

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



ITEM: 3.16  
(ID # 28119)

**MEETING DATE:**

Tuesday, June 24, 2025

**FROM :** FACILITIES MANAGEMENT AND RIVERSIDE COUNTY DISTRICT ATTORNEY'S OFFICE

**SUBJECT:** FACILITIES MANAGEMENT (FM) AND RIVERSIDE COUNTY DISTRICT ATTORNEY'S OFFICE: Riverside District Attorney 10th Floor Executive Conference Room Refresh Project - Approval of Revised Project Budget; District 1. [\$89,774 - 100% District Attorney General Fund 10000]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve an increase to the project budget in the amount not to exceed \$89,774 from \$208,505 for a revised project budget of \$298,279 for the Riverside DA 10th Floor Conference Room Refresh Project;
2. Authorize the use of District Attorney Budget General Fund 10000 in the not to exceed additional amount of \$89,774, including reimbursement to Facilities Management (FM) for incurred project related expenses; and
3. Authorize the Purchasing Agent to issue Purchase Orders in accordance with applicable Board policies to prequalified contractors in an amount not to exceed \$200,000 per vendor per project, per year, or pursuant to an approved and executed contract, the total of all project contracts and purchase orders shall not exceed the revised project budget.

**ACTION:**Policy, CIP

*John Aki*  
John Aki

6/11/2025

*Vincent Yzaguirre*  
Vincent Yzaguirre

6/12/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: June 24, 2025  
xc: FM, DA

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 89,774	\$ 0	\$ 89,774	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> District Attorney General Fund 10000 – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 24/25	

**C.E.O. RECOMMENDATION:** [Approve]

**BACKGROUND:**

**Summary**

On December 3, 2024, Item 3.23, the Board of Supervisors (Board) approved in-principle and preliminary project budget of \$160,505 for the Riverside DA 10th Floor Conference Room Refresh Project (Project) which is located at 3960 Orange Street in Riverside, California, 92501. The scope of work for the Project includes but is not limited to: update the 10<sup>th</sup> Floor Conference Room with new carpet, lighting, cabinetry, wall finishes and fixtures. On June 10, 2025, Item 3.26, the Board approved the use of reprogrammed funds for this Project for a project budget adjustment of \$48,000, from \$160,505 to \$208,505.

The design phase has been completed for the Project and is ready to move forward into construction. Based on the Job Order Contract bid received, Facilities Management (FM) is requesting Board approval for an additional amount of \$89,774 to move forward with construction and complete the project as designed.

**Impact on Residents and Businesses**

The Riverside DA 10th Floor Conference Room Refresh Project will provide an improved aesthetic look of the Conference Room and provide a safe work environment for staff and customers. The Project will not impact daily business operations and will not impact any residents and businesses.

**Additional Fiscal Information**

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

<b>PROJECT BUDGET LINE ITEMS</b>	<b>PROJECT BUDGET</b>	<b>PROJECT BUDGET ADJUSTMENT</b>	<b>REVISED PROJECT BUDGET</b>
DESIGN PROFESSIONAL OF RECORD	33,000	0	33,000
SPECIALTY CONSULTANTS	0	0	0
REGULATORY PERMITTING	3,800	0	3,800
CONSTRUCTION CONTRACT	119,500	70,411	189,911
OTHER CONSTRUCTION	19,174	6,929	26,103
COUNTY ADMINISTRATION	18,439	0	18,439
PROJECT CONTINGENCY	14,592	12,434	27,026
<b>REVISED PROJECT BUDGET</b>	<b>\$ 208,505</b>	<b>\$ 89,774</b>	<b>\$ 298,279</b>

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The Board previously approved the project budget in the amount of \$208,505 on June 10, 2025, Item 3.26 and is 100% funded with District Attorney General Fund 10000.

This Board action will approve the additional funds in the not to exceed amount of \$89,774 which are 100% funded with District Attorney General Fund 10000 and increase the project budget from \$208,505 to \$298,279. Monies will be expended from District Attorney's FY 24/25 reserved funds.

VC:RM:DL:MB:TV

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MT Item #28119

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*Melissa Curtis*

Melissa Curtis, Deputy Director of Purchasing and Fleet

6/10/2025

*Evangelina Gregorio EO*

Evangelina Gregorio EO, Principal Mgmt Analyst

6/16/2025

*Aaron Gettis*

Aaron Gettis, Chief of Deputy County Counsel

6/12/2025