

PURCHASING & FEES SERVICES
 Lisa Brandl, Director
 Departmental Concurrence
 FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS
 DATE: 11/25/15

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

102



FROM: Transportation Land Management Agency (TLMA) – Building and Safety

SUBMITTAL DATE:
October 27, 2015

SUBJECT: Approval of Amendment No. 1 for On-Call Building and Safety Services and Geotechnical Services with Interwest Consulting and Willdan Engineering increasing the contract amounts, for 3 years. [All Districts]; [\$1,650,000] 100% Fee Revenue

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute the Amendment No. 1 for FY 15/16 to 17/18 to the professional services agreements:
 - Willdan Engineering increasing the agreement \$300,000 from \$200,000 to \$500,000;
 - Interwest Consulting increasing the agreement \$200,000 from \$150,000 to \$350,000; and,
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to move funds between the contractors above, and JAS Pacific (which contract does not require amending at this time), based on the availability of fiscal funding; and to sign amendments that do not change the substantive terms of the agreements, but including amendments to the compensation provisions up to 10% for each contractor for any contingencies, as approved by County Counsel.
3. Approve and direct the Auditor-Controller to make the budget adjustment as shown on Attachment A.

BACKGROUND:

Summary (see page 2)

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: Susana Garcia-Bocanegra (12/3/15)

Juan C. Perez
 Transportation & Land Management
 Agency Director

| FINANCIAL DATA | Current Fiscal Year: | Next Fiscal Year: | Total Cost: | Ongoing Cost: | POLICY/CONSENT (per Exec. Office) |
|-----------------|----------------------|-------------------|--------------|---------------|---|
| COST | \$ 550,000 | \$ 550,000 | \$ 1,650,000 | \$ 0 | Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/> |
| NET COUNTY COST | \$ | \$ | \$ | \$ 0 | |

SOURCE OF FUNDS: 100% Fee Revenue
Budget Adjustment: Yes
For Fiscal Year: 15/16-17/18

C.E.O. RECOMMENDATION:

APPROVE
 BY: Tina Grant

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Prev. Agn. Ref.: 3-46 on 5/12/15 District: ALL Agenda Number:

3-34

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Amendment No. 1 for On-Call Building and Safety Services and
Geotechnical Services with Interwest Consulting and Willdan Engineering increasing the contract
amounts, for 3 years. [All Districts]; [\$1,650,000]; 100% Fee Revenue.**

DATE: October 27, 2015

PAGE: 2 of 3

BACKGROUND:

Summary

The Building and Safety department currently has agreements in place with Willdan Engineering and Interwest Consultants for on-call services for plan review and inspections not to exceed \$350,000 per year for FY15/16. This has allowed the department to manage and keep pace with demand as these professional consultants have complemented our in-house staff. However, the current level of usage and anticipated demand for the rest of the year is projected to cause us to exceed the previous \$350,000 limit for these two contracts.

Building and Safety is requesting that the Board approve Amendment No. 1 to the agreement with Willdan Engineering for an annual amount not to exceed \$500,000 for FY15/16 through FY17/18, plus a ten percent (10%) contingency amount for unforeseen services outside the regular scope of services, each fiscal year. Additionally, TLMA is requesting that the Board approve Amendment No. 1 to the agreement with Interwest Consultants for a contract amount of \$350,000 for FY15/16 through FY17/18, plus a ten percent (10%) contingency amount for unforeseen services outside the regular scope of services, each fiscal year.

The amendments will further help TLMA to have the flexibility to manage workload demands while keeping pace with peaks during an upturn in the economy.

Impact on Residents and Businesses

Residents, businesses, and development applicants have benefitted from the quicker response time from the Building and Safety department as the use of consultants have allowed us to meet the increased demand.

Additional Fiscal Information

These contracts are funded by Building and Safety fees. No dollar amount of work is guaranteed. The basis of work will be on an "as-needed" basis.

Contract History and Price Reasonableness

In December 2014, Purchasing issued Request for Proposal (RFP) TLARC424 on behalf of Building and Safety and Geotechnical Services. Willdan Engineering, Interwest Consulting, and JAS Pacific were selected out of total of six (6) vendors by the evaluation team as the most responsive/responsible vendors. The current contracts are in effect through June 30, 2018.

Attachments:

- A. Budget Adjustment
- B. Amendment No. 1 to the Agreement with Willdan Engineering
- C. Amendment No. 1 to the Agreement with Interwest Consulting

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Amendment No. 1 for On-Call Building and Safety Services and
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DATE: October 27, 2015

PAGE: 3 of 3

Attachment A

Increase Appropriation:

| | | |
|-------------------------|-----------------------|-----------|
| 20250-3110100000-525440 | Professional Services | \$550,000 |
|-------------------------|-----------------------|-----------|

Increase Estimated Revenue:

| | | |
|-------------------------|-------------------------|-----------|
| 20250-3110100000-771930 | Deposit Based Fee Draws | \$400,000 |
|-------------------------|-------------------------|-----------|

| | | |
|-------------------------|-----------------|------------------|
| 20250-3110100000-722060 | Permit-Building | <u>\$150,000</u> |
|-------------------------|-----------------|------------------|

| | | |
|--|--|------------------|
| | | <u>\$550,000</u> |
|--|--|------------------|

COUNTY OF RIVERSIDE
AMENDMENT NO.1 TO THE AGREEMENT
WITH
WILLDAN ENGINEERING
TLARC-91831-014-06/18

Original Contract Term: May 12, 2015 through June 30, 2018
Effective Date of Amendment: November 1, 2015
Annual Maximum Contract Amount: \$500,000

The Agreement between County of Riverside, herein referred to as COUNTY and Willdan Engineering, herein referred to as CONTRACTOR, entered into as of May 12, 2015 is amended as follows:

1. On page 3 of the Agreement, replace in its entirety section 3.1 the "Compensation" to read as follows:

"The COUNTY agrees to pay CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed \$500,000 annually including all expenses. The COUNTY is not responsible for any fees or costs incurred above and beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related this Agreement.

2. All other terms and conditions of the Agreement not modified herein shall remain unchanged.

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

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: _____

Marion Ashley, Chairman

Board of Supervisors

Dated: _____

CONTRACTOR NAME HERE

Willdan Engineering

By: *Janet M. G. [Signature]*

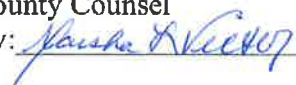
Name: JANET M. G. [Signature]

Title: DIR [Signature]

Dated: 11-6-15

COUNTY OF RIVERSIDE
AMENDMENT NO.1 TO THE AGREEMENT
WITH
WILLDAN ENGINEERING
TLARC-91831-014-06/18

ATTEST: _____
Kecia Harper-Ihem
Clerk of the Board
By: _____
Deputy

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel
By: 
Deputy County Counsel

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COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: _____

Marion Ashley, Chairman

Board of Supervisors

Dated: _____

CONTRACTOR NAME HERE

Willdan Engineering

By: 

Name: James M. Guerra

Title: Director

Dated: 11-6-15

COUNTY OF RIVERSIDE
AMENDMENT NO.1 TO THE AGREEMENT
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ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By: _____
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By: 
Deputy County Counsel

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By: _____

Marion Ashley, Chairman

Board of Supervisors

Dated: _____

CONTRACTOR NAME HERE

Willdan Engineering

By: 

Name: JAMES M. GUZMAN

Title: DIRECTOR

Dated: 11-6-15

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ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By: _____
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By: 
Deputy County Counsel

COUNTY OF RIVERSIDE
AMENDMENT NO.1 TO THE AGREEMENT
WITH
INTERWEST CONSULTING
TLARC-91831-013-06/18

Original Contract Term: May 12, 2015 through June 30, 2018
Effective Date of Amendment: November 1, 2015
Annual Maximum Contract Amount: \$350,000

The Agreement between County of Riverside, herein referred to as COUNTY and Interwest Consulting, herein referred to as CONTRACTOR, entered into as of May 12, 2015 is amended as follows:

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COUNTY OF RIVERSIDE, a political
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By: _____

Marion Ashley, Chairman

Board of Supervisors

Dated: _____

CONTRACTOR NAME HERE
Interwest Consulting

By: 

Name: Terry J. Rodrigue

Title: President

Dated: 11/4/2015

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ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By: _____
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By: 

Deputy County Counsel

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By: _____

Marion Ashley, Chairman

Board of Supervisors

Dated: _____

CONTRACTOR NAME HERE

Interwest Consulting

By: 

Name: Terry S. Rodriguez

Title: President

Dated: 11/4/2015

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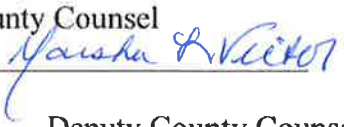
ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By: _____
Deputy

APPROVED AS TO FORM:

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County Counsel

By: 
Deputy County Counsel

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Dated: 11/4/2015

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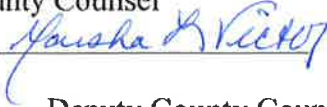
ATTEST:

Kecia Harper-Ihem
Clerk of the Board

By: _____
Deputy

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel

By: 
Deputy County Counsel



Mike Lara
Director

COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

DATE: November 24, 2015

SUBJECT: Form 11 and Professional Services Contract Amendment with Willdan Engineering and Interwest Consulting

TO: Marsha L. Victor
Principal Deputy

FROM: Michael Wilson
Accountant II

Hello Marsha,

Enclosed please find the items requiring your approval:

- The Form 11 for Professional Services Contract Amendments with Willdan Engineering and Interwest Consulting, and
- Three (3) original contracts signed by the vendors.

Once approved, please contact me and I will arrange for pick up.

If you have any questions, please do not hesitate to contact me at (951) 955-3223 or micro 5-3223. Thank you.

Michael Wilson
miwilson@rctlma.org

FORM APPROVED COUNTY COUNSEL
BY: MAR MARSHA L. VICTOR 11/25/15 DATE