

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

723



**FROM:** Waste Management Department

**SUBMITTAL DATE:**  
October 29, 2007

**SUBJECT:** First Amendment to the Consultant Agreement with Vista Training, Inc. to Provide Additional Equipment Operator Training Services

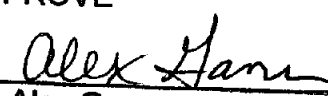
**RECOMMENDED MOTION:** That the Board of Supervisors approve the First Amendment to the Consultant Agreement with Vista Training, Inc., and authorize the Chairman to execute the Amendment on behalf of the Department.

**BACKGROUND:** On June 27, 2006, the Board approved and executed a Consultant Agreement between the Department and Vista Training, Inc. (Vista) to provide an assessment of the Department's Equipment Operator training process, prepare a formalized training program specific to waste management practices, and train the Department's operators based on the established curriculum. The total cost for the Consultant services was \$199,243.00. (Cont'd)

  
Hans W. Kernkamp, General Manager-Chief Engineer

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$96,750	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ N/A	Budget Adjustment:	No
	Annual Net County Cost:	\$ N/A	For Fiscal Year:	2008

<b>SOURCE OF FUNDS:</b> Waste Management Department Enterprise Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY:   
Alex Gann  
County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Departmental Concurrence

Dept's Recomm.:  
Per Exec. Ofc.:

Prev. Agn. Ref.: 06/27/06 (12.2) | District: ALL | Agenda Number: **12.3**

Form 11 – First Amendment to the Consultant Agreement with Vista Training, Inc. to Provide Additional Professional Services for Equipment Operator Training

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The Department has prepared an Amendment to the Consultant Agreement to increase the scope of work on the training program to train more operators and modify the training schedule. To date, Item #1 – Operator Assessment and Item #4 – Development of Training Program/Curriculum of the Agreement have been completed. Currently, training work related to Item #2 – Equipment Operator Training is in process. Originally, the Agreement had called for training of up to 49 working level equipment operators (Equipment Operator I, Equipment Operator II, and Senior Equipment Operator classifications) in the Operations Division.

The Department is pleased with the curriculum that has been developed and the operator training that has been completed to date and wishes to expand the number of operators trained to include four (4) additional equipment operators in the Environmental Division, as well as training of eight (8) supervisory staff.

Equipment Operator training includes both classroom and one-on-one hands-on field training. The original scope of work provided for classroom training sessions of up to seventeen (17) operators at one time, with individual one-on-one hands-on field training to follow with each operator. The Department requested that the Consultant reduce the classroom training sessions to no more than five (5) operators per session. This allows a more intimate setting and discussion amongst the operators on the important subject matter. Also, this allows for the hands-on one-on-one training to occur shortly after the classroom training so that operators will not have to wait for a long period of time between the training sessions. This way, classroom material is reinforced in a timely manner and the operators benefit more from the training.

Increasing the amount of regular and supervisory staff to be trained and changing the scheduling of classroom and field training results in a higher amount of man-hours necessary to conduct the training and documentation. The Department has worked with the Consultant to negotiate a daily rate to conduct the additional work.

The last cost in the Amendment to the Consultant Agreement is the amount of stand-by time accumulated during the training project thus far. The original Agreement allows for payment to the Consultant for stand-by time. During the course of the project thus far (from June 2006 to present) there have been 21 days of stand-by time accumulated. Ten (10) days of stand-by time were accumulated during development of the training program. The remaining eleven (11) days of stand-by time have accumulated during equipment operator training. Instances which incur stand-by time include operator availability, and equipment availability. It is anticipated up to an additional four (4) stand-by days may occur through the duration of the project. Costs for stand-by days are provided for under the original Agreement and up to 25 stand-by days have been clearly called out in the Amendment so that these costs may be quantified and paid.

The Consultant Agreement will increase by up to \$96,750.00 from the original total amount of \$199,243.90 to a new total amount of up to \$295,993.90. The Department recommends approval of the Amendment to Consultant Agreement.

Budget for this additional service will be provided from Fund 40200, Department ID – 4500100000.

Attachment: First Amendment to Consultant Agreement

AE:ae  
PD#59320