

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



**ITEM:** 3.40  
(ID # 21346)

**MEETING DATE:**  
Tuesday, March 28, 2023

**FROM :** TLMA-TRANSPORTATION:

**SUBJECT:** TRANSPORTATION AND LAND MANAGEMENT AGENCY/TRANSPORTATION:  
Amendment No. 3 to the On-Call Services Agreement for Traffic Engineering with Albert A. Webb Associates, All Districts. [\$500,000 Total Amendment Cost - Local Funds 100%]

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

1. Approve Amendment No. 3 to the On-Call Services Agreement for Traffic Engineering between County of Riverside Transportation Department and Albert A. Webb Associates (Contract No. 19-07-006) to increase the annual budget for FY 22/23 and FY 23/24 by \$250,000 per fiscal year, from \$500,000 per fiscal year to \$750,000 per fiscal year, and authorize the Chairman of the Board to execute the same.

**ACTION:Policy**

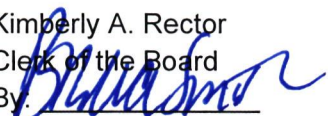
  
Mark Lancaster, Director of Transportation 3/9/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, 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 Gutierrez  
Nays: None  
Absent: None  
Date: March 28, 2023  
xc: Trans.

Kimberly A. Rector  
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>	\$ 250,000	\$ 250,000	\$ 500,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Transportation Funds (100%). There are no General Funds used for this project.			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 22/23 & 23/24	

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

**BACKGROUND:**

**Summary**

The Transportation Department requires outside engineering and support services to deliver many of the traffic improvement projects identified and funded in the Transportation Improvement Program (TIP).

By Minute Order dated August 27, 2019 (Agenda Item 3.44), the Board of Supervisors authorized an On-Call Services Agreement with Albert A Webb Associates for Traffic Engineering. The Contract provided for a three (3) year term with two one (1) year extensions with a maximum annual capacity of \$250,000. On March 10, 2020 (Agenda Item 3.42), the Board of Supervisors approved the first amendment to the agreement increasing the maximum annual capacity to \$500,000. The first one-year extension was exercised on June 30, 2022 via the contract's second amendment, and the approval authorization for this amendment was delegated to the Director of Transportation when the original contract was executed.

Due to the increased workload, the annual maximum capacity of \$500,000 for this On-Call Services Agreement has been encumbered for FY 2022/2023.

In an effort to avoid delays in the delivery of TIP projects as well as other locally funded projects, the Transportation Department is requesting to increase the maximum annual capacity of the On-Call Services Agreement with Albert A. Webb Associates from \$500,000 to \$750,000 for FY 22/23 and FY 23/24 under this Amendment No. 3 to the On-Call Services Agreement.

Albert A. Webb Associates is currently working on multiple TIP Projects such as Theda Street Sidewalk Project, Oleander Avenue Sidewalk Projects, and the El Nido Avenue Sidewalk Project. They have been producing top quality work within time schedule and budget, and staff would like their design team to further assist on new traffic signal and sidewalk projects. In order to deliver these projects in a timely manner, additional funds in excess of the original \$500,000 allocated per fiscal year are needed for FY 22/23 and FY 23/24.

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

**Impact on Residents and Businesses**

TIP projects enhance safety and improve overall driving conditions to the motoring public by improving and updating these roadways.

**Additional Fiscal Information**

The amendment to the On-Call Engineering Services Agreement will increase the allocation for FY 2022/2023 and FY 2023/2024 in the new annual amount of \$750,000 to allow additional flexibility of Department's contract capacity. The Traffic Engineering Services Agreement costs will be funded by various transportation sources, depending on the specific project and as defined in the Department TIP.

Contract Value after

1st Amendment	\$500,000	FY 2019/2020
	\$500,000	FY 2020/2021
	\$500,000	FY 2021/2022
	\$500,000	FY 2022/2023 (Extension 1)
	\$500,000	FY 2023/2024 (Extension 2)
Total Authorized Amount	\$2,500,000 (before the Amendment No. 3)	

This Amendment	\$500,000	FY 2019/2020
	\$500,000	FY 2020/2021
	\$500,000	FY 2021/2022
	\$750,000	FY 2022/2023 (Extension 1)
	\$750,000	FY 2023/2024 (Extension 2)
Total Authorized Amount	\$3,000,000	

There are no County General Funds used for this contract

**Contract History and Price Reasonableness**

The Albert A. Webb Associates staff billing rates have been carefully re-examined, and staff found their rates are within the range of acceptable industry practice for engineering services.

**ATTACHMENTS:**

Amendment No. 3 to the On-Call Services Agreement for Traffic Engineering with Albert A. Webb Associates

  
Jason Farin, Principal Management Analyst

3/20/2023

  
Ronak Patel, Deputy County Counsel

3/20/2023

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**AMENDMENT NO. 3**  
**TO THE ON-CALL SERVICES AGREEMENT**  
**FOR TRAFFIC ENGINEERING**

**BETWEEN**  
**COUNTY OF RIVERSIDE • TRANSPORTATION DEPARTMENT**

**AND**  
**ALBERT A. WEBB ASSOCIATES**

This Amendment No. 3 to the On-Call Services Agreement for Traffic Engineering (hereinafter referred to as "AMENDMENT") is made and entered into this 28<sup>th</sup> day of March, 2023, by and between COUNTY OF RIVERSIDE, a political subdivision of the State of California, (hereinafter referred to as "COUNTY") and **ALBERT A. WEBB ASSOCIATES**, a California corporation, (hereinafter referred to as "CONSULTANT"), collectively referred to as the "PARTIES".

**RECITALS**

- A. COUNTY and CONSULTANT have entered into an agreement entitled "On-Call Services Agreement for Traffic Engineering between County of Riverside • Transportation Department and **Albert A. Webb Associates**" that is dated **August 27, 2019**, Agenda Item 3.44, (hereinafter referred to as "AGREEMENT") and first amended on March 10, 2020, Agenda Item 3.42, to increase the maximum contract amount from \$250,000 annually to \$500,000 annually, and second amended on June 30, 2022 to extend the performance period for one (1) year through June 30, 2023.
- B. The AGREEMENT, as amended, provides the terms and conditions, scope of work, schedule, and budget for the professional and technical services necessary to perform traffic engineering services.
- C. The CONSULTANT is satisfactorily performing the duties under the AGREEMENT and the Transportation Department continues to need the services provided. In an effort to deliver various locally funded traffic improvement projects identified in the Transportation Improvement Program (TIP), additional budget capacity is needed.
- D. The PARTIES desire to amend the AGREEMENT to modify the annual budget allocations for FY 22/23 and FY 23/24.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the PARTIES agree as follows:

1. While Amendment No. 2 extended the performance period for one (1) year through June 30, 2023, Article IV • Performance Period, Paragraph A, of the AGREEMENT is hereby amended to operatively extend the performance period for one (1) year through June 30, 2023 as follows: "This contract shall go into effect contingent upon approval by COUNTY, and CONSULTANT shall commence work after notification to proceed by COUNTY'S Contract Administrator. The contract shall end on 6/30/2023, unless extended by contract amendment."
2. Article V • Allowable Costs and Payments, Paragraph N, of the AGREEMENT is hereby amended to increase the total amount payable by COUNTY for all Task Orders issued pursuant to the AGREEMENT by \$500,000, from \$2,500,000 to \$3,000,000 as follows: "The total amount payable by COUNTY for all Task Orders resulting from this contract shall not exceed \$3,000,000."
3. Attachment C • Compensation Plan, Article CV • Cost Proposal of the AGREEMENT is hereby amended to increase the total annual amount for FY 22/23 and FY 23/24 by \$250,000 per fiscal year, from \$500,000 per fiscal year to \$750,000 per fiscal year as follows: "The total annual amount of services to be performed under this contract shall not exceed the following unless approved in writing by the COUNTY.

Annual Budget Amount

<u>Year</u>	<u>Amount</u>
Contract Execution Date to June 30, 2020	\$500,000
July 1, 2020 to June 30, 2021	\$500,000
July 1, 2021 to June 30, 2022	\$500,000
July 1, 2022 to June 30, 2023	\$750,000 (Authorized via Amendment No. 2)
July 1, 2023 to June 30, 2024	\$750,000 (Requires Transportation Director or Board Approval)"

4. The billing rate sheets set forth in Attachment C • Compensation Plan, Article CVI • Billing Rates of the AGREEMENT are hereby amended with the billing rate sheets attached hereto and incorporated

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herein.

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

IN WITNESS HEREOF, the PARTIES hereto have caused this AMENDMENT to the AGREEMENT to be duly executed this day and year first written above.

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SIGNATURE PAGE FOLLOWS

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**APPROVALS**

**COUNTY Approvals**

RECOMMENDED FOR APPROVAL:

  
\_\_\_\_\_

MARK LANCASTER

Director of Transportation

APPROVED AS TO FORM:

COUNTY COUNSEL

  
\_\_\_\_\_

By Deputy

APPROVAL BY THE BOARD OF SUPERVISORS

  
\_\_\_\_\_

PRINTED NAME

Chairman, Riverside County Board of Supervisors

**KEVIN JEFFRIES**

ATTEST:

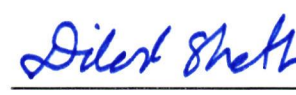
  
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KIMBERLY RECTOR

Clerk of the Board (SEAL)

**CONSULTANT Approvals**

CONSULTANT:

  
\_\_\_\_\_

DILESH SHETH

Senior Vice President

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)  
(NON- PREVAILING WAGE CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed

Consultant Albert A. Webb Associates  Prime Consultant  Subconsultant

Project No. \_\_\_\_\_ Contract No. \_\_\_\_\_ Participation Amount \$1,000,000 Date 3/15/2023

For Combined Rate	Fringe Benefit % 58.19 + General & Administrative % 101.27	= 159.46	Combined ICR%
OR			
For Home Office Rate	Fringe Benefit % + General & Administrative %	=	Home Office ICR%
For Field Office Rate	Fringe Benefit % + General & Administrative %	=	Field Office ICR%
		Fee	= 10 %

BILLING INFORMATION

CALCULATION INFORMATION

Name/Job Title/Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range - or Classifications Only
	Straight <sup>3</sup>	OT(1.5x)	OT(2x)	From	To			
Principal II	\$293.97	\$293.97	\$293.97	03/28/2023	06/30/2023	103.00		Principal II
	\$302.79	\$302.79	\$302.79	07/01/2023	06/30/2024	106.09	3.00%	
Principal I	\$228.32	\$228.32	\$228.32	03/28/2023	06/30/2023	80.00		Principal I
	\$235.17	\$235.17	\$235.17	07/01/2023	06/30/2024	82.40	3.00%	
Senior III	\$192.65	\$192.65	\$192.65	03/28/2023	06/30/2023	67.50		Senior III
	\$198.43	\$198.43	\$198.43	07/01/2023	06/30/2024	69.53	3.00%	
Senior II	\$179.81	\$179.81	\$179.81	03/28/2023	06/30/2023	63.00		Senior II
	\$185.20	\$185.20	\$185.20	07/01/2023	06/30/2024	64.89	3.00%	
Senior I	\$175.52	\$175.52	\$175.52	03/28/2023	06/30/2023	61.50		Senior I
	\$180.79	\$180.79	\$180.79	07/01/2023	06/30/2024	63.35	3.00%	
Associate III	\$156.97	\$156.97	\$156.79	03/28/2023	06/30/2023	55.00		Associate III
	\$161.68	\$161.68	\$161.68	07/01/2023	06/30/2024	56.65	3.00%	
Associate II	\$138.42	\$138.42	\$138.42	03/28/2023	06/30/2023	48.50		Associate II
	\$142.57	\$142.57	\$142.57	07/01/2023	06/30/2024	49.96	3.00%	



Name/Job Title/Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective Date of Hourly Rate		Actual or Avg. Hourly Rate <sup>4</sup>	% or \$ Increase	
	Straight <sup>3</sup>	OT(1.5x)	OT(2x)	From	To			
Associate I	\$129.86	\$129.86	\$129.86	03/28/2023	06/30/2023	45.50	3.00%	Associate I
	\$133.76	\$133.76	\$133.76	07/01/2023	06/30/2024	46.87		
Assistant V	\$119.87	\$119.87	\$119.87	03/28/2023	06/30/2023	42.00	3.00%	Assistant V
	\$123.47	\$123.47	\$123.47	07/01/2023	06/30/2024	43.26		
Assistant IV	\$107.03	\$107.03	\$107.03	03/28/2023	06/30/2023	37.50	3.00%	Assistant IV
	\$110.24	\$110.24	\$110.24	07/01/2023	06/30/2024	38.63		
Assistant III	\$102.75	\$102.75	\$102.75	03/28/2023	06/30/2023	36.00	3.00%	Assistant III
	\$105.83	\$105.83	\$105.83	07/01/2023	06/30/2024	37.08		
Assistant II	\$85.62	\$85.62	\$85.62	03/28/2023	06/30/2023	30.00	3.00%	Assistant II
	\$88.19	\$88.19	\$88.19	07/01/2023	06/30/2024	30.90		
Assistant I	\$67.07	\$67.07	\$67.07	03/28/2023	06/30/2023	23.50	3.00%	Assistant I
	\$69.08	\$69.08	\$69.08	07/01/2023	06/30/2024	24.21		
Project Coordinator	\$82.77	\$82.77	\$82.77	03/28/2023	06/30/2023	29.00	3.00%	Project Coordinator
	\$85.25	\$85.25	\$85.25	07/01/2023	06/30/2024	29.87		
Traffic Engineer – Ingenium Design	\$165.00	\$165.00	\$165.00	03/28/2023	06/30/2023			Traffic Engineer -
	\$165.00	\$165.00	\$165.00	07/01/2023	06/30/2024			

NOTES:

1. All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
2. The cost proposal format shall not be amended.
3. Billing rate = actual hourly rate \* (1+ ICR) \* (1+ Fee). Indirect cost rates should be based on the consultant's annual accounting period, established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
4. For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

EXHIBIT 10-H2 COST PROPOSAL Page 2 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant Albert A. Webb Associates  Prime Consultant  Subconsultant

Project No. \_\_\_\_\_ Contract No. \_\_\_\_\_ Date 3/15/2023

SCHEDULE OF OTHER DIRECT COST ITEMS (Add additional pages as necessary)				
Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs			\$ Per IRS	\$
Equipment Rental and Supplies			\$	\$
Permit Fees			\$	\$
Plan Sheets			\$	\$
Test			\$	\$
Vehicle			\$	\$
Subconsultant 1:				\$
Subconsultant 2:				\$
Subconsultant 3:				\$
Subconsultant 4:				\$
Subconsultant 5:				\$

Note: Add additional pages if necessary.

NOTES:

1. List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
2. Proposed ODC items should be consistently billed regardless of client and contract type.
3. Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
4. Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
5. Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
6. Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.
7. If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
8. If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
9. The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
10. Add additional pages if necessary.
11. Subconsultants must provide their own cost proposals.

EXHIBIT 10-H2 COST PROPOSAL Page 3 of 3

**Certification of Direct Costs:**

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

- 7. Generally Accepted Accounting Principles (GAAP)
- 8. Terms and conditions of the contract
- 9. [Title 23 United States Code Section 112](#) - Letting of Contracts
- 10. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
- 11. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
- 12. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

**Prime Consultant or Subconsultant Certifying:**

Name: Dilesh Sheth, PE, TE Title \*: Vice President

Signature *Dilesh Sheth* Date of Certification : 03/15/2023

Email dilesh.sheth@webbassociates.com Phone Number: (951)686-1070

Address: 3788 McCray Street, Riverside, Ca 92506

\* An individual executive or financial officer of the consultant’s or subconsultant’s organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

On-Call Engineering Services – Traffic Engineering (03/28/2023 – 06/30/2024)
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