

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

August 20, 2024

FROM

DON DAY, Director, Project and Facilities Management Department

SUBJECT

Capital Improvement Program Project for the 303 West 5th Street in San Bernardino

RECOMMENDATION(S)

1. Approve Capital Improvement Program Project No. 25-076, in the amount of \$1,000,000, for the 303 West 5th Street Design Build Project in San Bernardino.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments 2024-25 budget as detailed in the Financial Impact section for the Capital Improvement Program Project No. 25-076 (Four votes required).
3. Authorize the Director of the Project and Facilities Management Department to utilize the Design Build Project delivery method pursuant to Public Contract Code Section 22160 et. seq. for the delivery of the 303 West 5th Street Building Upgrades Design Build Project.
4. Approve the Design-Build Request for Qualifications Package to establish a short list of Design-Build Entities who will compete to provide design and construction services for the 303 West 5th Street Design Build Project.
5. Authorize the Director of the Project and Facilities Management Department to release the Design Build Request for Qualifications Package.

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Provide for the Safety, Health and Social Service Needs of County Employees.

FINANCIAL IMPACT

Approval of this item will result in the use of Discretionary General Funding (Net County Cost) from the County's Building Replacement Reserve in the amount of \$1,000,000 for the 303 West 5th Street Design Build Project (Project). Following the acquisition of the building, the department identified required improvements which resulted in an initial request for the use of the County Discretionary Fund for the Capital Improvement Program (CIP) Project No. 25-076. An additional budget adjustment will be brought forward at a later date to fund the project, and is anticipated to be funded with the County's Building Replacement Reserve.

The Department requests the Auditor-Controller/Treasure/Tax Collector post the following adjustments to the Fiscal Year 2024-25 budget:

Fund Center	Commitment Item	Description	Action	Amount	WBSE
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August 20, 2024**

1161161000	55305030	Operating Transfer Out	Increase	\$1,000,000	-
1000	37008263	Fund Balance Committed – Capital Project Building Replacement	Decrease	\$1,000,000	-
7700003100	40909975	Operating Transfers In	Increase	\$1,000,000	10.10.1699
7700003100	54304030	Structures & Improvements to Structures	Increase	\$1,000,000	10.10.1699

BACKGROUND INFORMATION

On July 25, 2023 (Item No. 55), the Board of Supervisors (Board) approved the acquisition of a 26,553+/-square-foot, two-story 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 multiple upgrades to be suitable for County use.

The Project and Facilities Management Department (PFMD) conducted an assessment of the property, referencing the Property Assessment Report dated September 20, 2022. The report highlighted multiple necessary improvements, including the replacement of the roof, rooftop mechanical systems, and various building upgrades. In addition to the structure, the acquisition included an existing surface parking lot, as well as an adjacent, undeveloped lot.

The undeveloped lot is envisioned to be developed into a new surface parking area to increase available parking.

The Project is currently being funded with an initial budget of \$1,000,000 to allow PFMD to publish and conduct a competitive solicitation for a Design Build Entity (DBE). It is expected that through this procurement, the DBE will propose a solution that will maximize the potential use of the property. The project cost is anticipated to be funded with the County’s Building Replacement Reserve. The final recommended budget adjustment will not be proposed until PFMD concludes the competitive solicitation and recommends a contract award to the Board.

The Project will include all necessary improvements to provide a safe, healthy and sustainable office space to house the County Community Development and Housing and Office of Homeless Services departments, along with associated parking. All interior, exterior and site upgrades will be undertaken to comply with the California Building Code and the Americans with Disabilities Act.

The recommended action will approve CIP Project No. 25-076 and allow PFMD to oversee and manage the Project.

PROCUREMENT

The Project intent is to engage a DBE, through a competitive, two-step process, to derive a solution that maximizes the potential use of this property and provides the best value solution that meets the County’s needs.

**Capital Improvement Program Project for the 303 West 5th Street in
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PFMD will advertise for Request for Qualifications (RFQ) questionnaires for the Project on August 23, 2024. The deadline for submission of questions regarding the RFQ content is October 15, 2024, at 5:00 p.m. The completed RFQ questionnaires are due to PFMD on December 5, 2024, at 4:00 p.m.

The approval of the RFQ package is the first step of a two-step procurement process provided for the selection of a Design-Build entity for the Project. The purpose of the RFQ is to establish a short list of Design-Build Entities who will compete to provide design and construction services for the Project. The information submitted will be evaluated by a committee that includes representatives from PFMD. The evaluation process is intended to identify the top three Design-Build Entities that, in the opinion of the County, are best qualified to successfully execute the design and construction of the Project based on the criteria identified in the RFQ.

Following selection of the three finalists, PFMD will return to the Board to seek approval to proceed to the second step of the procurement process. Utilizing significantly more detail regarding the Project requirements and expectations, the three design-build entities will submit a "Best and Final Proposal". The selection of the successful DBE will be based on "best value", as determined by the evaluation committee.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Daniel Pasek, Deputy County Counsel, 387-5455) on July 23, 2024; Auditor-Controller/Treasurer/Tax Collector (Mima Ugbo, Auditor-Controller Manager, 382-3035) on August 8, 2024; Purchasing (Ariel Gill, Purchasing Manager, 387-2063) on July 19, 2024; Project and Facilities Management (Robert Gilliam, Chief of Project Management, 387-3072) on July 26, 2024; County Finance (Garrett Baker, Administrative Analyst, 387-3077) on August 1, 2024; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on August 6, 2024.

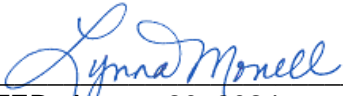
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: August 20, 2024



cc: File - Project and Facilities Management w/ attach
jm 08/27/2024