



# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE: OCTOBER 25, 2021**

**SUBJECT: IMPROVEMENTS TO THE MISSION SQUARE BUILDING, 5<sup>th</sup> FLOOR – CREATION OF A GENDER-INCLUSIVE RESTROOM – AUTHORIZE WORK ORDER NO. 2002620 FOR \$56,000**

**ISSUE:**

Consider the authorizing Work Order No. 2002620 in the amount of \$56,000 for improvement to the Mission Square Building, 5<sup>th</sup> Floor for a single person American with Disability Act accessible restroom.

**RECOMMENDATION:**

That the Board of Public Utilities authorize the capital expenditure for Work Order No. 2002620 for improvement to the Mission Square Building, 5<sup>th</sup> Floor for a single person restroom, in the amount of \$56,000.

**BACKGROUND:**

On October 13, 2015, the City acquired the Mission Square 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.

**DISCUSSION:**

The construction component of the work, beginning in 2020, included the demolition of the former janitorial closet and the buildout of a single person American with Disability Act (ADA) accessible restroom. The added restroom provides onsite building staff a restroom they may access. The contractor met all the terms of the agreement and the project is completed and in operation.

On July 16, 2020, an informal bid was issued requesting proposals for the construction of an ADA compliant restroom on the Mission Square 5<sup>th</sup> Floor, located at 3750 University Avenue. The informal bid provided a link to download the previously approved construction plans for the work to be contracted. The informal bid was conducted pursuant to the City of Riverside guidelines and in coordination with the Finance Department/Purchasing Division. The informal bid was sent to five contractors that have all preformed services for the City in the past. Three contractors responded to the bid; two were non-responsive. The results of the bid are listed below:

Rank	Vendors	Vendor Location	Total Bid Amount
1	R. Dependable	San Bernardino	\$45,000.00
2	CDI Coastal	Garden Grove	\$60,138.08
3	Dalke & Sons	Riverside	\$73,500.00
4	Ironwood Construction	Morongo Valley	Non-Responsive
5	M&E Construction	Jurupa Valley	Non-Responsive

Since the total construction cost was below \$50,000, the award of the bid did not require Board of Public Utilities approval, and the agreement was signed by the City Manager. Once the project was completed, staff realized the mistake that with construction, design and permit fees, the total work order amount was over \$50,000 and is taking this item to the Board now to request post-construction approval. The complete work order in the amount of \$56,000 is now being requested.

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution No. 23256.

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to the following strategic priorities and goals from the Envision Riverside 2025 Strategic Plan:

Strategic Priority 5, High Performing Government

- Goal 5.5: Foster a culture of safety, well-being, resilience, sustainability, diversity, and inclusion across the city organization.

The item aligns with EACH of the five cross-cutting threads as follows:

1. Community Trust – The project provides required ADA and gender-inclusive access to a City owned restroom facility to ensure the interests of the public are met.
2. Equity – The project provides improved access to restroom facilities in City owned buildings for the entire community and assures equitable access for all of Riverside’s residents.
3. Fiscal Responsibility – The project followed the City of Riverside’s resolution for purchasing to ensure the City is getting the best value for the projects undertaken.
4. Innovation – Providing additional ADA and gender-neutral restroom in a commercially leased building provides additional opportunity to maintain and attract tenants.
5. Sustainability and Resiliency – Improving City owned facilities for future trends will provide the opportunity to keep the facility marketable and maintain its long-term value

### **FISCAL IMPACT:**

The total cost for the improvements to Mission Square Building, 5<sup>th</sup> Floor was \$56,000.

DESCRIPTION	AMOUNT
Design	\$10,000
Construction	\$45,000
Permits	\$1,000
<b>Work Order Total</b>	<b>\$56,000</b>

Funds were expended from the Mission Square Improvements Account No. 6000030-462055.

Prepared by: Carlie Myers, Utilities Assistant General Manager/Business and Customer Service

Approved by: Todd L. Corbin, Utilities General Manager

Approved by: Kris Martinez, Interim Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Concurs with: Carl Carey, General Services Director

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

Attachment: Presentation