

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



**ITEM: 3.16
(ID # 30201)**

MEETING DATE:
Tuesday, May 05, 2026

FROM : TRANSPORTATION AND LAND MANAGEMENT AGENCY (TLMA)

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY (TLMA)/ AIRPORT LAND USE COMMISSION: Ratification and Approval of Amendment No. 1 to the Professional Services Agreement with Mead and Hunt, Inc. for Airport Land Use Consultant Services, without seeking competitive bids through June 30, 2028; All Districts. [Total Cost: \$50,000, 100% TLMA ALUC budget] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. **Ratify and Approve** the Amendment No. 1 to the Professional Service Agreement with Mead and Hunt, Inc. for Airport Land Use Consultant Services for an additional amount of \$50,000 for Fiscal Year 2025/2026, and authorize the Chair of the Board to sign three (3) copies of the Agreement on behalf of the County;
2. **Direct** the Clerk of the Board to retain one (1) copy of the Agreement and return two (2) copies to Riverside County Transportation and Land Management Agency for distribution;
3. **Direct** the Purchasing Agent, in accordance with Ordinance No. 459, subject to the availability of funding and approval as to form by County Counsel, to: execute amendments that modify the scope of services within the intent of the Agreement; and,
4. **Direct** the Purchasing Agent to issue Purchase Orders to Mead and Hunt, Inc., in a total amount not to exceed \$300,000 for invoices received for Airport Land Use Consultant Services.

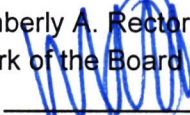
ACTION:Policy


Rania Odenbaugh, TLMA Director 4/29/2026

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, and Perez
Nays: None
Absent: Gutierrez
Date: May 5, 2026
xc: TLMA

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	\$50,000	\$0	\$50,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% TLMA ALUC budget			Budget Adjustment: No	
			For Fiscal Year: 25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

Airport Land Use Commissions are required by Public Utilities Code statutes. Our Riverside County Airport Land Use Commission (ALUC) provides a critically important safety function to review land use development proposals for compatibility with our 15 public, private, and military airports within Riverside County, in order to ensure that people are protected from airports, and airports are protected from people. This is achieved through the implementation of policies in our Airport Land Use Compatibility Plans (ALUCP) for each of the airports.

In order to be compliant with State law, the ALUC is currently in the process of updating its 2014 March Air Reserve Base/Inland Port Airport ALUCP to be consistent with the Air Force's 2018 Air Installations Compatible Use Zone study and the 2023 March Air Reserve Base Compatible Use Study, with the goal of protecting public safety from aircraft operations as well as preserving the Base's future long-term viability by limiting incompatible encroaching development.

The March ALUCP update is being prepared by Mead and Hunt, Inc., which already has a Professional Services Agreement with the ALUC for Airport Land Use Consultant Services. Mead and Hunt are experts in the field of airport land use compatibility planning, who were also part of the team in preparing the California Airport Land Use Planning Handbook issued by Caltrans Division of Aeronautics, which is the foundation of our ALUCPs. They were instrumental in developing all ALUCPs in Riverside County and are very familiar with these documents.

The proposed FY 25/26 contract amount increase with Mead and Hunt, Inc. will assist the ALUC in fulfilling its statutory duties in updating the 2014 March Air Reserve Base/Inland Port Airport ALUCP in accordance with State law.

Impact on Residents and Businesses

ALUC's goal is to protect the public health, safety, and welfare through compatible development with airports, and to minimize the public's exposure to noise and safety hazards.

Additional Fiscal Information

The Airport Land Use Consultant Services will be funded 100% TLMA ALUC budget. The proposed Amendment No. 1 would increase the Agreement's FY 25/26 maximum annual

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payment amount by \$50,000 to \$100,000, for a total contract amount of \$300,000 through June 30, 2028. No dollar amount of work is guaranteed, and work is provided on an "as-needed" basis. The additional monies are needed for anticipated CEQA analysis and work critical and necessary for the preparation of the March Air Reserve Base/Inland Port Airport Land Use Compatibility Plan update.

Contract History and Price Reasonableness

The proposed amendment with Mead and Hunt, Inc. will remain in effect through June 30, 2028, unless terminated earlier. Contracting for these services provides the Department with the flexibility to ensure that work is performed in an efficient and cost-effective manner throughout the duration of the contract. TLMA has reviewed the proposed hourly rates and determined that they are comparable to industry standards for similar services. Purchasing has reviewed the Single Source Justification (SSJ) Amendment and approved the submitted information. Mead and Hunt, Inc.'s technical knowledge and experience related to this effort are significant and critical to the successful completion of the work.

The Department is requesting approval to accept the proposal from Mead and Hunt, Inc. as a Single Source Justification (23-168a) to procure these services. Their familiarity and expertise in airport compatibility planning make them uniquely qualified to support this effort. The services provided by Mead and Hunt will assist the Department in completing critical consulting tasks, including preparation of the March Air Reserve Base/Inland Port Airport Land Use Compatibility Plan (March ALUCP) update by the Riverside County Airport Land Use Commission (ALUC). This work will ensure compliance with state law and alignment with the Air Force's AICUZ and March CUS, thereby protecting public safety and supporting the long-term viability of the Base.

ATTACHMENTS:

ATTACHMENT A. Amendment No. 1 to the Professional Services Agreement with Mead and Hunt, Inc.

ATTACHMENT B. Single Source Procurement 23-168a


Melissa Curtis, Deputy Director of Purchasing and Fleet 4/23/2026


Crystal Carrillo, Senior Management Analyst 4/30/2026


Aaron Gettis, Chief Deputy County Counsel 4/24/2026

AMENDMENT NO. 1 TO THE PERSONAL SERVICE AGREEMENT
FOR AIRPORT LAND USE CONSULTANT SERVICES BETWEEN COUNTY OF
RIVERSIDE AND MEAD AND HUNT, INC.

Original Period of Performance:	July 1 2023 through June 30, 2028
Effective Date of Amendment No. 1:	March 1, 2026
Maximum Annual Payment Amount:	\$50,000
Amended Maximum Payment Amount:	\$50,000 (FYs 2023/2024, 2024/2025, 2026/2027, and 2027/2028) and \$100,000 for FY 2025/2026
Contract ID:	TLARC-91871-00001-06/28

This AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICE AGREEMENT FOR AIRPORT LAND USE CONSULTANT SERVICES BETWEEN COUNTY OF RIVERSIDE AND MEAD AND HUNT, INC. (herein referred to as "Amendment No. 1") 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 MEAD AND HUNT, INC., a Wisconsin Corporation (herein referred to as "CONTRACTOR"), sometimes collectively referred to as the "Parties" or individually referred to as a "Party."

RECITALS

WHEREAS, COUNTY and CONTRACTOR entered into that certain Professional Service Agreement for AIRPORT LAND USE CONSULTANT SERVICES, executed April 24, 2023, and effective July 1, 2023, (herein referred to as "Agreement"); and

WHEREAS, COUNTY and CONTRACTOR now desire to amend the Agreement to increase the maximum payment amount from \$50,000 annually to \$100,000 annually for FY 2025/2026, and to increase the hourly rates in accordance with Subsection 3.2 of Section 3. Compensation of the Agreement.

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 add \$50,000 maximum payment amount for FY 2025/2026, as follows:

"For FY 2023/2024, 2024/2025, 2026/2027, and 2027/2028, maximum payments by COUNTY to CONTRACTOR shall not exceed \$50,000 (fifty thousand dollars), including all expenses; for FY 2025/2026, maximum payments by COUNTY to CONTRACTOR shall not exceed \$100,000 (one hundred thousand dollars), including all expenses."
3. **Exhibit B-1.** EXHIBIT B, PAYMENT PROVISIONS, of the Agreement is hereby replaced in its entirety with EXHIBIT B-1, PAYMENT PROVISIONS, attached hereto and incorporated herein by this reference, which is to increase CONTRACTOR's hourly rates in accordance with Subsection 3.2 of Section 3. Compensation of the Agreement. All references in the Agreement to EXHIBIT B shall now reference EXHIBIT B-1.
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. 1 shall be effective March 1, 2026.

AMENDMENT NO. 1 TO THE PERSONAL SERVICE AGREEMENT
FOR AIRPORT LAND USE CONSULTANT SERVICES BETWEEN COUNTY OF
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6. **Counterparts.** This Amendment No. 1 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. 1 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. 1. The Parties further agree that the electronic signatures of the Parties included in this Amendment No. 1 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. 1 TO THE PERSONAL SERVICE AGREEMENT
FOR AIRPORT LAND USE CONSULTANT SERVICES BETWEEN COUNTY OF
RIVERSIDE AND MEAD AND HUNT, INC.

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized
representatives to execute this Amendment No. 1.

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

MEAD AND HUNT, INC., a
Wisconsin Corporation

By: Karen S. Spiegel
Karen Speigel
Chair, Board of Supervisors

By: Brian Mohr
Brian Mohr
Vice President / Planning Business Unit
Leader

Dated: MAY 05 2026

Dated: Apr 17, 2026

ATTEST:
Kimberly Rector
Clerk of the Board

By: [Signature]
Deputy

APPROVED AS TO FORM:
Minh C. Tran
County Counsel

By: RAYMOND M. MISTICA
RAYMOND M. MISTICA (Apr 20, 2026 08:33:12 PDT)
Raymond M. Mistica
Supervising Deputy County Counsel

AMENDMENT NO. 1 TO THE PERSONAL SERVICE AGREEMENT
FOR AIRPORT LAND USE CONSULTANT SERVICES BETWEEN COUNTY OF
RIVERSIDE AND MEAD AND HUNT, INC.

EXHIBIT B-1
PAYMENT PROVISIONS

Hourly Rate shall be an all-inclusive rate to include administration, travel, and operating costs.

The COUNTY is not responsible for any expenses incurred unless specifically approved by the COUNTY under a Work Order issued by the COUNTY's Airport Land Use Commission ("ALUC") Director prior to initiating work.

The following schedule provides the Standard Billing Rates to be applied.

AMENDMENT NO. 1 TO THE PERSONAL SERVICE AGREEMENT
FOR AIRPORT LAND USE CONSULTANT SERVICES BETWEEN COUNTY OF
RIVERSIDE AND MEAD AND HUNT, INC.

MEAD & HUNT, Inc.
Standard Billing Rate Schedule
Effective January 1, 2024

Standard Billing Rates

• Clerical	\$100.00 / hour
• Technical Editor	\$136.00 / hour
• Senior Editor	\$198.00 / hour
• Accounting, Administrative Assistant	\$128.00 / hour
• Technician I, Technical Writer	\$118.00 / hour
• Technician II, Surveyor - Instrument Person	\$137.00 / hour
• Technician III	\$159.00 / hour
• Technician IV	\$168.00 / hour
• Senior Technician	\$211.00 / hour
• Engineer I, Scientist I, Architect I, Interior Designer I, Planner I	\$150.00 / hour
• Engineer II, Scientist II, Architect II, Interior Designer II, Planner II	\$167.00 / hour
• Engineer III, Scientist III, Architect III, Interior Designer III, Planner III	\$179.00 / hour
• Construction Resident Project Representative (RPR)	\$189.00 / hour
• Senior Engineer, Senior Scientist, Senior Architect, Senior Interior Designer, Senior Planner, Construction Manager	\$232.00 / hour
• Project Engineer, Project Scientist, Project Architect, Project Interior Designer, Project Planner	\$248.00 / hour
• Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Interior Designer Senior Project Planner	\$287.00 / hour
• Senior Associate, Principal, Senior Client / Project Manager	\$355.00 / hour

Expenses

- Geographic Information or GPS Systems \$100.00 / day
- Out-Of-Pocket Direct Job Expenses cost plus 15%
Such as reproductions, sub-consultants / contractors, etc.

Travel Expense

- Company or Personal Car Mileage..... \$ IRS rate / mile*
* Rates will be charged at Current IRS rate
- Air and Surface Transportation cost plus 15%
- Lodging and Sustenance cost plus 15%

Billing and Payment

- Travel time is charged for work required to be performed out-of-office. A minimum of two hours will be billed for any work out-of-office.
- Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice. An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of invoice.

This schedule of billing rates is effective January 1, 2024, and will remain in effect until December 31, 2024, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

2024_Current MH California rates









M&H Amendment #1 (final)

Final Audit Report

2026-04-20

Created:	2026-04-17
By:	Monica Rossow (mrossow@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAALMZZsmhtVY7Ik4TFvWLDpzihNRIM9Db2

"M&H Amendment #1 (final)" History

-  Document created by Monica Rossow (mrossow@rivco.org)
2026-04-17 - 6:34:29 PM GMT
-  Document emailed to Brian Mohr (brian.mohr@meadhunt.com) for signature
2026-04-17 - 6:34:33 PM GMT
-  Email viewed by Brian Mohr (brian.mohr@meadhunt.com)
2026-04-17 - 6:50:11 PM GMT
-  Document e-signed by Brian Mohr (brian.mohr@meadhunt.com)
Signature Date: 2026-04-17 - 6:50:52 PM GMT - Time Source: server
-  Document emailed to RAYMOND M. MISTICA (rmistica@rivco.org) for signature
2026-04-17 - 6:50:54 PM GMT
-  Email viewed by RAYMOND M. MISTICA (rmistica@rivco.org)
2026-04-17 - 6:57:01 PM GMT
-  Document e-signed by RAYMOND M. MISTICA (rmistica@rivco.org)
Signature Date: 2026-04-20 - 3:33:12 PM GMT - Time Source: server
-  Agreement completed.
2026-04-20 - 3:33:12 PM GMT



COUNTY OF RIVERSIDE

Transportation and Land Management Agency
Rania Odenbaugh
TLMA Director



Transportation Planning Building & Safety Code Enforcement Aviation

SSJ No.: (23-168)

Amendment No.: 1

Date: Wednesday, April 15, 2026

From: Paul Rull, ALUC Director

To: Purchasing Agent

Via: Monica Rossow, Administrative Services Officer, TLMA

Subject: Request for Airport Land Use Consultant 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: _____ (i.e. CA Secretary of State Business Entity Information, Dept. of Justice Registration Conformation for non-profits, etc.)

1. Supplier Name: Mead & Hunt Inc. Supplier ID: 0000076103
2. Reason or Justification for the Amendment: The Transportation and Land Management Agency's (TLMA) Airport Land Use Commission (ALUC) is requesting an increase of \$50,000 to the previously approved SSJ (No. 23-168) for FY 2025/26. This increase is necessary due to a change in the California Environmental Quality Act (CEQA) documentation from a Mitigated Negative Declaration (MND) to an Addendum to an Environmental Impact Report (EIR), which requires additional technical analysis and coordination.
The requested increase will allow the consultant, Mead & Hunt, Inc., to continue providing critical services for the preparation of the March Air Reserve Base/Inland Port Airport Land Use Compatibility Plan (March ALUCP) update. These services are



COUNTY OF RIVERSIDE

Transportation and Land Management Agency
Rania Odenbaugh
TLMA Director



Transportation Planning Building & Safety Code Enforcement Aviation

essential to ensure compliance with applicable State law, including Public Utilities Code requirements, and to maintain consistency with the Air Force's Air Installations Compatible Use Zones (AICUZ) and the March Air Reserve Base Compatibility Use Study (CUS).

Continuation of services is necessary to support public safety, maintain regulatory compliance, and ensure the long-term operational viability of March Air Reserve Base and surrounding land uses.

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

Description:	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total
Ongoing Costs:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Total Costs	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000

Note: Insert additional rows as needed

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

Description:	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Total
Ongoing Costs:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
One-time Costs:			\$50,000			\$50,000
Total Costs	\$50,000	\$50,000	\$100,000	\$50,000	\$50,000	\$300,000

4. Period of Performance: 7/1/2023 to 6/30/2028

Ratify Start Date (if applicable): 3/1/2026

Initial Term Start Date: 7/1/2023 End Date: 6/30/2028

Number of renewal options (please provide those options: (i.e., one year with an option to renew four additional one-year periods): 0

Aggregate Term/ End Date: 06/30/2028

5. Projected Board of Supervisor Date (if applicable): 5/5/2026



COUNTY OF RIVERSIDE

Transportation and Land Management Agency
Rania Odenbaugh
TLMA Director



Transportation Planning Building & Safety Code Enforcement Aviation

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

<u>Rania Odenbaugh</u>	<u>Rer O.</u>	<u>4/21/26</u>
Print Name	Department Head Signature (Executive Level Designee)	Date

.....
PCS Reviewed:

<u>Maya Carpenter</u>	<u>Maya Carpenter</u>	<u>4/21/2026</u>
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.

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

Purchasing Department Review and Comments: _____

<u>Stacy Orton</u>	<u>4/22/2026</u>	<u>23-168a</u>
Purchasing Agent Signature	Date	Tracking Number (Reference on Purchasing Documents)