

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



**ITEM: 3.38  
(ID # 15335)**

**MEETING DATE:**  
Tuesday, June 22, 2021

**FROM :** TLMA-TRANSPORTATION:

**SUBJECT:** TRANSPORTATION AND LAND MANAGEMENT AGENCY/TRANSPORTATION:  
Approve the Engineering Services Agreement between the County of Riverside and CASC Engineering and Consulting for On-Call Water Quality Management Plans and Improvement Plan Check Services. FY 21/22-23/24. All Districts. [\$875,000 Total Cost - Deposit Based Fees 100%]

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

1. Approve the Engineering Services Agreement between the County of Riverside and CASC Engineering and Consulting, Inc. for Water Quality Management Plans Review and Plan Check Services through June 30, 2024 for an aggregate amount of \$875,000;
2. Authorize the Chair of the Board to execute the same; and
3. Authorize the Director of Transportation, or designee to sign amendments, approved as to form by County Counsel, to extend the performance period as provided for in the agreement.

**ACTION:Policy**


  
Mark Lancaster, Director of Transportation 5/18/2021

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**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, Spiegel, Washington, Perez, and Hewitt  
Nays: None  
Absent: None  
Date: June 22, 2021  
xc: Transp.

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>	\$ 0	\$ 175,000	\$ 875,000	\$ 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> 21/22 - 23/24	

**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 January 18, 2021 on the County of Riverside Transportation Department website. Eight 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.

CASC Engineering and Consulting, Inc. was selected as one of the top ranked firms to provide services on an "as-needed" basis. This contract is for an aggregate amount not-to-exceed \$875,000. The terms of the contract provide the County with the option to extend the contract for two (2) additional one (1) year periods following the initial three (3) year period.

The Engineering Services Agreement between the County of Riverside and CASC Engineering and Consulting, Inc. includes, WQMP, Hydrology, and Development Plan-Check review services. The rates for services were developed by negotiations between CASC Engineering and Consulting, Inc. and the County Transportation Department. Additional contracts with three other engineering firms for on-call will be on a separate agenda item. Entering into contracts with four different firms allows for the greatest flexibility in managing the Department's workload.

County Counsel has approved the agreement as to form.

**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) and (November 6, 2018 M.O. 3-26, M.O. 3-27, and M.O. 3-28).

**ATTACHMENTS:**

CASC Agreement



Jason Farin, Principal Management Analyst 6/16/2021



Gregory E. Priarios, Director County Counsel 6/15/2021

Contract No. 21-05-003  
Riverside County Transportation

## **ENGINEERING SERVICES AGREEMENT**

for

**On-Call Water Quality Management Plans (WQMP) and Plan  
Check Services**

between

**County of Riverside • Transportation Department**

and

**CASC Engineering and Consulting, Inc.**



**WHEN DOCUMENT IS FULLY EXECUTED RETURN  
CLERK'S COPY**

to Riverside County Clerk of the Board, Stop 1010  
Post Office Box 1147, Riverside, Ca 92502-1147  
Thank you.

JUN 22 2021 3.38

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**ENGINEERING SERVICES AGREEMENT**

COUNTY OF RIVERSIDE, a political subdivision of the state of California, hereinafter referred to as "COUNTY", and CASC Engineering and Consulting, Inc., a California corporation, hereinafter referred to as "ENGINEER", located at the following addresses:

County of Riverside • Transportation Department	CASC Engineering and Consulting, Inc.
4080 Lemon Street, 8 <sup>th</sup> Floor	1470 E. Cooley Drive
Riverside, CA 92502	Colton, CA 92324

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:

Michael Gentile, P.E.

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.

1 **B. Cooperative Agencies**

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

4 Riverside County Flood Control and Water Conservation District

5 Caltrans

6 Relevant Cities

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

8 State and Federal Agencies

9 **C. COUNTY/AGENCIES Standards**

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

13 **ARTICLE IV • CONDITIONS**

14 **A. Notifications**

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

20 **B. Assignment**

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

23 **C. Subcontracts**

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

1 of Subcontractors as required of ENGINEER, and having Subcontractor's insurance name the COUNTY  
2 as Additional Insured for each type of insurance where this Agreement requires ENGINEER's insurance  
3 to name COUNTY as Additional Insured.

4 **D. Modifications**

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

19 **E. COUNTY Directives**

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

22 **F. Liability**

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



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

8 3. The page identifying preparers of engineering reports, the title sheet for specifications and each sheet of  
9 plans, shall bear the professional seal, certificate number, registration classification, expiration date of the  
10 certificate, and signature of the professional engineer(s) responsible for their preparation.

11 4. COUNTY and ENGINEER agree that plans, drawings or other work products prepared by ENGINEER are  
12 for the exclusive use of COUNTY and will be used by COUNTY for the project for which they were  
13 specifically designed. ENGINEER shall not be responsible for use of such plans, drawings or other work  
14 products if used on a different project without the written authorization or approval by ENGINEER.

15 5. ENGINEER acknowledges that the plans, drawings and/or other work products may be used by COUNTY  
16 for the PROJECT regardless of any disputes that may develop between ENGINEER and COUNTY. All  
17 plans, drawings, or other work product shall be deemed the sole and exclusive property of COUNTY and  
18 ownership thereof is irrevocably vested in COUNTY whether the PROJECT is executed or not.

19 6. ENGINEER, and the agents and employees of ENGINEER, in the performance of this contract, shall act  
20 in an independent capacity as an independent contractor and not as officers, employees or agents of  
21 COUNTY.

22 7. ENGINEER has the sole discretion to determine how, when, and where to perform services required to  
23 achieve the final result specified in the Scope of Services for the PROJECT subject to PROJECT  
24 timelines and availability during COUNTY regular operating hours.

25 8. ENGINEER has the right to perform services for other clients during the term of this contract as long as  
26 services are not in direct conflict with the services provided to COUNTY.

27 9. ENGINEER, and the agents and employees of ENGINEER, shall not be entitled to and is not eligible for  
28 COUNTY employee benefits, including but not limited to, medical, dental or vision insurance, life  
29 insurance, retirement benefits, vacation or sick pay, or any other benefit or compensation beyond that

1 which is set forth explicitly in this contract.

2 10. ENGINEER shall provide and maintain, throughout the term of this contract, their own workspace, tools,  
3 equipment and supplies necessary to perform the duties set forth for ENGINEER under this contract.

4 Notwithstanding the foregoing, COUNTY may, at its sole discretion, and with its prior written consent,  
5 provide access to COUNTY facilities, offices or meeting rooms during regular business hours for  
6 meetings, conferences or other work of ENGINEER.

7 **G. Indemnification and Defense**

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

18 2. ENGINEER further agrees to and shall indemnify and hold harmless the Indemnitees from all liability  
19 arising from suits, claims, demands, actions, or proceedings made by agents, employees or  
20 subcontractors of ENGINEER for salary, wages, compensation, health benefits, insurance, retirement or  
21 any other benefit not explicitly set forth in this contract and arising out of work performed for COUNTY  
22 pursuant to this contract.

23 3. ENGINEER shall defend and pay, at its sole expense, all costs and fees, including but not limited to  
24 attorney fees, cost of investigation, and defense, in any loss, suits, claims, demands, actions, or  
25 proceedings based or alleged to be based on any act or omission of ENGINEER arising out of or from the  
26 performance of services under this contract. The duty to defend applies to any alleged or actual  
27 negligence, recklessness, willful misconduct, error or omission of ENGINEER. The duty to defend shall  
28 apply whether or not ENGINEER is a party to the lawsuit, and shall apply whether or not ENGINEER is  
29 directly liable to the plaintiffs in the lawsuit. The duty to defend applies even if Indemnitees are alleged or

1 found to be actively negligent, unless the act or omission at issue was caused by the sole active  
2 negligence of Indemnitees.

3 4. The specified insurance provisions and limits required in this contract shall in no way limit or circumscribe  
4 ENGINEER'S obligations to indemnify and hold harmless Indemnitees from third party claims.

5 5. In the event there is conflict between the indemnity and defense provisions and California Civil Code  
6 Sections 2782 and 2782.8, the indemnity and defense provisions shall be interpreted to comply with Civil  
7 Code sections 2782 and 2782.8.

8 **H. Quality Control**

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

20 **I. Value Engineering**

21 1. Elements of PROJECT may be considered for Value Engineering Studies. To this end, the COUNTY  
22 PROJECT MANAGER may direct the ENGINEER to examine the various elements of a design segment  
23 and submit an informal written statement or memorandum addressing those elements where it appears  
24 significant savings and other advantages can be realized. The statement shall be sufficiently informative  
25 to enable COUNTY to determine whether to direct a detailed Value Engineering Study or possibly direct  
26 immediate design changes where the value of the change is apparent without the need of detailed study  
27 and analysis.

28 2. ENGINEER or its subcontractors shall not incorporate in the design materials or equipment of single or  
29 sole source origin without written approval of COUNTY. Proprietary names of material or equipment shall

1 not be used in the plans and specifications.

2 **J. Extra Work**

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

11 **K. Disputes**

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

21 **L. Termination without Cause**

- 22 1. COUNTY reserves the right to terminate this contract at COUNTY's discretion and without cause, upon  
23 thirty (30) calendar days written notice to ENGINEER.
- 24 2. In the event of termination of the Agreement, upon demand, ENGINEER shall deliver to COUNTY all field  
25 notes, surveys, studies, reports, plans, drawings, specifications, and all other materials and documents  
26 prepared by or provided to ENGINEER in the performance of this contract. All such documents and  
27 materials shall be property of COUNTY.
- 28 3. In the event that this contract is terminated, ENGINEER is entitled to full payment for all services  
29 performed up to the time written notice of contract cancellation is received by ENGINEER. Payment shall

1 be made for services performed to date based upon the percentage ratio that the basic services  
2 performed bear to the services contracted for, less payments made to date; plus any amount for  
3 authorized, but unpaid, extra work performed and costs incurred.

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

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

10 **N. Insurance**

11 Without limiting or diminishing the ENGINEER'S obligation to indemnify or hold the COUNTY harmless,  
12 ENGINEER shall procure and maintain or cause to be maintained, at its sole cost and expense, the following  
13 insurance coverage's during the term of this Agreement. As respects to the insurance section only, the  
14 COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments,  
15 their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or  
16 representatives as Additional Insureds.

17 1. Workers' Compensation:

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

23 2. Commercial General Liability:

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

1 times the occurrence limit.

2 3. Vehicle Liability:

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

8 4. Professional Liability

9 ENGINEER shall maintain Professional Liability Insurance providing coverage for the ENGINEER's  
10 performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per  
11 occurrence and \$2,000,000 annual aggregate. If ENGINEER's Professional Liability Insurance is written  
12 on a claims made basis rather than an occurrence basis, such insurance shall continue through the term  
13 of this Agreement and ENGINEER shall purchase at his sole expense either 1) an Extended Reporting  
14 Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a  
15 retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through  
16 Certificates of Insurance that ENGINEER has Maintained continuous coverage with the same or original  
17 insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

18 5. General Insurance Provisions - All lines:

19 a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of  
20 California and have an A M BEST rating of not less than A: VIII (A:8) unless such requirements are  
21 waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a requirement  
22 for a particular insurer such waiver is only valid for that specific insurer and only for one policy term.

23 b. The ENGINEER must declare its insurance self-insured retention for each coverage required herein.  
24 If any such self-insured retention exceed \$500,000 per occurrence each such retention shall have the  
25 prior written consent of the County Risk Manager before the commencement of operations under this  
26 Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the  
27 election of the Country's Risk Manager, ENGINEER'S carriers shall either; 1) reduce or eliminate  
28 such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which  
29 guarantees payment of losses and related investigations, claims administration, and defense costs

1 and expenses.

2 c. ENGINEER shall cause ENGINEER'S insurance carrier(s) to furnish the County of Riverside with  
3 either 1) a properly executed original Certificate(s) of Insurance and certified original copies of  
4 Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing  
5 by the County Risk Manager, provide original Certified copies of policies including all Endorsements  
6 and all attachments thereto, showing such insurance is in full force and effect. Further, said  
7 Certificate(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty  
8 (30) days written notice shall be given to the County of Riverside prior to any material modification,  
9 cancellation, expiration or reduction in coverage of such insurance. In the event of a material  
10 modification, cancellation, expiration, or reduction in coverage, this Agreement shall terminate  
11 forthwith, unless the County of Riverside receives, prior to such effective date, another properly  
12 executed original Certificate of Insurance and original copies of endorsements or certified original  
13 policies, including all endorsements and attachments thereto evidencing coverage's set forth herein  
14 and the insurance required herein is in full force and effect. ENGINEER shall not commence  
15 operations until the COUNTY has been furnished original Certificate (s) of Insurance and certified  
16 original copies of endorsements and if requested, certified original policies of insurance including all  
17 endorsements and any and all other attachments as required in this Section. An individual authorized  
18 by the insurance carrier to do so on its behalf shall sign the original endorsements for each policy and  
19 the Certificate of Insurance.

20 d. It is understood and agreed to by the parties hereto that the ENGINEER'S insurance shall be  
21 construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured  
22 retention's or self-insured programs shall not be construed as contributory.

23 e. If, during the term of this Agreement or any extension thereof, there is a material change in the scope  
24 of services; or, there is a material change in the equipment to be used in the performance of the  
25 scope of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5)  
26 years; the COUNTY reserves the right to adjust the types of insurance and the monetary limits of  
27 liability required under this Agreement, if in the County Risk Manager's reasonable judgment, the  
28 amount or type of insurance carried by the ENGINEER has become inadequate.

29 f. ENGINEER shall pass down the insurance obligations contained herein to all tiers of sub-consultants

1 working under this Agreement.

2 g. The insurance requirements contained in this Agreement may be met with a program(s) of self-  
3 insurance acceptable to the COUNTY.

4 h. ENGINEER agrees to notify COUNTY of any claim by a third party or any incident or event that may  
5 give rise to a claim arising from the performance of this Agreement.

6 **O. Conflict of Interest**

7 ENGINEER warrants, by execution of this contract, that no person or selling agency has been employed  
8 or retained to solicit or secure this contract upon an agreement or understanding for a commission,  
9 percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established  
10 commercial or selling agencies maintained by ENGINEER for the purpose of securing business. For  
11 breach or violation of this warranty, COUNTY has the right to annul this contract without liability, pay only  
12 for the value of the work actually performed, or in its discretion to deduct from the contract price or  
13 consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or  
14 contingent fee. ENGINEER may be requested to complete a Conflict of Interest Statement prior to,  
15 during, or after execution of this contract. ENGINEER understands that as a condition of this contract  
16 ENGINEER agrees to complete the Conflict of Interest Statement when requested to do so by COUNTY.

17 **P. Legal Compliance**

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

22 **Q. Nondiscrimination**

23 1. During the performance of this contract, ENGINEER and its Subcontractors shall not act unlawfully  
24 against any employee or applicant for employment because of race, religion, color, national origin,  
25 ancestry, physical handicap, medical condition, marital status, age or sex. ENGINEER and  
26 Subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government  
27 Code, Section 12900 et seq.) and applicable regulations promulgated thereunder (California  
28 Administrative Code, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment  
29 and Housing Commission implementing Government Code, Section 12900, set forth in Chapter 5 of



1 Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference  
2 and made a part hereof as if set forth in full. ENGINEER and its Subcontractors shall give written notice  
3 of their obligations under this clause to labor organizations with which they have a collective bargaining or  
4 other agreement.

- 5 2. ENGINEER will provide all information and reports required by the Regulations, or orders and instructions  
6 issued pursuant thereto, and will permit access to its books, records, accounts, other sources of  
7 information, and its facilities as may be determined by COUNTY or AGENCIES to be pertinent to  
8 ascertain compliance with such Regulations, orders and instructions. Where any information required of  
9 ENGINEER is in the exclusive possession of another who fails or refuses to furnish this information,  
10 ENGINEER shall so certify to COUNTY, or the Federal Highway Administration as appropriate and shall  
11 set forth what efforts he has made to obtain the information.
- 12 3. In the event of ENGINEER's noncompliance with the nondiscrimination provisions of this contract,  
13 COUNTY shall impose such contract sanctions as it determines to be appropriate, including, but not  
14 limited to:
- 15 • Withholding of payments to ENGINEER under the contract until ENGINEER complies;
  - 16 • Cancellation, termination, or suspension of the contract in whole or in part.
- 17 4. ENGINEER shall include the nondiscrimination and compliance provisions of this clause in all  
18 subcontracts to perform work under this contract.
- 19 5. ENGINEER shall comply with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR  
20 21 through Appendix H and 23 CFR 710.405(b) are applicable to this contract by reference.

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

- 22 1. Certain Classifications of Labor under this contract may be subject to prevailing wage requirements.
- 23 2. Reference is made to Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with  
24 Section 1720). By this reference said Chapter 1 is incorporated herein with like effect as if it were here  
25 set forth in full. The parties recognize that said Chapter 1 deals, among other things with discrimination,  
26 penalties and forfeitures, their disposition and enforcement, wages, working hours, and securing worker's  
27 compensation insurance and directly effect the method of prosecution of the work by ENGINEER and  
28 subject it under certain conditions to penalties and forfeitures. Execution of the contract by the parties  
29 constitutes their agreement to abide by said Chapter 1, their stipulation as to all matters which they are

1 required to stipulate as to by the provisions of said Chapter 1, constitutes ENGINEER's certification that  
2 he is aware of the provisions of said Chapter 1 and will comply with them and further constitutes  
3 ENGINEER's certification as follows: "I am aware of the provisions of Section 3700 of the California Labor  
4 Code which require every employer to be insured against liability for worker's compensation or to  
5 undertake self-insurance in accordance with the provisions of that Code, and I will comply with such  
6 provisions before commencing the performance of the work of this contract."

- 7 3. Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates, including the per diem  
8 wages applicable to the work, and for holiday and overtime work, including employer payments for health  
9 and welfare, pension, vacation, and similar purposes, in the county in which the work is to be done have  
10 been determined by the Director of the California Department of Industrial Relations. These wages are  
11 available from the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov>.
- 12 4. Should a portion of the project contain Federal funding, Federal minimum wages shall be used. The  
13 Federal minimum wage rates for this project as determined by the United States Secretary of Labor are  
14 available from the U.S Department of Labor, Employment Standards Administration, Wage and Hour  
15 Division's Internet website at <http://www.access.gpo.gov/davisbacon>. If there is a difference between the  
16 minimum wage rates determined by the Secretary of Labor and the general prevailing wage rates  
17 determined by the Director of the California Department of Industrial Relations for similar classifications of  
18 labor, the ENGINEER and subcontractors shall pay not less than the higher wage rate. The Department  
19 will not accept lower State wage rates determinations. This includes "helper" (or other classifications  
20 based on hours of experience) or any other classification not appearing in the Federal wage  
21 determinations. Where Federal wage determinations do not contain the State wage rate determination  
22 otherwise available for use by the ENGINEER and subcontractors, the ENGINEER and subcontractors  
23 shall pay not less than the Federal minimum wage rate which most closely approximates the duties of the  
24 employees in question.

25 **S. Review and Inspection**

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

28 **T. Record Retention / Audits**

- 29 1. ENGINEER, Subcontractors, and COUNTY shall maintain all books, documents, papers, accounting

1 records, and other evidence pertaining to the performance of the contract, but not limited to, the costs of  
2 administering the contract. All parties shall make such materials available at their respective offices at all  
3 reasonable times during the contract period and for three years from the date of final payment under the  
4 contract or three years from project closeout, whichever is later.

- 5 2. COUNTY, Caltrans, the State Auditor General, FHWA or any duly authorized representative of the  
6 Federal Government shall have access to any books, records, and documents of ENGINEER that are  
7 pertinent to the contract for audits, examinations, excerpts, and transactions, and copies thereof shall be  
8 furnished if requested.

9 **U. Ownership of Data**

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

13 **V. Confidentiality of Data**

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

29 **W. Funding Requirements**

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

9 **ARTICLE V • PERFORMANCE**

10 **A. Performance Period**

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

25 **B. Time Extensions**

- 26 1. Any delay in providing PROJECT services required by this contract occasioned by causes beyond the  
27 control and not due to the fault or negligence of ENGINEER, shall be the reason for granting an extension  
28 of time for the completion of the aforesaid work. When such delay occurs, ENGINEER shall promptly  
29 notify COUNTY in writing of the cause and of the extent of the delay whereupon COUNTY shall ascertain

1 the facts and the extent of the delay and grant an extension of time for the completion of the work when,  
2 in COUNTY's judgment, their findings of fact justify such an extension of time.

- 3 2. COUNTY's findings of fact shall be final and conclusive to the parties hereto. However, this is not  
4 intended to deny ENGINEER its civil legal remedies in the event of a dispute.

5 **C. Reporting Progress**

- 6 1. As part of the monthly invoice ENGINEER shall submit a progress report in accordance with COUNTY  
7 Engineering Services Progress Reporting Guidelines. Progress Reports shall indicate the progress  
8 achieved during the previous month in relation to the Schedule of Services. Submission of such progress  
9 report by ENGINEER shall be a condition precedent to receipt of payment from COUNTY for each  
10 monthly invoice submitted.
- 11 2. To ensure understanding and performance of the contract objectives, meetings between COUNTY,  
12 AGENCIES, and ENGINEER shall be held as often as deemed necessary. All work objectives,  
13 ENGINEER's work schedule, the terms of the contract and any other related issues will be discussed  
14 and/or resolved. ENGINEER shall keep minutes of meetings and distribute copies of minutes as  
15 appropriate.

16 **D. Evaluation of ENGINEER**

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

18 **ARTICLE VI • COMPENSATION**

19 **A. Work Authorization**

20 ENGINEER shall not commence performance of any work or project services until so directed by the  
21 COUNTY PROJECT MANAGER. No payment will be made prior to approval of this contract.

22 **B. Basis of Compensation**

- 23 1. PROJECT services as provided under this contract and as described in the Scope of Services, shall be  
24 compensated for as defined in Appendix C, Budget, which is attached hereto and incorporated herein by  
25 reference. The total amount of the contract is not to exceed \$875,000 (Eight Hundred Seventy-Five  
26 Thousand Dollars) in aggregate including all expenses made at actual cost.

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

1 PROJECT MANAGER.

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

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

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

11 4. Any equipment purchased as a result of this contract is subjected to the following: ENGINEER shall  
12 maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a  
13 useful life of at least two years and an acquisition cost of \$500 or more. If the purchased equipment  
14 needs replacement and is sold or traded in, COUNTY shall receive a proper refund or credit. At the  
15 conclusion of the contract or if the contract is terminated, ENGINEER may either keep the equipment and  
16 credit COUNTY in an amount equal to its fair market value or sell such equipment at the best price  
17 obtainable at a public or private sale in accordance with established COUNTY procedures and credit  
18 COUNTY in an amount equal to the sales price. If ENGINEER elects to keep the equipment, fair market  
19 value shall be determined, at ENGINEER's expense, on the basis of a competent independent appraisal  
20 of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable by COUNTY, and  
21 ENGINEER. If it is determined to sell the equipment, the terms and conditions of such sale must be  
22 approved in advance by COUNTY and AGENCIES.

23 5. The consideration to be paid ENGINEER, as provided herein, shall be in compensation for all of  
24 ENGINEER's expenses incurred in the performance hereof, including travel and per diem, unless  
25 otherwise expressly so provided.

26 6. ENGINEER agrees that the Contract Cost Principles and Procedures, CFR 48, Federal Acquisition  
27 Regulations Systems, Chapter 1, Part 31, shall be used to determine the allow ability of individual items  
28 of cost.

29 7. ENGINEER also agrees to comply with Federal procedures in accordance the Code of Federal

1 Regulations Section 49, Part 18, Uniform Administrative Requirements for Grants and Cooperative  
2 Agreements to State and Local Governments

3 8. In the event of errors or omissions in the plans for PROJECT, ENGINEER shall perform the necessary  
4 engineering services required to correct such errors and omissions without additional charge to COUNTY.

5 **C. Progress Payments**

6 1. ENGINEER shall submit monthly invoices for PROJECT Services in accordance with Appendix C,  
7 Budget, and in accordance with COUNTY Engineering Services Invoicing Procedures.

8 2. ENGINEER shall submit an invoice each month for PROJECT services performed during the preceding  
9 month. Invoices shall be submitted to the COUNTY PROJECT MANAGER and shall be included with a  
10 Progress Report covering the same period as the submitted invoice.

11 3. Progress payments will be based on PROJECT services provided and actual costs incurred. Payments  
12 made prior to the completion of each phase will not exceed the amount allowed in ENGINEER's cost  
13 proposal for the completion of that phase and prior phases, unless approved in writing by the COUNTY  
14 PROJECT MANAGER.

15 4. Progress payments will be made as promptly as fiscal procedures will permit upon receipt by the  
16 COUNTY PROJECT MANAGER of itemized invoices.

17 **ARTICLE VII • GIS INFORMATION**

18 A. "GIS Information" shall include GIS digital files (including the information or data contained therein) and any  
19 other information, data, or documentation from County GIS (regardless of medium or format) that is provided  
20 pursuant to this contract.

21 B. ENGINEER acknowledges that the unauthorized use, transfer, assignment, sublicensing, or disclosure of the  
22 GIS information, documentation, or copies thereof will substantially diminish their value to COUNTY.  
23 ENGINEER acknowledges and agrees that COUNTY GIS information is a valuable proprietary product,  
24 embodying substantial creative efforts, trade secrets, and confidential information and ideas. COUNTY GIS  
25 information is and shall remain the sole property of COUNTY; and there is no intention of COUNTY to transfer  
26 ownership of COUNTY GIS information.

27 C. COUNTY GIS information is made available to ENGINEER solely for use in the normal course of  
28 ENGINEER's business to produce reports, analysis, maps and other deliverables only for this PROJECT and  
29 as described within the Scope of Services.

- 1 D. ENGINEER agrees to indemnify and hold harmless COUNTY, its officers, employees and agents from any  
2 and all liabilities, claims, actions, losses or damages relating to or arising from ENGINEER's use of COUNTY  
3 GIS information.
- 4 E. GIS information cannot be used for all purposes; and GIS information may not be complete for all purposes.  
5 Additional investigation or research by ENGINEER into other sources will be required. GIS information is  
6 intended only as an information base and is not intended to replace any legal records. COUNTY has used  
7 and will continue to use its best efforts to correctly input into COUNTY GIS the information contained in  
8 various legal and other records; but COUNTY accepts no responsibility for any conflict with actual legal  
9 records or for information not transferred from legal records to COUNTY GIS. COUNTY has attempted to  
10 update GIS information as often as is practically feasible. However, ENGINEER should be aware that GIS  
11 information may not be current and changes or additions to the information contained in COUNTY GIS may  
12 not yet be reflected in COUNTY GIS.
- 13 F. COUNTY accepts no responsibility for the use of GIS information; and COUNTY provides no warranty for the  
14 use of COUNTY GIS or COUNTY GIS information by ENGINEER. THE WARRANTIES SPECIFICALLY SET  
15 FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED,  
16 INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE;  
17 AND SUCH OTHER WARRANTIES ARE HEREBY EXCLUDED.
- 18 G. Final plans, drawings or PROJECT work products will be provided in an electronic format suitable for  
19 inclusion within the COUNTY GIS or CADD Systems by ENGINEER and will contain the appropriate meta  
20 data and will be geographically registered using a appropriate coordinate system such as the California State  
21 Plane Coordinate System NAD 83.
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**ARTICLE VIII • APPROVALS**

**COUNTY** Approvals

RECOMMENDED FOR APPROVAL:

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

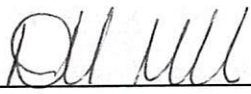
MARK LANCASTER

Director of Transportation

APPROVED AS TO FORM:

GREGORY P. PRIAMOS

County Counsel

 Dated: 6/15/21

Deputy County Counsel

APPROVAL BY THE BOARD OF SUPERVISORS

 Dated: 06/22/2021

Karen Spiegel  
PRINTED NAME

Chair, Riverside County Board of Supervisors

ATTEST:

 Dated: 6/22/2021

KECIA R. HARPER

Clerk of the Board (SEAL)

**ENGINEER** Approvals

ENGINEER:

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

PRINTED NAME

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 monthly, 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.

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b. Transfer of P-WQMP from COUNTY to ENGINEER

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

c. Review of P-WQMP

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

Comments to the Preparer shall be submitted to the County (Submittal Date) within (10) ten working days from the Notification Date from the County. The Submittal Date shall be the date the reports are deposited to FedEx (or equivalent) or the same day when transmitted electronically. Submittals to the Preparer or to the County shall be sent by FedEx Second Business Day Service delivery (or

1 equivalent). Materials sent to the Preparer shall be sent to the Preparer's delivery address, email  
2 address or an alternate method approved by the County.

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

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

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

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

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

26  
27 **3. Teleconferences and Meetings**

28 ENGINEER shall teleconference or meet with developers at the COUNTY's request to review P-WQMP  
29 comments, to discuss BMPs to be incorporated into the project, and to otherwise facilitate the P-

1 WQMP review and approval process. All meetings shall be at the COUNTY or at another location at the  
2 discretion of the COUNTY.

3  
4 **4. Project Reporting**

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

13  
14 Compensation for project reporting shall be incorporated into fees for P-WQMP and F-WQMP reviews.  
15 If the review is for a F-WQMP, the grading permit number (BGR number), a building permit (BNR, BRS,  
16 etc.), or improvement plan (IP) should be charged for invoicing. The Planning Case Number (TR, PP,  
17 CUP, etc.) are closed for charges, once the project is entitled. The ENGINEER should coordinate with  
18 the County to ensure the appropriate project number is charged.

19  
20 **5. Program Implementation Assistance**

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

27  
28 **B. LOCATION**

29 Projects requiring WQMP plan check review will be located within the Santa Margarita, Santa Ana or

1 Whitewater Watershed(s).

2  
3 **C. KEY PERSONNEL**

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

8 Jeff Endicott

9 Melanie Sotelo

10 Michael Gentile

11 Barbara Sherman

12 Steve Stump

13 Dave Jones

14 Anthony Misteretta

15 Chris Ogaz

16 Chris Sidor

17 Patrick Flanagan

18 Rob Lane

19 Robin Tapia

20  
21 **ARTICLE AII • SERVICES TO BE PROVIDED**

22 **A. CONTRACT DELIVERABLES**

23 Contract deliverables include, but are not limited to:

24 P- and F-WQMP comments in PDF format (redlines, narratives, checklists, etc.)

25 Program Implementation Assistance documentation as needed

26 Project Status Log spreadsheet

**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, 2024, unless extended by supplemental agreement.

Contract expiration time frames for issuance of work authorizations:

Agreement Contract Execution Date to June 30, 2024

Time Extension 1 July 1, 2024 to June 30, 2025 (Requires Approval by Director of Transportation)

Time Extension 2 July 1, 2025 to June 30, 2026 (Requires Approval by Director of Transportation)

APPENDIX C • BUDGET

CASC ENGINEERING AND CONSULTING RATE SCHEDULE

Staff Name	Billing Title	Hourly Rate*
Jeff Endicott	Sr. Director	\$230
Melanie Sotelo Michael Gentile	Sr. Project Manager	\$190
Barbara Sherman Steve Stump Dave Jones	Senior Engineer	\$175
Anthony Mistretta Chris Ogaz Patrick Flanagan	Senior Engineer	\$160
Joe Rosales	Senior Environmental Analyst	\$155
Chris Sidor	Project Engineer	\$150
Rob Lane	Design Engineer	\$130
Rick Furlong	Licensed Surveyor Director	\$205
Ed Gerlach Jess Becerra	Licensed Landscape Architect Senior Survey Project Manager	\$170
Robin Tapia	Project Coordinator/Clerical	\$82

\*Rates will increase 2.0% per year beginning with the 2022/2023 Fiscal Year.



**CASC ENGINEERING AND CONSULTING RATE SCHEDULE 2021\*\***

**Civil and Environmental Engineering/Consulting**

President/Principal Engineer	\$260
Sr. Director	\$230
Director	\$215
Program Manager/ Technical Specialist	\$205
Senior Project Manager/ Senior Engineer IV/Senior Scientist IV	\$190
Project Manager III/Senior Engineer III/ Senior Scientist III	\$175
Project Manager II/Senior Engineer II/ Senior Scientist II	\$165
Project Manager I/Senior Engineer I/ Senior Scientist I	\$160
Assistant Project Manager/ Senior Environmental Analyst	\$155
Project Engineer/ Environmental Analyst III/ Scientist III	\$150
Senior Designer II/ Environmental Analyst II/ Scientist II	\$145
Senior Designer I /Environmental Analyst I/ Scientist I	\$140
Design Engineer II	\$130
Design Engineer I	\$123
Designer II/ Staff Analyst II	\$118
Designer I/ Staff Analyst I	\$113
CADD Drafter/Project Analyst III	\$99
Staff Assistant II/Project Analyst II	\$93
Staff Assistant I/Project Analyst I	\$88

**Planning and Environmental**

Planning Director	\$205
Senior Project Manager	\$177
Senior Biologist	\$170
Project Manager II	\$165
Project Manager I	\$160
Senior Planner II/Biologist II	\$135
Senior Planner I/Biologist I	\$123
Associate Planner II/GIS Specialist II	\$113
Associate Planner I/GIS Specialist I	\$103
Construction Monitor	\$91-113

**Clerical**

Project Coordinator/Clerical III	\$92
Project Coordinator/Clerical II	\$87
Project Coordinator/Clerical I	\$82

**REIMBURSABLE EXPENSES:**

The following expenses will be billed at cost plus 15% unless otherwise noted:

**Outside Services:** Includes fees paid to sub-consultants, consultants, analytical laboratories, and other providers of services required for execution of the project.

**Permits, Applications, and Fees:** Includes fees for Notices of Intent (NOI), Notices of Termination (NOT), application fees, submittal fees, permit fees, and other fees required as part of the project and not paid directly by Client.

**Reproduction Services:** Includes blueprinting, copying, printing and plotting. In-house plots will be billed at \$6.00 per sheet for each client set and for a final in-house review set. B&W / Color copies: \$0.08 / \$0.90 for 8.5 X 11 and \$0.20 / \$1.20 for 11 X 17.

**Rental Fees:** Includes rental fees paid by the firm, including required vehicles, equipment, and tools required to complete the work.

**Commercial Delivery Services:** Including Express Mail, Federal Express, UPS and independent courier services.

**In-House Pick-Up and Delivery Services:** When provided by the firm, these services will be billed at \$50.00 per hour plus current IRS mileage reimbursement rates per mile round trip, with no additional markup.

**Travel Expenses:** Includes travel expenses incidental to performance of the work, including airfare, parking, tolls, taxi, lodging, and etc. Vehicle mileage will be billed at a rate of current IRS mileage reimbursement rate per mile with no additional markup. Travel time for professional and administrative staff will be billed per the hourly fee rate schedule with no additional markup and survey crews will be billed at **\$60 per hour, per 2-man crew.**

**Per Diem:** Per diem for meals for overnight stays will be billed at Caltrans current state rates.

**NOTES:**

**Waiver of Subrogation:** When a Waiver of Subrogation for Workman's Compensation Insurance is required by the Client, the Client will be required to pay the additional insurance premium. The approximate amount for the waiver is \$250 per year.

**Litigation Support** and Expert Witness shall be at 2.0 times the above noted hourly rates.

**\*\*Annual Increase in rate:** Rates will increase 2.0% per year beginning with the 2022/2023 Fiscal Year.

**Landscape Architectures**

Licensed Landscape Architect	\$170
Senior Landscape Designer	\$145
Associate Landscape Designer	\$122
Assistant Landscape Designer	\$103

**Construction Management**

Resident Engineer	\$160
Field Inspector III	\$135
Field Inspector II	\$120
Field Inspector I	\$110

**Surveying and Mapping**

Licensed Surveyor/ Director	\$205
Senior Survey Project Manager	\$170
Senior Survey Analyst	\$145
Senior Calculator	\$140
Calculator II	\$123
Calculator I	\$113
Survey Analyst II	\$103
Survey Analyst I	\$93
Technical Aide	\$88

**Field Survey Crews**

Three Person Survey/GPS Crew	\$255
Two Person Survey/GPS Crew	\$219
One Person Survey/GPS Crew	\$205