



STANDARD TASK ORDER FORM AMENDMENT

<p>Consultant: NV5, Inc.</p> <p>Date: 11/10/2025</p> <p>Original Amount: \$ 99,000.00</p> <p>Cumulative Prior Amount: \$ 99,000.00</p> <p>New Contract Amount: \$ 279,000.00</p>	<p>Task Order #: 2.1</p> <p>Proposal Bid No.: DE-24-165-SQ</p> <p>Contract No.: DE-24-195-SQ</p> <p>Budget No.: 12537401.8130 10137404.8130 & 8116</p> <p>Task / Project Name: Plan Checking Services, Map Checking Services, WQMP Review</p>
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Description of Services:
To provide On-Call Plan Checking Services, Map Checking Services, WQMP Review for Fiscal Year 2025-2026.

Original End Date: 06/30/2026

New End Date: 06/30/2026

Dollar Amount of Amended Task Order: Not to exceed \$ 180,000.00

With this Task Order Amendment, the continuing effect of the On-Call Professional Service Agreement on a Task Order Basis (Contract No. stated above) remain in full force and effect and Time of Performance shall terminate at the end date of this Task Order.

INITIATING PARTY (Party responsible for initiating the change order request)

City Initiated
 Contractor Initiated

Change in Scope
 Unforeseen Conditions

The Consultant is hereby authorized to perform the following task order subject to the provisions of the Contract identified in the On-Call Professional Agreement
Contract Number: DE-24-195-SQ

CITY OF FONTANA

NV5, Inc.

By: Matthew C. Ballantyne
City Manager
(Required if Over \$50,000)

By: David Mknafs

Attest: ¹

By: Phillip Burum
Deputy City Manager

By: _____

DH By: Gia Kim
Director of Engineering

IN COMPLIANCE WITH PURCHASING AND CONTRACT ADMINISTRATION POLICIES/PROCEDURES

Jessica Brown
Chief Financial Officer

Sid Lambert
Purchasing Manager

¹ Attestation of Consultant's signature must be obtained when required by the by-laws, articles of incorporation or other laws, rules or regulations applicable to Consultant's business entity.





City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

City Council Meeting

File #: 25-0549

Agenda #: E.

Agenda Date: 10/28/2025

Category: Consent Calendar

FROM:

Engineering

SUBJECT:

Approve Amendment No. 1 to Task Order No. 2 (DE-24-195-SQ) with NV5, Inc. for Plan Check, Map Check, and WQMP Review Services

RECOMMENDATION:

Approve and authorize the City Manager to execute Amendment No. 1 to Task Order No. 2 (DE-24-195-SQ) with NV5, Inc. in the amount of \$180,000, and an amended Task Order total of \$279,000 for additional plan check, map check, and WQMP review services.

COUNCIL GOALS:

- To invest in the city's infrastructure (streets, sewers, parks, etc.) by providing for the development of new infrastructure.

DISCUSSION:

On June 25, 2024, the City Council approved the Pre-Qualified Firms List to provide professional engineering services and authorized the City Manager to execute a Master Agreement with selected firms on an as-needed basis for a period of five (5) years from approval. Subsequently, the City and NV5, Inc. entered into a Master Agreement that included map checking, engineering plan checking, hydrology/hydraulic studies, and WQMP checking services.

Due to staffing shortages and a high volume of plan review requests, an amendment in the amount of \$180,000 is requested to the existing task order of \$99,000 to provide timely plan check review services.

FISCAL IMPACT:

The fiscal impact associated with the approval of this item is \$180,000 and is included in the 2025-26 budget in the General Fund (Fund 101), in accounts 10137404-8116 in the amount of \$60,000, 10137404-8130 in the amount of \$60,000, and in the Storm Water Compliance Fund (Fund 125) in account 12537401-8130 in the amount of \$60,000.

MOTION:

Approve staff recommendation.

Certificate Of Completion

Envelope Id: B0A02022-C49A-4A2A-9FAF-23895A45AD4E

Status: Completed

Subject: Amendment Task Order Over \$50,000

Source Envelope:

Document Pages: 3

Signatures: 6

Envelope Originator:

Certificate Pages: 6

Initials: 1

Purchasing Office

AutoNav: Enabled

8353 Sierra Avenue

Envelopeld Stamping: Enabled

Fontana, CA 92335

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

purchasing@fontana.org

IP Address: 192.146.186.96

Record Tracking

Status: Original

Holder: Purchasing Office

Location: DocuSign

11/25/2025 | 10:56 AM

purchasing@fontana.org

Signer Events

Signature

Timestamp

Denise Cortes

Completed

Sent: 11/25/2025 | 10:56 AM

dcortes@fontanaca.gov

Viewed: 11/25/2025 | 10:56 AM

NV5, Inc.

Signed: 11/25/2025 | 11:02 AM

Security Level:

Using IP Address: 192.146.186.96

DocuSign.email

ID: 1

11/25/2025 | 10:56 AM

Electronic Record and Signature Disclosure:

Accepted: 11/25/2025 | 10:56 AM

ID: 4a77f6b3-ee03-4172-83d4-285e2b236fe6

Purchasing Office

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Sent: 11/25/2025 | 11:02 AM

purchasing@fontana.org

Viewed: 11/25/2025 | 11:03 AM

www.fontanapurchasing.org

Signed: 11/25/2025 | 11:06 AM

OPR Communications

Using IP Address: 192.146.186.96

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

David Niknafs

David Mknafs

Sent: 11/25/2025 | 11:06 AM

gary.rivas@nv5.com

Viewed: 11/25/2025 | 11:21 AM

NV5

Signed: 11/26/2025 | 07:08 AM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style

Using IP Address: 75.140.81.35

Electronic Record and Signature Disclosure:

Accepted: 11/25/2025 | 11:21 AM

ID: 0a7849fd-f63d-4a2b-a04c-c048bb819078

David Hammer

DH

Sent: 11/26/2025 | 07:08 AM

dhammer@fontanaca.gov

Viewed: 12/2/2025 | 07:09 AM

Security Level: Email, Account Authentication (None)

Signed: 12/2/2025 | 07:10 AM

Signature Adoption: Pre-selected Style

Using IP Address: 192.146.186.123

Electronic Record and Signature Disclosure:

Accepted: 12/2/2025 | 07:09 AM

ID: 19627ef8-2157-44a7-926e-c2fd50f0d760

Signer Events	Signature	Timestamp
<p>Gia Kim gkim@fontanaca.gov Public Works Director/City Engineer City of Fontana Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/2/2025 07:19 AM ID: 71feaa7f-8d18-4f57-8872-2004074810fb</p>	<p><i>Gia Kim</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 192.146.186.123</p>	<p>Sent: 12/2/2025 07:10 AM Viewed: 12/2/2025 07:19 AM Signed: 12/2/2025 07:19 AM</p>
<p>Phillip Burum pburum@fontanaca.gov Deputy City Manager Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/2/2025 08:36 AM ID: 77bf4342-b234-439d-ad96-b24521f63aee</p>	<p><i>Phillip Burum</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 192.146.186.123</p>	<p>Sent: 12/2/2025 07:19 AM Viewed: 12/2/2025 08:36 AM Signed: 12/2/2025 08:37 AM</p>
<p>Sid Lambert slambert@fontanaca.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Sid Lambert</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 192.146.186.96</p>	<p>Sent: 12/2/2025 08:37 AM Viewed: 12/2/2025 10:19 AM Signed: 12/2/2025 10:19 AM</p>
<p>Jessica Brown jbrown@fontanaca.gov Chief Financial Officer Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/3/2025 09:02 AM ID: e94c7641-ab78-482b-a962-c63f5c9cb50d</p>	<p><i>Jessica Brown</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 192.146.186.96</p>	<p>Sent: 12/2/2025 10:19 AM Viewed: 12/3/2025 09:02 AM Signed: 12/3/2025 09:03 AM</p>
<p>Matthew C. Ballantyne mballantyne@fontanaca.gov City Manager City of Fontana Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/3/2025 09:05 AM ID: d3b6ecc7-a84e-421d-96af-ef1fe6a33330</p>	<p><i>Matthew C. Ballantyne</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 192.146.186.96</p>	<p>Sent: 12/3/2025 09:03 AM Viewed: 12/3/2025 09:05 AM Signed: 12/3/2025 09:06 AM</p>
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Kathy Kasinger kkasinger@fontanaca.gov Records Coordinator Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/3/2025 07:29 AM ID: 8660d00c-b835-4ab7-8148-780b33eb077c	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 12/3/2025 09:06 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	11/25/2025 10:56 AM
Certified Delivered	Security Checked	12/3/2025 09:05 AM
Signing Complete	Security Checked	12/3/2025 09:06 AM
Completed	Security Checked	12/3/2025 09:06 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ctejeda@fontana.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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- ii. send us an e-mail to ctejeda@fontana.org and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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