

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



ITEM  
3.26  
(ID # 7508)

MEETING DATE:

Tuesday, November 6, 2018

FROM : TLMA-TRANSPORTATION:

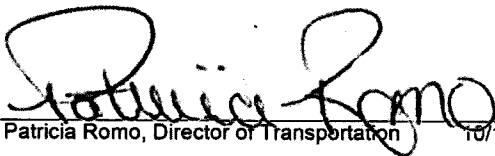
SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY/ TRANSPORTATION:

Approve the Engineering Services Agreement between the County of Riverside and Michael Baker International for On-Call Water Quality Management Plans and Improvement Plan Review Services for FY 18-19, 19-20, and 20-21, All Districts. [\$450,000 Total] Deposit Based Fees 100%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Engineering Service Agreement between the County of Riverside and Michael Baker International for Water Quality Management Plan review and Development Plan-Check services for \$150,000 per year, for Fiscal Years 18-19, 19-20, and 20-21, for a total amount of \$450,000 and authorize the Chairman to execute the same on behalf of the County; and
2. Authorize the Director of Transportation to approve future time extensions, as provided for in the agreement; and
3. Authorize the Director of Transportation to approve no-cost time extensions to complete on-going tasks.

ACTION: Policy

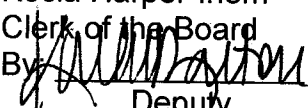
  
Patricia Romo, Director of Transportation 10/12/2018

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez 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: November 6, 2018  
xc: Transp.

Kecia Harper-Ihem  
Clerk of the Board  
By   
Deputy  
3.26

**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>	\$ 150,000	\$ 150,000	\$ 450,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% Deposit Based Fees. There are no General Funds used for this project.			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 18/19 - 20/21	

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

**BACKGROUND:**

**Summary**

Engineering Services are needed to provide additional Water Quality Management Plan (WQMP), Hydrology, and Improvement Plan review services, to meet the demands of the development community. All projects are subject to requirements of federal National Pollutant Discharge Elimination System Permits (MS4 Permits) and the County's WQMP for Urban Runoff. Engineering services are needed to provide for the expedient review of WQMPs during peaks in development activity.

A Request for Proposals was advertised on March 26, 2018 on the County of Riverside Transportation Department website. Eleven firms' submitted qualifications and the top five firms (based on an evaluation of the proposals) were invited to interview. Pursuant to Board Policy H-7, the consultants were evaluated based on the firm's experience and qualifications, experience of key personnel and understanding/approach to the project, and processes to manage review costs. The written proposals and oral presentations were evaluated by representatives of the Transportation Department.

Michael Baker International was selected as one of the top ranked firms to provide services on an "as-needed" basis, estimated at a not-to-exceed amount of \$150,000 annually for a period of three years. The total amount of the contract is not to exceed \$450,000, for the three year term. The contract provides that it may be canceled by the County without cause with 30 days written notice. The County has the option to extend the contract for two (2) additional one (1) year periods following the close of the initial three (3) year period. The Engineering Services Agreement between the County of Riverside and Michael Baker International includes, WQMP, Hydrology, and Development Plan-Check review services and the rates for services were developed by negotiations between Michael Baker International and the County Transportation Department. Additional contracts with two other engineering firms for on-call will be on a separate agenda item. Entering into contracts with three different firms allows for the greatest flexibility in managing the Department's workload.

**Impact on Residents and Businesses**

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

On-call engineering services provide the flexibility needed to meet the demands of the development community.

**Additional Fiscal Information**

All associated contract costs will be funded using Deposit Based Fees. No General Funds will be used for this agreement.

**Contract History and Price Reasonableness**

The consultant rates were found to be reasonable for the work proposed and conforming to industry standards. The consultant rates were also consistent with Flood Control District's On-call Plan Check consultants (June 12, 2018 M.O. 11.1) providing similar services and the County's rates for previous County WQMP contracts (January 7, 2014 M.O. 3-44 and March 10, 2015 M.O. 3-40).

**ATTACHMENTS:**

Michael Baker Int. Agreement with appendices

  
\_\_\_\_\_  
Gregory J. Priamos, Director County Counsel      10/30/2018

Contract No. 18-06-009  
Riverside County Transportation

# **ENGINEERING SERVICES AGREEMENT**

for

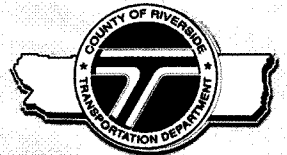
**On-Call Water Quality Management Plans (WQMP),  
Hydrology, and Improvement Plan Review Services**

between

**County of Riverside • Transportation Department**

and

**Michael Baker International**



NOV 06 2018 3.26

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**ENGINEERING SERVICES AGREEMENT**

COUNTY OF RIVERSIDE, hereinafter referred to as "COUNTY", and Michael Baker International, hereinafter referred to as "ENGINEER", located at the following addresses:

County of Riverside • Transportation Department	Michael Baker International
4080 Lemon Street, 8 <sup>th</sup> Floor	3536 Concourses St, Suite 100
Riverside, CA 92502	Ontario, CA 91764

do hereby agree as follows:

**ARTICLE I • DESIGNATED CONTACTS**

Coordination of ENGINEER, and COUNTY activities shall be accomplished through an ENGINEERING PROJECT MANAGER, and a COUNTY PROJECT MANAGER.

The ENGINEERING PROJECT MANAGER for ENGINEER shall be:

Todd Pitner, PE, CPESC, QSD/P, Project Manager

The COUNTY PROJECT MANAGER for COUNTY shall be:

BENJIE CHO, PE, QSD/P, ToR – Senior Civil Engineer

**ARTICLE II • PROJECT DEFINITION**

ENGINEER shall furnish all technical and professional services including labor, material, equipment, transportation, supervision, and expertise to fully and adequately perform and complete the covenants set forth in Appendix A, Scope of Services, which is attached hereto and incorporated herein by reference. All services and deliverables associated with the performance and accomplishment of the covenants described in the Scope of Services is hereinafter collectively referred to as the "PROJECT".

All agents, employees, or subcontractors of ENGINEER doing work for COUNTY shall sign an independent Contractor Agreement, in a form proscribed by COUNTY, acknowledging their status as independent contractors before commencing any work for COUNTY pursuant to this contract or any work assignment.

**ARTICLE III • COOPERATIVE AGENCIES**

**A. Lead Agency**

COUNTY is designated as the lead agency for PROJECT and is working cooperatively with other agencies in the effort to complete PROJECT.

**B. Cooperative Agencies**



1 The cooperating agencies are listed below and will hereinafter be collectively referred to as the  
2 "AGENCIES".

3 Riverside County Flood Control and Water Conservation District

4 Caltrans

5 Relevant Cities

6 Regional Water Quality Control Boards (San Diego, Santa Ana River and Colorado River Regions)

7 State and Federal Agencies

8 **C. COUNTY/AGENCIES Standards**

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

12 **ARTICLE IV • CONDITIONS**

13 **A. Notifications**

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

19 **B. Assignment**

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

22 **C. Subcontracts**

- 23 1. ENGINEER shall perform the services contemplated with resources available within its own organization.  
24 No portion of the services pertinent to this contract shall be subcontracted without written authorization by  
25 the COUNTY PROJECT MANAGER, except that which is expressly identified in this contract.
- 26 2. In the event ENGINEER subcontracts any portion of ENGINEER's duties under this contract, ENGINEER  
27 shall require its subcontractors to comply with the terms of this contract in the same manner as required  
28 of ENGINEER including, but not limited to; indemnification of the COUNTY, requiring the same insurance  
29 of Subcontractors as required of ENGINEER, and having Subcontractor's insurance name the COUNTY

1 as Additional Insured for each type of insurance where this Agreement requires ENGINEER's insurance  
2 to name COUNTY as Additional Insured.

3 **D. Modifications**

- 4 1. This contract may be amended or modified only by mutual written agreement of the parties. No alteration  
5 or variation of the terms of this contract will be valid unless made in writing and signed by the parties  
6 hereto and no oral understanding or agreement not incorporated herein, will be binding on any of the  
7 parties hereto.
- 8 2. Minor modifications are changes that do not substantially affect the Scope of Service. Minor  
9 modifications may be: a shift of funds between tasks within a budget category; the shifting of work and/or  
10 funding from one phase to another; use of contingency pursuant to Article VI.B.1. All requests for minor  
11 modifications must be approved in writing by the Director of Transportation, or his designee, prior to  
12 implementing the change.
- 13 3. There shall be no change in the ENGINEERING PROJECT MANAGER or key members of the PROJECT  
14 team without prior written approval by the COUNTY PROJECT MANAGER.
- 15 4. All modifications that do not fit within the definition of a minor modification to the contract shall be  
16 considered a major change and must be approved in writing by the ENGINEER and COUNTY Board of  
17 Supervisors prior to implementing the major change.

18 **E. COUNTY Directives**

19 ENGINEER shall receive contract directions and interpretations from the COUNTY PROJECT  
20 MANAGER.

21 **F. Liability**

- 22 1. ENGINEER has total responsibility for the accuracy and completeness of all data, reports, plans,  
23 specifications and estimates prepared for this PROJECT and shall check all such material accordingly.  
24 COUNTY will review all work product deliverables. The responsibility for accuracy and completeness of  
25 such items remains solely that of ENGINEER. Neither COUNTY'S review nor approval shall give rise to  
26 any liability or responsibility on the part of COUNTY, or waive any of COUNTY'S rights, or relieve  
27 ENGINEER of its professional responsibilities or obligations under this contract.
- 28 2. The plans, designs, estimates, calculations, reports and other documents furnished in accordance with  
29 the Scope of Services shall meet the criteria for acceptance and be a product of neat appearance, well



1 organized, technically and grammatically correct, checked and having the preparer and checker  
2 identified. The minimum standard of appearance, organization and contents shall be of similar types  
3 produced by COUNTY and AGENCIES. If any work product submitted is not complete and ready for use  
4 by COUNTY, it shall be marked "Draft" or similar designation to indicate it is not ready for use by  
5 COUNTY. COUNTY expects that all work product not so designated is ready for and can be used on  
6 PROJECT.

- 7 3. The page identifying preparers of engineering reports, the title sheet for specifications and each sheet of  
8 plans, shall bear the professional seal, certificate number, registration classification, expiration date of the  
9 certificate, and signature of the professional engineer(s) responsible for their preparation.
- 10 4. COUNTY and ENGINEER agree that plans, drawings or other work products prepared by ENGINEER are  
11 for the exclusive use of COUNTY and will be used by COUNTY for the project for which they were  
12 specifically designed. ENGINEER shall not be responsible for use of such plans, drawings or other work  
13 products if used on a different project without the written authorization or approval by ENGINEER.
- 14 5. ENGINEER acknowledges that the plans, drawings and/or other work products may be used by COUNTY  
15 for the PROJECT regardless of any disputes that may develop between ENGINEER and COUNTY. All  
16 plans, drawings, or other work product shall be deemed the sole and exclusive property of COUNTY and  
17 ownership thereof is irrevocably vested in COUNTY whether the PROJECT is executed or not.
- 18 6. ENGINEER, and the agents and employees of ENGINEER, in the performance of this contract, shall act  
19 in an independent capacity as an independent contractor and not as officers, employees or agents of  
20 COUNTY.
- 21 7. ENGINEER has the sole discretion to determine how, when, and where to perform services required to  
22 achieve the final result specified in the Scope of Services for the PROJECT subject to PROJECT  
23 timelines and availability during COUNTY regular operating hours.
- 24 8. ENGINEER has the right to perform services for other clients during the term of this contract as long as  
25 services are not in direct conflict with the services provided to COUNTY.
- 26 9. ENGINEER, and the agents and employees of ENGINEER, shall not be entitled to and is not eligible for  
27 COUNTY employee benefits, including but not limited to, medical, dental or vision insurance, life  
28 insurance, retirement benefits, vacation or sick pay, or any other benefit or compensation beyond that  
29 which is set forth explicitly in this contract.

1 10. ENGINEER shall provide and maintain, throughout the term of this contract, their own workspace, tools,  
2 equipment and supplies necessary to perform the duties set forth for ENGINEER under this contract.  
3 Notwithstanding the foregoing, COUNTY may, at its sole discretion, and with its prior written consent,  
4 provide access to COUNTY facilities, offices or meeting rooms during regular business hours for  
5 meetings, conferences or other work of ENGINEER.

6 **G. Indemnification and Defense**

- 7 1. ENGINEER further agrees to and shall indemnify and hold harmless the indemnitees from all liability  
8 arising from suits, claims, demands, actions, or proceedings made by agents, employees or  
9 subcontractors of ENGINEER for salary, wages, compensation, health benefits, insurance, retirement or  
10 any other benefit not explicitly set forth in this contract and arising out of work performed for COUNTY  
11 pursuant to this contract.
- 12 2. ENGINEER shall defend and pay, at its sole expense, all costs and fees, including but not limited to  
13 attorney fees, cost of investigation, and defense, in any loss, suits, claims, demands, actions, or  
14 proceedings to the extent and in proportion to the percentage, such costs and fees arise out of, pertain to,  
15 or relate to the negligence, recklessness or willful misconduct of ENGINEER arising out of or from the  
16 performance of services under this contract. The duty to defend applies to any alleged or actual  
17 negligence, recklessness, willful misconduct, error or omission of ENGINEER. The duty to defend shall  
18 apply whether or not ENGINEER is a party to the lawsuit, and shall apply whether or not ENGINEER is  
19 directly liable to the plaintiffs in the lawsuit. The duty to defend applies even if Indemnitees are alleged or  
20 found to be actively negligent, but only in proportion to the percentage of fault of CONSULTANT.
- 21 3. The specified insurance provisions and limits required in this contract shall in no way limit or circumscribe  
22 ENGINEER'S obligations to indemnify and hold harmless Indemnitees from third party claims.
- 23 4. In the event there is conflict between the indemnity and defense provisions and California Civil Code  
24 Sections 2782 and 2782.8, the indemnity and defense provisions shall be interpreted to comply with Civil  
25 Code sections 2782 and 2782.8.

26 **H. Quality Control**

27 ENGINEER shall implement and maintain the following quality control procedures during the preparation  
28 of the plans and documents relating to PROJECT. ENGINEER shall have a quality control plan in effect  
29 during the entire time services are being performed under this contract. The plan shall establish a

1 process whereby calculations are independently checked, plans checked, corrected and back-checked,  
2 and all job related correspondence and memoranda routed and received by affected persons and then  
3 bound in appropriate job files. Where several drawings show different work in the same area, means  
4 shall be provided to avoid conflicts and misalignment in both new and existing improvements. Evidence  
5 that the quality control plan is functional may be requested by the COUNTY PROJECT MANAGER. All  
6 plans, calculations documents and other items submitted to the COUNTY PROJECT MANAGER for  
7 review shall be marked clearly as being fully checked and that the preparation of the material followed the  
8 quality control plan established for the work.

9 **I. Value Engineering**

- 10 1. Elements of PROJECT may be considered for Value Engineering Studies. To this end, the COUNTY  
11 PROJECT MANAGER may direct the ENGINEER to examine the various elements of a design segment  
12 and submit an informal written statement or memorandum addressing those elements where it appears  
13 significant savings and other advantages can be realized. The statement shall be sufficiently informative  
14 to enable COUNTY to determine whether to direct a detailed Value Engineering Study or possibly direct  
15 immediate design changes where the value of the change is apparent without the need of detailed study  
16 and analysis.
- 17 2. ENGINEER or its subcontractors shall not incorporate in the design materials or equipment of single or  
18 sole source origin without written approval of COUNTY. Proprietary names of material or equipment shall  
19 not be used in the plans and specifications.

20 **J. Extra Work**

- 21 1. ENGINEER shall not perform Extra Work until receiving written authorization from the COUNTY  
22 PROJECT MANAGER.
- 23 2. In the event that COUNTY directs ENGINEER to provide services constituting Extra Work, COUNTY shall  
24 provide extra compensation to the ENGINEER. Allowable compensation for approved extra work will be  
25 based on the provisions of Appendix C, Budget, which is attached hereto and incorporated herein by  
26 reference.
- 27 3. An amendment to this contract providing for such compensation for Extra Work shall be issued by  
28 COUNTY to ENGINEER. Such Amendment shall not be effective until executed by both parties.

29 **K. Disputes**

- 1 1. In the event a dispute or objection over work requested by COUNTY pursuant to this contract, ENGINEER  
2 agrees to first consult with COUNTY PROJECT MANAGER regarding the dispute or objection and to take  
3 all appropriate action to protect the interests of COUNTY and the PROJECT, including promptly  
4 complying with COUNTY requests when time is of the essence.
- 5 2. Any controversy or claim arising out of or relating to this contract which cannot be resolved by mutual  
6 agreement may be settled by arbitration in accordance with the rules of the American Arbitration  
7 Association, provided that the parties mutually agree to submit to arbitration.
- 8 3. Neither the pendency of a dispute nor its consideration by arbitration will excuse ENGINEER from full and  
9 timely performance in accordance with the terms of the contract.

10 **L. Termination without Cause**

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

22 **M. Termination for Lack of Performance**

23 COUNTY may terminate this contract and be relieved of the payment of any consideration to ENGINEER  
24 should ENGINEER fail to perform the covenants herein contained at the time and in the manner herein  
25 provided. In the event of such termination, COUNTY may proceed with the work in any manner deemed  
26 proper by COUNTY. In such event, ENGINEER shall be paid only for work completed and delivered to  
27 COUNTY in a timely and successful manner.

28 **N. Insurance**

29 Without limiting or diminishing the ENGINEER'S obligation to indemnify or hold the COUNTY harmless,

1 ENGINEER shall procure and maintain or cause to be maintained, at its sole cost and expense, the following  
2 insurance coverage's during the term of this Agreement. As respects to the insurance section only, the  
3 COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments,  
4 their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or  
5 representatives as Additional Insureds.

6 1. Workers' Compensation:

7 If the ENGINEER has employees as defined by the State of California, the ENGINEER shall maintain  
8 statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of  
9 California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with  
10 limits not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive  
11 subrogation in favor of The County of Riverside.

12 2. Commercial General Liability:

13 Commercial General Liability insurance coverage, including but not limited to, premises liability,  
14 unmodified contractual liability, products and completed operations liability, personal and advertising  
15 injury, and cross liability coverage, covering claims which may arise from or out of ENGINEER'S  
16 performance of its obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's  
17 limit of liability shall not be less than \$1,000,000 per occurrence combined single limit. If such insurance  
18 contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2)  
19 times the occurrence limit.

20 3. Vehicle Liability:

21 If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then  
22 ENGINEER shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an  
23 amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a  
24 general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the  
25 occurrence limit. Policy shall name the COUNTY as Additional Insureds.

26 4. Professional Liability

27 ENGINEER shall maintain Professional Liability Insurance providing coverage for the ENGINEER's  
28 performance of work included within this Agreement, with a limit of liability of not less then \$1,000,000 per  
29 occurrence and \$2,000,000 annual aggregate. If ENGINEER's Professional Liability Insurance is written

1 on a claims made basis rather than an occurrence basis, such insurance shall continue through the term  
2 of this Agreement and ENGINEER shall purchase at his sole expense either 1) an Extended Reporting  
3 Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a  
4 retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through  
5 Certificates of Insurance that ENGINEER has Maintained continuous coverage with the same or original  
6 insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

7 5. General Insurance Provisions - All lines:

- 8 a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of  
9 California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are  
10 waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement  
11 for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.
- 12 b. The ENGINEER must declare its insurance self-insured retention for each coverage required herein.  
13 If any such self-insured retention exceed \$500,000 per occurrence each such retention shall have the  
14 prior written consent of the County Risk Manager before the commencement of operations under this  
15 Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the  
16 election of the Country's Risk Manager, ENGINEER'S carriers shall either; 1) reduce or eliminate  
17 such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which  
18 guarantees payment of losses and related investigations, claims administration, and defense costs  
19 and expenses.
- 20 c. ENGINEER shall cause ENGINEER'S insurance carrier(s) to furnish the County of Riverside with  
21 either 1) a properly executed original Certificate(s) of Insurance and certified original copies of  
22 Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing  
23 by the County Risk Manager, provide original Certified copies of policies including all Endorsements  
24 and all attachments thereto, showing such insurance is in full force and effect. Further, said  
25 Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty  
26 (30) days written notice shall be given to the County of Riverside prior to any material modification,  
27 cancellation, expiration or reduction in coverage of such insurance. In the event of a material  
28 modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate  
29 forthwith, unless the County of Riverside receives, prior to such effective date, another properly

1 executed original Certificate of Insurance and original copies of endorsements or certified original  
2 policies, including all endorsements and attachments thereto evidencing coverage's set forth herein  
3 and the insurance required herein is in full force and effect. ENGINEER shall not commence  
4 operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified  
5 original copies of endorsements and if requested, certified original policies of insurance including all  
6 endorsements and any and all other attachments as required in this Section. An individual authorized  
7 by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and  
8 the Certificate of Insurance.

- 9 d. It is understood and agreed to by the parties hereto that the ENGINEER'S insurance shall be  
10 construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured  
11 retention's or self-insured programs shall not be construed as contributory.
- 12 e. If, during the term of this Agreement or any extension thereof, there is a material change in the scope  
13 of services; or, there is a material change in the equipment to be used in the performance of the  
14 scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5)  
15 years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of  
16 liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the  
17 amount or type of insurance carried by the ENGINEER has become inadequate.
- 18 f. ENGINEER shall pass down the insurance obligations contained herein to all tiers of sub-consultants  
19 working under this Agreement.
- 20 g. The insurance requirements contained in this Agreement may be met with a program(s) of self-  
21 insurance acceptable to the COUNTY.
- 22 h. ENGINEER agrees to notify COUNTY of any claim by a third party or any incident or event that may  
23 give rise to a claim arising from the performance of this Agreement.

24 **O. Conflict of Interest**

25 ENGINEER warrants, by execution of this contract, that no person or selling agency has been employed  
26 or retained to solicit or secure this contract upon an agreement or understanding for a commission,  
27 percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established  
28 commercial or selling agencies maintained by ENGINEER for the purpose of securing business. For  
29 breach or violation of this warranty, COUNTY has the right to annul this contract without liability, pay only

1 for the value of the work actually performed, or in its discretion to deduct from the contract price or  
2 consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or  
3 contingent fee. ENGINEER may be requested to complete a Conflict of Interest Statement prior to,  
4 during, or after execution of this contract. ENGINEER understands that as a condition of this contract  
5 ENGINEER agrees to complete the Conflict of Interest Statement when requested to do so by COUNTY.

6 **P. Legal Compliance**

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

11 **Q. Nondiscrimination**

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





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

- 4 • Withholding of payments to ENGINEER under the contract until ENGINEER complies;
- 5 • Cancellation, termination, or suspension of the contract in whole or in part.

6 4. ENGINEER shall include the nondiscrimination and compliance provisions of this clause in all  
7 subcontracts to perform work under this contract.

8 5. ENGINEER shall comply with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR  
9 21 through Appendix H and 23 CFR 710.405(b) are applicable to this contract by reference.

10 **R. Labor Code and Prevailing Wages**

11 1. Certain Classifications of Labor under this contract may be subject to prevailing wage requirements.

12 2. Reference is made to Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with  
13 Section 1720). By this reference said Chapter 1 is incorporated herein with like effect as if it were here  
14 set forth in full. The parties recognize that said Chapter 1 deals, among other things with discrimination,  
15 penalties and forfeitures, their disposition and enforcement, wages, working hours, and securing worker's  
16 compensation insurance and directly effect the method of prosecution of the work by ENGINEER and  
17 subject it under certain conditions to penalties and forfeitures. Execution of the contract by the parties  
18 constitutes their agreement to abide by said Chapter 1, their stipulation as to all matters which they are  
19 required to stipulate as to by the provisions of said Chapter 1, constitutes ENGINEER's certification that  
20 he is aware of the provisions of said Chapter 1 and will comply with them and further constitutes  
21 ENGINEER's certification as follows: "I am aware of the provisions of Section 3700 of the California Labor  
22 Code which require every employer to be insured against liability for worker's compensation or to  
23 undertake self-insurance in accordance with the provisions of that Code, and I will comply with such  
24 provisions before commencing the performance of the work of this contract."

25 3. Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates, including the per diem  
26 wages applicable to the work, and for holiday and overtime work, including employer payments for health  
27 and welfare, pension, vacation, and similar purposes, in the county in which the work is to be done have  
28 been determined by the Director of the California Department of Industrial Relations. These wages are  
29 available from the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov>.

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

14 **S. Review and Inspection**

15 ENGINEER and any Subcontractors shall permit COUNTY and/or AGENCIES to review and inspect  
16 PROJECT activities including review and inspection on a daily basis.

17 **T. Record Retention / Audits**

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

27 **U. Ownership of Data**

28 Ownership and title to all reports, documents, plans, specifications, and estimates produced as part of  
29 this contract will automatically be vested in COUNTY and no further agreement will be necessary to

1 transfer ownership to COUNTY.

2 **V. Confidentiality of Data**

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

18 **W. Funding Requirements**

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

27 **ARTICLE V • PERFORMANCE**

28 **A. Performance Period**

- 29 1. This contract shall begin upon notification to proceed by the COUNTY PROJECT MANAGER.

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

14   **B. Time Extensions**

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

23   **C. Reporting Progress**

- 24      1. As part of the monthly invoice ENGINEER shall submit a progress report in accordance with COUNTY
- 25      Engineering Services Progress Reporting Guidelines. Progress Reports shall indicate the progress
- 26      achieved during the previous month in relation to the Schedule of Services. Submission of such progress
- 27      report by ENGINEER shall be a condition precedent to receipt of payment from COUNTY for each
- 28      monthly invoice submitted.
- 29      2. To ensure understanding and performance of the contract objectives, meetings between COUNTY,

1 AGENCIES, and ENGINEER shall be held as often as deemed necessary. All work objectives,  
2 ENGINEER's work schedule, the terms of the contract and any other related issues will be discussed  
3 and/or resolved. ENGINEER shall keep minutes of meetings and distribute copies of minutes as  
4 appropriate.

5 **D. Evaluation of ENGINEER**

6 ENGINEER's performance will be evaluated by COUNTY for future reference.

7 **ARTICLE VI • COMPENSATION**

8 **A. Work Authorization**

9 ENGINEER shall not commence performance of any work or project services until so directed by the  
10 County Project Manager. No payment will be made prior to approval of this contract.

11 **B. Basis of Compensation**

- 12 1. PROJECT services as provided under this contract and as described in the Scope of Services, shall be  
13 compensated for as defined in Appendix C, Budget, which is attached hereto and incorporated herein by  
14 reference. The total amount of the contract is not to exceed \$150,000.00 annually for three (3) fiscal  
15 years for a total of \$450,000.00 unless the contract is extended as described elsewhere in this agreement  
16 and reimbursement is to be made at actual cost.

17 If a contingency budget is provided, COUNTY shall hold such contingency in reserve for unforeseen Extra  
18 Work that may arise during the performance of this agreement. Contingency budget shall only be used at  
19 the discretion of the COUNTY PROJECT MANAGER, and with prior written authorization by the COUNTY  
20 PROJECT MANAGER.

21 No additional compensation for Extra Work will be paid except upon the issuance of an Extra Work Order  
22 by COUNTY.

- 23 2. Prior authorization in writing by the COUNTY PROJECT MANAGER will be required before ENGINEER  
24 enters into any non-budgeted purchase order or subcontract exceeding \$500 for supplies, equipment or  
25 consultant services. ENGINEER shall provide an evaluation of the necessity or desirability of incurring  
26 such costs.

- 27 3. For purchase of any item, service or consulting work not covered in ENGINEER's proposal and  
28 exceeding \$500, with prior authorization by the COUNTY PROJECT MANAGER, three competitive  
29 quotations shall be submitted with the request, or the absence of bidding shall be adequately justified.

- 1 4. Any equipment purchased as a result of this contract is subjected to the following: ENGINEER shall  
2 maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a  
3 useful life of at least two years and an acquisition cost of \$500 or more. If the purchased equipment  
4 needs replacement and is sold or traded in, COUNTY shall receive a proper refund or credit. At the  
5 conclusion of the contract or if the contract is terminated, ENGINEER may either keep the equipment and  
6 credit COUNTY in an amount equal to its fair market value or sell such equipment at the best price  
7 obtainable at a public or private sale in accordance with established COUNTY procedures and credit  
8 COUNTY in an amount equal to the sales price. If ENGINEER elects to keep the equipment, fair market  
9 value shall be determined, at ENGINEER's expense, on the basis of a competent independent appraisal  
10 of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable by COUNTY, and  
11 ENGINEER. If it is determined to sell the equipment, the terms and conditions of such sale must be  
12 approved in advance by COUNTY and AGENCIES.
- 13 5. The consideration to be paid ENGINEER, as provided herein, shall be in compensation for all of  
14 ENGINEER's expenses incurred in the performance hereof, including travel and per diem, unless  
15 otherwise expressly so provided.
- 16 6. ENGINEER agrees that the Contract Cost Principles and Procedures, CFR 48, Federal Acquisition  
17 Regulations Systems, Chapter 1, Part 31, shall be used to determine the allow ability of individual items  
18 of cost.
- 19 7. ENGINEER also agrees to comply with Federal procedures in accordance the Code of Federal  
20 Regulations Section 49, Part 18, Uniform Administrative Requirements for Grants and Cooperative  
21 Agreements to State and Local Governments
- 22 8. In the event of errors or omissions in the plans for PROJECT, ENGINEER shall perform the necessary  
23 engineering services required to correct such errors and omissions without additional charge to COUNTY.
- 24 9. Compensation for project reporting shall be incorporated into fees for P-WQMP and F-WQMP reviews. If  
25 the review is for a F-WQMP, the grading permit number (BGR number), a building permit (BNR, BRS,  
26 etc.), or improvement plan (IP) should be charged for invoicing. The Planning Case Number (TR, PP,  
27 CUP, etc.) are closed for charges, once the project is entitled. The ENGINEER should coordinate with the  
28 County to ensure the appropriate project number is charged.

1 **C. Progress Payments**

- 2 1. ENGINEER shall submit monthly invoices for PROJECT Services in accordance with Appendix C,  
3 Budget, and in accordance with COUNTY Engineering Services Invoicing Procedures.
- 4 2. ENGINEER shall submit an invoice each month for PROJECT services performed during the preceding  
5 month. Invoices shall be submitted to the COUNTY PROJECT MANAGER and shall be included with a  
6 Progress Report covering the same period as the submitted invoice.
- 7 3. Progress payments will be based on PROJECT services provided and actual costs incurred. Payments  
8 made prior to the completion of each phase will not exceed the amount allowed in ENGINEER's cost  
9 proposal for the completion of that phase and prior phases, unless approved in writing by the COUNTY  
10 PROJECT MANAGER.
- 11 4. Progress payments will be made as promptly as fiscal procedures will permit upon receipt by the  
12 COUNTY PROJECT MANAGER of itemized invoices.

13 **ARTICLE VII • GIS INFORMATION**

- 14 A. "GIS Information" shall include GIS digital files (including the information or data contained therein) and any  
15 other information, data, or documentation from County GIS (regardless of medium or format) that is provided  
16 pursuant to this contract.
- 17 B. ENGINEER acknowledges that the unauthorized use, transfer, assignment, sublicensing, or disclosure of the  
18 GIS information, documentation, or copies thereof will substantially diminish their value to COUNTY.  
19 ENGINEER acknowledges and agrees that COUNTY GIS information is a valuable proprietary product,  
20 embodying substantial creative efforts, trade secrets, and confidential information and ideas. COUNTY GIS  
21 information is and shall remain the sole property of COUNTY; and there is no intention of COUNTY to transfer  
22 ownership of COUNTY GIS information.
- 23 C. COUNTY GIS information is made available to ENGINEER solely for use in the normal course of  
24 ENGINEER's business to produce reports, analysis, maps and other deliverables only for this PROJECT and  
25 as described within the Scope of Services.
- 26 D. ENGINEER agrees to indemnify and hold harmless COUNTY, its officers, employees and agents from any  
27 and all liabilities, claims, actions, losses or damages relating to or arising from ENGINEER's use of COUNTY  
28 GIS information.
- 29 E. GIS information cannot be used for all purposes; and GIS information may not be complete for all purposes.

1 Additional investigation or research by ENGINEER into other sources will be required. GIS information is  
2 intended only as an information base and is not intended to replace any legal records. COUNTY has used  
3 and will continue to use its best efforts to correctly input into COUNTY GIS the information contained in  
4 various legal and other records; but COUNTY accepts no responsibility for any conflict with actual legal  
5 records or for information not transferred from legal records to COUNTY GIS. COUNTY has attempted to  
6 update GIS information as often as is practically feasible. However, ENGINEER should be aware that GIS  
7 information may not be current and changes or additions to the information contained in COUNTY GIS may  
8 not yet be reflected in COUNTY GIS.

9 F. COUNTY accepts no responsibility for the use of GIS information; and COUNTY provides no warranty for the  
10 use of COUNTY GIS or COUNTY GIS information by ENGINEER. THE WARRANTIES SPECIFICALLY SET  
11 FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED,  
12 INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE;  
13 AND SUCH OTHER WARRANTIES ARE HEREBY EXCLUDED.

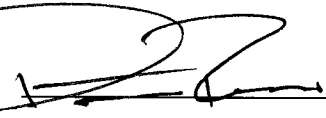
14 G. Final plans, drawings or PROJECT work products will be provided in an electronic format suitable for  
15 inclusion within the COUNTY GIS or CADD Systems by ENGINEER and will contain the appropriate meta  
16 data and will be geographically registered using a appropriate coordinate system such as the California State  
17 Plane Coordinate System NAD 83.



ARTICLE VIII • APPROVALS

COUNTY Approvals

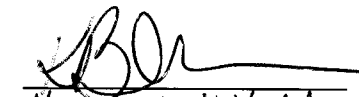
RECOMMENDED FOR APPROVAL:

 Dated: 10-22-2018

PATRICIA ROMO  
Director of Transportation

APPROVED AS TO FORM:

GREGORY P. PRIAMOS  
County Counsel

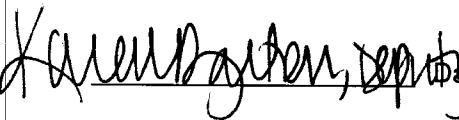
 Dated: 10/29/18  
Kristin Bell Valdez  
Deputy County Counsel

APPROVAL BY THE BOARD OF SUPERVISORS

 Dated: NOV 06 2018

CHUCK WASHINGTON  
PRINTED NAME  
Chairman, Riverside County Board of Supervisors

ATTEST:

 Dated: NOV 06 2018

KECIA HARPER-IHEM  
Clerk of the Board (SEAL)

ENGINEER Approvals

ENGINEER:

 Dated: 10/15/18

Darrel Hregler  
PRINTED NAME  
Senior Vice President  
TITLE

ENGINEER:

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

PRINTED NAME

TITLE

APPENDIX A • SCOPE OF SERVICES

ARTICLE AI • INTRODUCTION

A. PROJECT DESCRIPTION

ENGINEER will provide COUNTY with On-call Plan Check Services of Preliminary Water Quality Management Plans (P-WQMP) and Final WQMPs (F-WQMP) for New Development and Significant Redevelopment projects. ENGINEER shall use the appropriate checklist for each principal watershed. Under the general direction of the Stormwater Program Manager or his/her designee, the services to be furnished will include, but not limited to 1) picking up Plan Check packages from the County within one (1) business day of notification or accept electronic submittals, 2) providing WQMP and Hydrology Plan Check services pursuant to the requirements established in the appropriate Riverside County WQMP compliance documents, the Riverside County Hydrology Manual, and LA County Hydraulic Manual. The WQMP compliance documents can be viewed under the Riverside County Flood Control District's Stormwater website: (<http://rcflood.org/npdes/>), 3) review WQMP and Hydrology Report submittals, and meet with developers, their representatives, and County staff when requested by the County, Reviews from the Consultant shall be scanned or otherwise saved in electronic form, including redlines if provided. 4) providing the WQMP Program Manager or his/her designee with a Project Status Log update each week, and 5) providing County staff with recommendations on the implementation of the WQMP program, and other services as requested including plan checking street improvement, striping, utility, street lighting plans, grading plans and other improvement plans per the Transportation Department's Plan Check Policies and Guidelines (<http://rctlma.org/trans/Land-Development/Plan-Check/Plan-Check-Guidelines>). Other services to be included, but not limited to:

1. Preliminary WQMP (P-WQMP)

a. Research of Information

COUNTY will provide ENGINEER with the following: one (1) copy of the Applicant's submittal of the P-WQMP. The P-WQMP shall include the documentation set forth in the Guidance Document including but not limited to a location map, site plan, soils report (if necessary), Preliminary Hydrology report (P-HYDRO), and other related documentation. If ENGINEER determines the P-WQMP document is not complete enough to conduct a comprehensive review, ENGINEER shall notify COUNTY and return the document to the Preparer within two (2) business days.

1  
2 b. Transfer of P-WQMP from COUNTY to ENGINEER

3 ENGINEER shall make provisions to pick up the P-WQMP and supporting documents by the next  
4 business day from the day the COUNTY notifies (Notification Date) the ENGINEER that the P-WQMP  
5 has been submitted. Alternatively, the COUNTY may ship the submittal by FedEx or send the submittal  
6 electronically.

7  
8 c. Review of P-WQMP

9 The ENGINEER shall conduct reviews of the P-WQMP reports to ascertain the document's compliance  
10 with the Guidance Document, County guidelines, and good engineering practices for scoping the  
11 project for feasibility purposes during the entitlement phase. For feasibility, the BMP type and general  
12 size shall be determined prior to P-WQMP approval. Following each review, the ENGINEER shall  
13 prepare and furnish to the County comments on the submittal or a letter recommending approval. To  
14 ensure timely transmittal, comments on the P-WQMP shall be submitted directly to the preparer and a  
15 copy sent to the County. However, a letter recommending approval of the P-WQMP shall be solely  
16 transmitted directly to the County. Comments or letters recommending approval shall be provided to  
17 the County in PDF format. Comments may include but not be limited to redline comments, narrative  
18 comments, or checklists at the discretion of the ENGINEER. Comments from the ENGINEER shall be  
19 accompanied by a letter furnished by the County encouraging electronic submittals, and an estimate of  
20 the percent complete of the submittal on a form furnished by the County. The ENGINEER shall  
21 maintain an electronic record of the previous set of comments (redline comments, narrative comments,  
22 checklists, etc.), and submittals if provided electronically. Preliminary WQMPs typically do not require  
23 BMP maintenance agreements or owner's certifications, only a preparer's signature.

24  
25 Comments to the Preparer shall be submitted to the County (Submittal Date) within (10) ten working  
26 days from the Notification Date from the County. The Submittal Date shall be the date the reports are  
27 deposited to FedEx (or equivalent) or the same day when transmitted electronically. Submittals to the  
28 Preparer or to the County shall be sent by FedEx Second Business Day Service delivery (or  
29 equivalent). Materials sent to the Preparer shall be sent to the Preparer's delivery address, email

1 address or an alternate method approved by the County.  
2

3 **2. Final WQMP (F-WQMP)**

4 The reviews of the F-WQMP shall be in accordance with the process and turn-around time for review of  
5 the P-WQMP, and with the following additional requirements for F-WQMP reviews.  
6

7 The County will provide ENGINEER with the following documents when a F-WQMP is submitted for its  
8 initial review: one (1) copy of the approved P-WQMP (if necessary); one (1) original of the first  
9 submittal of the F-WQMP. The ENGINEER shall determine if the WQMP requirements have changed  
10 from the time the P-WQMP was approved, based on the requirements of the MS4 Permits and WQMP  
11 compliance documents. In addition, the ENGINEER shall consider the Conditions of Approval,  
12 available on the County's website (<http://onlineservices.rctlma.org/default.aspx>).  
13

14 The F-WQMP shall be in substantial conformance with the approved P-WQMP, unless the applicable  
15 requirements have changed. The ENGINEER shall review of F-WQMP to ascertain the document's  
16 consistency with the approved P-WQMP and compliance with the County policies and preferences.  
17

18 When the F-WQMP is ready for approval, the ENGINEER shall issue a letter recommending approval  
19 of the F-WQMP, and request the full Approval Package for the F-WQMP. The Approval Package will  
20 include wet-signed owner's certification dated after the WQMP is approved, and a wet-signed notarized  
21 copy of a BMP maintenance agreement. A blank copy can be found at <http://rctlma.org/trans>, under the  
22 General Information tab, and Forms & Agreements under Development Review & Plan Check Section.  
23 The BMP Agreement shall include an exhibit, typically in the form of a Legal and Plat, or a Map Book  
24 and Page referencing the area that is provided to the County for BMP inspection access.  
25

26 **3. Teleconferences and Meetings**

27 ENGINEER shall teleconference or meet with developers at the COUNTY's request to review P-WQMP  
28 comments, to discuss BMPs to be incorporated into the project, and to otherwise facilitate the P-  
29 WQMP review and approval process. All meetings shall be at the COUNTY or at another location at the

1 discretion of the COUNTY.  
2

3 **4. Project Reporting**

4 The ENGINEER shall provide a Project Status Log spreadsheet to the County regarding the project  
5 status in a format furnished by the County. The spreadsheet shall contain the project number or case  
6 number, project name, description, reviewer, document type (preliminary or final), watershed, status,  
7 latest status date, and a comment section with a brief explanation as to why a WQMP was returned  
8 unapproved. . The spreadsheet will also include tracking of each submittal including notification date,  
9 received date, review completed date/approval date, returned date, reviewer turn-around time,  
10 applicant turn-around time. The spreadsheet shall be provided on a monthly basis, on Fridays or the  
11 last business day of the week by 5:00 p.m.  
12

13 **5. Program Implementation Assistance**

14 The ENGINEER shall assist the County in implementation of the WQMP program on an as-needed basis.  
15 Implementation assistance may include but not be limited to the following: preparing instructions to clarify  
16 questions Preparers frequently have when preparing WQMPs; preparing County-specific guidance for WQMP  
17 preparation; review County standard plans, details, and codes for compatibility with WQMP requirements;  
18 developing County standard plans or details for water quality BMPs; and other related services as needed by  
19 the County.  
20

21 **B. LOCATION**

22 Projects requiring WQMP plan check review will be located within the Santa Margarita, Santa Ana or  
23 Whitewater Watershed(s).  
24

25 **C. KEY PERSONNEL**

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

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Staff Nama and Title	Hourly Rate
Tanya Bilezikjian, PE, Senior Project Manager/QA-QC	190.00
Todd Pitner, PE, Project Manager	175.00
Prasad Kasturi, PE, Project Engineer	165.00
Alex Torres, PE, Project Engineer	165.00
Paul Mittica, PE, Project Engineer	165.00
Octavio Hernandez, PE, Project Engineer	105.00
Zachary Morgan, Assistant Engineer/Planner	105.00
Connie Phan, EIT, Assistant Engineer/Planner	105.00
Marie Korgan, Assistant Engineer/Planner	105.00

**ARTICLE AII • SERVICES TO BE PROVIDED**

**A. CONTRACT DELIVERABLES**

- Contract deliverables include, but are not limited to:
- P- and F-WQMP comments in PDF format (redlines, narratives, checklists, etc.)
- Program Implementation Assistance documentation as needed
- Project Status Log spreadsheet

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**APPENDIX B • SCHEDULE OF SERVICES**

**ARTICLE BI • INTRODUCTION**

The Engineer 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. All Covenants set forth in this agreement shall be completed by June 30, 2021, unless extended by supplemental agreement or up to two one (1) year time extensions that require approval by the Director of Transportation.

Contract expiration time frames for issuance of work authorizations:

Agreement Contract Execution Date to June 30, 2021

Time Extension 1 July 1, 2021 to June 30, 2022 (Requires approval by the Director of Transportation) -

\$150,000

Time Extension 2 July 1, 2022 to June 30, 2023 (Requires approval by the Director of Transportation) -

\$150,000

APPENDIX C • COST PROPOSAL

BILLING RATES – NAMED STAFF

<b>OFFICE PERSONNEL</b>	<b>\$/ Hour</b>
Tanya, Bilezikjian, PE, Senior Project Manager / QA-QC .....	190.00
Todd Pitner, PE, Project Manager .....	175.00
Prasad Kasturi, PE, Project Engineer .....	165.00
Alex Torres, PE, Project Engineer .....	165.00
Paul Mittica, PE, Project Engineer .....	165.00
Octavio Hernandez, PE, Project Engineer .....	165.00
Zachary Morgan, Assistant Engineer/Planner .....	105.00
Connie Phan, EIT, Assistant Engineer/Planner .....	105.00
Marie Korgan, Assistant Engineer/Planner .....	105.00

Notes:

Blueprinting, reproduction, messenger service and other direct expenses will be charged with no markup.

Vehicle mileage will be charged as an additional cost at the IRS approved rate. Michael Baker requests a cost-of-living and escalation increase of 4% annually to coincide with the contract anniversary.