

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



**ITEM: 3.4  
(ID # 28346)**

**MEETING DATE:**  
Tuesday, September 09, 2025

**FROM :** FACILITIES MANAGEMENT AND EMERGENCY MANAGEMENT DEPARTMENT

**SUBJECT:** FACILITIES MANAGEMENT (FM) AND EMERGENCY MANAGEMENT DEPARTMENT: Riverside County Western Emergency Operations Center Parking Lot Expansion Project - Ratify and Approve Change Order No. 2 and Approve Notice of Completion for Roadway Engineering & Construction Corp; District 1. [\$193,047 – 100% Federal Funds - American Rescue Plan Act (ARPA) Coronavirus Relief Fund 21735 (Previously approved project budget)] (4/5 Vote Required) (Clerk to Record Notice of Completion)

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

1. Ratify and approve the attached Change Order No. 2 for Roadway Engineering & Construction Corp. (Roadway Engineering) of Perris, California, in the amount of \$103,402.42 for the Riverside County Western Emergency Operations Center Parking Lot Expansion (Western EOC Parking Lot Expansion) Project for unforeseen conditions finding that the additional work is integral to the Project and that competitive bidding would not produce an advantage and is impractical for the work;
2. Authorize the Chairman of the Board (Chairman) to execute Change Order No. 2 for Roadway Engineering on behalf of the County of Riverside;
3. Accept the Western EOC Parking Lot Expansion Project constructed by Roadway Engineering as complete and authorize the Chairman to execute the Notice of Completion;
4. Direct the Clerk of the Board to record the attached Notice of Completion for the Project; and,
5. Authorize the release of the undisputed retained funds in the amount of \$89,645 to Roadway Engineering in accordance with the contract terms and applicable law, per the General Conditions of the contract.

**ACTION:4/5 Vote Required, Policy, CIP**

*Ramon A. Leon*  
Ramon A. Leon, DEPUTY DIRECTOR OF EMERGENCY MGMT DEPT

8/20/2025

*Vincent Yzaguirre*  
Vincent Yzaguirre


8/26/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Perez and Gutierrez  
Nays: None  
Absent: Washington  
Date: September 09, 2025  
xc: FM, EMD, Recorder

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<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>	\$ 193,047	\$ 0	\$ 193,047	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% Federal Funds – American Rescue Plan Act (ARPA) Coronavirus Relief Fund 21735 (Previously approved project budget)			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2025/26	

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

**BACKGROUND:**

**Summary**

On June 11, 2024, Item 3.21, the Board of Supervisors (Board) approved the project budget in the amount of \$2,166,502 for the Western EOC Parking Lot Expansion Project, located at 450 E. Alessandro Blvd. in Riverside, California 92508. Within the same Board item, the Board approved the construction contract between the County of Riverside (County) and Roadway Engineering & Construction Corp (Roadway Engineering) in the amount of \$1,597,400 for the Project. During construction, Change Order No. 1, in the amount of \$92,104, was approved for Roadway increasing the contract value to \$1,689,504. The Change Order did not exceed Facilities Management (FM) authority; therefore, no Board action was required.

Change Order No. 2 was required for unforeseen conditions due to the discovery of underground boulders at the site resulting in design modifications and changes which included: breaking up, removing, and hauling away of rock materials, modifications of the concrete masonry unit (CMU) block wall, reduction to the size of the turn pocket at South parking lot, and a reduction of base material at the North parking lot. Change Order No. 2 will compensate Roadway Engineering in the amount of \$103,402, increasing the contract value from \$1,689,504 to \$1,792,906 which exceeds FM’s authority; therefore, FM is seeking approval for this Board action.

Roadway Engineering has completed the work on the Project, and the work has been inspected and found to comply with the contract and safety requirements. This Board action will release the undisputed contract retention funds in the amount of \$89,645 to Roadway Engineering after the Notice of Completion has been recorded, per the contract terms and applicable law. The Project was completed under budget, with an estimated savings of \$50,000.

**Impact on Residents and Businesses**

The Western EOC Parking Lot Expansion Project will provide increased personnel capacity for the Emergency Management Department (EMD) and its partners for staging during emergencies to better serve the western region of Riverside County and increase the ability to coordinate and distribute information and services during an emergency.

**Additional Fiscal Information**

All costs associated with this Board action will be 100% funded with Federal Funds – American Rescue Plan Act (ARPA) Coronavirus Relief Fund 21735, which was previously approved on June 11, 2024 (Item 3.21), in the amount of \$2,166,502. Change Order No. 2, in the amount of \$103,402, and the retained funds in the amount of \$89,645, are accounted for within the

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

previously approved project budget and will be expended in FY 25/26; therefore, no budget adjustment is required.

Attachments:

- Change Order No. 2 for Roadway Engineering & Construction Corp.
- Notice of Completion for Roadway Engineering & Construction Corp.

VY:RM:RB:JH;mg                      FM08200012205                      MT #28346  
G:\Project Management Office\FORM 11'S\In Process\28346\_D4 - 012205 - Western EOC Prkg Lot Exp - CO No. 2 &  
NOC for Roadway\_090925.doc

  
\_\_\_\_\_  
Aaron Gettis, Chief of Deputy County Counsel                      8/28/2025



**PETER ALDANA  
COUNTY OF RIVERSIDE  
ASSESSOR-COUNTY CLERK-RECORDER**

**Recorder**  
P.O. Box 751  
Riverside, CA 92502-0751  
(951) 486-7000

www.riversideacr.com

**CERTIFICATION**

Pursuant to the provisions of Government Code 27361.7, I certify under the penalty of perjury that the following is a true copy of illegible wording found in the attached document:

(Print or type the page number(s) and wording below):

CLARIFICATION FOR SEAL for the Riverside County Board of Supervisors  
(EMBOSSSED ON DOCUMENT)



Date: 09/09/2025

Signature: \_\_\_\_\_

Print Name: Whitney Mayo, Clerk of the Board Assistant

**COUNTY OF RIVERSIDE FACILITIES MANAGEMENT**

CHANGE ORDER NO. 2

Date: 6/2/2025

Project Name: Riverside County Western Emergency Operations Center Parking Lot Expansion

To Contractor:  
Roadway Engineering & Contracting Corp.  
3121 Indian Ave  
Perris, CA 92571

PeopleSoft Project No: FM '08200012205

Distribution:  
 (1) Project Manager (4) Construction Manager  
 (2) Contractor (5) Inspector  
 (3) Accounting & Finance (6) Architect/Engineer

**You are directed to make the following changes. Changes shall include labor, material and equipment; each item to include all charges or indirect arising out of this work:**

DESCRIPTION OF CHANGE	REASON FOR CHANGE ORDER	COR#	TYPE	AMOUNT
1) Additional Boulder Removal	Unforeseen Conditions	4	ADD	\$137,678.00
2) CMU Size Reduction per AFO-004 Revision	Unforeseen Conditions	6	DEDUCT	(\$24,005.58)
3) Reduce Turn Pocket at South Parking Lot	Unforeseen Conditions	10	DEDUCT	(\$1,289.00)
4) Reduce Base Material North Lot per RFI-008	Unforeseen Conditions	11	DEDUCT	(\$5,545.00)
5) Remaining Allowance (See Allowance Auth Form)	Unforeseen Conditions		DEDUCT	(\$3,436.00)
6)				
7)				
8)				
9)				
10)				
<b>TOTAL</b>				<b>\$103,402.42</b>

The specifications, where pertinent, shall apply to these changes.

**This Change Order provides for a time extension of**

Original Contract Duration (calendar days):	<u>60</u>	calendar days
Prior Authorized Time Extension (calendar days):	<u>90</u>	
Revised Construction Duration (calendar days):	<u>45</u>	
Original Contract Completion Date:	<u>195</u>	
Revised Contract Completion Date:	<u>12/8/2024</u>	
	<u>3/23/2025</u>	

**NOTE:** This change order is not effective until ALL signatures below are obtained, and if applicable, signature authority approval by Form 11 as indicated per Change Order Guidelines.

The undersigned contractor has given careful consideration to the change proposed, including its effect on other work already contracted for, and hereby agrees, if this change order is approved, that he will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment for all costs related in any way thereto the prices shown above. Contractor expressly waives any contract right to pursue any further claim related to this change order work.

This Change Order 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 Change Order 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 Change Order. The parties further agree that the electronic signatures of the parties included in this Change Order 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] \_\_\_\_\_ Date \_\_\_\_\_  
 Contractor (Signature)

Eric Alvarez  
 Contractor's Printed Name
- [Signature] \_\_\_\_\_ Date \_\_\_\_\_  
 Chair of the Board (Signature)

**V. MANUEL PEREZ**  
 Chair of the Board Printed Name

SEP 09 2025  
 Chair of the Board Printed Name
- [Signature] \_\_\_\_\_ Date \_\_\_\_\_  
 Architect (Signature)

Roger Clarke  
 Architect's Printed Name
- [Signature] \_\_\_\_\_ Date \_\_\_\_\_  
 Project Manager (Signature)

John Harrigan  
 Project Manager's Printed Name

Original Contract	\$	<u>1,597,400.00</u>
Prior Authorized <input checked="" type="checkbox"/> ADD <input type="checkbox"/> DEDUCT	\$	<u>92,104.13</u>
Total Contract Prior to this Change	\$	<u>1,689,504.13</u>
Authorized Changes on this Change Order:	\$	<u>103,402.42</u>
Amount of Contract Authorized Including this Change Order	\$	<u>1,792,906.55</u>

Pursuant to:  Board Policy B-11  
 M.O. and Date \_\_\_\_\_

FORM APPROVED COUNTY COUNSEL  
 BY [Signature] 9/9/25  
 KRISTINE BELL-VALDEZ DATE

BY \_\_\_\_\_  
 DEPUTY  
 ATTEST:  
 KIMBERLY A. REED, Clerk

SEP 09 2025 3.4











# 012205\_CO No. 2 for Roadway\_EMD Western EOC Prkg Lot Expansion


Final Audit Report


2025-06-16

Created:	2025-06-13
By:	Maria Gutierrez (mcgutierrez@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPsyF3wwKe5LvdSZS8J6TECPHXF70jY3O


## "012205\_CO No. 2 for Roadway\_EMD Western EOC Prkg Lot E xpansion" History

-  Document created by Maria Gutierrez (mcgutierrez@rivco.org)  
2025-06-13 - 11:23:16 PM GMT- IP address: 158.61.6.2
-  Document emailed to eric@roadwayengineering.com for signature  
2025-06-13 - 11:24:56 PM GMT
-  Email viewed by eric@roadwayengineering.com  
2025-06-14 - 1:09:50 AM GMT- IP address: 47.146.15.35
-  Signer eric@roadwayengineering.com entered name at signing as Eric Alvarez  
2025-06-14 - 1:11:46 AM GMT- IP address: 47.146.15.35
-  Document e-signed by Eric Alvarez (eric@roadwayengineering.com)  
Signature Date: 2025-06-14 - 1:11:48 AM GMT - Time Source: server- IP address: 47.146.15.35
-  Document emailed to rclarke@ruhnaclarke.com for signature  
2025-06-14 - 1:11:50 AM GMT
-  Email viewed by rclarke@ruhnaclarke.com  
2025-06-14 - 1:41:39 AM GMT- IP address: 172.226.2.118
-  Signer rclarke@ruhnaclarke.com entered name at signing as Roger Clarke  
2025-06-14 - 1:43:01 AM GMT- IP address: 107.119.53.12
-  Document e-signed by Roger Clarke (rclarke@ruhnaclarke.com)  
Signature Date: 2025-06-14 - 1:43:03 AM GMT - Time Source: server- IP address: 107.119.53.12
-  Document emailed to jharrigan@rivco.org for signature  
2025-06-14 - 1:43:04 AM GMT

 Email viewed by jharrigan@rivco.org  
2025-06-14 - 1:43:20 AM GMT- IP address: 107.23.70.35

 Signer jharrigan@rivco.org entered name at signing as John Harrigan  
2025-06-16 - 1:55:25 PM GMT- IP address: 158.61.6.3

 Document e-signed by John Harrigan (jharrigan@rivco.org)  
Signature Date: 2025-06-16 - 1:55:27 PM GMT - Time Source: server- IP address: 158.61.6.3

 Agreement completed.  
2025-06-16 - 1:55:27 PM GMT