

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



ITEM: 16.3
(ID # 28851)

MEETING DATE:
Tuesday, October 07, 2025

FROM : Regional Parks and Open Space District

SUBJECT: REGIONAL PARK AND OPEN-SPACE DISTRICT: Approve the Second Amendment to Task Order #1 to the Consulting Services Agreement for Off Highway Vehicle (OHV) Tier 4 Feasibility Study with KTU&A to increase the total Task Order amount by \$52,110 from \$464,948 to \$517,058; All Districts [Total Cost \$517,058; up to \$51,705.80 in additional compensation; 100% Park Acq & Dev, District Fund 33100]

RECOMMENDED MOTION: That the Board of Directors:

1. Approve Second Amended Task Order #1 under the Park District's Master Consulting Agreement with KTU&A;
2. Authorize the Chairman to execute two (2) copies of Second Amended Task Order #1 on behalf of the District;
3. Authorize the Purchasing Agent to issue Purchase Orders to KTU&A for consulting services for the duration of the Task Order contract that do not exceed the total contract amount of \$517,058 and up to \$51,705.80 in additional compensation;
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).

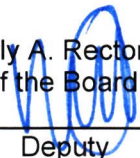
ACTION:Change Order, Policy, CIP


Kyla R. Brown, General Manager 9/22/2025

MINUTES OF THE BOARD OF DIRECTORS

On motion of Director Spiegel, seconded by Director Gutierrez 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: October 7, 2025
xc: Parks, Purchasing

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 517,058	\$ 0	\$ 517,058	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Park Acq & Dev, District FUND 33100			Budget Adjustment:	NO
			For Fiscal Year:	25/26

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 in an effort 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 December 2023, the Park District requested proposals from consultants from their prequalified consultants list to perform an expanded feasibility study on six pre-determined sites for the Off-Highway Vehicle (OHV) Tier 4 Feasibility Study project. A total of two (2) proposals were received from qualified vendors. An evaluation team consisting of personnel from the Park District reviewed the proposals and determined KTU&A as the successful consultant. Task Order #1 was issued for project management, opportunities and constraints, conceptual site designs, community and stakeholder outreach, and final study, in the amount of \$438,045. On November 5, 2024, by Minute Order 13.4, the Board of Directors approved the First Amendment to Task Order #1 in the amount of \$464,948 to include the development and launch of the project website and ongoing website management. The Park District now wishes to amend Task Order #1 a second time to include land acquisition cost assessment, construction cost assessment and operational and maintenance cost assessment. The change order increases the dollar amount of Task Order #1 by \$52,110, bringing the new Task Order #1 total to \$517,058. Due to this amount exceeding the previously established threshold for prequalified task orders, the Park District is seeking Board approval for the Second amended Task Order #1.

Impact on Residents and Businesses

The project will enhance the quality of life for Riverside County residents through a study with the goal of evaluating safe outdoor recreational opportunities.

Additional Fiscal Information

American Rescue Plan Act (ARPA) funds in the amount of \$500,000 were allocated to this project on October 4, 2022, by Minute Order 13.1. The amended Task Order 1 uses Park Acq &

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Dev, District Fund 33100 to cover additional costs incurred without increasing the ARPA allocation for the project.

ATTACHMENTS:

- Second Amended Task Order #1
- Exhibit A 2

 _____ Stacy Orton, Assistant Director of Purchasing	9/24/2025	 _____ Douglas Cordonez Jr.	9/29/2025
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 _____ Aaron Gettis, Chief of Deputy County Counsel	9/25/2025
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First Amendment to TASK ORDER # 1 for the Consulting Services Agreement

CONSULTANT: **KTU&A**

PROJECT NAME: **OFF HIGHWAY VEHICLE (OHV) TIER 4 FEASIBILITY STUDY**

This Second 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 KTU&A (“CONSULTANT”) dated July 1, 2023, is hereby amended below.

RECITALS

WHEREAS, the parties entered into a Certain On-Call Consulting Services Agreement (“Agreement”) dated July 1, 2023, and entered into the First Amendment to Task Order #1 pursuant to that Agreement on October 29, 2024 for \$464,948; and

WHEREAS, the parties now desire to amend the First Amendment Task Order #1 to include the additional services proposed in Scope of Work, attached hereto as Exhibit A 2 for an additional cost that would bring the total Task Order # 1 to \$517,058.

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 \$464,948” and replace with “a fee amount of \$517,058.”
3. Exhibit A 1, Scope of Services to Task Order #1 is amended to include the land acquisition cost assessment, construction cost assessment and operational and maintenance cost assessment, determined necessary to successful completion of the original project scope and goals, attached as Exhibit A 2.
4. Second Amendment to Prevail. The provisions of this Second 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 October 7, 2025.

6. Entire Understanding. The Second 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 Second 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 Second 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 Second Amendment.

RIVERSIDE COUNTY PARKS AND OPEN SPACE DISTRICT **KTU&A**

By: _____
JOSE MEDINA
CHAIR, BOARD OF DIRECTORS

By: 
MARK CARPENTER
CHIEF FINANCIAL
OFFICER

Recommended:

By: 
KYLA BROWN
GENERAL MANAGER

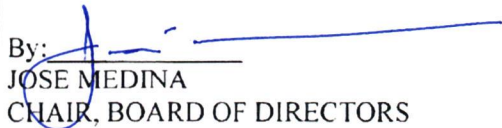
ATTEST:
KIMBERLY A. RECTOR, Clerk

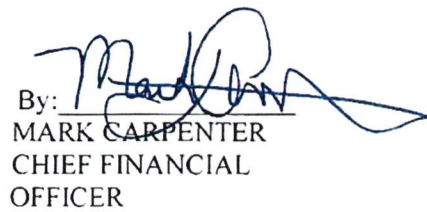
By _____
DEPUTY

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RIVERSIDE COUNTY PARKS AND OPEN SPACE DISTRICT **KTU&A**


By: 
 JOSE MEDINA
 CHAIR, BOARD OF DIRECTORS

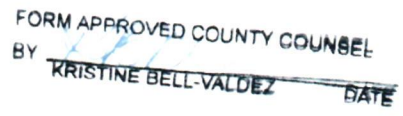
By: 
 MARK CARPENTER
 CHIEF FINANCIAL OFFICER

Recommended:

By: 
 KYLA BROWN
 GENERAL MANAGER

ATTEST:
KIMBERLY A. RECTOR, Clerk

By: 
 DEPUTY

FORM APPROVED COUNTY COUNSEL
 BY  KRISTINE BELL-VALDEZ DATE

OCT 07 2025



3916 Normal Street
San Diego, CA 92103
619.294.4477
www.ktua.com

22 August 2025

Riverside County Parks & Open Space District
4600 Crestmore Rd
Jurupa, CA 92509

Attention: Grant Samaniego
Park Planner

Regarding: Proposal for Additional Planning Services

Project: OHV Tier 4 Feasibility Study - Concept Plans

Dear Grant:

We are very excited to be given the opportunity to continue to work with the Riverside County Parks & Open Space District team and submit our professional services and fees.

Project Description

This additional service request is in response to your email dated 8/12/25 requesting we augment our scope of services to include a financial feasibility analysis for Phase A of a multi-phased project development approach for the three sites (Banning South, Double Butte, and Rochelle) to be brought to the public workshops. This analysis will include costs associated with 1) acquisition (multiple private parcel owners), 2) construction (infrastructure required for access, sound walls, environmental), 3) operation (day-to-day \$, staffing, maintenance).

I. SCOPE OF SERVICES:

Task 2.1 – Land Acquisition Cost Assessment

- A. Comparative Market Analysis. KTU&A will contract with Red Hawk Realty to conduct a comparative market analysis (CMA) for the Banning South and Rochelle sites. Draft CMA's will be provided to the District for review. A group meeting will be held to discuss comments/concerns on the CMAs. Final CMA's will be prepared and the information integrated into the public outreach materials.

Task 1 Work Products:

- Draft and Final CMA for each site

Task 2.2 – Construction Cost Assessment

- A. Site Access. KTU&A will contract with Latitude 33 to analyze Old Idyllwild Road from Poppet Flats to S 22nd Street for required improvements (mainly grading) to provide 2-way vehicular access to Banning South and Rochelle. Preliminary ROM costs will be provided for improvements from Poppet Flats to the entry/exit for Banning South, from Poppet Flats to Rochelle, and from S 22nd Street to Rochelle. Draft ROM costs will be provided to the District for review. A group meeting will be held to discuss comments/concerns. Final ROM costs will be prepared and the information integrated into the public outreach materials.
- B. Site Development. KTU&A will compile site development take-offs (grading, roads, fencing, staging, camping, and other amenities) to collaborate with Latitude 33 in developing preliminary ROM costs for Phase A of each site. Draft ROM costs will be provided to the District for review. A group meeting will be held to discuss comments/concerns. Final ROM costs will be prepared and the information integrated into the public outreach materials.

Task 2 Work Products:

- ROM costs for site access to Banning South and Rochelle
- ROM costs for Phase A of each site

Task 2.3 – Operational & Maintenance Cost Assessment

- A. Day-to-Day Operations. KTU&A will conduct on-line research and phone/email interviews with other OHV stie managers within California to enhance our understanding of the operational needs and costs associated with an OHV park. Draft findings will be provided to the District for review. A group meeting will be held to discuss comments/concerns. Final findings will be prepared and the information integrated into the public outreach materials.
- B. Staffing. KTU&A will conduct on-line research and phone/email interviews with other OHV stie managers within California to determine the personnel staffing required to operate and maintain an OHV park. Draft findings will be provided to the District for review. A group meeting will be held to discuss comments/concerns. Final findings will be prepared and the information integrated into the public outreach materials.
- C. Maintenance. KTU&A will conduct on-line research and phone/email interviews with other OHV stie managers within California to determine the annualized costs associated with maintaining an OHV park. Draft findings will be provided to the District for review. A group meeting will be held to discuss comments/concerns. Final findings will be prepared and the information integrated into the public outreach materials.

Task 2 Work Products:

- Draft and Final Findings for each topic

II. PROFESSIONAL FEES:

All fees to be on a time & material not to exceed basis as follows:

Task 2.1 – Land Acquisition Cost Assessment	\$2,680
Task 2.2 – Construction Cost Assessment	\$38,160
Task 2.3 – Operational & Maintenance Cost Assessment.....	<u>\$11,270</u>

Total: \$52,110.00

IV. REIMBURSABLE EXPENSES:

The following are reimbursable/additional services items:

- A. Each subconsultant is included as an expense as both submitted Fixed Fees for their respective scopes of work.

We very much look forward to working with you. Please do not hesitate to call if you have any questions or need additional information.

Sincerely,



Mark L Carpenter, AICP
Principal Planner

Riverside County RPOSD OHV Tier 4 Feasibility Study PK-ARPA006 : AS02		KTUA									
		Principal II	Associate / GIS Manager	Associate	GIS Analyst	Senior Planner / Designer	Hours	Travel & Materials	Labor Cost	Cost per Task	
		\$190	\$135	\$135	\$125	\$125	per Task				
2.1 Land Acquisition Cost Assessment											
	Coordination with Real Estate Broker	1			1		2	\$ -	\$ 315	\$ 315	
	RE Broker - Comparative Market Analysis	1					1	\$ 1,850	\$ 190	\$ 2,040	
	District review / Meeting to discuss	1	1				2	\$ -	\$ 325	\$ 325	
							0	\$ -	\$ -	\$ -	
	Task 2.1 Totals	3	1	0	1	0	5	\$ 1,850	\$ 830	\$ 2,680	
2.2 Construction Cost Assessment											
	Site Access (Banning South & Rochelle)	8					8	\$ 10,400	\$ 1,520	\$ 11,920	
	Banning South Site Development	8		16		16	40	\$ 3,067	\$ 5,680	\$ 8,747	
	Rochelle Site Development	8		16		16	40	\$ 3,067	\$ 5,680	\$ 8,747	
	Double Butte Site Development	8		16		16	40	\$ 3,067	\$ 5,680	\$ 8,747	
							0	\$ -	\$ -	\$ -	
	Task 2.2 Totals	32	0	48	0	48	128	\$ 19,600	\$ 18,560	\$ 38,160	
2.3 Operational & Maintenance Cost Assessment											
	Day-to-Day Operations	1	8			24	33	\$ -	\$ 4,270	\$ 4,270	
	Staffing	1	8			16	25	\$ -	\$ 3,270	\$ 3,270	
	Maintenance	1	4			24	29	\$ -	\$ 3,730	\$ 3,730	
							0	\$ -	\$ -	\$ -	
	Task 2.3 Totals	3	20	0	0	64	87	\$ -	\$ 11,270	\$ 11,270	
	Total Hours By Staff	38	21	48	1	112	220				
										Direct Labor Costs:	\$30,660.00
										Travel & Material Direct Costs	\$21,450.00
										KTUA Total Cost	\$52,110.00