

PROFESSIONAL CONSULTANT SERVICES AGREEMENT

ALTA PLANNING + DESIGN, INC.

Gage Canal Multi-Purpose Recreational Trail Design Consultant – RFP 2032

THIS PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Agreement”) is made and entered into this _____ day of _____, 20____ (“Effective Date”), by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and ALTA PLANNING + DESIGN, INC., a California corporation (“Consultant”).

1. **Scope of Services.** City agrees to retain and does hereby retain Consultant and Consultant agrees to provide the services more particularly described in Exhibit “A,” “Scope of Services” (“Services”), attached hereto and incorporated herein by reference, in conjunction with the Gage Canal Multi-Purpose Recreational Trail Design Consultant – RFP 2032 (“Project”).

2. **Term.** This Agreement shall be effective on the date first written above and shall remain in effect until March 31, 2022, unless otherwise terminated pursuant to the provisions herein.

3. **Compensation/Payment.** Consultant shall perform the Services under this Agreement for the total sum not to exceed Five Hundred Thirty Two Thousand Four Hundred Thirty One Dollars Sixty Five Cents (\$532,431.65) payable in accordance with the terms set forth in Exhibit “B.” Said payment shall be made in accordance with City’s usual accounting procedures upon receipt and approval of an itemized invoice setting forth the services performed. The invoices shall be delivered to City at the address set forth in Section 4 hereof.

4. **Notices.** Any notices required to be given, hereunder shall be in writing and shall be personally served or given by mail. Any notice given by mail shall be deemed given when deposited in the United States Mail, certified and postage prepaid, addressed to the party to be served as follows:

To City

PRCSD
City of Riverside
Attn: Jordan Maus
6927 Magnolia Ave., 2nd Fl.
Riverside, CA 92506

To Consultant

ALTA PLANNING + DESIGN, INC.
Attn: Greg Maher
711 SE Grand Ave.,
Portland, OR 97214

5. **Prevailing Wage.** If applicable, Consultant and all subcontractors are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director's determination is available on-line at www.dir.ca.gov/dlsr/DPreWageDetermination.htm and is referred to and made a part hereof; the wage rates therein ascertained, determined, and specified are referred to and made a part hereof as though fully set forth herein.

6. **Contract Administration.** A designee of the City will be appointed in writing by the City Manager or Department Director to administer this Agreement on behalf of City and shall be referred to herein as Contract Administrator.

7. **Standard of Performance.** While performing the Services, Consultant shall exercise the reasonable professional care and skill customarily exercised by reputable members of Consultant's profession practicing in the Metropolitan Southern California Area, and shall use reasonable diligence and best judgment while exercising its professional skill and expertise.

8. **Personnel.** Consultant shall furnish all personnel necessary to perform the Services and shall be responsible for their performance and compensation. Consultant recognizes that the qualifications and experience of the personnel to be used are vital to professional and timely completion of the Services. The key personnel listed in Exhibit "C" attached hereto and incorporated herein by this reference and assigned to perform portions of the Services shall remain assigned through completion of the Services, unless otherwise mutually agreed by the parties in writing, or caused by hardship or resignation in which case substitutes shall be subject to City approval.

9. **Assignment and Subcontracting.** Neither party shall assign any right, interest, or obligation in or under this Agreement to any other entity without prior written consent of the other party. In any event, no assignment shall be made unless the assignee expressly assumes the obligations of assignor under this Agreement, in a writing satisfactory to the parties. Consultant acknowledges that any assignment may, at the City's sole discretion, require City Manager and/or City Council approval. Consultant shall not subcontract any portion of the work required by this Agreement without prior written approval by the responsible City Contract Administrator. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including without limitation, the insurance obligations set forth in Section 12. The Consultant acknowledges and agrees that the City is an intended beneficiary of any work performed by any subcontractor for purposes of establishing a duty of care between any subcontractor and the City.

10. **Independent Contractor.** In the performance of this Agreement, Consultant, and Consultant's employees, subcontractors and agents, shall act in an independent capacity as independent contractors, and not as officers or employees of the City of Riverside. Consultant acknowledges and agrees that the City has no obligation to pay or withhold state or federal taxes or to provide workers' compensation or unemployment insurance to Consultant, or to Consultant's employees, subcontractors and agents. Consultant, as an independent contractor, shall be responsible for any and all taxes that apply to Consultant as an employer.

11. Indemnification.

11.1 Design Professional Defined. For purposes of this Agreement, "Design Professional" includes the following:

- A. An individual licensed as an architect pursuant to Chapter 3 (commencing with Section 5500) of Division 3 of the Business and Professions Code, and a business entity offering architectural services in accordance with that chapter.
- B. An individual licensed as a landscape architect pursuant to Chapter 3.5 (commencing with Section 5615) of Division 3 of the Business and Professions Code, and a business entity offering landscape architectural services in accordance with that chapter.
- C. An individual registered as a professional engineer pursuant to Chapter 7 (commencing with Section 6700) of Division 3 of the Business and Professions Code, and a business entity offering professional engineering services in accordance with that chapter.
- D. An individual licensed as a professional land surveyor pursuant to Chapter 15 (commencing with Section 8700) of Division 3 of the Business and Professions Code, and a business entity offering professional land surveying services in accordance with that chapter.

11.2 Defense Obligation For Design Professional Liability. Consultant agrees, at its cost and expense, to promptly defend the City, and the City's employees, officers, managers, agents and council members (collectively the "Parties to be Defended") from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. Consultant will reimburse City for reasonable defense costs for claims arising out of Consultant's professional negligence based on the percentage of Consultant's liability. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant's Services under this Agreement.

11.3 Indemnity For Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, Consultant shall indemnify, protect and hold harmless the City and the City's employees, officers, managers, agents, and Council Members ("Indemnified Parties") from and against any and all claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fines and penalties,

liabilities or losses of any kind or nature whatsoever to the extent the same arise out of, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant, or anyone employed by or working under the Consultant or for services rendered to the Consultant in the performance of the Agreement, notwithstanding that the City may have benefited from its work or services and whether or not caused in part by the negligence of an Indemnified Party.

11.4 Defense Obligation For Other Than Design Professional Liability.

Consultant agrees, at its cost and expense, to promptly defend the City, and the City's employees, officers, managers, agents and council members (collectively the "Parties to be Defended") from and against any and all claims, allegations, lawsuits, arbitration proceedings, administrative proceedings, regulatory proceedings, or other legal proceedings which arise out of, or relate to, or are in any way connected with: 1) the Services, work, activities, operations, or duties of the Consultant, or of anyone employed by or working under the Consultant, or 2) any breach of the Agreement by the Consultant. This duty to defend shall apply whether or not such claims, allegations, lawsuits or proceedings have merit or are meritless, or which involve claims or allegations that any or all of the Parties to be Defended were actively, passively, or concurrently negligent, or which otherwise assert that the Parties to be Defended are responsible, in whole or in part, for any loss, damage or injury. Consultant agrees to provide this defense immediately upon written notice from the City, and with well qualified, adequately insured and experienced legal counsel acceptable to City. This obligation to defend as set forth herein is binding on the successors, assigns and heirs of Consultant and shall survive the termination of Consultant's Services under this Agreement.

11.5 Indemnity For Other Than Design Professional Liability. Except as to the sole negligence or willful misconduct of the City, Consultant agrees to indemnify, protect and hold harmless the Indemnified Parties from and against any claim for damage, charge, lawsuit, action, judicial, administrative, regulatory or arbitration proceeding, damage, cost, expense (including counsel and expert fees), judgment, civil fine and penalties, liabilities or losses of any kind or nature whatsoever whether actual, threatened or alleged, which arise out of, pertain to, or relate to, or are a consequence of, or are attributable to, or are in any manner connected with the performance of the Services, work, activities, operations or duties of the Consultant, or anyone employed by or working under the Consultant or for services rendered to Consultant in the performance of this Agreement, notwithstanding that the City may have benefited from its work or services. This indemnification provision shall apply to any acts, omissions, negligence, recklessness, or willful misconduct, whether active or passive, on the part of the Consultant or anyone employed or working under the Consultant.

12. Insurance.

12.1 General Provisions. Prior to the City's execution of this Agreement, Consultant shall provide satisfactory evidence of, and shall thereafter maintain during the term of this Agreement, such insurance policies and coverages in the types, limits, forms and ratings required herein. The rating and required insurance policies and coverages may be modified in writing by the City's Risk Manager or City Attorney, or a designee, unless such modification is prohibited by law.

12.1.1 Limitations. These minimum amounts of coverage shall not constitute any limitation or cap on Consultant's indemnification obligations under Section 11 hereof.

12.1.2 Ratings. Any insurance policy or coverage provided by Consultant or subcontractors as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

12.1.3 Cancellation. The policies shall not be canceled unless thirty (30) days' prior written notification of intended cancellation has been given to City by certified or registered mail, postage prepaid.

12.1.4 Adequacy. The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. If Consultant believes that any required insurance coverage is inadequate, Consultant will obtain such additional insurance coverage as Consultant deems adequate, at Consultant's sole expense.

12.2 Workers' Compensation Insurance. By executing this Agreement, Consultant certifies that Consultant is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Consultant shall carry the insurance or provide for self-insurance required by California law to protect said Consultant from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Consultant shall file with City either 1) a certificate of insurance showing that such insurance is in effect, or that Consultant is self-insured for such coverage, or 2) a certified statement that Consultant has no employees, and acknowledging that if Consultant does employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days' prior written notice before modification or cancellation thereof.

12.3 Commercial General Liability and Automobile Insurance. Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, commercial general liability insurance and automobile liability insurance as required to insure Consultant against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Consultant. The City, and its officers, employees and agents, shall be named as additional insureds under the Consultant's insurance policies.

12.3.1 Consultant's commercial general liability insurance policy shall cover both bodily injury (including death) and property damage (including, but not limited to, premises operations liability, products-completed operations liability, independent contractor's liability, personal injury liability, and contractual liability) in an amount not less than \$1,000,000 per occurrence and a general aggregate limit in the amount of not less than \$2,000,000.

12.3.2 Consultant's automobile liability policy shall cover both bodily injury and property damage in an amount not less than \$1,000,000 per occurrence and an aggregate limit of not less than \$1,000,000. All of Consultant's automobile and/or commercial general liability

insurance policies shall cover all vehicles used in connection with Consultant's performance of this Agreement, which vehicles shall include, but are not limited to, Consultant owned vehicles, Consultant leased vehicles, Consultant's employee vehicles, non-Consultant owned vehicles and hired vehicles.

12.3.3 Prior to City's execution of this Agreement, copies of insurance policies or original certificates along with additional insured endorsements acceptable to the City evidencing the coverage required by this Agreement, for both commercial general and automobile liability insurance, shall be filed with City and shall include the City and its officers, employees and agents, as additional insureds. Said policies shall be in the usual form of commercial general and automobile liability insurance policies, but shall include the following provisions:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

12.3.4 The insurance policy or policies shall also comply with the following provisions:

- a. The policy shall be endorsed to waive any right of subrogation against the City and its sub-consultants, employees, officers and agents for services performed under this Agreement.
- b. If the policy is written on a claims made basis, the certificate should so specify and the policy must continue in force for one year after completion of the services. The retroactive date of coverage must also be listed.
- c. The policy shall specify that the insurance provided by Consultant will be considered primary and not contributory to any other insurance available to the City and Endorsement No. CG 20010413 shall be provided to the City.

12.4 Errors and Omissions Insurance. Prior to City's execution of this Agreement, Consultant shall obtain, and shall thereafter maintain during the term of this Agreement, errors and omissions professional liability insurance in the minimum amount of \$1,000,000 to protect the City from claims resulting from the Consultant's activities.

12.5 Subcontractors' Insurance. Consultant shall require all of its subcontractors to carry insurance, in an amount sufficient to cover the risk of injury, damage or loss that may be caused by the subcontractors' scope of work and activities provided in furtherance of this Agreement, including, but without limitation, the following coverages: Workers Compensation, Commercial General Liability, Errors and Omissions, and Automobile liability. Upon City's request, Consultant shall provide City with satisfactory evidence that Subcontractors have obtained insurance policies and coverages required by this section.

13. **Business Tax.** Consultant understands that the Services performed under this Agreement constitutes doing business in the City of Riverside, and Consultant agrees that Consultant will register for and pay a business tax pursuant to Chapter 5.04 of the Riverside Municipal Code and keep such tax certificate current during the term of this Agreement.

14. **Time of Essence.** Time is of the essence for each and every provision of this Agreement.

15. **City's Right to Employ Other Consultants.** City reserves the right to employ other Consultants in connection with the Project. If the City is required to employ another consultant to complete Consultant's work, due to the failure of the Consultant to perform, or due to the breach of any of the provisions of this Agreement, the City reserves the right to seek reimbursement from Consultant.

16. **Accounting Records.** Consultant shall maintain complete and accurate records with respect to costs incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

17. **Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant, except as otherwise directed by City's Contract Administrator. Nothing furnished to Consultant which is otherwise known to the Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production, website, or other similar medium without the prior written consent of the City.

18. **Ownership of Documents.** All reports, maps, drawings and other contract deliverables prepared under this Agreement by Consultant shall be and remain the property of City. Consultant shall not release to others information furnished by City without prior express written approval of City.

19. **Copyrights.** Consultant agrees that any work prepared for City which is eligible for copyright protection in the United States or elsewhere shall be a work made for hire. If any such work is deemed for any reason not to be a work made for hire, Consultant assigns all right, title and interest in the copyright in such work, and all extensions and renewals thereof, to City, and agrees to provide all assistance reasonably requested by City in the establishment, preservation and enforcement of its copyright in such work, such assistance to be provided at City's expense but without any additional compensation to Consultant. Consultant agrees to waive all moral rights relating to the work developed or produced, including without limitation any and all rights of identification of authorship and any and all rights of approval, restriction or limitation on use or subsequent modifications.

20. **Conflict of Interest.** Consultant, for itself and on behalf of the individuals listed in Exhibit "C," represents and warrants that by the execution of this Agreement, they have no interest, present or contemplated, in the Project affected by the above-described Services. Consultant further warrants that neither Consultant, nor the individuals listed in Exhibit "C" have any real property, business interests or income interests that will be affected by this project or, alternatively, that Consultant will file with the City an affidavit disclosing any such interest.

21. **Solicitation.** Consultant warrants that Consultant has not employed or retained any person or agency to solicit or secure this Agreement, nor has it entered into any agreement or understanding for a commission, percentage, brokerage, or contingent fee to be paid to secure this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement without liability and pay Consultant only for the value of work Consultant has actually performed, or, in its sole discretion, to deduct from the Agreement price or otherwise recover from Consultant the full amount of such commission, percentage, brokerage or commission fee. The remedies specified in this section shall be in addition to and not in lieu of those remedies otherwise specified in this Agreement.

22. **General Compliance With Laws.** Consultant shall keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of services by Consultant pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances and regulations, and shall be solely responsible for any failure to comply with all applicable laws, ordinances and regulations. Consultant represents and warrants that Consultant has obtained all necessary licenses to perform the Scope of Services and that such licenses are in good standing. Consultant further represents and warrants that the services provided herein shall conform to all ordinances, policies and practices of the City of Riverside.

23. **Waiver.** No action or failure to act by the City shall constitute a waiver of any right or duty afforded City under this Agreement, nor shall any such action or failure to act constitute approval of or acquiescence in any breach thereunder, except as may be specifically, provided in this Agreement or as may be otherwise agreed in writing.

24. **Amendments.** This Agreement may be modified or amended only by a written agreement and/or change order executed by the Consultant and City.

25. **Termination.** City, by notifying Consultant in writing, shall have the right to terminate any or all of Consultant's services and work covered by this Agreement at any time. In the event of such termination, Consultant may submit Consultant's final written statement of the amount of Consultant's services as of the date of such termination based upon the ratio that the work completed bears to the total work required to make the report complete, subject to the City's rights under Sections 15 and 26 hereof. In ascertaining the work actually rendered through the termination date, City shall consider completed work, work in progress and complete and incomplete reports and other documents only after delivered to City.

25.1 Other than as stated below, City shall give Consultant thirty (30) days' prior written notice prior to termination.

25.2 City may terminate this Agreement upon fifteen (15) days' written notice to Consultant, in the event:

25.2.1 Consultant substantially fails to perform or materially breaches the Agreement; or

25.2.2 City decides to abandon or postpone the Project.

26. **Offsets.** Consultant acknowledges and agrees that with respect to any business tax or penalties thereon, utility charges, invoiced fee or other debt which Consultant owes or may owe to the City, City reserves the right to withhold and offset said amounts from payments or refunds or reimbursements owed by City to Consultant. Notice of such withholding and offset, shall promptly be given to Consultant by City in writing. In the event of a dispute as to the amount owed or whether such amount is owed to the City, City will hold such disputed amount until either the appropriate appeal process has been completed or until the dispute has been resolved.

27. **Successors and Assigns.** This Agreement shall be binding upon City and its successors and assigns, and upon Consultant and its permitted successors and assigns, and shall not be assigned by Consultant, either in whole or in part, except as otherwise provided in paragraph 9 of this Agreement.

28. **Venue.** Any action at law or in equity brought by either of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in the Superior Court, County of Riverside, State of California, and the parties hereby waive all provisions of law providing for a change of venue in such proceedings to any other county. In the event either party hereto shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition of this Agreement, it is mutually agreed that each party will bear their own attorney's fees and costs.

29. **Nondiscrimination.** During Consultant's performance of this Agreement, Consultant shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, genetic information, gender, gender identity, gender expression, or sexual orientation, military and veteran status, in the selection and retention of employees and subcontractors and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Consultant agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

30. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, of this Agreement shall be considered severable. In the event any provision, term, condition, covenant and/or restriction, in whole and/or in part, of this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement, and the remainder of the Agreement shall continue in full force and effect.

31. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions hereof and thereof.

32. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

33. **Interpretation.** City and Consultant acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

33.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

33.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

33.3 In the event of a conflict between the body of this Agreement and Exhibit "A" - Scope of Services hereto, the terms contained in Exhibit "A" shall be controlling.

34. **Exhibits.** The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

Exhibit "A" - Scope of Services

Exhibit "B" - Compensation

Exhibit "C" - Key Personnel

IN WITNESS WHEREOF, City and Consultant have caused this Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California
charter city and municipal corporation

ALTA PLANNING + DESIGN, INC.,
a California corporation

By: _____
City Manager

By: Greg Maher
[Printed Name] Vice President, as duly authorized.
[Title]

Attest: _____
City Clerk

Certified as to Availability of Funds:

By: [Signature]
Chief Financial Officer

By: Natalie Lozano
[Printed Name] Corporate Secretary, as duly authorized.
[Title]

Approved as to Form:

By: Elliott Min
Deputy City Attorney

EXHIBIT "A"

SCOPE OF SERVICES

1.00 - PROJECT MANAGEMENT

- 1.1 Project Kickoff Meeting
 - 1.1.1 The Consultant will organize and facilitate a project kick-off meeting to review project scope, goals and objectives, and review project schedule.
 - 1.1.2 Review public outreach approach and expectations.
 - 1.1.3 Clarify roles and agency needs.
 - 1.1.4 Deliverables to provide – Meeting Agenda and Meeting Minutes.
- 1.2 Progress / Coordination Meetings
 - 1.2.1 Provide bi-weekly updates via email to City staff.
 - 1.2.2 The Consultant will organize and facilitate monthly virtual progress / coordination meetings to inform the City of project progress and discuss any issues.
 - 1.2.3 Deliverables to provide – Meeting Agenda and Meeting Minutes.
- 1.3 Invoice Reports
 - 1.3.1 The Consultant will develop and submit written progress and performance reports detailing work completed to be billed for each invoice.
- 1.4 Project Schedule
 - 1.4.1 The Consultant will develop a project schedule based on work tasks, noting the responsible party and start completion dates.
 - 1.4.2 Deliverables to provide – Updated schedule for each monthly progress meeting.
- 1.5 Project Team Management
 - 1.5.1 The Consultant shall manage the entire team of subconsultants needed to complete the RFP Scope of Services as one cohesive unit.

2.00 – SITE INVENTORY & ANALYSIS

- 2.1 Review record plans, utility plans, background data and documents, provide boundary and topographical surveys, and other data as needed to prepare base sheets. Alta will request maps and records from utility owners with facilities within the project limits and field verify the major utilities that are impacted. We will send out the first utility notice within five (5) days of the Notice to Proceed.
- 2.2 Existing trees, utility or special easements, steep slopes, and other features are to be mapped, labeled, and highlighted to present an easy to understand map of the opportunities and constraints for the proposed use.
- 2.3 Consultant shall meet with various City departments and agencies (e.g. Planning, Public Works, Public Utilities, Parks and Recreation, the Gage Canal Company) to gather input regarding the project, such as Utility Service Requirements, Traffic, and Access Requirements, etc.
- 2.4 Identify and address area hydrology, existing stormwater infrastructure, and site hydraulics.
- 2.5 Identify and address safety issues with open channel/drain and other facilities and infrastructure within the project footprint.
- 2.6 ~~Provide a ground survey of all visibly utilities, structures, and physical improvements within limit of work.~~ Alta's design team will conduct field investigations to verify all existing utilities, structures, and physical improvements based on the existing topography survey provided by the City to identify all the relevant features

that are missing. The field review will include work necessary to inspect the project site with respect to needs for preliminary engineering including ADA accessibility and compliance. During each field visit, Alta will document the existing site condition with photographs. Once it is determined that additional survey is needed to complete the design, upon request and approval Alta will coordinate with Coast Surveying to perform isolated topographic design surveys in order for the design to conform with existing, as needed. The survey will be developed at 1"=20' scale and include the following items: Sufficient spot elevations and breaklines to accurately develop contours at a 1.0' interval with cross sections surveyed at 50' intervals, curbs, gutters, curb ramp, and sidewalks, paving types, fences, walls, and gates, driveways and walkways, trees and tree wells, street furniture, above ground evidence of utilities, location of catch basins and manholes (excludes invert elevations), lightpoles, powerpoles, traffic signals, and signage, catch basin inverts within the project location.

- 2.7 Drainage infrastructure, top of grates, flow lines, etc.
- 2.8 Consultant shall visit the site as necessary to become familiar with the existing conditions and improvements.
- 2.9 Consultant shall obtain a geotechnical soils report in order to help identify opportunities and constraints, and to ensure feasibility and design recommendations for the proposed use of the site.
- 2.10 Consultant shall obtain an agronomic soils report in order to help identify opportunities, constraints, and recommendations for proposed sustainable planting.
- 2.11 Consultant shall research utility POCs and opportunities, constraints, and cost for irrigation service expansion.
- 2.12 Consultant shall provide a Phase I Environmental Site Assessment and a \$15,000 allowance for a Phase II physical investigation.

3.00 – COMMUNITY OUTREACH

- 3.1 Prepare a Marketing and Outreach Plan to identify methods for gathering community and stakeholder input, including avenues for advertising meetings, surveys, and other opportunities for input. A draft of this plan will be created for discussion at the project kick-off meeting.
- 3.2 Alta will conduct one (1) online public workshop at the project outset. It will present the project background, existing site conditions, a summary of outreach conducted during the grant application process, and the proposed project corridor. Preliminary gateway, landscape, and crossing concepts will also be shown. The presentation will include live Q&A with participants. The presentation will be hosted by Alta, and staff will include the presenter, a Q&A assistant (bilingual), and technical support staff. At least one City representative is expected to attend. A summary of the meeting results will be provided, showing number of participants, questions received, and answers provided. Alta will provide all graphics, technology, and other materials needed for presentations.
- 3.3 Alta will provide graphic design to advertise the workshop and the online survey. The advertisement can be used in print for the Press Enterprise, and the city's social media platforms (Facebook, Instagram, and Twitter).

- 3.4 Alta will design an invitation/informational mailer to be mailed to property owners within 600 feet of the project site property lines. Alternatively, the USPS Direct Mail program can be used to reach approximately 3,200 addresses on adjacent delivery routes.
- 3.5 Alta will develop a public input survey for online and paper use. The survey will be distributed early in the project timeline, to collect public input that can inform conceptual planning. The survey will also contain general project information so that it can educate while soliciting information. Printed copies of the survey can be made available at municipal facilities (that are open per ongoing COVID guidelines) and included as part of the mailer. The online survey link will be included in emails to residents who participated in previous project outreach, the City's website, and City social media accounts.
- 3.6 Alta will present to the City Park and Recreation Commission at the draft master plan phase, and to City Council at the final master plan phase. Both meetings are anticipated to occur virtually.

4.00 – MASTER PLAN

- 4.1 Utilizing the site inventory and analysis information along with input from the community, City, and additional stakeholders, the Consultant shall develop, evaluate, and prepare at least (2) concept plans with preliminary cost estimates for each.
- 4.2 Refinement of design options based on team and stakeholder feedback.
- 4.3 Prepare supplemental graphics illustrating typical improved conditions such as section diagrams, renderings and/or character perspective illustrations.
- 4.4 Concept plans shall depict site elements graphically for communication purposes and show general location and layout for proposed improvements.
- 4.5 Based on feedback from the community, staff, and other stakeholders, the Consultant shall recommend a preferred design solution as a final Master Plan to meet the expressed needs of the community and City.
- 4.6 The final Master Plans are to be consistent with:
 - 4.6.1 City of Riverside requirements;
 - 4.6.2 ADA standards;
 - 4.6.3 Storm water / green infrastructure;
 - 4.6.4 And all applicable federal, state, and local requirements.
- 4.7 The final Master Plan Documents are to include, at a minimum:
 - 4.7.1 Background Information;
 - 4.7.2 Project Requirements;
 - 4.7.3 Funding Information;
 - 4.7.4 Project Location Map;
 - 4.7.5 Resource Inventory;
 - 4.7.6 Preliminary Concepts;
 - 4.7.7 Final Master Plan & Conceptual Grading Plan;
 - 4.7.8 Construction Cost Estimate;
 - 4.7.9 Projected Maintenance and Operation Costs;
 - 4.7.10 Design Development Schedule;

- 4.7.11 Appendices containing but not limited to:
 - 4.7.11.1 Citizen's group mailing list;
 - 4.7.11.2 Citizen surveys with tabulation of results;
 - 4.7.11.3 Agronomic and geotechnical soils reports;
 - 4.7.11.4 Significant site features photos;
 - 4.7.11.5 Current site survey topographical map.
- 4.8 Consultant shall prepare a PowerPoint presentation and obtain the approval of the Master Plan by the following Departments, Boards and Commissions as applicable:
 - 4.8.1 Parks and Recreation Department
 - 4.8.2 Public Works Department
 - 4.8.3 Public Utilities Department
 - 4.8.4 Traffic Engineering
 - 4.8.5 Park and Recreation Commission
 - 4.8.6 Community Services & Youth Committee
- 4.9 Review Departments, Boards, and Commissions comments and suggestions, and modify Master Plan accordingly.
- 4.10 Present Gage Canal Trail Master Plan to City Council for adoption. (Consultant must be prepared to present either in person or using a virtual meeting platform, depending on any COVID-19 related restrictions or City operating procedure active at the time)

6.00 – CALIFORNIA ENVIRONMENTAL QUALITY ACT

- 6.1 Consultant shall provide all services, and procure all technical studies and reports as needed for environmental review of the project site in compliance with CEQA Guidelines (California Code of Regulations, Title 14, Section 15000 and following) and the CEQA Statute (Public Resources Code Section 21000 and following) and be solely responsible for any and any and all costs incurred.
- 6.2 Consultant's team is to hold a virtual meeting with screen sharing capabilities with the City's project team to discuss the project issues, refine the CEQA scope, and gather project specific data and materials to begin the environmental analysis.
- 6.3 Project management and technical staff are to conduct field visits to review the sites and the overall context of the surrounding area and are to prepare an information needs request memo, which will be submitted to the applicant and lead agency.
- 6.4 The consulting team will consider the projects proposed improvements and construction characteristics (i.e., machinery to be used, cubic yards of materials to be brought in, estimated daily truck trips, construction schedule and phasing, etc.) to determine the project description.
- 6.5 The consulting team will prepare an administrative draft Initial Study along with the appropriate CEQA document (anticipated Mitigated Negative Declaration) which will incorporate all 18 of the environmental resources contained in the CEQA Environmental Checklist.
 - 6.5.1 The analysis will include:
 - 6.5.1.1 Discussion of existing conditions with a description of resources;
 - 6.5.1.2 Identification, analysis, and evaluation of all potential environmental impacts;

- 6.5.1.3 Examination and recommendation of feasible mitigation measures, where applicable, to eliminate or minimize adverse environmental impacts (if and where necessary);
 - 6.5.1.3.1 Mitigation measures are to be included in a reporting or monitoring program, to be adopted for the conditions of project approval that are necessary to mitigate or avoid significant effects on the environment.
- 6.5.1.4 Discussion of cumulative impacts.
- 6.5.2 The Consulting Team will provide substantial evidence to support the findings in the CEQA Environmental Checklist.
- 6.6 Upon the City's approval of the draft Initial Study / Mitigated Negative Declaration (anticipated), the consulting team will prepare and produce copies for public review.
 - 6.6.1 The Consulting Team will prepare a Notice of Intent to adopt the Mitigated Negative Declaration for submittal to the State Clearinghouse and circulate for 30-day public review period.
 - 6.6.2 The Notice of Intent is to be posted at the County Clerk's office and delivered to the State Clearinghouse.
- 6.7 The Consulting Team will work with City staff to address comments received during public review of the Initial Study / Mitigated Negative Declaration.
 - 6.7.1 The Consulting Team will revise the Initial Study / Mitigated Negative Declaration based on public comments and submit an administrative draft to the City for review prior to finalizing the document.
 - 6.7.2 Upon adoption of the Final Initial Study / Mitigated Negative Declaration, the Consulting Team will prepare and post the Notice of Determination with the County Clerk and State Clearinghouse within five days after adoption and pay all associated fees.

7.00 – BID / CONSTRUCTION DOCUMENTS

- 7.1. Bid Document Preparation - Schematic Design Phase:
 - 7.1.1. Consultant shall prepare schematic design studies and site plans to illustrate Consultant's recommended solution, together with a general description of the Project, and shall submit same for review and approval in writing by the Department.
 - 7.1.2. Consultant shall employ and compensate at Consultant's expense a competent structural engineer to provide all structural calculations as necessary to obtain approval of the plans through the building permit issuance plan check process.
 - 7.1.3. Consultant shall provide an Initial Opinion of Probable Project Construction Costs for the review and approval of the Department.
- 7.2. Preliminary Construction Bid Documents Phase:
 - 7.2.1. Using the schematic design phase documents approved by the Department as a guide, Consultant shall prepare preliminary construction bid documents consisting of any and all documents necessary for competitive public bid of the Project. Such documents may include, but are not necessarily limited to the

following: site construction plans; demolition plans; grading and drainage plans, including profiles for all drain lines; irrigation plans; planting plans; wayfinding & signage plans; lighting and utility plans; and other drawings; project-specific recommended editorial revisions to the City's Master Specifications fixing and illustrating the size and character of the Project in its essentials and identifying the types and kinds of materials and equipment, quality and methods of construction, structures, and mechanical and electrical systems; Revised Opinions of Probable Project Construction Costs; irrigation and structural calculations; and such other work as may be required to enable the construction contractor to complete construction of the Project.

- 7.2.2. Base Sheet Submittal: Consultant shall submit to the Department two (2) sets of preliminary base sheets for review and written approval. This submittal shall include the following: a. Base sheets for demolition work showing all known existing conditions and existing improvements at the site, all clearly labeled and identified showing type, material, size, depth of cover (if known) and other identifying information. b. Base sheets for all new construction showing all existing improvements that will remain after demolition and all proposed improvements to the site (graphically differentiated from existing). These base sheets shall not show existing improvements slated for demolition.

- 7.2.3. Preliminary Construction Bid Document Submittal: After Consultant obtains the Department's written approval of the base sheet submittals, Consultant shall prepare and submit to the Department two (2) sets of the following Preliminary Construction Bid Documents:

7.2.3.1. Preliminary Plans:

- 7.2.3.1.1. Preliminary Grading Study of the entire project site showing existing and proposed contours and vertical control benchmark information.
- 7.2.3.1.2. Demolition/Clearing and Grubbing Plan - 80% complete.
- 7.2.3.1.3. Layout/Construction Plan demonstrating proposed layout method, and horizontal benchmark control.
- 7.2.3.1.4. Preliminary site utility plans (electrical, water, sewer, telephone, etc.)
- 7.2.3.1.5. Irrigation System master plan showing water requirements for the portion of the project site to be irrigated (i.e. peak water demand); static pressure at water meter; proposed mainline, backflow device and maximum system size; preliminary pressure loss calculations, and proposed components list.

7.2.3.2. Preliminary Construction Details.

- 7.2.3.3. Preliminary Specifications information consisting of Catalog Cut Sheets for all proposed equipment and hardware, and listing of all materials.
 - 7.2.3.4. Revised Opinion of Probable Project Construction Costs.
 - 7.2.4. Consultant shall obtain the Department's written approval of the Preliminary Construction Bid Document Submittals prior to beginning work on the Final Construction Bid Document Phase.
- 7.3. Final Construction Bid Document Phase:
 - 7.3.1. Consultant shall prepare from the approved preliminary construction bid documents final construction bid documents setting forth in detail and prescribing the work to be done and the materials, workmanship, finishes and equipment required for the site grading, site construction, site irrigation, and electrical service connections and equipment, site planting, and other work as necessary for the full development of the Project.
 - 7.3.2. Consultant shall prepare written drafts, based upon Consultant's review and editing of City's Master Specifications and bid proposal and Construction Agreement forms, all of which shall be subject to approval by the City Attorney as to form and by the Department as to content.
 - 7.3.3. 50% Complete Submittal: Consultant shall submit to the Department for review two (2) sets of "50% complete" Final Construction Bid Documents. This submittal shall include the following:
 - 7.3.3.1. Demolition Plan - 100% complete.
 - 7.3.3.2. Grading Plan - 80% complete showing all proposed contours and significant spot elevations, together with structural soils report.
 - 7.3.3.3. Layout/Construction Plan - 50% complete showing proposed detail references.
 - 7.3.3.4. Construction Details - 80% complete.
 - 7.3.3.5. Irrigation Plan - 50% complete showing mainline location, approximate valve locations, but no lateral lines.
 - 7.3.3.6. Planting Plan - 25% complete showing approximate location of plantings, and a listing of proposed plant types and sizes.
 - ~~7.3.3.7. Electrical/Lighting Plan - 50% complete showing lighting type and location.~~ Solar lights will be shown on layout/ construction plans. Applicable details will be provided along with the construction details.
 - 7.3.3.8. Preliminary Draft of Material Specifications (edited from City's Master Specifications).
 - 7.3.3.9. Revised Opinion of Probable Project Construction Costs.
 - 7.3.4. 100% Complete Submittal: After Consultant has completed the revisions required by the Department's review of the 50% submittal, and the subsequent completion of the construction bid documents to 100% completion, Consultant shall submit to the Department a sufficient

number of "100% completed" sets of Final Construction Bid Documents, including other supporting documents as appropriate, for the following formal plan check processes as applicable:

- 7.3.4.1. Park and Recreation Department:
 - 7.3.4.1.1. Design Intent Plan Check
 - 7.3.4.1.2. Construction Bid Document completeness and accuracy Plan Check
 - 7.3.4.2. Planning Department:
 - 7.3.4.2.1. Building Permit Issuance Plan Check
 - 7.3.4.2.2. Sign Permit Plan Check
 - 7.3.4.3. Public Works Department:
 - 7.3.4.3.1. Grading Permit Plan Check
 - 7.3.4.3.2. Street Improvement Plan Check
 - 7.3.4.4. In addition to the construction bid documents, Consultant shall provide to the appropriate City departments for review the structural soils reports, preliminary Bid Package, all necessary structural calculations (i.e., footing structural calculations for retaining walls, structures and security lighting and wind load calculations for light standards), grading cut and fill calculations, irrigation system calculations and equipment catalog cuts.
 - 7.3.4.5. Consultant shall revise plans and edit specifications as necessary to obtain required approvals from all governing public agencies.
 - 7.3.4.6. Consultant shall prepare and submit to the Department for review and approval a Revised Opinion of Probable Project Construction Costs arising from market fluctuations or approved changes in scope or requirements.
- 7.4. Final Approval of Construction Bid Documents:
- 7.4.1. Consultant shall submit to the Department for review and final approval two (2) sets of the final Bid Proposal with all Bid Schedules, a proposed Final Opinion of Probable Project Construction Costs, final construction bid documents together with the "originals" reflecting the final approved bid schedule(s), all as approved and signed by all other public agencies having jurisdiction, for the review and final approval of the Department prior to printing of multiple sets of the bid documents. Upon the Department's approval of the proposed Final Opinion of Probable Project Construction Costs, it shall become the Final Opinion of Probable Construction Costs for bid evaluation.

8.00 - BIDDING & AWARD SUPPORT

- 8.1. The selected Company shall prepare Bid Drawings and a Summary of Quantities for the construction phase of the project. Additionally, the Company shall provide the following support activities related to construction bidding and award, as needed:

- 8.1.1. Attend one contractor pre-bid conference;
- 8.1.2. Prepare responses to questions submitted by potential bidders;
- 8.1.3. Develop amendments and addenda as needed for submission to the City of Riverside Procurement Division;
- 8.1.4. ~~Review contractor qualifications~~ Assist the City in the evaluation of bids and provide recommendations.

9.00 – CONSTRUCTION ADMINISTRATION SUPPORT

- 9.1. After the award of a Contract for Construction, the selected Company shall provide the following Construction Administration Support work items, as needed:
 - 9.1.1. After obtaining final approval of the Final Construction Documents by the Department, Consultant shall reproduce multiple (3) three full size sets of the final approved construction documents and one digital copy for the Construction Contractor's use during construction.
 - 9.1.2. ~~Consultant shall prepare, or shall cause to be prepared, a fully annotated digital set of plans and specifications to reflect the finished dimensions, location of all buried utility lines and all other changes to the work made prior to or during the construction of the Project ("Record Drawings").~~
 - 9.1.3. ~~Consultant shall endeavor to secure compliance by the construction contractor with the requirements of the construction contract documents.~~ The Alta Team will visit the site on an as needed basis to verify the Contractor's path layout conforms with the contract documents, review plant material, and tree tagging. Other inspections including, but not limited to site soils and concrete testing will be reviewed by the City inspector. Although Consultant is not required to guarantee the performance of the construction contractor, Consultant shall not recommend for approval any work that does not comply with the intent of the construction contract documents.
 - 9.1.4. ~~Consultant shall employ at Consultant's own expense a competent materials laboratory to take all required tests to assure the materials used during the construction comply with the minimum requirements called for in the Construction plans and specifications.~~
 - 9.1.5. Consultant shall observe the work promptly whenever requested to do so by City representatives; shall provide periodic inspections at the site as Consultant and City mutually deem necessary to render construction observation, which is distinguished from the continuous personal inspection by the Project Inspector or Clerk-of-the-Works; shall attend job site meetings when necessary in order to provide clarifications regarding design; will see that clear and concise responses are given to the contractor regarding RFI and resolve discrepancies in the contract documents (responses will be sent to the City PM); Alta will assisted the City as needed in the review of construction schedules during weekly meetings; Alta will review shop drawings and submittals to verify their compliance with the construction contract documents and make comment

on same to City; shall review proposals for substitution of materials and equipment, and laboratory reports thereon, and make recommendations to City regarding approval or disapproval of same; shall assist City in the negotiation and preparation of change orders; shall provide recommendations to City regarding the determination of the date of substantial completion; shall participate in the final inspection of the Project; shall assemble, or shall cause to be assembled, written guarantees, instruction books, diagrams and charts provided by the Contractor and will submit to the City; and upon request Alta can advise the City about Final Payment after the Final Punchlist Walk. ~~required of the contractors; and shall issue Consultant's Certificate of Completion to City and make recommendations for final payment.~~

- 9.1.6. Consultant shall provide advice to the Department on any apparent deficiencies in construction discovered after the acceptance of the work but prior to the expiration of the construction contractor's contract guarantee period. Upon request by the Department, Consultant shall recommend to and direct the construction contractor in the action to be taken to correct or resolve such deficiencies.
- 9.1.7. Within thirty (30) days following the date of Consultant's signing of Consultant's Certificate of Completion, Consultant shall deliver, or cause to be delivered, to the Department the complete set of photo-mylar reproducible drawings showing each Project component as finally constructed ("Record Drawings") as well as AutoCAD and PDF copies on a USB. The Alta team will take the Contractor's as-built redlines and prepare record drawings. We will ensure any additional details needed during construction of the project but not shown on the plans or depicted on the final record drawings. It is important that the changes to the contract drawings are documented by the Contractor as the project proceeds. We will review and compile these drawings, which will be transmitted to the City at the end of the project.

10.00 – DELIVERABLES:

- 10.1 Consultant shall provide copies of all digital files used/created during the project (AutoCAD, Photoshop, etc.) as well as scaled and ready to print color PDFs of all documents listed within the scope of this RFP. A printing allowance shall also be provided for up to (20) 8-1/2" x 11" bound color booklets, with 11" x 17" pop-out exhibits, and all full size plans/exhibits of the Master Plan as required for public presentations and as listed within the scope of this RFP.

EXHIBIT "B"
COMPENSATION

Alta Planning + Design
617 West Seventh Street
Suite 1109, Los Angeles, CA 90065
lcs@altaanddesign.com
(213) 457-9505

LINE ITEM DESCRIPTION

Project Title: Sage Canal Multi-Purpose Recreational Trail Design
RFP Number: 2022

Cost Category	Task		Task		Task		Task		Task		Task		Task		Task	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
Direct Labor Classification	4	\$ 476.20	4	\$ 476.20	0	\$ -	4	\$ 476.20	0	\$ -	16	\$ 1,594.78	2	\$ 238.10	2	\$ -
	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	18	\$ 1,390.28	12	\$ 918.66	8	\$ 617.90	8	\$ 617.90	8	\$ 617.90	12	\$ 918.66	4	\$ 306.95	0	\$ -
	371.19	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	566.02	\$ -	32	\$ 2,080.51	32	\$ 2,080.51	32	\$ 2,080.51	32	\$ 2,080.51	32	\$ 2,080.51	40	\$ 2,600.64	16	\$ 1,040.26
	557.51	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	556.19	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	40	\$ 2,247.42	32	\$ 1,797.94	40	\$ 2,247.42	60	\$ 3,371.13	2	\$ 112.37	24	\$ 1,348.45	40	\$ 2,247.42	16	\$ 898.97
	552.12	\$ -	18	\$ 959.18	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	546.75	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	546.54	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	538.87	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	534.25	\$ -	60	\$ 2,946.40	80	\$ 2,946.40	80	\$ 2,946.40	0	\$ -	300	\$ 11,056.50	16	\$ 589.68	0	\$ -
	542.74	\$ -	40	\$ 1,864.44	60	\$ 1,864.44	60	\$ 1,864.44	0	\$ -	300	\$ 11,056.50	32	\$ 1,096.05	0	\$ -
	529.19	\$ -	24	\$ 1,784.40	24	\$ 1,784.40	24	\$ 1,784.40	0	\$ -	80	\$ 3,941.52	0	\$ -	0	\$ -
	524.15	\$ -	24	\$ 1,784.40	24	\$ 1,784.40	24	\$ 1,784.40	0	\$ -	80	\$ 3,941.52	0	\$ -	0	\$ -
	135	\$ 9,347.10	214	\$ 11,028.68	204	\$ 9,770.50	368	\$ 16,843.22	20	\$ 1,051.32	1192	\$ 55,208.47	142	\$ 7,698.73	56	\$ 2,316.62
Overhead & Profit	134.65%	\$ 12,352.60	\$ 14,786.39	\$ 13,098.33	\$ 13,098.33	\$ 14,786.39	\$ 22,540.02	\$ 1,409.40	\$ 1,409.40	\$ 74,092.91	\$ 5,844.48	\$ 10,320.01	\$ 3,292.70	\$ 3,292.70	\$ 1,246.17	\$ 1,246.17
	42.80%	\$ 3,914.96	\$ 4,702.20	\$ 4,181.77	\$ 4,181.77	\$ 7,208.90	\$ 468.97	\$ 468.97	\$ 468.97	\$ 23,654.91	\$ 1,865.81	\$ 3,292.06	\$ 3,292.06	\$ 1,246.17	\$ 1,246.17	\$ 1,246.17
Fixed Fee		\$ 34,617.25	\$ 33,180.11	\$ 31,280.11	\$ 31,280.11	\$ 33,180.11	\$ 34,617.25	\$ 3,461.71	\$ 3,461.71	\$ 17,163.99	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45
Subtotal - Fixed Fee		\$ 34,617.25	\$ 33,180.11	\$ 31,280.11	\$ 31,280.11	\$ 33,180.11	\$ 34,617.25	\$ 3,461.71	\$ 3,461.71	\$ 17,163.99	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45	\$ 1,371.45
Subcontractors	10	\$ 8,090.00	0	\$ 2,824.76	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ 12,781.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Other Direct Cost (ODC)	10	\$ 8,090.00	0	\$ 45,004.76	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ 45,004.76	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Travel	5	\$ -	0	\$ 300.00	0	\$ -	0	\$ -	0	\$ -	15	\$ 3,223.34	15	\$ 3,223.34	0	\$ -
	0	\$ -	0	\$ 1,500.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Postage	5	\$ -	0	\$ 700.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ 3,984.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Geotechnical Laboratory Testing	5	\$ -	0	\$ 3,984.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ 108.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Subsurface Exploration Equipment	5	\$ -	0	\$ 4,278.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ 4,278.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Underground Service Alert	5	\$ -	0	\$ 4,278.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ 4,278.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Precipitation Testing	5	\$ -	0	\$ 4,278.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
	0	\$ -	0	\$ 4,278.00	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
Subtotal for ODC's		\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 11,284.34	\$ 2,500.00	\$ 157	\$ 31,740.50	\$ 157	\$ 31,740.50	\$ 8,885.55
Total Per Task		\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 11,284.34	\$ 2,500.00	\$ 157	\$ 31,740.50	\$ 157	\$ 31,740.50	\$ 8,885.55
GRAND TOTAL HNS		\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 11,284.34	\$ 2,500.00	\$ 157	\$ 31,740.50	\$ 157	\$ 31,740.50	\$ 8,885.55
GRAND TOTAL AMOUNT		\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 35,917.11	\$ 31,712.22	\$ 32,255.67	\$ 32,255.67	\$ 11,284.34	\$ 2,500.00	\$ 157	\$ 31,740.50	\$ 157	\$ 31,740.50	\$ 8,885.55
Original Price		\$ 52,694.4	\$ 69,413.3	\$ 44,799.1	\$ 44,799.1	\$ 52,694.4	\$ 69,413.3	\$ 44,799.1	\$ 44,799.1	\$ 251,391.5	\$ 21,206.5	\$ 121	\$ 21,206.5	\$ 199	\$ 50,277.9	\$ 11,155.4
TOTAL COST		\$ 52,694.4	\$ 69,413.3	\$ 44,799.1	\$ 44,799.1	\$ 52,694.4	\$ 69,413.3	\$ 44,799.1	\$ 44,799.1	\$ 251,391.5	\$ 21,206.5	\$ 121	\$ 21,206.5	\$ 199	\$ 50,277.9	\$ 11,155.4
SAVINGS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL SAVINGS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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EXHIBIT "C"
KEY PERSONNEL

d. Company Personnel

Key Personnel

We have assembled a team of trusted partners and subject matter experts to provide the best possible contracting team to the City. **Alta Principal-in-Charge Greg Maher, PLA, ASLA**, will provide project guidance and quality control and review, and **Vincent Hellens, Jr., ENV SP, QSD/P**, will serve as **Project Manager**, coordinating project tasks and working directly with the City of Riverside. **The organizational chart on the following page details the hierarchy and chain of command for our team.**



Greg Maher, PLA, ASLA

Principal-in-Charge

Greg is a registered landscape architect with 26 years of experience in architecture, landscape architecture, urban design, and alternative

transportation mode projects. Through his background in conceptual design, project management, and construction management, he has developed strong organizational skills to smoothly move projects forward through all phases of implementation. He will lend his extensive experience to his role as Principal-in-Charge, providing quality control and assurance.

Contact

(213) 437-3303
gregmaher@altaplanning.com

Licenses

Registered Landscape Architect: CA (#5670)



Steven Frieson, PE, LCI, QSD

Senior Advisor

Steven has 37 years of extensive experience in managing active mobility and transportation projects

throughout California. His technical expertise includes planning, design, and construction management. Steven excels in project oversight and is passionate about quality assurance.

Contact

(213) 600-9224
stevenfrieson@altaplanning.com

Licenses

Professional Engineer: CA (#42110)
League of American Bicyclists - League Cycling Instructor (#3460)



Vincent Hellens, Jr., ENV SP, QSD/P

Project Manager

Vincent has over 14 years of experience managing and designing large and small public works

infrastructure projects starting from planning and design through construction. Vincent's project management approach involves focusing on the needs of his clients while staying flexible and adaptable through the life of the project. His design expertise includes pedestrian ADA, Complete Streets, roadway widening, roadway rehabilitation, trail and bike facilities, interchanges, and conceptual plans to final PS&E.

Contact

(213) 797-4445
vincenthellens@altaplanning.com

Certifications

Envision Sustainability Professional



James Powell, PLA, ASLA

Assistant Project Manager/ Landscape Architect

James brings a wide range of solutions to his work, drawing upon experience managing and leading design processes in a variety of settings.

These include trail master plans from local to regional scales, trail design services from grant writing and feasibility through PS&E, construction support, Complete Streets and streetscape design, corridor planning, and implementation plans.

Contact

(213) 437-3336
jamespowell@altaplanning.com

Licenses

Registered Landscape Architect: CA (#6416)

Organizational Chart

Alta will manage the team for the Riverside Gage Canal Recreational Trail Project. The team includes highly qualified planners and designers who are passionate about improving trail networks and awareness. As the prime consultant, Alta will oversee the team and will be responsible for providing project management and coordination. The Alta team will manage this project collaboratively, through a process that provides local resources, skills, and experience. We have selected our subconsultants for this contract based upon our past experience working with these firms, their complementary skill sets and technical expertise, and their strong professional reputation. **Our team we have Bengal Engineering who will provide engineering support, Diaz Yourman providing geotechnical engineering, and Rincon Consultants who will assist with environmental review services.** We have worked with these subconsultants for 5, 4, and 7 years, respectively.

