

DRAFT Agreement for Engineering and Design Services for Headworks Rehabilitation Project

This agreement ("Agreement") is by and between **Sonoma Valley County Sanitation District** ("District") and **HDR Engineering, Inc.**, a Nebraska corporation ("Consultant"). The Effective Date of this Agreement is the date the Agreement is last signed by the parties to the Agreement, unless otherwise specified in Paragraph 5.1.

RECITALS

- A. Consultant certifies that it is a Nebraska corporation duly authorized to do business in the State of California, registered with the Secretary of State of California, and represents that it is a duly qualified and licensed engineering design firm, experienced in wastewater treatment plant design associated with headworks rehabilitation and related services.
- B. District's wastewater treatment plant (WWTP) is located in southeastern Sonoma County just south of the City of Sonoma, and receives and treats wastewater from a service area including the City of Sonoma and incorporated communities in the Sonoma Valley, including Glen Ellen, Eldridge, Agua Caliente, Feters Hot Springs, Boyes Hot Springs, El Verano, Temelec, Vineburg, and Schellville. District provides wastewater collection, conveyance, and treatment to an existing population of approximately 36,000 people.
- C. District's existing headworks facility is responsible for mechanical screening of raw wastewater inflows and provides the first line of defense in removing solids from the waste stream and reducing solids loading to downstream wastewater unit processes and protecting mechanical equipment from damage.
- D. Screened materials are washed and pressed to reduce water content for improved solids handling. The existing mechanical screens and washing press were last replaced in 2000 and are approaching the end of their useful life causing excessive needs for repairs and downtime interrupting normal operations at the WWTP. Furthermore, District currently has only a single washing press so no redundancy is available in the event of equipment malfunction.
- E. District's Headworks Rehabilitation Project (Project) includes replacing the existing mechanical screens and washing press equipment with new equipment, including finer mechanical screening, which will further reduce solids loading on downstream equipment and unit processes, and adding redundant wash presses to increase operational resiliency.
- F. Under this Agreement, Consultant will provide engineering design services including, but not limited to, design, drafting, specification preparation, and assistance during bidding and construction for the Project.

- G. The Project involves the design and installation of three new mechanical screens, three new washing presses, and associated upgrades to mechanical piping and electrical and controls equipment.
- H. Sonoma County Water Agency operates and manages District under contract with District. References to District employees are understood to be Sonoma County Water Agency employees acting on behalf of District.
- I. Concurrent Resolution No. 04-0547, dated June 8, 2004, authorizes Sonoma County Water Agency's General Manager to execute amendments to agreements related to the construction of projects (e.g., architectural design, engineering, inspection, etc.) so long as certain conditions are met, up to a maximum of \$50,000.

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

AGREEMENT

1. RECITALS

- 1.1. The above recitals are true and correct.

2. LIST OF EXHIBITS

- 2.1. The following exhibits are attached hereto and incorporated herein:
 - a. Exhibit A: Scope of Work
 - b. Exhibit B: Schedule of Submittals
 - c. Exhibit C: Schedule of Costs
 - d. Exhibit D: Estimated Budget for Scope of Work
 - e. Exhibit E: Insurance Requirements

3. SCOPE OF SERVICES

- 3.1. *Consultant's Specified Services:* Consultant shall perform the services and submit the documents outlined in Exhibit A (Scope of Work) within the times or by the dates provided for in Exhibit B (Schedule and Submittals). 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.
- 3.2. *Cooperation with District:* Consultant shall cooperate with District in the performance of all work hereunder. Consultant shall coordinate the work, except assistance during construction, with District's Project Manager. Consultant shall coordinate assistance during construction with District's Construction Management Principal Engineer. Contact information and mailing addresses:

| District | Consultant |
|--|--|
| <p>Project Manager: Carlos Diaz Phone: 707-547-1956 Email: Carlos.Diaz@scwa.ca.gov</p> <p>Construction Management Principal Engineer: Mike West Phone: 707-547-1984 Email: Mike.West@scwa.ca.gov</p> <p>404 Aviation Boulevard Santa Rosa, California 95403-9019</p> | <p>Contact: Rob Natoli 2365 Iron Point Road, Suite 300 Folsom, California 95630 Phone: 916-817-4700 Email: rob.natoli@hdrinc.com</p> |
| <p>Remit invoices to: Accounts Payable Same address as above or Email: ap_agreements@scwa.ca.gov</p> | <p>Remit payments to: Attn: Nichole Wolfe Same address as above Email: Nichole.Wolfe@hdrinc.com</p> |

- 3.3. *Performance Standard and Standard of Care:* Consultant hereby agrees that all its work will be performed and that its operations shall be conducted in accordance with the standards of a reasonable professional having specialized knowledge and expertise in the services provided under this Agreement and in accordance with all applicable federal, state and local laws, it being understood that acceptance of Consultant's work by District shall not operate as a waiver or release. District has relied upon the professional ability and training of Consultant as a material inducement to enter into this Agreement. If any of Consultant's work is not in accordance with such level of competency and standard of care, District, in its sole discretion, shall have the right to do any or all of the following: (a) require Consultant to meet with District to review the quality of the work and resolve matters of concern; (b) require Consultant to repeat the work at no additional charge until it satisfies such level of competency and standard of care; (c) terminate this Agreement pursuant to the provisions of Article 6 (Termination); or (d) pursue any and all other remedies at law or in equity.

3.4. *Assigned Personnel:*

- a. Consultant shall assign only competent personnel to perform work hereunder. In the event that at any time District, in its sole discretion, desires the removal of any person or persons assigned by Consultant to perform work hereunder, Consultant shall remove such person or persons immediately upon receiving written notice from District.

- 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 District to be key personnel whose services were a material inducement to District to enter into this Agreement, and without whose services District would not have entered into this Agreement. Consultant shall not remove, replace, substitute, or otherwise change any key personnel without the prior written consent of District.
- c. In the event that any of Consultant's personnel assigned to perform services under this Agreement become unavailable due to resignation, sickness, or other factors outside of Consultant's control, Consultant shall be responsible for timely provision of adequately qualified replacements.

4. PAYMENT

- 4.1. *Total Costs:* Total costs under this Agreement shall not exceed \$370,000.
 - a. Total costs for scope of work other than optional task shall not exceed \$345,000.
 - b. Total costs for Optional Task, if requested in writing by District, shall not exceed \$25,000.
 - c. No more than \$333,000 will be paid until Final Submittal is received.
- 4.2. *Method of Payment:* Consultant shall be paid in accordance with Exhibit C (Schedule of Costs). Billed hourly rates shall include all costs for overhead and any other charges, other than expenses specifically identified in Exhibit C. Expenses not expressly authorized by the Agreement shall not be reimbursed.
- 4.3. *Invoices:* Consultant shall submit its bills in arrears on a monthly basis, based on work completed for the period, in a form approved by District. The bills shall show or include:
 - a. Consultant name
 - b. Name of Agreement
 - c. District's Project-Activity Code V0175C001
 - d. Task performed with an itemized description of services rendered by date
 - e. Summary of work performed by subconsultants, as described in Paragraph 14.4
 - f. Time in quarter hours devoted to the task
 - g. Hourly rate or rates of the persons performing the task
 - h. List of reimbursable materials and expenses
 - i. Copies of receipts for reimbursable materials and expenses
- 4.4. *Cost Tracking:* Consultant has provided an estimated breakdown of costs, included in Exhibit D (Estimated Budget for Scope of Work). Exhibit D will only be used as a tool to monitor progress of work and budget. Actual payment will be made as specified in Paragraph 4.2 above.

- 4.5. *Timing of Payments:* Unless otherwise noted in this Agreement, payments shall be made within the normal course of District business after presentation of an invoice in a form approved by District for services performed. Payments shall be made only upon the satisfactory completion of the services as determined by District.
- 4.6. *Taxes Withheld by District:*
- a. Pursuant to California Revenue and Taxation Code (R&TC) section 18662, District shall withhold seven percent of the income paid to Consultant for services performed within the State of California under this Agreement, for payment and reporting to the California Franchise Tax Board, if Consultant 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.
 - b. If Consultant does not qualify, as described in Paragraph 4.6.a, District requires that a completed and signed Form 587 be provided by Consultant in order for payments to be made. If Consultant is qualified, as described in Paragraph 4.6.a, then District 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, Consultant agrees to promptly notify District of any changes in the facts. Forms should be sent to District pursuant to Article 16 (Method and Place of Giving Notice, Submitting Bills, and Making Payments) of this Agreement. To reduce the amount withheld, Consultant has the option to provide District with either a full or partial waiver from the State of California.

5. TERM OF AGREEMENT AND COMMENCEMENT OF WORK

- 5.1. *Term of Agreement:*
- a. This Agreement shall expire on December 31, 2022, unless terminated earlier in accordance with the provisions of Article 6 (Termination).
 - b. District shall have two options to extend this Agreement for a period of one year each by providing written notice to Consultant thirty days in advance of the expiration date noted in this Article and of the first extension option.
- 5.2. *Commencement of Work:* Consultant is authorized to proceed immediately with the performance of this Agreement upon the Effective Date of this Agreement.

6. TERMINATION

- 6.1. *Authority to Terminate:* District's right to terminate may be exercised by Sonoma County Water Agency's General Manager.

- 6.2. *Termination Without Cause:* Notwithstanding any other provision of this Agreement, at any time and without cause, District shall have the right, in its sole discretion, to terminate this Agreement by giving 5 days written notice to Consultant.
- 6.3. *Termination for Cause:* Notwithstanding any other provision of this Agreement, should Consultant 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, and if Consultant fails to cure such failure or violation within a reasonable period of time following written notice thereof, District may immediately terminate this Agreement by giving Consultant written notice of such termination, stating the reason for termination.
- 6.4. *Delivery of Work Product and Final Payment Upon Termination:* In the event of termination, Consultant, within 14 days following the date of termination, shall deliver to District all reports, original drawings, graphics, plans, studies, and other data or documents, in whatever form or format, assembled or prepared by Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement subject to Paragraph 12.11 and shall submit to District an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.
- 6.5. *Payment Upon Termination:* Upon termination of this Agreement by District, Consultant 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 Consultant bear to the total services otherwise required to be performed for such total payment; provided, however, that if services are to be paid on a per-hour or per-day basis, then Consultant shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to termination multiplied by the applicable hourly or daily rate; and further provided, however, that if District terminates the Agreement for cause pursuant to Paragraph 6.3, District shall deduct from such amounts the amount of damage, if any, sustained by District by virtue of the breach of the Agreement by Consultant.

7. INDEMNIFICATION

- 7.1. Consultant agrees to accept responsibility for loss or damage to any person or entity, including Sonoma County Water Agency and Sonoma Valley County Sanitation District, and to defend, indemnify, hold harmless, and release Sonoma County Water Agency and Sonoma Valley County Sanitation District, their officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Consultant, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant or its agents, employees,

contractors, subcontractors, or invitees hereunder, whether or not there is concurrent or contributory negligence on Sonoma County Water Agency or Sonoma Valley County Sanitation District's part, but, excluding liability due to Sonoma County Water Agency or Sonoma Valley County Sanitation District'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 Consultant or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

8. INSURANCE

- 8.1. 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 in Exhibit E (Insurance Requirements).

9. PROSECUTION OF WORK

- 9.1. 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, the time for Consultant's performance of this Agreement shall be extended by a number of days equal to the number of days Consultant has been delayed.

10. EXTRA OR CHANGED WORK

- 10.1. Extra or changed work or other changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. The parties expressly recognize that District personnel are without authorization to order extra or changed work or waive Agreement requirements. Failure of Consultant 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 Consultant shall be entitled to no compensation whatsoever for the performance of such work. Consultant 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 District.

11. CONTENT ONLINE ACCESSIBILITY

- 11.1. *Accessibility:* District policy requires that all documents that may be published to the Web meet accessibility standards to the greatest extent possible, and utilizing available existing technologies.
- 11.2. *Standards:* All consultants responsible for preparing content intended for use or publication on a District managed or District funded web site must comply with applicable federal accessibility standards established by 36 C.F.R. section 1194,

pursuant to section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. section 794(d)), and District's Web Site Accessibility Policy located at <http://sonomacounty.ca.gov/Services/Web-Standards-and-Guidelines/>.

- 11.3. *Certification:* With each final receivable intended for public distribution (report, presentations posted to the Internet, public outreach materials), Consultant shall include a descriptive summary describing how all deliverable documents were assessed for accessibility (e.g., Microsoft Word accessibility check; Adobe Acrobat accessibility check, or other commonly accepted compliance check).
- 11.4. *Alternate Format:* When it is strictly impossible due to the unavailability of technologies required to produce an accessible document, Consultant shall identify the anticipated accessibility deficiency prior to commencement of any work to produce such deliverables. Consultant agrees to cooperate with District staff in the development of alternate document formats to maximize the facilitative features of the impacted document(s); e.g., embedding the document with alt-tags that describe complex data/tables.
- 11.5. *Noncompliant Materials; Obligation to Cure:* Remediation of any materials that do not comply with District's Web Site Accessibility Policy shall be the responsibility of Consultant. If District, in its sole and absolute discretion, determines that any deliverable intended for use or publication on any District managed or District funded Web site does not comply with District Accessibility Standards, District will promptly inform Consultant in writing. Upon such notice, Consultant shall, without charge to District, repair or replace the non-compliant materials within such period of time as specified by District in writing. If the required repair or replacement is not completed within the time specified, District shall have the right to do any or all of the following, without prejudice to District's right to pursue any and all other remedies at law or in equity:
 - a. Cancel any delivery or task order
 - b. Terminate this Agreement pursuant to the provisions of Article 6 (Termination); and/or
 - c. In the case of custom Electronic and Information Technology (EIT) developed by Consultant for District, District may have any necessary changes or repairs performed by itself or by another contractor. In such event, Consultant shall be liable for all expenses incurred by District in connection with such changes or repairs.
- 11.6. *District's Rights Reserved:* Notwithstanding the foregoing, District may accept deliverables that are not strictly compliant with District Accessibility Standards if District, in its sole and absolute discretion, determines that acceptance of such products or services is in District's best interest.

12. REPRESENTATIONS OF CONSULTANT

- 12.1. *Status of Consultant:* The parties intend that Consultant, 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. Consultant is not to be considered an agent or employee of District and is not entitled to participate in any pension plan, worker's compensation plan, insurance, bonus, or similar benefits District provides its employees. In the event District exercises its right to terminate this Agreement pursuant to Article 6 (Termination), Consultant expressly agrees that it shall have no recourse or right of appeal under rules, regulations, ordinances, or laws applicable to employees.
- 12.2. *Communication with District's Contractor:* All communication shall be between Consultant and District. Consultant shall have no authority to act on behalf of District, to stop work, to interpret conditions of the construction contract, or to give direction to District's contractor. Nothing in this provision shall serve to limit Consultant's responsibility to provide such engineering or related services as are required to complete other work or correct any errors or omissions of Consultant in the performance of services under this Agreement.
- 12.3. *No Suspension or Debarment:* Consultant 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. Consultant 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.
- 12.4. *Taxes:* Consultant 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. Consultant agrees to indemnify and hold District harmless from any liability which it may incur to the United States or to the State of California or to any other public entity as a consequence of Consultant's failure to pay, when due, all such taxes and obligations. In case District is audited for compliance regarding any withholding or other applicable taxes, Consultant agrees to furnish District with proof of payment of taxes on these earnings.
- 12.5. *Records Maintenance:* Consultant 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 District for inspection at any reasonable time. Consultant shall maintain such records for a period of four (4) years following completion of work hereunder.

- 12.6. *Conflict of Interest:* Consultant 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. Consultant further covenants that in the performance of this Agreement no person having any such interests shall be employed. In addition, if required by law or requested to do so by District, Consultant shall submit a completed Fair Political Practices Commission Statement of Economic Interests (Form 700) with District within 30 calendar days after the Effective Date of this Agreement and each year thereafter during the term of this Agreement, or as required by state law.
- 12.7. *Statutory Compliance/Living Wage Ordinance:* Consultant agrees to comply, and to ensure compliance by its subconsultants or subcontractors, 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, Consultant expressly acknowledges and agrees that this Agreement is 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.
- 12.8. *Nondiscrimination:* Consultant 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. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.
- 12.9. *Drug-Free Workplace Certification (Certification of Compliance):* By signing this Agreement, Consultant, its contractors or subcontractors hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code §8350 *et seq.*) and have or will provide a drug-free workplace by taking the following actions:
- a. Publish a statement notifying employees, contractors, and subcontractors that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees, contractors, or subcontractors for violations, as required by Government Code section 8355(a)(1).

- b. Establish a Drug-Free Awareness Program, as required by Government Code section 8355(a)(2) to inform employees, contractors, or subcontractors about all of the following:
 - i. The dangers of drug abuse in the workplace,
 - ii. Consultant's policy of maintaining a drug-free workplace,
 - iii. Any available counseling, rehabilitation, and employee assistance programs, and
 - iv. Penalties that may be imposed upon employees, contractors, and subcontractors for drug abuse violations.
 - c. Provide, as required by Government Code section 8355(a)(3), that every employee, contractor, and/or subcontractor who works under this Agreement:
 - i. Will receive a copy of Consultant's drug-free policy statement, and
 - ii. Will agree to abide by terms of Consultant's condition of employment, contract or subcontract.
- 12.10. *Assignment of Rights:* Consultant assigns to District 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 Consultant in connection with this Agreement. Consultant agrees to take such actions as are necessary to protect the rights assigned to District in this Agreement, and to refrain from taking any action which would impair those rights. Consultant'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 District may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of District. Consultant 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 District.
- 12.11. *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 Consultant or Consultant's subcontractors, consultants, and other agents in connection with this Agreement shall be the property of District. District 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, Consultant shall promptly deliver to District all such documents, which have not already been provided to District in such form or format as District deems appropriate. Such documents shall be and will remain the property of District without restriction or limitation. Consultant 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 District. However, any modification or reuse of the documents for

purposes other than those intended by this Agreement shall be at District's sole risk and without liability to Consultant.

- 12.12. *District Liability:* District is a separate legal entity from Sonoma County Water Agency, operated under contract by Sonoma County Water Agency. To the extent any work under this Agreement relates to District activities, Consultant shall be paid exclusively from District funds. Consultant agrees that it shall make no claim for compensation for Consultant's services against Sonoma County Water Agency funds and expressly waives any right to be compensated from other funds available to Sonoma County Water Agency.

13. DEMAND FOR ASSURANCE

- 13.1. 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 13 limits District's right to terminate this Agreement pursuant to Article 6 (Termination).

14. ASSIGNMENT AND DELEGATION

- 14.1. *Consent:* 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.
- 14.2. *Subcontracts:* Notwithstanding the foregoing, Consultant may enter into subcontracts with the subconsultants specifically identified herein. If no subconsultants are listed, then no subconsultants will be utilized in the performance of the work specified in this Agreement.
- 14.3. *Change of Subcontractors or Subconsultants:* If, after execution of the Agreement, parties agree that subconsultants not listed in Paragraph 14.2 will be utilized, Consultant may enter into subcontracts with subconsultants to perform other specific duties pursuant to the provisions of this Paragraph 14.3. The

following provisions apply to any subcontract entered into by Consultant other than those listed in Paragraph 14.2:

- a. Prior to entering into any contract with subconsultant, Consultant shall obtain District approval of subconsultant.
- b. All agreements with subconsultants shall (a) contain indemnity requirements in favor of District in substantially the same form as that contained in Article 7 (Indemnification), (b) contain language that the subconsultant may be terminated with or without cause upon reasonable written notice, and (c) prohibit the assignment or delegation of work under the agreement to any third party.

14.4. *Summary of Subconsultants' Work:* Consultant shall provide District with a summary of work performed by subconsultants with each invoice submitted under Paragraph 4.3. Such summary shall identify the individuals performing work on behalf of subconsultants and the total amount paid to subconsultant, broken down by the tasks listed in the Scope of Work.

15. MEDIATION OF DISPUTES

- 15.1. If a dispute arises out of or relates to this Agreement, or an alleged breach thereof, and if the dispute cannot be settled through negotiation, before resorting to litigation, District and Consultant agree first to try in good faith to settle the dispute by mediation. Mediation shall be non-binding and utilize the services of a mediator mutually acceptable to the parties and, if the parties cannot agree, a mediator selected by the American Arbitration Association from its panel of approved mediators trained in construction industry mediation. All statutes of limitation shall be tolled from the date of the demand for mediation until a date two weeks following the mediation's conclusion. If the dispute also involves claims against or by a construction contractor who has used or otherwise relied on any work product of Consultant, the Parties agree that the mediation required by this Article 15 will include the construction contractor as a participant. The cost of mediation shall be equally shared by the participating parties. Unless the participation of a construction contractor is required and that indispensable contractor is subject to an incompatible stipulation with District with regard to the same matters, the parties further agree that:
- a. The mediation shall be conducted in Santa Rosa, California.
 - b. Unless otherwise agreed to in writing by the parties participating in the mediation, the mediation shall be concluded no later than sixty (60) days after the first mediation session. If the dispute has not been resolved at that time, any party may elect at that time to pursue litigation.
 - c. The parties agree to exchange all relevant non-privileged documents before the first scheduled mediation session.

16. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS, AND MAKING PAYMENTS

- 16.1. *Method of Delivery:* All notices, bills, and payments shall be made in writing and shall be given by personal delivery, U.S. Mail, courier service, or electronic means. Notices, bills, and payments shall be addressed as specified in Paragraph 3.2.
- 16.2. *Receipt:* 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 electronic means, 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 deposited in the U.S. mail and postmarked on the date of the electronic transmission (for a payment, on or before the due date), (2) the sender has a written confirmation of the electronic transmission, and (3) the electronic transmission 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 Article 16.

17. MISCELLANEOUS PROVISIONS

- 17.1. *No Bottled Water:* In accordance with District Board of Directors Resolution No. 09-0920, dated September 29, 2009, no District funding shall be used to purchase single-serving, disposable water bottles for use in District facilities or at District-sponsored events. This restriction shall not apply when potable water is not available.
- 17.2. *No Waiver of Breach:* The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- 17.3. *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. Consultant and District 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. Consultant and District acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

- 17.4. *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.
- 17.5. *No Third-Party Beneficiaries:* Except as provided in Article 7 (Indemnification), nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.
- 17.6. *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 in the forum nearest to the City of Santa Rosa, in the County of Sonoma.
- 17.7. *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.
- 17.8. *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. Each Party acknowledges that, in entering into this Agreement, it has not relied on any representation or undertaking, whether oral or in writing, other than those which are expressly set forth in this Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- 17.9. *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.
- 17.10. *Time of Essence:* Time is and shall be of the essence of this Agreement and every provision hereof.

/

/

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last signed by the parties to the Agreement.

Reviewed as to funds:

TW 19/20-028

By: _____
Sonoma County Water Agency
Division Manager - Administrative
Services

Approved as to form:

By: _____
Adam Brand, Deputy County Counsel

Insurance Documentation is on file with
District

Date/TW Initials: _____

Sonoma Valley County Sanitation District

HDR Engineering, Inc., a Nebraska corporation

By: _____
Grant Davis
General Manager
Authorized per Sonoma Valley County
Sanitation District's Board of Directors
Action on January 7, 2019

By: _____

(Please print name here)

Title: _____

Date: _____

Date: _____

Exhibit A

Scope of Work

1. GENERAL

- 1.1. Consultant agrees to perform obligations described in this Agreement and to furnish necessary engineering skills, services, labor, supplies, supervision, and material required to perform and complete the Project.
- 1.2. By execution of this Agreement, Consultant warrants that it has carefully examined the Project site and has satisfied itself of local and any special conditions affecting this Scope of Work. Tests, survey results, geotechnical reports, or other data or information, whether furnished by District, or referenced in this Agreement, are for the Consultant's convenience. District does not guarantee that such tests or preliminary investigations or other data and information are accurate and assumes no responsibility whatsoever as to their accuracy or interpretation. Consultant shall satisfy itself as to the accuracy or interpretation of such tests or survey results or other information or data.

2. COST ESTIMATES

- 2.1. Prepare a Statement of Probable Construction Costs broken down by bid item, and revise as required herein. Provide estimated quantities for unit priced items.

3. DESIGN SERVICES

- 3.1. Preliminary Design:
 - a. Consult with District to define and clarify District's requirements for the Project and available data.
 - b. Identify, consult with, and analyze requirements of governmental authorities having jurisdiction to approve the portions of the Project designed or specified by Consultant including, but not limited to, replacement of mechanical screening and wash press equipment at the headworks facility.
 - c. Identify and evaluate at least three alternative solutions available to District and, after consultation with District, recommend to District those solutions that in Consultant's judgment meet District's requirements for the Project.
 - d. Identify key utility locations and identify utility conflicts, if any.
 - e. Following any investigation(s) at the Project site, return site to pre-existing conditions, including filling holes and excavations, and grading as required.
- 3.2. Report:
 - a. Prepare a design report for the Project (Design Report) that analyzes alternatives for replacement of influent screens, screens, conveyance, and washer compactors and that includes the following:

- i. Title page with name of Project, name of preparer, preparer's company name and address, and date.
- ii. Table of Contents.
- iii. Introduction and background of the Project.
- iv. Conceptual design criteria for new equipment alternatives, including hydraulic limitations, design flow rates, minimum removal efficiencies, and existing operation constraints. Summarize criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternative solutions available to District that Consultant recommends.
- v. A description of the work performed, including methodology, a detailed description of the inspections performed, literature reviewed, documents and records reviewed, and individuals and agencies contacted.
- vi. Equipment replacement alternatives for influent screens, conveyance, and washer compactors. Report shall summarize up to three alternatives for each piece of equipment including the following components:
 - a) Equipment alternative description.
 - b) Advantages and disadvantages.
 - c) Schedule for equipment fabrication, delivery, and installation.
 - d) Schematic layouts (if required for evaluation).
 - e) Cost estimates.
 - f) Vendor cutsheets and vendor quotes.
- vii. Recommended alternatives for replacement of each piece of equipment.
- viii. Construction cost estimate using recommended equipment itemized by bid item, as described in paragraph 2.
- ix. Appendix, including copies of documents, photographs, manufacturer's literature, and other records deemed appropriate.
- x. Schematic drawings, sketches, and exhibits as necessary to illustrate the recommended Project.
- xi. Other information to support the recommendations.
- b. Submit draft of Design Report to District for review and approval.
- c. Incorporate District comments on draft Design Report into final Design Report.

3.3. Design:

- a. Prepare Project design, as recommended in District-approved Design Report.
- b. Identify and perform sufficient site investigation(s) for purpose of developing Project design.
- c. Prepare a Design Notebook. The Design Notebook shall be a loose-leaf notebook containing, as appropriate, copies of the Design Report, stamped and signed design calculations, conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, engineering sketches,

schematic layouts, product and material selection evaluation, alternate solutions available to District that Consultant recommends, and supporting information pertaining to the design of the Project. The design calculations and engineering sketches shall be in sufficient detail to design the Project with its appurtenances. The Design Notebook shall include a technical memorandum summarizing the design parameters.

- d. Prepare a detailed construction cost estimate for the Project as described in paragraph 2.
- e. Prepare a construction schedule showing the anticipated timeframe for completing construction of major units. Use a simple bar chart approach for each item and indicate the anticipated critical path of construction.

3.4. Additional Requirements:

- a. Identify requirements, if any, which District may not have identified. Possible requirements include, but are not limited to, provisions in the environmental documents, including the Mitigation Monitoring Plan (if applicable), permits (if applicable), right-of-way agreements, and local ordinances.
- b. Incorporate applicable requirements into Project.

3.5. Design Stages and Meetings:

- a. Progress with design in the following stages and ensure that the each stage includes the listed elements:
 - i. Kick Off Meeting: Discuss Project scope, schedule, and alternatives to be considered in Preliminary Design.
 - ii. Design Workshop: Present assumptions and preliminary conclusions to be included in the draft Design Report. District may direct the Consultant regarding the assumptions made that may alter the conclusions.
 - iii. 30%: Project parameters shall be fully defined; calculations, including sizing of Project components, shall be complete; and preliminary sketches and drawings shall be available. Indicate topographic property boundaries, USA mark-out, and potholing.
 - iv. 60%: Draft drawings shall describe the general size, nature, and complexity of the Project and indicate right-of-way; alignment and location of facilities should be final; draft specifications shall be completed with sufficient detail to allow District review and comment. Provide description of what surveying efforts should be completed by District by the 60% design submittal.
 - v. 90%: Prepare drawings indicating the scope, extent, and character of the work to be provided by the contractor. Specifications and drawings, all-inclusive and in their entirety, shall be 90% completed and rights-of-way, permits, and regulatory considerations shall be resolved.

- vi. 99%: Changes and modifications from District shall be incorporated, any outstanding issues resolved, and specifications and drawings essentially complete.
- vii. Final Design: Specifications and drawings shall be complete and District comments incorporated into a final construction documents set.

3.6. Meeting Information:

- a. Arrange, attend, prepare agendas for, and conduct meetings at each design stage.
- b. Prepare technical memorandum summarizing design parameters.
- c. At meetings, discuss the progress and direction of the design. Advise District in writing how District comments impact Project scheduling and cost.
- d. Prepare meeting minutes for each meeting.
- e. Arrange and attend a meeting with District staff to discuss modifications to District's Operations and Maintenance Manual.
- f. Meetings shall be held at District's Office, 404 Aviation Boulevard, Santa Rosa, California.

4. DRAFTING SERVICES

- 4.1. Prepare drawings necessary for bidding and construction of the Project using current District AutoCAD standard at time of Agreement execution. Earlier compatible versions or alternate compatible AutoDesk vertical products may only be used upon written approval of District. Include the following with sufficient detail to describe construction of the Project for Project advertisement and bidding purposes:
 - a. Title sheet with location map, vicinity map, index to drawings, and legend (abbreviations, symbols, etc.).
 - b. Right-of-way drawings.
 - c. Plans.
 - d. Profiles (where applicable).
 - e. Sections.
 - f. Construction details.
 - g. Other drawings as may be needed for construction.
- 4.2. Use District-provided template drawings, title blocks, and border drawings. Basic layers and line types are part of template drawings and are recommended where applicable.
- 4.3. Prepare finished contract drawings and maps on a durable, dimensionally stable vellum 22" x 34" gross size. No hand-drawn media is allowed.

- a. Finished contract drawings shall also be supplied in native AutoCAD format as specified in 4.1 along with supporting files such as fonts, Xref and image files, point data, plotter and/or pen style table configuration files.
 - b. Electronic drawing file names shall be at the direction of District's Drafting/GIS Section. Xref files shall have filename with an "X" prefix (i.e., X_ExTopo for original existing topographic file used as base reference file).
 - c. Existing and design features shall be represented spatially accurate in "real world model space" in the CAD files. Coordinate information shall be preserved in its true and original orientation in real world space (X axis= East Coordinates, Y axis = North Coordinates, Z axis =Elevation; all in US Survey Feet Units; Scale 1:1). Data files, such as topo files and point files, may be "Xrefed" provided the Xref file is inserted at 0,0,0 and no rotation is imposed on the file.
 - d. Each drawing file shall contain a layer named "CadNotes." This layer shall be a non-plot layer and shall contain pertinent "metadata" that includes, but is not limited to, the following:
 - i. Coordinate or projection basis.
 - ii. Relevant survey, data dates.
 - iii. Data sources, references.
 - iv. Design notes, assumptions, or other relevant information useful to design review.
 - e. Prepare construction detail drawings in the same manner as described in this paragraph 4.3 such that each detail item is represented in its full size in model space and is represented in a scale and orientation to appropriately and adequately convey the necessary information for construction on layout space.
 - f. District will accept electronic drawing files with multiple "drawings" or "Sheet" layouts. Tab layouts are to be setup as follows:
 - i. Each layout tab's label shall be the drawing name (i.e. C1, G1, D1, P1, etc.) and therefore only include one sheet per layout tab. The layouts shall be set to the standard 22" x 34" sheet at a 1:1 scale.
- 4.4. Minimize the use of notes on drawings. Specifications of any type shall be written in the specifications and shall not be added to drawings.
- 4.5. Use match lines with appropriate sheet numbers.
- 4.6. Use lettering size no smaller than a 0.12-inch tall for construction notes and data.
- 4.7. Ensure that drawings are easily readable when reduced to 11" x 17."
- 4.8. Reconcile drawings with specifications to minimize redundancies and avoid conflicts.

- 4.9. If requested by District, provide conformed drawings. District's standard will be provided by District's Project Manager.
- 4.10. Provide post-construction record drawings. District's standard will be provided by District's Project Manager.

5. SPECIFICATIONS PREPARATION

- 5.1. Assist District's Project Manager in completing District's Project Manual Initiation Questionnaire.
- 5.2. Prepare Divisions 2 through 49 (Technical Specifications), as appropriate, of the Project Manual as necessary for construction of the Project in conformance with the Project Manual concept of the Construction Specification Institute (CSI), using District's template, CSI's Project Resource Manual, and the 2018 edition of CSI's MasterFormat, including SectionFormat and PageFormat.
- 5.3. Comply with applicable provisions of the Public Contract Code including, but not limited to, formal and informal bid procedures and the avoidance of closed proprietary specifications (where no substitutions are allowed).
- 5.4. Assist District to develop justification memos for any proposed single-source products or materials; for special qualification of bidders, manufacturers, installers, or other professionals performing construction work for the Project; and for other special circumstances that require justification to District's Board of Directors.
- 5.5. Provide bid item descriptions for inclusion in Division 1. Ensure that method of payment for materials, equipment, and work required to complete Project is described clearly.
- 5.6. In coordination with District's Project Manager, reconcile redundancies and conflicts with District-prepared Division 0 and Division 1 requirements.

6. OPERATION AND MAINTENANCE MANUAL(S) MODIFICATIONS

- 6.1. Prepare modifications to District's existing Operations and Maintenance Manual(s). At a minimum, include the following:
 - a. New sections to cover aspects of the Project that are not included in existing manual(s).
 - b. Modifications and revisions to existing sections that are affected by the Project.

7. ASSISTANCE DURING BIDDING AND CONSTRUCTION

- 7.1. For bidding:
 - a. Answer questions submitted by District ("questions") during bid advertisement period.

- b. Communicate only through District.
- c. Immediately hand-deliver or email copies of bidder questions (non-District questions) directed to Consultant to District.
- d. Upon request of District, attend the pre-bid conference.
- e. Alert District to potential impacts, if any, associated with questions including, but not limited to, impacts on schedule and cost.
- f. Upon request from District, prepare addenda to clarify, correct, or change the technical specifications or drawings in accordance with the following:
 - i. Paragraphs 4 and 5.
 - ii. District-provided drafting standards and standard form for addenda.

7.2. For construction:

- a. Assist District by providing engineering and related services after the receipt of construction bids as requested by District.
- b. Attend preconstruction conference.
- c. Assist District by answering request(s) for information (RFIs), as requested by District (up to 15 RFIs).
- d. Submittal Review:
 - i. Review contractor's submittals of information (up to 20 submittals) and shop drawings for the Project and either mark "No Exceptions Taken," "Make Corrections Noted," "Revise and Resubmit," or "Rejected" on each submittal. Provide District with a brief written narrative of what is required from the contractor for items Consultant marks on each submittal response.
 - ii. Ensure that copies of submittals reviewed are stamped, dated, and signed by the person performing the review.
 - iii. Review items that have been submitted by the contractor as a substitution or an "approved equal" for specified items. Ensure that each substituted item meets the performance requirements specified in the Project specifications, and ensure its compatibility with other components of the operating system (electrical connections, size). Consult with District's Project Manager regarding acceptability of the proposed substitution.
 - iv. Upon completion of review, return the submittals with any written narratives to District.
- e. Upon request from District, provide construction site visits. Write summary memo of each site visit requested and provide to District 2 working days after date of site visit.
- f. Review and comment on proposed change order(s), if any. Provide comments to District in writing within 2 working days after receipt of the proposed change order(s).
- g. Upon request from District, assist District with final inspection.

8. SCHEDULE AND SUBMITTAL OF DOCUMENTS

- 8.1. Perform services and submit documents to District for review and approval in accordance with the schedule included in Exhibit B (Schedule and Submittals).
- 8.2. Submittal requirements:
 - a. Submit one electronic copy in PDF format (emailed, on CD, or via internet) of each final deliverable to District, unless noted otherwise.
 - b. Comply with requirements of Article 11 (Content Online Accessibility).
 - c. Provide full-sized hard copy and electronic copy in PDF format as well as native AutoCAD dwg format at each design phase as described in Exhibit B. Include CTB or STB plot configuration file with electronic submittal to ensure correct and intended image quality when plotting from file.
 - d. If changes that District has not previously approved are made to the drawings or specifications after the 99% design review meeting, submit drawing(s) or specifications to District for approval prior to preparing the final submittal.
- 8.3. Electronic media formats:
 - a. Survey information and drawings: Provide in electronic media format compatible with current District AutoCAD standard in drawing format (.DWG). To ensure there are no discrepancies between electronic and hard copies, provide plot style tables files.
 - b. Technical Specifications and Operation and Maintenance Manual(s) modifications (including tables, charts, and drawings): Provide in electronic media format compatible with Microsoft® Word 2016. Ensure that there are no discrepancies between electronic and hard copies.
- 8.4. Final Drawing Submittal Requirements:
 - a. Prepare finished contract drawings and maps on vellum, 22" x 34" gross size. Drawings shall be "wet" stamped and signed by the appropriate disciplined professional.
 - b. The final (100%) AutoCAD submittal shall consist of files with filenames specified by District's Drafting/GIS Section and include embedded digital professional stamps and signatures. Drawings shall have filenames displayed per District-provided standards. Final submittal shall also include a composite PDF document of the drawing files formatted for half size (11" x 17") as well as full size (22" x 34"). Transmit to District via AutoCAD ETRANSMIT.
- 8.5. The schedule in Exhibit B (Schedule and Submittals) is based upon timely review and decision making by District. Delays in the schedule caused by District will be cause for consideration of time extensions.

9. OPTIONAL TASK: ADDITIONAL SERVICES

- 9.1. Do not proceed with this task unless requested in writing by District's Project Manager.
- 9.2. Perform additional services as requested by District to support the Project. The additional services will be agreed to by Consultant and District and described in writing by District. Deliverables and due dates to be determined.
- 9.3. Optional task shall not include tasks or labor categories for which prevailing wages have been established.

Exhibit B

Schedule and Submittals

| MILESTONE | DOCUMENTS TO BE SUBMITTED | CALENDAR DAYS |
|---|--|--|
| Notice to Proceed with Design | - | immediately upon execution of this agreement |
| Kick-off Meeting Submittal | 10 copies of Kick-off meeting agenda | 7 calendar days prior to Kick-off meeting |
| Kick-off Meeting | - | 14 calendar days following Notice to Proceed with Design |
| Kick-off Meeting Minutes | One electronic copy of meeting minutes | within 7 calendar days of Kick-off Meeting |
| Draft Design Report | Draft Design Report | within 45 calendar days after Kick-off meeting |
| Design Workshop Submittal | <ul style="list-style-type: none"> Assumptions and preliminary conclusions to be included in the draft Design Report 10 copies of Design Workshop agenda | within 7 calendar days after receipt of Draft Design Report |
| Design Workshop | - | within 7 calendar days after receipt of Draft Design Report |
| Design Workshop Minutes | One electronic copy of meeting minutes | within 7 calendar days of Design Workshop |
| District comments on draft Design Report, if any | - | within 14 calendar days after receipt of draft Design Report |
| Final Design Report | Final Design Report | within 7 calendar days of District's approval of Design Report |
| 30% Design Submittal | <ul style="list-style-type: none"> 8 sets of half-size hard copy drawings Technical memorandum summarizing design parameters Construction cost estimate Preliminary Statement of Probable Construction Costs Design Notebook Draft Table of Contents for specifications 10 copies of 30% design review meeting agenda | 45 calendar days after final Design Report submittal |
| 30% Design Review Meeting | - | within 7 calendar days after 30% Design Submittal |

| MILESTONE | DOCUMENTS TO BE SUBMITTED | CALENDAR DAYS |
|--|--|---|
| 30% Design Review Meeting Minutes | One electronic copy of meeting minutes | within 7 calendar days of 30% Design Review Meeting |
| 60% Design Submittal | <ul style="list-style-type: none"> • 8 sets of half-size hard copy drawings • Technical specifications • Bid item descriptions • Construction schedule • Revised Preliminary Statement of Probable Construction Costs • Design Notebook • Topographic survey request information • 10 copies of 60% design review meeting agenda | 45 calendar days after 30% Design Review Meeting |
| 60% Design Review Meeting | - | within 7 calendar days after 60% Design Submittal |
| 60% Design Review Meeting Minutes | One electronic copy of meeting minutes | within 7 calendar days of 60% Design Review Meeting |
| 90% Design Submittal | <ul style="list-style-type: none"> • 8 sets of half-size hard copy drawings • Technical specifications • Bid item descriptions • Revised Preliminary Statement of Probable Construction Costs • Design Notebook • 10 copies of 90% design review meeting agenda | 60 calendar days after 60% Design Review Meeting |
| 90% Design Review Meeting | - | within 7 calendar days after 90% Design Submittal |
| 90% Design Review Meeting Minutes | One electronic copy of meeting minutes | within 7 calendar days of 90% Design Review Meeting |
| 99% Design Submittal | <ul style="list-style-type: none"> • 8 sets of half-size hard copy revised drawings • Technical specifications • Bid item descriptions • Technical memorandum summarizing design parameters • Statement of Probable Construction Costs • Design Notebook • 10 copies of 99% design review meeting agenda | within 21 calendar days after 90% Design Review Meeting |
| 99% Design Review Meeting | - | at least 28 calendar days after 99% Design Submittal |

| MILESTONE | DOCUMENTS TO BE SUBMITTED | CALENDAR DAYS |
|--|--|---|
| 99% Design Review Meeting Minutes | One electronic copy of meeting minutes | within 7 calendar days of 99% Design Review Meeting |
| Final Submittal | <ul style="list-style-type: none"> • Complete set of revised and final stamped and wet signed original drawings • Complete set of electronic files with supporting files, plus full and half-size PDFs • Complete set of revised and final technical specifications • Stamped and signed Section 00007 (Seals Page) • Statement of Probable Construction Costs • Design Notebook | within 21 calendar days after 99% Design Review Meeting |
| Draft Addenda submittals, if applicable | as appropriate | At least 8 calendar days prior to Project bid opening |
| Final Addenda submittals, if applicable | as appropriate, submit original drawing(s) | At least 7 calendar days prior to Project bid opening |
| Operation and Maintenance Manual(s) Modifications | 4 complete set(s) of final Operation and Maintenance Manual(s) modifications | 30 calendar days prior to system start-up |

Exhibit C

Schedule of Costs

| PERSONNEL | |
|---|------------------|
| Title | Hourly Rates |
| Principal/Technical Specialist | \$295 |
| Project Manager | \$295 |
| Electrical Engineer | \$295 |
| Engineer III | \$200 |
| Engineer II | \$170 |
| Engineer I | \$145 |
| Engineer-in-Training | \$125 |
| CADD Manager | \$215 |
| CAD Technician III | \$180 |
| CAD Technician II | \$165 |
| CAD Technician I | \$140 |
| Project Controller I | \$140 |
| Project Coordinator | \$110 |
| EXPENSES | |
| Item | Cost |
| Copies (black & white) | \$0.05 per page |
| Copies (color) | \$0.15 per page |
| Postage | at cost + 5% |
| Overnight mail | at cost + 5% |
| Ground Transportation (rental car, Uber, train) | at cost + 5% |
| Mileage for personal car | current IRS rate |

Exhibit D

Estimated Budget for Scope of Work

Table 1 - Estimated Work Effort and Cost

Sonoma County Water Agency

Sonoma Valley Treatment Plant Headworks Screenings Equipment Replacement

| Task No. | Task Description | Principal/ QA/QC | Project Manager | Staff Engineer | Electrical Engineer | CADD Tech | Admin/ Clerical | Total HDR Labor Hours | Total HDR Labor (\$) | Total HDR Expenses (\$) | Total Cost (\$) |
|--|---|------------------|-----------------|----------------|---------------------|------------|-----------------|-----------------------|----------------------|-------------------------|------------------|
| Task 1 - Project Management, Quality Assurance/Quality Control (QA/QC), and Progress Meetings | | | | | | | | | | | |
| 1.1 | Project Management | 4 | 40 | | | | 24 | 68 | \$14,863 | \$25 | \$14,888 |
| 1.2 | QA/QC Program | | 4 | | | | | 4 | \$1,040 | \$10 | \$1,050 |
| 1.3 | Progress Meetings (up to 4) | | 24 | 32 | 12 | | 4 | 72 | \$15,087 | \$500 | \$15,587 |
| | Subtotal Task 1 | 4 | 68 | 32 | 12 | 0 | 28 | 144 | \$30,990 | \$535 | \$31,525 |
| Task 2 - Preliminary Design Report | | | | | | | | | | | |
| 2.1 | Preliminary Design Report | 4 | 16 | 88 | 8 | 24 | 8 | 148 | \$25,733 | \$25 | \$25,758 |
| | Subtotal Task 2 | 4 | 16 | 88 | 8 | 24 | 8 | 148 | \$25,733 | \$25 | \$25,758 |
| Task 3 - Final Design Services | | | | | | | | | | | |
| 3.1 | 60% 90%, 99%, and 100% Drawings | 24 | 60 | 200 | 90 | 350 | | 724 | \$141,785 | \$100 | \$141,885 |
| 3.2 | 60% 90%, 99%, and 100% Specifications | 14 | 16 | 40 | 24 | | 40 | 134 | \$27,031 | \$100 | \$27,131 |
| 3.3 | 60% 90%, 99%, and 100% Cost Estimate | 6 | 8 | 24 | 6 | | | 44 | \$9,195 | \$25 | \$9,220 |
| 3.4 | Design Notebook | 2 | 6 | 24 | 6 | 8 | 8 | 54 | \$9,962 | \$50 | \$10,012 |
| | Subtotal Task 3 | 46 | 90 | 288 | 126 | 358 | 48 | 956 | \$187,973 | \$275 | \$188,248 |
| Task 4 - Bidding Phase | | | | | | | | | | | |
| 4.1 | Job Walk and Pre-bid Conference | | 6 | 6 | | | | 12 | \$2,412 | \$125 | \$2,537 |
| 4.2 | Bid Phase Services (up to 2 addenda) | 4 | 12 | 24 | 8 | 12 | 16 | 76 | \$14,551 | \$25 | \$14,576 |
| | Subtotal Task 4 | 4 | 18 | 30 | 8 | 12 | 16 | 88 | \$16,963 | \$150 | \$17,113 |
| Task 5 - Engineering Services During Construction | | | | | | | | | | | |
| 5.1 | Preconstruction Conference | | 6 | 6 | | | 2 | 14 | \$2,683 | \$125 | \$2,808 |
| 5.2 | Conformed Documents | | 2 | 8 | | 12 | | 22 | \$3,791 | \$25 | \$3,816 |
| 5.3 | RFI's (up to 15) | 3 | 18 | 36 | 12 | | 7 | 76 | \$15,413 | \$87 | \$15,500 |
| 5.4 | Submittal Reviews (up to 20) | 3 | 26 | 66 | 16 | | 11 | 122 | \$23,548 | \$48 | \$23,596 |
| 5.5 | Potential Change Items or Change Orders (up to 2) | | 4 | 12 | 6 | | 1 | 23 | \$4,760 | \$10 | \$4,770 |
| 5.6 | Periodic Site Visits (up to 2) | | 12 | 6 | 6 | | | 24 | \$5,853 | \$375 | \$6,228 |
| 5.7 | O&M Manual | 4 | 12 | 48 | 8 | 12 | 8 | 92 | \$16,878 | \$25 | \$16,903 |
| 5.8 | Record Drawings | | 2 | 6 | | 24 | | 32 | \$5,642 | \$50 | \$5,692 |
| 5.9 | Final Site Visit/Punch List | | 6 | 6 | | | 2 | 14 | \$2,683 | \$125 | \$2,808 |
| | Subtotal Task 5 | 10 | 88 | 194 | 48 | 48 | 31 | 419 | \$81,251 | \$870 | \$82,121 |
| COLUMN TOTALS | | 68 | 280 | 632 | 202 | 442 | 131 | 1,755 | \$342,909 | \$1,855 | \$344,764 |
| Task 6 - Optional Services | | | | | | | | | | | |
| 6.1 | Optional Services | 2 | 24 | 50 | 16 | 16 | 23 | 131 | \$24,921 | \$79 | \$25,000 |

Exhibit E

Insurance Requirements

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.

District reserves the right to review redacted copies of 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. INSURANCE

1.1. 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.
- e. 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.

1.2. 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, District 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. Consultant is responsible for any deductible or self-insured

retention and shall fund it upon District's written request, regardless of whether Consultant has a claim against the insurance or is named as a party in any action involving District.

- d. Sonoma County Water Agency and Sonoma Valley County Sanitation District, their officers, agents, and employees, shall be endorsed as additional insureds for liability arising out of operations by or on behalf of 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 Insurance Services Office 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.

1.3. Automobile Liability Insurance

- a. Minimum Limit: \$1,000,000 combined single limit per accident. The required limit 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.

1.4. Professional Liability/Errors and Omissions Insurance

- a. Minimum Limit: \$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 District.
- c. If the insurance is on a Claims-Made basis, the retroactive date shall be no later than the commencement of the work.
- d. 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.

- e. Required Evidence of Insurance: Certificate of Insurance specifying the limits and the claims-made retroactive date.

1.5. Standards for Insurance Companies

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

1.6. Documentation

- a. The Certificate of Insurance must include the following reference:
TW 19/20-028.
- 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 District for the entire term of this Agreement and any additional periods if specified in Sections 1.1, 1.2, 1.3, or 1.4, above.
- c. The name and address for mailing Additional Insured endorsements and Certificates of Insurance is: Sonoma Valley County Sanitation District, c/o Sonoma County Water Agency, 404 Aviation Boulevard, Santa Rosa, CA 95403-9019.
- 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, redacted copies of required insurance policies must be provided within thirty (30) days.

1.7. Policy Obligations

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

1.8. Material Breach

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