

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

**August 19, 2025**

**FROM**

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

**SUBJECT**

Request for Proposal to Pre-Qualified Design Build Entities for the 303 West 5<sup>th</sup> Street Design-Build Project

**RECOMMENDATION(S)**

1. Approve the Design-Build Request for Proposal Package for Design Build Entities to provide design and construction services for the 303 West 5<sup>th</sup> Street Design-Build Project located in San Bernardino.
2. Find that the specifications in the Request for Proposal Package calling for the installation of Genetec System card readers, and not allowing substitution of an equal product, is acceptable under Public Contract Code section 3400(c)(2), as installation of this system is required in order to match other products in use on a particular public improvement either completed or in the course of completion.
3. Authorize the Director of the Project and Facilities Management Department to release the Design Build Request for Proposal Package to the three pre-qualified Design Build Entities: Morillo Construction, Inc.; Snyder Langston, LLC; and CDG Builders, Inc., in accordance with Public Contract Code Section 22160 et. seq. for the project delivery method of the 303 West 5<sup>th</sup> Street Design-Build Project.
4. Approve the payment of an honorarium to the short-listed proposers, who are provided the Design-Build Request for Proposal Package and submit a proposal in compliance with its terms, in the not-to-exceed amount of \$20,000 per proposer.

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

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

**Improve County Government Operations.**

**Ensure Development of a Well-Planned, Balanced, and Sustainable County.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The 303 West 5<sup>th</sup> Street Design Build Project (Project) (WBSE 10.10.1699) budget of \$1,000,000 is funded with Discretionary General Funding as approved by the Board of Supervisors (Board) as part of the 2024-25 Capital Improvement Program (CIP). The total anticipated construction cost for this project is \$13,090,000. An additional budget adjustment will be brought forward at the time of awarding the contract to fully fund the Project and is anticipated to be funded with the County's Building Replacement Reserve.

The release of the Request For Proposal (RFP) Package for Design Build Entities (DBEs) commits the County to paying an honorarium, in the amount not to exceed \$20,000 to each of

**Request for Proposal to Pre-Qualified Design Build Entities for the 303 West 5th Street Design-Build Project  
August 19, 2025**

the three eligible proposers, if the proposers submit a Design Proposal in accordance with the terms of the RFP and do not receive the award of the Design Build (DB) Contract.

**BACKGROUND INFORMATION**

On July 25, 2023 (Item No. 55), the Board approved the acquisition of the building located at 303 West 5th Street in San Bernardino. Constructed in 1977, the building was acquired by the Real Estate Services Department to address the growing need for additional County office space. Currently unoccupied, the building requires several upgrades to be suitable for County use. The property consists of a two-story, approximately 26,553-square-foot facility, located at the southwest corner of 5th Street and Arrowhead Avenue, and is intended to house the Community Development & Housing Department and the Office of Homeless Services (Departments).

The Project, delivered via a Design Build (DB) approach where the same entity that designs it will also construct it, will include comprehensive upgrades to architectural, structural, mechanical/electrical/plumbing, technology, and security systems, as well as associated parking lot improvements. The facility will be renovated to reflect the Departments’ mission of public service, emphasizing dignity, durability, and economy.

Approval of this item will allow the Project and Facilities Management Department (PFMD) to release the RFP Package to the three pre-qualified DBEs as the second step of a two-step process to utilize the DB project delivery method for the design and construction of the facility.

On August 20, 2024 (Item No.54), the Board authorized PFMD to utilize the DB project delivery method pursuant to Public Contract Code Section 22160 et. seq., for the delivery of the Project, and approved the Pre-Qualification Package for DBEs to provide design and construction services for the Project. The purpose of the Pre-Qualification Package was to solicit preliminary information from interested DBEs in order to identify the three most qualified finalists.

On December 5, 2024, PFMD received eight proposal packages in response to the Pre-Qualification Package request from the following firms:

<b>Contractor’s Name</b>	<b>Location</b>
Morillo Construction, Inc.	Pasadena, CA
Snyder Langston, LLC	Irvine, CA
CDG Builders Inc.	Irvine, CA
Kemp Bros. Construction, Inc.	Santa Fe Springs, CA
HITT Contracting, Inc.	El Segundo, CA
Build Group, Inc.	Venice, CA
Robert Clapper Construction Services, Inc., dba R.C. Construction Services	Redlands, CA
Facility Builders & Erectors, Inc.	Anaheim, CA

A team of representatives from PFMD (Selection Committee) evaluated the proposer packages. The evaluation process identified the DBEs teams who were deemed best qualified to successfully execute the design and construction of the Project based on the criteria identified in the Pre-Qualification Package. On January 21, 2025, short-listed notification letters were sent via the United States Postal Service (USPS). Proposers had ten calendar days of the issuance date of the short-listed notification letters to submit a formal protest in writing to the County

**Request for Proposal to Pre-Qualified Design Build Entities for the 303 West 5th Street Design-Build Project  
August 19, 2025**

Purchasing Department. No protests were received. The three firms recommended to proceed to the next phase of the competitive process are:

<b>Contractor's Name</b>	<b>Location</b>
Morillo Construction, Inc.	Pasadena, CA
Snyder Langston, LLC	Irvine, CA
CDG Builders Inc.	Irvine, CA

The RFP provides significantly more detail regarding the project requirements and expectations allowing the three DBE teams to submit a final proposal. Selection of the successful DBE will be based on "best value" as determined by the Selection Committee's grading criteria.

The DBEs, whose proposals are rated number two and three, will receive an honorarium in the amount of \$20,000 for having participated in the entire process. If the County decides not to award a contract to any of the proposers, and all proposers have submitted Proposals in compliance with the terms and conditions of the RFP, then each proposer will receive \$20,000.

The plans and specs for the Project require the installation of Genetec System card readers without allowing for substitution. Public Contract Code section 3400 allows for the omission of an equal substitution, if a specific exemption applies and the Board makes the appropriate finding. For this Project, the applicable exemption is one that allows for requiring a particular product if it is necessary "[i]n order to match other products in use on a particular public improvement either completed or in the course of completion" as stated in section 3400(c)(2). Approval of Recommendation No. 2 will enable PFMD to meet this requirement as the Genetec System card readers are used throughout County facilities.

The payment of an honorarium is recommended to help the DBEs offset the cost of preparing their proposal, which is typically in excess of \$40,000. The payment of an honorarium improves the quality of the proposals and increases the potential for savings or other project improvements with ideas developed by all Proposers.

The California Environmental Quality Act (CEQA) determination will be brought forward as a recommendation when PFMD returns to request the construction contract award.

This Project is consistent with County Administrative Office approved Capital Improvement Program (CIP) Request No. 23-047.

**PROCUREMENT**

PFMD will release the RFP for the Project on August 22, 2025. The deadline for submission of questions regarding RFP content is September 11, 2025, at 4:00 PM. The completed RFP Package is due October 3, 2025, at 4:00 PM.

Following the selection of the successful proposer, PFMD will return to the Board for approval to award a contract to the successful DBE, based on the evaluation committee selection process, and criteria in the RFP.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on July 9, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on July 2, 2025; Project and Facilities Management (Sarah Riley, Chief of Project Management, 387-3072) on

**Request for Proposal to Pre-Qualified Design Build Entities for the 303  
West 5th Street Design-Build Project  
August 19, 2025**

July 21, 2025; and County Finance and Administration (Eduardo Mora, Administrative Analyst II, 387-4376) on August 4, 2025.

(LA:893-1788)

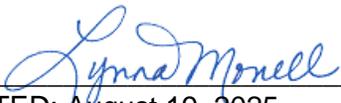
**Request for Proposal to Pre-Qualified Design Build Entities for the 303  
West 5th Street Design-Build Project  
August 19, 2025**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: August 19, 2025



cc: File - Project & Facilities Management w/CD w/attach  
MBA 09/2/2025