

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



ITEM: 3.94  
(ID # 25262)

**MEETING DATE:**  
Tuesday, June 25, 2024

**FROM :** TLMA-TRANSPORTATION

**SUBJECT:** TRANSPORTATION AND LAND MANAGEMENT AGENCY/TRANSPORTATION:  
Approval of Amendment No. 4 to the On-Call Services Agreement for Traffic Engineering Services with RailPros Inc. dba CivilPros, All Districts. [\$0 Total Amendment Cost - Local Funds 100%]

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

1. Approve Amendment No. 4 to the On-Call Services Agreement for Traffic Engineering Services between the County of Riverside and RailPros, Inc. dba CivilPros to extend the performance period by two (2) years from June 30, 2024 to June 30, 2026; and
2. Authorize the Chair of the Board to execute the same.

**ACTION:Policy**

  
Dennis Acuna, Director of Transportation 6/5/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez 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: June 25, 2024  
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>	\$ 0	\$ 0	\$ 0	\$ 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> 24/25 – 25/26	

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

**BACKGROUND:**

**Summary**

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

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. The first one-year extension was executed on July 1, 2022, via Amendment No. 1, and the second one-year extension was executed on July 13, 2023, via Amendment No. 2. The approval authorization for Amendment No. 1 and Amendment No. 2 was delegated to the Director of Transportation when the original contract was executed. On December 12, 2023 (Agenda Item 3.61) the Board approved Amendment No. 3 to increase the total annual budget amount for FY 23/24 by \$250,000, from \$250,000 to \$500,000.

The On-Call Services Agreement indicates that all task orders are to be completed within two (2) years of the final authorized date (June 30, 2024) for approving task orders.

Amendment No. 4 includes extending the period of performance for two (2) years from June 30, 2024, to June 30, 2026, in order to complete outstanding task orders issued before June 30, 2024.

RailPros Inc. dba CivilPros is currently working on the Rancho Jurupa Park Parking Lot Resurfacing and Roadway Paving Project, Lake Skinner Roadway and Parking Lot Resurfacing Project, and the Stetson Ave and Yale St Traffic Signal Improvement Project. It is anticipated that they will need to work beyond June 30, 2024, to complete their current tasks.

**Impact on Residents and Businesses**

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

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

**Additional Fiscal Information**

The amendment to the On-Call Engineering Services Agreement will not have any fiscal impacts as it only extends the period of performance and does not increase the capacity of the contract.

There are no County General Funds used for this contract.

**Contract History and Price Reasonableness**

The RailPros Inc. dba 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. The rates already agreed upon at the time of execution of the original agreement remains unchanged.

**ATTACHMENTS:**

Amendment No. 4 to the On-Call Services Agreement for Traffic Engineering Services with RailPros Inc. dba CivilPros

  
Jason Farin, Principal Management Analyst 6/20/2024

  
Aaron Gettis, Chief of Deputy County Counsel 6/20/2024



1 **AMENDMENT NO. 4 TO THE ON-CALL SERVICES AGREEMENT**

2 **FOR TRAFFIC ENGINEERING SERVICES**

3 **BETWEEN**

4 **COUNTY OF RIVERSIDE • TRANSPORTATION DEPARTMENT**

5 **AND**

6 **RAILPROS, INC. dba CIVILPROS**

7 This Amendment No. 4 to the On-Call Services Agreement for Traffic Engineering Services (hereinafter referred  
8 to as "Amendment No. 4") is made and entered into this 25 day of June, 2024, by and  
9 between the County of Riverside, a political subdivision of the State of California, (hereinafter referred to as  
10 "COUNTY") and RAILPROS, INC., a California corporation, dba CIVILPROS, (hereinafter referred to as  
11 "CONSULTANT").

12 **RECITALS**

- 13 A. COUNTY and CONSULTANT have entered into an agreement entitled "On-Call Services Agreement for  
14 Traffic Engineering Services between County of Riverside • Transportation Department and CivilPros" that is  
15 dated August 27, 2019, Agenda Item 3.45, (hereinafter referred to as "Agreement").
- 16 B. The Agreement provides the terms and conditions, scope of services, schedule and budget for the  
17 performance of professional and technical services necessary to provide on-call traffic engineering services.
- 18 C. The Agreement was first amended on July 1, 2022 via Amendment No. 1 to extend the period of performance  
19 for one (1) year from June 30, 2022 to June 30, 2023.
- 20 D. The Agreement was again amended on July 13, 2023 via Amendment No. 2 to extend the period of  
21 performance for one (1) year from June 30, 2023 to June 30, 2024.
- 22 E. The Agreement was further amended on December 12, 2023 (Agenda Item 3.61) via Amendment No. 3 to  
23 increase the total annual budget amount for FY 23/24 by \$250,000, from \$250,000 to \$500,000.
- 24 F. The parties desire to amend the Agreement to extend the period of performance so that the CONSULTANT  
25 can complete Task Orders issued prior to June 30, 2024 as provided in the Agreement and correct the date  
26 all Task Order services authorized in the Agreement shall be completed by.

27 **AGREEMENT**

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

29 JUN 25 2024 3.94  
On-Call Services Agreement – Amendment No. 4


- 1 1. Article IV • Performance Period, Paragraph A, of the Agreement is hereby amended to extend the  
2 performance period for two (2) years, from June 30, 2024 to June 30, 2026, so that the CONSULTANT can  
3 complete Task Orders issued prior to June 30, 2024 as provided in the Agreement, as follows: "This contract  
4 shall go into effect contingent upon approval by COUNTY, and CONSULTANT shall commence work after  
5 notification to proceed by COUNTY's Contract Administrator. The contract shall end on June 30, 2026,  
6 unless extended by contract amendment."
- 7 2. The last sentence of the first paragraph of Attachment B • Schedule of Services, Article BI • Introduction of  
8 the Agreement is hereby amended to correct the date all Task Order services authorized in the Agreement  
9 shall be completed by, as follows: "All Task Order services authorized in this Contract shall therefore be  
10 completed no later than June 30, 2026."
- 11 3. Except to the extent specifically modified or amended hereunder, all of the terms, covenants and conditions of  
12 the Agreement shall remain in full force and effect between the parties hereto.
- 13 4. This Amendment No. 4 shall become effective upon signature of this Amendment No. 4 by both parties or  
14 July 1, 2024, whichever should come first.
- 15 5. This Amendment No. 4 may be executed in any number of counterparts, each of which shall be an original,  
16 but all of which together shall constitute one and the same instrument. Each party to this Amendment No.  
17 4 agrees to the use of electronic signatures, such as digital signatures that meet the requirements of  
18 the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17),  
19 for executing this Amendment No. 4. The parties further agree that the electronic signatures of the  
20 parties included in this Amendment No. 4 are intended to authenticate this writing and to have the same force  
21 and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process  
22 attached to or logically associated with an electronic record and executed or adopted by a person with the  
23 intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA  
24 authorizes use of an electronic signature for transactions and contracts among parties in California, including  
25 a government agency. Digital signature means an electronic identifier, created by computer, intended by the  
26 party using it to have the same force and effect as the use of a manual signature, and shall be reasonably  
27 relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as  
28 defined in subdivision (i) of Section 1633.2 of the Civil Code  
29



IN WITNESS HEREOF, the parties hereto have caused this Amendment No. 4 to the Agreement to be duly executed this day and year first written above.

**APPROVALS**

COUNTY Approvals:

 Dated: 6/25/2024  
Dennis Acuna  
Director of Transportation

APPROVED AS TO FORM:

MINH C. TRAN, COUNTY COUNSEL

By Deputy

APPROVAL BY THE BOARD OF SUPERVISORS

\_\_\_\_\_  
PRINTED NAME  
Chairman, Riverside County Board of Supervisors

ATTEST:

\_\_\_\_\_  
KIMBERLY A. RECTOR  
Clerk of the Board (SEAL)

CONSULTANT Approvals


CONSULTANT:

Nathan Ortega Dated: 19/06/24  
Nathan Ortega (Jun 19, 2024 15:34 PDT)

Nathan Ortega  
PRINTED NAME

VP Engineering West Region  
TITLE

CONSULTANT:

 Dated: 19/06/24

Lawrence E Shaw  
PRINTED NAME

Southern California Area Manager  
TITLE

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 4 to the Agreement to be duly  
executed this day and year first written above.

**APPROVALS**

COUNTY Approvals:

\_\_\_\_\_ Dated: \_\_\_\_\_  
Dennis Acuna  
Director of Transportation

APPROVED AS TO FORM:  
MINH C. TRAN, COUNTY COUNSEL

*Minh C. Tran*  
By Deputy

APPROVAL BY THE BOARD OF SUPERVISORS

*Chuck Washington*  
CHUCK WASHINGTON  
PRINTED NAME  
Chairman, Riverside County Board of Supervisors

ATTEST:

*Nammy A. Receptor* Deputy  
KIMBERLY A. RECTOR  
Clerk of the Board (SEAL)

CONSULTANT Approvals

CONSULTANT:

*Nathan Ortega* Dated: 19/06/24  
Nathan Ortega License 19, 2024 TX-04 P811

Nathan Ortega  
PRINTED NAME  
VP Engineering West Region  
TITLE

CONSULTANT:

*Lawrence E Shaw* Dated: 19/06/24

Lawrence E Shaw  
PRINTED NAME  
Southern California Area Manager  
TITLE









# Response\_CivilPro Final Extension

Final Audit Report

2024-06-19

Created:	2024-06-19
By:	Daniel Carter (Daniel.Carter@railpros.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAxAxV0li1Dvbyh_FD6N4NYRpAdXhYufqje

## "Response\_CivilPro Final Extension" History

-  Document created by Daniel Carter (Daniel.Carter@railpros.com)  
2024-06-19 - 10:04:00 PM GMT
-  Document emailed to Nathan Ortega (nathan.ortega@railpros.com) for signature  
2024-06-19 - 10:04:04 PM GMT
-  Document emailed to Larry Shaw (larry.shaw@railpros.com) for signature  
2024-06-19 - 10:04:04 PM GMT
-  Email viewed by Nathan Ortega (nathan.ortega@railpros.com)  
2024-06-19 - 10:04:46 PM GMT
-  Document e-signed by Nathan Ortega (nathan.ortega@railpros.com)  
Signature Date: 2024-06-19 - 10:34:09 PM GMT - Time Source: server
-  Email viewed by Larry Shaw (larry.shaw@railpros.com)  
2024-06-19 - 11:20:41 PM GMT
-  Document e-signed by Larry Shaw (larry.shaw@railpros.com)  
Signature Date: 2024-06-19 - 11:21:18 PM GMT - Time Source: server
-  Agreement completed.  
2024-06-19 - 11:21:18 PM GMT



June 8, 2024

To Whom It May Concern,

This letter serves as official authorization for Nathan Ortega to act on behalf of RailPros in matters related to commercial engineering and similar agreements. Mr. Ortega is authorized to negotiate terms and conditions, execute agreements, and undertake any necessary actions to finalize and enforce such agreements.

Mr. Ortega's decisions and signatures will be considered as binding and fully representative of RailPros in the scope of the authorized activities mentioned above.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Carter", with a long horizontal flourish extending to the right.

Daniel Carter  
Chief Legal and People Officer



June 20, 2024

To Whom It May Concern,

This letter serves as official authorization for Larry Shaw to act on behalf of RailPros in matters related to commercial engineering and similar agreements. Mr. Shaw is authorized to negotiate terms and conditions, execute agreements, and undertake any necessary actions to finalize and enforce such agreements.

Mr. Shaw's decisions and signatures will be considered as binding and fully representative of RailPros in the scope of the authorized activities mentioned above.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Carter", with a long horizontal flourish extending to the right.

Daniel Carter  
Chief Legal and People Officer