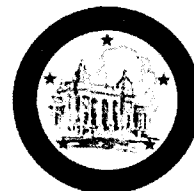


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.11  
(ID # 11572)

**MEETING DATE:**

Tuesday, February 11, 2020

**FROM:** ECONOMIC DEVELOPMENT AGENCY (EDA):

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA): Woodcrest Library Tenant Improvements Project - Approval of Second Amendment to the Professional Services Agreement for Architectural and Construction Administration Services for TR Design Group, Inc., District 1. [\$65,000 – Quimby Fees-40%, Library Fund-60% (Previously approved budget)]

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

1. Ratify and approve the attached Second Amendment to the Professional Services Agreement for Architectural and Construction Administration Services between the County of Riverside (County) and TR Design Group, Inc. (TR Design) of Riverside, California, in the amount of \$65,000 for the Woodcrest Library Tenant Improvements (Woodcrest Library T.I.) Project, and authorize the Chairman of the Board (Chairman) to execute the Amendment on behalf of the County; and
2. Authorize the Assistant County Executive Officer/ECD to administer the Second Amendment to TR Design in accordance with applicable Board policies.

**ACTION:** Policy, CIP

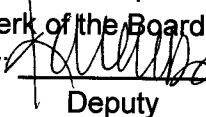
  
Lisa D Brandl 2/6/2020

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: February 11, 2020  
xc: EDA

Kecia R. Harper  
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>	\$ 65,000	\$ 0	\$ 65,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Quimby Fees - 40%, Library Fund - 60% (Previously approved budget)			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2019/20	

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

**BACKGROUND:**

**Summary**

On August 6, 2019, Item 3.13, the Board of Supervisors (Board) approved a project budget of \$2,499,025 and a construction contract in the amount of \$1,634,815 between the County and Vincor Construction, Inc. for the Woodcrest Library T.I. Project.

On June 19, 2018, Item 3.9, the Board approved a pre-qualified list of architectural and engineering firms to be retained on an as-needed basis. Based on their experience, EDA selected TR Design to provide architectural and construction administrative services for the Project. An agreement was executed between the County and TR Design in the amount of \$53,985 as well as an amendment in the amount of \$45,465, for a revised contract value of \$99,450.

The Second Amendment will compensate TR Design in the not-to-exceed amount of \$65,000 for a revised contract value of \$164,450 to provide additional architectural services that will provide enhancements to the entrance, reception desk and add a storage room to alleviate security concerns.

**Impact on Residents and Businesses**

The Project will allow visitors greater access to library materials, a larger meeting room for the community and special events, and general improvements that enhance the existing functionality of the library.

**Contract History for TR Design Group, Inc.**

Commences on Page 3

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

**Contract History for TR Design Group, Inc.**

DESCRIPTION	AMOUNT	DESCRIPTION
Base Service Contract	53,985	Architectural and engineering services for a new 1,200 square feet building.
First Amendment	45,465	Scope revision to accommodate a 2,200 square feet expansion and 3,000 square feet renovation.
Second Amendment	65,000	Enhancements to the entrance, reception desk and add a storage room to alleviate security concerns.
<b>TOTAL</b>	<b>\$ 164,450</b>	

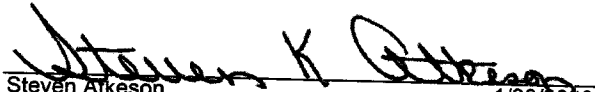
**Additional Fiscal Information**

All costs associated with this Board action were previously approved on August 6, 2019 (Item 3.13) and are 40% funded with Quimby Fees and 60% funded with the Library Fund. The Second Amendment for TR Design is accounted for within the project budget, therefore an adjustment to the budget is not required with this Board action. Monies will be expended in FY 2019/20.

Attachment:

- Second Amendment for TR Design Group, Inc.

RF:HM:VC:SP:RM:ES:mg FM08190008244 11572-14041  
 S:\Project Management Office\FORM 11'S\Form 11's\_In Process\11572 - 14041\_D4 - 008244 - Woodcrest Library TI Proj - Second Amend for TR Design\_021120.doc

  
 Steven Atkeson 1/30/2020

  
 Gregory V. Priamos, Director County Counsel 1/29/2020



1 provide these services based on constructing the project in two phases, with an advanced phasing and  
2 partial reopening of the main library while the Community Room, Children's Library and new reading  
3 room. CONSULTANT shall provide all services in accordance with the original Agreement, First  
4 Amendment and Second Amendment and as outlined and specified in Exhibit "A", consisting of one  
5 (1) page(s), attached hereto and by this reference incorporated herein.

6 1.1 CONSULTANT represents and maintains that it is skilled in the professional calling  
7 necessary to perform all services, duties and obligations required by the Agreement, First Amendment  
8 and Second Amendment, to fully and adequately complete the project. CONSULTANT shall perform  
9 the services and duties in conformance to and consistent with the standards generally recognized as  
10 being employed by professionals in the same discipline in the State of California. CONSULTANT  
11 further represents and warrants to the COUNTY that it has all licenses, permits, qualifications and  
12 approvals of whatever nature are legally required to practice its profession. CONSULTANT further  
13 represents that it shall keep all such licenses and approvals in effect during the term of this Second  
14 Amendment.

15  
16 II. Section 2. PERIOD OF PERFORMANCE is hereby amended in its entirety as follows:

17 2. CONSULTANT shall commence performance of services within one (1) calendar day after  
18 execution of this Second Amendment, and shall diligently perform the services to full  
19 completion of the Project as required and in accordance with the Scheduled Project completion  
20 date of July 31, 2020, unless sooner terminated as specified in Paragraph 8, or extended as  
21 provided in Paragraph 13. All applicable indemnification provisions in the Agreement shall  
22 remain in effect following the termination of the Agreement.

23  
24 II. Section 3. COMPENSATION is hereby amended in its entirety as follows:

25 3.1 COUNTY shall pay to CONSULTANT for services performed in accordance with the  
26 Scope of Services set forth in Exhibit "A". The total amount of compensation paid to

1 CONSULTANT under the Agreement, First Amendment and this Second Amendment shall not  
2 exceed the maximum of One Hundred Sixty-Four Thousand, Four Hundred Fifty dollars (\$164,450),  
3 which includes a reimbursable expense allowance of \$0, as identified in Exhibit "A", unless a  
4 written amendment to the Agreement is executed by both parties prior to performance of additional  
5 services.

6 3.2 Reimbursable expenses, if applicable, are defined in Exhibit "A".

7 3.3 Said compensation shall be paid in accordance with an invoice submitted to COUNTY  
8 by CONSULTANT within fifteen (15) days from the last day of each calendar month, and  
9 COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the  
10 invoice.

11 3.4 Unless otherwise stated in Exhibit "A", the basis for the monthly invoice and payment  
12 thereon shall be on a percentage completion basis to be billed monthly.

13 [REMAINDER OF PAGE LEFT BLANK]  
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1 IN WITNESS HEREOF, the parties hereto have caused their duly authorized representatives to execute  
2 this Second Amendment.

3  
4 "COUNTY"

5 COUNTY OF RIVERSIDE


6  
7 By: V. M. Manuel Perez

8 Chairman **V. MANUEL PEREZ**

9 Board of Supervisors

CONSULTANT:

TR DESIGN GROUP, INC.

By:  12/2/19

Thomas Riggle, President

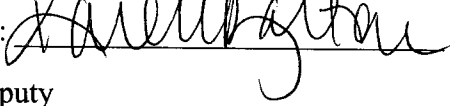
Address: 7179 Magnolia Avenue

Riverside, CA 92504

10  
11 ATTEST:

12 KECIA R. HARPER

13 Clerk of the Board

14 By: 

15 Deputy

16  
17 (SEAL)

18  
19  
20  
21 APPROVED AS TO FORM:

22 GREGORY P. PRIAMOS

23 County Counsel

24 By:  1/21/2020

25 Kristine Bell-Valdez

26 Deputy County Counsel

# Original Purchase Order + AS #01 + AS #02

Page 1 of 1

November 12, 2019

TRD # 17-022 + 17.022.01 + 17.022.02

**ARCHITECT:**



Thomas Riggle, Architect  
 License #: C24877  
 7179 Magnolia Avenue  
 Riverside, CA 92504  
 951 - 742 - 7179

**CLIENT:**

Erik Sydow  
 County of Riverside  
 3403 Tenth Street  
 Riverside, CA 92501  
 (951) 955-8274

**PROJECT: THE EXISTING WOODCREST LIBRARY:**  
 ■ INTERIOR REMODEL AND ADDITIONS

**SCOPE: ARCHITECTURAL SERVICES FOR DESIGN THRU CONSTRUCTION ADMINISTRATION FOR THE REVISED SCOPE, AS FOLLOWS:**  
 ■ REMODELED 2,240 SF COMMUNITY ROOM  
 ■ REMODEL AND ADDITION FOR 1,440 SF CHILDREN'S LIBRARY  
 ■ LIBRARY ADDITION 1,500 SF.

**COMPENSATION FOR BASIC SERVICES OF THE ARCHITECT:**

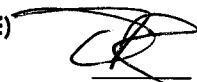
Shall be **FIXED FEE** in the amount as follows:

Architectural & Consultant Services		Phase Total	
Phase 01	Conceptual Plans	\$	9,120.00
Phase 02	Schematic Design	\$	6,600.00
Phase 04A	Design Development		
Architecture	TR Design Group	\$ 11,000.00	\$ -
Civil Eng.	Not included.	\$ -	\$ -
Landscaping	Not included.	\$ -	\$ -
Structural Engineering	Innovative Structural Engineers - Attend (1) project kick off meeting, prepare design development layouts & coordinate.	\$ 8,395.00	\$ -
	<b>Phase 03 Total</b>		\$ 19,395.00
Phase 04B	Contract Documents		
Architecture	TR Design Group	\$ 64,945.00	\$ -
Civil Eng.	Not included.	\$ -	\$ -
Structural Eng.	Innovative Structural Engineers	\$ 11,776.00	\$ -
MEP Engineering	Not included.	\$ -	\$ -
Cost Estimate:	Not included.	\$ -	\$ -
	<b>Phase 04 Total</b>	\$ -	\$ 76,721.00
Phase 05	Bidding Assistance		\$ 1,500.00
Phase 06	Construction Administration		\$ 35,500.00
Unforeseen Conditions	Allowance		\$ 15,614.00
<b>LABOR &amp; CONSULTING TOTALS</b>			<b>\$ 164,450.00</b>

**PAYMENT SCHEDULE:**

\$ 9,120.00	due during Conceptual Plans
\$ 6,600.00	due during Schematic Design
\$ 19,395.00	due during Design Development
\$ 76,721.00	due during the Contract Documents
\$ 1,500.00	due during Bidding Assistance
\$ 35,500.00	due during Construction Administration
\$ 15,614.00	Allowance for Unforeseen Conditions
<b>\$ 164,450.00</b>	<b>TOTAL</b>

**REIMBURSABLE EXPENSES (ALL PRINTING SHALL BE DONE BY THE COUNTY AT THEIR EXPENSE)**

 Initial