

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



401

**FROM:** Transportation & Land Management Agency: Planning Department

**SUBMITTAL DATE:**  
April 3, 2014

**SUBJECT:** Professional Services Agreement Amendment No. 1 between the County of Riverside and Atkins North America, Inc. For FY 2013/2014 to 2014/2015. All Districts/All Districts. [\$75,000] 100% Net County Cost.


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

1. Approve Amendment No. 1 to amend the scope of work and payment schedule and to increase the contract from \$25,000 to \$35,000 for Fiscal Year 2013/2014 and for \$40,000 for Fiscal Year 2014/2015, and authorize the Purchasing Agent to sign the amendment on behalf of the County.

**BACKGROUND:**

**Summary**


In 2011, the County contracted with Atkins to perform specific technical services including modeling and impact analysis germane to the preparation of the draft General Plan Amendment No. 960 (GPA No. 960) and the associated draft Environmental Impact Report No. 521 (EIR No. 521).

  
\_\_\_\_\_  
Juan C. Perez  
Director of Transportation and Land  
Management /Interim Planning Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 10,000	\$ 40,000	\$ 75,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 10,000	\$ 40,000	\$ 75,000	\$ 0	

**SOURCE OF FUNDS:** Net County Cost - included in Planning Budget for FY13/14 and Budget Request for FY14/15

<b>Budget Adjustment:</b>	N/A
<b>For Fiscal Year:</b>	13/14-14/15

**C.E.O. RECOMMENDATION:** APPROVE  
BY:   
Tina Grande

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

FORM APPROVED COUNTY COURTS  
BY:  4/8/14  
Departmental Concurrence

Purchasing:   
Mark Seiler, Assistant Director

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

Prev. Agn. Ref.: \_\_\_\_\_ District: All/All Agenda Number:

**3 - 25**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Professional Services Agreement Amendment No. 1 between the County of Riverside  
and Atkins North America, Inc. For FY 2013/2014 to 2014/2015. All Districts/All Districts. [\$75,000]  
100% Net County Cost.**

**DATE: April 3, 2014**

**PAGE: 2 of 2**

**BACKGROUND:**

**Summary** (continued)

To that end, Atkins prepared the technical components of GPA No. 960's revised Air Quality Element and the air quality and greenhouse gasses (GHG) sections of EIR No. 521, and the County's Draft Climate Action Plan (CAP) pursuant to AB32.

GPA No. 960 and draft EIR No. 521 are expected to be released for public review by May 2014. Atkins will assist County staff as a technical advisor during meetings and hearings as the General Plan proceeds through the public review process. In addition, Atkins will provide responses to comments on the Draft EIR No. 521.

It is highly beneficial that the County retain Atkins for this work since the firm prepared the original air quality model and technical documentation for both GPA No. 960 and EIR No. 521. By working with Atkins, the County ensures continuity of the work product and eliminates the time and cost incurred should a new consultant be introduced to the GPA, EIR and CAP at such a late date. Additionally, Atkins has prepared 41 CAPs, 35 of which were for jurisdictions within California. Their expertise in this field is well regarded throughout the State.

Staff is requesting that the Board approve Amendment No. 1 to amend the professional services agreement between County of Riverside for the benefit of the Transportation and Land Management Agency and Atkins North America, Inc. for an amount not to exceed \$35,000 for FY 2013/14 and \$40,000 for FY 2014/15, in the aggregate amount of \$75,000. Staff is also requesting to amend the current scope of service and payment schedule of the existing agreement.

**Impact on Residents and Businesses**

The Green House Gas analysis is a requirement of the State pursuant to SB 375 and AB32. The Climate Action Plan and GHG analysis allows the County to meet the vision and policies of its general plan in order to enhance quality of life and economic activity in the unincorporated areas of the County. Securing the services of Atkins to finalize the CAP and respond to issues pertaining to the AQ and GHG sections of EIR No. 521 will enhance the technical adequacy and integrity of the General Plan documents, which serve as a blueprint for the County's future growth.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The agreement has been anticipated as part of the Planning Department's approved budget for fiscal year 2013/2014 and does not require a budget adjustment.

**Contract History and Price Reasonableness**

The County has contracted with Atkins since early 2011. The current contract TLARC-92534-003-06/14 is at a cost not to exceed \$25,000 (Sole Source #13-400). The amount has been expended for technical work related to the CAP, GPA960 Air Quality Element and the GHG and Air Quality Sections of the EIR521. It is anticipated that public review of the EIR will commence in May of 2014 and public hearings will be held in early 2015. Atkins will assist County staff with the responses to technical comments on EIR521, participate in public hearings and provide technical representation at County sponsored meetings. Atkins' technical knowledge of this effort is significant and critical to the completion of the aforementioned work. The County would incur significant costs and time delay, should it engage a new technical consultant at this stage of the project. Further, Atkins has agreed to retain their 2011 hourly rates.

**Attachments:**

Amendment No. 1 to the Agreement with Atkins

Exhibit A Scope of Service

Exhibit B Payment Provisions

**COUNTY OF RIVERSIDE  
AMENDMENT NO. 1 TO THE AGREEMENT  
WITH  
ATKINS NORTH AMERICA, INC.  
TLARC-92534-003-06/14**

**CONTRACTOR:** Atkins North America, Inc.  
Contract Term: 4/8/2013 through 6/30/2015  
Effective Date of Amendment: April 1, 2014  
Annual Maximum Contract Amount: \$ 40,000

The Agreement between County of Riverside, herein referred to as COUNTY and Atkins North America, Inc., herein referred to as CONTRACTOR, is amended as follows:

1. On page 3 of the Agreement, amend 2.1 the "Period of Performance":  
To amend all reference to the Period of Performance from expiration of June 30, 2014 to a Period of Performance of July 1, 2014 through June 30, 2015.
2. On page 3 of the Agreement, amend 3 "Compensation" paragraph 3.1 by adding the following sentence:  
The COUNTY shall pay CONTRACTOR for services performed through June 30, 2014 an amount not to exceed \$35,000 and July 1, 2014 through June 30, 2015 an amount not to exceed \$40,000.
3. On page 17 of the Agreement, amend Exhibit A consisting of two (s) pages (pages 17 and 18) by replacing with the attached Exhibit A, consisting of three (s) pages, incorporated by this reference, which modifies the title of Task 4, and adds Tasks 5 through 8.
4. On page 19 of the Agreement, amend "Exhibit B Payment Provisions" by replacing with the attached new Exhibit B consisting of one (1) page, incorporated by this reference, which modifies the cost of Task 4, and sets forth the added costs for Task 5 - \$10,685, Task 6 - \$9,020, Task 7 - \$4,920 and Task 8 - \$10,000.
5. All other terms and conditions of the Agreement are to remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**County**  
County of Riverside  
Transportation and Land Management Agency  
4080 Lemon Street, 14<sup>th</sup> Floor  
Riverside, CA 92501

**Contractor**  
Atkins North America, Inc.  
650 E. Hospitality Lane, Ste 460  
San Bernardino, CA 92408

By: \_\_\_\_\_  
Name: Jeff Stone  
Title: Chairman of the Board of Supervisors  
Date: \_\_\_\_\_

By: Carmen Kasner  
Name: Carmen Kasner  
Title: Sector Mgr., Vice President  
Date: April 18, 2014

## EXHIBIT A

### SCOPE OF SERVICE

**Subject: Proposed Budget Augment to Review Cumulative Impacts and Revisions to the Air Quality and Climate Change Sections to the General Plan Update Environmental Impact Report (EIR) and Air Quality Element.**

Atkins is pleased to provide the County with additional services required due to 120-125 proposed individual General Plan Amendments (GPAs) and 15 adopted GPAs that have occurred since the original analysis of air quality and greenhouse gas (GHG) impacts.

To facilitate this work, the County Planning Department will provide Atkins with the latest version of the Air Quality Element and County Transportation Department's analysis of the cumulative impacts to traffic and circulation resulting from the proposed and adopted GPAs. Atkins will provide products from the following tasks listed below within three weeks of obtaining this information.

Additional Scope of Work and Budget Augment for Air Quality and GHG Analysis Services:

#### **Task 1: Review of County Transportation Department's Cumulative Analysis**

Atkins will Review the County Transportation Departments analysis of cumulative impacts to traffic and circulation resulting from the proposed and adopted GPAs for the purposes of evaluating cumulative air quality and GHG emissions impacts. This review will qualitatively evaluate the air quality and GHG emissions analysis currently in the internal draft of the County EIR No. 521 for potential revisions necessitated by the cumulative impacts associated with the proposed and adopted GPAs.

Atkins will quantitatively review air quality and GHG emissions associated with the GPAs at a screening level to evaluate numerical changes in the air quality and GHG analyses within the County EIR No. 521 and potential revisions to the Significance Findings in the County EIR No. 521.

Atkins will review the current version of the Air Quality Element and how the County Transportation Departments analysis of cumulative impacts to traffic and circulation resulting from the proposed and adopted GPAs may or may not affect the Goals, Policies, or content of the Air Quality Element.

Atkins assumes a kick off meeting between County Planning Department staff and Atkins staff will take place at the beginning of Task 1 to provide detailed direction of the review and provide updates, if necessary, concerning the Transportation Department's analysis and/or schedule. Atkins recommends that this task be based on a Time and Materials not to exceed \$3,567.00.

#### **Task 2: Technical Summary Report**

Atkins will write a technical summary report for the Planning Department summarizing the review and analysis conducted in Task 1. At minimum this technical summary report will include the following:

- Summary of the cumulative air quality and GHG emissions impacts associated with the proposed and adopted GPAs.

- Summary of the qualitative evaluation of the air quality and GHG emissions analysis currently in the internal draft of the County EIR No. 521 for potential revisions necessitated by the cumulative impacts associated with the proposed and adopted GPAs. This summary will include recommendations on changes and why the changes need to be made, or why changes to the EIR sections are not warranted.
- Summary of the quantitative review of air quality and GHG emissions associated with the GPAs at a screening level to evaluate numerical changes in the air quality and GHG analyses within the County EIR No. 521 and potential revisions to the Significance Findings in the County EIR No. 521. This summary will include recommendations on numerical changes in the air quality and GHG emissions analysis and why the changes need to be made, or why numerical changes to the EIR sections are not warranted.
- Summary of potential changes to the Air Quality Element, if required, that need to be made due to the cumulative impacts associated with the proposed and adopted GPAs. This summary will include recommendations on changes and why the changes need to be made, or why changes to the Air Quality Element are not warranted.

The technical summary report will be provided to the County Planning Department within two weeks of receiving the latest version of the Air Quality Element and County Transportation Department's analysis of the cumulative impacts to traffic and circulation resulting from the proposed and adopted GPAs.

Atkins assumes a meeting between County Planning Department staff and Atkins staff will take place in order to review the findings of the technical summary report and determine how to use it in the County EIR No. 521 cumulative impact analysis. Atkins recommends that this task be based on a Time and Materials not to exceed \$1,755.

### **Task 3: Modifications to EIR Analysis and/or Air Quality Element**

Based upon the technical summary report findings and recommendations; and based upon the conclusions of the meeting outlined in Task 2, Atkins will provide draft changes to the draft Air Quality Element of the GPA No. 960 and/or the air quality and GHG sections of the EIR No. 521 and addenda to existing studies/work products. Prior to the review and evaluations outlined in Tasks 1 and 2, it is uncertain the extent of work that will be required in Task3. Completion of this task could be as minor as simple edits and numerical changes to tables in the EIR sections or as comprehensive as changes to Significance Findings and mitigation in the EIR sections and changes to the Air Quality Element. Because the work effort to complete Task 3 is unknown at this time, Atkins recommends that this task be based on a Time and Materials not to exceed \$18,653.

### **Task 4: Public Outreach**

Atkins staff will participate in a Public Outreach effort sponsored by TLMA-Planning. It is anticipated that Atkins will attend as many as ten (10) meetings located throughout the County, provide an overview of the CAP and respond to any CAP/AQ questions that arise. Because the work effort to complete Task 4 is unknown at this time, it is recommended that this task be based on Time and Materials not to exceed \$16,400.

**Task 5: Public Hearings**

Atkins senior staff will attend the public meetings during the CEQA review and certification for EIR No. 521 and GPA No. 960 adoption consideration to support County Planning staff with technical information and answer questions. Atkins anticipates six (6) public meetings before the Planning Commission and Board of Supervisors and four (4) internal meetings with County staff would be needed during the public review process. Hours dedicated to Task 5 meetings shall not exceed fifty-five (55) hours and is on a Time and Materials basis not to exceed \$10,685.

**Task 6: Meetings with Representatives of the Building Industry Association (BIA) and the Desert Valley Builders Association (DVBA)**

Michael Hendrix, the Atkins Project Manager for this Project, will attend meetings at the County offices and assist County staff as a technical advisor to the County during meetings with the BIA. Atkins anticipates up to eight (8) meetings with BIA and DVBA would be needed during the public review process. Up to forty-four (44) hours for meetings and meeting preparation (\$9,020) will be devoted to Task 6 billed on a time and materials basis.

**Task 7: Meetings with Representatives of the Attorney General's Office**

Michael Hendrix will attend meetings at the County offices and assist County staff as a technical advisor to the County during meetings with the Attorney General's Office. Atkins anticipates up to four (4) meetings with representatives of the Attorney General's Office would be needed during the public review process. Up to thirty-two (32) hours for meetings and meeting preparation (\$4,920) will be devoted to Task 7 billed on a time and materials basis.

**Task 8: Response to Comments on the Draft EIR No. 521**

Atkins will review comment letters related to the air quality and GHG emissions analysis in the Draft EIR as well as comments related to the Climate Action Plan. Atkins will draft responses to the comments for review by County staff and legal counsel. Based upon a compiled set of edits/comments by County staff and legal counsel, Atkins will revise the draft response to comments. Up to four (4) sets of compiled edits/comments are anticipated in this process.

Up to fifty-eight (58) hours of Atkins staff time and approximately twelve (12) hours of meetings with County staff and legal counsel for a total of seventy (70) hours (\$10,000) will be devoted to Task 8 billed on a time and materials basis. Overly voluminous or detailed comments may require additional time and materials to complete.

**EXHIBIT B**  
**PAYMENT PROVISIONS**

**BILL RATES**

<u>STAFF</u>	<u>HOURLY RATES</u>
Project Manager	\$205
Senior Air Quality Specialist	\$110
Administrative Assistance	\$89

**COST**

<u>TASK</u>	<u>HOURS</u>	<u>COST</u>
Task 1 Review of County Transportation Department's Cumulative Analysis		\$3,567
Task 2 Technical Summary Report		\$1,755
Task 3 Modifications to EIR Analysis and/or Air Quality Element		\$18,653
Task 4 Public Outreach		\$16,400
Task 5 Public Hearings	55	\$10,685
Task 6 Meetings with BIA and DVBA	44	\$9,020
Task 7 Meetings with Attorney General	32	\$4,920
Task 8 Responses to Comments	70	\$10,000