

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



ITEM: 3.61
(ID # 22958)

MEETING DATE:
Tuesday, December 12, 2023

FROM : TLMA-TRANSPORTATION:

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY/TRANSPORTATION:
Amendment No. 3 to the On-Call Services Agreement for Traffic Engineering Services with RailPros, Inc. dba CivilPros, All Districts. [\$250,000 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 Services between County of Riverside Transportation Department and RailPros, Inc. dba CivilPros (Contract No. 19-07-007) to increase the annual budget for FY 23/24 by \$250,000, from \$250,000 to \$500,000, and authorize the Chairman of the Board to execute the same.

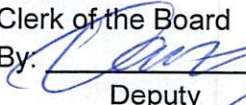
ACTION:Policy


Mark Lancaster, Director of Transportation 11/27/2023

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-Transp.

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 250,000	\$ 0	\$ 250,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Transportation Funds (100%). There are no General Funds used for this project.			Budget Adjustment: No	
			For Fiscal Year: 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 3.45), the Board of Supervisors authorized an On-Call Services Agreement with RailPros, Inc. dba CivilPros for Traffic Engineering Services. The Contract provided for a three (3) year term with two one (1) year extensions with a maximum annual capacity of \$250,000. The first one-year extension was exercised on July 1, 2022 via the contract's first amendment, and the second one-year extension was exercised on July 13, 2023 via the contract's second amendment, and the approval authorization for these amendments was delegated to the Director of Transportation when the original contract was executed.

Due to the increased workload, the annual maximum capacity of \$250,000 for this On-Call Services Agreement is anticipated to be encumbered for FY 23/24.

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 RailPros, Inc. dba CivilPros from \$250,000 to \$500,000 for FY 23/24 under this Amendment No. 3 to the On-Call Services Agreement.

RailPros, Inc. dba CivilPros is currently working on multiple TIP Projects such as Stetson Avenue & Yale Street Traffic Signal Project and the Alexander Street Resurfacing Project. They have been producing quality work within time schedule and budget, and staff would like their design team to further assist on additional projects. In order to deliver these projects in a timely manner, additional funds in excess of the original \$250,000 allocated per fiscal year are needed for FY 23/24.

Impact on Residents and Businesses

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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 23/24 in the new annual amount of \$500,000 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	\$250,000	FY 2019/2020
	\$250,000	FY 2020/2021
	\$250,000	FY 2021/2022
	\$250,000	FY 2022/2023 (Amendment No. 1)
	\$250,000	FY 2023/2024 (Amendment No. 2)
Total Authorized Amount	\$1,250,000	(Prior to Amendment No. 3)

This Amendment	\$250,000	FY 2019/2020
	\$250,000	FY 2020/2021
	\$250,000	FY 2021/2022
	\$250,000	FY 2022/2023 (Amendment No. 1)
	\$500,000	FY 2023/2024 (Amendment No. 2 & Amendment No. 3)
Total Authorized Amount	\$1,500,000	

There are no County General Funds used for this contract.


Contract History and Price Reasonableness

The CivilPros 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 Services with RailPros, Inc. dba CivilPros

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Jason Farin, Principal Management Analyst 12/5/2023


Aaron Gettis, Deputy County Counsel 12/5/2023

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

BETWEEN

COUNTY OF RIVERSIDE • TRANSPORTATION DEPARTMENT

AND

RAILPROS, INC. dba CIVILPROS

This Amendment No. 3 to the On-Call Services Agreement for Traffic Engineering Services (hereinafter referred to as "AMENDMENT NO. 3") is made and entered into this 12 day of December, 2023, by and between COUNTY OF RIVERSIDE, a political subdivision of the State of California, (hereinafter referred to as "COUNTY") and RAILPROS, INC., a California corporation, dba CIVILPROS, (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 Services between County of Riverside • Transportation Department and CivilPros" that is dated August 27, 2019, Agenda Item 3.45, (hereinafter referred to as "AGREEMENT") and first amended on July 1, 2022 to extend the performance period for one (1) year through June 30, 2023, and second amended on July 13, 2023 to extend the performance period for one (1) year through June 30, 2024.
- B. The AGREEMENT, as amended, provides the terms and conditions, scope of services, schedule, and budget for the professional and technical services necessary to perform on-call 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 allocation for FY 23/24.

AGREEMENT

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

1. 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 \$250,000, from \$1,250,000 to \$1,500,000 as follows: "The total amount payable by COUNTY for all Task Orders resulting from this contract shall not exceed \$1,500,000."
2. Attachment C • Compensation Plan, Article CV • Cost Proposal of the AGREEMENT is hereby amended to increase the total annual amount for FY 23/24 by \$250,000, from \$250,000 to \$500,000, 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	\$250,000
July 1, 2020 to June 30, 2021	\$250,000
July 1, 2021 to June 30, 2022	\$250,000
July 1, 2022 to June 30, 2023	\$250,000 (Authorized via Amendment No. 1)
July 1, 2023 to June 30, 2024	\$500,000 (\$250,000 Authorized via Amendment No. 2 and \$250,000 Authorized via AMENDMENT NO. 3)"

3. 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.
4. This AMENDMENT NO. 3 shall become effective upon signature of this AMENDMENT NO. 3 by both PARTIES.
5. This AMENDMENT NO. 3 may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument. Each party to this AMENDMENT NO. 3 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 AMENDMENT NO. 3. The parties further agree that the

1 electronic signatures of the parties included in this AMENDMENT NO. 3 are intended to authenticate
2 this writing and to have the same force and effect as manual signatures. Electronic signature means
3 an electronic sound, symbol, or process attached to or logically associated with an electronic record
4 and executed or adopted by a person with the intent to sign the electronic record pursuant to the
5 CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for
6 transactions and contracts among parties in California, including a government agency. Digital
7 signature means an electronic identifier, created by computer, intended by the party using it to have
8 the same force and effect as the use of a manual signature, and shall be reasonably relied upon by
9 the parties. For purposes of this section, a digital signature is a type of "electronic signature" as
10 defined in subdivision (i) of Section 1633.2 of the Civil Code.
11

12 IN WITNESS HEREOF, the PARTIES hereto have caused this AMENDMENT NO. 3 to the AGREEMENT to be
13 duly executed this day and year first written above.
14


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16 SIGNATURE PAGE FOLLOWS
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APPROVALS

COUNTY Approvals

RECOMMENDED FOR APPROVAL:



~~MARK LANCASTER~~ Patricia Romo
Interim
Director of Transportation

APPROVED AS TO FORM:

COUNTY COUNSEL



By Deputy

APPROVAL BY THE BOARD OF SUPERVISORS

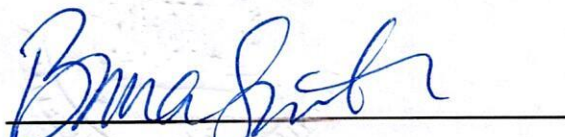


KEVIN JEFFRIES

PRINTED NAME

Chairman, Riverside County Board of Supervisors

ATTEST:

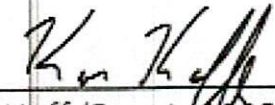


KIMBERLY A. RECTOR

Clerk of the Board (SEAL)

CONSULTANT Approvals

CONSULTANT:



Ken Koff (Dec 1, 2023 17:42 CST)

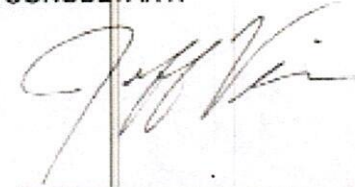
Ken Koff

PRINTED NAME

Chief Executive Officer

TITLE

CONSULTANT:



Jeff Vines

PRINTED NAME

Chief Financial Officer

TITLE









Amendment No. 3_CivilPros_FINAL

Final Audit Report

2023-12-02

Created:	2023-11-30
By:	Jeff Vines (Jeff.Vines@railpros.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAACj6Sms31UUYmxm6d50RdtTomJjRD0I

"Amendment No. 3_CivilPros_FINAL" History

-  Document created by Jeff Vines (Jeff.Vines@railpros.com)
2023-11-30 - 10:16:21 PM GMT
-  Document emailed to Ken Koff (ken.koff@railpros.com) for signature
2023-11-30 - 10:17:16 PM GMT
-  Email viewed by Ken Koff (ken.koff@railpros.com)
2023-12-01 - 11:42:11 PM GMT
-  Document e-signed by Ken Koff (ken.koff@railpros.com)
Signature Date: 2023-12-01 - 11:42:40 PM GMT - Time Source: server
-  Document emailed to Jeff Vines (Jeff.Vines@railpros.com) for signature
2023-12-01 - 11:42:41 PM GMT
-  Email viewed by Jeff Vines (Jeff.Vines@railpros.com)
2023-12-02 - 4:29:31 PM GMT
-  Document e-signed by Jeff Vines (Jeff.Vines@railpros.com)
Signature Date: 2023-12-02 - 4:30:04 PM GMT - Time Source: server
-  Agreement completed.
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