

2007-11-234

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

**FROM:** Department of Facilities Management and Riverside County  
Regional Park and Open Space District

**SUBMITTAL DATE:**  
November 27, 2007

**SUBJECT:** Professional Services Agreement - Hall & Foreman, Inc.

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached Professional Services Agreement with Hall & Foreman, Inc. for Surveying Services in the amount of \$40,000;
2. Authorize the Chairman of the Board to execute said Agreement on behalf of the County;
3. Authorize the Director of the Department of Facilities Management to administer the professional services agreement in accordance with applicable Board policies; and
4. Authorize the Auditor-Controller to amend Facilities Management's FY 07/08 budgets as specified in Schedule "A".

**BACKGROUND:** (Commences on Page 2)

*Paul Frandsen*

*Robert Field*

Paul Frandsen, General Manager  
Regional Park and Open Space District

Robert Field, Director  
Department of Facilities Management

RF:JKH:MDD:cm  
11.351

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$48,320	In Current Year Budget:	Partially
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	Yes
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	07/08

<b>SOURCE OF FUNDS:</b> West County Parks Development Impact Fee and Trails West County Parks Development Impact Fee - Reimbursement for Services	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input checked="" type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE,

BY: *Jennifer L. Sargent*  
Jennifer L. Sargent

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL  
BY: *M. K. Keenan*  
MARSHA L. VICTOR  
12/10/07  
DATE

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, Auditor-Controller  
BY: *Samuel Wong*  
12/10/07  
SAMIUEL WONG Deputy Departmental Concurrence

Policy  
 Consent  
 Dept't Recomm.:  
 Policy  
 Consent  
 Per Exec. Ofc.:

**BACKGROUND:**

The Regional Park & Open Space District requested the assistance of the Department of Facilities Management in contracting for topographic surveying services for approximately 1,475 acres, at the Lake Skinner Recreation Area. The topographic survey is needed by the Regional Park & Open Space District to perform master planning and design work for a number of potential projects, including a water park, an outdoor stage, and trails.

The consultant, Hall & Foreman, Inc., was selected from a pool of pre-qualified land surveying firms approved by the Board of Supervisors, Agenda Item 3.51 on July 31, 2007.

County Counsel has reviewed and approved this Professional Services Agreement as to legal form.

**FINANCIAL DATA:**

The following summarizes the funding necessary to provide topographic surveying services:

Survey Services	\$40,000
Project Contingency	\$ 4,000
Estimated DOFM Project Management and Costs	<u>\$ 4,320</u>
Estimated Total Cost:	\$48,320

Costs associated with this project are fully funded through the West County Parks Development Impact Fee and Trails West County Parks Development Impact Fee Budget for FY 07/08. While Facilities Management will reimburse Hall & Foreman, Inc. for all related services attributable to this project, the department will pass all related costs on to the Park & Open Space District in order to fully recover the project related expenditures. Thus, Facilities Management requires a budget adjustment to its FY 07/08 budget for Real Property to recognize all related project costs and revenues. No additional Net County Costs will be incurred as a result of this project.

**SCHEDULE "A"**

Increase Appropriations: 10000-720040000-527980	Contracts	\$48,320
Increase Estimated Revenues: 10000-720040000-778280	Reimb. For Services	\$48,320