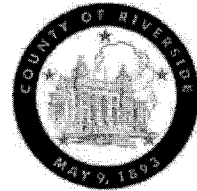


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.6
(ID # 4955)

MEETING DATE:

Tuesday, October 17, 2017

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA) AND DEPARTMENT OF PUBLIC SOCIAL SERVICES :

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA) AND DEPARTMENT OF PUBLIC SOCIAL SERVICES: Department of Public Social Services Kidd Street Carpet Replacement Project - California Environmental Quality Act Exempt, Ratification of Emergency Action, Approval of In-Principle and Project Budget, District 1. [\$241,333 – Department of Public Social Services Facility Costs Program Funds: Federal-52.38%, State-24.87%; County-2.46%; Realign-6.58%; Realign 2011-13.71%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and include the Department of Public Social Services (DPSS) Kidd Street (St.) Carpet Replacement Project (Project) on the Capital Improvement Program (CIP) project list;
2. Find that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Class 1 Existing Facilities Exemption and Section 15061 (b)(3) "Common Sense" Exemption;

ACTION: Policy, CIP

Robert Field, Assistant County Executive Officer/EDA

8/11/2017

Susan Von Zabern, Director of Public Social Services

8/12/2017

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: October 17, 2017
xc: EDA, DPSS, Purchasing

Kecia Harper-Ihem
Clerk of the Board

By:

Deputy

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RECOMMENDED MOTION: (Continued)

3. Review and ratify the emergency declaration made by the Economic Development Agency (EDA) regarding the replacement of the carpet at the DPSS Kidd Street location, pursuant to Board Policy B-11 emergency action authority and determine the action should be continued;
4. Ratify the procurement and installation of the new carpet pursuant to Board Policy B-11 emergency authority;
5. Approve in-principle the DPSS Kidd St. Carpet Replacement Project located in Riverside, California, to replace the carpet in the Administration Office on the 2nd Floor;
6. Approve the project budget in the amount of \$241,333 for the Project, and authorize the use of the DPSS Facility Costs Program Funds, including reimbursement to the Economic Development Agency (EDA) for incurred project related expenses;
7. Delegate project management authority for the project to the Assistant County Executive Officer/EDA in accordance with applicable Board policies, including the authority to utilize consultants on the approved pre-qualified list for services in connection with the project, and are within the approved project budget; and
8. Authorize the Purchasing Department to execute consultant services agreements for consultants that have been pre-qualified for services up to \$100,000, per fiscal year, in accordance with applicable Board policies for this project.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 241,333	\$ 0	\$ 241,333	\$ 0
NET COUNTY COST	\$ 5,937	\$ 0	\$ 5,937	\$ 0
SOURCE OF FUNDS: DPSS Facility Costs Program Funds: Federal-52.38%; State-24.87%; County-2.46%; Realign-6.58%; Realign 2011-13.71%			Budget Adjustment: No	
			For Fiscal Year: 2017/18	

C.E.O. RECOMMENDATION: [CEO use]

BACKGROUND:

Summary

The DPSS Kidd St. Administration office, located at 10281 Kidd Street in Riverside, California, was constructed in 1988 and is nearing 30 years since it opened its doors to the public.

A safety assessment of the DPSS Administration office was conducted by the County's Human Resources Safety Division in July 2017. The report revealed that the building's age, along with normal wear and tear, has resulted in the need of interior upgrades and repairs, the deterioration of the carpet being the most severe.

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The facility provides essential services to the public on a daily basis which include but are not limited to, Live Scan, parent interviews, grievance hearings, housing applications and interviews, and Social Security processes. Social Workers frequent the facility to conduct child/parent visitations with children that have been removed from the home. These services and more, create constant flow of public foot traffic within the facility.

Pursuant to the Safety Division report, EDA exercised the Emergency Action use of Board Policy B-11 for repairs, to expedite the procurement and installation of the outdated carpet to avoid possible injuries as quickly as possible.

In an effort to expedite the work and avoid possible injuries, EDA recommends the Board approve the DPSS Kidd St. Carpet Replacement Project and the preliminary project budget in the amount of \$241,333.

Pursuant to CEQA, the DPSS Kidd St. Carpet Replacement Project was reviewed and determined to be categorically exempt under State CEQA Guidelines Sections 15301 Existing Facilities Exemption; and Section 15061(b)(3), General Rule or "Common Sense" Exemption. The project, as proposed, is limited to the replacement of carpet within an existing building. The use of the facility would continue to provide public services and would not result in an increase in capacity or intensity of use. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. It will not cause an impact to an environmental resource of hazardous or critical concern nor would the project include unusual circumstances which could have a potential significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. With certainty, there is no possibility that the activity in question may have a significant effect on the environment because it merely involves minor repairs and alterations to an existing facility to provide necessary upgrades to allow for a safer and better use and function of the facility.

Impact on Residents and Businesses

The DPSS Kidd St. Carpet project will reduce the possibility of a trip hazard and create a safe and inviting work space for the staff as well as visitors.

Additional Fiscal Information

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The approximate allocation of the preliminary project budget is as follows:

PROJECT BUDGET LINE ITEMS	BUDGET CATEGORY	PROJECT BUDGET AMOUNT
Architectural Design	1	0
Construction Management	2	0
Construction Contract	3	193,409
Offsite Construction	4	0
Project Management / Plan Check and Inspections	5	12,450
Fixtures, Furnishings, Equipment	6	0
Other Soft Costs / Specialty Consultants	7	13,535
Project Contingency	8	21,939
Minor Construction	9	0
Preliminary Project Budget		\$ 241,333

Additional Fiscal Information (Continued)


All costs associated with this Board action will be funded through the DPSS Facility Costs Program Funds which is comprised of 52.38% Federal funds; 24.87% State funds; 2.46% County funds; 6.58% of Realign; and 13.71% of Realign 2011, thus no departmental budget adjustment is required at this time.

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Termini Dasika, Principal Management Analyst 10/10/2017


Stephanie Pasi 10/10/2017


Teresa Summers, Director of Purchasing 9/29/2017


Gregory E. Priamos, Director County Counsel 9/29/2017