

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

243



**FROM:** Regional Park and Open-Space District

**SUBMITTAL DATE:**  
September 25, 2013

**SUBJECT:** Lake Skinner Recreation Area/Multi-Species Reserve Office/Maintenance Building  
Engineering and Design Services Agreement – District 3/3 [113,150]

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

1. Approves the agreement for Engineering and Design Services between the Riverside County Regional Park and Open-Space District and TKE Planning Inc., Riverside, California for the Lake Skinner Recreation Area / Multi Species Reserve Office / Maintenance Building;
2. Authorize the Chairperson to execute five (5) copies of the Agreement; and
3. Direct the Clerk of the Board to return four (4) copies of the executed Agreement to the Riverside County Regional Park and Open-Space District.

**BACKGROUND:**

**Summary**

(Continued on page 2)

\_\_\_\_\_  
Scott Bangle  
General Manager

2014-003D JS/MB/JM

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ 113,150	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:** Development Impact Fees Western Riverside County Regional Parks Fund No. 30528, previously approved on 10/2/07, M.O. 3.43 and 3/17/09, M.O. 3.53

**Budget Adjustment:** Yes  
For Fiscal Year: 2013-2014

**C.E.O. RECOMMENDATION:** Click here to enter text

**APPROVE**

BY   
Alex Gann

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

**Prev. Agn. Ref.:** 10/2/07, M.O.3.43; 3/17/09, M.O. 3.53 | **District:** 3/3 | **Agenda Number:**

13-1 D

FORM APPROVED COUNTY COUNSEL  
BY: NEAL R. KINERS  
DATE: 10/17/13  
Departmental Contribution

- A-30
- Positions Added
- 4/5 Vote
- Change Order

2013 OCT 12 PM 3:51

**BACKGROUND:**  
**Summary (continued)**

On April 5, 2013 a “Request For Qualifications” to provide design and engineering services for the Lake Skinner Recreation Area/Multi-Species Reserve Office/Maintenance Building was advertised and posted to the Riverside County Regional Park and Open-Space District (District) website. The building is a joint effort between the District and the Multi-Species Reserve Management Committee. When complete it will provide office, meeting, and maintenance facilities for District and the Multi Species Reserve staff.

Two (2) firms submitted with proposals by the deadline for submission. The proposals evaluated by team consisting of: the District’s Senior Park Planner, Park Planner, Principal Administrative Analyst from the Metropolitan Water District, the Multi-Species Reserve Manager and a Natural Resource Manager from TLMA, evaluated the written proposals. The two firms were interviewed by the same team. The firm of TKE Planning Inc., a local Riverside firm, was unanimously chosen by the evaluating team based on experience with similar projects, expertise and qualifications, their understanding and approach to the project and demonstrated ability to complete projects within budget and on schedule.

**California Environmental Quality Act (CEQA):**

On June 1, 2009 by Minute Order 13.3 the Board approved an Environmental Assessment and Mitigated Negative Declaration for expansion and improvements to the Lake Skinner Recreation Area. This project proposes to locate and construct new operations offices building. Once the building is sited staff will review the currently approved environmental documentation and submit an amendment to the documents in compliance with CEQA requirements. The amendment will be processed and approved prior to the completion of the design process.

**Impact on Citizens and Businesses**

The building when complete will centralize Reserve Management and Park Operations staff into one location within the park. The proposed site will provide park patrons with an easily recognizable site to address park concerns.

**SUPPLEMENTAL:**  
**Additional Fiscal Information**

This is the first phase of the proposed project development. It is funded by Development Impact Fees (DIF). The second phase construction is funded by DIF and funding submitted by the Multi-Species Reserve Management Committee.

The proposed structure is a replacement and consolidation of two existing obsolete, non-energy efficient structures. As such, an increase in costs to operate and maintain the new structure is not anticipated. The energy efficient nature of the new structure has the potential to lead to cost savings in these areas.

**Contract History and Price Reasonableness**

TKE Planning Inc. is a local Riverside County firm. The firm was scored highest in both the evaluation and interview process. A not-to-exceed budget of \$113,150.00 was negotiated between the District and TKE

**SUBMITTAL TO THE BOARD OF DIRECTORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11: Lake Skinner Recreation Area/Multi-Species Reserve Office/Maintenance Building Engineering and Design Services Agreement – District 3/3 [113,150]**

**DATE:** September 25, 2013

**PAGE:** Page 3 of 3

Planning Inc. The services to be provided include preparation of final construction plans at 100%, specifications and cost estimate.

County Counsel approved as to Form

**ATTACHMENTS (if needed, in this order):**

- A. **BUDGET ADJUSTMENT – N/A**
- B. **CHANGE ORDER REPORT – N/A**

NUMBER	AMOUNT	PERCENT	DESCRIPTION

(Additional description and details of new change order(s) – one or two paragraphs for each.)

- C. **PERSONNEL CHANGE and ORDINANCE 440 REPORT N/A**

ALLIANT INSURANCE SERVICES INC/PHS  
PO BOX 33015  
SAN ANTONIO TX, 78265

County of Riverside  
Regional Park and Open Space District  
4600 CRESTMORE RD  
JURUPA VALLEY, CA 92509

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Additional Certholder Text

Re: PKARC-142 Lake Skinner Multi- Species Reserve office Maintnace Building.  
County of Riverside, its Agencies, Districts, Special Districts, and Departments,  
their respective directors, officers, Board of Supervisors, employees, elected or  
appointed officials, agents, or representatives are an Additional Insured per the  
Commercial Auto Broad Form Endorsement HA9916

**ENGINEERING & DESIGN  
CONSULTING SERVICE AGREEMENT  
BY AND BETWEEN THE  
RIVERSIDE COUNTY REGIONAL PARK AND OPEN-SPACE DISTRICT  
AND  
TKE PLANNING INC**

The Riverside County Regional Park and Open-Space District, herein called "DISTRICT" and TKE PLANNING INC, herein called "CONSULTANT," mutually agree as follows:

**I. DESCRIPTION**

The CONSULTANT shall render services to the DISTRICT as described in this Agreement for the "project" described as follows:

**Architectural Design Services for the Lake Skinner Recreation Area/Multi-Species Reserve Office/Maintenance Building Project of the Riverside County Regional Park and Open-Space District, Winchester, Riverside County, State of California**

The following documents are incorporated into and made part of this Agreement:

**Exhibit A:** CONSULTANT Fees

**Exhibit B:** CONSULTANT Proposal

**Exhibit C:** DISTRICT Request for Qualifications #PKARC 142 (Not attached)

**Exhibit D:** Period of Performance

In the event of a conflict between the terms of the documents made part of this Agreement, the following apply: The terms of this Agreement shall take precedence over the Exhibits. Exhibits A, C & D shall take precedence over Exhibit B.

**II. CONSULTANT'S SERVICES:**

The CONSULTANT shall render the following services and usual related services. Scope of services shall be agreed upon in writing prior to commencement of the project.

**a. Design and Engineering Services:**

The Consultant shall assign a project manager to the project. The same project manager shall manage the project from inception to completion. The work will proceed in the following order:

1. Survey Work and Calculations

The District will provide the Consultant with the most current topographic survey. The Consultant will review this information and complete additional survey work as necessary.

The Consultant shall inspect the site and the surrounding area.



Consultant shall meet with District and Reserve staff to ascertain their needs for the building. The Consultant may wish to meet with members of the Committee during this time also.

Consultant shall plan to visit the Reserve and the surrounding area as required to do any research. Consultant shall plan at least three (3) meetings with District and Reserve staff during this phase.

## 2. Design

### a. Program Refinement/Preliminary Site Plan Design:

The Consultant shall create three (3) preliminary site plans for District and Committee review/approval showing potential locations and orientations of the proposed structure.

The District and Committee will approve or ask for revisions to the site plans and respond in writing. The site plan will be revised, as necessary, by the Consultant. The Consultant will present the revised site plan to the Committee a second time for final approval. Final approval and comments will be given to the Consultant by the District in writing.

The Consultant shall prepare a detailed cost estimate for all categories of work. In addition, the Consultant will price out all of the categories of cost that a cost estimation typically does not include such as permitting fees, utility connection fees, and any and all other costs so that the District receives a complete cost estimate.

The Consultant shall conduct a geotechnical study for the location of the structure. The study will need to address what requirements must be met from a geotechnical standpoint for placing the structure at that location.

The Consultant should anticipate five (5) meetings for this portion of the project.

### b. Final Site Plan Design and Building Costs:

Upon approval of the preliminary site plan, the Consultant shall develop a final site plan showing the entire area where improvements will be made.

The Consultant shall address the requirements of all applicable construction entities with jurisdiction over the project and utility connections involved in this project. Consultant shall describe, in writing, what steps are involved in getting project approved for construction; including the submittal of project through the Riverside County Economic Development Agency (building permits/inspections), Riverside County Department of Environmental Health, Riverside County Fire Department and any and all other departments or agencies of relevance.

The Consultant shall also prepare an estimated time schedule for the design and construction phases of the project.

The Consultant will present the final site plan, feature plans, outline specifications, cost estimate, and schedule to the District. Consultant should expect some revisions and to resubmit the documents once. Final approval will be given to the



Consultant by the District in writing.

The Consultant should anticipate three (3) meetings for this portion of the project.

3. Construction Documents

The construction documents shall be prepared to industry standards and State and local codes, and shall include drawings and specifications. They shall contain all required site plans, utility site plans, plans, profiles, sections and details to describe the work clearly and completely and reference the work to applicable standards and codes.

The contents of the construction documents are to be satisfactory to all governing agencies from which approvals are needed. **Submitting drawings and securing approvals from all governing agencies will be the responsibility of the Consultant.**

Identification of all governing agencies having jurisdiction over the project, and applying to them for permits, will be the responsibility of the Consultant. The Consultant shall communicate with all governing agencies in the early stages of the project so the Consultant can determine all requirements relating to the project. The Consultant will alert the District of the requirement for any lengthy and/or expensive reports and studies, well in advance of the need for their completion, so that the schedule and funding impact may be understood, clearly, by the District early in the project.

Complete construction documents shall have all necessary government agency approvals and will be ready to bid.

Once the construction documents are complete they shall be delivered to the District per "4. Miscellaneous Provisions" below.

4. Miscellaneous Provisions

The Consultant shall provide four (4) full-sized sets of signed, and sealed, bond copies of the 100% complete construction drawings and one (1) electronic copy of the construction drawings on a compact disc in AutoCAD 2010 (or compatible computer-aided drafting software) and PDF Professional to the District. The Consultant shall also supply electronic files of construction drawings to the District designated reproduction company. The District will bear reproduction costs for additional sets for District use thereafter.

Technical specifications shall be provided by the Consultant. A sample of District format to follow." Font style, font size and format of specifications shall conform to District sample.

The District will provide the Consultant with an electronic version of its front-end bid documents and the General Conditions.

Four (4) hard copies of the technical specifications shall be submitted to the District, along with two (2) electronic copies (one each in Microsoft Word 2010 and PDF) on a compact disc. The consultant shall supply electronic files of the technical specifications to the District designated reproduction company. The District will bear reproduction costs thereafter for further copies of specifications for District use.



**B. Bidding and Construction Administration Services: ( N/A THIS PROJECT)**

During the bidding phase, the Consultant shall be available to furnish clarifications, details, consultation, and advice to the District to ensure proper bidding of the project. In addition, the Consultant shall attend the "Pre-Bid" conference with the contractors.

The Consultant shall attend the bid opening, review all bids and make a recommendation to the District regarding the lowest responsible bidder.

During the course of construction, the Consultant shall be available to furnish plan clarifications, details, and consultation to the District, and shall review and approve shop drawings/submissions. The Consultant shall provide advice to the County to ensure proper completion of all work.

The Consultant shall attend the "pre-construction" conference. The Consultant shall make inspections as requested by the District, but no more than once per week.

**3. NOT-TO-EXCEED FEES:**

A not-to-exceed fee is interpreted as the ceiling given on a project where hourly fees will be assessed, but only up to the not-to-exceed amount. If further work is needed or requested by the DISTRICT, written approval to go over the not-to-exceed figure must be given by the DISTRICT. The not-to-exceed figure is the CONSULTANT's best, educated estimate of what a project should cost. It is used by the DISTRICT for budgetary purposes.

Additional fee will be approved only when the CONSULTANT demonstrates that the scope of work for a project has been enlarged beyond what was originally described in the original project scope.

All printing costs and other costs associated with advertising the project for construction bids will be paid by the DISTRICT.

**4. EXTRA WORK**

Extra work shall be performed only when requested or approved by the DISTRICT in advance and in writing. The CONSULTANT will provide an estimated cost of the extra services before agreement is signed by the CONSULTANT and the DISTRICT. Extra work shall include, but not be limited to:

- A. Making special surveys and special analysis of the DISTRICT's needs to clarify requirements of the project when requested by the DISTRICT.
- B. Making measured drawings of existing construction when required for planning additional construction.
- C. Revising drawings and specifications previously approved by the Board of Directors.
- D. Consultation concerning replacement of any work damaged by fire or other cause during construction and furnishing professional services as may be required in connection with the replacement of such work.





- E. Arranging for the work to proceed should the CONSULTANT default due to delinquency or insolvency.
- F. Making an inspection of the project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contracts, if requested by the DISTRICT.
- G. Preparing plans or specifications for correction of defects of construction discovered after completion, or letting contracts of supervising construction for such correction; preparing for or participating in litigation arising out of the construction contract or defects of construction, whether before or after completion; or the enforcement of guarantees or warranties, so long as this is not the responsibility of the CONSULTANT.

**III. CONSULTANT'S COMPENSATION**

**A. Determination of Amount**

- 1. For the services described above, the DISTRICT shall pay to the CONSULTANT, the fees described in Exhibit A as full payment for all services under this Agreement, including all costs or expenses incurred by the CONSULTANT.
- 2. For extra work performed by the CONSULTANT, the DISTRICT shall pay to the CONSULTANT according to the hourly rates submitted by the CONSULTANT in response to the RFQ Proposal Fee Form, provided that the performance of said extra work has been requested and approved by the DISTRICT in writing, and after receipt of a written estimate from the CONSULTANT.
- 3. The CONSULTANT shall be responsible for all its costs and expenses related to the performance of its service under this Agreement.

**B. Payment**

- 1. **Not-To-Exceed Fees:**  
The DISTRICT shall pay the CONSULTANT, upon submission of an invoice, monthly, and per the negotiated fee after the performance of the work. The extent of the services completed by the CONSULTANT will be verified by the DISTRICT prior to processing any payment.

**IV. DUTIES OF CONSULTANT**

- A. The CONSULTANT's services shall be performed in such a manner and form that will secure approval of any local, state or federal agency having jurisdiction over the work. The CONSULTANT is responsible to procure all agency approvals. The CONSULTANT shall furnish all engineering information and data necessary to meet the requirements of such agencies and as needed by the DISTRICT to secure financing.
- B. The CONSULTANT shall employ or engage all sub-consultants or other persons necessary to enable the CONSULTANT to perform the services under this Agreement, and the CONSULTANT shall be responsible for their compensation.
- C. The CONSULTANT shall obtain and maintain during the term of performance of this Agreement such Worker's Compensation insurance as required by law.



- D. The CONSULTANT shall pay a licensed geotechnical and soils testing firm to perform all necessary soils testing and furnish the DISTRICT with a copy of the soils testing results.
- E. The CONSULTANT shall obtain and maintain insurance as follows:

Without limiting or diminishing the CONSULTANT'S obligation to indemnify or hold the DISTRICT harmless, CONSULTANT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following insurance coverages during the term of this Agreement.

1. Workers' Compensation:

If the CONSULTANT has employees as defined by the State of California, the CONSULTANT shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of the DISTRICT, and, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement.

2. Commercial General Liability:

Commercial General Liability insurance coverage including, but not limited to, premises liability, contractual liability, products and completed operations liability, personal and advertising injury, and cross liability coverage, covering claims which may arise from or out of CONSULTANT'S performance of its obligations hereunder. Policy shall name the DISTRICT and the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, Board of Directors, employees, elected or appointed officials, agents or representatives as Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit.

3. Vehicle Liability:

If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then CONSULTANT shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name the DISTRICT and the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, Board of Directors, employees, elected or appointed officials, agents or representatives as Additional Insureds.

4. Professional Liability Insurance:

CONSULTANT shall maintain Professional Liability Insurance providing coverage for the CONSULTANT'S performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and \$1,000,000 annual aggregate. If CONSULTANT'S Professional Liability Insurance is written on a claims made basis rather than an occurrence basis, such insurance shall continue through the term of this Agreement and CONSULTANT shall purchase at his sole expense either: 1) an Extended Reporting Endorsement (also known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a retroactive date back to the date of, or



prior to, the inception of this Agreement; or 3) demonstrate through Certificates of Insurance that CONSULTANT has maintained continuous coverage with the same or original insurer. Coverage provided under items; 1), 2) or 3) will continue for a period of five (5) years beyond the termination of this Agreement.

F. General Insurance Provisions - All lines:

1. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California and have an A M BEST rating of not less than A: VIII (A: 8) unless such requirements are waived, in writing, by the County's Risk Manager. If the County's Risk Manager waives a requirement for a particular insurer such waiver is only valid for that specific insurer and only for one (1) policy term.
2. The CONSULTANT's insurance carrier(s) must declare its insurance self-insured retentions. If such self-insured retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the County's Risk Manager before the commencement of operations under this Agreement. Upon notification of self insured retention unacceptable to the DISTRICT, and at the election of the County's Risk Manager, CONSULTANT's carriers shall either: 1) reduce or eliminate such self-insured retention as respects this Agreement with the DISTRICT; or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.
3. CONSULTANT shall cause CONSULTANT's insurance carrier(s) to furnish the DISTRICT with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by the County's Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect.

Further, said Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days written notice shall be given to the DISTRICT prior to any material modification, cancellation, expiration or reduction in coverage of such insurance. In the event of a material modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the DISTRICT receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the insurance required herein is in full force and effect. *CONSULTANT shall not commence operations until the DISTRICT has been furnished original Certificate(s) of Insurance and certified original copies of endorsements and if requested, certified original policies of insurance including all endorsements and any and all other attachments as required in this Section. An individual authorized by the insurance carrier to act on its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.*

4. It is understood and agreed to by the parties hereto that the CONSULTANT's insurance shall be construed as primary insurance, and the DISTRICT or the County's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.



5. If, during the term of this Agreement or any extension thereof, there is a material change in the scope of services; or, there is a material change in the equipment to be used in the performance of the scope of work which will add additional exposures (such as the use of aircraft, watercraft, cranes, etc.); or, the term of this Agreement, including any extensions thereof, exceeds five (5) years the DISTRICT reserves the right to adjust the types of insurance required under this Agreement and the monetary limits of liability for the insurance coverages currently required herein; if, in the County's Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONSULTANT has become inadequate.
6. CONSULTANT shall pass down the insurance obligations contained herein to all tiers of subconsultants working under this Agreement.
7. The insurance requirements contained in this Agreement may be met with a program(s) of self-insurance acceptable to the DISTRICT.
8. CONSULTANT agrees to notify DISTRICT of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

## **V. DUTIES OF THE DISTRICT**

- A. The DISTRICT shall make available to the CONSULTANT all pertinent information which it has relating to the purpose and use of the project.
- B. The DISTRICT shall furnish the CONSULTANT with the most recent topographic survey of the property. The CONSULTANT will complete additional survey work as necessary.
- C. The DISTRICT shall pay a licensed testing and abatement contractor to test for hazardous materials and abate them as necessary upon request of CONSULTANT.
- D. The DISTRICT shall pay all plan check fees required by any local, state or federal agency. The DISTRICT shall also pay all required permitting fees for any local, state or federal agency.
- E. The DISTRICT shall promptly consider and act upon written requests or recommendations of the CONSULTANT including requests for information or services needed by the CONSULTANT to proceed with the Work.

## **VI. DOCUMENTS**

All completed documents, including but not limited to plans and specifications, prepared by the CONSULTANT shall be the property of the DISTRICT.

The CONSULTANT shall provide four (4) full-sized sets of signed and sealed, bond copies of the 100% complete construction drawings and one (1) electronic copy of the construction drawings on a compact disc in AutoCAD 2010, or compatible computer-aided drafting software, to the DISTRICT. The CONSULTANT shall also supply electronic files of the construction drawings to the DISTRICT designated reproduction company. The DISTRICT will bear reproduction costs for additional sets for DISTRICT use thereafter.

Technical specifications shall be provided by the CONSULTANT in Microsoft Word in the format determined by the DISTRICT in the RFQ.





The DISTRICT will provide electronic copies of its front end bid documents and the General Conditions.

Four (4) hard copies of the technical specifications shall be submitted to the DISTRICT and one (1) electronic copy on a compact disc. The CONSULTANT shall supply electronic files of the technical specifications to the DISTRICT designated reproduction company. The DISTRICT will bear reproduction costs thereafter for further copies of specifications for DISTRICT use.

## VIII. LIABILITY AND INDEMNIFICATION

The CONSULTANT agrees to and shall indemnify and hold harmless the DISTRICT, County of Riverside, its Agencies, Departments, Districts and Special Districts, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (hereinafter individually and collectively referred to as "Indemnities") from:

- A. All liability, including, but not limited to loss, suits, claims, demands, actions, or proceedings to the extent caused by any alleged or actual negligence, recklessness, willful misconduct, error or omission of CONSULTANT, its directors, officers, partners, employees, agents or representatives or any person or organization for whom CONSULTANT is responsible, arising out of or from the performance of professional services under this Agreement; and
- B. All liability, including but not limited to, loss, suits, damage, claims and demands, based upon any alleged or actual act, error, omission, or occurrence of CONSULTANT, its directors, officers, partners, employees, agents or representatives or any person or organization for whom CONSULTANT is responsible, arising out of, in connection with, resulting from conditions created by CONSULTANT, or caused by the CONSULTANT's performance or failure of performance of any work or services, other than professional services covered under Section 'A' above, under this Agreement.

As respects each and every indemnification herein CONSULTANT shall defend and pay, at its sole expense, all costs and fees including but not limited to attorney fees, cost of investigation, and defense and settlements or awards against the Indemnities.

With respect to any action or claim subject to indemnification herein by CONSULTANT, CONSULTANT shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONSULTANT's indemnification to Indemnities as set forth herein.

CONSULTANT's obligation hereunder shall be satisfied when CONSULTANT has provided to Indemnities the appropriate form of dismissal relieving Indemnities from any liability for the action or claim involved.

The specified insurance limits required in this Agreement shall in no way limit or circumscribe Contractor's obligations to indemnify and hold harmless Indemnities from third party claims.

In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the CONSULTANT from indemnifying the DISTRICT or the County to the fullest extent allowed by law.



## IX. TERMINATION

Either party may terminate and cancel this Agreement for cause, after fifteen (15) days written notice to the other, for substantial breach of this Agreement or unreasonable delay in the performance of any obligation under this Agreement.

Notwithstanding the foregoing provision, the DISTRICT shall have the right upon completion of any phase of the CONSULTANT's service, or at any time if the DISTRICT decided to suspend or abandon the project, to terminate this Agreement upon written notice to that effect given to the CONSULTANT.

If the termination as herein provided is for other than default or delay of the CONSULTANT, the CONSULTANT shall be paid pursuant to this Agreement for its service on each completed section, and for any section in such proportion as the service actually performed bears to the total service which would be required for the completion of such section and no further compensation shall be paid to the CONSULTANT. If the termination is for default or delay of the CONSULTANT, it shall be paid on a similar basis less actual damages suffered by the DISTRICT as a result.

## X. MISCELLANEOUS PROVISIONS

- A. Section and Sub-Section Approvals: Written approval by the DISTRICT for any phase of the CONSULTANT's services under this Agreement shall be considered as authorization to the CONSULTANT to proceed with the next successive phase, unless the DISTRICT otherwise specifies.
- B. Project Segregation: Unless otherwise required by the DISTRICT prior to the commencement of services, the drawings, specifications and other documents shall be prepared so that all of the Work on the project may be executed under a single construction contract.

If the DISTRICT and the CONSULTANT decide to phase the project or have additive or deductive alternates, reasonably segregatable portions of the project will be identified as alternates or for omission from the Work. In that event the CONSULTANT shall not be entitled to any extra compensation for such service.

If the decision to phase the project or have additive or deductive alternates occurs after the commencement of services, the CONSULTANT will be entitled to extra compensation. The amount will be based on the actual amount of work completed when the decision was made and will be agreed to by both the DISTRICT and the CONSULTANT.

In the event that phasing or alternates are used and separate construction contracts will be needed or additional work on the part of the CONSULTANT is needed, the DISTRICT and the CONSULTANT shall, in writing, agree in advance of the performance of this work on the nature and extent thereof and the amount of additional compensation, if any, to be paid to the CONSULTANT.

- C. Assignment: This Agreement shall not be assignable, in full or in part, by the CONSULTANT without prior written consent of the DISTRICT.
- D. DISTRICT's Representative: The General Manager of the DISTRICT, 4600 Crestmore Road, Riverside, CA 92509, or designee, shall represent the DISTRICT in all discussions and/or conferences with the CONSULTANT and other County departments and agencies not requiring the actions of the DISTRICT's governing body. A written summary of conclusions reached at any such conference may be required of the CONSULTANT by the DISTRICT's representative.



- E. Notices: Any notice or communication under this Agreement shall be transmitted to the parties at the addresses shown under the signature lines of this Agreement.
- F. Mediations: Any claim, dispute or other matter in question arising out of, or related to, this Agreement shall be subject to mediation prior to the institution of legal or equitable proceedings by either party.
- G. Release of Information to the Public: The CONSULTANT shall consider all information regarding the proposed project as confidential information. Any request for information from others shall be directed to the DISTRICT. This provision shall not apply if maintaining confidentiality would violate the law; create the risk of significant harm to the public; prevent the CONSULTANT from establishing or defending a claim.
- H. Time of Completion: The contract duration for design services will be one hundred twenty (120) calendar days. The CONSULTANT shall commence work within fifteen (15) calendar days after its receipt of the Notice to Proceed. The design duration includes the submission of documents to all agencies and receiving approval from these agencies. CONSULTANT must identify which agencies will be involved, what their concerns are and determine how to address these issues as expeditiously as possible. Completion of this portion of the project is expected in November, 2013.

The CONSULTANT acknowledges and accepts the DISTRICT's schedule. The CONSULTANT and the DISTRICT shall establish milestones for all portions of the work. The mutually established dates shall be firmly maintained. The CONSULTANT shall confirm and update schedules as necessary and as described in the RFQ.

- I. Governing Law: This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance of interpretation of this Agreement shall be filed only in the Superior Court for the State of California located in Riverside, California. Should action be brought to enforce or interpret the provisions of the Agreement, the prevailing party shall be entitled to attorney's fees in addition to whatever other relief are granted.
- J. Independent Consultant: The CONSULTANT is, for purposes arising out of this contract, an independent contractor and shall not be deemed an employee of the DISTRICT. It is expressly understood and agreed that the CONSULTANT shall in no event, as a result of this contract, be entitled to any benefits to which DISTRICT employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. CONSULTANT hereby holds DISTRICT harmless from any and all claims that may be made against DISTRICT based upon any contention by any third party that an employer-employee relationship exists by reason of this agreement. It is further understood and agreed by the parties hereto that CONSULTANT in the performance of its obligation hereunder is subject to the control or direction of DISTRICT merely as to the result to be accomplished by the services hereunder agreed to be rendered and performed and not as to the means and methods for accomplishing the results.
- K. Compliance: The CONSULTANT warrants and certifies that, in the performance of this Agreement, it shall comply with all applicable laws, rules, regulations and orders of the United States, the State of California, and the County of Riverside, including the laws and regulations pertaining to labor, wages, hours and other conditions of employment. The CONSULTANT further warrants and certifies that it shall comply with new, amended, or revised laws, regulations and/or procedures that apply to the performance of this Agreement.



**XI. GENERAL**

This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

**BOARD OF DIRECTORS**

COUNTY OF RIVERSIDE  
RIVERSIDE COUNTY REGIONAL PARK  
AND OPEN-SPACE DISTRICT  
4600 Crestmore Road  
Jurupa Valley, CA 92509

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**ATTEST:**

KECIA HARPER-IHEM, Clerk of the Board

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

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

**CONSULTANT**

TKE PLANNING INC  
2305 Chicago Avenue  
Riverside, CA 92506

Signature:  \_\_\_\_\_

Print Name: JEFFREY SCOTT

Title: CEO

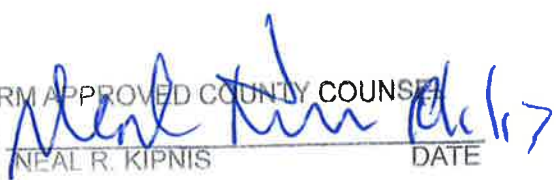
Dated: 9/26/2013

**APPROVED AS TO FORM COUNTY COUNSEL:**

PAMELA J. WALLS, County Counsel

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

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

FORM APPROVED COUNTY COUNSEL  
BY:  \_\_\_\_\_  
NEAL R. KIPNIS DATE



**EXHIBIT A**  
BEST AND FINAL OFFER  
**PROPOSAL FEE FORM**

Item	Proposal Price
<b>A. Design and Engineering Services</b>	
1. Survey Work, Testing and Calculations	\$ 6,080
2. Design	\$ 55,685
<b>B. Construction Documents</b>	
1. Drawings	\$ 36,850
2. Technical Specifications	\$ 4,140
3. Cost Estimation	\$ 5,295
<b>C. Bidding &amp; Construction Admin Services</b>	\$ N/A
<b>D. Additional Survey Work (if needed)</b>	\$ 210 / hour
<b>E. Geotechnical Work</b>	\$ 5,100
<b>TOTAL COST FOR THIS PROJECT</b>	\$ 113,150
	(In Numbers)

one hundred and thirteen thousand, one hundred and fifty \_\_\_\_\_ **Dollars**

(In Words)

Consultant shall attach an hourly rate sheet to this form for use for extra services, if there is a need.

## EXHIBIT A

### Statement of Qualifications Form and Fee Schedule Multi-Species Reserve Office/Maintenance Building Consultant Architectural Design Services Project

Name of Firm submitting this proposal:

TKE Planning, Inc.

Date: 05/08/13

The consultant undersigned having carefully read and examined the entire Request for Qualifications document, and any addendum issued, reviewed any reference material available, and having carefully examined the site for the proposed project and related work, hereby proposes and agrees to furnish all design/engineering services, including; labor, material, equipment, transportation, tools and other necessary items to do and complete all the work requested for the project as set forth in the Request for Qualifications for the lump sum price(s) shown on this proposal.

The consultant is advised that this project must be completed with approval by **November, 2013**.

The costs (each of the services to be provided) are to be based on a not-to-exceed lump sum basis, including all applicable taxes.

Name Jeffrey Scott

(Printed Name)

Signature 

Title of  
Agent/Officer

Principal

## EXHIBIT B

# PROJECT UNDERSTANDING AND SCOPE OF WORK

---

### Statement of Project Understanding and Approach

TKE understands the following in regards to the Lake Skinner Recreation Area Multi-Species Reserve Office / Maintenance Building Project:

The District is looking to contract with a professional architectural firm which can provide design services for a new office / maintenance building within the Lake Skinner Recreation Area. TKE shall work closely with the District staff to establish the final facility location and provide comprehensive design services. The building is anticipated to be LEED certified. The following represent the initial desires of the District for the overall facility, but may vary based on the final design direction and needs dictated by the District:

- 4 Offices
- 3 Vehicle maintenance bays
- A Break Room
- A Conference / Community Room
- Restrooms for the Offices
- Restrooms and Showers for the Maintenance
- Reception Area

TKE Planning shall work collaboratively with the District throughout the design process. The overall design shall be comprehensive and shall include the needed applicable electrical, mechanical, structural and plumbing components necessary for a fully functional and complete building design. TKE shall provide 2 site analysis and opportunities and constraints reviews as well as 2 design alternatives for the District to review, which shall take into account the various locations, at the Dry Storage Area and MSR site, and orientation options available within the project boundaries. Pending the final approval of the design, TKE shall meet with the Multi-Species Reserve Management Committee (the Committee) and review the anticipated design with them to obtain feedback. These comments will be reviewed with the District and a one final approved site plan will be used as the basis of the Construction Documentation package.

The following represents the anticipated scope of services which shall be performed by the design team. Listed below is an overview of the comprehensive design services which were based on the scope provided within the RFQ. These services include civil, survey, architectural, mechanical, electrical, plumbing, landscape architectural, and geotechnical services. We have listed the LEED certification as an optional service. TKE has experience with the LEED certification process and Matt Evans, the project Architect is a LEED AP, but through design efforts and current standards we feel we can provide the District with an efficient and sustainable building based on the current CALgreen standards implemented by the State as well as the savings by design program. This program provides incentives to owners when the building is designed and built with the goal of being an energy efficient building. Financial incentives are available when the new building exceeds minimum Savings by Design thresholds of at least 10% better than Title 24. TKE approaches all of our design projects with a sustainable effort and truly takes a whole site approach, looking at day lighting, interior lighting options, HVAC options, drought tolerant landscapes and low water use options.



## SCOPE OF SERVICES

- I. **Pre-Design Phase:** Upon written authorization by Project Manager to proceed with Pre-Design Services, Architect shall:
  - a. **Finalize Project Requirements:** The District shall provide the TKE Design Team with available record data for the site, however, TKE shall take initiative to research other District plan files and obtain prints of relevant documents for any additional site information as needed.
    1. Review project milestones and requirements with District staff
    2. Site Visit
    3. Prepare a Site Analysis and determine site options for the location of the office / maintenance building
  - b. **Architectural Program:** TKE shall meet with District, Reserve staff, and the Committee to determine and outline their needs for the new building and prepare an Architectural program outlining the outcomes from this review.
  - c. **Topographic and Boundary Survey:** TKE shall review the most current topo for both possible site alternatives provided by the District and shall complete additional survey as necessary.
  - d. **Project Meetings:** TKE shall provide three (3) project meetings during this phase of project development.
  - e. **Optional Service - LEED Documentation/Coordination:** TKE shall Document the Pre-Design requirements to meet the LEED Certification adopted by the District.
  
- II. **Schematic Design Phase:** Upon written authorization by Project Manager to proceed with Schematic Design Services, Architect shall:
  - a. **Schematic Documents:** In consultation with Project Manager, prepare 2 Schematic Designs, one at the MSR site and one at the Dry Storage Site, consisting of, but not limited to, the following for the District acceptance:
    1. Site Analysis
    2. Site Inventory
    3. Topographic and Boundary Survey
    4. Site Work
    5. Landscape
    6. Architectural
    7. Preliminary Cost Estimate
  - b. **Initial Schematic Design Presentation:** TKE shall present the 2 conceptual designs, one from each site, to the District and Committee for review and comment.
  - c. **Revised Schematic Design:** TKE shall revise the selected Schematic Design and site location into one final concept based on comments received for a final design approach. TKE shall submit three (3) sets of the final Schematic Document package (approved site design, cost estimate, program, project schedule) to Project Manager for final review and acceptance.
  - d. **Geotechnical Study:** Prepare a geotechnical study based on the final approved design location of the structure. This study shall encompass the requirements that will need to be met from a geotechnical standpoint.
  - e. **Project Meetings:** TKE shall provide five (5) project meetings during this phase of project development.
  - f. **Project Schedule:** TKE shall prepare and review the overall project schedule throughout the project to insure that the project is progressing as anticipated. This shall include the design and construction phases of the project.
  - g. **Optional Service - Three-dimensional Rendering:** A computer generated rendering model of the proposed facility with the final design shall be rendered with applicable images, shown two-dimensionally, with three copies of the final composite image, and digital format on a CD.
  - h. **Optional Service - LEED Documentation/Coordination:** TKE shall document the Schematic Design requirements to meet the LEED Silver Certification adopted in the County of Riverside.
  
- III. **Design Development Phase:** Upon authorization by the Project Manger to proceed with the Design Development Services, the Architect Shall prepare plans which shall depict the area where improvements will be made:
  - a. **Design Development Documents:**
    1. Site Grading, Paving and Drainage
    2. Existing Utility Location, Research and Coordination
    3. Demo Plan
    4. Sewer and Water
    5. Optional Service: Landscape & Irrigation
    6. Architectural
    7. Structural
    8. Mechanical/Plumbing
    9. Electrical
    10. Floor Plan
    11. Elevations



12. Cross-Sections
  13. Outline Specifications describing the size, character, and quality of the entire Project in its essentials as to kinds and locations of materials.
- b. **WQMP:** Prepare a preliminary WQMP for submittal and review. Pending final comments TKE shall prepare the final WQMP.
  - c. **Expanded Cost Estimate:** Prepare and submit for acceptance a written, Itemized Project Construction Cost Estimate listing material, labor and total costs based on the Design Development Documents.
  - d. **Utility/Agency Research:** TKE shall address the requirements of all applicable construction entities with jurisdiction over the project and utility connections involved. TKE shall provide a narrative of what steps are involved to obtain project approvals for construction. This narrative shall include information related to the submittal of the project through Riverside County EDA, Riverside County Department of Environmental Health, Riverside County Fire and all other agencies or departments which are relevant.
  - e. **Design Development Submittal:** Submit three (3) sets of Design Development Document Package (Design Development Sheets, Outline Specifications, cost estimate, project schedule) to Project Manager for final review and acceptance.
  - f. **Design Development Revision Submittal:** TKE shall incorporate comments and revisions received from the District and shall submit three (3) sets of final Design Development Document Package (Design Development Sheets, Outline Specifications, cost estimate, project schedule) to Project Manager for final acceptance.
  - g. **Project Meetings:** TKE shall provide three (3) project meetings during this phase of project development.
  - h. **Project Schedule:** TKE shall prepare and review the overall project schedule throughout the project to insure that the project is progressing as anticipated. This shall include the design and construction phases of the project.
  - i. **Optional Service - LEED Documentation/Coordination:** TKE shall Document the Design Development requirements to meet the LEED Silver Certification adopted in the County of Riverside.
- IV. Construction Document:** After acceptance of Design Development Documents and upon receipt of written authorization from the Project Manager to proceed with the preparation of Construction Documents, Architect shall:
- a. **P.S.&E. Documents:** Prepare from accepted Design Development Documents, Construction Documents consisting of working drawings and specifications based on industry standards and State and local codes.
    1. Site Grading, Paving and Drainage
    2. Sewer and Water
    3. Optional Service: Landscape and Irrigation
    4. Architectural
    5. Structural
    6. Mechanical
    7. Electrical
    8. Floor Plan
    9. Elevations
    10. Cross-Sections
    16. Outline Specifications describing the size, character, and quality of the entire Project in its essentials as to kinds and locations of materials.
  - b. **Code Review:** Prepare Construction Documents in full compliance with all applicable building codes, ordinances and other regulatory requirements in force at the time of Contract award.
  - c. **(95%) Construction Documents:** TKE will submit to the District for review and acceptance, three (3) sets of Construction Documents, consisting of work drawings and specifications at the Ninety-five (95) percent point of completion.
  - d. **Agency Submittals / Plan Check:** TKE will submit plans to applicable governing agencies for approvals and comments and to insure that the final plan sets will be approved and ready to bid. All fees related to the project will be paid for by the District.
  - e. **Plan Revision:** TKE will incorporate any comments received from the plan check review process, governing agencies and District staff into the final document package.
  - f. **(100%) Construction Documents:** TKE will submit for final review and acceptance to the Agency, after obtaining all regulatory agencies' approvals, i.e. Building & Safety, Environmental Health, Planning or other required approvals, three (3) sets of Construction Documents consisting of working drawings and specifications at the One Hundred (100) percent point of completion.
  - g. **Bid Document Submittal:** Prepare Construction Documents in such detail as may be required to obtain competitive bidding for the entire Project or any division of work, and include all corrections required by Building and Safety, Public Health Department and other regulatory agencies. Furnish the District four (4) complete sets of the bid drawings and specifications. The bid drawings shall be on reproducible bond with the architect's/engineer's professional stamp and signature and also in digital format on compact disc. File format shall be completed in AutoCAD file format and be submitted in PDF as well. The specifications shall be submitted as a reproducible hard copy and a recorded copy on a separate CD-R completed in Microsoft word and in PDF format. Reproduction of these documents will be by the District.

- h. **Final Project Construction Cost Estimate:** Prepare and submit to the District for approval a written final Project Construction Cost Estimate upon 100 percent completion of Construction Documents. The Project Construction Cost Estimate shall be itemized including estimates for alternate bid items, in conformance with the form of proposal intended for bidding purposes. In the event that bids are not solicited within 100 calendar days after the date Architect submits 100 percent complete Construction Documents and final Project Construction Cost Estimate to the Project Manager, the Architect shall upon written direction by the Project Manager revise his final Project Construction Cost Estimate so as to reflect any changes in price due to increase or decrease in construction costs.
  - i. **Project Schedule:** TKE shall prepare and review the overall project schedule throughout the project to insure that the project is progressing as anticipated. This shall include the design and construction phases of the project.
  - j. **Optional - SWPPP:** TKE can prepare a SWPPP should the County feel it necessary. In the past we have seen it come from the Contractor and or the Design Team. TKE has the ability to provide this service.
  - k. **Optional - LEED Documentation/Coordination:** TKE shall Document the Construction Document requirements to meet LEED Certification. TKE shall provide a booklet to the District which shall identify outstanding items and remaining tasks which shall occur through the construction process for completion by the District.
- V. **Bidding Period:** TKE shall be available on a time and Material Basis should the District find the need for our services in this phase of the project.

## **EXHIBIT D**

### **Period of Performance**

The District's approximate time schedule for completion of each portion of these projects is as follows:

<b>Survey Work and Calculations:</b>	September 25, 2013 – October 9, 2013
<b>Design:</b>	October 10, 2013 – October 31, 2013
<b>Construction Documents:</b>	November 1, 2013 – January 23, 2014





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/29/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861 Inland Empire-Alliant Insurance Services, Inc. 735 Carnegie Dr San Bernardino, CA 92408	CONTACT NAME:	
	PHONE (A/C, No., Ext): (909) 886-9861	FAX (A/C, No): (909) 886-2013
INSURED  TKE Planning Inc 2305 Chicago Ave Riverside, CA 92507	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Colony Insurance Company	NAIC # 39993
	INSURER B : State Compensation Insurance Fund of CA	35076
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

**COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	<input checked="" type="checkbox"/>		GL4031955	7/11/2013	7/11/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							PRODUCTS - COMP/OP AGG \$
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident) \$
<input type="checkbox"/> ANY AUTO							BODILY INJURY (Per person) \$
<input type="checkbox"/> ALL OWNED AUTOS							BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS							PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS							
<input type="checkbox"/> NON-OWNED AUTOS							
UMBRELLA LIAB							EACH OCCURRENCE \$
<input type="checkbox"/> OCCUR							AGGREGATE \$
EXCESS LIAB							
<input type="checkbox"/> CLAIMS-MADE							
DED RETENTION \$							
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			196099613	7/1/2013	7/1/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Re: PKARC-142 Lake Skinner - Multi-Species Reserve Office Maintenance Building.  
Riverside County Regional Park and Open-Space District, County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents, or representatives are named as additional insureds.

**CERTIFICATE HOLDER CANCELLATION**

Riverside County Regional Park and Open-Space District Attn: Julie A. Smith - Campbell 4600 Crestmore Road Jurupa Valley, CA 92509	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Stephanie Compton</i>





