

Standard Professional Services Agreement (“PSA”)

Environmental Science Associates – RP2023-1053-A00

AGREEMENT FOR PROFESSIONAL SERVICES

This agreement ("Agreement"), dated as of _____, 2023 ("Effective Date") is by and between the County of Sonoma, a political subdivision of the State of California (hereinafter "County"), and Environmental Science Associates (hereinafter "Contractor").

R E C I T A L S

WHEREAS, Contractor represents that it is a duly qualified and licensed in design and engineering, experienced in restoration design, permitting, and implementing wetlands and instream restoration and related services; and

WHEREAS, in the judgment of the Sonoma County Board of Supervisors it is necessary and desirable to employ the services of Contractor for advancing designs for wetland and creek restoration within Mark West Creek Regional Park and Open Space Preserve, a 1,192-acre property.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

A G R E E M E N T

1. Scope of Services.

1.1 Contractor's Specified Services.

Contractor shall perform the services described in Exhibit “A,” attached hereto and incorporated herein by this reference (hereinafter "Scope of Work"), and within the times or by the dates provided for in Exhibit “A” and pursuant to Article 7, Prosecution of Work. In the event of a conflict between the body of this Agreement and Exhibit “A”, the provisions in the body of this Agreement shall control.

1.2 Cooperation With County. Contractor shall cooperate with County and County staff in the performance of all work hereunder.

1.3 Performance Standard. Contractor shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in Contractor's profession. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's

work by County shall not operate as a waiver or release. If County determines that any of Contractor's work is not in accordance with such level of competency and standard of care, County, in its sole discretion, shall have the right to do any or all of the following: (a) require Contractor to meet with County to review the quality of the work and resolve matters of concern; (b) require Contractor to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of Article 4; or (d) pursue any and all other remedies at law or in equity.

1.4 Assigned Personnel.

- a. Contractor shall assign only competent personnel to perform work hereunder. In the event that at any time County, in its sole discretion, desires the removal of any person or persons assigned by Contractor to perform work hereunder, Contractor shall remove such person or persons immediately upon receiving written notice from County.
- b. Any and all persons identified in this Agreement or any exhibit hereto as the project manager, project team, or other professional performing work hereunder are deemed by County to be key personnel whose services were a material inducement to County to enter into this Agreement, and without whose services County would not have entered into this Agreement. Contractor shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of County.
- c. In the event that any of Contractor's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness or other factors outside of Contractor's control, Contractor shall be responsible for timely provision of adequately qualified replacements.

2. Payment.

For all services and incidental costs required hereunder, Consultant shall be paid on a time and material/expense basis in accordance with the budget set forth in Exhibit "A", provided, however, that total payments to Consultant shall not exceed \$748,028, without the prior written approval of County. Consultant shall submit its bills in arrears on a monthly basis in a form approved by County's Auditor and the Head of the County Department receiving the services. The bills shall show or include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

Unless otherwise noted in this Agreement, payments shall be made within the normal course of County business after presentation of an invoice in a form approved by the County for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by the County.

Pursuant to California Revenue and Taxation code (R&TC) Section 18662, the County shall withhold seven percent of the income paid to Contractor for services performed within the State of California under this agreement, for payment and reporting to the California Franchise Tax Board, if Contractor does not qualify as: (1) a corporation with its principal place of business in California, (2) an LLC or Partnership with a permanent place of business in California, (3) a corporation/LLC or Partnership qualified to do business in California by the Secretary of State, or (4) an individual with a permanent residence in the State of California.

If Contractor does not qualify, County requires that a completed and signed Form 587 be provided by the Contractor in order for payments to be made. If Contractor is qualified, then the County requires a completed Form 590. Forms 587 and 590 remain valid for the duration of the Agreement provided there is no material change in facts. By signing either form, the Contractor agrees to promptly notify the County of any changes in the facts. Forms should be sent to the County pursuant to Article 12. To reduce the amount withheld, Contractor has the option to provide County with either a full or partial waiver from the State of California.

3. Term of Agreement. The term of this Agreement shall be from December 12, 2023, to December 11, 2026, unless terminated earlier in accordance with the provisions of Article 4 below.

4. Termination.

4.1 Termination Without Cause. Notwithstanding any other provision of this Agreement, at any time and without cause, County shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Contractor.

4.2 Termination for Cause. Notwithstanding any other provision of this Agreement, should Contractor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, County may immediately terminate this Agreement by giving Contractor written notice of such termination, stating the reason for termination, provided that Contractor shall have a reasonable period of not less than five (5) days to cure such failure or violation.

4.3 Delivery of Work Product and Final Payment Upon Termination. In the event of termination, Contractor, within 14 days following the date of termination, shall deliver to County all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, contractors, and other agents in connection with this Agreement and shall submit to County an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.

4.4 Payment Upon Termination. Upon termination of this Agreement by County, Contractor shall be entitled to receive as full payment for all services satisfactorily rendered and reimbursable expenses properly incurred hereunder, an amount which bears the same ratio to

the total payment specified in the Agreement as the services satisfactorily rendered hereunder by Contractor bear to the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, Contractor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if County terminates the Agreement for cause pursuant to Section 4.2, County shall deduct from such amount the amount of damage, if any, sustained by County by virtue of the breach of the Agreement by Contractor.

4.5 Authority to Terminate. The Board of Supervisors has the authority to terminate this Agreement on behalf of the County. In addition, the Purchasing Agent or Regional Parks Department Head, in consultation with County Counsel, shall have the authority to terminate this Agreement on behalf of the County.

5. Indemnification. Contractor agrees to defend, indemnify, and hold harmless, County, its officers, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Contractor, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its agents, employees, contractors, subcontractors, or invitees hereunder, whether or not there is concurrent or contributory negligence on County's part, but, excluding liability due to County's conduct. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents, employees, contractors, subcontractors, or invitees under workers' compensation acts, disability benefits acts, or other employee benefit acts.

Notwithstanding anything to the contrary contained herein, for claims arising out of the performance of professional services, Contractor's obligation to defend shall mean solely that Contractor agrees to reimburse County's reasonable defense costs to the extent determined by the legal proceeding or arbitration addressing the matter to have been caused by Contractor's negligence.

6. Insurance. With respect to performance of work under this Agreement, Contractor shall maintain and shall require all of its subcontractors, contractors, and other agents to maintain, insurance as described in Exhibit "B", which is attached hereto and incorporated herein by this reference.

7. Prosecution of Work. The execution of this Agreement shall constitute Contractor's authority to proceed immediately with the performance of this Agreement. Performance of the services hereunder shall be completed within the time required herein, provided, however, that if the performance is delayed by earthquake, flood, high water, or other Act of God or by strike, lockout, or similar labor disturbances, or other factors beyond Contractor's reasonable control the time for Contractor's performance of this Agreement.

8. Extra or Changed Work. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Changes which

do not exceed the delegated signature authority of the Department may be executed by the Department Head in a form approved by County Counsel. The Board of Supervisors or Purchasing Agent must authorize all other extra or changed work which exceeds the delegated signature authority of the Department Head. The parties expressly recognize that, pursuant to Sonoma County Code Section 1-11, County personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Contractor to secure such written authorization for extra or changed work shall constitute a waiver of any and all right to adjustment in the Agreement price or Agreement time due to such unauthorized work and thereafter Contractor shall be entitled to no compensation whatsoever for the performance of such work. Contractor further expressly waives any and all right or remedy by way of restitution and quantum meruit for any and all extra work performed without such express and prior written authorization of the County.

9. Representations of Contractor.

9.1 Standard of Care. County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with generally accepted and applicable professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release.

9.2 Status of Contractor. The parties intend that Contractor, in performing the services specified herein, shall act as an independent contractor and shall control the work and the manner in which it is performed. Contractor is not to be considered an agent or employee of County and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits County provides its employees. In the event County exercises its right to terminate this Agreement pursuant to Article 4, above, Contractor expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.

9.3 No Suspension or Debarment. Contractor warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. Contractor also warrants that it is not suspended or debarred from receiving federal funds as listed in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the General Services Administration. If the Contractor becomes debarred, contractor has the obligation to inform the County.

9.4 Taxes. Contractor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. Contractor agrees to indemnify and hold County harmless from any liability which it may incur to the United States or to the State of California as a consequence of Contractor's failure to pay, when due, all such taxes and obligations. In case County is

audited for compliance regarding any withholding or other applicable taxes, Contractor agrees to furnish County with proof of payment of taxes on these earnings.

9.5 Records Maintenance. Contractor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to County for inspection at any reasonable time. Contractor shall maintain such records for a period of four (4) years following completion of work hereunder.

9.6 Conflict of Interest. Contractor covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, that represents a financial conflict of interest under state law or that would otherwise conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if requested to do so by County, Contractor shall complete and file and shall require any other person doing work under this Agreement to complete and file a "Statement of Economic Interest" with County disclosing Contractor's or such other person's financial interests.

9.7 Statutory Compliance/Living Wage Ordinance. Contractor agrees to comply with all applicable federal, state and local laws, regulations, statutes and policies, including but not limited to the County of Sonoma Living Wage Ordinance, applicable to the services provided under this Agreement as they exist now and as they are changed, amended or modified during the term of this Agreement. Without limiting the generality of the foregoing, Contractor expressly acknowledges and agrees that this Agreement may be subject to the provisions of Article XXVI of Chapter 2 of the Sonoma County Code, requiring payment of a living wage to covered employees. Noncompliance during the term of the Agreement will be considered a material breach and may result in termination of the Agreement or pursuit of other legal or administrative remedies.

9.8 Nondiscrimination. Without limiting any other provision hereunder, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.

9.9 AIDS Discrimination. Contractor agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

9.10 Assignment of Rights. Contractor assigns to County all rights throughout the world in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications, if any, now or later prepared by Contractor in connection with this Agreement. Contractor agrees to take such actions as are necessary to protect the rights

assigned to County in this Agreement, and to refrain from taking any action which would impair those rights. Contractor's responsibilities under this provision include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as County may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of County. Contractor shall not use or permit another to use the plans and specifications in connection with this or any other project without first obtaining written permission of County.

Notwithstanding the foregoing, nothing in this Section 9.10, or elsewhere in this Agreement, shall be deemed to give County an ownership interest in, or copyright to, any standard details, drawings, specifications or other intellectual property rights of Contractor that were in existence prior to the effective date of this Agreement or developed concurrently with this Agreement but not specifically for this Agreement ("Retained IP"); provided however that Contractor grants to County a limited, non-exclusive, royalty-free license to use such Retained IP in accordance with this Agreement to the extent included in any work product or deliverables.

9.11 Ownership and Disclosure of Work Product. All reports, original drawings, graphics, plans, studies, and other data or documents ("documents"), in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, contractors, and other agents in connection with this Agreement shall be the property of County. County shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, Contractor shall promptly deliver to County all such documents, which have not already been provided to County in such form or format, as County deems appropriate. Such documents shall be and will remain the property of County without restriction or limitation for the purposes contemplated by this Agreement. Contractor may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of County. County acknowledges that its alteration of Contractor's documents without the consent of Contractor, or use of the documents for any purpose other than the work described in this Agreement is at County's sole risk and without liability to Contractor.

9.12 Authority. The undersigned hereby represents and warrants that he or she has authority to execute and deliver this Agreement on behalf of Contractor.

10. Demand for Assurance. Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may in writing demand adequate assurance of due performance and until such assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received. "Commercially reasonable" includes not only the conduct of a party with respect to performance under this Agreement, but also conduct with respect to other agreements with parties to this Agreement or others. After receipt of a justified demand, failure to provide within a reasonable time, but not exceeding thirty (30) days, such assurance of due performance as is adequate under the circumstances of the particular case is a repudiation of this Agreement.

Acceptance of any improper delivery, service, or payment does not prejudice the aggrieved party's right to demand adequate assurance of future performance. Nothing in this Article limits County's right to terminate this Agreement pursuant to Article 4.

11. Assignment and Delegation. Neither party hereto shall assign, delegate, sublet, or transfer any interest in or duty under this Agreement without the prior written consent of the other, and no such transfer shall be of any force or effect whatsoever unless and until the other party shall have so consented.

12. Method and Place of Giving Notice, Submitting Bills and Making Payments. All notices, bills, and payments shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

To County:	To Contractor:
Sonoma County Regional Parks 2300 County Center Drive, Suite 120A Santa Rosa, CA 95403 Tel. 707 565-3955 FAX 707 579-8247 Email: Dawn.Gutsch@sonoma-county.org	Environmental Science Associates Christie Beeman 775 Baywood Drive, Suite 100 Petaluma, CA 94954 Tel. 510.919.0683 Email: cbeeman@esassoc.com

When a notice, bill or payment is given by a generally recognized overnight courier service, the notice, bill or payment shall be deemed received on the next business day. When a copy of a notice, bill or payment is sent by facsimile or email, the notice, bill or payment shall be deemed received upon transmission as long as (1) the original copy of the notice, bill or payment is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, bills and payments shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

13. Miscellaneous Provisions.

13.1 No Waiver of Breach. The waiver by County of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or provision or any subsequent breach of the same or any other term or promise contained in this Agreement.

13.2 Construction. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby. Contractor and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement

will not be construed against one party in favor of the other. Contractor and County acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

13.3 Consent. Wherever in this Agreement the consent or approval of one party is required to an act of the other party, such consent or approval shall not be unreasonably withheld or delayed.

13.4 No Third-Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

13.5 Applicable Law and Forum. This Agreement shall be construed and interpreted according to the substantive law of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in Santa Rosa or the forum nearest to the city of Santa Rosa, in the County of Sonoma.

13.6 Captions. The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.

13.7 Merger. This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure Section 1856. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

13.8. Survival of Terms. All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

13.9 Time of Essence. Time is and shall be of the essence of this Agreement and every provision hereof.

13.10. Counterpart; Electronic Signatures. The parties agree that this Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and together which when executed by the requisite parties shall be deemed to be a complete original agreement. Counterparts may be delivered via facsimile, electronic mail (including PDF) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered, be valid and effective for all purposes, and shall have the same legal force and effect as an original document. This Agreement, and any counterpart, may be electronically signed by each or any of the parties through the use of any commercially available digital and/or electronic signature software or other electronic signature method in compliance with the U.S. federal ESIGN Act of 2000, California's Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 et seq.), or other applicable law. By its use of any electronic signature below, the signing party agrees to have conducted this transaction and to execution of this Agreement by electronic means.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR:

By: _____ Date: _____

Name:

Title:

COUNTY OF SONOMA:

CERTIFICATES OF INSURANCE REVIEWED AND ON FILE:

Department Head or Designee
Sonoma County Regional Parks

Date:

APPROVED AS TO FORM FOR COUNTY:

By: _____
County Counsel

Date:

AGREEMENT EXECUTED:

By: _____
Department Head
Sonoma County Regional Parks

Date:

By: _____
Purchasing Agent

Date:

Attest: _____
Clerk of the Board of Supervisors

Date:

**Mark West Creek and Wetland Restoration Project
Planning, Design, Engineering, & Permitting Services**

Overview

Design & engineering services of a minimum of 10 sites and up to 20 sites at Mark West Creek Regional Park that will be permitted together as a single project. In 2022, Sonoma County Regional Parks (SCRP) assessed riparian areas on the 1,192-acre property and identified over twenty (20) locations to restore salmonid habitat and enhance streamflow in the park. The sites cover an area of approximately 12 acres to be surveyed for design development. When implemented, the restoration projects will benefit the health and function of the Mark West Creek watershed through improved water quality, enhanced streamflow, improved fish passage, and enhanced habitat for salmonids, including endangered coho salmon.

Sonoma County Regional Parks has selected Environmental Science Associates (ESA) based upon the Request for Proposal (RFP) advertised on October 16, 2023, and the project approach and work schedule that ESA proposed in their Project Approach on November 3, 2023. Below is a summary of the project tasks and deliverables that are expected to be completed as the Scope of Work for this contract.

Task 1. Project Management

The Design & Engineering consultant is expected to follow the project schedule and submit deliverables, reports, and invoices in a timely and effective manner.

Deliverables

- Client Check-in Meetings
- Schedule Tracking
- Subconsultant Coordination
- Contracting
- Monthly Invoices
- Progress Reports

Task 2. Technical Advisory Committee (TAC) and Partner Outreach

Regional Parks will convene technical advisors to review project scope and advise on goals, metrics, and monitoring plan. The design and engineering consultant will be expected to attend meetings to discuss project goals, monitoring plan, and present designs at the 30% and 65% level. Additionally, ESA cultural resources specialists experienced in regional tribal consultation will support SCRPP with early tribal outreach prior to the initiation of Section 106 consultation.

Deliverables:

2.1 Technical Advisory Committee

- Attend up to 3 field meetings with TAC members: 1) kickoff meeting to discuss project goals and pre-design studies; 2) 30% design field review; 3) 65% design field review

Exhibit A – Scope of Work

- Present at up to 3 virtual meetings: 1) 30% Design & Site Prioritization; 2) 65% designs, Monitoring Plan, & Permitting Strategy; 3) TBD
- 2.3 Tribal Engagement
- Attend one (1) virtual meeting and one (1) on-site meeting with invited Tribes to share and discuss the project goals and 30% design and implementation plan.

Task 3. Pre-design Studies

This task is to further investigate restoration areas identified in the assessment conducted in 2022 as well as the infiltration basin by the park entrance, and to inform designs for all project areas that are feasible. This task will include pre-design surveys such as: topographic and base map surveys, geotechnical borings and monitoring well installation, geotechnical engineering, hydrologic and hydraulic analysis. Trout Unlimited will perform groundwater and streamflow monitoring. It is assumed that all sites are outside of FEMA study areas or mapped flood zones, and will not require hydraulic modeling of Mark West Creek to acquire Sonoma County permits.

Deliverables:

- 3.1 Topographic and Base Map Survey
 - Existing conditions base map
- 3.2 Geotechnical Borings and Monitoring Well Install
 - Geotechnical Data Report
- 3.3 Hydrologic and Hydraulic Analysis
 - Peak Hydrology (Streamstats)
 - At-a-station and limited 1D Hydraulic Analysis
 - Infiltration Testing
 - H&H Analysis Technical Memorandum
- 3.4 Park Entrance Stormwater Infiltration Basin
 - Hydrologic Analysis

Task 4. Design & Engineering

Restoration design development will include field review and agency coordination of the design components such as: wetland depression grading, planting palette, gully fill and stabilization, culvert inlet and outlet rock structures, biotechnical bank stabilization, grade control structures, concrete weir notching, or rock weir backwater structures. This task will also include the development of a Basis of Design report for restoration of wetlands and seasonal tributaries. The following elements/services are not needed, not included, or will be provided by others:

- Special handling of excavated soils due to chemical concentrations/contamination;
- Utility locating and/or relocation design.
- Structural engineering, if needed.
- Design of any wood loading sites (performed by SCRP)

ESA assumes Park Entrance Stormwater Infiltration Basin will not be advanced beyond 30% design, and will not be included in resource surveys, permitting, and CEQA tasks for this project.

Deliverables:

4.1 Detailed Restoration Design

- Field Review
- Design of the following restoration treatments:
 - Wetland Depression Grading
 - Planting Palette
 - Gully Fill and Stabilization
 - Culvert Inlet and Outlet Rock Structure
 - Biotechnical Bank Stabilization
 - Grade Control Structure
 - Concrete Weir Notching
 - Rock Weir Backwater Structure
- Basis of Design Report (BODR) at 30% 65%, and 100 %Design

4.2 Park Entrance Stormwater Infiltration Basin

- 30% Design & Feasibility Study Memo

Task 5. Resource Surveys and Technical Reports, Permitting and CEQA

Task 5.1. Resource Surveys and Technical Reports

This task will include resource surveys and technical reports about the areas being designed for restoration projects. Surveys will include: habitat assessment, botanical survey, aquatic resource delineation, USFWS biological assessment, NMFS biological assessment, and a cultural resources technical study. In addition, a monitoring plan and metrics for project success will be established under this task. The survey area is assumed to be less than 20 acres and does not contain previously unrecorded archaeological or architectural resources.

Deliverables: Habitat Assessment, Botanical Survey, Aquatic Resource Delineation, USFWS Consultation Documentation, NMFS Consultation Documentation, Archaeological and Architectural Resources Inventory Report, and Monitoring Plan.

Task 5.2. Permitting and CEQA

Permitting will include agency coordination with CDFW and RWQCB to obtain the following permits: CDFW 1602 LSAA, CDFW Restoration Management Permit, RWQCB 401 Certification, and USACE 404 Permit (Nationwide NWP-27 permit and coverage under USFWS and NOAA Programmatic Biological Opinions (PBOs). CEQA compliance will be evaluated and developed, which we assume will be the Statutory Exemption for Restoration Projects (SERP) or the State Water Board's Statewide Restoration General Order (SRGO). Coordination and review by CDFW and the Regional Water Board will be conducted, and the projects will be designed to fit within the allowable actions for either SERP or SRGO.

Exhibit A – Scope of Work

Deliverables:

- Pre-application Meeting with Permitting Agency Representatives
- USACE Clean Water Act Section 404 Permit Application
- RWQCB Clean Water Act Section 401 Water Quality Certification/Waste Discharge Requirement Application
- CDFW 1602 Lake or Streambed Alteration Agreement Application
- CDFW Restoration Management Permit Application
- Approvals from USFWS, NMFS, and SHPO
- SERP or SRGO application package

Task 6. Construction Documents

Construction documents will be developed for sites being designed for restoration projects to bring them to be implementation ready. Construction documents to be developed under this task include: 30%, 65%, 90%, and 100% designs. This will include plan sets, technical specs, and cost estimates for construction of projects by contractors.

The drawings set will, at most, consist of the following maximum number of sheets:

Sheet Title:	Total # of Sheets			
	30%	65%	90%	100%
Title Sheet	1	1	1	1
General Notes, Abbreviations, Legend		1	1	1
Project Overview, Site Locations, Access & Staging	1	1	1	1
Survey & Layout Control			2	2
Existing Conditions and Demolition Plan		12	12	12
Grading and Enhancement Plan	12	12	12	12
Grading Profile and Sections	3	18	18	18
Enhancement Details		9	9	9
Revegetation and Erosion Control Plan		12	12	12
Revegetation Planting List and Details		1	2	2
Erosion Control Details			1	1
Estimated Total:	17	67	71	71

The actual list of drawings will depend on the number and complexity of the selected sites, and is expected to be less than the maximum number of sheets above.

Deliverables

6.1 Conceptual (30%) Design

- Plan Set
- Cost Estimate

6.2 Intermediate (65%) Design

- Plan Set

Exhibit A – Scope of Work

- Tech Specs Outline
- Cost Estimate
- 6.3 Draft (90%) Construction Drawings
 - Plan Set
 - Tech Specs
 - Cost Estimate
- 6.4 Final (100%) Design
 - Plan Set
 - Tech Specs
 - Cost Estimate

Exhibit A – Scope of Work

Cost of Service

Task		Budget
1	Project Management	\$ 21,640
2	Project Partner Outreach	\$ 20,050
3	Pre-design Studies	\$ 23,305
SUBCONSULTANT: Land Survey (LACO, Associates)		\$ 44,000
SUBCONSULTANT: Geotechnical Engineering (A3GEO, Inc.)		\$ 49,500
4	Design & Engineering Analysis	\$ 82,239
5	Resource Surveys & Technical Reports, Resource Permitting, and CEQA	\$ 254,319
6	Plans, Specifications, and Cost Estimate	\$ 204,809
Subtotal ESA Non-Labor Expenses		\$ 8,078
PROJECT TOTAL		\$ 707,940
3.3.5	ADD ALTERNATIVE: Parking Lot Stormwater Infiltration Basin Analysis	\$ 20,564
4.2.8	ADD ALTERNATIVE: Parking Lot Stormwater Infiltration Basin Design	\$ 19,524
PROJECT TOTAL + ADD ALTERNATIVES		\$ 748,028

Exhibit A – Scope of Work

Wildlife Conservation Board Mark West Creek and Wetland Restoration

Planning Grant Deliverables Schedule

Project schedule is required to meet the below deliverables schedule based on funding from Wildlife Conservation Board.

Task	Deliverables	Estimated Completion Date
1. Project Management	<ul style="list-style-type: none">• Quarterly Progress Reports• Invoices• Executed Subcontracts• Final Report	Throughout the grant to June 2026
2. TAC, Outreach, and Interpretation	<ul style="list-style-type: none">• TAC Meeting Minutes• Outreach Materials	Throughout the grant; January 2025
3. Pre-Design Studies and Modeling	<ul style="list-style-type: none">• Geotechnical Report• Hydrologic and Hydraulic Analysis Report	December 2024
4. Design and Engineering	<ul style="list-style-type: none">• 30% Design• 65% Design• 100% Design and Basis of Design Report for Restoration projects• 30% Design & Feasibility Study Memo for Stormwater Infiltration Basin	September 2024 February 2025 December 2025 February 2025
5. Resource Surveys and Permitting	<ul style="list-style-type: none">• Monitoring Plan• Draft permit applications• CEQA compliance documents	October 2025 March 2026 March 2026
6. Construction Documents	<ul style="list-style-type: none">• Intermediate (65%) Design Plan Set• Final (100%) Design Plan Set	May 2025 May 2026

Exhibit B

With respect to performance of work under this Agreement, Consultant shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain insurance as described below unless such insurance has been expressly waived by the attachment of a *Waiver of Insurance Requirements*. Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

County reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

1. Workers Compensation and Employers Liability Insurance

- a. Required if Consultant has employees as defined by the Labor Code of the State of California.
- b. Workers Compensation insurance with statutory limits as required by the Labor Code of the State of California.
- c. Employers Liability with minimum limits of \$1,000,000 per Accident; \$1,000,000 Disease per employee; \$1,000,000 Disease per policy.
- d. Required Evidence of Insurance: Certificate of Insurance.

If Consultant currently has no employees as defined by the Labor Code of the State of California, Consultant agrees to obtain the above-specified Workers Compensation and Employers Liability insurance should employees be engaged during the term of this Agreement or any extensions of the term.

2. General Liability Insurance

- a. Commercial General Liability Insurance on a standard occurrence form, no less broad than Insurance Services Office (ISO) form CG 00 01.
- b. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; \$2,000,000 Products/Completed Operations Aggregate. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance. If Consultant maintains higher limits than the specified minimum limits, County requires and shall be entitled to coverage for the higher limits maintained by Consultant.
- c. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County. Consultant is responsible for any deductible or self-insured retention and shall fund it upon County's written request, regardless of whether Consultant has a claim against the insurance or is named as a party in any action involving the County.
- d. County of Sonoma and the Sonoma County Water Agency, their Officers, Agents and Employees, shall be endorsed as additional insureds for liability arising out of operations by or on behalf of the Consultant in the performance of this Agreement.
- e. The insurance provided to the additional insureds shall be primary to, and non-contributory

with, any insurance or self-insurance program maintained by them.

- f. The policy definition of “insured contract” shall include assumptions of liability arising out of both ongoing operations and the products-completed operations hazard (broad form contractual liability coverage including the “f” definition of insured contract in ISO form CG 00 01, or equivalent).
- g. The policy shall cover inter-insured suits between the additional insureds and Consultant and include a “separation of insureds” or “severability” clause which treats each insured separately.
- h. Required Evidence of Insurance:
 - i. Copy of the additional insured endorsement or policy language granting additional insured status; and
 - ii. Certificate of Insurance.

3. Automobile Liability Insurance

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limits may be provided by a combination of Automobile Liability Insurance and Commercial Excess or Commercial Umbrella Liability Insurance.
- b. Insurance shall cover all owned autos. If Consultant currently owns no autos, Consultant agrees to obtain such insurance should any autos be acquired during the term of this Agreement or any extensions of the term.
- c. Insurance shall cover hired and non-owned autos.
- d. Required Evidence of Insurance: Certificate of Insurance.

4. Professional Liability/Errors and Omissions Insurance

- a. Minimum Limits: \$1,000,000 per claim or per occurrence; \$1,000,000 annual aggregate.
- b. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by County.
- c. If Consultant’s services include: (1) programming, customization, or maintenance of software; or (2) access to individuals’ private, personally identifiable information, the insurance shall cover:
 - i. Breach of privacy; breach of data; programming errors, failure of work to meet contracted standards, and unauthorized access; and
 - ii. Claims against Consultant arising from the negligence of Consultant, Consultant’s employees and Consultant’s subcontractors.
- d. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- e. Coverage applicable to the work performed under this Agreement shall be continued for two (2) years after completion of the work. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the work under this Agreement.
- f. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

5. Standards for Insurance Companies

Insurers, other than the California State Compensation Insurance Fund, shall have an A.M. Best's rating of at least A:VII.

6. Documentation

- a. The Certificate of Insurance must include the following reference: RP2023-1053-A00 Mark West Creek Restoration.
- b. All required Evidence of Insurance shall be submitted prior to the execution of this Agreement. Consultant agrees to maintain current Evidence of Insurance on file with County for the entire term of this Agreement and any additional periods if specified in Sections 1 – 4 above.
- c. The name and address for Additional Insured endorsements and Certificates of Insurance is: County of Sonoma and the Sonoma County Water Agency, their Officers, Agents and Employees, Attn: Regional Parks Department, 2300 County Center Drive, Suite 120A, Santa Rosa, CA 95403.
- d. Required Evidence of Insurance shall be submitted for any renewal or replacement of a policy that already exists, at least ten (10) days before expiration or other termination of the existing policy.
- e. Consultant shall provide immediate written notice if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased.
- f. Upon written request, certified copies of required insurance policies must be provided within thirty (30) days.

7. Policy Obligations

Consultant's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

8. Material Breach

If Consultant fails to maintain insurance which is required pursuant to this Agreement, it shall be deemed a material breach of this Agreement. County, at its sole option, may terminate this Agreement and obtain damages from Consultant resulting from said breach. Alternatively, County may purchase the required insurance, and without further notice to Consultant, County may deduct from sums due to Consultant any premium costs advanced by County for such insurance. These remedies shall be in addition to any other remedies available to County.