

## **Ghirardelli Associates, Inc.**

### **On-Call Construction Support Services**

#### **AGREEMENT FOR SERVICES #126-S1611**

**THIS AGREEMENT**, made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "COUNTY"), and Ghirardelli Associates, Inc., a California corporation duly qualified to conduct business in the State of California, whose principal place of business is 2055 Gateway Place, Suite 410, San Jose, California 95110, and whose local office address is 2990 Lava Ridge Court, Suite 230, Roseville, California 95661 (hereinafter referred to as "CONSULTANT");

### **R E C I T A L S**

**WHEREAS**, COUNTY has determined that it is necessary to obtain a consultant to assist its Community Development Agency, with construction support and associated services;

**WHEREAS**, CONSULTANT has represented to COUNTY that it is specially trained, experienced, expert, and competent to perform the special services required hereunder, and COUNTY has determined to rely upon such representations;

**WHEREAS**, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws and ordinances applicable to the work, including compliance with prevailing wage rates and their payment in accordance with California Labor Code, Section 1775;

**WHEREAS**, COUNTY has determined that the provision of such services provided by CONSULTANT are in the public's best interest, and authorized by El Dorado County Charter, Section 210(b)(6) and/or Government Code Section 31000;

**NOW, THEREFORE**, COUNTY and CONSULTANT mutually agree as follows:

#### **ARTICLE I**

**Scope of Services:** CONSULTANT agrees to furnish personnel, subconsultants, materials, equipment and services necessary to perform various on-call construction support services. Services shall include, but not be limited to, those tasks as identified in Exhibit A, marked "Scope of Work," incorporated herein and made by reference a part hereof, or as identified in the individual Task Orders or Work Orders, as applicable, to be issued in accordance with this Agreement.

CONSULTANT's services are to be provided specifically in support of projects included in COUNTY's Capital Improvement Program and generally in support of other COUNTY activities as required. Before proceeding with any work under this Agreement, the parties will identify the specific services to be provided for each assignment in individual Task Orders or Work Orders, as applicable.

The specific services for each assignment shall be determined at a meeting or telephone conference between CONSULTANT and COUNTY's Contract Administrator, or designee, to discuss the needs, applicable standards, required deliverables, specific CONSULTANT staff, subconsultants, if applicable, any necessary permits, and any task-related mileage budget, if applicable, on a task-by-task basis. As applicable, Disadvantaged Business Enterprise (DBE) requirements will be discussed at the meeting or telephone conference and COUNTY's Contract Administrator will provide CONSULTANT with the necessary DBE forms and information for use and/or submittal with CONSULTANT's Task Order/Work Order proposal or CONSULTANT's final invoice. Within an agreed timeframe as determined by COUNTY's Contract Administrator, following the meeting or telephone conference, CONSULTANT shall provide COUNTY's Contract Administrator with a written scope of work, a schedule including a list of tasks with completion dates, a target completion date for the overall scope of work, and a not-to-exceed cost itemization to complete the work (resulting in a Task Order or a Work Order, as applicable), which shall require written approval, authorization, and written notification to proceed from COUNTY's Contract Administrator, prior to commencement of the work.

For emergency and unanticipated/unplanned construction support services, the specific services for each assignment shall be determined at a pre-service meeting, telephone conference or by email between CONSULTANT and COUNTY's Contract Administrator or COUNTY's Contract Administrator's designee to discuss the needs, applicable standards, required deliverables, specific CONSULTANT staff, subconsultants (if required), and estimated costs associated with each specific service on an item-by-item basis. At the conclusion of the pre-service meeting, telephone conference or email exchange, COUNTY's Contract Administrator will provide CONSULTANT with verbal authorization to proceed. COUNTY's Contract Administrator shall follow up the verbal authorization with a written authorization to proceed in the form of a Work Order, to CONSULTANT via email or fax, with the specific emergency or unanticipated/unplanned services to be performed.

COUNTY's Contract Administrator will issue a written Task Order for work assignments where the not-to-exceed cost itemization is greater than \$50,000. COUNTY's Contract Administrator will issue a written Work Order for work assignments where the not-to-exceed cost itemization is \$50,000 or less.

Funding from various local, state and federal sources may be utilized to fund certain assignments to be performed under this Agreement and, as a consequence, the requirements (other than those incorporated herein below) of the funding agencies related to those grants will be incorporated into the provisions of the specific Task Orders or Work Orders issued for those assignments.

CONSULTANT's responsibilities for compliance with DBE requirements are described in ARTICLE XLVI, Disadvantaged Business Enterprise (DBE) Considerations and in ARTICLE XLVII, Disadvantaged Business Enterprise (DBE) Participation, herein. No Task Order or Work Order shall be issued under this Agreement until the required DBE forms have been received and approved by COUNTY's Contract Administrator.

CONSULTANT shall provide COUNTY's Contract Administrator with the names and titles of CONSULTANT's representatives that are authorized to bind CONSULTANT by signing Task Orders and Work Orders and Task Order and Work Order Amendments on CONSULTANT's behalf. CONSULTANT's notification of individuals authorized to execute Task Orders and Work Orders and Task Order and Work Order Amendments on CONSULTANT's behalf shall be communicated to COUNTY in accordance with the provisions of ARTICLE XXIX, Notice to Parties, of this Agreement.

COUNTY shall review CONSULTANT's progress at key points as specified in each Task Order or Work Order. Milestone reviews shall be performed for the specific products and deliverables listed in each Task Order and/or Work Order. Milestones may only be changed by written agreement (may consist of an email) between COUNTY's Contract Administrator, or designee and CONSULTANT.

If a submittal or Task Order or Work Order deliverable is required to be an electronic file, CONSULTANT shall produce the file using Microsoft (MS) Office 2010 applications (specifically, MS Word, MS Project and MS Excel). Signed reports shall be submitted in Adobe portable document format (PDF). All digital photographs shall be submitted on CD-ROMs in jpeg format with a minimum resolution of 2816 X 2112. Electronic AutoCAD 2010 or AutoCAD Civil 3D 2010 format shall be used for submittal of plans or other similar documents as specified by COUNTY's Contract Administrator. All deliverables shall be submitted in language, format and design that are compatible with and completely transferable to COUNTY's computer and engineering applications (e.g., Autodesk/Civil 3D 2010 and ASCII file formats) and that are acceptable to COUNTY's Contract Administrator. Newer versions of software may be used and other types of software used for analytical purposes may be authorized if approved in advance of the submittal by COUNTY's Contract Administrator. CONSULTANT shall submit all deliverables to COUNTY's Contract Administrator in accordance with completion time schedules identified in the individual Task Orders or Work Orders issued pursuant to this Agreement. Failure to submit the required deliverables in the format required shall be grounds for termination of the Agreement, as provided in ARTICLE VI, Termination, herein.

All of the services included in this Article and Exhibit A, are the responsibility of CONSULTANT, unless specifically described as a task or item of work to be provided by COUNTY. CONSULTANT shall be responsible for the supervision, administration and work performed by any subconsultant for services rendered under this Agreement.

## **ARTICLE II**

**Compensation for Services:** For services provided herein, including all of the deliverables described in individual Task Orders and Work Orders issued pursuant to this Agreement, and including all of the forms and reports required under the DBE provisions of this Agreement; and including the progress reports required by ARTICLE III, Progress Reports, below, COUNTY agrees to pay CONSULTANT in arrears. Payment shall be made within forty-five (45) days following COUNTY's receipt and approval of itemized invoices detailing services rendered.

For the purposes hereof, the billing rates shall be in accordance with Exhibit B, marked "Rate Schedule," incorporated herein and made by reference a part hereof.

Other direct costs including special reproductions, delivery charges, and other outside services authorized herein, shall be invoiced at CONSULTANT's cost, for the services rendered. Any invoices that include other direct costs shall be accompanied by backup documentation to substantiate CONSULTANT's costs for the services being billed on those invoices.

Any reimbursements for mileage expenses, if any, will only be made if such expenses are included in the Cost Proposal of an approved and fully executed Task Order or Work Order issued pursuant to this Agreement.

Travel costs (i.e., overnight lodging, meals, parking, airfare, bridge tolls and other per diem expenses) will not be reimbursed as a direct cost for any services performed under this Agreement by CONSULTANT or by any authorized subconsultants. The total amount payable by COUNTY for an individual Task Order or Work Order shall not exceed the amount agreed to in the Task Order or Work Order, unless COUNTY's Contract Administrator and CONSULTANT amend the Task Order or Work Order.

Cost Proposals shall be submitted for each Task Order and/or Work Order. Cost Proposals are subject to an audit or Certified Public Accountant Indirect Cost Audit Workpaper Review and are more fully described in ARTICLE IX, Audit Review Procedures.

When United States Department of Transportation (US DOT) federal grant funding is utilized to support the authorized task work, CONSULTANT shall prepare and submit a fully executed "Final Report – Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subconsultants" form with its final invoice for each such Task Order or Work Order issued under this Agreement. Twenty-five percent (25%) of the value of the final invoice shall be withheld until COUNTY's receipt and approval of the required DBE form. CONSULTANT's responsibilities for compliance with DBE requirements are described in ARTICLE XLVI, Disadvantaged Business Enterprise (DBE) Considerations, and in ARTICLE XLVII, Disadvantaged Business Enterprise (DBE) Participation, herein.

In accordance with ARTICLE XII, State Prevailing Wage Rates, CONSULTANT shall provide COUNTY's Contract Administrator with certified payroll for applicable personnel for the period for which payment is requested and such certified payroll shall accompany each invoice submitted. The certified payroll shall contain information related only to the applicable project. No invoice shall be paid until the certified payroll is submitted.

### **ARTICLE III**

**Progress Reports:** Upon issuance of a Task Order or Work Order, CONSULTANT shall submit written progress reports to COUNTY'S Contract Administrator at intervals that are commensurate with the requirements of the items of work and tasks being performed and based upon a mutually agreeable schedule. At a minimum, CONSULTANT shall submit progress reports once per month. The reports shall be

sufficiently detailed for COUNTY's Contract Administrator to determine if CONSULTANT is performing to expectations and is on schedule, to provide communication of interim findings, and to afford occasions for airing difficulties or special circumstances encountered so that remedies can be developed. COUNTY's review of these reports will ensure that CONSULTANT's work meets a level of acceptability as determined by COUNTY's Contract Administrator, and CONSULTANT shall be required to modify its work as necessary to meet that level of acceptability as defined by COUNTY's Contract Administrator. Separate detail shall be provided for each ongoing Task Order or Work Order. Progress reports shall include the total number of hours worked by CONSULTANT and any authorized subconsultants and shall include descriptions of the tasks and work performed, including a description of any deliverables submitted during the reporting period and the anticipated tasks, work and deliverables proposed for the subsequent reporting period. Any invoices submitted by CONSULTANT for payment under the terms of this Agreement shall include copies of the progress reports that relate to the services being billed on those invoices.

#### **ARTICLE IV**

##### **Performance Period:**

- A. This Agreement shall go into effect upon execution, contingent upon approval by COUNTY, and CONSULTANT shall commence work after notification to proceed by COUNTY's Contract Administrator. The Agreement shall end three (3) years thereafter, unless extended by contract amendment.
- B. CONSULTANT is advised that any recommendation for contract award is not binding on COUNTY until the Agreement is fully executed and approved by COUNTY.
- C. The period of performance for each specific project shall be in accordance with the Task Order or Work Order for that project. If work on a Task Order or Work Order is in progress on the expiration date of this Agreement, the terms of the Agreement shall be extended by contract amendment.

#### **ARTICLE V**

##### **Allowable Costs and Payments:**

- A. CONSULTANT will be reimbursed for hours worked at the hourly rates specified in CONSULTANT's Cost Proposal of an approved and fully executed Task Order or Work Order. The specified hourly rates shall include direct salary costs, employee benefits, overhead, and fee. These rates are not adjustable for the performance period set forth in this Agreement.
- B. In addition, CONSULTANT will be reimbursed for incurred (actual) direct costs other than salary costs that are in the cost proposal and identified in the cost proposal of an approved and fully executed Task Order or Work Order.
- C. Specific projects will be assigned to CONSULTANT through issuance of Task Orders or Work Orders.

- D. After a project to be performed under this Agreement is identified by COUNTY, COUNTY will prepare a draft Task Order or Work Order; less the cost estimate. A draft Task Order or Work Order will identify the scope of services, expected results, project deliverables, period of performance, project schedule and will designate a COUNTY Project Coordinator. The draft Task Order or Work Order will be delivered to CONSULTANT for review. CONSULTANT shall return the draft Task Order or Work Order within ten (10) calendar days along with a Cost Estimate, including a written estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses, overhead, fee if any, and total dollar amount. After agreement has been reached on the negotiable items and total cost; the finalized Task Order or Work Order shall be signed by both COUNTY and CONSULTANT.
- E. Task Orders or Work Orders may be negotiated for a lump sum (Firm Fixed Price) or for specific rates of compensation, both of which must be based on the labor and other rates set forth in CONSULTANT's Cost Proposal of an approved and fully executed Task Order or Work Order.
- F. Reimbursement for transportation and subsistence costs shall not exceed the rates as specified in the approved Cost Proposal of an approved and fully executed Task Order or Work Order.
- G. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from COUNTY's Contract Administrator before exceeding such estimate.
- H. Progress payments for each Task Order or Work Order will be made in arrears based on services provided and actual costs incurred.
- I. CONSULTANT shall not commence performance of work or services until this Agreement has been approved by COUNTY, and notification to proceed has been issued by COUNTY's Contract Administrator. No payment will be made prior to approval or for any work performed prior to approval of this Agreement.
- J. A Task Order or Work Order is of no force or effect until returned to COUNTY and signed by an authorized representative of COUNTY. No expenditures are authorized on a project and work shall not commence until a Task Order or Work Order for that project has been executed by COUNTY.
- K. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by COUNTY's Contract Administrator of itemized invoices. Separate invoices itemizing all costs are required for all work performed under each Task Order or Work Order. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing, or upon completion of the Task Order or Work Order. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this Agreement number, project title, Task Order or Work Order number, the Work Breakdown Structure (WBS)

Activity Identification Codes (Activity IDs) applicable for each item of work, and shall include the beginning and ending dates of the overall period of service. Credits due COUNTY that include any equipment purchased under the provisions of ARTICLE XI, Equipment Purchase, of this Agreement, must be reimbursed by CONSULTANT prior to the expiration or termination of this Agreement. Invoices shall be mailed to COUNTY at the following address:

County of El Dorado  
Community Development Agency  
Transportation Division  
2441 Headington Road  
Placerville, California 95667  
Attn.: Stephanie Lisius  
Administrative Technician

or to such other location as COUNTY directs.

- L. The period of performance for Task Orders or Work Orders shall be in accordance with dates specified in the Task Order or Work Order. No Task Order or Work Order will be written which extends beyond the expiration date of this Agreement.
- M. The total amount payable by COUNTY for an individual Task Order or Work Order shall not exceed the amount agreed to in the Task Order or Work Order, unless authorized by contract amendment.
- N. If CONSULTANT fails to satisfactorily complete a deliverable according to the schedule set forth in a Task Order or Work Order, no payment will be made until the deliverable has been satisfactorily completed.
- O. Task Orders or Work Orders may not be used to amend this Agreement and may not exceed the scope of work under this Agreement.
- P. The total amount payable by COUNTY for all Task Orders or Work Orders resulting from this Agreement shall not exceed \$750,000. It is understood and agreed that there is no guarantee, either expressed or implied that this dollar amount will be authorized under this Agreement through Task Orders or Work Orders.
- Q. All subcontracts in excess of \$25,000 shall contain the above provisions.

## **ARTICLE VI**

### **Termination:**

- A. COUNTY reserves the right to terminate this Agreement, or any Task Order or Work Order issued pursuant to this Agreement, upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the Notice of Termination. If such prior termination is effected, COUNTY will pay for satisfactory services rendered prior to the effective dates, as set forth in the Notice of Termination provided to CONSULTANT, and for such other services which COUNTY may agree to in writing as necessary for contract resolution. In no event, however,

shall COUNTY be obligated to pay more than the not-to-exceed amount of the Task Order or Work Order or the total amount of this Agreement, as applicable. Upon receipt of a Notice of Termination, CONSULTANT shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the Notice directs otherwise.

- B. COUNTY may terminate this Agreement with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, COUNTY may proceed with the work in any manner deemed proper by COUNTY. If COUNTY terminates this Agreement with CONSULTANT, COUNTY shall pay CONSULTANT the sum due to CONSULTANT under this Agreement prior to termination, unless the cost of completion to COUNTY exceeds the funds remaining in the Agreement. In which case the overage shall be deducted from any sum due CONSULTANT under this Agreement and the balance, if any, shall be paid to CONSULTANT upon demand.
- C. The maximum amount for which COUNTY shall be liable if this Agreement is terminated is the not-to-exceed amount of the Task Order or Work Order or the total amount of this Agreement, as applicable.
- D. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (Time to Cure), then such party shall be in default. The Time to Cure may be extended at the discretion of the party giving notice. Any extension of Time to Cure must be in writing, prepared by the party in default for signature by the party giving notice, and must specify the reason(s) for the extension and the date in which the extension of Time to Cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the Time to Cure has expired.

- E. Bankruptcy: This Agreement, at the option of COUNTY, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of CONSULTANT.
- F. Ceasing Performance: COUNTY may terminate this Agreement in the event CONSULTANT ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- G. Termination or Cancellation without Cause: CONSULTANT shall comply with the requirements of this Article, regarding administrative, contractual, or legal remedies in instances of default, termination or cancellation and with other terms and conditions of COUNTY's grant funding agreements that provide for such sanctions and penalties as may be appropriate in instances where contract terms are violated or breached.



- H. Completion of Work: In the event of termination of the Agreement, for default or without cause, COUNTY reserves the right to take over and complete any work, service, or task by contract or by other means.

## **ARTICLE VII**

### **Cost Principles and Administrative Requirements:**

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.
- B. CONSULTANT also agrees to comply with federal procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 49 CFR, Part 18 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to COUNTY.
- D. All subcontracts in excess of \$25,000 shall contain the above provisions.
- E. Notwithstanding any other provision of this Agreement to the contrary, payments to CONSULTANT for travel and subsistence (per diem) and mileage expenses, if applicable, for CONSULTANT's staff or for subconsultants claimed for reimbursement shall not exceed the lesser of (1) the rates to be paid to COUNTY employees under the current Board of Supervisors Travel Policy in effect at the time the expenses are incurred; or (2) the rates authorized to be paid to rank and file state employees under the then current State of California Department of Personnel Administration (DPA) rules. If the rates invoiced are in excess of these authorized rates, then CONSULTANT is responsible for the cost difference and any overpayments shall be reimbursed to COUNTY upon demand. For the purposes of this Agreement, only source inspection services reimbursements for mileage and travel and subsistence (per diem) expenses for Consultant or subconsultants, if applicable, shall be eligible for reimbursement in accordance with ARTICLE II, Compensation for Services, above. No reimbursements for travel and subsistence (per diem) expenses for CONSULTANT or subconsultants shall be allowed.
- F. CONSULTANT and its subconsultants, if applicable shall establish and maintain accounting systems and records that properly accumulate and segregate funds received under this Agreement by line item. The accounting systems of CONSULTANT and all subconsultants shall conform to Generally Accepted Accounting Principles (GAAP), shall enable the determination of incurred costs at interim points of completion, and shall provide support for reimbursement of payment vouchers or invoices.

## **ARTICLE VIII**

**Retention of Records/Audit:** For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the Agreement pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and COUNTY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the Agreement. All parties shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three (3) years from the date of final payment under the Agreement. The state, State Auditor, COUNTY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and its certified public accountants (CPA) work papers that are pertinent to the Agreement and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested. Subcontracts in excess of \$25,000 shall contain this provision.

## **ARTICLE IX**

### **Audit Review Procedures:**

- A. Any dispute concerning a question of fact arising under an interim or post audit of this Agreement that is not disposed of by agreement, shall be reviewed by COUNTY's Chief Financial Officer.
- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by COUNTY's Chief Financial Officer of unresolved audit issues. The request for review shall be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by COUNTY shall excuse CONSULTANT from full and timely performance, in accordance with the terms of this Agreement.
- D. CONSULTANT and subconsultant contracts, including cost proposals and ICR, are subject to audits or reviews such as, but not limited to, a contract audit, an incurred cost audit, an ICR Audit, or a CPA ICR audit work paper review. If selected for audit or review, the Agreement, cost proposal and ICR and related work papers, if applicable, will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the instances of a CPA ICR audit work paper review it is CONSULTANT's responsibility to ensure federal, state, or local government officials are allowed full access to the CPA's work papers including making copies as necessary. The Agreement, cost proposal, and ICR shall be adjusted by CONSULTANT and approved by COUNTY's Contract Administrator to conform to the audit or review recommendations. CONSULTANT agrees that individual terms of costs identified in the audit report shall be incorporated into the Agreement by this reference if directed by COUNTY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review recommendations, or to ensure that the federal, state or local governments have access to CPA work papers, will be considered a breach of

contract terms and cause for termination of the Agreement and disallowance of prior reimbursed costs.

The provisional ICR will apply to this Agreement and all other contracts executed between COUNTY and the CONSULTANT, either as a prime or subconsultant, with the same fiscal period ICR.

## **ARTICLE X**

### **Subcontracting:**

- A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between COUNTY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to COUNTY for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its subconsultant(s) is an independent obligation from COUNTY'S obligation to make payments to the CONSULTANT.
- B. CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this Agreement shall be subcontracted without written authorization by COUNTY's Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by COUNTY.
- D. Any subcontract in excess of \$25,000 entered into as a result of this Agreement shall contain all the provisions stipulated in this Agreement to be applicable to subconsultants.
- E. Any substitution of subconsultant(s) must be approved in writing by COUNTY's Contract Administrator prior to the start of work by the subconsultant(s).
- F. CONSULTANT is engaged by COUNTY for its unique qualifications and skills as well as those of its personnel. CONSULTANT shall not subcontract, delegate, or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of COUNTY. COUNTY may, at its sole discretion, through its Contract Administrator, authorize CONSULTANT to utilize subconsultants for services performed in Exhibit A for the particular tasks, work and deliverables identified therein or as identified in the individual Task Orders and/or Work Orders issued pursuant to this Agreement. Said authorization and approval shall be sought and obtained by CONSULTANT prior to subconsultants' commencement of any work under this Agreement. Specific subconsultants shall be authorized in individual Task Orders and Work Orders issued pursuant to this Agreement. CONSULTANT shall require each subconsultant, to the extent of the work to be performed by the subconsultant, to be bound to CONSULTANT by the

terms of this Agreement and to assume toward CONSULTANT all of the obligations and responsibilities that CONSULTANT, by this Agreement, assumes toward COUNTY.

## **ARTICLE XI**

### **Equipment Purchase:**

- A. Prior authorization in writing, by COUNTY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.
- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding \$5,000, prior authorization by COUNTY's Contract Administrator is required; three (3) competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this Agreement is subject to the following: "The CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two (2) years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, COUNTY shall receive a proper refund or credit at the conclusion of the Agreement, or if the Agreement is terminated, CONSULTANT may either keep the equipment and credit COUNTY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established COUNTY procedures; and credit COUNTY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by COUNTY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by COUNTY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000.00 is credited to the project.
- D. All subcontracts in excess of \$25,000 shall contain the above provisions.

## **ARTICLE XII**

### **State Prevailing Wage Rates:**

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this Agreement, if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Article.

- C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See <http://www.dir.ca.gov>.

Note: The Federal "Payment of Predetermined Minimum Wage" applies only to federal-aid construction contracts.

### **ARTICLE XIII**

#### **Conflict Of Interest:**

- A. CONSULTANT shall disclose any financial, business, or other relationship with COUNTY that may have an impact upon the outcome of this Agreement, or any ensuing COUNTY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this Agreement, or any ensuing COUNTY construction project, which will follow. CONSULTANT has acknowledged this interest of consultant and CONSULTANT has duly executed Exhibit C, marked "Interest of Consultant Disclosure Statement," incorporated herein and made by reference a part hereof.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Agreement.
- C. Any subcontract in excess of \$25,000 entered into as a result of this Agreement, shall contain all of the provisions of this Article.
- D. CONSULTANT hereby certifies that neither CONSULTANT, its employees, nor any firm affiliated with CONSULTANT providing services on this project prepared the Plans, Specifications, and Estimate for any construction project named in the individual Task Order of Work Order, as applicable. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- E. CONSULTANT further certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT, will bid on any construction subcontracts included within the construction contract. Additionally, CONSULTANT certifies that no person working under this Agreement is also employed by the construction contract or for any project included within this Agreement.
- F. Except for subconsultants whose services are limited to materials testing, no subconsultant who is providing service on this Agreement shall have provided services on the design of any project included within this Agreement.
- G. The parties to this Agreement have read and are aware of the provisions of Government Code Section 1090 et seq. and Section 87100 relating to conflict of interest of public officers and employees. CONSULTANT attests that it has no current business or financial relationship with any COUNTY employee(s) that would constitute a conflict of interest with provision of services under this Agreement and will not enter into any such business or financial relationship with any such

employee(s) during the term of this Agreement. COUNTY represents that it is unaware of any financial or economic interest of any public officer or employee of CONSULTANT relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement either party may immediately terminate this Agreement by giving written notice as detailed in ARTICLE VI, Termination, herein.

#### **ARTICLE XIV**

##### **Rebates, Kickbacks or Other Unlawful Consideration:**

CONSULTANT warrants that this Agreement was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any COUNTY employee. For breach or violation of this warranty, COUNTY shall have the right in its discretion; to terminate the Agreement without liability; to pay only for the value of the work actually performed; or to deduct from the Agreement price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

#### **ARTICLE XV**

##### **Prohibition of Expending Local Agency State or Federal Funds For Lobbying:**

A. CONSULTANT certifies to the best of his or her knowledge and belief that:

1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONSULTANT to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONSULTANT shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions which form and instructions are attached hereto as Exhibit D and are incorporated herein and made by reference a part hereof.

B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- C. CONSULTANT also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

## **ARTICLE XVI**

### **Statement of Compliance:**

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Agreement, CONSULTANT and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. CONSULTANT and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. CONSULTANT and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. CONSULTANT and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- C. CONSULTANT shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.
- D. CONSULTANT, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the CONSULTANT shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S.

DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

## **ARTICLE XVII**

### **Debarment and Suspension Certification:**

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to COUNTY.
- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

## **ARTICLE XVIII**

**Taxes:** CONSULTANT certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by CONSULTANT to COUNTY. CONSULTANT agrees that it shall not default on any obligations to COUNTY during the term of this Agreement.

## **ARTICLE XIX**

**Standards for Work:** Services rendered under this Agreement shall be performed in accordance with the guidelines set forth in the current edition of the *Caltrans Construction Manual*, *Caltrans Bridge Construction Records and Procedures (BCRP) Manual*, *Caltrans Materials Testing Manual*, *Caltrans Local Assistance Procedures Manual*, *Caltrans Source Inspection Quality Management Plan Outline*, the El Dorado County Department of Transportation's Quality Assurance Program, ASTM testing procedures, and all other applicable Caltrans, Federal Highway Administration (FHWA), federal, state and local laws, COUNTY guidelines and accepted industry standards, and shall be performed in a safe, professional, skillful and workmanlike manner in accordance with good engineering practices. Where applicable, services shall further conform to all U.S. Code of Federal Regulation Title 23 requirements and all applicable federal laws, regulations and policy and procedural or instructional memoranda.



Material testing and Quality Control/Assurance shall conform to the current edition of the *Caltrans Construction Manual*, the *Caltrans Construction Manual Supplement for Local Agency Resident Engineers*, the *Caltrans Local Agency Structural Representative Guidelines* and Caltrans' California Test Methods and shall be performed by a material-tester certified by the State.

All of CONSULTANT's services and deliverables must adhere to current COUNTY, Caltrans and federal requirements for project development and shall be made available to COUNTY and Caltrans for review and approval at the appropriate stages specified in the Task Orders or Work Orders issued pursuant to the Agreement or upon request by COUNTY'S Contract Administrator.

CONSULTANT has full responsibility for the accuracy and completeness of the deliverables, reports and such other documents that may be required for the tasks or items of work assigned. Assistance, cooperation and oversight by COUNTY, Caltrans, FHWA or other regulatory agencies will not relieve CONSULTANT of this professional responsibility.

All work must be performed and work products prepared in a format and manner customarily anticipated by the appropriate approving agencies.

## **ARTICLE XX**

**Quality Control:** CONSULTANT shall have a quality control/quality assurance (QC/QA) plan in effect during the entire time work is being performed under this Agreement. Prior to the start of any work, CONSULTANT shall provide COUNTY with its QC/QA plan and an outline of the project-specific quality control/quality procedures. Consultant shall identify quality control reviews to ensure compliance with the major deliverables within the Scope of Work for this Agreement.

## **ARTICLE XXI**

**Licenses:** CONSULTANT hereby represents and warrants that CONSULTANT and any of its subconsultants employed under this Agreement has all the applicable licenses, permits, and certifications that are legally required for CONSULTANT and its subconsultants to practice its profession or provide the services or work contemplated under this Agreement in the State of California. CONSULTANT and its subconsultants shall obtain or maintain said applicable licenses, permits, or certificates in good standing throughout the term of this Agreement.

## **ARTICLE XXII**

**Ownership of Data:** Upon completion or earlier termination of all services under this Agreement, or upon the completion or earlier termination of services provided in accordance with individual Task Orders and/or Work Orders issued pursuant to this Agreement, ownership and title to all reports, documents, plans, maps, specifications, estimates, compilations, photographs, videos and any and all other materials or data produced or obtained as part of this Agreement will automatically be vested in COUNTY without restriction or limitation on their use, and no further agreement will be necessary to transfer ownership to COUNTY. Copies may be made for CONSULTANT's records,

but shall not be furnished to others without written authorization from COUNTY's Contract Administrator. Such deliverables shall be deemed works made for hire and all rights in copyright therein shall be retained by COUNTY. CONSULTANT shall furnish COUNTY all necessary copies of data including data stored in electronic format, needed to complete the review and approval process of the services and deliverables provided under this Agreement.

#### **ARTICLE XXIII**

**CONSULTANT's Project Manager:** CONSULTANT designates Charles Dory, Project Manager, as its Project Manager for this Agreement. CONSULTANT's Project Manager, or COUNTY-approved designee, shall be accessible to COUNTY's Contract Administrator, or designee, during normal COUNTY working hours and shall respond within twenty-four (24) hours to COUNTY inquiries or requests. CONSULTANT's Project Manager shall be responsible for all matters related to CONSULTANT's personnel, operations and any subconsultants authorized under this Agreement including, but not limited to (1) assigning qualified personnel to perform the required work and to prepare the deliverables required by the individual Task Orders and Work Orders issued pursuant to this Agreement; (2) reviewing, monitoring, training and directing CONSULTANT's personnel and any subconsultants authorized herein; and (3) providing qualified and appropriate traffic control services for field work. For federal grant funded projects, Project Manager must be a registered engineer in the State of California.

#### **ARTICLE XXIV**

**Changes to Agreement:** This Agreement may be amended by mutual consent of the parties hereto. Amendments may be made to permit mutually acceptable changes in the scope, character or complexity of the work if such changes become desirable or necessary as the work progresses. Appropriate extensions of time in case of unavoidable delays and for consideration of warranted adjustments in payment may also be accomplished by amendments to the Agreement. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto. There shall be no change in CONSULTANT's Project Manager or subconsultants, which shall be established at the issuance of individual Task Orders and Work Orders, without prior written approval by COUNTY's Contract Administrator.

#### **ARTICLE XXV**

**Consultant to County:** It is understood that the services provided under this Agreement shall be prepared in and with cooperation from COUNTY and its staff. It is further agreed that in all matters pertaining to this Agreement, CONSULTANT shall act as CONSULTANT only to COUNTY and shall not act as CONSULTANT to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with CONSULTANT's responsibilities to COUNTY during the term hereof.

## **ARTICLE XXVI**

### **Confidentiality:**

- A. CONSULTANT and any subconsultants authorized under this Agreement shall maintain the confidentiality and privileged nature of all records, including billing records, all financial, statistical, personal, technical, or other data and information relative to COUNTY's operations together with any knowledge therein acquired, in accordance with all applicable state and federal laws and regulations, as they may now exist or may hereafter be amended or changed. CONSULTANT, and all CONSULTANT's staff, employees, and representatives, including any subconsultants authorized herein, shall not use or disclose, directly or indirectly at any time, any said confidential information, other than to COUNTY's Community Development Agency or to such person with COUNTY's consent for the purpose of, and in the performance of, this Agreement.
- B. Permission granted by COUNTY to disclose information on one occasion shall not authorize CONSULTANT or any subconsultants authorized under this Agreement to further disclose such information, or disseminate the same on any other occasion.
- C. CONSULTANT and any subconsultants authorized under this Agreement shall not comment publicly to the press or any other media regarding this Agreement or COUNTY's actions on the same, except to COUNTY's staff, CONSULTANT's own personnel or authorized subconsultants involved in the performance of this Agreement, at public hearings or in response to questions from COUNTY's Board of Supervisors.
- D. CONSULTANT and any subconsultants authorized under this Agreement shall not issue any news release or public relations item of any nature, whatsoever, regarding services performed or to be performed under this Agreement without prior review of the contents thereof by COUNTY, and receipt of COUNTY's Contract Administrator's written permission.
- E. All information related to any construction estimates prepared or otherwise obtained in the performance of this Agreement is confidential, and shall not be disclosed by CONSULTANT to any entity other than to COUNTY.
- F. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this Article.
- G. This confidentiality provision shall survive after the expiration or earlier termination of this Agreement.

## **ARTICLE XXVII**

**Independent Contractor/Liability:** CONSULTANT is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by the terms of this Agreement. CONSULTANT exclusively assumes responsibility for acts of its employees, associates, and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

CONSULTANT shall be responsible for performing the work under this Agreement in a safe, professional, skillful, and workmanlike manner in accordance with good engineering practices and shall be liable for its own negligence and negligent acts of its employees and subconsultants. COUNTY shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to CONSULTANT or its employees, agents, associates, representatives, or subconsultants.

#### **ARTICLE XXVIII**

**Fiscal Considerations:** The parties to this Agreement recognize and acknowledge that COUNTY is a political subdivision of the State of California. As such, COUNTY is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment, or services not budgeted in a given year. It is further understood that in the normal course of COUNTY business, COUNTY will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, COUNTY shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products, or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and COUNTY released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce or order a reduction in the budget for any COUNTY department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of COUNTY, this Agreement and/or any Task Order or Work Order issued pursuant to this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

#### **ARTICLE XXIX**

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to COUNTY shall be in duplicate and addressed as follows:

To COUNTY:

County of El Dorado  
Community Development Agency  
Transportation Division  
2850 Fairlane Court  
Placerville, California 95667

Attn.: Bard Lower  
Transportation Division Director

With a copy to:

County of El Dorado  
Community Development Agency  
Administration and Finance Division  
2850 Fairlane Court  
Placerville, California 95667

Attn.: Michele Weimer  
Administrative Services Officer  
Contracts & Procurement Unit

or to such other location as COUNTY directs.

Notices to CONSULTANT shall be addressed as follows:

Ghirardelli Associates, Inc.  
2055 Gateway Place, Suite 410  
San Jose, California 95110

Attn.: Randall Bruner,  
Vice President

or to such other location as CONSULTANT directs.

### **ARTICLE XXX**

**Change of Address:** In the event of a change in address for CONSULTANT's principal place of business, CONSULTANT's Agent for Service of Process, or Notices to CONSULTANT, CONSULTANT shall notify COUNTY in writing as provided in ARTICLE XXIX, Notice to Parties. Said notice shall become part of this Agreement upon acknowledgment in writing by COUNTY's Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

### **ARTICLE XXXI**

**Indemnity:** To the fullest extent allowed by law, CONSULTANT shall defend, indemnify, and hold harmless the COUNTY and its officers, agents, employees and representatives from and against any and all claims, actions, losses, injuries, damages or expenses of every name, kind, and description, including litigation costs and reasonable attorney's fees incurred, brought for or on account of, injury to or death of any person, including but not limited to workers, COUNTY employees and the public, or damage to property, which arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, its officers, agents, employees, volunteers, representatives, contractors and subcontractors. This duty of CONSULTANT includes the duty of defense, inclusive of that set forth in California Civil Code Section 2778. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement.

### **ARTICLE XXXII**

**Insurance:** CONSULTANT shall provide proof of a policy of insurance satisfactory to COUNTY's Risk Management Division and documentation evidencing that CONSULTANT maintains insurance that meets the following requirements:

- A. Full Workers' Compensation and Employers' Liability Insurance covering all employees of CONSULTANT as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage and a \$2,000,000 aggregate limit.

- C. Automobile Liability Insurance of not less than \$1,000,000 is required in the event motor vehicles are used by CONSULTANT in performance of the Agreement.
- D. In the event CONSULTANT is a licensed professional or professional consultant and is performing professional services under this Agreement, Professional Liability Insurance is required with a limit of liability of not less than \$1,000,000.
- E. CONSULTANT shall furnish a certificate of insurance satisfactory to COUNTY's Risk Management Division as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to COUNTY's Risk Management Division, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- G. CONSULTANT agrees that the insurance required herein shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, CONSULTANT agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and CONSULTANT agrees that no work or services shall be performed prior to the giving of such approval. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- H. The certificate of insurance must include the following provisions stating that:
  - 1. The insurer will not cancel the insured's coverage without prior written notice to COUNTY; and
  - 2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- I. CONSULTANT's insurance coverage shall be primary insurance as respects COUNTY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by COUNTY, its officers, officials, employees, or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to, and approved, by COUNTY. At the option of COUNTY, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects COUNTY, its

officers, officials, employees, and volunteers; or CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to COUNTY, its officers, officials, employees, or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. CONSULTANT's obligations shall not be limited by the foregoing insurance requirements and shall survive the expiration of this Agreement.
- N. In the event CONSULTANT cannot provide an occurrence policy, CONSULTANT shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. The certificate of insurance shall meet such additional standards as may be determined by the contracting COUNTY department, either independently or in consultation with COUNTY's Risk Management Division as essential for protection of COUNTY.

In addition, CONSULTANT shall ensure that all subconsultants authorized pursuant to this Agreement shall maintain workers' compensation, general liability, automobile liability and professional liability insurance as specified above and shall provide COUNTY with proof of same if requested.

#### **ARTICLE XXXIII**

**Interest of Public Official:** No official or employee of COUNTY who exercises any functions or responsibilities in review or approval of services to be provided by CONSULTANT under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or the interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of COUNTY have any interest, direct or indirect, in this Agreement or the proceeds thereof.

#### **ARTICLE XXXIV**

**California Residency (Form 590):** All independent consultants providing services to COUNTY must file a State of California Form 590, certifying their California residency or, in the case of a limited liability company or corporation, certifying that they have a permanent place of business in California. CONSULTANT will be required to submit a Form 590 prior to execution of this Agreement, or COUNTY shall withhold seven (7) percent of each payment made to CONSULTANT during the term of this Agreement. This requirement applies to any agreement/contract exceeding \$1,500.

#### **ARTICLE XXXV**

**County Payee Data Record Form:** All independent contractors or corporations providing services to COUNTY who do not have a Department of the Treasury Internal Revenue Service Form W-9 (Form W-9) on file with COUNTY must file a County Payee Data Record Form with COUNTY.

#### **ARTICLE XXXVI**

**Business License:** COUNTY's Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a COUNTY business license unless exempt under COUNTY Ordinance Code Section 5.08.070. CONSULTANT warrants and represents that it shall comply with all of the requirements of COUNTY's Business License Ordinance, where applicable, prior to beginning work under this Agreement and at all times during the term of this Agreement.

#### **ARTICLE XXXVII**

**California Forum and Law:** Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

#### **ARTICLE XXXVIII**

**Compliance with Federal, State and County Requirements:** COUNTY is relying on federal assistance or grants, state funds and on local agency or other grant funds for all or a portion of the funding for the services to be provided herein. As a requirement of COUNTY's use of federal, state and local agency grant funds, COUNTY is required to comply with certain contracting requirements and to extend those requirements to all third party contracts. CONSULTANT shall comply with all applicable provisions of federal, state and local agency regulations, including those required by the FHWA grant funding requirements, regulations, and related executive orders regarding the use, expenditure, control, reporting, allowable costs and management of such funds. The following Office of Management and Budget (OMB) Circulars, as applicable, and as implemented by various parts of the Code of Federal Regulations (CFR), are incorporated by reference and made a part of this Agreement:

*2 CFR Part 225, "Cost Principles for State, Local, and Indian Tribal Governments (formerly OMB Circular A-87)"*

*Circular A-133, revised June 26, 2007, "Audits of States, Local Governments, and Non-Profit Organizations"*

Copies of the OMB Circulars are available on the Internet at:

<http://www.whitehouse.gov/omb/circulars/index.html>.

Failure of CONSULTANT to comply with any federal, state or local agency provision may be the basis for withholding payments for charges made by CONSULTANT and for such other remedies as may be appropriate including termination of this Agreement. CONSULTANT shall further comply with any flow-down or third-party contracting



provisions which may be required under the federal, state or local agency regulations and which may apply to CONSULTANT's subcontracts, if any, associated with this Agreement.

#### **ARTICLE XXXIX**

**Working Office:** CONSULTANT shall establish a working office at a place acceptable to COUNTY. The parties hereto acknowledge and agree that CONSULTANT's office is located at 2990 Lava Ridge Court, Suite 230, Roseville, California 95661.

#### **ARTICLE XL**

**Covenant Against Contingent Fees:** By executing this Agreement, CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working for CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or formation of this Agreement. For breach or violation of this warranty, COUNTY shall have the right to annul this Agreement without liability or at its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

#### **ARTICLE XLI**

**Design Standards:** CONSULTANT shall perform all services under this Agreement in conformance with applicable federal, state and local design standards or other standards for work performance stipulated in ARTICLE XIX, Standards for Work, or in the individual Task Orders and Work Orders issued pursuant to this Agreement.

#### **ARTICLE XLII**

**Documentation:** CONSULTANT shall document the results of its work to the satisfaction of COUNTY and if applicable, the State of California and the FHWA. This may include preparation of progress and final reports, plans, specifications and estimates, or similar evidence of attainment of the Agreement objectives.

#### **ARTICLE XLIII**

**Patent Rights:** Applicable patent rights provisions described in 41 CFR 1-9.1 regarding rights to inventions are hereby included in this Agreement as applicable.

CONSULTANT shall incorporate this provision in its subcontracts, if any, in excess of \$25,000.

#### **ARTICLE XLIV**

**Copyrights:** COUNTY may permit copyrighting reports or other Agreement products. If copyrights are permitted, COUNTY, FHWA and State of California shall have the royalty-free non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Federal Government purposes:

- (a) The copyright in any work developed under this Agreement; and

- (b) Any rights of copyright to which CONSULTANT purchases ownership with grant support.

CONSULTANT shall incorporate this provision in its subcontracts, if any, in excess of \$25,000.

#### **ARTICLE XLV**

**Consultant's Endorsement on PS&E/Other Data:** If applicable, the responsible CONSULTANT/Engineer shall sign all plans, specifications, estimates (PS&E) and all engineering data furnished by it and where appropriate, indicate its registration number.

#### **ARTICLE XLVI**

**Disadvantaged Business Enterprise (DBE) Considerations:** CONSULTANT must give consideration to DBE firms as specified in 23 CFR 172.5(b) and in Appendix A to Part 26 of 49 CFR. CONSULTANT shall ensure that certified DBE firms have the opportunity to participate in the performance of this Agreement and CONSULTANT shall take all necessary and reasonable steps for such assurance.

As applicable, DBE requirements will be discussed at the meeting or telephone conference held to determine the specific services required in a Task Order or Work Order. COUNTY's Contract Administrator will provide CONSULTANT with the necessary DBE forms and information for use and/or submittal with CONSULTANT's Task Order/Work Order proposal or CONSULTANT's final invoice.

#### **ARTICLE XLVII**

##### **Disadvantaged Business Enterprise (DBE) Participation:**

- A. This Agreement is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." It is the policy of COUNTY that certified DBE firms shall have the maximum opportunity to participate in the performance of agreements financed in whole or in part with federal funds. CONSULTANT shall ensure that certified DBE firms, as defined in the Code of Federal Regulations, have the maximum opportunity to participate in the performance of this Agreement and shall take all necessary and reasonable steps, as set forth in said Part 26, for such assurance. CONSULTANT, if it obtains DBE participation on this Agreement, will assist Caltrans in meeting its federally mandated statewide overall DBE goal. CONSULTANT shall prepare and submit a fully-executed "Final Report – Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subconsultants" form with its final invoice for each Task Order or Work Order issued under this Agreement.
- B. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. CONSULTANT, subrecipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. CONSULTANT shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements.

Failure by CONSULTANT to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as COUNTY deems appropriate.

- C. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this Article.
- D. A DBE may be terminated only with prior written approval from COUNTY and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting COUNTY's consent for the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR 26.53(f).

#### **ARTICLE XLVIII**

**Compliance with Disability Acts:** CONSULTANT shall comply with: (a) Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability in federally assisted programs; (b) the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination on the basis of disability irrespective of funding; and (c) all applicable regulations and guidelines issued pursuant to both the Rehabilitation Act and the ADA.

#### **ARTICLE XLIX**

##### **Disputes:**

- A. Any dispute, other than audit, concerning a question of fact arising under this Agreement that is not disposed of by agreement shall be decided by a committee consisting of COUNTY's Contract Administrator and the Community Development Agency Director, or designee, which may consider written or verbal information submitted by CONSULTANT.
- B. Not later than thirty (30) days after completion of all work under any individual Task Order or Work Order issued pursuant to this Agreement, CONSULTANT may request review by COUNTY's Board of Supervisors of unresolved claims or disputes, other than audit. The request for review shall be submitted in writing.
- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this Agreement.
- D. CONSULTANT's failure to follow this dispute resolution procedure shall constitute a waiver of such claims and a bar to further proceedings.

#### **ARTICLE L**

**Inspection of Work:** CONSULTANT and any subconsultants authorized herein shall permit COUNTY, the State of California and the FHWA, if federal participating funds are used in this Agreement to review and inspect the project activities and files at all reasonable times during the performance period of this Agreement, including review and inspection on a daily basis.

## **ARTICLE LI**

### **Safety:**

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by COUNTY's Safety Officer and other COUNTY representatives. CONSULTANT's personnel and any subconsultants authorized herein shall wear hard hats and safety vests at all times while working on construction project sites.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, COUNTY has determined that there are areas that may be within the limits of certain projects that are open to public traffic. CONSULTANT shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14 and 15 of the Vehicle Code. CONSULTANT shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.
- C. CONSULTANT must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five (5) feet or deeper.
- D. Any subcontract entered into as a result of this Agreement, shall contain all of the provisions of this Article.

## **ARTICLE LII**

### **Claims Filed by COUNTY'S Construction Contractors:**

- A. If claims are filed by COUNTY's construction contractors relating to work performed by CONSULTANT's personnel or subconsultants, and additional information or assistance from CONSULTANT's personnel or subconsultants is required in order to evaluate or defend against such claims, CONSULTANT agrees to make its personnel and/or subconsultants available for consultation with COUNTY's construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT's personnel and subconsultants that COUNTY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from COUNTY. Any consultation or testimony that may be required by COUNTY will be reimbursed at the same rates that are being paid for CONSULTANT's personnel services under Exhibit B hereto.
- C. Services of CONSULTANT's personnel or subconsultants in connection with COUNTY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this Agreement in order to finally resolve the claims.

- D. Any subcontract in excess of \$25,000 entered into as a result of this Agreement shall contain all of the provisions of this Article.

#### **ARTICLE LIII**

**National Labor Relations Board Certification:** In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations Board.

#### **ARTICLE LIV**

**Evaluation of Consultant:** CONSULTANT's performance will be evaluated by COUNTY. A copy of the evaluation will be sent to CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract record.

#### **ARTICLE LV**

**Contracting with Small and Minority Firms and Women's Business Enterprises:** It is a national policy to award a fair share of contracts to small and minority business firms. COUNTY is strongly committed to the objectives of this policy and encourages all Consultants to take affirmative steps to ensure such fairness.

1. CONSULTANT shall take all necessary affirmative steps to assure that minority firms, and women's business enterprises are used when possible.
2. Affirmative steps shall include:
  - (a) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (b) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
  - (c) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises;
  - (d) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business and women's business enterprises;
  - (e) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce as appropriate, and
  - (f) Requiring the prime CONSULTANT, if subcontracts are to be let, to take the affirmative steps listed in 2 (a) through (e) above.

#### **ARTICLE LVI**

**Environmental Compliance:** CONSULTANT shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)); Section 508 of the Clean Water Act (33 U.S.C. 1368); Executive Order 11738; Environmental Protection Agency regulations (40 CFR Part 15); and mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

#### **ARTICLE LVII**

**Contract Administrator:** The COUNTY Officer or employee with responsibility for administering this Agreement is Bard R. Lower, Transportation Division Director, Community Development Agency, or successor.

#### **ARTICLE LVIII**

**Authorized Signatures:** The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties the obligations set forth herein.

#### **ARTICLE LIX**

**Partial Invalidity:** If any provision of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

#### **ARTICLE LX**

**No Third Party Beneficiaries:** Nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person or legal entity not a party to this Agreement.

#### **ARTICLE LXI**

**Counterparts:** This Agreement may be executed in one or more counterparts, each of which shall be an original and all of which together shall constitute one and the same instrument.

#### **ARTICLE LXII**

**Entire Agreement:** This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties, and they incorporate or supersede all prior written or oral agreements or understandings.

**Requesting Contract Administrator and Division Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Bard R. Lower  
Transportation Division Director  
Community Development Agency

**Requesting Department Concurrence:**

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Steven M. Pedretti, Director  
Community Development Agency

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the dates indicated below.

**--COUNTY OF EL DORADO--**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Board of Supervisors  
"COUNTY"

Attest:  
James S. Mitrisin  
Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

Dated: \_\_\_\_\_

**--GHIRARDELLI ASSOCIATES, INC.--**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Randall Bruner  
Vice President  
"CONSULTANT"

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Raewyn Lelo Butcher  
Vice President / Corporate Secretary



**Ghirardelli Associates, Inc.**

**Exhibit A**

**Scope of Work**

**Construction Management – Capital Improvement Program Projects**

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## **DELIVERABLES:**

Unless otherwise indicated below, and notwithstanding any other provision of this Agreement to the contrary, CONSULTANT shall submit hard copy deliverables via US Mail or in-person delivery and electronic copy deliverables via email to COUNTY's Contract Administrator (CA). All deliverables, whether hard copy or electronic versions, shall be prepared and submitted in accordance with the computer and software requirements of ARTICLE I, Scope of Services, of this Agreement. All digital photographs shall be submitted on a CD-ROM in jpeg format with a minimum resolution of 2816 X 2112. COUNTY's CA's current address is 2850 Fairlane Court, Placerville, CA 95667 and the current email address is [bard.lower@edcgov.us](mailto:bard.lower@edcgov.us). Changes to COUNTY's CA's physical or email address will be transmitted to CONSULTANT in accordance with the provisions of ARTICLE XXIX, Notice to Parties, of this Agreement.

Unless otherwise directed by COUNTY's CA, the files for the project will be located at the temporary field office that will be provided by COUNTY's Construction Contractor.

## **Scope of Work**

Subconsultants shall be identified in the specific service to be provided for each assignment in the individual Task Orders and Work Orders to be issued in accordance with this Agreement.

### **Item of Work A. Pre-Construction Services – PRC01 (WBS Activity ID)**

In accordance with COUNTY directives and the current editions of the *Caltrans Construction Manual* and the *Caltrans BCRP Manual*, CONSULTANT shall perform pre-construction activities including, but not limited to, the following:

#### **1) Contract Document Review:**

CONSULTANT shall review the project construction contract documents, copies of which shall be provided to CONSULTANT by COUNTY, for ambiguities, errors, omissions and contradictions between the plans, specifications, pay items and item payment provisions. CONSULTANT shall also review the construction contract documents for clarity, completeness, consistency, and constructability. CONSULTANT shall prepare a written report of CONSULTANT's findings from its review. CONSULTANT shall set up project files in accordance with COUNTY directives and in accordance with the current editions of the *Caltrans Construction Manual*, which can be found at <http://www.dot.ca.gov/hq/construc/manual2001>, and the *Caltrans BCRP Manual*, which can be found at <http://www.dot.ca.gov/hq/esc/construction/manuals/>.

**Deliverables:** CONSULTANT shall set up project files and shall submit the written report of Consultant's findings via email. Consultant shall place a hard copy of the findings report in the project files.

## **2) Documentation of Pre-Construction Conditions:**

CONSULTANT shall document pre-construction conditions using digital photographs and video recordings. The documentation shall encompass the entire project site and any off-site areas that may be affected by project construction, with special attention given to environmentally sensitive areas and areas where private property meets COUNTY or State property. CONSULTANT shall provide a digital camera for both stills and video.

**Deliverables:** CONSULTANT shall place a USB 2.0 jump drive with all digital photographs and videos in the project files. CONSULTANT shall store all digital photographs and videos on the COUNTY-provided computer for the duration of the project.

## **3) Pre-Construction Meeting:**

CONSULTANT shall facilitate a pre-construction meeting with COUNTY's Construction Contractor to be held at COUNTY's Headington Road office in Placerville prior to the start of construction activities on the project. CONSULTANT shall develop an invitation list for the pre-construction meeting based upon direction from COUNTY's CA and CONSULTANT shall use the invitation list to invite participants to the pre-construction meeting. During the meeting, CONSULTANT's Resident Engineer shall discuss items including, but not limited to, the following: project plans and specifications requirements, project communication lines, safety issues, labor compliance, utilities, staking, materials testing, scheduling of regular progress meetings, progress payments, and Contract change order and claims procedures. CONSULTANT shall prepare the agenda for the meeting and shall prepare meeting minutes after the meeting. CONSULTANT shall also prepare a list of meeting attendees.

**Deliverables:** CONSULTANT shall submit the agenda for the meeting via email at least two (2) days before the meeting. CONSULTANT shall submit the minutes and the list of attendees from the meeting via email within two (2) days after the meeting. CONSULTANT shall place hard copies of the agenda, minutes, and attendee list in the project files within two (2) days after the meeting.

## **4) Pre-Construction Water Pollution Control:**

CONSULTANT shall make written review comments regarding COUNTY's Construction Contractor's Storm Water Pollution Prevention Plan (SWPPP), shall submit the review comments to COUNTY's CA, and shall facilitate conditional and final acceptance of the SWPPP by issuing rejection or acceptance letters, as appropriate, regarding COUNTY's Construction Contractor's SWPPP. The issuance of all letters regarding COUNTY's Construction Contractor's SWPPP shall be in accordance with the timelines provided in the project's Construction Contract Special Provisions.

**Deliverables:** CONSULTANT shall email to COUNTY's CA copies of all rejection/acceptance letters regarding COUNTY's Construction Contractor's SWPPP when the letters are transmitted to COUNTY's Construction Contractor. CONSULTANT shall place hard copies of all letters regarding COUNTY's Construction Contractor's SWPPP in the project files within two (2) days of transmittal to COUNTY's Construction Contractor.

**Item of Work B. Construction Inspection – CI01 (WBS Activity ID)**

In accordance with COUNTY directives and the current editions of the *Caltrans Construction Manual* and the *Caltrans BCRP Manual*, CONSULTANT and its subconsultant shall perform construction inspection activities including, but not limited to, the following:

**1) Construction Inspection:**

CONSULTANT shall utilize on-site inspectors to check the quality and quantity of the work performed by COUNTY's Construction Contractor and any subcontractors and any utility companies. CONSULTANT shall ensure COUNTY's Construction Contractor, subcontractors, and utility company compliance with the construction contract documents, copies of which shall be provided to CONSULTANT by COUNTY. Items to be inspected shall include, but shall not be limited to, construction materials, methods, techniques, and sequences. The on-site inspectors shall prepare Daily Inspection Reports each day that COUNTY's Construction Contractor, subcontractors, or utility company works on site. The Daily Inspection Reports shall document items including, but not limited to, the following:

- a. The date and the day of the week
- b. Labor (names of personnel, names of their respective companies, and their respective labor classifications)
- c. Equipment (type, make, model, company that owns or is using the equipment, and COUNTY's Construction Contractor's or subcontractor's equipment identification number)
- d. Weather
- e. Number of hours that labor and equipment were used on respective contract items of work
- f. Number of hours that labor and equipment were used on respective Contract Change Orders (CCOs)
- g. Number of hours that labor and equipment were idle
- h. Specific times (e.g., 7:30 a.m. – 11:30 a.m., 12:30 p.m. – 4:00 p.m.) that CONSULTANT's inspector was on site

- i. Narrative section that includes all pertinent observations and discussions that occurred that day, a general description of the work performed that day, and lists and locations of the construction contract item quantities constructed that day

**Deliverables:** CONSULTANT shall provide the Daily Inspection Report form to COUNTY's CA for review and approval prior to utilization. CONSULTANT shall place the completed originals of the previous week's Daily Inspection Reports in the project files before noon every Monday.

## **2) As-Built Plans:**

During construction, CONSULTANT shall compile as-built plans by making notes and sketches on a set of project plans, which will be provided to CONSULTANT by COUNTY, that show changes made to the contract plans that did not require CCOs. In addition, CONSULTANT shall incorporate changes implemented by CCOs into the contract plans by making notes and sketches on the as-built plans or by placing supplemental or replacement sheets included with the CCOs directly into the as-built plans.

**Deliverables:** CONSULTANT shall keep as-built plans on file in the project files.

## **3) Digital Photography:**

CONSULTANT shall take digital photographs of the progression of work on a daily basis.

**Deliverables:** CONSULTANT shall place digital photographs on a CONSULTANT-provided USB 2.0 jump drive on a weekly basis and keep the jump drive in the project files.

## **Item of Work C. Construction Administration – CA01 (WBS Activity ID)**

In accordance with COUNTY's CA's directives and the current editions of the *Caltrans Construction Manual* and the *Caltrans BCRP Manual*, CONSULTANT and its subconsultant shall provide construction administration services including, but not limited to, the following:

### **1) Records Maintenance:**

CONSULTANT shall maintain project files in an organized, efficient, logical manner that is consistent with COUNTY's CA's directives and the current edition of the *Caltrans Construction Manual*.

**Deliverables:** CONSULTANT shall ensure that all project filing is performed on at least a weekly basis, except filing that will be required on a more frequent basis when specified elsewhere in this Scope of Work, or elsewhere in the Agreement.

## **2) Correspondence:**

When directed by COUNTY's CA, CONSULTANT shall prepare project correspondence including, but not limited to, letters, emails, memoranda, and reports sent to all project stakeholders including, but not limited to, COUNTY's Construction Contractor and local businesses.

**Deliverables:** When requested by COUNTY's CA, CONSULTANT shall provide copies of any project correspondence to COUNTY's CA via email or fax, as directed by COUNTY's CA. CONSULTANT shall place hard copies of all correspondence in the project files within one (1) day of creating or receiving such correspondence.

## **3) Weekly Meetings with COUNTY's Construction Contractor:**

CONSULTANT shall facilitate and attend meetings with COUNTY's Construction Contractor on a weekly basis. CONSULTANT shall generate a meeting agenda and minutes for each meeting. Items covered at each meeting shall include, but not be limited to, upcoming schedule, status of submittals, CCOs, requests for information (RFIs), current issues on the project, and overall progress of the project. CONSULTANT may invite other stakeholders to the meetings when appropriate.

**Deliverables:** CONSULTANT shall place meeting agendas in the project files within two (2) working days before each meeting date and CONSULTANT shall place meeting minutes in the project files within two (2) working days after each meeting date.

## **4) Special Coordination Meetings:**

When circumstances warrant, or at the direction of COUNTY's CA, CONSULTANT shall facilitate special meetings to discuss items including, but not limited to, special construction activities, construction impacts on traffic and local businesses, coordination with utility companies, and scheduling of extended road closures. CONSULTANT shall generate a meeting agenda and minutes for each meeting.

**Deliverables:** CONSULTANT shall place meeting agendas in the project files within two (2) working days before each meeting date and CONSULTANT shall place meeting minutes in the project files within two (2) working days after each meeting date.

## **5) Schedule Management:**

CONSULTANT shall ensure COUNTY's Construction Contractor compliance with all schedule requirements contained in the construction contract documents. CONSULTANT shall monitor and review COUNTY's Construction Contractor's progress relative to COUNTY's Construction Contractor's schedule. By

consulting with COUNTY's CA, negotiating with COUNTY's Construction Contractor and enforcing the requirements contained in the construction contract documents, CONSULTANT shall minimize delays caused by issues including, but not limited to, right-of-way delays, utility work, CCOs, inclement weather, and unforeseen conditions. CONSULTANT shall notify COUNTY's Construction Contractor and COUNTY's CA when COUNTY's Construction Contractor fails to keep pace with COUNTY's Construction Contractor's schedule.

**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to schedule management in the project files within five (5) working days of creating or receiving such data or correspondence.

## **6) Labor Compliance:**

CONSULTANT shall ensure that COUNTY's Construction Contractor submits certified payroll data in accordance with COUNTY's CA's directives, the current edition of the *Caltrans Construction Manual*, and the requirements contained in the construction contract documents. CONSULTANT shall review COUNTY's Construction Contractor's certified payroll data for compliance with construction contract documents and State and Federal labor compliance regulations.

**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to labor compliance in the project files within five (5) working days of creating or receiving such data or correspondence. CONSULTANT shall place COUNTY's Construction Contractor's certified payroll submittals in the project files within one (1) week of receipt from COUNTY's Construction Contractor. CONSULTANT shall notify COUNTY's Construction Contractor of any certified payroll issues via email or letter within two (2) days of discovering the issues.

## **7) Payment Recommendations:**

In accordance with the construction contract documents, COUNTY's CA's directives and the current edition of the *Caltrans Construction Manual*, CONSULTANT shall generate monthly progress pay estimates to be used by COUNTY to pay COUNTY's Construction Contractor. CONSULTANT shall base the monthly progress pay estimates upon quantity calculation sheets developed by CONSULTANT for each contract item that show the calculations, measurements, or estimates made to support payment. CONSULTANT shall inform COUNTY's Construction Contractor of quantities for each item being paid each month prior to CONSULTANT finalizing the monthly progress pay estimates so that any disputes regarding the amounts to be paid can be negotiated by CONSULTANT and COUNTY's Construction Contractor.

**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to payment recommendations in the project files within five (5) working days of creating or receiving such data or correspondence. CONSULTANT shall submit progress pay estimates to COUNTY's CA on or before the 22nd of every month. If the 22nd falls on a weekend or a holiday, then CONSULTANT shall

submit the progress pay estimate to COUNTY's CA on the first working day thereafter. CONSULTANT shall provide the format for the progress pay estimates to COUNTY's CA for review and approval prior to utilization.

#### **8) Submittal Management:**

As submittals are received by CONSULTANT from COUNTY's Construction Contractor, CONSULTANT shall enter information for each submittal into a submittal log including, but not limited to, date received, submittal description, party responsible for review, response due date, actual response date, and submittal approval/rejection status. When CONSULTANT is not responsible for submittal review, CONSULTANT shall perform an initial review for submittal completeness and then forward the submittal to the party responsible for review of the submittal or return it to COUNTY's Construction Contractor for modification and resubmittal. When CONSULTANT is responsible for submittal review, CONSULTANT shall review the submittal and respond in a timely manner consistent with the construction contract documents, COUNTY's CA's directives and the current edition of the *Caltrans Construction Manual*.

**Deliverables:** CONSULTANT shall place all data pertaining to submittals (including, but not limited to, submittals, analysis data or calculations, correspondence, and a copy of the submittal log) in the project files within five (5) working days of creating or receiving such data. CONSULTANT shall review all of COUNTY's Construction Contractor's submittals and when CONSULTANT is responsible for submittal review, CONSULTANT shall respond via email or letter (as appropriate and as directed by COUNTY's CA) within the timeframes contained in the construction contract documents. When CONSULTANT is not responsible for submittal review, CONSULTANT shall perform an initial review for submittal completeness, log the submittal, and forward it to the party responsible for review of the submittal or return it to COUNTY's Construction Contractor for modification and resubmittal within one (1) working day of receipt of the submittal from COUNTY's Construction Contractor.

#### **9) RFIs:**

As RFIs are received by CONSULTANT from COUNTY's Construction Contractor, CONSULTANT shall enter the date received into a RFI log. The RFI log shall contain information for each RFI including, but not limited to, date received, RFI description, party responsible for review, target response date, actual response date, and RFI open/closed status. When CONSULTANT is not responsible for RFI review, CONSULTANT shall perform an initial review for RFI clarity and completeness and then forward the RFI to the party responsible for review of the RFI or return it to COUNTY's Construction Contractor for modification and resubmittal. When CONSULTANT is responsible for RFI review, CONSULTANT shall review the RFI and respond to COUNTY's Construction Contractor within five (5) working days of RFI receipt from COUNTY's Construction Contractor.



**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to RFIs in the project files within five (5) working days of creating or receiving such data or correspondence. CONSULTANT shall review all COUNTY's Construction Contractor RFIs and when CONSULTANT is responsible for RFI review, CONSULTANT shall respond to COUNTY's Construction Contractor via email or letter (as appropriate and as directed by COUNTY's CA) within five (5) working days of RFI receipt from COUNTY's Construction Contractor. When CONSULTANT is not responsible for RFI review, CONSULTANT shall perform an initial review for RFI clarity and completeness, log the RFI, and forward it to the party responsible for review of the RFI or return it to COUNTY's Construction Contractor for modification and resubmittal within one (1) working day of receipt of the RFI from COUNTY's Construction Contractor.

**Item of Work D. Construction Engineering – CE01 (WBS Activity ID)**

CONSULTANT shall provide construction engineering services including, but not limited to, the following:

- 1) Overhead sign shop drawing and erection plan review, analysis, and responses to COUNTY's Construction Contractor
- 2) Shoring and excavation plan review, analysis, and responses to COUNTY's Construction Contractor
- 3) Calculation, analysis, and review of temporary and finished elevations
- 4) Development, analysis and review of revisions to construction contract documents for incorporation into CCOs
- 5) Analysis of Portland cement concrete mix designs
- 6) Shop drawing and working drawing review, analysis and responses to COUNTY's Construction Contractor
- 7) Concrete placement plan review, analysis and responses to COUNTY's Construction Contractor
- 8) Review of falsework or other temporary construction related engineering systems submitted by COUNTY's Construction Contractor

**Deliverables:** CONSULTANT shall place all data, calculations, and correspondence pertaining to construction engineering in the project files within five (5) working days of creating or receiving such data, calculations, or correspondence.

**Item of Work E. Water Pollution Control – CI01 (WBS Activity ID)**

CONSULTANT shall provide water pollution control services including, but not limited to, the following:

- 1) CONSULTANT shall ensure COUNTY's Construction Contractor compliance with all water pollution control requirements, including but not limited to requirements in the contract documents, the Construction General Permit (CGP) issued by the State Water Resources Control Board, and all project specific permits.
- 2) CONSULTANT shall ensure COUNTY's Construction Contractor compliance with Contractor's accepted SWPPP. CONSULTANT shall ensure that any updates to Contractor's accepted SWPPP are submitted, reviewed, and approved in accordance with the requirements in the construction contract documents.
- 3) CONSULTANT shall perform inspections of COUNTY's Construction Contractor's water pollution control measures deployed at the project site in accordance with the intervals described in the construction contract documents and in accordance with the CGP. CONSULTANT shall coordinate inspections by State and Federal regulatory agencies at the project site whenever such agencies request inspections.

**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to water pollution control in the project files within five (5) working days of creating or receiving such data or correspondence.

**Item of Work F. Project Closeout – PC05 (WBS Activity ID)**

In accordance with COUNTY's CA's directives and the current edition of the *Caltrans Construction Manual*, CONSULTANT shall perform project closeout duties including, but not limited to, the following:

- 1) Completion of as-built plans
- 2) Preparation of the Notice of Acceptance
- 3) Preparation of the Proposed Final Estimate
- 4) Planning, scheduling, and facilitating a lessons learned meeting, including preparation of the meeting agenda and minutes, at which CONSULTANT and COUNTY will review and analyze aspects of the project that could be improved prior to implementation of future projects

**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to project closeout in the project files within five (5) working days of creating or receiving such data or correspondence. CONSULTANT shall hand deliver one (1) complete hard copy of as-built plans to COUNTY's CA within sixty (60) days of final acceptance of project. CONSULTANT shall email the Notice of Acceptance to COUNTY's CA within one (1) week of receiving an email request for the Notice of Acceptance by COUNTY's CA. CONSULTANT shall email the Proposed Final Estimate to COUNTY's CA within one (1) week of receiving an email request for the Proposed Final Estimate from COUNTY's CA. CONSULTANT shall place the

meeting agenda and minutes for the lessons learned meeting in the project files within two (2) working days of the meeting date.

**Item of Work G. Landscape Architect – CA01 (WBS Activity ID)**

In accordance with COUNTY's CA's directives and the current edition of the *Caltrans Construction Manual*, CONSULTANT shall provide a landscape architect when required by the contract documents or when directed by COUNTY's CA.

**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to landscape architecture in the project files within five (5) working days of creating or receiving such data or correspondence.

**Item of Work H. Source Inspection – CI01 (WBS Activity ID)**

In accordance with COUNTY's CA's directives and the current edition of the *Caltrans Source Inspection Quality Management Plan Outline*, CONSULTANT shall provide a Source Inspection Quality Management Plan (SIQMP) and obtain Caltrans' approval of the SIQMP. CONSULTANT and its subconsultant shall provide all source inspection services when required by the approved SIQMP, the current edition of the *Caltrans Construction Manual*, the contract documents, or when directed by COUNTY's CA.

**Deliverables:** CONSULTANT shall submit its SIQMP for Caltrans' approval within thirty (30) days of direction by COUNTY's CA. All subsequent resubmittals of SIQMPs shall be made to Caltrans within five (5) working days of receiving comments back from Caltrans on the previous SIQMP submittal. CONSULTANT shall place all data and correspondence pertaining to source inspection in the project files within five (5) working days of creating or receiving such data or correspondence.

## **Subdivision, Utility, and Commercial Grading Construction Scope of Work**

### **Item of Work A. Pre-Construction Services**

In accordance with COUNTY directives, CONSULTANT shall perform pre-construction activities including, but not limited to, the following:

#### **1) Pre-Construction Meeting:**

CONSULTANT shall attend a pre-construction meeting as COUNTY's representative. Such meetings are typically held at each project site and are organized by developer or developer's contractor. During the meeting, CONSULTANT's Inspector shall discuss items including, but not limited to, the following: COUNTY requirements for construction standards, practices and methods, specifications and requirements, project communication lines, utilities, materials testing, and contract change order procedures. CONSULTANT shall obtain and file the agenda, minutes and attendees list.

**Deliverables:** CONSULTANT shall submit the agenda, minutes and attendees list to the COUNTY's CA via email within two (2) days after the meeting. CONSULTANT shall place hard copies of the agenda, minutes, and attendees' list in the project files within two (2) days after the meeting.

#### **2) Subdivision Checklist Pre-Construction Items**

COUNTY will provide CONSULTANT with a Subdivision Checklist. CONSULTANT shall verify items one through eight on the Subdivision Checklist have been completed.

CONSULTANT shall complete the Subdivision Checklist and email the completed Subdivision Checklist to COUNTY's CA.

**Deliverables:** CONSULTANT shall email the completed Subdivision Checklist to COUNTY's CA, and place a hard copy of the Subdivision Checklist in the project files within one (1) week of the pre-construction meeting and prior to start of any work on the project.

### **Item of Work B. Construction Inspection**

In accordance with COUNTY directives CONSULTANT shall perform construction inspection activities including, but not limited to, the following:

#### **1) Construction Inspection:**

CONSULTANT shall utilize on-site inspectors to check the quality of the work performed by developer's construction contractor, any subcontractors and any utility companies. CONSULTANT shall ensure developer's construction

contractor, subcontractors, and utility company work is in compliance with the approved Subdivision Plans and associated agreements (Subdivision Improvement Agreement, Subdivision Grading Agreement, or Road Improvement Agreement), applicable COUNTY Codes, Ordinances, Resolutions and regulations, the State of California Standard Plans and Standard Specifications (edition to be designated on the Subdivision Plans), and sound construction practice.

Items to be inspected shall include, but shall not be limited to, construction materials, methods, techniques, and sequences. The on-site inspectors shall prepare Daily Inspection Reports each day that the developer's construction contractor, subcontractors, or utility company works on site. The Daily Inspection Reports shall document items including, but not limited to, the following:

- a. The date and the day of the week
- b. Weather
- c. Specific times that CONSULTANT's inspector was on site (e.g., 7:30 a.m. – 11:30 a.m.; 12:30 p.m. – 4:00 p.m.)
- d. Narrative section that includes all pertinent observations and discussions that occurred that day, a general description of the work performed that day, and lists and locations of the construction contract work found to be in conformance with the standards, and those found to be out of conformance with the standards that day.
- e. Documentation of discussions held with superintendents, foremen, lead workers, developer(s) or developer's engineer regarding the project progress, quality, or compliance with regulatory requirements.

CONSULTANT shall notify the developer's construction contractor daily of deficiencies found in materials and workmanship that developer's construction contractor shall remedy. CONSULTANT shall maintain a list of deficiencies to be updated weekly, showing date of discovery of the deficiency, date of notification to contractor, and date of remedy.

CONSULTANT shall notify COUNTY's CA immediately by phone or email of any critical construction quality issue, which the contractor, subcontractor, utility company, or developer fails to remedy or agrees to remedy within a reasonable time period.

**Deliverables:** CONSULTANT shall complete a Daily Inspection Report form for each day's work on the project and place the completed originals of the previous week's Daily Inspection Reports in the project files before noon every Monday.

CONSULTANT shall maintain and update weekly the deficiency list and place it in the project files before noon every Tuesday.

## **2) As-Built Plans:**

During construction, CONSULTANT shall compile as-built plans by making notes and sketches on a set of project plans, which will be provided to CONSULTANT by COUNTY, that show changes made to the contract plans that did not require CCOs. In addition, CONSULTANT shall incorporate changes implemented by CCOs into the contract plans by making notes and sketches on the as-built plans or by placing supplemental or replacement sheets included with the CCOs directly into the as-built plans.

**Deliverables:** CONSULTANT shall keep as-built plans on file in the project files.

## **3) Digital Photography:**

CONSULTANT shall take digital photographs of the progression of work on a daily basis.

**Deliverables:** CONSULTANT shall place digital photographs on a CONSULTANT-provided USB 2.0 jump drive on a weekly basis and keep the jump drive in the project files. As an alternative, the CONSULTANT may establish an account with a commercial data storage provider or File Transfer Protocol (FTP) site, and provide access to such account to COUNTY's CA.

## **Item of Work C. Construction Administration**

In accordance with COUNTY's CA's directives, CONSULTANT shall provide construction administration services including, but not limited to, the following:

### **1) Records Maintenance:**

CONSULTANT shall maintain project files in an organized, efficient, logical manner that is consistent with COUNTY's CA's directives.

**Deliverables:** CONSULTANT shall ensure that all project filing is performed on at least a weekly basis, except filing that will be required on a more frequent basis when specified elsewhere in this Scope of Work or elsewhere in the Agreement.

### **2) Correspondence:**

When directed by COUNTY's CA, CONSULTANT shall prepare project correspondence including, but not limited to, letters, emails, memoranda, and reports sent to all project stakeholders including, but not limited to, developer, developer's engineer or contractor, and local businesses.

**Deliverables:** When requested by COUNTY's CA, CONSULTANT shall provide copies of any project correspondence to COUNTY's CA via email or fax, as directed by COUNTY's CA. CONSULTANT shall place hard copies of all

correspondence in the project files within one (1) day of creating or receiving such correspondence.

### **3) Periodic Meetings with Developer and/or Construction Contractor:**

CONSULTANT shall attend meetings as COUNTY's representative, with developer's construction contractor on a regular basis. CONSULTANT shall take notes for each meeting and obtain agendas and/or minutes prepared by developer or developer's construction contractor, if available. Items covered at each meeting shall include, but not be limited to, upcoming schedule, status of submittals, CCOs, requests for information (RFIs), current issues on the project, and overall progress of the project. CONSULTANT may invite other stakeholders to the meetings when appropriate.

**Deliverables:** CONSULTANT shall place developer or developer's construction contractor prepared meeting agendas and minutes, if available and CONSULTANT's meeting minutes in the project files within two (2) working days after each meeting date.

### **4) Special Coordination Meetings:**

When circumstances warrant, or at the direction of COUNTY's CA, CONSULTANT shall facilitate and/or attend special meetings to discuss items including, but not limited to, special construction activities, permit regulatory issues, construction impacts on traffic, adjacent properties and local businesses, coordination with utility companies, and scheduling of road closures. CONSULTANT shall generate a meeting agenda and minutes for each meeting.

**Deliverables:** CONSULTANT shall submit the meeting agendas to COUNTY's CA via email within two (2) working days before each meeting date. CONSULTANT shall place hard copies of the agenda and meeting minutes in the project files within two (2) working days after each meeting date.

### **5) Submittal Management:**

As submittals are received by CONSULTANT from developer, developer's engineer or construction contractor, CONSULTANT shall enter information for each submittal into a submittal log including, but not limited to, date received, submittal description, party responsible for review, response due date, actual response date, and submittal approval/rejection status. When CONSULTANT is not responsible for submittal review, CONSULTANT shall perform an initial review for submittal completeness and then forward the submittal to the party responsible for review of the submittal, or return it to developer, developer's engineer or construction contractor for modification and resubmittal. When CONSULTANT is responsible for submittal review, CONSULTANT shall review the submittal and respond in a timely manner consistent with the construction contract documents, COUNTY's CA's directives and the current edition of the *Caltrans Construction Manual*.

**Deliverables:** CONSULTANT shall place all data pertaining to submittals (including, but not limited to, submittals, analysis data or calculations, correspondence, and a copy of the submittal log) in the project files within five (5) working days of creating or receiving such data. CONSULTANT shall review the submittals and when CONSULTANT is responsible for submittal review, CONSULTANT shall respond via email or letter (as appropriate and as directed by COUNTY's CA) within the timeframes contained in the Caltrans Standard Specifications. When CONSULTANT is not responsible for submittal review, CONSULTANT shall perform an initial review for submittal completeness, log the submittal, and forward it to the party responsible for review of the submittal for modification and resubmittal within one (1) working day of receipt of the submittal.

#### **Item of Work D. Construction Engineering**

CONSULTANT shall provide construction engineering services including, but not limited to, the following:

- 1) Overhead sign shop drawing and erection plan review, analysis, and responses to developer's engineer or construction contractor.
- 2) Shoring and excavation plan review, analysis, and responses to developer's engineer or construction contractor. Analysis and review of temporary and finished elevations.
- 3) Analysis and review of CCOs proposed by the developer's engineer or construction contractor.
- 4) Analysis of Portland cement concrete and hot mix asphalt mix designs, aggregate base test data and other material data to ensure compliance with COUNTY Standards and the Standard Specifications.
- 5) Shop drawing and working drawing review and analysis.
- 6) Review of falsework or other temporary construction related engineering systems submitted by developer's construction contractor.

**Deliverables:** CONSULTANT shall place all data, calculations, and correspondence pertaining to construction engineering in the project files within five (5) working days of creating or receiving such data, calculations, or correspondence.

#### **Item of Work E. Safety and Regulatory Oversight**

CONSULTANT shall provide safety and regulatory oversight of subdivision construction projects to ensure compliance with Construction Safety Orders (CSOs) and typical safe jobsite practices, applicable regulatory requirements, including, but



not limited to: permits related to Water Pollution Control and Dust Control, California Department of Fish and Game Streambed Alteration Agreement(s), U.S. Army Corps of Engineer's Waters of the U.S. Permits, and Water Quality Certifications.

**Deliverables:** CONSULTANT shall notify COUNTY's CA at the end of each day of any violations of CSOs and applicable regulatory requirements. This notification shall contain a detailed description of the nature and extent of the violation.

Upon consultation with and direction from COUNTY's CA, CONSULTANT inspector shall issue a correction notice or stop work notice on behalf of COUNTY for violations of the terms and conditions of any applicable regulatory requirement; permit; Agreement(s); or COUNTY's Codes, Ordinances, Resolutions or regulations.

#### **Item of Work F. Project Closeout**

In accordance with COUNTY's CA's directives and the current edition of the *Caltrans Construction Manual*, CONSULTANT shall perform project closeout duties including, but not limited to, the following:

- 1) Completion of as-built plans.
- 2) Completion of project Construction punch list and follow-up inspections to ensure completion of punch list items.
- 3) Completion of COUNTY's Subdivision Checklist and notification / correspondence with COUNTY's CA, developer and developer's engineer and/or Contractor as to status of complete and incomplete items.
- 4) Recommendation to COUNTY's CA that the project is complete and ready for acceptance.

**Deliverables:** CONSULTANT shall place all data and correspondence pertaining to project closeout in the project files within five (5) working days of creating or receiving such data or correspondence. CONSULTANT shall hand deliver one (1) complete hard copy of as-built plans to COUNTY's CA within sixty (60) days of final acceptance of project. CONSULTANT shall email the punch list and Subdivision Checklist to COUNTY's CA within one (1) week of completion. CONSULTANT shall email the recommendation for acceptance to COUNTY's CA along with the completed Subdivision Checklist.

## **Surveying Services Scope of Work**

CONSULTANT shall perform all professional and technical services as outlined below which shall include, but not be limited to:

### **1. Design and Construction Surveying Services:**

- Topographic surveying
- Construction staking
- Control traverses
- Aerial control surveys (both horizontal and vertical control)
- Level loops
- Monument ties
- Legal descriptions with exhibit maps
- Record of Survey maps
- Right of Way maps
- Corner Records
- Any and all office calculations required to produce the surveying services products requested by COUNTY's CA or designee as part of this Agreement

### **2. Technical Requirements:**

- All surveying services provided shall be performed by or under the direction of a California Licensed Professional Land Surveyor.
- All surveying services must comply with the State of California Department of Transportation (Caltrans) survey specifications as noted in the applicable section of the Caltrans Survey Manual, or a mutually agreed upon alternative procedure.
- All data shall be compatible with Autodesk/Civil 3D 2010 and ASCII file formats.
- CONSULTANT is required to use numeric point coding (description key codes) for applicable data as shown in County of El Dorado, Transportation Division, Surveying Services, Capabilities and Functionality Report. Codes to be used along with a conversion table will be provided by COUNTY.
- CONSULTANT must be knowledgeable and proficient in the use of the California Coordinate System in the acquisition and manipulation of technical data.
- CONSULTANT shall accomplish task assignments utilizing a two-person survey crew unless COUNTY and CONSULTANT mutually agree that different staffing by CONSULTANT is necessary.

3. **Work Schedule, Response and Reporting:**

- CONSULTANT shall provide staff willing and able to work overtime, weekends and nights as directed by COUNTY.
- CONSULTANT agrees to begin work on the required surveying/office tasks within twenty-four (24) hours (unless COUNTY and CONSULTANT mutually agree to a time extension) of Task Order or Work Order execution and shall stay on task until the task is completed. Weekends and COUNTY observed holidays are not included in the 24-hour period. CONSULTANT agrees to provide the deliverables in the timeline specified in each Task Order or Work Order, as applicable.

4. **Capabilities and Functionality Report:**

- County of El Dorado, Transportation Division, Surveying Services, Capabilities and Functionality Report, provides current data regarding staffing, equipment, the unit's capabilities and functionalities as well as reference to forms and coding requirements to be used by CONSULTANT. CONSULTANT shall refer to this report for reference and for requirements and Standards for Work when providing services under this Agreement and resulting Task Orders or Work Orders, as applicable. A copy of this report will be provided at execution of Agreement.

## Exhibit B

### Rate Schedule

Ghirardelli Associates				
Role	Range	Hourly Rates		
		Straight	Overtime *	Double Overtime*
Principal	Minimum	N/C	N/C	N/C
	Maximum	N/C	N/C	N/C
Resident Engineer/Structures Representative	Minimum	\$ 179.19	\$ 179.19	\$ 179.19
	Maximum	\$ 229.11	\$ 229.11	\$ 229.11
Assistant Resident Engineer (prevailing wage*)	Minimum	\$ 134.92	\$ 164.07	\$ 193.22
	Maximum	\$ 173.30	\$ 210.50	\$ 247.90
Assistant Resident Engineer (non-prevailing wage)	Minimum	\$ 134.92	\$ 164.07	\$ 193.22
	Maximum	\$ 173.30	\$ 210.50	\$ 247.90
Construction Inspector (prevailing wage*)	Minimum	\$ 129.83	\$ 157.88	\$ 185.93
	Maximum	\$ 160.37	\$ 195.02	\$ 229.67
Construction Inspector (non-prevailing wage)	Minimum	\$ 129.83	\$ 157.88	\$ 185.93
	Maximum	\$ 160.37	\$ 195.02	\$ 229.67
Office Engineer	Minimum	\$ 91.64	\$ 111.44	\$ 131.24
	Maximum	\$ 127.28	\$ 154.78	\$ 182.28
Schedule/Claims Analyst	Minimum	\$ 170.56	\$ 207.41	\$ 244.26
	Maximum	\$ 230.38	\$ 280.15	\$ 329.93

\*Overtime rates for field personnel will be charged in accordance with State and Federal law.

Time and a half overtime will be billed for all hours worked in excess of eight (8) hours, up to and including twelve (12) hours in any work day (twenty-four [24] hour period from midnight to midnight), and for the first eight (8) hours worked on the seventh consecutive day of work in a work week.

Double overtime will be billed for all hours worked in excess of twelve (12) hours in any work day (twenty-four [24] hour period from midnight to midnight), and for all hours worked in excess of eight (8) hours on the seventh consecutive day of work in a work week.

- 1) Hourly rates include vehicle, mobile phone, laptop, and camera.
- 2) Other direct project charges including extensive reproduction, delivery service charges, and other direct costs shall be billed at actual cost without markup. Any invoices that include other direct costs, shall be accompanied by backup documentation to substantiate Consultant's costs for the services being billed on those invoices.
- 3) Construction inspection activities are subject to prevailing wage requirements.
- 4) A shift differential of 12.5% applies for any covered work shift beginning after 2PM.

**Ghirardelli Associates, Inc.**

**Exhibit C**

**INTEREST OF CONSULTANT DISCLOSURE STATEMENT**

Disclosure of Conflicts

In accordance with ARTICLE XIII, Conflict of Interest, in the space provided below, and on supplemental sheets as necessary, (a) CONSULTANT shall disclose any financial, business or other relationship with COUNTY that may have an impact upon the outcome of this Agreement or any ensuing COUNTY construction project; and (b) CONSULTANT shall disclose current clients who may have a financial interest in the outcome of this Agreement or any ensuing COUNTY construction project.

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Certification

The undersigned hereby certifies that, to the best of his or her knowledge and belief, no interest exists that is required to be disclosed in this Interest of Consultant Disclosure Statement, other than as disclosed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

Ghirardelli Associates, Inc.

Exhibit D

DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial b. material change  <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity</b>  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known  Congressional District, if known	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>	
<b>10. a. Name and Address of Lobby Entity</b> (If individual, last name, first name, MI)	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI)	
(attach Continuation Sheet(s) if necessary)		
<b>11. Amount of Payment (check all that apply)</b> \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned	<b>13. Type of Payment (check all that apply)</b> <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify _____	
<b>12. Form of Payment (check all that apply):</b> <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ Value _____		
<b>14. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 11:</b>  (attach Continuation Sheet(s) if necessary)		
<b>15. Continuation Sheet(s) attached:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		
Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Authorized for Local Reproduction Standard Form - LLL		
<b>Federal Use Only:</b>		

Standard Form LLL Rev. 04-28-06

Distribution: Orig- Local Agency Project Files

**Exhibit D**

**INSTRUCTIONS FOR COMPLETION OF SF-LLL,  
DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient at the initiation or receipt of covered federal action or a material change to previous filing pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for such payment or agreement to make payment to lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with a covered federal action. Attach a continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence, the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last, previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4. checks "Subawardee" then enter the full name, address, city, State and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organization level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identification in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract grant. or loan award number, the application/proposal control number assigned by the federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered federal action where there has been an award or loan commitment by the Federal agency, enter the federal amount of the award/loan commitments for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in Item 4. to influenced the covered federal action.  
(b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed or will be expected to perform and the date(s) of any services rendered. Include all preparatory and related activity not just time spent in actual contact with federal officials. Identify the federal officer(s) or employee(s) contacted or the officer(s) employee(s) or Member(s) of Congress that were contacted.
15. Check whether or not a continuation sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name title and telephone number.

Public reporting burden for this collection of information is estimated to average 30-minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.