



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: NOVEMBER 9, 2020

ITEM NO: 7

SUBJECT: IMPROVEMENTS TO THE MISSION SQUARE BUILDING – ADD AMERICAN WITH DISABILITIES ACT RESTROOM – AUTHORIZE WORK ORDER NO. 2002620 FOR \$65,000

ISSUE:

Consider authorization of Work Order No. 2002620 in the amount of \$65,000 for improvement to the Mission Square Building – Fifth Floor American with Disabilities Act Restroom.

RECOMMENDATION:

That the Board of Public Utilities authorize the capital expenditure for Work Order No. 2002620 in the amount of \$65,000 for improvement to the Mission Square Building – Fifth Floor American with Disabilities Act Restroom.

BACKGROUND:

On October 13, 2015, the City acquired the Mission Square Office Building at 3750 University Avenue (Property), which was funded by Riverside Public Utilities (RPU). As such, RPU is now the landlord of the Property. The Property consists of approximately 127,533 square feet of rentable office and retail space in a six-story building, plus a basement level and a 490 parking stall garage situated on approximately 2.5 acres of land.

On January 26, 2016, the City Council approved an Exclusive Authorization of Lease Agreement with Newmark of Southern California, Inc. dba Newmark Knight Frank (NKF) to provide broker-leasing services for the Property. RPU staff has been coordinating the leasing process for the Property with the Real Property Services Division of the Community & Economic Development Department and NKF as the broker for the Property.

DISCUSSION:

The current occupancy rate at the Property is 98.9%. With the Property at approximately full capacity, a challenge has presented itself with the realization that there is no designated space for employees who work at the building to take required breaks and lunches, as well as a dedicated restroom for building staff and vendors.

In collaboration with the Property Manager, the General Services Department is in process of

working with an architect to develop plans to create dedicated break room space for the building's employees in the basement. The basement is not conducive for installation of a restroom and an alternative was identified to convert the janitorial closet on the Fifth Floor into an additional restroom in compliance with American with Disabilities Act (ADA). This restroom is needed due to the limited number of public restrooms due to the closed 3rd and 4th floors in addition to the 1st floor with restrooms interior to the businesses.

Informal bids (less than \$50,000) were requested and R. Dependable of San Bernardino, CA, was the lowest responsive bidder. Since the total project cost, including construction, architectural and contingency, exceeds \$50,000, it is requested that the Board of Public Utilities approve Work Order No. 2002620 in the amount of \$65,000.

FISCAL IMPACT:

The total estimated fiscal impact for the improvements to Fifth Floor at Mission Square is \$65,000.

DESCRIPTION	AMOUNT
R. Dependable	\$45,000
Architectural Plans	\$10,000
Contingency (10%)	\$4,500
Overhead (internal staff, permits, etc)	\$5,500
Work Order Total	\$65,000

Sufficient funds are available in the Mission Square Improvements Account No. 6000030-462055.

Prepared by: Carlie Myers, Utilities Assistant General Manager/Business and Customer Service
Approved by: Todd M. Corbin, Utilities General Manager
Approved by: Al Zelinka, FAICP, City Manager
Approved as to form: Gary G. Geuss, City Attorney

Concurs with: Carl Carey, General Services Director

Certifies availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer