

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

625



**FROM:** EDA/FACILITIES MANAGEMENT


**SUBMITTAL DATE:**  
February 16, 2011


**SUBJECT:** Southwest Justice Center Parking Lot Expansion – Notice of Completion

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

1. Ratify the attached Amendment No. 1, to the professional service agreement between the County of Riverside and Rick Engineering Company of Riverside, California, in the amount of \$15,845 and authorize the Chairman to execute the agreement on behalf of the County;
2. Authorize the Assistant County Executive Office/EDA to administer Amendment No. 1 for Rick Engineering Company in accordance with applicable Board policies;

Approve the reduction of the contract retention for ASR Constructors, Inc. of California from 10% to 5% per the General Conditions of the contract and authorize the release of \$94,318 in retained funds to the contractor in accordance with the contract terms; and

Reviewed by  
  
 Christopher Hars  
 (Typed)


  
 Robert Field  
 Assistant County Executive Officer/EDA



<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 110,163	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/11

**COMPANION ITEM ON BOARD OF DIRECTORS AGENDA:** No

<b>SOURCE OF FUNDS:</b> Capital Improvement Program Fund	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

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

**County Executive Office Signature** BY:   
 Jennifer L. Sargent

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY:  2/15/11  
 SAMUEL WONG  
 Departmental Concurrence  
 DATE: 2/4/11  
 MARSHAL VICTOR  
 FORM APPROVED COUNTY COUNSEL  
 BY: 

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

**RECOMMENDED MOTION: (Continued)**

4. Accept the Southwest Justice Center Parking Lot Expansion Project constructed by ASR Constructors, Inc., as complete and authorize the Clerk of the Board to record the Notice of Completion.

**BACKGROUND:**

On February 5, 2008, the Board of Supervisors approved a professional services agreement between the County of Riverside and Rick Engineering Company of California in the amount of \$190,800 for design services of the Southwest Justice Center Parking Lot Expansion.

Additional tasks requested by the County Inspector outside the scope of work were not included in the original scope of work within the contract. As a result of these additional services, Amendment No. 1 will compensate Rick Engineering Company in the amount not to exceed \$15,845.

The general conditions of the contract state that after the 50% completion point of the contract work, if satisfactory progress is being made, the County has sole discretion to reduce the retention to a minimum of 5% of the contract. ASR Constructors, Inc., has completed the work on time, within budget, and in a professional manner. Therefore, the Economic Development Agency recommends that the contract retention be reduced to 5% of the contract and the Clerk of the Board to file the Notice of Completion.

The project was inspected and found to comply with all contract requirements. This Board action will release \$47,159 which is 5% of the total contract, and the remaining retention funds of \$47,159 to ASR Construction, Inc. The sum of these two amounts is \$94,318.

All costs associated with this project will be fully funded by the Capital Improvement Program Fund, thus no net county costs will be incurred as a result of this agreement.

PLEASE COMPLETE THIS INFORMATION  
RECORDING REQUESTED BY:

KECIA HARPER-IHEM, CLERK OF THE BOARD  
RIVERSIDE CO. CLERK OF THE BOARD  
4080 LEMON STREET, 1<sup>ST</sup> FLOOR CAC  
P O BOX 1147 – RIVERSIDE, CA 92502

**MAIL STOP # 1010**

AND WHEN RECORDED MAIL TO:

**RETURN TO: STOP #1010**  
**RIVERSIDE COUNTY CLERK OF THE BOARD**  
**P. O. BOX 1147 – RIVERSIDE, CA 92502**

**THIS SPACE FOR RECORDERS USE ONLY**

**NOTICE OF COMPLETION**

To be recorded with County Recorder  
within 10 days after completion.  
No recording fee.

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

**Project title or description of work:** Southwest Justice Center Parking Lot Expansion – Notice of Completion – FM08250003817

**Date of Completion:** Date Hereof

**Nature of owner:** County of Riverside, public entity

**Interest or estate of owner:** In Fee

**Address of owner:** Clerk of Board of Supervisors, County Administrative Center  
4080 Lemon Street, Riverside, CA 92501

**Name of contractor:** ASR Contractors, INC. 5230 Wilson Street Riverside, CA 92509

**Street or legal description of site:** 30755 Auld Rood Murrieta Hot Springs, CA 92563

Dated: \_\_\_\_\_

Owner: County of Riverside  
(Name of Public Entity)

By: \_\_\_\_\_  
Bob Buster, Chairman, Board of Supervisors

STATE OF CALIFORNIA )

ss

COUNTY OF RIVERSIDE )

I am the Chairman of the governing board of the County of Riverside, the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read this notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

Executed at Riverside, California on \_\_\_\_\_ (Date)

\_\_\_\_\_ Bob Buster Chairman of the Board of Supervisors

ATTEST: KECIA HARPER-IHEM, Clerk of the Board

By: \_\_\_\_\_ Deputy

FORM APPROVED COUNTY COUNSEL  
BY: MARSHAL VICTOR 2/4/11 DATE



1 other sections not amended remain intact, the parties hereto do hereby agree as  
2 follows:

3 A. Section 1 of the Agreement is hereby modified by replacing the section as  
4 follows:

5 **1. SCOPE OF WORK.** Consultant will provide services which are  
6 described on Attachment "A" and Attachment "A-1" attached hereto and incorporated  
7 herein by this reference.

8 B. Section 2 of the Agreement is hereby amended in its entirety to read as follows:

9 **2. COMPENSATION AND METHOD OF PAYMENT.** Consultant's  
10 compensation for work associated with the Agreement and First Amendment shall be  
11 an amount for actual work performed not to exceed two hundred six thousand, six  
12 hundred forty four dollars and fifty cents (\$206,644.50). Consultant shall submit  
13 invoices to the Agency for progress payments based on work completed to date and  
14 shall provide all required backup including certified payroll. The Agency shall  
15 reimburse Consultant within thirty (30) days of the receipt of invoice.

16 C. Section 4 of the Agreement is hereby amended in its entirety to read as follows:

17 **4. TIME OF PERFORMANCE.** Consultant shall commence and complete  
18 performance of services described in Attachment "A" and Attachment "A-1" within  
19 twenty-four (24) months of the original execution of the Agreement by Agency, and  
20 agrees that it will diligently and responsibly pursue the performance of the services  
21 required of it by this Agreement.

22 //

23 //

24 //

25 //

26 //

27 //

28

1           **IN WITNESS WHEREOF**, the Consultant and the Agency have executed this  
2 Amendment as of the date first above written.

3  
4 **THE COUNTY OF RIVERSIDE**

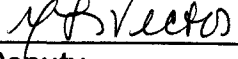
**RICK ENGINEERING**

5  
6  
7 **CHAIRMAN, BOARD OF SUPERVISORS**

  
8 **MICK RATICAN**  
Associate Principle

9  
10 **APPROVED AS TO FORM:**

11 **PAMELA WALLS**  
Agency Counsel

12  
13 By  2/4/11  
14 Deputy

15  
16 **ATTEST:**

17 **KECIA HARPER-IHEM**  
18 **CLERK OF THE BOARD**

19 By \_\_\_\_\_  
20 Deputy

# **EXHIBIT A**

## I. SCOPE OF WORK

- A. Review of Existing Title Report – Review existing title report (report by others) and plotting of all relevant and plottable easements as outlined in the report.
- B. Research Existing Facilities – Research existing facilities in the area of the proposed project. Research will be based on County supplied as-built plans in the area including:
- Existing surface improvements
  - Existing irrigation mains and services
  - Existing electrical for parking lot lighting
  - Existing drainage facilities
  - Existing sewer and water facilities
  - Existing gas lines
- C. Onsite Research – Meet onsite with County’s facilities personnel to ascertain information regarding existing utilities, lighting and landscaping and those facilities, which will need to be retrofit for proposed expansion.
- D. Field Survey Tasks – Provide field surveying for the following tasks:
- Establish Project Horizontal/Vertical Control - Perform field measurements to establish horizontal and vertical control for the project.
  - Aerial Control – Provide placement of aerial panels and field measurements for aerial topography.
  - Field Design Measurements – Provide field measurements for use in parking lot design. Measurements to be in areas where parking lot extensions retrofit into existing pavement.
  - Field Measurements of Existing Drainage Facilities
- E. Aerial Topography – Provide aerial topography at a scale of 1"=40' over project area. Topography to extend from the front of existing buildings to Auld Road and from the western entry street eastward to the MWD water line easement 30 ± acres. Note: front of existing buildings is shown for perspective only existing buildings will be shown as outline only. Note: detail of or elevations in or around existing buildings is included.
- F. Base Map – Assemble Base Map for the project showing necessary information garnered in Items A through E above. Base Map shall be at a scale of 1"=40' and be used as a base for project plans. Items shown shall include:
- Existing facilities including utilities, surface improvements and buildings
  - Aerial Topography
  - Existing easements
  - Perimeter streets and right of ways



- G. Hydrology Report – Based on existing as-built plans, existing hydrology report (if available), field visit and field measurements. Prepare a hydrology report for the project. Report to analyze existing hydrology as well as proposed facilities. Report to be used for sizing new drainage facilities.
- H. Rough Grading Plans – Prepare Rough Grading Plans for the parking lot expansion at a scale of 1"=40'. Plans to show parking lot undercut, grades, perimeter slopes and grading for drainage ditch along Auld Road.
- I. Parking Lot Design Plans – Prepare at a scale of 1"=20' improvement plans for the proposed expansion of the parking lot. Plans to show:
- Areas of removals for parking retrofit
  - All parking lot curb, curb's gutter and valley gutters
  - All horizontal locations and vertical grades of all proposed facilities
  - Location of any proposed walkways, lights and other surface improvements
  - All proposed drainage facilities (per drainage plan below)
- J. Drainage Facilities – Prepare drainage facilities plans for the proposed parking lot expansion. Plans to be based on parking lot design plans and to show:
- Retrofit of existing system
  - New storm drain pipe sizes, lengths and location
  - Drainage inlets and outlets
  - Hydraulic calculations to support pipe sizes
- K. Parking Lot Signing and Striping Plan – Based on parking lot design plan prepare parking lot signing and striping plan. Plan to show all proposed parking lot striping and signage locations (signage to be as per facilities personnel).
- L. Landscape and Irrigation Plans – Prepare Landscape and Irrigation Plans for the parking lot expansion as follows:
- Irrigation Plan – Includes diagrammatic layout of landscape irrigation piping, valves, control equipment, sprinkler heads and related equipment for the irrigation of planted areas, specifically calling out pipe and equipment sizing and types, brand and model. This will also include necessary details for the installation of the system.
  - Planting Plan – Includes graphic location and identification of plant materials to be used, including quantities, sizes, varieties and planting details for site conditions.
  - Specifications – Includes material and installation specifications for landscape irrigation and planting, establishment period and maintenance. Specifications shall set forth method of installation and set quality standards for materials and workmanship for the finished product.
  - Preparation of final cost estimate based on proposed Construction Documents.

M. Lighting/Electrical Plans – Includes parking lot lighting type/locations and electrical for irrigation controllers (if necessary) and signage lighting. Lighting/Electrical Plans will be prepared by an Electrical Engineer. Scope includes:

- One (1) meetings/consultations with one (1) of our staff to assist in the coordination of electrical items with Owner requirements and other phases of site adaptation.
- Electrical design including selection of lighting fixtures, photometric calculations of lighting levels, branch circuiting, controls, load and voltage drop calculations.
- Title 24 exterior lighting calculations.
- A separate fee is provided if coordination with Southern California Edison (SCE) in the event power can not be routed from the existing services on site.
- Power to traffic signal controllers and conduit as defined by traffic engineer.
- Final working drawings plotted on bond. Your title block will be included if provided to us in an AutoCAD readable format.
- Final specifications typed in your format from our word processor.
- Assistance with questions and requests for information during bid phase.
- Review of shop drawings and submittals, and office time during construction.
- Field observation during construction (maximum two [2] trips).
- Record Documents.
- Design of electrical facility relocation
- Extension of electrical facilities other than assumed source at existing buildings

N. Geological Service – Prepare a preliminary geological investigation, and provide construction services. Scope includes:

- Review readily available published topographic and geologic maps, geotechnical reports, aerial photographs, and pertinent documents regarding the geologic conditions at the site.
- Mark the seismic line, and test pit locations and contact Underground Services Alert. We assume no responsibility for damage to unmarked utility lines.
- Field investigation consisting of excavating six (6) to eight (8) test pits to a maximum depth of approximately 10-15 feet for the justice center parking lot, two (2) to three (3) test pits to a maximum depth of approximately 10-15 feet for the Auld Road improvements, and three (3) to five (5) test pits and one seismic profile approximately 100 feet long to evaluate the rippability of the underlying bedrock in the area of the possible future building.
- An experienced representative from our office will be onsite to direct the investigation, collect samples, log the test pits, seismic lines and determine depth to groundwater, if applicable. All excavations will be backfilled with native soils.
- Obtain in-situ and bulk samples for classification and laboratory testing.
- Perform laboratory testing of selected representative samples of soils for characterization of the engineering properties of onsite soils. Laboratory tests are expected to include determination of in-situ and maximum density, in-situ and

EXHIBIT A

- optimum moisture, expansion potential, direct shear analysis, R-Value, pH/Resistivity, and sulfate and chloride content.
- Provide a description of investigative techniques, including a detailed log of the seismic lines, test pits and map showing the property boundaries and exploration locations.
  - Geotechnical analysis of data to address geotechnical issues associated with development, including provisional conclusions pertaining to the following:
    - General geologic characteristics of the onsite soils;
    - Presence/absence of groundwater;
    - Collapse potential;
    - Expansion potential;
    - Preliminary foundation design;
    - Excavation characteristics;
    - Liquefaction potential;
    - Preliminary pavement design;
    - Preliminary slope stability (as necessary)
  - Preparation of one geotechnical report (6 copies) presenting our findings, conclusions and recommendations.
  - Site visit and testing during parking lot construction to observe parking lot subgrade, curb & gutter, aggregate base, asphaltic concrete paving.
- O. Meetings and Project Management – Attend meetings with Client and/or agencies as required to review, coordinate project progress, and provide general project management.
- P. Cost Estimate – Prepare one construction cost estimate for all construction items per and as discussed in the scope of work above.
- Q. Bid Assistance – includes:
- Bid specifications and special provisions
  - Invitation to bid
  - Response to Request for Clarifications
  - Assist County with bid review and recommendation
- R. Traffic Signal Auld Road – A traffic signal will be designed at the facilities entrance. As part of the design the intersection configuration regarding the travel and turn lanes will be studied with recommendations for roadway design improvements.
- \* S. Storm Water Pollution Prevention Plan (SWPPP) – If required prepare a Storm Water Pollution Prevention Plan for the construction phase of the project.
- T. Water Quality Management Plan (WQMP) – If required prepare a Water Quality Management Plan for the project. Plan to include calculations for Bio Swale sizing

and preparation of the Water Quality Management Plan in conformance with the County of Riverside (Flood Control) and the State Water Quality Control Board.

- U. Detention Basin – If required perform calculations for sizing of a detention basin to reduce project storm water runoff to pre-project condition (maximum outlet flows). Note detention basin is intended to mitigate flows from expansion as part of this scope and not intended to accommodate previous (existing) facilities. Scope includes recommendations and design of above ground or manufactured below surface basins.
- V. Auld Road Striping Plans – Base on the existing pavement, it appears that Auld Road is wide enough to allow for (1) turn lane into the site and (1) travel lane in each direction. A striping plan will be prepared to illustrate this.
- W. Construction Administration – Includes site observation (2 visits per month @ 4 hrs each over an estimated 6 month Construction Period) and field reports. In addition, administrative tasks will include responding to requests for information and providing clarifications.

OPTIONAL ITEMS

- X. Construction Staking – Provide office support, calculations, asbuilts, survey control and construction staking for curb and gutter, rough grade, storm drain and structures at parking area.

II. FEE SCHEDULE

For the services outlined in Item I above, the Client agrees to pay the Consultant a total fee as indicated below.

The Client agrees that the fees are to be paid on a monthly basis for each item as work progresses; and that payment of the invoices is due upon receipt.

Overtime work authorized to expedite this project shall be charged out at 1.3 times normal billing rates.

A detailed breakdown of services is as follows:

A.	Review of Existing Title Report .....	\$1,100
B.	Research Existing Facilities .....	\$1,200
C.	Onsite Research .....	\$1,200
D.	Field Survey Tasks .....	\$4,900
E.	Aerial Topography .....	\$3,000
F.	Base Map .....	\$2,400
G.	Hydrology Report .....	\$2,600
H.	Rough Grading Plans .....	\$9,000
I.	Parking Lot Design Plans .....	\$19,000

EXHIBIT A

J.	Drainage Facilities .....	\$11,000
K.	Parking Lot Signing and Striping Plan .....	\$2,000
L.	Landscape and Irrigation Plans .....	\$16,200
M.	Lighting/Electrical Plans .....	\$18,000
N.	Geological Services .....	\$18,000
O.	Meetings and Management .....	\$5,200
P.	Construction Cost Estimate .....	\$3,000
Q.	Bid Assistance .....	\$7,500
R.	Traffic Signal Auld Road .....	\$14,000
S.	SWPPP .....	\$8,000
T.	WQMP .....	\$8,000
U.	Detention Basin .....	\$12,000
V.	Auld Road Striping Plan .....	\$3,500
W.	Construction Administration .....	<u>\$15,000</u>

**TOTAL** **\$185,800**

Reimbursable Costs .....\$5,000

OPTIONAL ITEMS:

X. Construction Staking .....\$18,410

DOES NOT INCLUDE:

- Any environmental studies/permitting
- Any permitting of or fees for any permits
- As-builts
- Any other items not specifically described in scope of work

**EXHIBIT "A-1"**



January 11, 2011

Nahid Selbe  
Facilities Project Manager  
County of Riverside  
Department of Facilities Management  
3133 Mission Inn Avenue  
Riverside, CA 92507

SUBJECT: SOUTHWEST JUSTICE CENTER PARKING LOT EXPANSION  
ADDENDUM NO. 1  
RICK ENGINEERING COMPANY JOB NUMBER 15396-A

Dear Nahid:

Attached is the scope of work for the referenced addendum.

As you are aware much of the additional work was due to the phasing of the project which was not part of the original contract.

I am available to discuss if you need to.

Sincerely,

RICK ENGINEERING COMPANY

A handwritten signature in black ink, appearing to read "Mick Ratican", is written over a horizontal line.

Mick Ratican  
Associate Principal

MR:kb

Attachment

F:\15396\15396a\Contract\20110111 add no 1.dot

1770 Iowa Avenue, Suite 100 • Riverside, California 92507 • (951) 782-0707 • FAX: (951) 782-0723 • rickengineering.com

RIVERSIDE SAN DIEGO ORANGE SACRAMENTO SAN LUIS OBISPO BAKERSFIELD PHOENIX TUCSON

SCOPE OF WORK – ADDENDUM NO. 1

- Additional construction observation both Engineering and Geotechnical
- Additional material testing
- Additional special inspection services
- Additional job walks, punch lists, completion reviews, etc.
- Design of added landscape and irrigation slopes
- Observation/review of additional landscape and irrigation
- Other minor construction related changes.





September 1, 2010

Nahid Selbe  
Riverside County Facilities Management  
3133 Mission Inn Avenue  
Riverside, CA 92507

SUBJECT: CONTRACT ADDENDUM – SOUTH WEST JUSTICE CENTER  
(RICK ENGINEERING COMPANY JOB NUMBER 15396-A)

Dear Nahid,

In our meeting of August 18, 2010, IGC soils presented their rationale for additional fees for tasks requested by the County Inspector outside the scope of work that is in the project contract.

It was agreed in that meeting that the County would provide an addendum to cover 60% of the presented costs. This calculates to \$15,844.50.

IGC has agreed to this amount as full compensation for their additional work. As you know Rick Engineering Company has also provided additional services and consultation on this project. As I told you in our meeting of August 18<sup>th</sup>, with acknowledgement to the budgetary constraints we are not and will not ask for additional authorization for the Rick Engineering tasks.

I have attached the back up from IGC. This should be the same as you have previously seen.

Please issue the appropriate County addendum as agreed.

Sincerely,  
RICK ENGINEERING COMPANY

A handwritten signature in black ink, appearing to read "Mick Ratican", written over a white background.

Mick Ratican  
Associate Principal

EMR:kml



January 11, 2011

Nahid Selbe  
Facilities Project Manager  
County of Riverside  
Department of Facilities Management  
3133 Mission Inn Avenue  
Riverside, CA 92507

**SUBJECT: SOUTHWEST JUSTICE CENTER PARKING LOT EXPANSION  
ADDENDUM NO. 1  
RICK ENGINEERING COMPANY JOB NUMBER 15396-A**

Dear Nahid:

Attached is the scope of work for the referenced addendum.

As you are aware much of the additional work was due to the phasing of the project which was not part of the original contract.

I am available to discuss if you need to.

Sincerely,

**RICK ENGINEERING COMPANY**

Mick Ratican  
Associate Principal

MR:kb

Attachment

**SCOPE OF WORK – ADDENDUM NO. 1**

- Additional construction observation both Engineering and Geotechnical
- Additional material testing
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- Additional job walks, punch lists, completion reviews, etc.
- Design of added landscape and irrigation slopes
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- Other minor construction related changes.