

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



ITEM  
3.38  
(ID # 4767)

MEETING DATE:

Tuesday, May 22, 2018

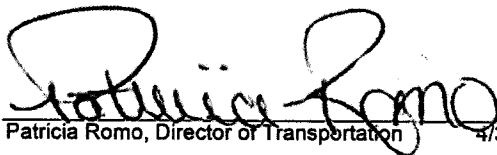
FROM : TLMA-TRANSPORTATION:

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY/ TRANSPORTATION:  
3rd Amendment to Contract 14-02-006 Van Dyke Landscape Architects (VDLA)  
for On-Call Landscape Architecture, Landscape Plan Check, & Landscape  
Inspection Services. All Districts; [\$3,891,000 Total]; Local Funds 100%.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify the 3<sup>rd</sup> Amendment for On-Call Landscape Architecture, Landscape Plan Check, and Landscape Inspection Services between County of Riverside and Van Dyke Landscape Architects (VDLA), to increase the contract budget for FY2016-2017 from \$650,000 to \$911,000; and
2. Approve the 3<sup>rd</sup> Amendment of said Agreement to increase the annual contract amount to \$920,000 for the remainder of FY 2017-18, and approve a contract extension for FY2018/19 in the amount of \$460,000; and
3. Authorize the Chairman of the Board to execute the same.

ACTION: Policy

  
Patricia Romo, Director of Transportation 4/30/2018

---

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: May 22, 2018  
xc: Transp.

Kecia Harper-Ihem  
Clerk of the Board

By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 920,000	\$ 460,000	\$3,891,000	\$0
<b>NET COUNTY COST</b>	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS:</b> DBF (96%), L&LMD 89-1-C Projects (4%). There are no General Funds used in this project.			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	16/17-18/19

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

The Transportation Department is responsible for landscape plan check and landscape inspection. The Department has experienced an ongoing increase in development related landscape plan checking, inspection, and the requirement to scrutinize proposed water budgets to address state mandated water reductions.

The existing contract for on-call landscape architect services between the County Transportation Department (Transportation Department) and Van Dyke Landscape Architects (VDLA) was approved by the Board of Supervisors on April 1, 2014 (Agenda Item 3.12), for a three fiscal year term, with the option to renew for up to two additional one year terms. On June 16, 2015 (Agenda Item 3.60), the Board of Supervisors approved the "1<sup>st</sup> Amendment to Contract" with VDLA to increase the Fiscal Year 2014/2015 and Fiscal Year 2015/2016 contract amounts from \$400,000 to \$600,000 each fiscal year. Due to continued increases in development driven activity, the "2<sup>nd</sup> Amendment to Contract" with VDLA was approved by the Board of Supervisors (Agenda Item 3.46) on June 7, 2016, which increased the Fiscal Year 2015/2016 contract amount to \$850,000, and approved renewal of the contract for FY 2016/2017 and 2017/2018, at \$650,000 per fiscal year.

During fiscal years 2016/2017 and 2017/2018, the Transportation Department experienced significantly increased demands for landscape architect related services. During this time, VDLA's support was instrumental to County compliance with the Governor's 2015 statewide drought declaration, by assisting with development, inspection, and reporting State requirements of the County's Water- Efficient Landscape Requirements Ordinance. VDLA also assisted with processing of landscape plan checks while County Staff devoted time to the development of the new TLMA Planning and Land Use System (PLUS) software. Since the launch of PLUS in early December 2017, existing Staff has assumed the majority of the administration and processing roles back in-house.

The continued use of VDLA's contract has allowed landscape related services to keep up with development activity. The proposed "3<sup>rd</sup> Amendment to Contract" increases Fiscal Year 2016/2017 to \$911,000, and Fiscal Year 2017/2018 to \$920,000 for the stated above reasons. Additionally, the proposed amendment requests a sum of \$460,000 to cover the first six (6) months of Fiscal Year 2018/2019, during which time, the Transportation Department will issue a Request for Proposal (RFP) to begin the process of procuring landscape architecture consulting services for Fiscal Year 2018/2019 and beyond.

The Department acknowledges that it is late in requesting a capacity increase for services rendered in Fiscal Year 2016/2017. This delay is due to many factors including volume of work, delayed invoicing and insufficient tracking. As a result, the Department has established a

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

contract administrator who will be responsible for tracking invoices and closely monitoring the capacity of the contract. In addition, changes have been made to accounting processes to better monitor and track contract expenditures. These measures will ensure that contract amendments, if needed in the future, will occur in advance.

**Impact on Residents and Businesses**

The Transportation Department will continue to utilize contract plan-check services to supplement our in-house staff, to review landscape plans for new residential and commercial development in an expedient manner, and provide landscape inspections. In consideration of recent increased demands for landscape architect services, and in anticipation of future demands, the Department intends to retain multiple Landscape Architect On-Call contracts (rather than one large contract) going forward, to have flexibility in response to changing service demands, further enhance response times, and ensure that proper resources are available to applicants. Final approval of each consultant contract will come before the Board after the conclusion of the 2018/2019 RFP process. Concurrently, the Department is also evaluating the County's Landscape Policy and Guidelines to find additional ways to save time and lower costs while meeting the State's requirements and reporting guidelines.

**Additional Fiscal Information**

Contract expenditures for FY2016/17 were \$911,000, which was funded by 96% (\$875,000) Deposit-Based Funds (DBF) submitted by proponents of private developments and 4% (\$36,000) L&LMD 89-1-C assessments.

**ATTACHMENTS:**

VDLA Amendment #3



Kristine Bell-Valdez, Supervising Deputy County Counsel

5/1/2018



Cynthia M. Gurtzel, Chief Deputy County Counsel

5/1/2018



Gregory P. Priamos, Director County Counsel

5/1/2018

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29

**3<sup>rd</sup> AMENDMENT TO CONTRACT**

**for On-Call Landscape Architecture Services**

**For On-Call Landscape Architecture, Landscape Plan Check, & Landscape Inspection Services**

**between County of Riverside and Van Dyke Landscape Architects (VDLA)**

THIS AMENDMENT (hereinafter the "3rd Amendment") to a Contract is made and entered into as of this 22<sup>nd</sup> day of MAY, 2018, by and between the County of Riverside, a political subdivision of the State of California (hereinafter the "COUNTY"), and Van Dyke Landscape Architects (VDLA) (hereinafter "LANDSCAPE ARCHITECT").

**RECITALS**

- A. COUNTY and LANDSCAPE ARCHITECT entered in a Contract entitled "On-Call Landscape Architecture Services Contract between County of Riverside – Transportation Department and Van Dyke Landscape Architects (VDLA)" dated April 1, 2014, Agenda Item 3.12 (hereinafter the "Agreement"). The Contract provides the terms and conditions, scope of work, schedule and budget for the performance of professional and technical services necessary to provide on-call services.
- B. Due to an increased amount of development activities, the amount of compensation was required to be increased to provide timely and efficient performance of On-Call Landscape Architecture, Landscape Plan Check, & Landscape Inspection Services on behalf of the COUNTY. The parties augmented the compensation amount on June 16, 2015 in an amendment entitled "1st Amendment to Contract for On-Call Landscape Architecture Service for On-Call Landscape Architecture, Landscape Plan Check, & Landscape Inspection Service between County of Riverside and Van Dyke Landscape Architects (VDLA)" (1<sup>st</sup> Amendment), Agenda Item 3-60.
- C. Due to the further increased amount of development activities, the amount of compensation was required to be increased to provide timely and efficient performance of On-Call Landscape Architecture, Landscape Plan Check, & Landscape Inspection Services on behalf of the COUNTY. The parties augmented the compensation amount on June 7, 2016 in an amendment entitled "2<sup>nd</sup> Amendment to Contract for On-Call Landscape Architecture Service for On-Call Landscape Architecture, Landscape Plan Check, & Landscape

On-Call Landscape Architecture Services Contract • Amendment # 1

MAY 22 2018 3.38

total amount of the contract shall not exceed \$911,000 for Fiscal Year for Fiscal Year 2016-17 and the total amount of the contract shall not exceed \$920,000 for Fiscal Year (July 1 through June 30) for Fiscal Year 2017-18 and the total amount of the contract shall not exceed \$460,000 (for July 1 through December 31, 2018) for Fiscal Year 2018-19”.

3. Article VI – COMPENSATION subsection B.1. amends the original Contract dated April 1, 2014, Agenda Item 3.12 by was amended by 1<sup>st</sup> Amendment on June 16, 2015 (Agenda Item 3-60) by deleting the sentence “At the end of the three (3) years, this contract may be renewed annually for two (2) more years upon mutual agreement between COUNTY and LANDSCAPE ARCHITECT” and replacing with the following: “At the end of the three (3) years, this contract may be renewed annually for two (2) more years upon mutual agreement between COUNTY and LANDSCAPE ARCHITECT and may be extended longer by Board of Supervisors approval with a final completion date of December 31, 2018”

4. Except to the extent specifically modified or amended hereunder, all of the terms, covenants and conditions of the Contract shall remain in full force and effect between the parties hereto.

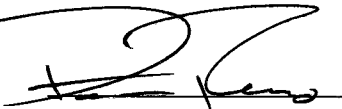
IN WITNESS HEREOF, the parties hereto have caused this Amendment to the Contract to be duly executed this day and year first written above.

[REMAINDER OF PAGE LEFT BLANK]

**APPROVALS**

**COUNTY Approvals**

RECOMMENDED FOR APPROVAL:


 Dated: 4-31-2018

PATTY ROMO

Director of Transportation

APPROVED AS TO FORM:

GREGORY P. PRIAMOS

 Dated: 5/1/18  
Kristine Bell Valdez  
County Counsel

APPROVAL BY THE BOARD OF SUPERVISORS

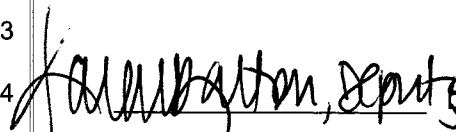
 Dated: MAY 22 2018

**CHUCK WASHINGTON**

PRINTED NAME

Chairman, Riverside County Board of Supervisors

ATTEST:


 Dated: MAY 22 2018

KECIA HARPER-IHEM

Clerk of the Board (SEAL)

**LANDSCAPE ARCHITECT Approvals**

LANDSCAPE ARCHITECT:

 Dated: 4.30.18

Yale Hooper, Principal, CID, CLIA

Van Dyke Landscape Architects (VDLA)