

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



**ITEM: 13.2**  
**(ID # 26542)**

**MEETING DATE:**

Tuesday, December 10, 2024

**FROM :** Regional Parks and Open Space District

**SUBJECT:** REGIONAL PARKS AND OPEN SPACE DISTRICT: Approve the First Amendment to Task Order #1 to the Consulting Services Agreement with Alta Planning + Design, Inc. for the Santa Ana River Trail (SART) Signage Program to increase the total Task Order amount by \$19,965 from \$285,600 to \$305,565; Districts 1 and 2. [\$305,565 Total Cost; up to \$30,556.50 in additional compensation - 93% American Rescue Plan Act (ARPA) Fund 21735; 7% Park Acq & Dev, District Fund 33100]

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

1. **Approve** the First Amendment to Task Order #1 under the Park District's Master Consulting Agreement with Alta Planning + Design, Inc.;
2. **Authorize** the Chairman to execute two (2) copies of the First Amendment to Task Order #1 on behalf of the District;
3. **Authorize** the Purchasing Agent to issue Purchase Orders to Alta Planning + Design, Inc. for consulting services for the duration of the Task Order contract that do not exceed the total contract amount of \$305,565;
4. **Authorize** the General Manager, or their Designee, based on the availability of fiscal funding and as approved as to form by County Counsel, to sign future amendments to Task Order #1 that do not exceed the sum total of ten percent (10%) of the total cost of Task Order; and
5. **Direct** the Clerk of the Board to return one (1) copy of the executed amended Task Order #1 to the Riverside County Regional Park and Open-Space District (District).

**ACTION:Policy**

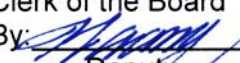
  
Kyla R. Brown, General Manager 11/21/2024

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**MINUTES OF THE BOARD OF DIRECTORS**

On motion of Director Spiegel seconded by Director Jeffries 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 10, 2024  
xc: Parks

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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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>	\$ 305,565	\$ 0	\$ 305,565	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 93% American Rescue Plan Act (ARPA) Fund 21735; 7% Park Acq & Dev, District Fund 33100			<b>Budget Adjustment:</b>	NO
			<b>For Fiscal Year:</b>	24/25

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

**BACKGROUND:**

**Summary**

On September 10, 2024, by Minute Order 13.2, the Board of Directors approved and amended the Park District's 2022 On-Call Professional Services Providers List, Fiscal Limits, and On-Call Professional Services Agreement Template. This action prequalified an additional 16 consultants, thus increasing the number of consultants who are able to provide services to Park District projects to 42. The amendment also increased the cumulative not-to-exceed amount from \$1,000,000 to \$1,500,000 per consultant in a 3-year term and decreased the previously approved "not-to-exceed" amount from \$500,000 per Task Order to \$200,000 to align with Government Code 22502.5. The initial amounts were approved by the Board of Directors on February 7, 2023, Minute Order 13.1.

In October 2023, the Park District requested proposals from consultants for the research, design, and optional construction administration for the installation of interpretive and wayfinding enhancements along and adjacent to the constructed portions of the Santa Ana River Trail. A total of two (2) proposals were received. After an internal evaluation the Park District determined Alta Planning + Design, Inc. as the successful consultant. Task Order #1 was issued effective November 12, 2023, for project management, family concept development and pathway branding, environmental support services and construction administration support, in the amount of \$285,600.

The Park District wishes to amend Task Order #1 to include additional project management, design, placement coordination, and interpretive signage resulting in an increase of \$19,965, bringing the total contract amount to \$305,565. As this revised total exceeds the previously established threshold for prequalified task orders, the Park District is seeking board approval to the first amendment to Task Order #1.

**Impact on Residents and Businesses**

The project will enhance the quality of life for Riverside County residents by maintaining access to clean and safe outdoor recreational activities. It will also strengthen RivCoParks by prioritizing strategic investments that promote alternative transportation methods, economic growth, and resilience.



**Additional Fiscal Information**

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American Rescue Plan Act (ARPA) funds in the amount of \$1,000,000 were allocated to the Santa Ana River Trail (SART) Wayfinding Signage Program Project on May 23, 2023, by Minute Order 13.1. American Rescue Plan Act (ARPA) funds in the amount of \$58,594 were reallocated towards the Hidden Valley Nature Center Modernization Project on November 5, 2024, by Minute Order 13.3. The amendment now proposed uses Park Acq & Dev, District Fund 33100 in the amount of \$19,965 and does not increase the ARPA allocation to the project. This project is partially funded by the American Rescue Plan Act (ARPA) and subject to all associated restrictions, including schedules.

**ATTACHMENTS:**

- First Amended Task Order #1
- Exhibit A 1

 Melissa Curtis, Deputy Director of Purchasing and Fleet	11/21/2024	 Jason Farin, Principal Management Analyst	12/4/2024
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 Aaron Gettis, Chief of Deputy County Counsel	11/27/2024
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**First Amendment to TASK ORDER #1 for the Consulting Services Agreement**

CONSULTANT: **ALTA PLANNING + DESIGN, INC.**

PROJECT NAME: **SANTA ANA RIVER TRAIL (SART) SIGNAGE PROGRAM**

This First Amendment to Task Order #1 that was issued pursuant to the Consulting Services Agreement between the RIVERSIDE COUNTY PARKS AND OPEN-SPACE DISTRICT (“DISTRICT”) and ALTA PLANNING + DESIGN, INC. (“CONSULTANT”) entered into on November 12, 2023, is hereby amended below.

**RECITALS**

WHEREAS, the parties entered into a Certain On-Call Consulting Services Agreement (“Agreement”) on November 12, 2023, and entered into Task Order #1 pursuant to that Agreement effective November 12, 2023 for \$285,600; and

WHEREAS, the parties now desire to amend Task Order #1 to include the additional services proposed in Scope of Work, attached hereto as Exhibit A 1 for an additional cost that would bring the total Task Order # 1 to \$305,565.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1. The above recitals are true and correct and incorporated herein by reference.
2. Task Order #1 is amended to delete “a fee amount of \$285,600” and replace with “a fee amount of \$305,565 ...”
3. Attachment A, Scope of Services to Task Order #1 is amended to include the additional project management, design, placement and interpretive signage determined necessary to successful completion of the original project scope and goals, attached as Exhibit A 1.
4. First Amendment to Prevail. The provisions of this First Amendment shall prevail over any inconsistency or conflicting provisions of the Agreement and shall supplement the remaining provisions thereof.
5. Effective Date. The “Effective Date” of this First Amendment shall be December 10, 2024.

- 6. Entire Understanding. The First Amendment and the Agreement set forth contain the entire understanding and agreement of the Parties hereto. There are no oral or written representations, understandings, or ancillary covenants, undertakings or agreements, which are not contained or expressly referred to within this First Amendment and the Agreement.
- 7. Further Assurances. The Parties agree to execute such other documents and to take such as may be reasonably necessary to further the purposes of this First Amendment.
- 8. Agreement in Full Force and Effect. Except as otherwise expressly modified herein, all other terms and conditions of the Agreement remain unmodified and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this First Amendment.

**RIVERSIDE COUNTY PARKS AND  
OPEN SPACE DISTRICT**

**ALTA PLANNING + DESIGN, INC.**

By:   
**KEVIN JEFFRIES**  
 CHAIR, BOARD OF DIRECTORS

**ATTEST:**  
**KIMBERLY A. RECTOR, Clerk**

By:   
**DEPUTY**

Recommended:

By:   
**KYLA BROWN**  
 GENERAL MANAGER

By:   
Steven Frieson (Nov 25, 2024 08:24 PST)  
**STEVEN FRIESON**  
 CHIEF OPERATING  
 OFFICER

FORM APPROVED COUNTY COUNSEL  
 BY:   
**KRISTINE BELL-VALDEZ** DATE

DEC 10 2024 13.2

# 2023.239 First Amendment to Task order 1.AATF

Final Audit Report

2024-11-25

Created:	2024-11-25
By:	Alta Planning + Design, Inc. Contracts Department (contracts@altaplanning.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAaZ23DsX765uBaMRkDKdrBVMlfeipLvR1

## "2023.239 First Amendment to Task order 1.AATF" History

-  Document created by Alta Planning + Design, Inc. Contracts Department (contracts@altaplanning.com)  
2024-11-25 - 4:16:41 PM GMT- IP address: 209.172.28.185
-  Document emailed to stevenfrieson@altago.com for signature  
2024-11-25 - 4:17:50 PM GMT
-  Email viewed by stevenfrieson@altago.com  
2024-11-25 - 4:17:52 PM GMT- IP address: 52.44.135.122
-  Signer stevenfrieson@altago.com entered name at signing as Steven Frieson  
2024-11-25 - 4:24:55 PM GMT- IP address: 172.251.21.61
-  Document e-signed by Steven Frieson (stevenfrieson@altago.com)  
Signature Date: 2024-11-25 - 4:24:57 PM GMT - Time Source: server- IP address: 172.251.21.61
-  Agreement completed.  
2024-11-25 - 4:24:57 PM GMT



To: Gaby Adame-Algrim, Bureau Chief, Riverside County Parks and Open-Space District  
From: Tim Bevins, Senior Design Associate, Alta Planning + Design  
Date: November, 11, 2024  
Re: Additional Services for Santa Ana River Trail Wayfinding

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Dear Bureau Chief Adame-Algrim,

Please find below a proposed Not to Exceed fee for Additional Services up to \$20,000, accompanied by an estimated distribution of labor for your review. As discussed, our budget has been diminished by expedited/additional services to date including:

Project Management

- Expedited/additional meetings and messages
- Expedited/additional review

Design

- 3 additional wayfinding signs (scoped for 6, delivered 9)
- System map - updated/illustrated county-wide map for kiosks (not in scope)
- Expedited design

Placement

- Developed ESRI field maps tool for county input on placement locations along with Alta led field observation
- Placed regulatory signs not included as part of the designed wayfinding family
- Created SART alignment data to accurately represent the existing and planned sections of the trail within the county
- Placed wayfinding signs along proposed sections of the SART in addition to existing sections
- Scoped for 30 pages, final placement plan is 51 pages
- Expedited placement

Interpretive Signage

- Content development and image sourcing support (originally to be provided by county)
- 3 additional boards (scoped for 8, delivered 11)
- 11 mobile-friendly pdfs
- Content translation

Please do not hesitate to contact me with any questions.

Thank you,

A handwritten signature in black ink that reads "Tim Bevins".

Tim Bevins | Alta Planning + Design  
310.430.0562 | timbevins@altago.com

# Project Budget

RivCoParks SART Signage Program  
11/11/2024 Additional Services

Not to Exceed

TASK	Alta Planning + Design, Inc.										Total Task Hours	Total Task Fee
	Principal In Charge Brittain Storck (Britt)	Project Manager Timothy Bevins	Landscape Architect Kathleen McKernin	Landscape Designer III Daniel Schair	Landscape Designer II Dan Oken	Graphic Designer III Nora Hastings	Alta's Hours	Alta's Sub Total				
<b>Additional Services</b>	<b>4</b>	<b>33</b>	<b>16</b>	<b>16</b>	<b>24</b>	<b>16</b>	<b>24</b>	<b>16</b>	<b>109</b>	<b>\$18,965</b>	<b>109</b>	<b>\$18,965</b>
Project Management	2	9							11	\$2,515	11	\$2,515
Construction Administration Support	2	24	16	16	24	16	24	16	98	\$16,450	98	\$16,450
<b>Staff Hours</b>	<b>4</b>	<b>33</b>	<b>16</b>	<b>16</b>	<b>24</b>	<b>16</b>	<b>24</b>	<b>16</b>	<b>109</b>		<b>109</b>	<b>\$18,965</b>
<b>Labor Total</b>	<b>\$980</b>	<b>\$7,425</b>	<b>\$2,800</b>	<b>\$2,240</b>	<b>\$3,120</b>	<b>\$2,400</b>	<b>\$3,120</b>	<b>\$2,400</b>		<b>\$18,965</b>		<b>\$18,965</b>
Alta Reimbursable Expenses & Travel										\$1,000		\$1,000
<b>Project Total</b>	<b>\$980</b>	<b>\$7,425</b>	<b>\$2,800</b>	<b>\$2,240</b>	<b>\$3,120</b>	<b>\$2,400</b>	<b>\$3,120</b>	<b>\$2,400</b>		<b>\$19,965</b>		<b>\$19,965</b>

GENERAL NOTES:  
 \* This fee proposal is valid for 90 days from the date submitted.  
 \* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.  
 \* Hourly rates will be adjusted if work is continued into subsequent year(s).