

**CALENDAR ITEM
C53**

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**CONSIDER GRANTING AUTHORITY FOR THE EXECUTIVE OFFICER
TO SOLICIT BIDS, AND AWARD AND EXECUTE AGREEMENTS TO REPAIR
AND RENOVATE THE HUNTINGTON BEACH FIELD OFFICE**

PARTY:

California State Lands Commission

BACKGROUND:

The Commission owns a small office building in the city of Huntington Beach, Orange County that is used as a field office by inspectors from the Commission's Mineral Resources Management Division. The 3,780-square foot building is located at 1700 Pacific Coast Highway on a corner lot in a residential neighborhood directly across the street from the beach.

The building includes two private offices, two larger open office areas, laboratory, storage room, lunch room, locker room (with shower, toilet and sink), two restrooms (one of which has a shower), and a four-car garage. The building is staffed by four field inspectors who conduct royalty verification and safety inspections on the offshore oil platforms and other State oil production facilities in the area.

The field office was built in the 1940s and although it has been maintained on a regular basis by the Commission, the structure is in need of repairs and renovation. For example, the plumbing in the building is old and leaks in places. Consequently, the main water valve has to be turned off every night to prevent flooding. This request includes some or all of the following: installing new water pipes in the building, replacing the old water heater with a new energy-efficient unit, and installing new low flow toilets, faucets, and shower heads. The lighting is also in need of upgrading to modern energy-efficient fixtures. Furthermore, the stucco exterior of the building needs patching and painting in areas. This request is consistent with the State's goals for water and energy conservation.

PROPOSED ACTIVITY:

The Executive Officer requests delegation of authority to solicit bids, award, and execute agreements to repair and renovate the Huntington Beach Field Office. Staff estimates the cost of the necessary repairs and renovation to be \$75,000.

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The bid process will be conducted consistent with procedures specified in the State Contract Manual and Public Contract Code. The method will be an Invitation for Bid (IFB) Public Works contract with the lowest cost proposal meeting all requirements and criteria stated in the IFB. All bids will be available for public inspection at the Commission's Sacramento office.

STAFF ANALYSIS AND RECOMMENDATION

Statutory Authority and Other References:

Public Resources Code section 6106 (Delegation to execute written instruments); Public Resources Code section 21065 and Title 14, California Code of Regulations, sections 15060 (c)(3) and 15378; Public Contract Code section 10108 (Authority of the Commission to perform Public Works Projects); and State Contract Manual Chapter 11 Public Works Contracts.

OTHER PERTINENT INFORMATION:

1. Authorization to solicit bids is not a project as defined by the California Environmental Quality Act (CEQA) because it is an administrative action that will not result in direct or indirect physical changes in the environment.

Authority: Public Resources Code section 21065 and California Code of Regulations, Title 14, section 15378, subdivision (b)(5).

2. The proposed action is consistent with the Commission's Strategic Plan Strategy 2.3 – Align budget and policy initiatives and staff resources with the Commission and State priorities, including securing stable funding sources and resources to fulfill the Commission's mission and vision.
3. Funding for these actions have been included in the Commission's current fiscal year support budget. Execution of the contract(s) will be subject to the receipt of those funds.

RECOMMENDED ACTION:

It is recommended that the Commission:

AUTHORIZATION:

Authorize the Executive Officer or her Designee to solicit bids, award, and execute contracts necessary to repair the Huntington Beach field office in accordance with competitive bidding requirements of the Public Contract Code and current State policies and procedures.