

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



ITEM: 3.59  
(ID # 23512)

**MEETING DATE:**  
Tuesday, December 12, 2023

**FROM :** TLMA-PLANNING:

**SUBJECT:** TRANSPORTATION AND LAND MANAGEMENT AGENCY/PLANNING: Approve the Professional Service Agreement with MNS Engineers, Inc. for On-call Planning Services, without seeking competitive bids, through June 30, 2028; All Districts. [\$2,500,000 Total Cost; up to \$250,000 in additional compensation - Development Fees 60%, General Fund 40%]

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

1. **Approve** the Professional Service Agreement with MNS Engineers, Inc. for On-call Planning Services, without seeking competitive bids, for an annual amount of \$500,000 and an aggregate total of \$2,500,000 through June 30, 2028, and authorize the Chair of the Board to sign three (3) copies of the Agreement on behalf of the County;
2. **Direct** the Clerk of the Board to retain one (1) copy of the Agreement and return two (2) copies of the Agreement to Riverside County Transportation and Land Management Agency for distribution;
3. **Authorize** the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to: (a) sign amendments that make modifications to the scope of services that stay within the intent of the Agreement; and (b) sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) annually; and
4. **Approve and Direct** the Auditor-Controller to make the budget adjustment shown on Schedule A.

**ACTION:** 4/5 Vote Required, Policy

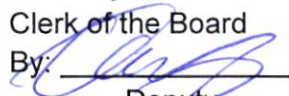
  
John Hildebrand, Planning Director 11/28/2023

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Gutierrez, seconded by Supervisor Perez 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: December 12, 2023  
xc: TLMA-Planning

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<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>	\$500,000	\$500,000	\$2,500,000	\$0
<b>NET COUNTY COST</b>	\$200,000	\$200,000	\$1,000,000	\$0
<b>SOURCE OF FUNDS:</b> 60% Development Fees & 40% General Fund			<b>Budget Adjustment:</b>	Yes
			<b>For Fiscal Year:</b> 23/24 – 27/28	

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

**BACKGROUND:**

**Summary**

The Planning Department provides project management and processing of the County's land development cases, which is mission critical for the Planning Department. Case intake has been on a steady rise for the past year and the demand for the Planning Department's resources is growing. To meet this demand, the Planning Department proposes to augment its small in-house core staff with ongoing consultant resources, as needed.

The Planning Department is initiating individual community planning efforts throughout the County with the objective of proactively planning for future growth and preparing both the requisite General Plan Amendments (GPA) and the necessary California Environmental Quality Act (CEQA) studies for each Community Plan. A significant community outreach component is included to work closely with interested parties and affected stakeholders. Each Community Plan will be unique to the community it serves. Due to the unique nature of these efforts, the Planning Department has budgeted for and intends to secure the services of several consulting firms with experience in these types of planning efforts. Community planning is a complex, multi-year process that includes significant community outreach, land use analysis, a GPA, and necessary documentation for purposes of CEQA.

The request before the Board is for the approval of the agreement with MNS Engineers, Inc. for On-Call Planning Services, for an annual amount of \$500,000 for five years through June 30, 2028, unless terminated earlier. In support of the community planning efforts to provide all services as outlined and specified in the submitted contract with a scope of services, and the prices stated in Exhibit B, Payment Provisions. Having a contract in place for up to 2028 will allow contractor availability to take on additional community plans initiated at a future date and provide services. Services will generally include placement of on-site contract planning staff to assist with the current planning process and workloads, as well as provide assistance with preparation of community plans and the accompanying environmental documentation.

**Impact on Residents and Businesses**

There is no negative impact on the citizens or businesses in the County of Riverside. Providing proactive project management for cases allows them to be processed through the

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environmental review and public review system efficiently, leading to increased economic development activity and job creation in the County. Working on Community Plans are a vital tool to proactively analyze areas that may experience future growth. With the loss of redevelopment, proactive community planning is one of the few tools left available to help properly plan for growth and promote economic development in future growth areas. Working closely with existing property owners and businesses and other stakeholders, they provide a tool to guide balanced development that: 1) looks holistically at the opportunities and constraints within the community, 2) identifies densities and land uses can be supported by existing and/or future planned infrastructure, 3) examines public services and other amenities to be incorporated, and 4) includes early outreach to the local residents and businesses. Early outreach affords residents and businesses the opportunity to guide the future development of their communities while such development is still within the conceptual land planning stage. Community Planning efforts can range from conceptual land use planning at the outset to eventually lead to general plan amendments and other tools such as consistency zoning to lower the cost of individual development and foster economic growth.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

Maximum payment by the County to MNS Engineers, Inc. annually shall not exceed \$500,000 for an aggregate amount of \$2,500,000 for five years through June 30, 2028. Any projects will be funded as General Fund support, if available. No dollar amount of work is guaranteed. The basis for work will be on "as-needed" basis. The contract amount is anticipated to be divided based on timing of each specific project as it progresses and availability of funding. Subsequent FY costs will be adjusted based on future approved budgets, and the work can be suspended at any time if funding is not available. The contracts include provisions for the County to terminate at any time.

A budget adjustment will be necessary to increase Appropriation for the Professional Services account and increase estimated revenues. The On-Call Planning Services will be funded 60% with Development Fees and 40% with General Fund. No dollar amount of work is guaranteed. The current fiscal year has an estimated increase cost of \$300,000.

**Contract History and Price Reasonableness**

The Department is requesting approval by accepting the proposal from MNS Engineers Inc., as a Single Source Justification (24-104) as an option to procure these services due to their familiarity and expertise to assist the community planning efforts. The proposed agreement with MNS Engineers Inc., will be in effect through June 30, 2028, unless terminated earlier. Contracting for the services allows the Department flexibility to ensure that the work is performed in an efficient and cost-effective manner over the duration of the contract. Purchasing and TLMA have reviewed the proposed hourly rates and they are comparable for such work in the industry. MNS Engineers Inc., technical knowledge of this effort is significant and critical to the completion of the aforementioned work.

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**Schedule A  
Budget Adjustment**

**Increase Estimated Revenue:**

10000-3120100000-771930	Deposit Based Fee Draws	\$300,000
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**Increase in Appropriations:**

10000-3120100000-525440	Professional Services	\$300,000
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**ATTACHMENTS:**

ATTACHMENT A. Schedule A Budget Adjustment Request

ATTACHMENT B. Professional Service Agreement with MNS Engineers, Inc.

ATTACHMENT C. Sole Source Procurement



Jason Farin, Principal Management Analyst 12/7/2023



Aaron Gettis, Deputy County Counsel 12/6/2023

**PROFESSIONAL SERVICE AGREEMENT**

**for**

**ON-CALL PLANNING SERVICES**

**between**

**COUNTY OF RIVERSIDE**

**and**

**MNS ENGINEERS, INC.**



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This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023, by and between MNS ENGINEERS, INC., a California corporation, (herein referred to as "CONTRACTOR") and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY"). The parties agree as follows:

**1. Description of Services**

1.1 CONTRACTOR shall provide all services as outlined and specified in Exhibit A, Scope of Services, at the prices stated in Exhibit B, Payment Provisions.

1.2 CONTRACTOR represents that it has the skills, experience, and knowledge necessary to perform under this Agreement and the COUNTY relies upon this representation. CONTRACTOR shall perform to the satisfaction of the COUNTY and in conformance to and consistent with the highest standards of firms/professionals in the same discipline in the State of California.

1.3 CONTRACTOR affirms that it is fully apprised of all of the work to be performed under this Agreement; and the CONTRACTOR agrees it can properly perform this work at the prices stated in Exhibit B. CONTRACTOR is not to perform services or provide products outside of the Agreement.

1.4 Acceptance by the COUNTY of the CONTRACTOR's performance under this Agreement does not operate as a release of CONTRACTOR's responsibility for full compliance with the terms of this Agreement.

**2. Period of Performance**

2.1 This Agreement shall be effective upon signature of this Agreement by both parties (herein referred to as "Effective Date") and continues in effect through June 30, 2028, unless terminated earlier. CONTRACTOR shall commence performance upon Effective Date and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the COUNTY for a non-cancelable multi-year agreement.

**3. Compensation**

3.1 The COUNTY shall pay the CONTRACTOR for services performed, products provided and expenses incurred in accordance with the terms of Exhibit B, Payment Provisions. Maximum payments by COUNTY to CONTRACTOR shall not exceed five hundred thousand dollars (\$500,000) annually and two million five hundred thousand dollars (\$2,500,000) in aggregate, including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified amount of services or products. Unless otherwise specifically stated in

Exhibit B, COUNTY shall not be responsible for payment of any of CONTRACTOR's expenses related to this Agreement.

**3.2** No price increases will be permitted during the first year of this Agreement (If applicable). All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the COUNTY. The COUNTY requires written proof satisfactory to COUNTY of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 30-days advance notice in writing is required to be considered and approved by COUNTY. No retroactive price adjustments will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases shall not exceed the Consumer Price Index- All Consumers, All Items - Greater Los Angeles, Riverside and Orange County areas and be subject to satisfactory performance review by the COUNTY and approved (if needed) for budget funding by the Board of Supervisors.

**3.3** CONTRACTOR shall be paid only in accordance with an invoice submitted to COUNTY by CONTRACTOR within fifteen (15) days from the last day of each calendar month, and COUNTY shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to CONTRACTOR only after services have been rendered or delivery of materials or products, and acceptance has been made by COUNTY. Prepare invoices in duplicate. For this Agreement, send the original and duplicate copies of invoices to:

Transportation and Land Management Agency -Planning Department  
Attn: Fiscal Services, 14<sup>th</sup> Floor  
4080 Lemon Street  
Riverside, CA 92501

- a) Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; bill-to and ship-to addresses of ordering department/division; Agreement number (TLARC-90657-00023-06/28); quantities; item descriptions, unit prices, extensions, sales/use tax if applicable, and an invoice total.
- b) Invoices shall be rendered monthly in arrears.

**3.4** The COUNTY obligation for payment of this Agreement beyond the current fiscal year end is contingent upon and limited by the availability of COUNTY funding from which payment can be made. In the State of California, government agencies are not allowed to pay excess interest and late charges, per Government Code, Section 926.10. No legal liability on the part of the COUNTY shall arise for payment beyond June 30 of each calendar year unless funds are made available for such payment. In the event that



such funds are not forthcoming for any reason, COUNTY shall immediately notify CONTRACTOR in writing; and this Agreement shall be deemed terminated, have no further force, and effect.

**4. Alteration or Changes to the Agreement**

**4.1** The Board of Supervisors and the COUNTY Purchasing Agent and/or his designee is the only authorized COUNTY representatives who may at any time, by written order, alter this Agreement. If any such alteration causes an increase or decrease in the cost of, or the time required for the performance under this Agreement, an equitable adjustment shall be made in the Agreement price or delivery schedule, or both, and the Agreement shall be modified by written amendment accordingly.

**4.2** Any claim by the CONTRACTOR for additional payment related to this Agreement shall be made in writing by the CONTRACTOR within thirty (30) days of when the CONTRACTOR has or should have notice of any actual or claimed change in the work, which results in additional and unanticipated cost to the CONTRACTOR. If the COUNTY Purchasing Agent decides that the facts provide sufficient justification, he may authorize additional payment to the CONTRACTOR pursuant to the claim. Nothing in this section shall excuse the CONTRACTOR from proceeding with performance of the Agreement even if there has been a change.

**5. Termination**

**5.1** COUNTY may terminate this Agreement without cause upon thirty (30) days written notice served upon the CONTRACTOR stating the extent and effective date of termination.

**5.2** COUNTY may, upon five (5) days written notice, terminate this Agreement for CONTRACTOR's default, if CONTRACTOR refuses or fails to comply with the terms of this Agreement or fails to make progress that may endanger performance and does not immediately cure such failure. In the event of such termination, the COUNTY may proceed with the work in any manner deemed proper by COUNTY.

**5.3** After receipt of the notice of termination, CONTRACTOR shall:

- (a) Stop all work under this Agreement on the date specified in the notice of termination; and
- (b) Transfer to COUNTY and deliver in the manner as directed by COUNTY any materials, reports or other products, which, if the Agreement had been completed or continued, would have been required to be furnished to COUNTY.

**5.4** After termination, COUNTY shall make payment only for CONTRACTOR's performance up to the date of termination in accordance with this Agreement.

5.5 CONTRACTOR's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty or a willful or material breach of this Agreement by CONTRACTOR; or in the event of CONTRACTOR's unwillingness or inability for any reason whatsoever to perform the terms of this Agreement. In such event, CONTRACTOR shall not be entitled to any further compensation under this Agreement.

5.6 If the Agreement is federally or State funded, CONTRACTOR cannot be debarred from the System for Award Management (SAM). CONTRACTOR must notify the COUNTY immediately of a debarment. Reference: System for Award Management (SAM) at <https://www.sam.gov> for Central Contractor Registry (CCR), Federal Agency Registration (Fedreg), Online Representations and Certifications Application, and Excluded Parties List System (EPLS)). Excluded Parties Listing System (EPLS) (<http://www.epls.gov>) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17). The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.

5.7 The rights and remedies of COUNTY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

**6. Ownership/Use of Contract Materials and Products**

The CONTRACTOR agrees that all materials, reports or products in any form, including electronic, created by CONTRACTOR for which CONTRACTOR has been compensated by COUNTY pursuant to this Agreement shall be the sole property of the COUNTY. The material, reports or products may be used by the COUNTY for any purpose that the COUNTY deems to be appropriate, including, but not limit to, duplication and/or distribution within the COUNTY or to third parties. CONTRACTOR agrees not to release or circulate in whole or part such materials, reports, or products without prior written authorization of the COUNTY.

**7. Conduct of Contractor**

7.1 The CONTRACTOR covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with CONTRACTOR's performance under this Agreement. The CONTRACTOR further covenants that no person or subcontractor having any such interest shall be employed or retained by CONTRACTOR under this Agreement. The CONTRACTOR agrees to inform the COUNTY of all the CONTRACTOR's interests, if any, which are or may be perceived as incompatible with the COUNTY's interests.

7.2 The CONTRACTOR shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom the CONTRACTOR is doing business or proposing to do business, in accomplishing the work under this Agreement.

7.3 The CONTRACTOR or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to COUNTY employees.

**8. Inspection of Service; Quality Control/Assurance**

8.1 All performance (which includes services, workmanship, materials, supplies and equipment furnished or utilized in the performance of this Agreement) shall be subject to inspection and test by the COUNTY or other regulatory agencies at all times. The CONTRACTOR shall provide adequate cooperation to any inspector or other COUNTY representative to permit him/her to determine the CONTRACTOR's conformity with the terms of this Agreement. If any services performed or products provided by CONTRACTOR are not in conformance with the terms of this Agreement, the COUNTY shall have the right to require the CONTRACTOR to perform the services or provide the products in conformance with the terms of the Agreement at no additional cost to the COUNTY. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected; the COUNTY shall have the right to: (1) require the CONTRACTOR immediately to take all necessary steps to ensure future performance in conformity with the terms of the Agreement; and/or (2) reduce the Agreement price to reflect the reduced value of the services performed or products provided. The COUNTY may also terminate this Agreement for default and charge to CONTRACTOR any costs incurred by the COUNTY because of the CONTRACTOR's failure to perform.

8.2 CONTRACTOR shall establish adequate procedures for self-monitoring and quality control and assurance to ensure proper performance under this Agreement; and shall permit a COUNTY representative or other regulatory official to monitor, assess, or evaluate CONTRACTOR's performance under this Agreement at any time, upon reasonable notice to the CONTRACTOR.

**9. Independent Contractor/Employment Eligibility**

9.1 The CONTRACTOR is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of the COUNTY. It is expressly understood and agreed that the CONTRACTOR (including its employees, agents, and subcontractors) shall in no event be entitled to any benefits to which COUNTY employees are entitled, including but not limited to overtime, any retirement benefits, worker's compensation benefits, and injury leave or other leave benefits. There shall be no

employer-employee relationship between the parties; and CONTRACTOR shall hold COUNTY harmless from any and all claims that may be made against COUNTY based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that CONTRACTOR in the performance of this Agreement is subject to the control or direction of COUNTY merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

**9.2** CONTRACTOR warrants that it shall make its best effort to fully comply with all federal and state statutes and regulations regarding the employment of aliens and others and to ensure that employees performing work under this Agreement meet the citizenship or alien status requirement set forth in federal statutes and regulations. CONTRACTOR shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by federal or state statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. §1324 et seq., as they currently exist and as they may be hereafter amended. CONTRACTOR shall retain all such documentation for all covered employees, for the period prescribed by the law.

**9.3** Ineligible Person shall be any individual or entity who: Is currently excluded, suspended, debarred or otherwise ineligible to participate in the federal health care programs; or has been convicted of a criminal offense related to the provision of health care items or services and has not been reinstated in the federal health care programs after a period of exclusion, suspension, debarment, or ineligibility.

**9.4** CONTRACTOR shall screen prospective Covered Individuals prior to hire or engagement. CONTRACTOR shall not hire or engage any Ineligible Person to provide services directly relative to this Agreement. CONTRACTOR shall screen all current Covered Individuals within sixty (60) days of execution of this Agreement to ensure that they have not become Ineligible Persons unless CONTRACTOR has performed such screening on same Covered Individuals under a separate agreement with COUNTY within the past six (6) months. Covered Individuals shall be required to disclose to CONTRACTOR immediately any debarment, exclusion or other event that makes the Covered Individual an Ineligible Person. CONTRACTOR shall notify COUNTY within five (5) business days after it becomes aware if a Covered Individual providing services directly relative to this Agreement becomes debarred, excluded or otherwise becomes an Ineligible Person.

**9.5** CONTRACTOR acknowledges that Ineligible Persons are precluded from providing federal and state funded health care services by contract with COUNTY in the event that they are currently sanctioned or excluded by a federal or state law enforcement regulatory or licensing agency. If

CONTRACTOR becomes aware that a Covered Individual has become an Ineligible Person, CONTRACTOR shall remove such individual from responsibility for, or involvement with, COUNTY business operations related to this Agreement.

**9.6** CONTRACTOR shall notify COUNTY within five (5) business days if a Covered Individual or entity is currently excluded, suspended or debarred, or is identified as such after being sanction screened. Such individual or entity shall be promptly removed from participating in any activity associated with this Agreement.

**10. Subcontract for Work or Services**

No contract shall be made by the CONTRACTOR with any other party for furnishing any of the work or services under this Agreement without the prior written approval of the COUNTY; but this provision shall not require the approval of contracts of employment between the CONTRACTOR and personnel assigned under this Agreement, or for parties named in the proposal and agreed to under this Agreement.

**11. Disputes**

**11.1** The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties. Any dispute relating to this Agreement, which is not resolved by the parties, shall be decided by the COUNTY's Purchasing Department's Compliance Contract Officer who shall furnish the decision in writing. The decision of the COUNTY's Compliance Contract Officer shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous to imply bad faith. The CONTRACTOR shall proceed diligently with the performance of this Agreement pending the resolution of a dispute.

**11.2** Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

**12. Licensing and Permits**

CONTRACTOR shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to the COUNTY. CONTRACTOR warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance

of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Riverside and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement.

**13. Use By Other Political Entities**

The CONTRACTOR agrees to extend the same pricing, terms, and conditions as stated in this Agreement to each and every political entity, special district, and related non-profit entity. It is understood that other entities shall make purchases in their own name, make direct payment, and be liable directly to the CONTRACTOR; and COUNTY shall in no way be responsible to CONTRACTOR for other entities' purchases.

**14. Non-Discrimination**

CONTRACTOR shall not discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment and Housing Act (Gov. Code 12900 et. seq), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.) and all other applicable laws or regulations.

**15. Records and Documents**

CONTRACTOR shall make available, upon written request by any duly authorized Federal, State, or COUNTY agency, a copy of this Agreement and such books, documents and records as are necessary to certify the nature and extent of the CONTRACTOR's costs related to this Agreement. All such books, documents and records shall be maintained by CONTRACTOR for at least five (5) years following termination of this Agreement and be available for audit by the COUNTY. CONTRACTOR shall provide to the COUNTY reports and information related to this Agreement as requested by COUNTY.

**16. Confidentiality**

**16.1** The CONTRACTOR shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; COUNTY information or data which is not subject to public

disclosure; COUNTY operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement.

**16.2** The CONTRACTOR shall protect from unauthorized disclosure names and other identifying information concerning persons receiving services pursuant to this Agreement, except for general statistical information not identifying any person. The CONTRACTOR shall not use such information for any purpose other than carrying out the CONTRACTOR's obligations under this Agreement. The CONTRACTOR shall promptly transmit to the COUNTY all third party requests for disclosure of such information. The CONTRACTOR shall not disclose, except as otherwise specifically permitted by this Agreement or authorized in advance in writing by the COUNTY, any such information to anyone other than the COUNTY. For purposes of this paragraph, identity shall include, but not be limited to, name, identifying number, symbol, or other identifying particulars assigned to the individual, such as finger or voice print or a photograph.

**17. Administration/Contract Liaison**

The COUNTY Purchasing Agent, or designee, shall administer this Agreement on behalf of the COUNTY. The Purchasing Department is to serve as the liaison with CONTRACTOR in connection with this Agreement.

**18. Notices**

All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted two (2) days after their deposit in the United States mail, postage prepaid:

**COUNTY OF RIVERSIDE**

Purchasing and Fleet Services  
4080 Lemon Street  
Riverside, CA 92501  
Attn: Procurement

**CONTRACTOR**

MNS Engineers, Inc.  
473 E. Carnegie Drive, Suite 200  
San Bernardino, CA 92408  
Attn: Peter Minegar, AICP

**19. Force Majeure**

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply.

**20. EDD Reporting Requirements**

In order to comply with child support enforcement requirements of the State of California, the COUNTY may be required to submit a Report of Independent Contractor(s) form **DE 542** to the Employment Development Department. The CONTRACTOR agrees to furnish the required data and certifications to the COUNTY within ten (10) days of notification of award of Agreement when required by the EDD. This data will be transmitted to governmental agencies charged with the establishment and enforcement of child support orders. Failure of the CONTRACTOR to timely submit the data and/or certificates required may result in the contract being awarded to another contractor. In the event a contract has been issued, failure of the CONTRACTOR to comply with all federal and state reporting requirements for child support enforcement or to comply with all lawfully served Wage and Earnings Assignments Orders and Notices of Assignment shall constitute a material breach of Agreement. If CONTRACTOR has any questions concerning this reporting requirement, please call (916) 657-0529. CONTRACTOR should also contact its local Employment Tax Customer Service Office listed in the telephone directory in the State Government section under "Employment Development Department" or access their Internet site at [www.edd.ca.gov](http://www.edd.ca.gov).

**21. Hold Harmless/Indemnification**

**21.1** CONTRACTOR shall indemnify and hold harmless the County of Riverside, its Agencies, Districts, Special Districts and Departments, their respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as Indemnitees) from any liability, action, claim or damage whatsoever, based or asserted upon any services of CONTRACTOR, its officers, employees, subcontractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death or any other element of any kind or nature. CONTRACTOR shall defend the Indemnitees at its sole expense including all costs and fees (including, but not limited to, attorney fees, cost of investigation, defense and settlements or awards) in any claim or action based upon such acts, omissions or services.

**21.2** With respect to any action or claim subject to indemnification herein by CONTRACTOR, CONTRACTOR shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of COUNTY; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes CONTRACTOR's indemnification to Indemnitees as set forth herein.



21.3 CONTRACTOR's obligation hereunder shall be satisfied when CONTRACTOR has provided to COUNTY the appropriate form of dismissal relieving COUNTY from any liability for the action or claim involved.

21.4 The specified insurance limits required in this Agreement shall in no way limit or circumscribe CONTRACTOR's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

**22. Insurance**

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

**A. Workers' Compensation:**

If the CONTRACTOR has employees as defined by the State of California, the CONTRACTOR shall maintain statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$2,000,000 per person per accident. The policy shall be endorsed to waive subrogation in favor of The County of Riverside.

**B. Commercial General Liability:**

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

**C. Vehicle Liability:**

If vehicles or mobile equipment is used in the performance of the obligations under this Agreement, then CONTRACTOR shall maintain liability insurance for all owned, non-owned, or hired vehicles so used in an amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a

general aggregate limit, it shall apply separately to this Agreement or be no less than two (2) times the occurrence limit. Policy shall name the COUNTY as Additional Insureds.

**D. Professional Liability:**

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

**E. Cyber Liability Insurance:**

CONTRACTOR shall procure and maintain Cyber Liability Insurance with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by CONTRACTOR in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

**F. General Insurance Provisions - All lines:**

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

2) The CONTRACTOR must declare its insurance self-insured retention for each coverage required herein. If any such self-insured retention exceeds \$500,000 per occurrence each such retention shall have the prior written consent of the COUNTY Risk Manager before the commencement of operations under this

Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at the election of the COUNTY's Risk Manager, CONTRACTOR's carriers shall either; 1) reduce or eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses.

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

4) It is understood and agreed to by the parties hereto that the CONTRACTOR's insurance shall be construed as primary insurance, and the COUNTY's insurance and/or deductibles and/or self-insured retention's or self-insured programs shall not be construed as contributory.

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

6) CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

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

8) CONTRACTOR agrees to notify COUNTY of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

**23. General**

**23.1** CONTRACTOR shall not delegate or assign any interest in this Agreement, whether by operation of law or otherwise, without the prior written consent of COUNTY. Any attempt to delegate or assign any interest herein shall be deemed void and of no force or effect.

**23.2** Any waiver by COUNTY of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of COUNTY to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing COUNTY from enforcement of the terms of this Agreement.

**23.3** In the event the CONTRACTOR receives payment under this Agreement, which is later disallowed by COUNTY for nonconformance with the terms of the Agreement, the CONTRACTOR shall promptly refund the disallowed amount to the COUNTY on request; or at its option the COUNTY may offset the amount disallowed from any payment due to the CONTRACTOR.

**23.4** CONTRACTOR shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

**23.5** CONTRACTOR shall not provide any services or products subject to any chattel mortgage or under a conditional sales contract or other agreement by which an interest is retained by a third party. The CONTRACTOR warrants that it has good title to all materials or products used by CONTRACTOR or provided to COUNTY pursuant to this Agreement, free from all liens, claims, or encumbrances.

**23.6** Nothing in this Agreement shall prohibit the COUNTY from acquiring the same type or equivalent equipment, products, materials or services from other sources, when deemed by the COUNTY to be in its best interest. The COUNTY reserves the right to purchase more or less than the quantities specified in this Agreement.

**23.7** The COUNTY agrees to cooperate with the CONTRACTOR in the CONTRACTOR's performance under this Agreement, including, if stated in the Agreement, providing the CONTRACTOR with reasonable facilities and timely access to COUNTY data, information, and personnel.

**23.8** CONTRACTOR shall comply with all applicable Federal, State and local laws and regulations. CONTRACTOR will comply with all applicable COUNTY policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the CONTRACTOR shall comply with the more restrictive law or regulation.

**23.9** CONTRACTOR shall comply with all air pollution control, water pollution, safety and health ordinances, statutes, or regulations, which apply to performance under this Agreement.

**23.10** CONTRACTOR shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

**23.11** This Agreement shall be governed by the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court of the State of California located in Riverside, California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**23.12** This Agreement, including any attachments or exhibits, constitutes the entire agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

**23.13** This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") (Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic


signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Agreement.

**COUNTY OF RIVERSIDE**, a political subdivision of the State of California

**MNS ENGINEERS, INC.**, a California corporation

By:   
Kevin Jeffries  
Chair, Board of Supervisors

By:   
Peter Minegar  
Vice President of Planning

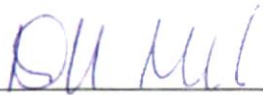
Dated: 12/12/2023

Dated: Nov 20, 2023

ATTEST:  
Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

APPROVED AS TO FORM:  
Minh C. Tran  
County Counsel

By:   
Danielle Maland  
Deputy County Counsel

**EXHIBIT A**  
**SCOPE OF SERVICES**

**On-Call Planning Services**

**1. Community Planning**

1.1. CONTRACTOR shall provide:

- a) Preparation of environmental documentation ("EIR")
  - a. May contract with subcontractors, as approved by COUNTY, for technical studies
- b) Preparation of community plan to include history/background, policies, thematic mapping, etc.
- c) Community Outreach – attend MAC / CC meetings. Conduct independent meetings directly with stakeholders.

**2. Major Permit Review**

2.1. CONTRACTOR shall provide current planning analysis for general plan amendments, specific plans, changes of zones, tentative parcel maps and tracts, plot plans, conditional use permits, surface mining permits, etc.; development of written reports, preparation of Initial Studies (Environmental Assessments) including the preparation of conditions of approval using the COUNTY'S Land Management System or new PLUS system; preparation of PowerPoint presentations and making oral/visual presentations before the Planning Commission, Director's Hearing and County Board of Supervisors; interaction with COUNTY Departments and the public and other major case work as assigned. CONTRACTOR shall have familiarity with the COUNTY'S General Plan, Ord. No. 348, Ord. No. 460, EIR No. 521, and Climate Action Plan, and applicable regional Multiple Species Habitat Conservation Plans.

2.2. **Tasks:** CONTRACTOR shall perform analysis of development proposals including conformity with the General Plan and applicable COUNTY Ordinances, State and federal rules and regulations including all environmental rules and regulations pertaining to such development; prepare written reports for the cases under review and provide oral presentations on development projects before the Planning Commission.

**3. Specific Plan Review**

3.1. CONTRACTOR shall provide Specific Plan and Environmental Impact Report review and processing including knowledge of COUNTY, State, and Federal environmental regulations pertaining to such development; preparation of written reports for major development proposals, oral presentations before the Planning Commission and Airport Land Use Commission (ALUC); interaction with COUNTY, State and Federal agencies; interaction with community groups and the public. CONTRACTOR shall have familiarity with the COUNTY'S Specific Plan Ordinance procedures, familiarity with the COUNTY'S General Plan, Ord. No. 348, Ord. No. 460, EIR No. 521, Climate Action Plan, and applicable regional Multiple Species Habitat Conservation Plans is also required.

3.2. **Tasks:** CONTRACTOR shall perform analysis of major development proposals for consistency with the General Plan and applicable COUNTY Ordinances including all environmental rules and regulations; review Environmental Impact Reports (EIRs) and potentially Environmental Impact Statements (EISs) for major development proposals; prepare written reports; perform field investigations of proposed development; prepare and provide oral/visual presentations to community groups and the Planning Commission and Airport Land Use Commission (ALUC).

**4. Consistency Zoning Support**

4.1. CONTRACTOR shall provide Planning analysis, development of advanced planning documents; clear, straight forward writing, public presentations, community meetings and synthesis of related ideas from many sources.

4.2. **Tasks:** CONTRACTOR shall conduct public opinion surveys and/or other outreach activities, preparation of baseline, existing conditions inventory, formulation and mapping of alternate scenarios; preparation processing, adoption and implementation of a consistency zoning program.

**5. Environmental Review**

5.1. CONTRACTOR shall have special knowledge of CEQA guidelines and procedures. CONTRACTOR shall demonstrate the ability to write and manage all aspects of CEQA documents from Categorical Exemptions to complex EIRs.

5.2. CONTRACTOR shall provide Environmental research and analysis, review environmental documents of all types, synthesis of environmental information from many sources; clear, straight-forward writing skills, organization, and project management.

5.3. **Tasks:** CONTRACTOR shall prepare environmental impact reports and other CEQA related documentation including but not limited to Initial Studies/Environmental Assessments and Mitigated Negative Declarations, using a form and procedures that is mutually acceptable to the COUNTY. Preparation and review miscellaneous environmental documents prepared for projects in other jurisdictions to assess their impact to the COUNTY.

**6. Site Plan Review**

6.1. CONTRACTOR shall have special knowledge of: COUNTY Ord. Nos. 348 and 460, COUNTYWIDE Design Standards and Guidelines, special area design standards, COUNTY specific plan requirements and methods of efficient architectural and design review of subdivisions. CONTRACTOR shall develop operational functionality relative to any new or upcoming COUNTY rules or regulations, such as, but not limited to, Landscaping Ord., Noise Ord., the updated General Plan and EIR No. 521 mitigation measures, such as Cultural Resources, Healthy Communities, Climate Action Plan and the County's 8-year Foundation Amendment review cycle.

6.2. CONTRACTOR is required to read, evaluate and determine consistency of contour elevations, subdivision map design, floor plans, materials boards and site layouts against COUNTY standards.



6.3. **Tasks:** CONTRACTOR shall review formal site plans for adequacy in terms of all applicable COUNTY ordinances including but not limited to Ord. No. 348, specific plan requirements (if applicable), design guidelines and General Plan incentive requirements, as applicable.

**7. Project Management**

7.1. CONTRACTOR shall be: Highly proficient and experienced in budget and project management skills. CONTRACTOR shall have the ability to ensure that land development cases are processed in a proactive, timely and cost efficient manner pursuant to COUNTY case processing metrics. CONTRACTOR shall ensure that critical path items are addressed in a way that does not delay the project. CONTRACTOR shall ensure proper documentation of case status and pending deliverables. CONTRACTOR shall ensure clear and timely communication with applicants as well as internal/external customers.

7.2. CONTRACTOR shall have experience using computerized project management programs, working efficiently to project task time standards and managing project finances. CONTRACTOR will need to be able to complete specific development review subtasks with the COUNTY upon their establishment.

7.3. **Tasks:** CONTRACTOR shall maintain, track and control caseloads using the COUNTY'S Land Management System (LMS) and/or other appropriate tracking system; CONTRACTOR shall maintain, track and have control of each project's case balance with reports from the COUNTY Oasis Financial system; maintain positive cash flows; ensure each case assigned to the CONTRACTOR is completed with a positive ending balance; and when necessary, coordinate landscape inspections with separate landscape inspectors based in the desert.

**8. Project Management Coordination**

8.1. The CONTRACTOR is expected to lead these efforts with input from COUNTY staff. To that end, the CONTRACTOR shall coordinate with the COUNTY as needed through in-person meetings and conference calls to complete the four Community Plans, develop the respective GPAs and corollary CEQA documentation in an efficient and timely fashion.

8.2. Deliverables

Regular project meetings and regular project schedules (with critical paths identified) shall be prepared by the CONTRACTOR periodically for the duration of the projects. The CONTRACTOR is expected to lead these efforts with input from COUNTY staff.

**9. CONTRACTOR shall assist with Air Quality and GHG Programs**

The TLMA PLANNING DEPARTMENT receives a large number of development applications annually and, on an as-needed, project-by-project basis, requires specialized assistance for review of Air Quality documents submitted in conjunction with projects that require environmental review pursuant to the California Environmental Quality Act (CEQA).

9.1. CONTRACTOR shall conduct reviews that are needed for cases in which air quality and greenhouse gas (GHG) generation is specifically identified as an important issue. The CONTRACTOR shall perform an independent review process to determine whether the information submitted on behalf of these proposed developments has identified and addressed the associated potential air quality and GHG issues. The CONTRACTOR shall take specific considerations that are relevant to such determinations of the air quality documentation for each project:

- a) Sufficient scope and completeness of the submitted documents to ensure that they analyze potential air quality impacts in the context of current regulations and guidelines, including, but not limited to, the CEQA, the South Coast Air Quality Management District (SCAQMD) regulations and guidelines for CEQA documents, Riverside County Comprehensive General Plan (Air Quality Element,) Riverside County Climate Action Plan, the Federal Clean Air Act and the California Clean Air Act.
- b) Conformity of the documents to industry standards.
- c) Assumptions, including a critical review of any calculations, data and formulas used, and a determination of whether the proposed mitigation and monitoring/reporting measures are adequate.
- d) Evaluation of relevant air quality regulations and requirements, including any which may be adopted in the near term.
- e) Inclusion of feasible, proven mitigation measures, without deferring mitigation measures that are contrary to the requirements of CEQA.
- f) Ensure that documents reflect information that is consistent with recent court decisions or legislation that may govern Air Quality and GHG.

9.2. CONTRACTOR shall, on an as needed basis, provide technical services to the TLMA Planning Department concerning the integration and implementation of new and/or existing Air Quality and GHG Programs. This may include but not be limited to assisting COUNTY staff with implementing components of the new Riverside COUNTY CAP on a project level basis, establishing a monitoring program that tracks the CAP implementation, developing standard operating procedures, recommendations concerning CAP improvement and efficiencies, recommending policy changes pursuant to new legislation or regulations, etc.

## 10. Other

10.1. CONTRACTOR's personnel shall work on site in Riverside or the Desert as needed; otherwise they shall work from their own facilities.

10.2. To account for "billable hours" CONTRACTOR's time shall be recorded in 1/10 of an hour increment basis.

10.3. The CONTRACTOR will arrange with their accounting function to calculate billing statements to the COUNTY on projects worked every single week. This is to insure charges get billed to projects

and posted to accounts in a timely manner. Billing statements from the CONTRACTOR to the COUNTY shall show, in detail, by person, work time expended on each project, during each day. CONTRACTOR personnel shall use the COUNTY project numbers and task coding to insure proper case billing. CONTRACTOR shall provide an accounting system whereby certain assigned Planning staff can obtain, at any time, daily financial accounting data (no older than 24 hours) for each CONTRACTOR's personnel relative to dates and amounts cases are billed, as well as task codes worked, in order to provide a means for the Department to quickly respond to fee appeal requests. Any charges by the CONTRACTOR found by the Planning Department to be erroneous or unjustified may be reversed for projects still active; or for projects already finalized, a credit against future CONTRACTOR's charges may be made.

- 10.4. Failure by the CONTRACTOR to submit timely billings during a projects lifespan may result in non-payment by the COUNTY. The COUNTY may also elect to reserve the right to deduct from future CONTRACTORS invoices, costs to cover negative case balances from closed cases that were assigned to CONTRACTOR'S personnel.
- 10.5. Failure to adequately account for time billed by CONTRACTOR in a manner acceptable to the COUNTY may result in the COUNTY's inability to approve CONTRACTOR's invoices in whole or in part.

#### **11. Other Services That May Be Requested**

- 11.1 CONTRACTOR shall assist COUNTY staff with updates to the Seismic Safety Element of the COUNTY General Plan
- 11.2 CONTRACTOR shall assist COUNTY staff with processing surface mining permits, reclamation plans, and amendments.
- 11.3 CONTRACTOR shall conduct surface mine inspections and prepare annual inspection reports for submittal to the State Department of Mine Reclamation (DMR).
- 11.4 CONTRACTOR shall provide technical direction to Planners and others doing field investigations and review and analyses of geological hazard reports; evaluate and review reports for soil conditions and soils engineering in relation to private sewage disposal systems (if requested by Environmental Health).
- 11.5 CONTRACTOR shall review, evaluate, and field check, as needed, grading and building plans for proposed industrial, commercial, and residential developments, and correlate them with geological studies and investigations to identify hazards such as areas of soil instability and earthquake faults.
- 11.6 CONTRACTOR shall advise COUNTY Staff on taking necessary action to ensure that the effects of surface rupture, ground shaking, mass wasting, and other geologic hazards are eliminated or minimized, determining the appropriate exploratory methods for identifying existing geological conditions, and providing recommendations for specific corrective action to geologic hazards.
- 11.7 CONTRACTOR shall provide assistance to County Counsel and serve as geologic consultant to various COUNTY departments, as needed.

11.8 CONTRACTOR shall provide technical assistance to the Emergency Management Division during occurrences of natural disasters such as major earthquakes, landslides, wildfires, and flooding events (if requested).

**EXHIBIT B  
PAYMENT PROVISIONS**

COUNTY shall pay CONTRACTOR the following hourly rates for services performed.  
Hourly Rate are an all-inclusive rate, which includes administration, travel, training and operating costs.

Profession Title	Hourly Rate
Principal	\$325.00 /hour
Senior Project Manager	\$260.00 /hour
Project Manager	\$225.00 /hour
Principal Planner/Scientist	\$195.00 /hour
Senior Planner/Scientist	\$175.00 /hour
Associate Planner/Scientist	\$150.00 /hour
Assistant Planner/Scientist	\$130.00 /hour
Planning Technician	\$110.00 /hour
GIS Manager	\$175.00 /hour
GIS Technician	\$125.00 /hour
Senior Graphic Artist	\$155.00 /hour
Graphic Artist	\$125.00 /hour
Administrative Support	\$100.00 /hour






# PSA\_MNS - Planning Services FINAL11-16-23

Final Audit Report

2023-11-21

Created:	2023-11-17
By:	Monica Rossow (mrossow@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAHLn_8v2nRwACO8x5VpYcv_saNvqQNgZ

## "PSA\_MNS - Planning Services FINAL11-16-23" History

-  Document created by Monica Rossow (mrossow@rivco.org)  
2023-11-17 - 0:24:37 AM GMT
-  Document emailed to Peter Minegar, AICP (pminegar@mnsengineers.com) for signature  
2023-11-17 - 0:26:31 AM GMT
-  Email viewed by Peter Minegar, AICP (pminegar@mnsengineers.com)  
2023-11-17 - 0:27:27 AM GMT
-  Document e-signed by Peter Minegar, AICP (pminegar@mnsengineers.com)  
Signature Date: 2023-11-21 - 1:03:23 AM GMT - Time Source: server
-  Agreement completed.  
2023-11-21 - 1:03:23 AM GMT

Budget Adjustment

**Increase Estimated Revenue:**

10000-3120100000-771930	Deposit Based Fee Draws	\$300,000
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**Increase in Appropriations:**

10000-3120100000-525440	Professional Services	\$300,000
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# COUNTY OF RIVERSIDE

## Transportation and Land Management Agency

Transportation  
Aviation

Planning

Building & Safety

Code Enforcement

Date: October 25, 2023  
 From: John Hildebrand  
 To: Board of Supervisors/Purchasing Agent  
 Via: Tara Markland (951-955-9927) and Monica Rossow (951-955-5324)  
 Subject: Single Source Procurement, On-Call Planning Services

The below information is provided in support of my Department requesting approval for a sole or single source. *(Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.)*

**1. Supplier being requested: MNS Engineers Inc.**

**2. Vendor ID: 0000262068**

**3.  Single Source  Sole Source**  
*(Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available)*

*(Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements)*

**4. Have you previously requested and received approval for a sole or single source request for this vendor for your department?** *(If yes, please provide the approved sole or single source number).*

Yes  
 SSJ# N/A

No

**4a. Was the request approved for a different project?**

Yes

No

**5. Supply/Service being requested:**

*(If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All*



*insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.)*

The Planning Department provides project management and processing of the County's land development cases, which is mission critical for the Planning Department. Case intake has been on a steady rise for the past year and the demand for the Department's resources is growing. To meet this demand, the Department proposes to augment its small in-house core staff with ongoing consultant resources, as needed.

The Planning Department is in need of these specialized services for processing paperwork for state and federal funding to meet the needs of the County. MNS Project Manager has experience working with the department and County. This unique experience provides the best value for the County since no training would be required and MNS could assist staff immediately so that funding deadlines are not missed. The expertise and relationships would be extremely beneficial. Services provided under this agreement will be performed on an on-call basis to the Riverside County Planning Department.

**6. Unique features of the supply/service being requested from this supplier. (If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)**

MNS was selected as the top ranked firm to provide On-call Planning Services and are familiar with the Department. The MNS Planning team has a longstanding history of providing support services to the County of Riverside including Community/Land Use Planning, Staff Augmentation, Community Engagement, Environmental Compliance, and Peer Review Services. MNS understands the County needs ongoing planning support for a range of projects throughout the County.

These services provided by MNS will allow and assist the Department in meeting the needs of the County and provide services to support community planning efforts.

**7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

MNS has extensive experience in all facets of the planning profession which include lengthy timeframes in local government and consultant management. The Planning Department is in need of support to assist staff with federal and state funding requirements and having a contract for On-call Planning Services provides the flexibility needed to meet the demands of the development community in a timely fashion by having additional resources available. The current contractors and other County Contractors are not able to handle the additional work.

**8. Period of Performance: 12/12/2023 to 06/30/2028**

(total number of years)

Is this an annually renewable contract?       No       Yes

Is this a fixed-term agreement:       No       Yes

*(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)*

9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)

Description:	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	Total
Total Annual Costs:	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000

Note: Insert additional rows as needed

10. **Price Reasonableness:** (Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards?)

The consultant rates were found to be reasonable for the work proposed while conforming to County and Industry standards. The price is comparable to industry standards for similar services being provided in the department by a consulting firm.

11. **Projected Board of Supervisor Date (if applicable):** 12/12/2023  
(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)



John Hildebrand

10/25/2023

**Department Head Signature**  
(or designee)

**Print Name**

**Date**

-----  
**The section below is to be completed by the Purchasing Agent or designee.**  
-----

Purchasing Department Comments:

**Approve**

**Approve with Condition/s**

**Disapprove**

Condition/s:

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**Not to exceed:**

**One-time** \_\_\_\_\_

**Annual Amount** \$200,000 / per fiscal year through 6/30/2028 (date)

*(If Annual Amount Varies each FY)*

FY \_\_\_\_\_ : \$ \_\_\_\_\_

FY \_\_\_\_\_ : \$ \_\_\_\_\_

FY \_\_\_\_\_ : \$ \_\_\_\_\_

FY \_\_\_\_\_ : \$ \_\_\_\_\_

FY \_\_\_\_\_ : \$ \_\_\_\_\_

*Meghan Hahn*  
Purchasing Agent

10/25/23

24-104

*Date*

*Approval Number*

(Reference on Purchasing Documents)