

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



ITEM: 3.15
(ID # 19849)

MEETING DATE:
Tuesday, April 04, 2023

FROM : OFFICE OF ECONOMIC DEVELOPMENT:

SUBJECT: OFFICE OF ECONOMIC DEVELOPMENT: Approval of a Facilities Management Building Exemption to allow the Office of Economic Development to Oversee Facilities Management Activities, Specifically Project Management Services, on all Office of Economic Development Projects. All Districts. [\$0] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Office of Economic Development's exception option to Facilities Management related Board Policies to allow for Office of Economic Development to oversee project management services on all currently occupied and/or maintained, and future Office of Economic Development projects, as detailed in Attachment B; and
2. Adopt Resolution No. 2023-093, delegating B-11 Emergency Action Authority to the Office of Economic Development Director, for emergency repairs and replacement on County Service Area parks, water, and sewer district facilities in accordance with Chapter 2.5 of the California Public Contract Code, commencing with Section 22050.

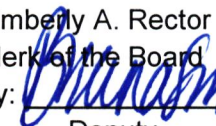
ACTION: Policy, 4/5 Vote Required


Suzanne Holland, Director of Office of Economic Development 2/1/2023

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: April 4, 2023
xc: O.E.D.

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: N/A			Budget Adjustment: N/A	
			For Fiscal Year: 2022/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On March 8, 2022, Item 3.7, the Board authorized the exception option to Facilities Management and related Board Policies to allow consideration for departments that demonstrate the ability and capacity to oversee their own facilities management activities, including custodial, maintenance, project management, and real estate services.

The Office of Economic Development (OED) is a unique County Department with a mission of fostering economic development for long-term growth. Activities in support of this mission include operation of the Riverside County Library System, small community water and sewer systems, a cemetery district, administration of maintenance-based community facilities districts, and operation and maintenance of county service area parks, roads, landscaping and lighting. The department therefore employs a variety of professional, technical and skilled labor staff including project managers, and maintenance staff for OED existing facilities. OED project managers have extensive experience in delivering public works capital projects of all sizes and complexity including ground-up construction, renovations and expansions on: County buildings and libraries, parks, roads, etc. The OED maintenance group currently operates and maintains the following facilities including, but not limited to, eighteen (18) County Service Area (CSA) Parks, Lake Tamarisk Golf Course, the historic Edward Dean Museum, and CSA Water and Sewer Treatment Facilities, Perris Valley Cemetery, CSA road maintenance, landscaping, and, trails, thirty-six (36) Riverside County Library branches, etc.

As a result of the department's capacity and resources listed above, OED has submitted the Building Official Exemption Form to the Executive Office and now requests formal approval from the Board of Supervisors for an ongoing Departmental Exemption in the area of project management to allow OED to perform project management, including predevelopment and planning, scheduling, estimating, phasing, design procurement and administration, construction bid/award above Purchasing department authority, record keeping, construction management and administration, and Furniture, Fixtures, and Equipment (FF&E) procurement, for future OED projects, as specified in Attachment B.

OED, in accordance with applicable Board Policies, plans to utilize a combination of existing staff and licensed contractors for the aforementioned project management activities; plan check

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and inspection services will continue to be coordinated with Facilities Management pursuant to Board Policy H-27. OED is anticipating approximately two projects per year, to be managed by approximately four staff members. OED has worked with the Facilities Management department to create this mutually agreed upon plan to ensure a smooth transition, with no significant impact to Facilities Management staffing, workload, or funding. OED has not requested to be exempted from real estate services for any facilities as part of this submission, will continue to utilize Facilities Management as needed for standard maintenance, and will pay for its share of county-wide vacant space and maintenance cost for shared facilities.

The exemption request includes OED authorization as an "Authorized Entity" on the following board policies:

- **Board Policy B-11:** Award of Public Works Contracts Pertaining to County Facilities and Certain Other Improvements, and
- **Board Policy H-7:** Selection of Architectural, Engineering and Appraisal Services.

Board Policy B-11 exemption authorization, as an "Authorized Entity," will allow OED to perform project management related services on all future OED public works projects. This modification is expected to equate to individual projects savings. This exemption request also includes authorization for the Director of OED to act on behalf of the Board of Supervisors as it relates to emergency actions specified in Board Policy B-11, Section IV, to allow for emergency response procurement relative to CSA water facilities, sewer facilities, and CSA park district operations. Emergency means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services, as defined by Public Contract Code Section 1102. Granting OED this authority, through proposed attached Board Resolution No. 2023-093, will allow the department the ability to conduct emergency repairs and replacement within OED's CSA facilities without giving notice for bids to let contracts.

Board Policy H-7 authorization, as an "Authorized Entity," will allow OED to procure design professionals, from an established County pre-qualified list, for the following services: architectural, engineering, landscape design, geotechnical services, water quality management, construction project management, labor and compliance, materials testing and inspection, environmental assessment, master planning, or other regulatory compliance services are not stand-alone capital projects. To meet ongoing cost and time constraints, this authorization expedites smaller tenant improvement projects under \$100,000, permitting planning or design to start immediately without requiring a lengthy publicly advertised Request for Qualifications process and formal Board approval. Informal use of the H-7 pre-qualified list, when allowed and appropriate per Board Policy H-7, saves the County approximately four months on the project schedule, multiple board actions, and associated costs.

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Impact on Residents and Businesses

This exemption, allowing OED to oversee OED facility project management activities and authorizing the Director of the Office of Economic Development to let contracts in emergency situations as described in the abovementioned Board Policies will improve the safety of County residents, save time by reducing delays due to resource availability, and cost savings by minimizing administrative layers and associated administrative costs for project management.

Attachments

Attachment A – OED Facilities Management Building Exemption Form

Attachment B – Proposed OED Current and Future Project Exemption List

Attachment C - Resolution No. 2023-093

SH;AJ;RM;MF;es

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Juan C. Perez, Chief Operating Officer

3/29/2023

1 Board of Supervisors

County of Riverside

2
3 RESOLUTION NO. 2023-093

4
5 A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF
6 RIVERSIDE DELEGATING AUTHORITY TO ORDER EMERGENCY ACTION
7 PERTAINING TO RIVERSIDE COUNTY OFFICE OF ECONOMIC DEVELOPMENT
8 UNDER THE CALIFORNIA PUBLIC CONTRACT CODE SECTIONS 20134, 22035
9 AND 22050.

10 WHEREAS, in accordance with California State Senate Bill 1458 (2008), County
11 Services Area Law, amended the original County Service Area law in 1953 and reaffirmed
12 County Services Areas as a type of local government similar to a special district with its
13 own governing board (Board of Supervisors), services and facilities, and a defined
14 boundary; and

15 WHEREAS, Riverside County Office of Economic Development, Community &
16 Cultural Services Division oversees the operation of more than sixty (60) County Services
17 Areas, maintains eighteen (18) county owned parks, two (2) water treatment facilities and
18 over eight million square feet of landscaping; and

19 WHEREAS, section 20134 (a) and section 22035, of the California Public Contract
20 Code authorize a public agency to proceed at once to replace or repair any public facility
21 without adopting plans, specifications, strain sheets, or working details, or giving notice
22 for bids to let contracts. The work may be done by day labor under the direction of the
23 governing body, by contractor, or by a combination of the two. In case of an emergency,
24 if notice for bids to let contracts will not be given, the Board shall comply with Chapter
25 2.5, (commencing with Section 22050); and

26 WHEREAS, Chapter 2.5, Emergency Contracting Procedures, of the California
27 Public Contract Code, commencing with Section 22050, authorizes a public agency, by a
28 four-fifths vote of the governing body, may repair or replace a public facility, take any
directly related and immediate action required by that emergency, and procure the

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FORM APPROVED COUNTY COUNSEL
BY KRISTINE BELL-VALDEZ DATE

1 necessary equipment, services and supplies for those purposes, without giving notice for
2 bids to let contracts. Before the Board takes any action, it shall make a finding, based on
3 substantial evidence set forth in the minutes of the meeting, that the emergency will not
4 permit a delay resulting from a competitive solicitation for bids, and that the action is
5 necessary to respond to the emergency.

6 WHEREAS, Chapter 2.5, of the California Public Contract Code, commencing with
7 Section 22050, authorizes a public agency, by a four-fifths vote, may delegate by
8 resolution or ordinance, to the appropriate county executive officer, or other nonelected
9 agency officer, the authority to order any action directly related and immediate action
10 required by that emergency. If a person with delegated authority orders any action
11 specified in Chapter 2.5, of the California Public Contract Code, that person shall report
12 to the Board, at its next meeting, no later than 14 days after the action, the reason
13 justifying why the emergency will not permit a delay resulting from a competitive
14 solicitation for bids and why the action is necessary to respond to the emergency. The
15 Board will review the emergency action every 14 days thereafter, until the action is
16 terminated, to determine, by a four fifths vote, that there is a need to continue the action,
17 unless the person with delegated authority has terminated that action prior to the Board
18 of Supervisors reviewing the emergency action. When the Board reviews the emergency
19 action, it shall terminate the action at the earliest possible date that conditions warrant so
20 that the remainder of the emergency action may be completed by giving notice for bids to
21 let contracts.

22 THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of
23 Riverside, State of California, in regular session assembled on March 28, 2023, at 9:30
24 a.m. or soon thereafter, in the meeting room of the Board of Supervisors located on the
25 1st floor of the County Administrative Center, 4080 Lemon Street, Riverside, California,
26 as follows:

27 as follows:

- 28
1. That the Board does hereby delegate to the Director of the Office of Economic Development, authority for emergency repairs and replacement within County

Services Area facilities without giving notice for bids to let contracts subject to the requirements and reporting procedures contained in Chapter 2.5 of the California Public Contract Code commencing with Section 22050.

ADOPTED this 28th day of March, 2023 by the Board of Supervisors of the County of Riverside, by the following vote:

YES:

NO:

ABSENT:

ABSTAIN:

ROLL CALL:

Ayes:	Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays:	None
Absent:	None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KIMBERLY A. RECTOR, Clerk of said Board

By: 

Deputy

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FACILITIES MANAGEMENT SERVICE EXEMPTION FORM

This questionnaire has been designed to assist County of Riverside departments in providing information necessary in the processing of departmental exemption requests.

Departments receiving exemption approval must follow all applicable government codes and existing county guidelines. Exempt departments will be responsible for all department facilities operations including, but not limited to, staffing and oversight of the following selected activities: maintenance, custodial, project management, and real estate.

Department/Agency _____

Exemption Requested:

☐ Custodial ☐ Maintenance ☒ Project Mgmt ☐ Real Estate

Exemption Term:

☐ One-time Project ☒ On-going

Funding Source:

☒ Budgeted ☐ CIP ☐ NCC ☐ Other: _____

1. Detailed justification for the requested exemption. If one-time request, state expected cost, timeframe, and type of project.

On-going exemption request to allow the Riverside County Office of Economic Development (OED) to self-perform project management services including planning, design procurement, design administration and management, construction procurement, construction management and construction administration, estimating, FF&E, scheduling, etc.; on future OED projects including all CSA, Library, Cemetery, Edward Dean Museum and Economic Development projects. OED will ensure that all OED facilities are designed, constructed, recorded, administered, and managed per applicable Board Policies B-11, H-7 and B-22, and will utilize the Department of Facilities Management (FM) for all plan check and inspection services.

If Board Policy or staffing changes occur that amend this exemption form we will immediately amend this request accordingly. OED may on a case by case basis still elect to utilize FM for the services requested within this exemption. Exemption will apply to Board Policies identified in March 8, 2022, Item 3.7, specifically Board Policy B-11 and H-7.

2. **Explain the financial and operational impacts or benefits to the County if the exemption is granted. What value will this exemption add county-wide?**

Operational benefits include utilization of existing qualified staff to complete the same tasks otherwise outsourced.

3. **Explain the financial and operational impacts to the ISF department (Facilities Management) if the exemption is granted.**

OED is anticipating 1-2 new projects per year, which based on Facilities Management's current workload on an average of 20 projects per project manager, OED's projects will not significantly impact Facilities Management financially or operationally and should actually benefit the department. Facilities Management maintains projects over a wide range of clients including County Departments, Federal (United States Bankruptcy and District Courts, U.S. Attorneys), non-profits and private tenants, etc.

4. **State how the services will be provided and your staff capacity/experience to perform or oversee this work.**

Project Management services will be provided by OED's personnel, consisting of four staff,

who are performing project management services including planning, design procurement, design administration and management, construction procurement, construction management and administration, estimating, FF&E, scheduling, on currently managed Public Works projects with a combined value over \$20,000,000. See question 7 for specific project information.

Two County departments, Environmental Health and Facilities Management, have provided plan check services to date. OED anticipates utilizing the Riverside County Fire Marshal on the Edward Dean Museum, and Lakeland Village and Calimesa Branch Library Projects. OED will also continue to utilize these departments for construction inspection services.

5. **Provide a proposed timeline and transition plan for the absorption of facilities operations.**

Regarding Project Management services, OED is currently performing project management services on 100% of the OED projects and has sought Board approval on a project-by-project basis to gain this authority, specifically seeking project management authorization as a managing department and authorized entity per applicable Board Policies.

6. **Provide your continuing education plan for facilities operation staff. Explain how maintenance of the facility will be done (staffing, third-party etc.), and how your department will assure that the facility is properly maintained and operated in accordance with County and industry guidelines.**

Not applicable. This request is not proposing to alter facility maintenance operations and is specifically for project management. Regarding existing CSA maintenance on OED water and sewer facilities, golf course, and parks, maintenance typically occurs through existing CSA staff, existing partnerships with TLMA, etc.

7. Submit examples of relevant public works projects that your Department has delivered in the last 3 years which would demonstrate your ability to perform this work. Include listing of each project, total cost, and total timeframe.

In February 2020, the former Economic Development Agency was dissolved into three new departments, currently identified as: Facilities Management (FM), Housing and Workforce Solutions (HWS), and the Office of Economic Development (OED). Facilities Management maintained the majority of the public works projects and project management services, but OED has managed minor upgrade projects to the water and sewer facilities, cemetery, FF&E design and install, road maintenance, etc. OED currently employs a former Facilities Management Project Manager with over 16 years of Riverside County project management and building experience.

In addition, OED currently performs project management services on County Public Works projects with a combined value over \$24,000,000, including the following:

- Lakeland Village and Calimesa Branch Library Project: \$3,918,760 – Design Build of two new libraries in Calimesa and Lakeland Village. Current Status: Design.
- Deleo Regional Sports Park Improvement Project- \$3,000,000 – New Bike Park, Pickleball Courts, Exercise stations, etc. Current Status: Design
- Business Revitalization Program- \$5,500,000- Façade Improvements to unincorporated Riverside County businesses. Approximately 20 individual projects/property owners. Current Status: Design Procurement.
- Woodcrest Community Park Improvement Project- \$1,000,000 – new park, pickleball courts, and walking trail behind the existing Woodcrest Library. Current Status: Construction Bidding.
- Ripley Interconnection Pipeline Project- \$8,000,000 - Install approximately 6 miles of new waterline to provide clean water to the unincorporated community of Ripley. Current Status: Design/Plan Check.
- Idyllwild Public Restroom Facility Project- \$450,000 – Design and construction of a new ADA public restroom in the unincorporated community of Idyllwild. Current Status: Construction Bidding.
- American Rescue Plan Act Edward Dean Museum Revitalization Project- \$3,100,000 – Tourism related improvements to the EDM. Current Status: Design Procurement.

With respect to past experience, OED staff have personally managed, as a part of the former Economic Development Agency and experience at other departments, over 100 completed projects of various scopes and sizes, including but not limited to the following project samples:

1. Ground-Up Construction over \$4,000,000:
 - a. Southwest Juvenile Courthouse,
 - b. New Libraries (Desert Hot Springs, French Valley, Menifee),
 - c. Nuview Library.
2. Significant Tenant Improvements over \$1,000,000:
 - a. Fleet Services Orange Street Relocation,

- b. U.S. Bankruptcy Court T.I., c. Emergency Operations Center.
3. Additional completed project list can be made available upon request.

8. **Attach existing and proposed org charts for staff performing facilities operations.**
See attached.
9. **Will your department agree to continue paying the yearly share of county-wide services to the ISF department (Facilities Management), such as vacant space?**
Yes.

<div><div>DocuSigned by:</div><div><i>Suzanne Holland</i></div><div>7918A2C4A9244C8...</div></div>		Director
Department Head or Designee Signature	Title	
3/28/2023		
Date		

Completed requests should be forwarded to the Executive Office Analyst for the department. Exemptions approved by the Executive Office must be submitted to the Board of Supervisors for final approval.

Executive Office Comments:

- ☒ Approve
☐ Approve with Condition(s)
☐ Disapprove

<i>Scott Bruckner</i>	3/28/2023
Executive Office Analyst	Date

- ☒ Approve
☐ Approve with Condition(s)
☐ Disapprove

	3/28/2023
CEO or Designee	Date

ADMINISTRATION

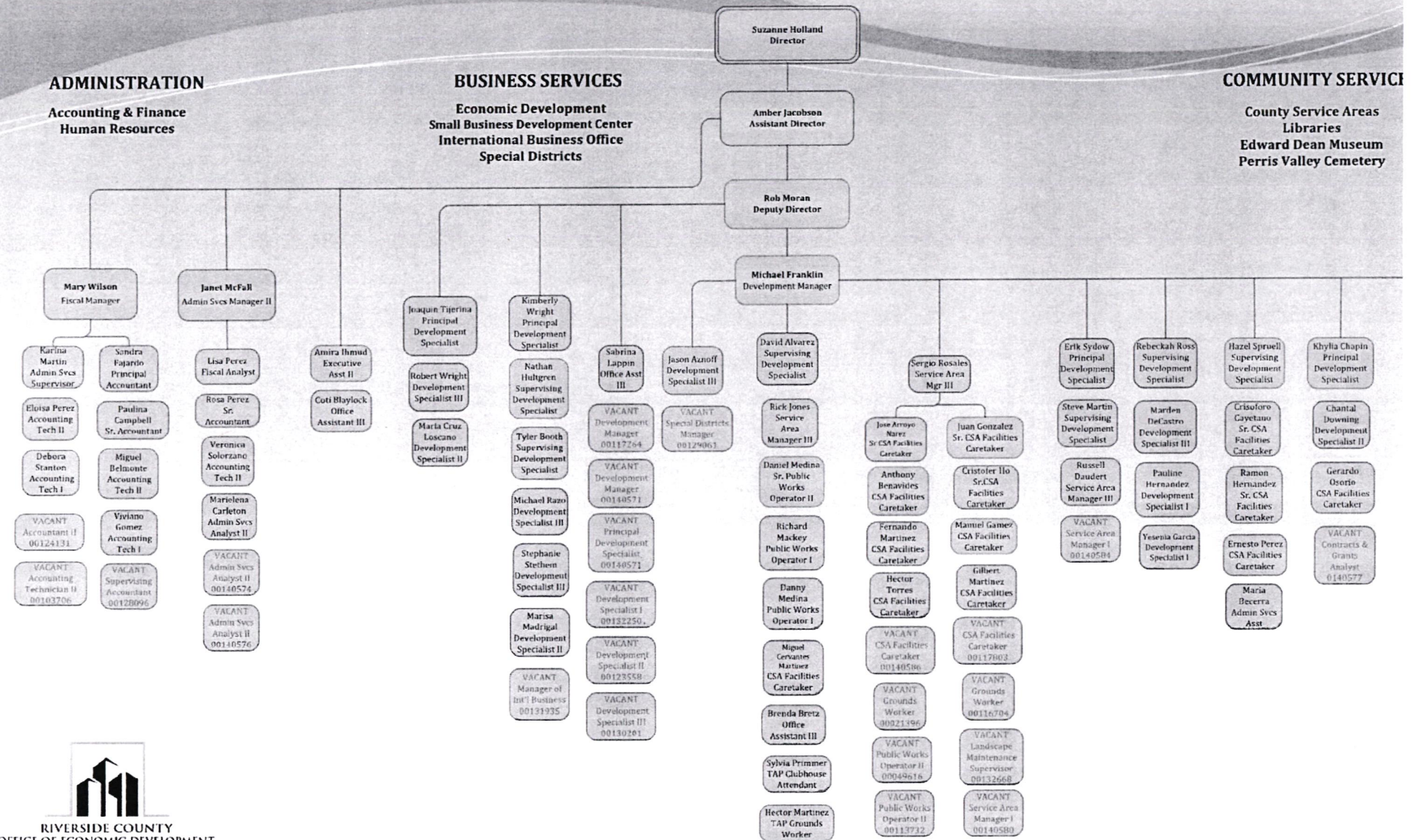
Accounting & Finance
Human Resources

BUSINESS SERVICES

Economic Development
Small Business Development Center
International Business Office
Special Districts

COMMUNITY SERVICES

County Service Areas
Libraries
Edward Dean Museum
Perris Valley Cemetery



Project Category	Project Name	Facilities Management Responsibility						Approx. BOS Project Approval Date	Approx. Completion Schedule
		Project Management	Plan Check	Inspections	Real Estate	Maintenance	Custodial		
County Service Area Parks									
	Atherton Park	OED	FM	FM		OED	-	N/A	N/A
	Cabazon Community Park	OED	FM	FM		OED	-	N/A	N/A
	Central Park	OED	FM	FM		OED	-	N/A	N/A
	Coral Canyon Park	OED	FM	FM		OED	-	N/A	N/A
	Deleo Regional Sports Park	OED	FM	FM		OED	-	3/1/2022, 3.20	Summer 2024
	Discovery Park	OED	FM	FM		OED	-	N/A	N/A
	Galleron Park	OED	FM	FM		OED	-	N/A	N/A
	Guenther Willows Park	OED	FM	FM		OED	-	N/A	N/A
	Highgrove Community Park	OED	FM	FM		OED	-	N/A	N/A
	Joseph Park	OED	FM	FM		OED	-	N/A	N/A
	Kite Ridge Park	OED	FM	FM		OED	-	N/A	N/A
	Lake Tamarisk Golf Course	OED	FM	FM		OED	-	N/A	N/A
	Madigan Park	OED	FM	FM		OED	-	N/A	N/A
	Montecito Ranch Park	OED	FM	FM		OED	-	N/A	N/A
	Morgan Hill Park	OED	FM	FM		OED	-	N/A	N/A
	Overlook Park	OED	FM	FM		OED	-	N/A	N/A
	Spring Mountain Ranch Park	OED	FM	FM		OED	-	N/A	N/A
	Terracina Park	OED	FM	FM		OED	-	N/A	N/A
	Terramor Park	OED	FM	FM		OED	-	N/A	N/A
	Woodcrest Park	OED	FM	FM		OED	-	3/1/2022, 3.23	Winter 2023
	Future New CSA Park Projects	OED	FM	FM		OED	OED		
County Libraries									
	Anza Library	OED	FM	FM		School	School	N/A	N/A
	Cabazon Library	OED	FM	FM		FM	OED	N/A	N/A
	Calimesa Library	OED	City	City		City	OED	3/1/2022, 3.25	Winter 2024
	Canyon Lake Library	OED	FM	FM		FM	OED	N/A	N/A
	Cathedral City Library	OED	FM	FM		FM	OED	N/A	N/A
	Coachella Library	OED	FM	FM		City	City	N/A	N/A
	Desert Hot Springs Library	OED	FM	FM		Developer	Developer	N/A	N/A
	Eastvale Library	OED	FM	FM		School	School	N/A	N/A
	Edward Dean Library	OED	FM	FM		FM	OED	N/A	N/A
	El Cerrito Library	OED	FM	FM		School	School	N/A	N/A
	French Valley Library	OED	FM	FM		Developer	Developer	N/A	N/A
	Glen Avon Library	OED	FM	FM		FM	OED	N/A	N/A
	Highgrove Library	OED	FM	FM		FM	OED	N/A	N/A
	Home Gardens Library	OED	FM	FM		FM	OED	N/A	N/A
	Idyllwild Library	OED	FM	FM		FM	OED	N/A	N/A
	Indio Library	OED	City	City		City	OED	N/A	N/A
	La Quinta Library	OED	FM	FM		City	City	N/A	N/A
	La Quinta Museum Library	OED	FM	FM		City	City	N/A	N/A
	Lake Elsinore Library	OED	FM	FM		FM	OED	N/A	N/A
	Lake Tamarisk Library	OED	FM	FM		FM	OED	N/A	N/A

	Lakeside Library	OED	FM	FM		School	School	N/A	N/A
	Louis Robidoux Library	OED	FM	FM		FM	OED	N/A	N/A
	Lakeland Village Library	OED	FM	FM		FM	OED	3/1/2022, 3.22	Winter 2024
	Mead Valley Library	OED	FM	FM		FM	OED	N/A	N/A
	Mecca Library	OED	FM	FM		FM	OED	N/A	N/A
	Menifee Library	OED	FM	FM		Developer	Developer	N/A	N/A
	Norco Library	OED	FM	FM		Developer	Developer	N/A	N/A
	Nuview Library	OED	FM	FM		FM	OED	N/A	N/A
	Palm Desert Library	OED	FM	FM		School	OED	N/A	N/A
	Perris Library	OED	FM	FM		City	OED	N/A	N/A
	San Jacinto Library	OED	FM	FM		City	OED	N/A	N/A
	Sun City Library	OED	FM	FM		FM	OED	N/A	N/A
	Temecula - Grace Mellman Library	OED	FM	FM		FM	OED	N/A	N/A
	Temecula Library	OED	FM	FM		City	City	N/A	N/A
	Thousand Palms Library	OED	FM	FM		FM	OED	N/A	N/A
	Valle Vista Library	OED	FM	FM		FM	OED	N/A	N/A
	Western County Literacy Center Library	OED	FM	FM		FM	OED	N/A	N/A
	Wildomar Library	OED	FM	FM		FM	OED	N/A	N/A
	Woodcrest Library	OED	FM	FM		FM	OED	N/A	N/A
	Future New Library Projects	OED	FM	FM			OED	TBD	TBD
CSA Water/Sewer Treatment & Distribution System Projects									
	CSA 51 Water System Projects	OED	-	-		-	-		
	CSA 62 Water System Projects	OED	-	-		-	-		
	CSA 62 Ripley Waterline	OED	-	-		-	-	3/1/2022, 3.24	TBD
	CSA 122 Water System Projects	OED	-	-		-	-		
	Future CSA Water/Sewer Projects	OED	-	-					
Other Projects									
	Edward Dean Museum Improvements - ARPA	OED	FM	FM		OED	OED	11/1/2022	TBD
	Business Revitalization Program - ARPA	OED	TLMA	TLMA		-	-	8/30/22, 3.47	-
	Idyllwild Public Restroom Facility - ARPA	OED	FM	FM		OED	OED	5/10/2022, 3.14	Winter 2023
	Future Departmental Office Space	OED	FM	FM	FM	-	-		-