

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



ITEM: 3.20  
(ID # 27121)

MEETING DATE:  
Tuesday, February 25, 2025

FROM : FACILITIES MANAGEMENT AND RIVERSIDE COUNTY FIRE DEPARTMENT

SUBJECT: FACILITIES MANAGEMENT (FM) AND RIVERSIDE COUNTY FIRE DEPARTMENT: Riverside County Fire Department Winchester Station 34 and Lakeland Village Station 11 Expansion Project – Approval of the First Amendment to the Professional Services Agreement with Holt Architects, Inc., Districts 2 and 3. [\$345,169 –100% DIF Western Riverside County Fire Facility 30505 Fund (Previously approved budget)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached First Amendment to the Professional Services Agreement for Architectural Services between the County of Riverside (County) and Holt Architects, Inc. (Holt) of Palm Desert, California, in the not to exceed amount of \$345,169, for the Riverside County Fire Department Winchester Station 34 and Lakeland Village Station 11 Expansion Project and authorize the Chairman of the Board (Chairman) to execute the First Amendment on behalf of the County; and
2. Authorize the Director of Facilities Management, or designee, to administer the First Amendment with Holt in accordance with applicable Board policies.

ACTION:Policy, CIP

*Geoff Pemberton*  
Geoff Pemberton, Chief Deputy County Fire

2/5/2025

*Vincent Yzaguirre*  
Vincent Yzaguirre

2/6/2025

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: February 25, 2025  
xc: FM, Fire

Kimberly A. Rector  
Clerk of the Board  
By: *Kimberly A. Rector*  
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>	\$ 345,169	\$ 0	\$ 345,169	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> DIF Western Riverside County Fire Facility 30505 Fund - 100% (Previously approved budget)			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 24/25	

**C.E.O. RECOMMENDATION:** [CEO use]

**BACKGROUND:**

**Summary**

On June 7, 2022, Item 3.16, the Board of Supervisors (Board) approved in-principle and preliminary project budget in the amount of \$6,100,000 for the Riverside County Fire Department (Fire) Winchester Station 34 and Lakeland Village Station 11 Expansion Project. The Winchester Fire Station is located at 32655 Haddock Street in Winchester, CA 92596 and the Lakeland Village Fire Station is located at 33020 Maiden Lane in Lake Elsinore, CA 92530. On July 11, 2023, Item 3.14, the Board approved the Professional Services Agreement for architectural services between the County of Riverside (County) and Holt Architects, Inc. in the amount of \$558,200 for the Project.

During the design review phase, in working with the architectural firm, Facilities Management, and Fire, it was determined that there were additional requirements beyond what was captured in the original project scope. At Fire Station 11, the restrooms were added to the renovation and the revised design included relocating them which increased the scope for mechanical, electrical and plumbing (MEP) as well as modifications to the concrete slab. The structural scope was also significantly increased to a more complex design approach to avoid a costly retrofit of the buildings due to the existing facility's construction consisting of shear walls and brace frames located primarily around the perimeter of the existing stations.

There were also miscellaneous additional scope requests including repainting the exterior stations, repairing existing wear and tear items, door removal at existing maintenance room, and relocation of the hose rack to name a few. The First Amendment to the Professional Services Agreement will compensate Holt in the not to exceed amount of \$345,169 increasing the agreement amount from \$558,200 to \$903,369.

Facilities Management recommends the Board approve the First Amendment to the Professional Services Agreement for additional architectural services with Holt in the not to exceed amount of \$345,169 to continue moving forward with the design phase and meet project schedule commitments.

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STATE OF CALIFORNIA**

**Impact on Residents and Businesses**

The Winchester Station 34 and Lakeland Village Station 11 Expansion Project will provide the Fire Department with facilities that meet their current needs and will allow them to better serve the communities of Winchester and Lake Elsinore.

**Additional Fiscal Information**

The Board previously approved the project budget in the amount of \$6,100,000 on June 7, 2022 (Item 3.16) and is funded through 100% DIF Western Riverside County Fire Facility 30505 Fund. The First Amendment with Holt in the amount of \$345,169 is covered within the previously approved project budget and will be expended in FY 24/25; therefore, no budget adjustment is required.

Attachment:

- First Amendment with Holt Architects, Inc.

VY:MM:RM:DL:TV

FM08270011497

MT Item #27121

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Evangelina Gregorio EO, Principal Mgmt Analyst 2/12/2025

  
Aaron Gettis, Chief of Deputy County Counsel 2/11/2025



**FIRST AMENDMENT TO THE STANDARD FORM OF PROFESSIONAL SERVICES  
AGREEMENT BETWEEN COUNTY AND ARCHITECT FOR  
RIVERSIDE COUNTY FIRE DEPARTMENT WINCHESTER STATION 34  
AND LAKELAND VILLAGE STATION 11 EXPANSION PROJECT  
FM08270011497**

This First Amendment (herein referred to as "Amendment") is made and entered as of the date of the last signature on the signature page of this Amendment by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY") and **HOLT ARCHITECTS, INC.**, a California corporation, (herein referred to as "ARCHITECT").

WHEREAS, COUNTY and ARCHITECT have entered into that certain Standard Form of Professional Services Agreement between County and Architect for the Riverside County Fire Department Winchester Station 34 and Lakeland Village Station 11 Expansion Project, executed July 11, 2023, (herein referred to as "Agreement") in order for ARCHITECT to perform all services and other activities necessary to provide architectural and engineering services as described in further detail in Exhibit "B" of the Agreement; and

WHEREAS, COUNTY and ARCHITECT desire to amend the Agreement to add Additional Services, add an Additional Services Compensation and update the Master Project Schedule as permitted by the Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

- I. ADDITIONAL SERVICES. In accordance with Article 3 (Additional Services) Subsection 3.2.1 of the Agreement, ARCHITECT shall provide architectural, structural, mechanical, electrical, and plumbing design revisions to the drawings, increasing the scope and size of the area to be renovated per the COUNTY's request. Specifically, ARCHITECT shall revise the design adding restrooms increasing scope for mechanical, electrical and plumbing and modifications to the concrete slab; increasing structural scope avoiding retrofit of buildings due to facility's construction of shear walls

and brace frames around perimeter of existing stations; repainting exterior stations, repair existing wear and tear items; door removal at existing maintenance room, and relocation of house rack.

- II. ARCHITECT'S COMPENSATION. In accordance with Article 5 (Architect's Compensation) Section 5.3 of the Agreement, COUNTY shall pay ARCHITECT an Additional Services Compensation for performance of Additional Services comprised exclusively of Additional Services Fees plus authorized Reimbursable Expenses. The Additional Services Fees shall be a lump sum price of THREE HUNDRED FORTY-FIVE THOUSAND, ONE HUNDRED SIXTY-NINE DOLLARS (\$345,169.00) for all Additional Services. The maximum compensation amount under this Agreement for all Basic and Additional Services, including Reimbursable Expenses per Exhibit "G" and the Design Contingency Allowance set forth in Section 5.1.5, shall not exceed NINE HUNDRED THREE THOUSAND, THREE HUNDRED SIXTY-NINE DOLLARS (\$903,369.00).
- III. MASTER PROJECT SCHEDULE. Due to the Additional Services, Exhibit "D" (Master Project Schedule) of the Agreement is hereby amended to update the Master Project Schedule as set forth in Exhibit "D-1", consisting of one (1) page, attached hereto and by this reference incorporated herein. All references in the Agreement to Exhibit "D" shall be revised to reference Exhibit "D-1."
- IV. MISCELLANEOUS. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.
- V. EFFECTIVE DATE. This Amendment shall be effective upon signature of this Amendment by both parties.
- VI. COUNTERPARTS; DIGITAL SIGNATURES. This Amendment 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 Amendment 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. The parties further agree that the electronic signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures.

[INTENTIONALLY LEFT BLANK; SIGNATURE PAGE FOLLOWS]

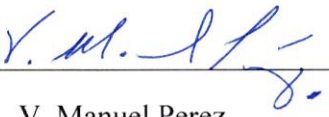
IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this Amendment.


“COUNTY”

COUNTY OF RIVERSIDE

“ARCHITECT”

HOLT ARCHITECTS, INC.

By:   
V. Manuel Perez  
Chairman, Board of Supervisors

By:   
Thomas Howell  
CEO and CFO  
Address: 36951 Cook Street, Suite 103  
Palm Desert, CA 92211

ATTEST:

KIMBERLY A. RECTOR

Clerk of the Board

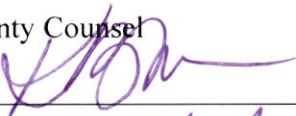
By:   
Deputy

(SEAL)

APPROVED AS TO FORM:

MINH C. TRAN

County Counsel

By:   
for D. Maland  
Deputy County Counsel

**EXHIBIT “D-1”**

**MASTER PROJECT SCHEDULE**

<b>DESCRIPTION</b>	<b>DATE</b>
1. Commencement of Planning/Programming Phase for both Fire Stations 34/11	7/10/2023
2. Completion of Final Planning/Programming Phase for both Fire Stations 34/11	12/15/2023
3. Commencement of Schematic Design Phase for both Fire Stations 34/11	01/01/2024
4. Completion of Schematic Design Phase for both Fire Stations 34/11	06/06/2024
5. Commencement of Design Development Phase for both Fire Stations 34/11	06/06/2024
6. Completion of Design Development Phase for both Fire Stations 34/11	07/30/2024
7. Commencement of Final Construction Documents Phase for both Fire Stations 34/11	09/01/2024
• 60% Completion Submission Date	TBD
• 90% Completion Submission Date	TBD
• Submission to Governmental Authorities Date for both Fire Stations 34/11	11/19/2024
• Final Construction Documents Completion Date for both Fire Stations 34/11	02/28/2025
8. Commencement of Bidding/Negotiation Phase	TBD
9. Completion of Bidding/Negotiation Phase	TBD
10. Commencement of Construction	TBD
11. Construction Period (Estimated only. Actual construction period will be established when the Construction Contract is executed by Contractor and County)	10 Months



# 5B. AMENDMENT TO PSA

Final Audit Report

2025-02-11

Created:	2025-02-10
By:	Teresa Valadez (TRValadez@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqfK4y3W98x2GWWiqg_BDo-HrjPyXLdSL

## "5B. AMENDMENT TO PSA" History



Document created by Teresa Valadez (TRValadez@rivco.org)

2025-02-10 - 4:52:57 PM GMT



Document emailed to Thomas Howell (thowell@holtarchitecture.com) for signature

2025-02-10 - 4:53:53 PM GMT



Email viewed by Thomas Howell (thowell@holtarchitecture.com)

2025-02-10 - 4:55:13 PM GMT



Document e-signed by Thomas Howell (thowell@holtarchitecture.com)

Signature Date: 2025-02-11 - 1:22:23 AM GMT - Time Source: server



Agreement completed.

2025-02-11 - 1:22:23 AM GMT



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