

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



ITEM: 3.70
(ID # 27432)

MEETING DATE:
Tuesday, June 10, 2025

FROM : TLMA-PLANNING

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY/PLANNING: Approve Amendment No. 2 to the Professional Service Agreement with MNS Engineers, Inc. for On-Call Planning Services, Without Seeking Competitive Bids, through June 30, 2028. All Districts. [\$6,100,000 Total Aggregate Cost; up to \$560,000 in Additional Compensation - Development Fees 70%, General Fund 30%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. **Approve** Amendment No. 2 to the Professional Service Agreement with MNS Engineers, Inc. for On-Call Planning Services, without seeking competitive bids, to increase the annual maximum payment amount by \$900,000, from \$500,000 to \$1,400,000, and the maximum aggregate amount by \$3,600,000, from \$2,500,000 to \$6,100,000, and add additional services through June 30, 2028;
2. **Authorize** the Chair of the Board to sign three (3) copies of the amendment on behalf of the County;
3. **Direct** the Clerk of the Board to retain one (1) copy of the amendment and return two (2) copies of the amendment to Riverside County Transportation and Land Management Agency for distribution;

Continued on page 2


ACTION:Policy


John Hildebrand, Planning Director 3/29/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Washington 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: June 10, 2025
xc: TLMA-Planning

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

RECOMMENDED MOTION: That the Board of Supervisors:

4. **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 to the agreement 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
5. **Authorize** the Purchasing Agent to issue a Purchase Order for the amendment as set forth above and any further authorized amendments thereto, as a payment mechanism, on behalf of the County.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 630,000	\$ 630,000	\$ 2,520,000	\$ 0
NET COUNTY COST	\$ 270,000	\$ 270,000	\$ 1,080,000	\$ 0
SOURCE OF FUNDS: Development Fees 70%, General Fund 30%			Budget Adjustment: N/A	
			For Fiscal Year: 24/25 – 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 demand for the Planning Department's resources is growing. To meet this demand, the Planning Department augments its small in-house core staff with ongoing consultant resources, as needed.

The Planning Department has initiated various individual community planning efforts throughout the County with the objective of proactively planning for future growth and preparing both the requisite General Plan Amendments (GPAs) and the necessary California Environmental Quality Act (CEQA) studies for each Community Plan. Significant community outreach is included to work closely with interested parties and affected stakeholders. Once completed, each Community Plan is unique to the community it serves. Due to the unique nature of these efforts, the Planning Department has budgeted for and secured 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.

On December 12, 2023 (Agenda Item 3.59), the Board of Supervisors approved and executed a professional services agreement with MNS Engineers, Inc. for On-Call Planning Services (Agreement), to provide the Planning Department with support in processing of land use applications, environmental and special studies peer review, and community planning efforts. As community planning efforts ramp up, and to assist with addressing requirements from new State housing and development legislation, the Planning Department requests that the Board of

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

Supervisors approve and execute proposed Amendment No. 2 to the Agreement, to increase the annual and aggregate contract not-to-exceed amounts. Additionally, as MNS Engineers has demonstrated requisite knowledge and experience in conducting various economic analyses, and development of fee and/or nexus studies, the Planning Department proposes to add these services to the scope of work within proposed Amendment No 2.

Impact on Residents and Businesses

Providing proactive project management for cases allows them to be processed through the environmental review and public review system efficiently, leading to increased economic development activity and job creation in the County. Additionally, 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 Plea 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.

Additional Fiscal Information

Proposed Amendment No. 2 would increase the increase the Agreement's maximum annual payment amount by \$900,000 from \$500,000 to \$1,400,000, and the maximum Agreement amount by \$3,600,000 from \$2,500,000 in aggregate, to \$6,100,000 in aggregate, through June 30, 2028. No dollar amount of work is guaranteed, and work is provided on an "as-needed" basis.

Contract History and Price Reasonableness

The Department is requesting approval by accepting the proposal from MNS Engineers Inc., as a Single Source Justification (24-104a) as an option to procure these services due to their familiarity and expertise to assist the community planning efforts. Amendment No. 1 to the Agreement with MNS Engineers Inc. was executed on July 31, 2024, to add a Fiscal Analyst Profession Title and associated Hourly Rate to the Payment Provisions of the Agreement; the term and compensation provisions of the Agreement were not adjusted at that time. Proposed Amendment No. 2 would adjust the compensation provisions as mentioned above, but not extend the term of the Agreement, which is in effect through June 30, 2028, unless terminated earlier. Contracting for these services allows the Department flexibility to ensure that work is performed in an efficient and cost-effective manner over the duration of the contract. The Purchasing Department and TLMA reviewed the Agreement's hourly rates and confirmed that they remain comparable for such work in the industry. MNS Engineers' technical knowledge

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

associated with this effort is significant, and critical to the completion of the aforementioned work.

ATTACHMENTS:

- Single Source Justification (24-104a)
- Amendment No. 2 to the Professional Service Agreement for On-Call Planning Services with MNS Engineers, Inc.


Melissa Curtis, Deputy Director of Purchasing and Fleet

5/15/2025



Jason Farin, Principal Policy Analyst

6/3/2025


Aaron Gettis, Chief of Deputy County Counsel

5/21/2025

AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICE AGREEMENT FOR
ON-CALL PLANNING SERVICES
BETWEEN COUNTY OF RIVERSIDE AND MNS ENGINEERS, INC.

Original Period of Performance:	December 12, 2023 through June 30, 2028
Effective Date of Amendment No. 2:	Upon Signature of Both Parties
Original Annual Maximum Payment Amount:	\$500,000
Amended Annual Maximum Payment Amount:	\$1,400,000
Contract ID:	TLARC-90657-00023-06/28

This AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICE AGREEMENT FOR ON-CALL PLANNING SERVICES BETWEEN COUNTY OF RIVERSIDE AND MNS ENGINEERS, INC. (herein referred to as "Amendment No. 2") is made and entered into by and between the COUNTY OF RIVERSIDE, a political subdivision of the State of California, (herein referred to as "COUNTY") and MNS ENGINEERS, INC., a California corporation, (herein referred to as "CONTRACTOR"), sometimes collectively referred to as the "Parties."

RECITALS

WHEREAS, COUNTY and CONTRACTOR entered into that certain Professional Service Agreement for On-Call Planning Services, approved December 12, 2023, Agenda Item 3.59, (herein referred to as "Agreement"); and

WHEREAS, COUNTY and CONTRACTOR entered into that certain Amendment No. 1 to the Agreement, executed July 31, 2024, to amend the Agreement to add the Fiscal Analyst Profession Title and associated Hourly Rate to the Payment Provisions of the Agreement; and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement to increase the annual maximum payment amount and add additional services;

NOW THEREFORE, the Parties agree as follows:

1. **Recitals.** The above recitals are true and correct and are incorporated herein by reference.
2. **Compensation.** The second sentence of Subsection 3.1 of Section 3. Compensation is hereby amended to increase the annual maximum payment amount by \$900,000, from \$500,000 annually to \$1,400,000 annually, as follows:
"Maximum payments by COUNTY to CONTRACTOR shall not exceed one million four hundred thousand dollars (\$1,400,000) annually and six million one hundred thousand dollars (\$6,100,000) in aggregate, including all expenses."
3. **Exhibit A.** EXHIBIT A, SCOPE OF SERVICES, of the Agreement is hereby amended to add economic analysis and nexus/fee study support services as Section 11.9 of Section 11, Other Services That May Be Required, of Exhibit A, Scope of Services, as follows:
"11.9 CONTRACTOR shall perform economic and comparative analyses, and assist COUNTY with preparation of fee and/or nexus studies required for establishment of mitigation fees, community benefit fees, and other entitlement related fees, in compliance with applicable Federal and State laws and guidelines."

AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICE AGREEMENT FOR
ON-CALL PLANNING SERVICES
BETWEEN COUNTY OF RIVERSIDE AND MNS ENGINEERS, INC.

4. **Miscellaneous.** All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect.
5. **Effective Date.** This Amendment No. 2 shall be effective upon signature of this Amendment No. 2 by both Parties.
6. **Counterparts.** This Amendment No. 2 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.
7. **Electronic Signatures.** Each Party to this Amendment No. 2 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. 2. The Parties further agree that the electronic signatures of the Parties included in this Amendment No. 2 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.


[Signature Page Follows]

AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICE AGREEMENT FOR
ON-CALL PLANNING SERVICES
BETWEEN COUNTY OF RIVERSIDE AND MNS ENGINEERS, INC.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment No. 2.

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

MNS ENGINEERS, INC., a
California corporation

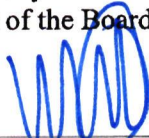
By: 
V. Manuel Perez
Chair, Board of Supervisors

By: 
Peter Minegar (May 7, 2025 3:32 PDT)
Peter Minegar
Vice-President of Planning


Dated: JUN 10 2025

Dated: May 7, 2025

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






Final_MNS amend #2 revised

Final Audit Report

2025-05-07

Created:	2025-05-07
By:	Monica Rossow (mrossow@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYIqIMiYJk-nF8V15YNacNykcq0c0dWm

"Final_MNS amend #2 revised" History

-  Document created by Monica Rossow (mrossow@rivco.org)
2025-05-07 - 10:06:28 PM GMT
-  Document emailed to Peter Minegar (pminegar@mnsengineers.com) for signature
2025-05-07 - 10:06:32 PM GMT
-  Email viewed by Peter Minegar (pminegar@mnsengineers.com)
2025-05-07 - 10:06:55 PM GMT
-  Document e-signed by Peter Minegar (pminegar@mnsengineers.com)
Signature Date: 2025-05-07 - 10:32:55 PM GMT - Time Source: server
-  Agreement completed.
2025-05-07 - 10:32:55 PM GMT



COUNTY OF RIVERSIDE
Transportation and Land Management Agency
Rania Odenbaugh
TLMA Director



Transportation
Planning
Building & Safety
Code Enforcement
Aviation

SSJ No.: (24-104)

Amendment No.: 1

Date: Wednesday, May 7, 2025

From: John Hildebrand

To: Board of Supervisors/Purchasing Agent

Via: Angela Sarmiento (951-955-8779) and Monica Rossow (951-955-8324)

Subject: Request for Single Source Procurement, On-Call Planning Services

Supporting Documents: indicate which are included in the request from the list below.

- Supplier Quote
 Supplier Sole Source Letter
 Final draft agreement
 Final draft Form 11
 H-11 approved by RCIT/TSOC
 Grant Agreement
 Other: _____

1. Supplier Name: MNS Engineers Inc. Supplier ID: 0000266485

2. Reason or Justification for the Amendment: The amendment to the On-Call Planning Services (Agreement) with MNS to assist the Planning Department with support in processing of land use applications, environmental and special studies peer review, various community planning efforts, and with addressing requirements from new State housing and development legislation. MNS has experience working with all facets of the planning profession, local and state laws and funding structures, and they are proficient with department and County policies and compliance structures. Their unique experience provides the best value for the County since no training is required and MNS can assist staff immediately with meeting the demands of the development community in a timely fashion so that project and funding deadlines are not missed.

3. Please include the initial costs from the prior reviewed assigned SSJ in the table below:

Description:	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	Total
Total Annual Costs:	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000



COUNTY OF RIVERSIDE
Transportation and Land Management Agency
Rania Odenbaugh
TLMA Director



Transportation Planning Building & Safety Code Enforcement Aviation

a. Amended goods and/or services costs must be identified below (If applicable):

Description:	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	Total
Total Annual Costs:	\$500,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$6,100,000
10% contingency	Unchanged	\$140,000	\$140,000	\$140,000	\$140,000	\$560,000
Total Costs	Unchanged	\$1,540,000	\$1,540,000	\$1,540,000	\$1,540,000	\$6,660,000

4. Period of Performance: December 12, 2023 through June 30, 2028

Ratify Start Date (if applicable): N/A

Initial Term Start Date: December 12, 2023 End Date: June 30, 2028

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): _____

Aggregate Term/ End Date: June 30, 2028

5. Projected Board of Supervisor Date (if applicable): 6/10/2025

By signing below, I certify that all contractual and legal requirements to do business with the selected supplier has been fully vetted and approved.

Rania Odenbaugh [Signature] 5/8/25
Print Name **Department Head Signature** **Date**
(Executive Level Designee)

PCS Reviewed:

marica rossow [Signature] 5/8/25
Print Name **Signature** **Date**

Note: Once signed by the Department Head and PCS (signature lines above), the PCS will e-mail completed SSJ form with supporting documents to psolesource@rivco.org, and cc: Supervising PCS. Please reach out to your assigned PCS with any questions.



COUNTY OF RIVERSIDE
Transportation and Land Management Agency
Rania Odenbaugh
TLMA Director



Transportation Planning Building & Safety Code Enforcement Aviation

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

Purchasing Department Review and Comments: _____

<u>Stacy Orton</u>	<u>5/09/2025</u>	<u>24-104a</u>
Purchasing Agent Signature	Date	Tracking Number
		(Reference on Purchasing Documents)