

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



ITEM: 3.15
(ID # 29101)

MEETING DATE:
Tuesday, October 28, 2025

FROM : FACILITIES MANAGEMENT AND COUNTY COUNSEL

SUBJECT: FACILITIES MANAGEMENT (FM) AND COUNTY COUNSEL: County Counsel Modular Office Building Replacement Project - California Environmental Quality Act Exempt Pursuant to State CEQA Guidelines Section 15301, Class 1 - Existing Facilities Exemption and Section 15061 (b)(3), "Common Sense" Exemption, Approval of In-Principle and Preliminary Project Budget; District 1. [Total Cost \$1,443,000 - 100% Capital Improvement Program Fund 30700]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the County Counsel Modular Office Building Replacement Project (County Counsel Modular Building Project) for inclusion in the Capital Improvement Program (CIP);
2. Find that the Project is exempt from the California Environmental Quality Act, Pursuant to State CEQA Guidelines Section 15301, Class 1 - Existing Facilities Exemption and Section 15061 (b)(3), "Common Sense" Exemption;
3. Approve in-principle the County Counsel Modular Building Project, located on County Farm Road in Riverside, to remove and replace the existing modular office building to accommodate eight (8) attorneys and two (2) administrative staff;
4. Approve a preliminary project budget in the not-to-exceed amount of \$1,443,000 for the Project;

Continued on Page 2

ACTION:Policy, CIP

Minh C. Tran
Minh C. Tran, County Counsel

10/15/2025

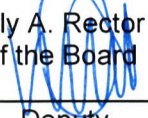
Vincent Yzaguirre
Vincent Yzaguirre

10/15/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel 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: October 28, 2025
xc: FM, CO.CO.

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

5. Authorize use of the Capital Improvement Program Fund 30700 in the not-to-exceed amount of \$1,443,000 including reimbursement to Facilities Management (FM) for incurred project related expenses;
6. Delegate project management authority for the Project to the Director of Facilities Management, or designee, 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 within the approved project budget; and,
7. Direct 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 approved project budget.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 1,000,000	\$ 443,000	\$ 1,443,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Capital Improvement Program Fund 30700 – 100%			Budget Adjustment: No	
			For Fiscal Year: 2025/26 – 2026/27	

C.E.O. RECOMMENDATION: [Approve]

BACKGROUND:

Summary

The County currently has an existing modular office building located at 9991 County Farm Road in Riverside, adjacent to the Riverside Juvenile Courthouse (Courthouse). Currently, County Counsel uses this modular space to conduct business within the Courthouse, but this facility is now over 30 years old and has reached the end of its expected useful life cycle.

Through this Project, County Counsel is seeking adequate space to accommodate eight (8) attorneys and two (2) administrative support staff. The County Counsel Modular Building Project scope of work includes, but is not limited to: removing and replacing the existing modular office building with a new modular office building that will accommodate 8-10 offices, one conference room, one storage room, an Information Technology (IT) room with Heating, Ventilation and Air Conditioning (HVAC), counter space for office supplies and copiers, kitchenette/break room, exterior security cameras and access control on exterior doors and IT room, two American with Disabilities Act (ADA) compliant restrooms, as well as providing appropriate parking lot spaces, signage, and an ADA path of travel.

Facilities Management (FM) recommends the Board of Supervisors (Board) approve the Project and the preliminary Project budget in the not-to-exceed amount of \$1,443,000. FM will procure the most cost-effective project delivery method and award a construction contract in accordance with applicable Board policies to expedite delivery of the Project.

With certainty, there is no possibility that the County Counsel Modular Building Project may have a significant effect on the environment. The Project, as proposed, is limited to removing

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

and replacing an existing modular building structure at the site to accommodate attorneys and support staff and provide ADA-compliant parking spaces. The use of the facility would continue to provide services to clientele and would not result in a significant increase in capacity or intensity of use. Therefore, the Project is exempt as the Project meets the scope and intent of the "Common Sense" Exemption identified in Section 15061 (b)(3) and Class 1 – Existing Facilities Exemption identified in Section 15301. A Notice of Exemption will be filed by FM staff with the County Clerk and State Clearinghouse within five days of Board approval.

Impact on Residents and Businesses

The County Counsel Modular Building Project will provide the required adequate space for the attorneys and support staff to assist the clientele, while providing a suitable and safe environment. The Project will not impact residents nor businesses and will not disrupt any services to clientele.

Additional Fiscal Information

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

BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	85,000
SPECIALTY CONSULTANTS	170,000
REGULATORY PERMITTING	20,000
CONSTRUCTION CONTRACT	185,000
OTHER CONSTRUCTION	700,000
INFORMATION TECHNOLOGY RELATED WORK	110,000
COUNTY ADMINISTRATION	43,000
PROJECT CONTINGENCY	130,000
PRELIMINARY PROJECT BUDGET	\$ 1,443,000

All costs associated with this Board action will be 100% funded through Capital Improvement Program Fund 30700. Expenditures for FY 25/26 are estimated at \$1,000,000 and expenditures for FY 26/27 are estimated at \$443,000.

Attachment:

- Notice of Exemption for the County Counsel Modular Office Building Replacement Project

VC:TB:RM:RB:CC:TV

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MT Item #29101

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Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet

10/14/2025

Evangalina Gregorio EC
Evangalina Gregorio EC, Principal Mgmt Analyst

10/19/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel

10/16/2025