Economic Development Agency (EDA) has selected Holt Architects from the pre-qualified list to provide architectural and engineering design services for the Department of Veterans' Services Office project.

The bid documents are now complete and EDA requests approval to solicit bids for construction of this project. In order to keep the project moving forward and meet project schedule commitments, staff recommends the Board of Supervisors authorize the Assistant County Executive Officer/EDA to determine award of the project in accordance with Board Policy B-11, and authorize the Chairman of the Board to execute the agreement on behalf of the Board of Supervisors, provided that the lowest bid falls within the allotted project budget amount for construction.

EDA staff recommends that the Board of Supervisors approve the plans and specifications and authorize the Clerk of the Board to advertise the Notice Inviting Bids for the project.

All costs associated with this project will be funded by the Project Management Office and Deferred Maintenance.