

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

602A



FROM: TLMA - Transportation Department

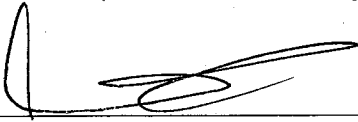
SUBMITTAL DATE:
October 5, 2011

SUBJECT: Professional Services Agreement with Kristar Enterprises, Inc. for On-Call NPDES Compliance Services.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and execute a Professional Services Agreement between Kristar Enterprises, Inc. and the County of Riverside.

BACKGROUND: National Pollutant Discharge Elimination System (NDPES) services are needed to provide access to expertise and additional personnel, enabling the Transportation




Juan C. Perez
Director of Transportation

CS
(Continued On Attached Page)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 125,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/2012

SOURCE OF FUNDS: Measure A – 25%, Gas Tax – 25%, TUMF – 25%, Executive Office NPDES Fund – 25%. There are no General Funds used in this project.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE
BY: 
Tina Grande

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: 
MARSHAL VICTOR
DATE: 10/13/11


Departmental Concurrence

Dept's Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: November 1, 2011
xc: Transp.

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

Prev. Agn. Ref. | **District:** All | **Agenda Number:**

3.34

The Honorable Board of Supervisors

RE: Professional Services Agreement with Kristar Enterprises, Inc. for On-Call NPDES

Compliance Services

October 5, 2011

Page 2 of 2

Department to meet the increasing state and federal regulatory compliance demands.

A request for proposals was advertised on March 21, 2011. Six firms submitted qualifications and the top three ranked firms (based upon an evaluation of the proposals) were invited to interviews. The written proposals were evaluated by representatives of the Environmental and Construction Sections of the Riverside County Transportation Department.

Kristar Enterprises, Inc. was selected as one of the top ranked firms to provide specialized services on an "as needed" basis for a period of three years. This contract will allow Kristar Enterprises, Inc. to seamlessly provide the Transportation Department continued assistance with ongoing NPDES compliance, specifically pertaining to identification of illicit discharges; preparation, coordination, and review of annual reporting; training; facility inventories, inspections and audits; drafting water quality specifications; and updating the Department's NPDES procedures and policies.

The contract was developed by negotiations between Kristar Enterprises, Inc. and the Riverside County Transportation Department. To provide diversity of resources and targeted expertise for other aspects of our operations, an additional two contracts for on-call services have been negotiated with other firms that will go to the Board for separate consideration. These contracts may be canceled by the County without cause with a 30-day notice.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/15/2011

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 # 0C54782 Malloy Imrie & Vasconi Insurance Services, LLC P. O. BOX 725 St. Helena, CA 94574	CONTACT NAME: PHONE (A/C, No, Ext): (707) 963-2777 FAX (A/C, No): (707) 963-4073 E-MAIL ADDRESS:														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Transportation Ins Co</td> <td style="text-align: center;">20494</td> </tr> <tr> <td>INSURER B : American Cas Co of Reading PA</td> <td style="text-align: center;">20427</td> </tr> <tr> <td>INSURER C : Everest National Insurance Co.</td> <td style="text-align: center;">10120</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Transportation Ins Co	20494	INSURER B : American Cas Co of Reading PA	20427	INSURER C : Everest National Insurance Co.	10120	INSURER D :		INSURER E :		INSURER F :
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INSURER E :															
INSURER F :															
INSURED Kristar Enterprises Inc. dba: Drainage Protection Systems 360 Sutton Place Santa Rosa, CA 95407															

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			C1082163619	4/28/2011	4/28/2012	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) \$ 15,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			C1082163622	4/28/2011	4/28/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			C1082151101	4/28/2011	4/28/2012	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			CA10001211111	6/1/2011	6/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				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)
Proof of Coverage Only

CERTIFICATE HOLDER Proof of Coverage	CANCELLATION 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
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Contract No. 11-09-002
Riverside County Transportation

CONSULTING ON-CALL SERVICES AGREEMENT

for

**National Pollutant Discharge Elimination System (NPDES)
Consulting Services**

between

County of Riverside • Transportation Department

and

KRISTAR ENTERPRISES, INC.



NOV 01 2011

3.34

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CONSULTING SERVICES AGREEMENT

COUNTY OF RIVERSIDE, hereinafter referred to as "COUNTY", and Kristar, Enterprises, Inc., hereinafter referred to as "CONSULTANT", located at the following addressees:

County of Riverside • Transportation Department	Kristar Enterprises, Inc.
4080 Lemon Street, 8 th Floor	41615 Reagan Way
Riverside, CA 92502	Murrieta, CA 92562

do hereby agree as follows:

ARTICLE I • DESIGNATED CONTACTS

Coordination of CONSULTANT, and COUNTY activities shall be accomplished through a CONSULTING CONTRACT MANAGER, and a COUNTY CONTRACT MANAGER.

The CONSULTING CONTRACT MANAGER for CONSULTANT shall be:

Craig R. Beatty, President

The COUNTY CONTRACT MANAGER for COUNTY shall be:

Claudia Steiding, NPDES Coordinator, or her designee

ARTICLE II • DEFINITION OF WORK ASSIGNMENTS

Services provided under this contract will be performed on an on-call basis to the Riverside County Transportation Department for transportation related work assignments located throughout Riverside County. CONSULTANT shall furnish all technical and professional services including labor, material, equipment, transportation, supervision, and expertise to fully and adequately perform the services generally described in Appendix A, Scope of Services, and more specifically described in Work Assignments to be negotiated and executed in the future as services are required. Work Assignments shall be initiated at the request of the COUNTY CONTRACT MANAGER. CONSULTANT and/or COUNTY shall prepare a written scope of work and schedule for each Work Assignment. CONSULTANT and COUNTY shall negotiate and establish a budget that is consistent with the scope of work and the CONSULTANT's billing rates. Each Work Assignment shall be memorialized in writing and approved by the Director of Transportation and by the CONSULTING CONTRACT MANAGER or authorized designee's. All services and deliverables associated with the performance and accomplishment of the covenants described in approved Work Assignments is hereinafter collectively referred to as the "WORK ASSIGNMENTS".



ARTICLE III • COOPERATIVE AGENCIES

A. Lead Agency

COUNTY may be working cooperatively with other agencies in the effort to complete WORK ASSIGNMENTS and would generally be designated as the lead agency.

B. Cooperative Agencies

It is common for COUNTY to be working cooperatively with other agencies when performing services of the type that will be performed under this contract. The cooperating agencies will hereinafter be collectively referred to as the "AGENCIES"

C. COUNTY/AGENCIES Standards

All deliverables shall be prepared in accordance with the current COUNTY and AGENCIES practices, regulations, policies, procedures, manuals and standards where applicable. All deliverables are subject to review and approval by COUNTY.

ARTICLE IV • CONDITIONS

A. Notifications

All notices hereunder and communications regarding interpretation of the terms of this contract and changes thereto shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed to the attention of the CONSULTING CONTRACT MANAGER or the COUNTY CONTRACT MANAGER at the respective addresses provided on page one of this contract.

B. Assignment

Without written consent of COUNTY, this contract is not assignable by CONSULTANT either in whole or in part.

C. Subcontracts

1. CONSULTANT shall perform the services contemplated with resources available within its own organization. No portion of the services pertinent to this contract shall be subcontracted without written authorization by the COUNTY CONTRACT MANAGER, except that which is expressly authorized by this contract or by a specific WORK ASSIGNMENT.
2. In the event CONSULTANT subcontracts any portion of CONSULTANT's duties under this contract, CONSULTANT shall require its subcontractors to comply with the terms of this contract in the same

1 manner as required of CONSULTANT including, but not limited to; indemnification of the COUNTY,
2 requiring the same insurance of Subcontractors as required of CONSULTANT, and having
3 Subcontractor's insurance name the COUNTY as Additional Insured for each type of insurance where this
4 Agreement requires CONSULTANT's insurance to name COUNTY as Additional Insured.

5 **D. Modifications**

- 6 1. This contract may be amended or modified only by mutual written agreement of the parties. No alteration
7 or variation of the terms of this contract will be valid unless made in writing and signed by the parties
8 hereto and no oral understanding or agreement not incorporated herein, will be binding on any of the
9 parties hereto except for minor modifications as defined below.
- 10 2. Execution of individual WORK ASSIGNMENTS is authorized under the terms of this contract and is not
11 considered a modification. All WORK ASSIGNMENTS must be approved in writing by the Director of
12 Transportation and by the CONSULTING CONTRACT MANAGER or authorized designee's.
- 13 3. There shall be no change in the CONSULTING CONTRACT MANAGER or key members of the
14 CONSULTANT's team without prior written approval by the COUNTY CONTRACT MANAGER.
- 15 4. Modifications to the scope of services authorized under an approved WORK ASSIGNMENT can be
16 authorized by the COUNTY CONTRACT MANAGER for work that is generally consistent with the
17 approved scope of services and does not require funding in excess of the amount approved for the
18 WORK ASSIGNMENT.

19 **E. COUNTY Directives**

20 CONSULTANT shall receive contract directions and interpretations from the COUNTY CONTRACT
21 MANAGER.

22 **F. Liability**

- 23 1. CONSULTANT has total responsibility for the accuracy and completeness of all data, reports, plans,
24 specifications and estimates prepared under WORK ASSIGNMENTS and shall check all such material
25 accordingly. COUNTY will review all work product deliverables. The responsibility for accuracy and
26 completeness of such items remains solely that of CONSULTANT. Neither COUNTY's review or
27 approval shall give rise to any liability or responsibility on the part of COUNTY, or waive any of
28 COUNTY'S rights, or relieve CONSULTANT of its professional responsibilities or obligations under this
29 contract.



- 1 2. The reports and/or other work products furnished in accordance with the WORK ASSIGNMENTS shall
2 meet the criteria for acceptance and be a product of neat appearance, well organized, technically and
3 grammatically correct, checked and having the preparer and checker identified. The minimum standard
4 of appearance, organization and contents shall be of similar types produced by COUNTY and
5 AGENCIES. If any work product submitted is not complete and ready for use by COUNTY, it shall be
6 marked "Draft" or similar designation to indicate it is not ready for use by COUNTY. COUNTY expects
7 that all work products not so designated is ready for use.
- 8 3. COUNTY and CONSULTANT agree that work products prepared by CONSULTANT are for the exclusive
9 use of COUNTY and will be used by COUNTY for the project for which they were specifically designed.
10 CONSULTANT shall not be responsible for use of work products if used on a different project without the
11 written authorization or approval by CONSULTANT.
- 12 4. CONSULTANT acknowledges that the work products may be used by COUNTY for the intended project
13 regardless of any disputes that may develop between CONSULTANT and COUNTY. All work products
14 shall be deemed the sole and exclusive property of COUNTY and ownership thereof is irrevocably vested
15 in COUNTY whether the project is executed or not.
- 16 5. CONSULTANT, and the agents and employees of CONSULTANT, in the performance of this contract,
17 shall act in an independent capacity and not as officers, employees or agents of COUNTY.

18 **G. Indemnification and Defense**

- 19 1. The CONSULTANT agrees to and shall indemnify and hold harmless the County of Riverside, its
20 Agencies, Districts, Departments and Special Districts, their respective directors, officers, Board of
21 Supervisors, elected and appointed officials, employees, agents and representatives (hereinafter
22 individually and collectively referred to as "Indemnitees") from all liability, including, but not limited to loss,
23 suits, claims, demands, actions, or proceedings caused by any alleged or actual negligence,
24 recklessness, willful misconduct, errors or omissions of CONSULTANT, its directors, officers, partners,
25 employees, agents or representatives or any person or organization for whom CONSULTANT is
26 responsible, arising out of or from the performance of services under this Agreement. To the extent a
27 loss, suit, claim, demand, action, or proceeding is based on actual or alleged acts or omissions of
28 CONSULTANT which are not design professional services, CONSULTANT shall indemnify Indemnitees
29 whether or not CONSULTANT is negligent.

2. The duty to indemnify does not include loss, suits, claims, demands, actions, or proceedings caused by actual negligence of Indemnitees; however, any actual negligence of Indemnitees will only affect the duty to indemnify for the specific act found to be negligence, and will not preclude a duty to indemnify for any act or omission of CONSULTANT.
3. 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, in any loss, suits, claims, demands, actions, or proceedings based or alleged to be based on any act or omission of CONSULTANT arising out of or from the performance of services under this contract. The duty to defend applies to any alleged or actual negligence, recklessness, willful misconduct, error or omission of CONSULTANT. The duty to defend shall apply whether or not CONSULTANT is a party to the lawsuit, and shall apply whether or not CONSULTANT is directly liable to the plaintiffs in the lawsuit. The duty to defend applies even if Indemnitees are alleged or found to be actively negligent, unless the act or omission at issue was caused by the sole active negligence of Indemnitees.
4. The specified insurance provisions and limits required in this contract shall in no way limit or circumscribe CONSULTANT's obligations to indemnify and hold harmless Indemnitees from third party claims.
5. In the event there is conflict between the indemnity and defense provisions and California Civil Code Sections 2782 and 2782.8, the indemnity and defense provisions shall be interpreted to comply with Civil Code sections 2782 and 2782.8.

H. Quality Control

CONSULTANT shall implement and maintain the following quality control procedures during the preparation of the plans and documents prepared under this contract. CONSULTANT shall have a quality control plan in effect during the entire time services are being performed under this contract. The plan shall establish a process whereby calculations are independently checked, plans checked, corrected and back-checked, and all job related correspondence and memoranda routed and received by affected persons and then bound in appropriate job files. Where several drawings show different work in the same area, means shall be provided to avoid conflicts and misalignment in both new and existing improvements. Evidence that the quality control plan is functional may be requested by the COUNTY CONTRACT MANAGER. All plans, calculations documents and other items submitted to the COUNTY CONTRACT MANAGER for review shall be marked clearly as being fully checked and that the



1 preparation of the material followed the quality control plan established for the work.

2 **I. Extra Work**

- 3 1. CONSULTANT shall not perform Extra Work until receiving written authorization from the COUNTY
4 CONTRACT MANAGER.
- 5 2. In the event that COUNTY directs CONSULTANT to provide services constituting Extra Work, COUNTY
6 shall provide extra compensation to the CONSULTANT through the approval of a separate WORK
7 ASSIGNMENT package. Allowable compensation for approved extra work will be based on the
8 provisions of the approved WORK ASSIGNMENT.
- 9 3. In the event the extra work exceeds the annual maximum budget amount authorized under the terms of
10 this contract, an amendment to this contract providing for such compensation for Extra Work shall be
11 issued by COUNTY to CONSULTANT. Such Amendment shall not be effective until executed by both
12 parties.

13 **J. Disputes**

- 14 1. In the event CONSULTANT considers any work demanded of him to be outside the requirements of the
15 contract, or if he considers any order, instruction, or decision of COUNTY to be unfair, he shall promptly
16 upon receipt of such order, instruction or decision, ask for a written confirmation of the same whereupon
17 he shall proceed without delay to perform the work or to conform to the order, instruction, or decision; but
18 unless CONSULTANT finds such order, instruction, or decision satisfactory, he shall within 20 days after
19 receipt of same, file a written protest with COUNTY stating clearly and in detail his objections and reasons
20 therefore. Except for such protests or objections as are made of record in the manner specified and
21 within the time stated herein, and except for such instances where the basis of a protest could not
22 reasonably have been foreseen by CONSULTANT within the time limit specified for protest,
23 CONSULTANT hereby waives all grounds for protests or objections to the orders, instruction, or decisions
24 of COUNTY and hereby agrees that, as to all matters not included in such protests, the orders,
25 instructions and decisions of COUNTY will be limited to matters properly falling within COUNTY's
26 authority.
- 27 2. Any controversy or claim arising out of or relating to this contract which cannot be resolved by mutual
28 agreement may be settled by arbitration in accordance with the rules of the American Arbitration
29 Association, provided that the parties mutually agree to submit to arbitration.

- 1 3. Neither the pendency of a dispute nor its consideration by arbitration will excuse CONSULTANT from full
2 and timely performance in accordance with the terms of the contract.

3 **K. Termination Without Cause**

- 4 1. COUNTY reserves the right to terminate this contract at COUNTY's discretion and without cause, upon
5 thirty (30) calendar days written notice to CONSULTANT.
- 6 2. In the event of termination of the Agreement, upon demand, CONSULTANT shall deliver to COUNTY all
7 field notes, surveys, studies, reports, plans, drawings, specifications, and all other materials and
8 documents prepared by or provided to CONSULTANT in the performance of this contract. All such
9 documents and materials shall be property of COUNTY.
- 10 3. In the event that this contract is terminated, CONSULTANT is entitled to full payment for all services
11 performed up to the time written notice of contract cancellation is received by CONSULTANT. Payment
12 shall be made for services performed to date based upon the percentage ratio that the basic services
13 performed bear to the services contracted for, less payments made to date; plus any amount for
14 authorized, but unpaid, extra work performed and costs incurred.

15 **L. Termination for Lack of Performance**

16 COUNTY may terminate this contract and be relieved of the payment of any consideration to
17 CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in
18 the manner herein provided. In the event of such termination, COUNTY may proceed with the work in
19 any manner deemed proper by COUNTY. In such event, CONSULTANT shall be paid only for work
20 completed and delivered to COUNTY in a timely and successful manner.

21 **M. Insurance**

22 Without limiting or diminishing the CONSULTANT's obligation to indemnify or hold the COUNTY harmless,
23 CONSULTANT shall procure and maintain or cause to be maintained, at its sole cost and expense, the
24 following insurance coverages and shall satisfy the following terms during the term of this contract, or for a
25 term otherwise specified herein.

26 1. Workers' Compensation:

27 Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California.
28 Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less
29 than \$1,000,000 per person per accident. Policy shall be endorsed to waive subrogation in favor of the



1 County of Riverside; and to provide a Borrowed Servant/Alternate Employer Endorsement.

2 2. Commercial General Liability:

3 Commercial General Liability insurance coverage, including but not limited to, premises liability,
4 contractual liability, completed operations, personal and advertising injury covering claims which may
5 arise from or out of CONSULTANT's actual or alleged acts or omissions during any work under this
6 contract.

7 The policy shall name, by endorsement, the County of Riverside and all Agencies, Special Districts and
8 Departments of the County of Riverside, their respective Directors, Officers, Board of Supervisors,
9 employees, agents, elected and appointed officials ("County insureds") as Additional Insureds. The policy
10 shall provide first party insurance coverage for the County insureds for any loss, suits, claims, demands,
11 actions, or proceedings caused by any alleged or actual negligence, recklessness, willful misconduct,
12 error or omission of CONSULTANT, its directors, officers, partners, employees, agents or representatives
13 or any person or organization for whom CONSULTANT is responsible, arising out of or from the
14 performance of services under this contract. Indemnity coverage under the policy does not include loss,
15 suits, claims, demands, actions, or proceedings caused by actual negligence of County insureds;
16 however, any actual negligence of County insureds will only affect the duty to indemnify for the specific
17 act found to be active negligence, and will not preclude a duty to indemnify for any act or omission of
18 CONSULTANT.

19 The policy's limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If
20 such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no
21 less than two (2) times the occurrence limit.

22 The Policy shall provide a defense to the County insureds for any loss, suits, claims, demands, actions, or
23 proceedings caused by an actual or alleged act or omission of CONSULTANT, its directors, officers,
24 partners, employees, agents or representatives or any person or organization for whom CONSULTANT is
25 responsible, arising out of or from the performance of services under this contract. A defense is required
26 if the loss, suits, claims, demands, actions, or proceedings are based on the negligence of the County
27 insureds unless the negligence of the County insureds is the sole cause of the loss, suits, claims,
28 demands, actions, or proceedings.

29 3. Vehicle Liability:



1 CONSULTANT shall maintain Liability Insurance for all owned, non-owned or hired vehicles in an amount
2 not less than \$1,000,000 per occurrence combined single limit. If CONSULTANT's vehicles or mobile
3 equipment are not to be used in the performance of the obligations under this Agreement, CONSULTANT
4 shall maintain coverage for non-owned or hired vehicles in an amount not less than \$1,000,000 per
5 occurrence combined single limit. Such non-owned or hired vehicle coverage may be included as a part
6 of the Commercial General Liability policy. If such insurance contains a general aggregate limit, it shall
7 apply separately to this contract or be no less than two (2) times the occurrence limit. Policy shall name
8 by endorsement, the County of Riverside and all Agencies, Special Districts and Departments of the
9 County of Riverside, their respective Directors, Officers, Board of Supervisors, employees, agents,
10 elected and appointed officials as Additional Insureds.

11 4. General Insurance Provisions - All lines:

- 12 a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of
13 California and have an A.M. BEST rating of not less than an A: VIII (A: 8) unless such requirements
14 are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a
15 requirement for a particular insurer such waiver is only valid for that specific insurer and only for one
16 policy term.
- 17 b. The CONSULTANT must declare its self-insured retentions. If such self-insured retentions exceed
18 \$500,000 per occurrence such retentions shall have the prior written consent of the County Risk
19 Manager before the commencement of operations under this contract. Upon notification of self
20 insured retentions which are deemed unacceptable to the COUNTY, at the election of the County's
21 Risk Manager, CONSULTANT shall either; 1) reduce or eliminate such self-insured retentions as
22 respect to this contract with the COUNTY, or 2) procure a bond which guarantees payment of losses
23 and related investigations, claims administration, defense costs and expenses.
- 24 c. The CONSULTANT shall cause their insurance carrier(s) to furnish the COUNTY with 1) a properly
25 executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting
26 coverage as required herein; or, 2) if requested to do so orally or in writing by the County Risk
27 Manager, provide original Certified copies of policies including all Endorsements and all attachments
28 thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of
29 insurance shall contain the covenant of the insurance carrier(s) shall provide no less than thirty (30)

1 days written notice or ten (10) days in the event of cancellation for nonpayment of premium be given
2 to the COUNTY prior to any cancellation of such insurance. In the event of a material modification or
3 cancellation of coverage, this contract shall terminate forthwith, unless the COUNTY receives, prior to
4 such effective date, another properly executed original Certificate of Insurance and original copies of
5 endorsements or certified original policies, including all endorsements and attachments thereto
6 evidencing coverages and the insurance required herein is in full force and effect. Individual(s)
7 authorized by the insurance carrier to do so on its behalf shall sign the original endorsements for
8 each policy and the Certificate of Insurance. CONSULTANT shall not commence operations until the
9 COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of
10 endorsements or policies of insurance including all endorsements and any and all other attachments
11 as required in this Section. Submittal of certificates to County and review or approval of certificates
12 by County does not relieve CONSULTANT of its duties to provide insurance which fully complies with
13 the terms stated above.

- 14 d. It is understood and agreed by the parties hereto and the CONSULTANT's insurance company(s),
15 that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary
16 insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or self-
17 insured programs shall not be construed as excess.
- 18 e. If, during the term of this contract or any extension thereof, there is a material change in the scope of
19 services or performance of work the Risk Manager of the County of Riverside reserves the right to
20 adjust the types of insurance required under this contract and the monetary limits of liability for the
21 insurance coverages required herein, if, in the County Risk Manager's reasonable judgment, the
22 amount or type of insurance carried by the CONSULTANT has become inadequate.
- 23 f. CONSULTANT shall pass down the insurance obligations contained herein to all tiers of
24 subcontractors working under this contract.

25 **N. Conflict of Interest**

26 CONSULTANT warrants, by execution of this contract, that no person or selling agency has been
27 employed or retained to solicit or secure this contract upon an agreement or understanding for a
28 commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide
29 established commercial or selling agencies maintained by CONSULTANT for the purpose of securing

1 business. For breach or violation of this warranty, COUNTY has the right to annul this contract without
2 liability, pay only for the value of the work actually performed, or in its discretion to deduct from the
3 contract price or consideration, or otherwise recover, the full amount of such commission, percentage,
4 brokerage, or contingent fee. CONSULTANT may be requested to complete a Conflict of Interest
5 Statement prior to, during, or after execution of this contract. CONSULTANT understands that as a
6 condition of this contract CONSULTANT agrees to complete the Conflict of Interest Statement when
7 requested to do so by COUNTY.

8 **O. Legal Compliance**

9 CONSULTANT shall comply with all Federal, State and local laws, statutes, ordinances, rules and
10 regulations, and the orders and decrees of any courts or administrative bodies or tribunals currently in
11 effect and in any manner affecting the performance of this contract, including, without limitation, workers'
12 compensation laws and licensing and regulations.

13 **P. Nondiscrimination**

- 14 1. During the performance of this contract, CONSULTANT and its Subcontractors shall not unlawfully
15 discriminate against any employee or applicant for employment because of race, religion, color, national
16 origin, ancestry, physical handicap, medical condition, marital status, age or sex. CONSULTANT and
17 Subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government
18 Code, Section 12900 et seq.) and applicable regulations promulgated thereunder (California
19 Administrative Code, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment
20 and Housing Commission implementing Government Code, Section 12900, set forth in Chapter 5 of
21 Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference
22 and made a part hereof as if set forth in full. CONSULTANT and its Subcontractors shall give written
23 notice of their obligations under this clause to labor organizations with which they have a collective
24 bargaining or other agreement.
- 25 2. CONSULTANT will provide all information and reports required by the Regulations, or orders and
26 instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources
27 of information, and its facilities as may be determined by COUNTY or AGENCIES to be pertinent to
28 ascertain compliance with such Regulations, orders and instructions. Where any information required of
29 CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information,



1 CONSULTANT shall so certify to COUNTY, or the Federal Highway Administration as appropriate and
2 shall set forth what efforts he has made to obtain the information.

3 3. In the event of CONSULTANT's noncompliance with the nondiscrimination provisions of this contract,
4 COUNTY shall impose such contract sanctions as it determines to be appropriate, including, but not
5 limited to:

- 6 • Withholding of payments to CONSULTANT under the contract until CONSULTANT complies;
- 7 • Cancellation, termination, or suspension of the contract in whole or in part.

8 4. CONSULTANT shall include the nondiscrimination and compliance provisions of this clause in all
9 subcontracts to perform work under this contract.

10 5. CONSULTANT shall comply with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49
11 CFR 21 through Appendix H and 23 CFR 710.405(b) are applicable to this contract by reference.

12 **Q. Labor Code and Prevailing Wages**

- 13 1. Certain Classifications of Labor under this contract may be subject to prevailing wage requirements.
- 14 2. Reference is made to Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with
15 Section 1720). By this reference said Chapter 1 is incorporated herein with like effect as if it were here
16 set forth in full. The parties recognize that said Chapter 1 deals, among other things with discrimination,
17 penalties and forfeitures, their disposition and enforcement, wages, working hours, and securing worker's
18 compensation insurance and directly affect the method of prosecution of the work by CONSULTANT and
19 subject it under certain conditions to penalties and forfeitures. Execution of the contract by the parties
20 constitutes their agreement to abide by said Chapter 1, their stipulation as to all matters which they are
21 required to stipulate as to by the provisions of said Chapter 1, constitutes CONSULTANT's certification
22 that he is aware of the provisions of said Chapter 1 and will comply with them and further constitutes
23 CONSULTANT's certification as follows: "I am aware of the provisions of Section 3700 of the California
24 Labor Code which require every employer to be insured against liability for worker's compensation or to
25 undertake self-insurance in accordance with the provisions of that Code, and I will comply with such
26 provisions before commencing the performance of the work of this contract."
- 27 3. Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates, including the per diem
28 wages applicable to the work, and for holiday and overtime work, including employer payments for health
29 and welfare, pension, vacation, and similar purposes, in the county in which the work is to be done have

1 been determined by the Director of the California Department of Industrial Relations. These wages are
2 available from the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov>.

- 3 4. Should a portion of the project contain Federal funding, Federal minimum wages shall be used. The
4 Federal minimum wage rates for this project as determined by the United States Secretary of Labor are
5 available from the U.S Department of Labor, Employment Standards Administration, Wage and Hour
6 Division's Internet website at <http://www.access.gpo.gov/davisbacon>. If there is a difference between the
7 minimum wage rates determined by the Secretary of Labor and the general prevailing wage rates
8 determined by the Director of the California Department of Industrial Relations for similar classifications of
9 labor, the CONSULTANT and subcontractors shall pay not less than the higher wage rate. The
10 Department will not accept lower State wage rates determinations. This includes "helper" (or other
11 classifications based on hours of experience) or any other classification not appearing in the Federal
12 wage determinations. Where Federal wage determinations do not contain the State wage rate
13 determination otherwise available for use by the CONSULTANT and subcontractors, the CONSULTANT
14 and subcontractors shall pay not less than the Federal minimum wage rate which most closely
15 approximates the duties of the employees in question.

16 **R. Review and Inspection**

17 CONSULTANT and any Subcontractors shall permit COUNTY and/or AGENCIES to review and inspect
18 contract activities including review and inspection on a daily basis.

19 **S. Record Retention / Audits**

- 20 1. CONSULTANT, Subcontractors, and COUNTY shall maintain all books, documents, papers, accounting
21 records, and other evidence pertaining to the performance of the contract, but not limited to, the costs of
22 administering the contract. All parties shall make such materials available at their respective offices at all
23 reasonable times during the contract period and for three years from the date of final payment under the
24 contract or three years from project closeout, whichever is later.
- 25 2. COUNTY, Caltrans, the State Auditor General, FHWA or any duly authorized representative of the
26 Federal Government shall have access to any books, records, and documents of CONSULTANT that are
27 pertinent to the contract for audits, examinations, excerpts, and transactions, and copies thereof shall be
28 furnished if requested.

29 **T. Ownership of Data**

1 Ownership and title to all reports, documents, plans, specifications, and estimates produced as part of
2 this contract will automatically be vested in COUNTY and no further agreement will be necessary to
3 transfer ownership to COUNTY.

4 **U. Confidentiality of Data**

- 5 1. All financial, statistical, personal, technical or other data and information which is designated confidential
6 by COUNTY or AGENCIES, and made available to CONSULTANT in order to carry out this contract, shall
7 be protected by CONSULTANT from unauthorized use and disclosure.
- 8 2. Permission to disclose information on one occasion for a public hearing held by COUNTY or AGENCIES
9 relating to the contract shall not authorize CONSULTANT to further disclose such information or
10 disseminate the same on any other occasion.
- 11 3. CONSULTANT shall not comment publicly to the press or any other media regarding the contract,
12 including COUNTY or Agencies actions regarding this contract. Communication shall be limited to
13 COUNTY, Agency or CONSULTANT's staff that are involved with the project, unless CONSULTANT shall
14 be requested by COUTY to attend a public hearing or respond to questions from a Legislative committee.
- 15 4. Each subcontract shall contain provisions similar to the foregoing related to the confidentiality of data and
16 nondisclosure of the same.
- 17 5. CONSULTANT shall not issue any news release or public relations item of any nature whatsoever
18 regarding work performed or to be performed under this contract without prior review of the contents
19 thereof by COUNTY and receipt of COUNTY's written permission.

20 **V. Funding Requirements**

- 21 1. All obligations of COUNTY are subject to appropriation of resources by various Federal, State and local
22 agencies.
- 23 2. This contract is valid and enforceable only if sufficient funds are made available to COUNTY for the
24 purpose of the WORK ASSIGNMENTS. In addition, this contract is subjected to any additional
25 restrictions, limitations, conditions or any statute enacted by Congress, State Legislature or COUNTY that
26 may affect the provisions, terms or funding of this contract in any manner.
- 27 3. It is mutually agreed that if sufficient funds for the program are not appropriated, this contract will be
28 amended or terminated to reflect any reduction in funds.

29 **ARTICLE V • PERFORMANCE**



1 **A. Performance Period**

- 2 1. This Contract shall begin upon notification to proceed by the COUNTY CONTRACT MANAGER.
- 3 2. CONSULTANT is advised that any recommendation for contract award is not binding on COUNTY until
- 4 the proposed contract is fully executed and approved by COUNTY.
- 5 3. CONSULTANT shall perform WORK ASSIGNMENT services in accordance with the provisions set forth
- 6 in Appendix B, Schedule of Services, which is attached hereto and incorporated herein by reference and
- 7 in accordance with the terms specifically set forth for each WORK ASSIGNMENT.
- 8 4. Where CONSULTANT is required to prepare and submit studies, reports, plans, etc., to COUNTY, these
- 9 shall be submitted in draft as scheduled, and the opportunity provided for COUNTY to offer comments
- 10 prior to final submission.
- 11 5. When COUNTY determines that CONSULTANT has satisfactorily completed the WORK ASSIGNMENT
- 12 services, COUNTY may give CONSULTANT a written Notice of Final Acceptance. CONSULTANT shall
- 13 not incur any further costs hereunder unless so specified in the Notice of Final Acceptance.
- 14 CONSULTANT may request a Notice of Final Acceptance determination when, in its opinion, it has
- 15 satisfactorily completed all covenants as stipulated in this contract.
- 16 6. Time is of the essence in this contract.

17 **B. Time Extensions**

- 18 1. Any delay in providing WORK ASSIGNMENT services required by this contract occasioned by causes
- 19 beyond the control and not due to the fault or negligence of CONSULTANT, shall be the reason for
- 20 granting an extension of time for the completion of the aforesaid work. When such delay occurs,
- 21 CONSULTANT shall promptly notify COUNTY in writing of the cause and of the extent of the delay
- 22 whereupon COUNTY shall ascertain the facts and the extent of the delay and grant an extension of time
- 23 for the completion of the work when, in COUNTY's judgment, their findings of fact justify such an
- 24 extension of time.
- 25 2. COUNTY's findings of fact shall be final and conclusive to the parties hereto. However, this is not
- 26 intended to deny CONSULTANT its civil legal remedies in the event of a dispute.

27 **C. Reporting Progress**

- 28 1. To ensure understanding and performance of the contract objectives, meetings between COUNTY,
- 29 AGENCIES, and CONSULTANT shall be held as often as deemed necessary. All work objectives,

1 CONSULTANT's work schedule, the terms of the contract and any other related issues will be discussed
2 and/or resolved. CONSULTANT shall keep minutes of meetings and distribute copies of minutes as
3 appropriate.

4 **D. Evaluation of CONSULTANT**

5 CONSULTANT's performance will be evaluated by COUNTY for future reference.

6 **ARTICLE VI • COMPENSATION**

7 **A. Work Authorization**

8 CONSULTANT shall not commence performance of any WORK ASSIGNMENT services until so directed
9 by the COUNTY CONTRACT MANAGER. No payment will be made prior to approval of this contract and
10 the issuance of a WORK ASSIGNMENT.

11 **B. Basis of Compensation**

- 12 1. WORK ASSIGNMENT services as provided under this contract and as described in the Scope of
13 Services and each WORK ASSIGNMENT, shall be compensated for as defined in Appendix C, Budget,
14 which is attached hereto and incorporated herein by reference. The total amount of this contract is not to
15 exceed \$125,000.00 per COUNTY Fiscal Year.
- 16 2. Prior authorization in writing by the COUNTY CONTRACT MANAGER will be required before
17 CONSULTANT enters into any non-budgeted purchase order or subcontract exceeding \$500 for supplies,
18 equipment or consultant services. CONSULTANT shall provide an evaluation of the necessity or
19 desirability of incurring such costs.
- 20 3. For purchase of any item, service or consulting work not covered in CONSULTANT's proposal and
21 exceeding \$500, with prior authorization by the COUNTY CONTRACT MANAGER, three competitive
22 quotations shall be submitted with the request, or the absence of bidding shall be adequately justified.
- 23 4. Any equipment purchased as a result of this contract is subjected to the following: CONSULTANT shall
24 maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a
25 useful life of at least two years and an acquisition cost of \$500 or more. If the purchased equipment
26 needs replacement and is sold or traded in, COUNTY shall receive a proper refund or credit. At the
27 conclusion of the contract or if the contract is terminated, CONSULTANT may either keep the equipment
28 and credit COUNTY in an amount equal to its fair market value or sell such equipment at the best price
29 obtainable at a public or private sale in accordance with established COUNTY procedures and credit

COUNTY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined, at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable by COUNTY, and CONSULTANT. If it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by COUNTY and AGENCIES.

5. The consideration to be paid CONSULTANT, as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.
6. CONSULTANT agrees that the Code of Federal Regulations Section 49, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments shall be used to determine the allowability of individual items of cost.
7. CONSULTANT also agrees to comply with Federal procedures in accordance with Office of Management and Budget Circular A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments.
8. In the event of errors or omissions in any work product, CONSULTANT shall perform the necessary consulting services required to correct such errors and omissions without additional charge to COUNTY.

C. Progress Payments

1. CONSULTANT shall submit separate invoices for each WORK ASSIGNMENT in accordance with Appendix C, Budget, the executed WORK ASSIGNMENT and in accordance with COUNTY Consulting Services Invoicing Procedures.
2. CONSULTANT shall submit an invoice each month for services performed during the preceding month. Invoices shall be submitted to the COUNTY CONTRACT MANAGER.
3. Payments will be made as promptly as fiscal procedures will permit upon receipt by the COUNTY CONTRACT MANAGER of itemized invoices.

ARTICLE VII • GIS INFORMATION

- A. "GIS Information" shall include GIS digital files (including the information or data contained therein) and any other information, data, or documentation from County GIS (regardless of medium or format) that is provided pursuant to this contract.
- B. CONSULTANT acknowledges that the unauthorized use, transfer, assignment, sublicensing, or disclosure of



1 the GIS information, documentation, or copies thereof will substantially diminish their value to COUNTY.
2 CONSULTANT acknowledges and agrees that COUNTY GIS information is a valuable proprietary product,
3 embodying substantial creative efforts, trade secrets, and confidential information and ideas. COUNTY GIS
4 information is and shall remain the sole property of COUNTY; and there is no intention of COUNTY to transfer
5 ownership of COUNTY GIS information.

6 C. COUNTY GIS information is made available to CONSULTANT solely for use in the normal course of
7 CONSULTANT's business to produce reports, analysis, maps and other deliverables only for this contract and
8 as described within the Scope of Services or authorized WORK ASSIGNMENTS.

9 D. CONSULTANT agrees to indemnify and hold harmless COUNTY, its officers, employees and agents from any
10 and all liabilities, claims, actions, losses or damages relating to or arising from CONSULTANT's use of
11 COUNTY GIS information.

12 E. GIS information cannot be used for all purposes; and GIS information may not be complete for all purposes.
13 Additional investigation or research by CONSULTANT into other sources will be required. GIS information is
14 intended only as an information base and is not intended to replace any legal records. COUNTY has used
15 and will continue to use its best efforts to correctly input into COUNTY GIS the information contained in
16 various legal and other records; but COUNTY accepts no responsibility for any conflict with actual legal
17 records or for information not transferred from legal records to COUNTY GIS. COUNTY has attempted to
18 update GIS information as often as is practically feasible. However, CONSULTANT should be aware that GIS
19 information may not be current and changes or additions to the information contained in COUNTY GIS may
20 not yet be reflected in COUNTY GIS.

21 F. COUNTY accepts no responsibility for the use of GIS information; and COUNTY provides no warranty for the
22 use of COUNTY GIS or COUNTY GIS information by CONSULTANT. THE WARRANTIES SPECIFICALLY
23 SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED,
24 INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE;
25 AND SUCH OTHER WARRANTIES ARE HEREBY EXCLUDED.
26
27
28
29

ARTICLE VIII • APPROVALS

COUNTY Approvals

RECOMMENDED FOR APPROVAL:

[Signature] Dated: 10/12/11

JUAN C. PEREZ

Director of Transportation

APPROVED AS TO FORM:

PAMELA J. WALLS, COUNTY COUNSEL

[Signature] Dated: 10/13/11

By Deputy

APPROVAL BY THE BOARD OF SUPERVISORS

[Signature] Dated: NOV 01 2011

BOB BUSTER

PRINTED NAME

Chairman, Riverside County Board of Supervisors

ATTEST:

[Signature] Dated: NOV 01 2011

KECIA HARPER-IHEM

Clerk of the Board (SEAL)

CONSULTANT Approvals

CONSULTANT: KRISTAR ENTERPRISES, INC.

[Signature] Dated: 9/19/2011

CRAIG R. BEATTY

PRINTED NAME

PRESIDENT

TITLE



APPENDIX A • ARTICLE AI • INTRODUCTION

A. DESCRIPTION

Services provided under this contract will be performed on an on-call basis to the Riverside County Transportation Department for transportation related WORK ASSIGNMENTS located throughout Riverside County. CONSULTANT will provide technical, administrative, managerial and other types of services in support of day-to-day operations of COUNTY staff.

B. COORDINATION

CONSULTANT may be required to coordinate with other involved agencies. Coordination may include, but will not necessarily be limited to the following:

- Relevant Cities
- Regional Water Quality Control Board
- Federal and State Resource Agencies
- CALTRANS
- Federal Highway Administration
- Utility Companies

All meetings with outside agencies will be scheduled by CONSULTANT with approval of COUNTY.

C. STANDARDS

Standards will be determined on an assignment by assignment basis.

D. KEY PERSONNEL

The CONSULTANT has represented to the COUNTY that certain key personnel will perform the services and if one or more of such personnel should become unavailable, CONSULTANT may substitute other personnel of at least equal competence only after prior written approval by the COUNTY CONTRACT MANAGER has been secured. The key personnel for performance on this contract are:

Name	Position
Craig R. Beatty	President

ARTICLE AII • PROJECT ADMINISTRATION

A. PROJECT MANAGEMENT

1. The CONSULTING CONTRACT MANAGER will maintain ongoing liaison with the COUNTY CONTRACT MANAGER and other effected agencies to promote effective coordination during the course of working on assignment.

B. COST ACCOUNTING



1. The CONSULTANT will prepare monthly reports of expenditures for each on-call assignment. Expenditures include direct labor costs, other direct costs and subconsultant costs. These reports will be included as supporting data for invoices presented to the COUNTY every month.

C. SCHEDULING

1. Schedules will be prepared for each specific assignment.

ARTICLE AIII • SCOPE OF WORK

The scope of work for this contract is to provide on-call services to the Riverside County Transportation Department for transportation related WORK ASSIGNMENTS located throughout Riverside County. Services will be performed at the request of the COUNTY CONTRACT MANAGER. CONSULTANT and/or COUNTY shall prepare a written scope of work and schedule for each WORK ASSIGNMENT. CONSULTANT and COUNTY shall negotiate and establish a budget that is consistent with the scope of work and the CONSULTANT's billing rates as provided in Appendix C. Each WORK ASSIGNMENT shall be memorialized in writing and approved by the Director of Transportation and by the CONSULTING CONTRACT MANAGER or authorized designee's. The yearly sum of the authorized budget for CONSULTANT's WORK ASSIGNMENTS shall not exceed the maximum annual amount as defined in Appendix C.

A. PROJECT DESCRIPTION

The COUNTY constructs, operates and maintains highways, rights of way and the associated stormwater drainage systems within Riverside County. These stormwater drainage systems are considered part of the County of Riverside's MS4. In addition, the COUNTY owns and operates maintenance facilities and sand and gravel operations that support the highway construction and maintenance activities. CONSULTANT will assist the COUNTY in activities to comply with the requirements of the National Pollutant Discharge Elimination System (NPDES) stormwater permits and other water quality regulations, including review of existing and proposed compliance requirements, the development of policies, procedures, and program documents, reporting, staff training, and other assistance as requested.

B. LOCATION

This PROJECT services shall be provided at various locations within Riverside County. Personnel may be required to report to the COUNTY PROJECT MANAGER at the following locations:

Claudia Steiding

3525 14th Street, Riverside, CA 92501

C. STANDARDS, REQUIREMENTS & COORDINATION

The stormwater/water quality regulations and associated requirements include, but are not limited to, the following NPDES permits and regulatory programs:

- 1 Municipal Separate Storm Sewer System permits (MS4 Permits) issued to Riverside County by the Santa Ana (Santa Ana Region), San Diego (Santa Margarita Region) and Colorado River Basin (Whitewater Region) Regional Water Quality Control Boards (Regional Boards);
- 2 California's General Permit for Storm Water Discharges Associated with Industrial Activities (Industrial General Permit) issued by the State Water Resources Control Board;
- 3 California's General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities (Construction General Permit) issued by the State Water Resources Control Board;
- 4 Total Maximum Daily Loads (TMDLs) for the Santa Margarita River, Santa Ana River, Canyon Lake/Lake Elsinore, and the Coachella Valley Storm Channel; and
- 5 Project-specific Clean Water Act Section 401 Certification requirements.

Additional information regarding the stormwater compliance programs is provided in the Riverside County Drainage Area Management Plan (DAMP) – Santa Ana and Santa Margarita Regions, and the Whitewater River Watershed Stormwater Management Plan.

SERVICES TO BE PROVIDED

CONSULTANT will assist in providing general oversight of compliance with the requirements listed in Section C, including the following tasks:

TASK 1: MEETING ATTENDANCE

CONSULTANT will participate in meetings with COUNTY or on behalf of the COUNTY as requested including meetings with the COUNTY Water Quality Management Committee, other Permittees in Riverside County, the Regional Boards, State Board, and others as requested by COUNTY.

TASK 2: REPORTING

As requested, CONSULTANT will assist COUNTY in preparing preparation, coordination, or review of annual

reporting information related to the requirements of the three MS4 permits, the Construction General Permit, the Industrial General Permit, Waste Discharge Requirements, or other information requested by the Regional Boards.

TASK 3: GIS, INSPECTION AND MAINTENANCE PROGRAMS

CONSULTANT will provide assistance on the COUNTY's Geographic Information Systems (GIS) program and other methods and procedures used to ensure compliance with maintenance and tracking requirements specified by the COUNTY's MS4 Permit. The CONSULTANT will also provide assistance on facility inspections and recommendations on existing COUNTY maintenance activities. The scope, schedule and estimated cost of each review will be developed by CONSULTANT and approved by the COUNTY on a task-specific basis.

TASK 4: IMPROVEMENTS TO THE COUNTY'S NPDES PROGRAM

Consultant will provide advice and assistance on improvements to the COUNTY's existing and future NPDES program. This task may include, but not limited to, training, drafting water quality specifications, creating procedures, and updating the COUNTY's NPDES policy.

TASK 5: OTHER ASSISTANCE AS REQUESTED

CONSULTANT will provide other technical and regulatory assistance, including staffing assistance, in support of the stormwater and water quality regulatory compliance program as requested by the COUNTY.

APPENDIX B • ARTICLE BI • INTRODUCTION

CONSULTANT shall perform the covenants set forth in Appendix A, Scope of Services in accordance with the performance requirements of Article V of this agreement and with the following Schedule of Services. This agreement shall permit the issuance of WORK ASSIGNMENTS until June 30, 2014. COUNTY and CONSULTANT may enter into a one-year supplemental extension to this contract for the purpose of authorizing WORK ASSIGNMENTS. This contract may be extend up to two times, for a period not to exceed two years from the original date of the contract. All authorized WORK ASSIGNMENTS shall be completed within two years of the final authorized date for approving WORK ASSIGNMENTS. All Covenants set forth in this agreement shall therefore be completed by June 30, 2016 unless extended by supplemental agreement.

Contract expiration time frames for issuance of work authorizations...

Agreement	Contract Execution Date to June 30, 2014	
Supplement 1	July 1, 2014 to June 30, 2015	(Requires Board Authorization)
Supplement 2	July 1, 2015 to June 30, 2016	(Requires Board Authorization)

Deliverables schedules will be prepared for each specific Work Assignment that CONSULTANT is assigned.

1
2
3 Satisfactory performance and completion of the services under this contract shall be compensated based upon
4 the Fee Schedule outlined below and based on a negotiated budget for each specific WORK ASSIGNMENT.
5 COUNTY will compensate CONSULTANT for hours worked by CONSULTANT's staff in performance of the work
6 in accordance with the attached Fee Schedule. Actual costs for a WORK ASSIGNMENT shall not exceed the
7 estimated costs. If actual costs exceed the estimated costs, a new separate WORK ASSIGNMENT and
8 associated fee must be authorized for the additional services. The sum of the WORK ASSIGNMENTS authorized
9 during each year shall not exceed the maximum annual amount.

10 **APPENDIX C • ARTICLE CI • ELEMENTS OF COMPENSATION**

11 Compensation for the Services will be comprised of the following elements: DIRECT LABOR COSTS, OTHER
12 DIRECT COSTS and OUTSIDE SERVICES.

13 **A. DIRECT LABOR COSTS**

14 Direct Labor costs shall be paid in an amount equal to the billing rates provided in section ARTICLE CV •
15 BILLING RATES. Billing rates for staff positions not listed in the billing rates will be based on negotiated rates
16 for each.

17 **B. OTHER DIRECT EXPENSES**

18 Additional Direct Costs, directly identifiable to the performance of the services of this contract, shall be
19 reimbursed at the rates defined in each WORK ASSIGNMENT, or at actual invoiced cost.

20 Travel by air and travel in excess of 100 miles from CONSULTANT's office nearest to COUNTY's office must
21 have COUNTY's prior written approval to be reimbursed under this Contract.

22 **C. OUTSIDE SERVICES**

23 Outside services shall be paid in accordance with the negotiated cost proposal for each WORK
24 ASSIGNMENT.

25 **ARTICLE CII • INVOICING**

26 CONSULTANT shall submit invoices in accordance with the Consulting Services Agreement ARTICLE VI •
27 COMPENSATION and with the following requirements.

- 28 1. Charges shall be billed in accordance with the terms and rates included herein, unless otherwise agreed
29 in writing by the COUNTY CONTRACT MANAGER.



- 2. Billings for direct labor, other direct expenses and outside services shall be included in CONSULTANT's monthly invoice submittals and shall be in conformance with the COUNTY Consulting Services Invoicing Procedures.
- 3. The charges for each individual assigned under this Contract shall be listed separately.
- 4. Charges of \$500.00 or more for any one item of Additional Direct Costs shall be accompanied by substantiating documentation such as invoices, telephone logs, etc.
- 5. Each invoice shall bear a certification signed by the CONSULTING CONTRACT MANAGER or an officer of the firm, which reads as follows:

I hereby certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.

ARTICLE CIII • PAYMENT

Progress payments shall be made in accordance with the Consulting Services Agreement ARTICLE VI • COMPENSATIONS.

ARTICLE CIV • COST PROPOSAL

The total annual amount of services to be performed under this contract is not to exceed \$125,000 unless approved in writing by COUNTY.

Annual Budget Amounts...

Year	Amount
Contract Execution Date to June 30, 2012	\$125,000
July 1, 2012 to June 30, 2013	\$125,000
July 1, 2013 to June 30, 2014	\$125,000
July 1, 2014 to June 30, 2015	\$125,000 (Extension requires Board Authorization)
July 1, 2015 to June 30, 2016	\$125,000 (Extension requires Board Authorization)

ARTICLE CV • BILLING RATES

Billing Rates are given below and are subject to the following:

A. PREMIUM OVERTIME

Billing Rates shall be applicable to both straight time and overtime work, unless payment of a premium for overtime work is required by law, regulation or craft agreement, or is otherwise specified in this contract. In such event, the premium portion of Direct Salary Costs will not be subject to the Multiplier.

1 **B. BILLING RATES**

2 Billing Rates shown herein are in effect for three years following the effective date of the contract. Thereafter,
3 CONSULTANT may request adjustments to individual rates on an annual basis. CONSULTANT shall notify
4 COUNTY in writing requesting a change in the rates included herein. All adjustments to rates shall be subject
5 to approval by the County Director of Transportation, or his designee.

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BILLING RATES		
COMPANY: Kristar Enterprises, Inc.	SCOPE OF WORK: NPDES Services	DATE: September 20, 2011

BILLING RATES

To be determined	2-Person Service Crew w/Industrial Vacuum Truck	\$185.00	\$225.00
To be determined	2-Person Inspection Crew w/Pickup Truck	\$125.00	\$160.00
Craig R. Beatty	President	\$110.00	N/A
To be determined	1-Person Service Crew w/Service Truck	\$100.00	\$125.00
Gary Jones	VP Field Operations	\$90.00	N/A
Tammi Staab or Tanya Witt	Office Clerical	\$45.00	N/A

Disposal Costs/Fees = Cost Plus 10%

