



FIRST AMENDMENT TO THE SERVICES AGREEMENT

BETWEEN THE CITY OF RIALTO AND PARK CONSULTING GROUP, INC.

1. PARTIES AND DATE.

This First Amendment to the Services Agreement (“First Amendment”) is made and entered into this 31st day of October, by and between the City of Rialto (“City”) and Park Consulting Group, Inc., (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this First Amendment.

2. RECITALS.

2.1 Agreement. City and Consultant entered into that certain Services Agreement dated May 21, 2024, (“Agreement”), whereby Consultant agreed to provide services to the City related to providing Permitting System Implementation Services for the City of Rialto’s Tyler Tech Enterprise Permitting System.

2.2 Amendment. City and Consultant desire to amend the Agreement by this First Amendment to include additional tasks for the project as set forth in “Exhibit A” and to increase the total amount of compensation for the Agreement.

3. TERMS.

3.1 Scope of Services. In addition to the Scope of Services set forth in the Agreement, Consultant shall perform the additional services included in this First Amendment to the Agreement and described in “Exhibit A,” attached hereto and incorporated herein by this reference.

3.2 Payment Terms. Consultant shall be compensated for the additional services included in this First Amendment in an amount not to exceed Three Hundred Seventy-Two Thousand Seven Hundred Dollars and Zero Cents (\$372,700.00). The total compensation, including reimbursement for actual expenses, the City will pay Consultant pursuant to the Agreement as amended by the First Amendment shall not exceed Four Hundred Seventy Thousand Seven Hundred Dollars and Zero Cents (\$470,700.00) (the “Contract Sum”).

3.3 Time for Performance. The time to complete the additional services included in the First Amendment shall begin immediately upon the City Council's approval of the First Amendment.

3.5 Continuing Effect of Agreement. Except as amended by this First Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this First Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement as amended by this First Amendment.

3.6 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this First Amendment.

3.7 Counterparts. This First Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

3.8 Conflict of Interest. Pursuant to Rialto Municipal Code section 2.48.145, Consultant represents that it has disclosed whether it or its officers or employees is related to any officer or employee of the City by blood or marriage within the third degree which would subject such officer or employee to the prohibition of California Government Sections 87100 et. seq., Fair Political Practices Commission Regulation Section 18702, or Government Code Section 1090. To this end, by approving this Agreement, Consultant attests under penalty of perjury, personally and on behalf of Consultant, as well its officers, representatives, that it/they have no relationship, as described above, or financial interests, as such term is defined in California Government Section 87100 et. seq., Fair Political Practices Commission Regulation Section 18702, or Government Code Section 1090, with any City of Rialto elected or appointed official or employee, except as specifically disclosed to the City in writing.

3.9 Corporate Authority. The persons executing this First Amendment on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this First Amendment on behalf of said party, (iii) by so executing this First Amendment, such party is formally bound to the provisions of this First Amendment and (iv) the entering into this First Amendment does not violate any provision of any other agreement to which said party is bound.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS THEREOF, the parties have caused their authorized representative to execute this agreement the day and year first above written.

CITY OF RIALTO

PARK CONSULTING GROUP, INC.

By: _____
Michael Milhiser
Interim City Manager

By: _____
Signature

Glenn Park
Name

Attest:

President
Title

By: _____
Barbara McGee
City Clerk

By: _____
Signature

Approved as to Form:

Glenn Park
Name

Burke, Williams & Sorensen, LLP

Secretary
Title

By: _____
Eric S. Vail
City Attorney

****Two signatures are required if a corporation****

“EXHIBIT A”

PARK CONSULTING GROUP

The **Park Consulting Group, Inc. (PCG)** is pleased to submit this proposal to provide Permitting System Implementation Services for the **City of Rialto’s (“City”)** Tyler Tech Enterprise Permitting System. We thank you for the opportunity to share our qualifications to provide support to assist staff in business process configurations and guide staff on Tyler Tech implementation methodology. PCG is the leading provider of Tyler Technologies Permitting System consulting services to municipalities and has a proven track record of serving similar cities to Rialto, working with a broad range of leaders, staff, and constituents at over 40+ cities and counties to implement, enhance and support their Permitting System implementation projects. The proposed team has extensive experience working with Community Development, Building, Planning, and IT project teams for their projects and support needs. The team is ready to share lessons learned from recent and similar municipal client projects so that the City is best prepared to achieve the desired results from its system.

PARK CONSULTING GROUP SERVICES	
PROJECT ADVISORY & PROJECT MANAGEMENT	<ul style="list-style-type: none">• Project Management• Leadership Updates• Regular check-ins and status meetings (weekly / bi-weekly, ad-hoc)• Support Request Tracking and Reporting
TYLER TECH VENDOR MANAGEMENT	<ul style="list-style-type: none">• Tyler Tech Agreement and SOW Review• Investment Summary and Invoice Review• Implementation Services Management• Sharepoint Site Tracking and Updates• Tyler Tech Support Ticket Request Submissions
BEST PRACTICE ADVISORY	<ul style="list-style-type: none">• Sharing Client Lessons Learned and known best practices• Sharing Client Solution Options from other California cities• GIS Environment Setup and Management
TYLER TECH EPL BUSINESS ANALYSIS, CONFIGURATION & DEVELOPMENT	<ul style="list-style-type: none">• Requirements and specifications gathering• Configuration and functionality design and implementation• Annual fee schedule updates• Reports and forms development (Crystal Reports and SSRS)• Demonstration of new and existing functionality
TYLER TECH EPL CONFIGURATION EXAMPLES	<ul style="list-style-type: none">• Civic Access / Decision Engine / eReviews• Record Types/ Workclass Configuration• Custom Fields• Workflows• Automations (IOs & IAAs) / Georules• Tyler Hub/ User Setup• Fee Setup and Conditioning• Code Updates• Inspections/ iG Mobile Apps• New and Existing Report Development
CUT OVER AND GO-LIVE SUPPORT SERVICES	<ul style="list-style-type: none">• Support the City when working with staff and vendors for the go-live cutover• Support the City with requested fixes to configuration and systems issues• Attend support meetings as needed• Provide onsite support as needed (with travel authorization)

The Park Consulting Group is thrilled to have the opportunity to work with the City of Rialto and we look forward to discussing the details of our experiences and our proposed services to the City.

Sincerely,

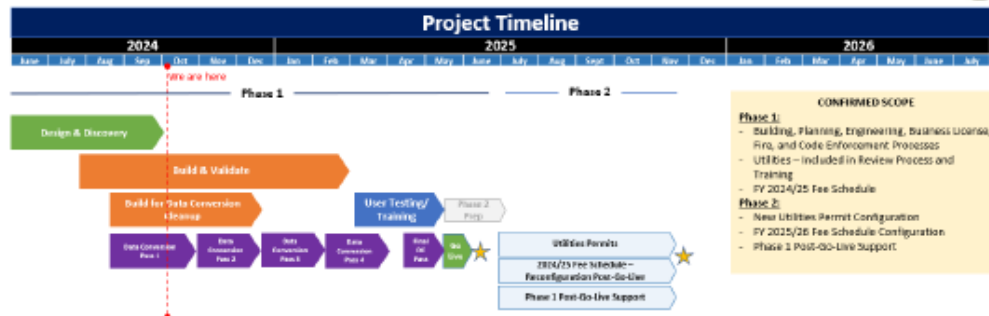


Glenn Park, President (Authorized Legal Representative)
P: (626) 224-1656 | E: glenn@parkconsulting.com

Cost Proposal

- **Duration of Services:** 15 Months; October 2024 – December 2025
- **Services:** PCG’s services are billed on a fixed monthly basis based on the key project deliverables of the project. Scope is based on latest project plan and timeline presented with a Phase 1 Go-Live date in early June 2025 and a Phase 2 Go-Live Date in November/ December 2025.

Project Timeline and Scope



- **Total Not to Exceed: \$625,350** – For Phase 2, the City may reevaluate ownership and responsibilities of the Phase 2 Scope and Implementation Tasks.

PHASE 1 – 9 Months:

Project Phase 1	Months	Per Month	Total
Build & Configuration	6	\$29,900	\$179,500
User Acceptance Testing (UAT)	2	\$24,600	\$49,200
Support through Training and Go-Live Prep	1	\$24,600	\$24,600
Go-Live Support (4 days onsite with 3 Consultants)			\$29,500
Post-Go-Live Support (3 weeks remote through June 2025)			\$20,000
Report Development (25 Forms/ Reports @ \$2,400 / report)			\$60,000
Travel Expenses (20 days @ \$500 per day per consultant)			\$10,000
Total			\$372,700

PHASE 2 – 6 Months (OPTIONAL):

Project Phase 2	Months	Per Month	Total
Phase 1 – Post Go-Live Support	6	\$4,000	\$24,000
Assess & Define	1	\$29,900	\$29,900
Build & Configuration	3	\$29,900	\$89,700
User Acceptance Testing (UAT)	1	\$24,600	\$24,600
Support through Training and Go-Live Prep	1	\$24,600	\$24,600
Go-Live Support (2 days onsite with 3 Consultants)			\$9,850
Post-Go-Live Support (3 weeks remote through December 2025)			\$20,000
Report Development (10 Forms/ Reports @ \$2,400 / report)			\$24,000
Travel Expenses (12 days @ \$500 per day per consultant)			\$6,000
Total			\$252,650

- **Travel Expenses** - PCG should have the full ability to deliver services remotely with minimal on-site visits. When requested, City will approve onsite travel, and onsite travel expenses will be billed at \$500 per day per consultant (not including consultant hourly rates).