

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**September 24, 2024**

**FROM**

**DON DAY, Director, Project and Facilities Management Department**

**LEO GONZALEZ, Director, Human Resources Department**

**SUBJECT**

Advertise for Competitive Bids for the 412. W Hospitality Lane Upgrades Project in San Bernardino

**RECOMMENDATION(S)**

1. Find that 412 W. Hospitality Lane Upgrades Project is exempt under the California Environmental Quality Act Guidelines, Existing Facilities, Section 15301 Class 1 (a) and (d) concerning interior and exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances as well as restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety.
2. Approve the plans and specifications for the 412 W. Hospitality Lane Upgrades Project located at 412 W. Hospitality Lane in San Bernardino.
3. Authorize the Director of the Project and Facilities Management Department to advertise for competitive bids for the 412 W. Hospitality Lane Upgrades Project.
4. Direct the Project and Facilities Management Department to file the Notice of Exemption in accordance with the California Environmental Quality Act Guidelines.

(Presenter: Don Day, Director, 387-5000)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The 412 W. Hospitality Lane Upgrades Project (Project) (WBSE 10.10.1488) budget of \$2,677,953 is funded from the Discretionary General Funding as approved by the Board of Supervisors (Board) as part of the 2024-25 Capital Improvement Program (CIP) Budget.

**BACKGROUND INFORMATION**

The Project and Facilities Management Department (PFMD) will solicit competitive bids for Project located in San Bernardino. The Project is a design-bid-build construction project, which will renovate the existing 52,000 square feet three-story building for staff by replacing all existing rooftop units, replacing the entire roof, reconfiguring the accessible path of travel to the building entrance, and remodeling the interior restrooms.

On December 13, 2022 (Item No. 70), the Board approved the acquisition of the property located at 412 W. Hospitality Lane, in San Bernardino, to support the evolving need for more

**Advertise for Competitive Bids for the 412. W Hospitality Lane  
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September 24, 2024**

county office space. At the time, the property was occupied by several County departments on the first and second floors.

On August 22, 2023 (Item No. 29), the Board of Supervisors (Board) approved the CIP Project No. 24-062 for the Project, which included the replacement of the roof and rooftop, heating, ventilation and air conditioning systems, resealing of exterior window systems, and necessary interior and exterior upgrades to comply with accessibility requirements per the California Building Code and Americans with Disabilities Act. This building is County-owned and provides workspace for multiple County departments.

It is recommended that the Board determine the Project be categorically exempt under California Environmental Quality Act (CEQA) Guidelines (Title 14, California Code of Regulations), Section 15301 Class 1 (a) and (d) concerning interior and exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances as well as restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety. The Project is considered a Class 1 exemption and therefore will not have a significant environmental impact. No additional CEQA review is required at this time.

This Project is consistent with County Administrative Office approved CIP Project No. 24-062.

**PROCUREMENT**

PFMD will advertise for competitive bids for the Project on Friday, September 27, 2024. A Mandatory Pre-Bid Meeting for prospective bidders is scheduled to be conducted on October 17, 2024, at 10:00 a.m. at 412 W. Hospitality Lane, in San Bernardino. The bid opening for the Project is scheduled for December 11, 2024, at 10:00 a.m. at PFMD, 620 South E. Street, San Bernardino, CA 92415.

Once PFMD has identified the lowest responsible and responsive bidder, a board agenda item will be presented to the Board for approval to award a construction contract.

Pursuant to California Public Contract Code sections 22032 and 22039, the Board shall adopt plans, specifications, and working details for public projects exceeding \$200,000. Plans and specifications are on file with the Clerk of the Board.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on July 25, 2024; Human Resources (Leo Gonzalez, Director, 387-5570) on August 13, 2024; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on August 14, 2024; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-5000) on August 15, 2024; Finance (Yael Verduzco, Principal Administrative Analyst, 387-5285) on September 9, 2024; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on September 9, 2024.

(BR: 771-1168)

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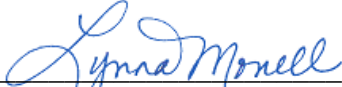
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman   Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Curt Hagman, Joe Baca, Jr.  
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY



DATED: September 24, 2024



cc:     File - Project and Facilities Management w/CD  
CCM   09/30/2024