

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

372



FROM: Department of Public Social Services on behalf of
In-Home Supportive Services Public Authority

SUBMITTAL DATE:
March 12, 2015

SUBJECT: Sixth Amendment to Lease – Department of Public Social Services/Public Authority –
Expansion, Tenant Improvements, District 5, CEQA Exempt, [\$2,041,414] 49% Federal, 51% State

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities;
2. Approve the attached Sixth Amendment to Lease and authorize the Chairman of the Board to execute the same on behalf of the County; and
3. Direct the Clerk of the Board to file the attached Notice of Exemption with the County Clerk for posting within five working days.

BACKGROUND:

Summary
(Commences on Page 2)

Susan von Zabern

Susan Von Zabern, Director
Department of Public Social Services

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 126,406	\$ 703,735	\$ 2,041,414	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

SOURCE OF FUNDS: 49% Federal, 51% State
Budget Adjustment: No
For Fiscal Year: 2014/15 – 2018/19

C.E.O. RECOMMENDATION: APPROVE
BY: *Jennifer L. Sargent*

County Executive Office Signature

MINUTES OF THE IN HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY BOARD OF DIRECTORS

On motion of Director Ashley, seconded by Director Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley
Nays: None
Absent: None
Date: March 24, 2015
xc: DPSS/IHSS, Recorder

Kecia Harper-Ihem
Clerk of the Board
By: *Kecia Harper-Ihem*

Deputy

FORM APPROVED COUNTY COUNSEL
BY: *GREGORY P. PRIAMOS*
DATE: 3/5/15

FISCAL PROCEDURES APPROVED
BY: *PAUL ANGLIO, CPA*
DATE: 3/12/15
Departmental Concurrence
Esteban Hernandez

A-30 Positions Added Change Order
4/5 Vote

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

Department of Public Social Services on behalf of In-Home Supportive Services Public Authority

FORM 11: Sixth Amendment to Lease – Department of Public Social Services/Public Authority –

Expansion, Tenant Improvements, District 5, CEQA Exempt, [\$2,041,414] 49% Federal, 51% State

DATE: March 12, 2015

PAGE: 2 of 3

BACKGROUND:

Summary

On May 3, 2005 the County entered into a lease agreement on behalf of the Department of Public Social Services (DPSS) Public Authority (PA) for the facility located at 12125 Day Street, Suite S101, Moreno Valley. This Sixth Amendment to Lease represents an expansion in square footage of 6,710 sq. ft. from the current 10,316 square feet for a total of 17,026 sq. ft. The Landlord will complete tenant improvements as outlined below. This expansion and improvements are required for projected staff growth to better serve the community. Anticipated occupancy is June 2015.

Lessor: Canyon Springs Investment Trust
26371 Avery Parkway, Suite B
Mission Viejo, California

Location: 12125 Day Street, Suite S101
Moreno Valley, California

Size: Expanding 6,710 sq. ft. from 10,316 sq. ft. to 17,026 sq. ft.

Term: Expires September 30, 2018

Rent:	Current	New
	\$1.66 per sq. ft.	\$1.66
	\$17,129.72 per month	\$28,263.16 per month
	\$205,556.64	\$339,157.92 per year

Rent Adjustment: Two and one half percent per year

Utilities: Electricity and telephone paid by County, all others provided by Lessor

Custodial: Provided by Lessor

Improvements: Demo existing space, concrete repair, metal framing, framing, millwork and cabinets, countertops, insulation, roof system patching, doors and frames, drywall, tile, carpet, base, paint, suspended acoustical ceilings, suspended acoustical water resistant ceilings, window shades and shutters, restroom hardware, restroom partitions, HVAC, duct work, grills/thermostats, plumbing, fixtures, fire sprinklers. Costs not to exceed \$629,255.00 which includes a 10% contingency in the amount of \$57,205.00. Tenant improvements to be paid in two annual installments commencing in 2015/16.

RCIT: \$95,000.00

This Sixth Amendment to Lease has been reviewed and approved by County Counsel as to legal form.

Impact on Citizens and Businesses

The expansion in square footage will allow IHSS to provide additional staff to increase services to the Community.

(Continued)

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FORM 11: Sixth Amendment to Lease – Department of Public Social Services/Public Authority –

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PAGE: 3 of 3

SUPPLEMENTAL:

Additional Fiscal Information

See attached Exhibit A, B & C. DPSS has budgeted these costs in FY 2014/15 and will reimburse EDA for all lease costs on a monthly basis.

Contract History and Price Reasonableness

This is a Sixth Amendment to Lease. The lease rate is a fair market rate.

Attachments:

Exhibits A, B & C

Amendment

Exhibit A

FY 2014/15

Department of Public Social Services Lease Cost Analysis 12125 Day Street, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	10,316	SQFT	
Expansion	17,026		
Approximate Cost per SQFT (July - May) - 5th Amendment	\$	1.66	
Approximate Cost per SQFT (June) - 6th Amendment	\$	1.66	
Lease Cost per Month (July - May) - 5th Amendment	\$	17,126.72	
Lease Cost per Month (June) - 6th Amendment	\$	28,263.16	
Total Lease Cost (July - May) - 5th Amendment	\$		188,393.92
Total Lease Cost (June) - 6th Amendment	\$		28,263.16
Total Estimated Lease Cost for FY 2014/15	\$		216,657.08

Estimated Additional Costs:

Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month (July - May) - 5th Amendment	\$	13,617.12	
Estimated Utility Costs per Month (June) - 6th Amendment	\$	2,043.12	
Total Estimated Utility Cost	\$		15,660.24
RCIT	\$		95,000.00
Tenant Improvements Costs Paid 1/2 Annually effective FY15/16	\$		-
EDA Lease Management Fee - 3.89% - 5th Amendment	\$	7,328.52	
EDA Lease Management Fee - 3.89% - 6th Amendment	\$	1,099.44	
Total EDA Lease Management Fee	\$		8,427.96
TOTAL ESTIMATED COST FOR FY 2014/15	\$		335,745.28
Amount Previously approved in 5th Amendment	\$		209,339.56
Amount of FY14/15 for 6th Amendment	\$		126,405.72
TOTAL COUNTY COST 0.00%			

Exhibit B

FY 2015/16

Department of Public Social Services Lease Cost Analysis
12125 Day Street, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:	17,026	SQFT	
Approximate Cost per SQFT (July - June)	\$	1.66	
Lease Cost per Month (July - June)		\$	28,263.16
Total Lease Cost (July - June)		\$	<u>339,157.92</u>
Total Estimated Lease Cost for FY 2015/16		\$	<u>339,157.92</u>

Estimated Additional Costs:

Utility Cost per Square Foot	\$	0.12	
Estimated Utility Costs per Month		\$	<u>2,043.12</u>
Total Estimated Utility Cost		\$	24,517.44
Tenant Improvements Costs Paid 1/2 Annually effective FY15/16		\$	314,627.50
EDA Lease Management Fee - 3.89%		\$	<u>25,432.25</u>
TOTAL ESTIMATED COST FOR FY 2015/16		\$	<u><u>703,735.11</u></u>

Exhibit C

FY 2016/17 to FY 2018/19

Department of Public Social Services Lease Cost Analysis

12125 Day Street, Moreno Valley, California

ESTIMATED AMOUNTS

Total Square Footage to be Leased:

Current Office:

17,026 SQFT

	FY 2016/17	FY 2017/18	FY 2018/19
Approximate Cost per SQFT (July - Sept)	\$ 1.66	\$ 1.70	\$ 1.74
Approximate Cost per SQFT (Oct - June)	\$ 1.70	\$ 1.74	\$ -
Lease Cost per Month (July - Sept)	\$ 28,263.16	\$ 28,969.74	\$ 29,693.98
Lease Cost per Month (Oct - June)	\$ 28,969.74	\$ 29,693.98	\$ -
Total Lease Cost (July - Sept)	\$ 84,789.48	\$ 86,909.22	\$ 89,081.95
Total Lease Cost (Oct - June)	\$ 260,727.65	\$ 267,245.84	\$ -
Total Estimated Lease Cost for FY 2016/17 to FY 2018/19	\$ 345,517.13	\$ 354,155.06	\$ 89,081.95

Estimated Additional Costs:

Utility Cost per Square Foot	\$ 0.12	\$ 0.12	\$ 0.12
Estimated Utility Costs per Month	\$ 2,043.12	\$ 2,043.12	\$ 2,043.12
Total Estimated Utility Cost	\$ 24,517.44	\$ 24,517.44	\$ 6,129.36
RCIT	\$ -	\$ -	\$ -
Tenant Improvements Costs Paid 1/2 Annually effective FY15/16	\$ 324,066.33	\$ -	\$ -
EDA Lease Management Fee - 3.89%	\$ 26,046.80	\$ 13,776.63	\$ 3,465.29
TOTAL ESTIMATED COST FOR FY 2016/17 to FY 2018/19	\$ 720,147.69	\$ 392,449.13	\$ 98,676.60
TOTAL COUNTY COST 0.00%	\$ -	\$ -	\$ -

F11: Cost - Total Cost \$ 2,041,414.25
 F11: Net County Cost - Total Cost \$ -

1 **SIXTH AMENDMENT TO LEASE**

2
3 **THIS SIXTH AMENDMENT TO LEASE** ("Sixth Amendment"), dated as of
4 March 24, 2015, is entered into by and between the **COUNTY OF**
5 **RIVERSIDE**, a political subdivision of the State of California, County, and **CANYON**
6 **SPRINGS INVESTMENT TRUST**, an irrevocable Trust dated July 9, 2003, ("Lessee".)

7 **RECITALS**

8 a. Lessor and County have entered into that certain Lease dated May 3,
9 2005, pursuant to which Lessor has agreed to lease to County and County has agreed
10 to lease from Lessor that certain building located at 12125 Day Street, Suite S101,
11 Moreno Valley, as more particularly described in the Lease.

12 b. The amendments of the Lease are summarized as follows:

13 1. The First Amendment to Lease dated September 27, 2005 by and
14 between County of Riverside and Canyon Springs Investment Trust.

15 2. The Second Amendment to Lease dated November 30, 2010 by
16 and between County of Riverside and Canyon springs Investment Trust.

17 3. The Third Amendment to Lease dated March 1, 2011 by and
18 between County of Riverside and Canyon Springs Investment Trust.

19 4. The Fourth Amendment to Lease dated August 28, 2012 by and
20 between the County of Riverside and Canyon Springs Investment Trust.

21 5. The Fifth Amendment to Lease dated January 7, 2014 by and
22 between the County of Riverside and Canyon Springs Investment Trust.

23 6. The Parties now desire to amend the Lease.

24 **NOW THEREFORE**, for good and valuable consideration the receipt and
25 adequacy of which is hereby acknowledged, the Parties agree as follows:

26 1. **PREMISES.** Section 2 of the Lease is amended by adding the
27 following:
28

1 Section 2.2. The Premises shall be expanded by 6,710 sq. ft.
 2 from 10,316 sq. ft. to 17,026 sq. ft., as outlined on Exhibit J attached hereto, the
 3 "Expansion."

4 2. TENANT IMPROVEMENTS. Lessor shall complete tenant
 5 improvements as outlined on Exhibit K attached hereto at a cost not to exceed
 6 \$572,050.00 County shall add a 10% contingency in the amount of \$57,205.00 for
 7 additional items that may be requested by County that were not included in the original
 8 scope of work for a total of \$629,255.00, Tenant improvements shall be paid in Two (2)
 9 installments over two (2) consecutive fiscal years commencing in FY 2015/16. The first
 10 payment shall be made 30 days after completion and acceptance of all tenant
 11 improvements and upon receipt of an itemized invoice of all actual costs, the 2nd
 12 installment shall be paid twelve (12) months following the first payment with interest at
 13 three percent (3%) per annum

14 3. RENT. Section 5.1 and 5.2 of the lease shall be amended by
 15 adding the following:

16 Section 5.1. Commencing upon completion and acceptance of tenant
 17 improvements, rent shall be increased from \$17,129.72 to \$28,263.16 per month.

18 Section 5.2. Rent shall increase on each anniversary date in
 19 accordance with the following rent schedule and total rent shall be dependent on total
 20 square footage in possession as of the date Rent becomes due:

	Existing Space (10,316 sq. ft.)	Expansion Space (+6,710 sq. ft.)	Post-Expansion Total (17,026 sq.ft.)
Dates:	Rent / Mo.	Rent / Mo.	Total Rent / Mo.:
10/1/2014 - 9/30/2015	\$17,129.72	+\$11,133.44	\$28,263.16
10/1/2015 - 9/30/2016	\$17,557.96	+\$11,133.44	\$28,691.40
10/1/2016 - 9/30/2017	\$17,996.91	+\$11,411.78	\$29,408.69
10/1/2017 - 9/30/2018	\$18,446.83	+\$11,697.07	\$30,143.90

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4. SIXTH AMENDMENT TO PREVAIL. The provisions of this Sixth Amendment shall prevail over any inconsistency or conflicting provisions of the Lease. Any capitalized terms shall have the meaning defined in the Lease, unless defined herein or context requires otherwise.

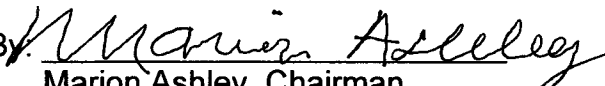
5. MISCELLANEOUS. Except as amended or modified herein, all terms of the Lease shall remain in full force and effect. If any provisions of this Amendment shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of the Lease. Neither this Amendment nor the Lease shall be recorded by the County.

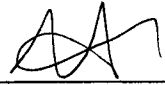
6. EFFECTIVE DATE. This Sixth Amendment to Lease shall not be binding or consummated until its approval by the Riverside County Board of Supervisors and fully executed by the Parties.

1 IN WITNESS WHEREOF, the parties have executed this Sixth
2 Amendment to Lease as of the date first written above.

3 LESSEE:
4 COUNTY OF RIVERSIDE

LESSOR:
5 CANYON SPRINGS INVESTMENT
6 TRUST

7 By: 
8 Marion Ashley, Chairman
9 Board of Supervisors

By: 
Natasha Radwan Co-Trustee
Canyon Springs Investment
Irrevocable Trust
Dated July 9, 2003

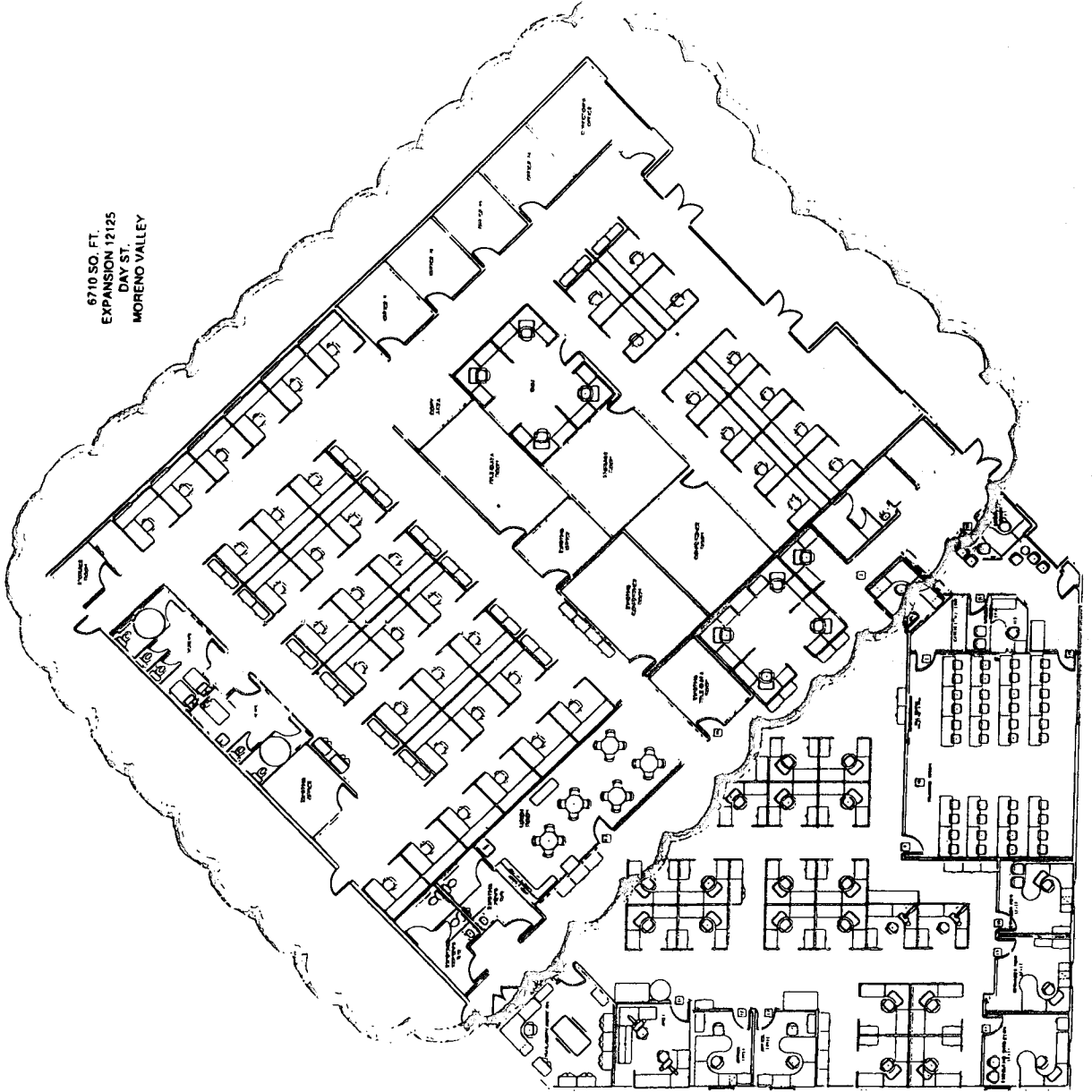
10 ATTEST:
11 Kecia Harper-Ihem
12 Clerk of the Board

13 By: 
14 Deputy

15 APPROVED AS TO FORM:
16 Gregory P. Priamos
17 County Counsel

18 By: 
19 Patricia Munroe
20 Deputy County Counsel

6710 SQ. FT.
EXPANSION 12125
DAY ST.
MORENO VALLEY



12125 Day Street, Suite S101
Moreno Valley, California

Expansion Space 6,710 sq. ft.

EXHIBIT J

Dec 9, 2014

Riverside County IHSS Office 6,700 SqFt Expansion
Street, Unit S-101, Moreno Valley, CA 92577

12125 Day

Job will consist of building 5- Offices 1- IT room 1- DOJ room 1- storage room 2- restrooms, Expansion of existing kitchen and large open area for office cubicles

- 1) Plans and Permits
- 2) Demo- walls, Plumbing, electrical & lighting, T-bar ceiling, HVAC duct work
- 3) Saw cut concrete for new plumbing & patch concrete
- 4) Install plumbing for 2- restrooms, Men's 1-toilet 1-sink 1-Urinal, Women's 4- toilets 2-sinks, 2- Floor drains with primer traps, 1-10 gallon electric water heater
- 5) Frame new walls and ceilings using 20 gage 3-5/8" studs and track
- 6) Install electrical and lighting, 46- standard 110-volt outlets, 4- dedicated 20 Amp outlets in I T room, 2- GFI outlets in restrooms, 15- 20 Amp dedicated circuits above ceiling for office cubicles, 1- Dedicated 220 Amp outlet for copy machine, 1- 220 Amp circuit for water heater, 12-6" LED can Lights for restrooms, 2- Exhaust fans for restrooms, 64- 2X4 troffer light fixtures, 1-220 circuit for Ductless AC unit in I T room, Install 36- ¾" EMT conduit drops for data lines and card readers
- 7) Install Insulation R.13 in walls and R.19 in ceiling
- 8) Install 5/8" drywall on walls and ceilings tape and texture to match existing
- 9) Prime and paint walls and ceilings using Dunn Edwards paint (Tenants to choose the 4-colors)
- 10) Install new T-bar ceiling to match existing
- 11) Install new doors and hardware to match existing
- 12) Install new laminated partitions in restrooms (Tenants to choose colors)
- 13) Install 3- new fire extinguisher with semi flush enclosures
- 14) Install new laminated counter tops in restrooms (Tenants to choose color)
- 15) Install all new R.8 Value HVAC supply and return duct work
- 16) Install fire sprinklers as per code
- 17) Install fire alarm system as per code
- 18) Repair roof where penetrations are made
- 19) Install tile flooring with 6" cove base in restrooms
- 20) Install mirrors and accessories in restrooms

- 21) Install flooring and base to match existing (\$25,000 Allowance for labor and material)
- 22) Install ADA walkways at front and rear entry's on exterior of building (\$20,000 Allowance for labor & Material)
- 23) Install ADA exit signs and restroom signs
- 24) Install 2-5 Ton Package Carrier or Equal HVAC Units
- 25) Clean up and haul away debris

Total Amount for Labor and Material \$489,500.00

Other Items That Are Included In Bid:

1. Add carpet in storage room
2. Add outlets, data and floor mounts
3. Remove door in training room
4. Level T-bar ceiling in training room to match with training room ceiling
5. Demo interview room in lobby

Extra Cost Items that are not included in bid:

1. Remove and replace tile flooring in lobby \$3,800
2. Add 2-partitions one in conference room area and one in training room \$47,800
3. Add Webb Glide Window coverings in existing lobby and in new expansion area \$8,400
4. Install 2-3Ton Carrier or Equal A/C Package units and Duct work in new IT room \$10,900
5. Install new 8X10 drop down screen, wall panel box and electrical in wall and above ceiling in Conference room / Training room \$1,750
6. Install Structural Support above ceiling in conference room and in training room in order to support weight of new partition walls \$5,850
7. Install 2-2" conduits from IT room to exterior of building, install 24"X24"X8" Nema 3 metal box and include electrical ground wire with new conduit \$3,800
8. Install new dedicated electrical outlet for copy machine \$250

Any add-ons/change orders: \$59 per hour for Tradesmen (Electricians, Plumbers, etc.)
\$39 per hour for Laborers
Plus 20% for Profit and Overhead