

## CONTRACT

THIS Aggregate Contract, MA-080-21011388 to provide On-Call A-E General Services for OC Development Services, ("Contract") is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California, ("County"), and **The Code Group, Inc. dba VCA Code Group**, a State of California Corporation ("Consultant/Contractor" or "A-E") with the County and Consultant/Contractor sometimes individually referred to as "Party", or collectively referred to as "Parties."

### RECITALS

**WHEREAS**, County requires professional services to accomplish projects and/or services ("Projects/Services") as described in MA-080-21011388 Scope of Work for On-Call A-E General Services for OC Development Services, hereinafter referred to as "Attachment A"; and,

**WHEREAS**, A-E is a firm whose principals are, as required by law, registered by the State of California for the practice of specialized A-E services per the attached Scope of Work.

**NOW, THEREFORE, IT IS AGREED** by and between the Parties hereto as follows:

### 1. GENERAL

**1.1. Aggregate Contract:** This is an aggregate Contract with **Bowman Infrastructure Engineers Ltd.** ~~Advanced Applied Engineering, Inc., dba Infrastructure Engineers, Annealta Group, Environmental Science Associates, GHD Inc., Moore Iacofano Goltzman, Inc., dba MIG Inc., and The Code Group, Inc. dba VCA Code Group~~, with a Total Aggregate Contract Amount not to exceed Nine Million Dollars (\$9,000,000).

### 1.2. Retainer

**1.2.1.** County does hereby retain A-E to perform the Projects/Services as required by this Contract.

**1.2.2.** A-E has offered, and County has accepted, the professional services of **Tom VanDorpe** and A-E shall assign him/her to the Projects/Services.

**1.2.3.** A-E may employ special consultants/contractors for the accomplishment of the Projects/Services specified; and only the firms or independent consultants/contractors identified in Attachment C may be employed by A-E to provide these Projects/Services.

**1.2.4.** Consultants/contractors may be substituted and/or added by mutual agreement of A-E and the Director, County of Orange, OC Public Works or his designee, hereinafter referred to as "Director".

**1.2.5.** A-E's employment of independent consultants/contractors shall not relieve A-E from the performance of its own responsibilities pursuant to this Contract. However, all consultants/contractors independently contracting with County shall be independently liable to County for the performance of the work pursuant to their agreements, and A-E shall have no liability for work by consultants/contractors independently contracting with County.

### **1.3. Projects/Services**

#### **1.3.1. Description of Projects/Services**

- a. Projects/Services to be performed by A-E shall consist of the work as specified herein and as required in Attachment A, attached hereto and incorporated herein by reference. If in the event Attachment A shall be in conflict with any provision of this Contract, the wording as set forth in Attachment A shall prevail.
- b. A-E shall be responsible for submitting all Projects/Services to County in a form which has been thoroughly reviewed and checked for completeness, accuracy and consistency by the registered professional named in Section 1.1.2 herein; and, any Projects/Services not meeting this requirement will be returned to A-E prior to review by County.

#### **1.3.2. Design Criteria and Standards**

All Projects/Services shall be performed in accordance with instructions, criteria and standards set forth by the Director.

#### **1.3.3. Scheduling**

- a. Concurrently with the work of the Contract, A-E shall prepare a progress work schedule. Within five (5) working days from the date of receipt of individual assignments from County, A-E shall submit to County two (2) copies of a progress work schedule which shall delineate dates of commencement and completion of the various phases of Projects/Services assignments. A-E schedule shall include required County review period(s) set forth herein. An approved copy of the progress schedule will be returned to A-E.
- b. A-E shall allow at least five (5) working days for County review of progress work schedule. In planning work, A-E should anticipate and allow ten (10) working days for County review of each submittal required in Attachment A.
- c. A-E shall meet on an as-needed basis as determined by County or at least once every four (4) weeks with County to review progress of work, adherence to progress schedule, coordination of work, scheduling of seminars, if needed, and to resolve any problems that may develop.
- d. Within five (5) working days of each meeting, A-E shall prepare a brief memorandum summarizing the results of the meeting and shall submit it to County for concurrence.
- e. A-E shall complete all the work of Projects/Services and obtain all approvals by the County within the time frame indicated in Attachment A except A-E shall not be responsible for any delay beyond the control of A-E.
- f. In the event A-E fails to complete the work and obtain the approval of Director in the time allowed, County shall have the option of completing the work by its own forces or by contract with another firm. The time allowed for A-E to complete the Projects/Services pursuant to this Contract shall be extended for delay caused by County in completing its work pursuant to this Contract which delay exceeds the agreed County review and/or approval time periods.

**1.4. Assistance by County STAFF**

**1.4.1.** County shall assign an appropriate staff member to work with A-E in connection with the work of this Contract. Said staff member's duties will consist of the giving of advice and consultations, assisting A-E in negotiations with other public agencies and private parties, miscellaneous items which in the judgment of A-E or County's staff warrant attention, and all other duties as may be described in Attachment A.

**1.4.2.** All of the above activities shall be the primary responsibility of A-E to schedule, initiate and carry through to completion.

**1.5. Term and Maximum Compensation**

The term of this aggregate Contract is for two (2) years commencing July 26, 2024 through July 25, 2026, with Board of Supervisors approval, with a maximum aggregate allowable compensation is Six Million Dollars (\$6,000,000), except as permitted in Paragraph 1.6 below.

~~The term of this aggregate Contract is for three (3) years commencing July 26, 2021 through July 25, 2024, with the option to renew for up to two (2) additional years with Board of Supervisors approval. The maximum aggregate allowable compensation is Nine Million Dollars (\$9,000,000), except as permitted in Paragraph 1.6 below.~~

**1.6. A-E Compensation and Extra Work**

**1.6.1.** For the Projects/Services authorized under this Contract, A-E shall be compensated in accordance with the following:

**1.6.2.** For completion and approval of all Projects/Services where "Extra Work" (defined as any change in approved portions of the Projects/Services ordered in writing by Director which constitute a change in or departure from said approved portions of Projects/Services) is not authorized, compensation including reimbursables shall be described and payable as stipulated in Fee Schedule, herein after referred to as "Attachment B", attached hereto and incorporated herein by reference.

**1.6.3.** Where Extra Work is authorized for Projects/Services:

a. The amount for Extra Work shall be determined using Attachment B. Extra Work shall be ordered in writing by Director. If this Contract is not approved by the Board of Supervisors, any change that increases the cumulative Contract price beyond \$200,000 must be approved by the Board of Supervisors. Extensions and increases in the Contract amount for services within the existing scope of work may be granted by the Director where the amount does not exceed 25 percent of the existing Contract price or \$200,000, whichever is less.

b. A-E's billing for the Extra Work shall include but not be limited to names of A-E's staff employed in the Extra Work, classification of staff and number of hours worked.

**1.6.4.** For partial completion of work of Projects/Services followed by default on part of A-E:

a. For failure to complete and secure approval of the first required submittal, there shall be no compensation.

b. For failure to complete and secure approval of other authorized phases, A-E shall,

upon completion of Projects/Services by others, be entitled to receive compensation based on approved work of Projects/Services not to exceed the amounts specified in Attachment A for that particular submittal, plus the reasonable value as determined by County of the non-approved work. If however, the cost to County to complete the contract exceeds the amount specified herein, A-E shall be liable to County for such excess costs attributable to A-E's breach of the Contract.

## **2. LABOR**

### **2.1 Non-Employment of County Personnel**

**2.1.1** A-E agrees that it will neither negotiate, offer, or give employment to any full-time, regular employee of County in professional classifications of the same skills required for the performance of this Contract who is involved in this Project in a participatory status during the life of this Contract regardless of the assignments said employee may be given or the days or hours employee may work.

**2.1.2** Nothing in this Contract shall be deemed to make A-E, or any of A-E's employees or agents, agents or employees of the County. A-E shall be an independent contractor and shall have responsibility for and control over the details and means for performing the work, provided that A-E is in compliance with the terms of this Contract. Anything in the Contract which may appear to give County the right to direct A-E as to the details of the performance of the work or to exercise a measure of control over A-E shall mean that A-E shall follow the desires of County only in the results of the work.

### **2.2 Non-Discrimination**

**2.2.1** In the performance of this Contract, A-E agrees that it will comply with the requirements of the California Labor Code and not engage nor permit any subconsultants to engage in discrimination in employment of persons because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, or sex of such persons.

**2.2.2** A-E acknowledges that a violation of this provision shall subject A-E to all the penalties imposed for a violation of the California Labor Code.

### **2.3 Employee Eligibility Verification**

A-E warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens, and others and that all its employees performing work under this Contract meet the citizenship or alien status requirement set forth in Federal statutes and regulations. A-E shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal or State statutes and regulations, including but not limited to, the Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324 et seq., as they currently exist and as they may be hereafter amended. A-E shall retain all such documentation for all covered employees for the period prescribed by the law.

### **2.4 Independent Contractor**

**2.4.1** As referenced in Section 2.1.2 of this Contract, A-E shall be considered an independent contractor.

**2.4.2** Neither A-E, including its employees, nor anyone working under A-E shall qualify for

workers' compensation or other fringe benefits of any kind through County.

## **2.5 Conflict of Interest Contractor Personnel**

**2.5.1** The A-E shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the A-E; the A-E's employees, agents, and relatives; sub-tier consultant/contractors; and third parties associated with accomplishing work and Projects/Services hereunder.

**2.5.2** A-E's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from: making, receiving, providing or offering gifts, entertainment, payments, loans or other considerations which could appear to influence individuals to act contrary to the best interests of the County.

## **2.6 Labor Code Notice**

All A-E and subconsultants must comply with the requirements of California Labor Code 1770 et seq. if the work performed is considered a "public works" under California Labor Code 1720 et seq. A-E is encouraged to contact the California Department of Industrial Relations for clarification if the A-E is unsure if some or any of the work performed under this Contract qualifies as "public works".

## **3. INSURANCE**

### **3.1. Requirements and Endorsements**

**3.1.1** Prior to the provision of services under this Contract, the A-E agrees to purchase all required insurance at A-E's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. A-E agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. The County reserves the right to request the declarations page showing all endorsements and a certified copy of the policy. In addition, all subconsultants performing work on behalf of A-E pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for A-E.

**3.1.2** A-E shall ensure that all subconsultants performing work on behalf of A-E pursuant to this Contract shall be covered under A-E's insurance as an Additional Insured or maintain insurance subject to the same terms and conditions as set forth herein for A-E. A-E shall not allow subconsultants to work if subconsultants have less than the level of coverage required by County from A-E under this Contract. It is the obligation of A-E to provide notice of the insurance requirements to every subconsultant and to receive proof of insurance prior to allowing any subconsultant to begin work. Such proof of insurance must be maintained by A-E through the entirety of this Contract for inspection by County representative(s) at any reasonable time.

**3.1.3** All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of A-E's current audited financial report. If A-E's SIR is approved, A-E, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

1. In addition to the duty to indemnify and hold the County harmless against any

and all liability, claim, demand or suit resulting from A-E's, its agents, employee's or subconsultant's performance of this Contract, A-E shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same;

2. A-E's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
3. The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the A-E's SIR provision shall be interpreted as though the A-E was an insurer and the County was the insured.

**3.1.4** If the A-E fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

A. Qualified Insurer

1. The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

2. The policy or policies of insurance maintained by the A-E shall provide the minimum limits and coverage as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including converge for owned, non-owned and hired vehicles	\$1,000,000 per occurrence
Workers' Compensation	Statutory
Employers' Liability Insurance	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claims made or per occurrence \$2,000,000 aggregate

B. Required Coverage Forms

1. The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage as broad.
2. The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing liability coverage as broad.

C. Required Endorsements

1. The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:
  - a. An Additional Insured endorsement using ISO form CG 2010 or CG 2033 or a form at least as broad naming the ***County of Orange, Orange County and their respective elected and appointed officials, officers, employees and agents*** as Additional Insureds, or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN AGREEMENT**.
  - b. A primary non-contributing endorsement using ISO form CG 20 01 0413, or a form at least as broad evidencing that A-E's insurance is primary, and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.
2. The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against ***the County of Orange, and their respective elected and appointed officials, officers, employees and agents***, or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN AGREEMENT**.
3. All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, employees and agents when acting within the scope of their appointment or employment.
4. A-E shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and A-E shall also provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.
5. If A-E's Professional Liability policy is a claims-made policy, A-E shall agree to maintain professional liability coverage for two (2) years following completion of Contract.
6. The Commercial General Liability policy shall contain a severability of interest's clause (standard in the ISO CG 001 policy).
7. Insurance certificates should be forwarded to the agency/department address listed on the solicitation.
8. If the A-E fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.
9. County expressly retains the right to require A-E to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.
10. County shall notify A-E in writing of changes in the insurance requirements. If A-E does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice

to A-E, and County shall be entitled to all legal remedies.

11. The procuring of such required policy or policies of insurance shall not be construed to limit A-E's liability hereunder nor to fulfill the indemnification provisions and requirements of this CONTRACT, nor act in any way to reduce the policy coverage and limits available from the insurer.

#### **4. INDEMNITY/COMPLIANCE**

##### **4.1 Indemnification**

**4.1.1 A-E shall indemnify, defend with counsel approved in writing by County, and hold harmless, the County, and its respective agents, officers, and employees from employer sanctions and any other liability which may be assessed against A-E or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.**

**4.1.2 All Projects/Services submitted by A-E shall be complete and shall be carefully checked prior to submission. A-E understands that County's checking is discretionary, and A-E shall not assume that County will discover errors and/or omissions. If County discovers any errors or omissions prior to approving A-E's Projects/Services, the Projects/Services will be returned to A-E for correction. Should County or others discover errors or omissions in the work submitted by A-E after County's approval thereof, County's approval of A-E's Projects/Services shall not be used as a defense by A-E.**

**4.1.3 A-E agrees to, indemnify, defend with counsel approved in writing by County, and hold the County of Orange, and its respective elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the A-E. If judgment is entered against A-E and County by a court of competent jurisdiction because of the concurrent active negligence of A-E and County or County Indemnitees, A-E and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment. Notwithstanding anything stated above, nothing contained herein shall relieve A-E of any insurance requirements or obligations created elsewhere in this Contract.**

##### **4.2 Bills and Liens**

**4.2.1 A-E shall pay promptly all indebtedness for labor, materials and equipment used in performance of the work. A-E shall not permit any lien or charge to attach to the work or the premises, but if any does so attach, A-E shall promptly procure its release. In accordance with the requirements of the indemnification paragraph above, A-E shall indemnify, defend, and hold County harmless and be responsible for payment of all costs, damages, penalties and expenses arising from or related to any such lien or charge.**

##### **4.3 Compliance with Laws**

**4.3.1 A-E represents and agrees that services to be provided under this Contract shall fully comply, at A-E's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those**



issued by County in its governmental capacity and all other laws applicable to the Projects/Services at the time Projects/Services are provided to and accepted by County.

- 4.3.2** A-E acknowledges that County is relying on A-E for such compliance, and pursuant to the requirements of the indemnification paragraph above, **A-E agrees that it shall defend, indemnify and hold County and County Indemnitees harmless from all liability, damages, costs and expenses arising from or related to a violation of such laws.**

## **5. TERMINATION**

### **5.1 Termination of Contract for Cause**

- 5.1.1** If A-E breaches any of the covenants or conditions of this Contract, County shall have the right to terminate this Contract upon ten (10) days written notice prior to the effective day of termination.
- 5.1.2** A-E shall have the opportunity to cure the alleged breach prior to termination.
- 5.1.3** In the event the alleged breach is not cured by A-E prior to termination, all work performed by A-E pursuant to this Contract, which work has been reduced to plans or other documents, shall be made available to County.

### **5.2 Termination for Convenience**

- 5.2.1** Notwithstanding any other provision of the Contract, County may at any time, and without cause, terminate this Contract in whole or in part, upon not less than seven (7) calendar days' written notice to the A-E. Such termination shall be effected by delivery to the A-E of a notice of termination specifying the effective date of the termination and the extent of the Work to be terminated.
- 5.2.2** A-E shall immediately stop work in accordance with the notice and comply with any other direction as may be specified in the notice or as provided subsequently by County.
- 5.2.3** County shall pay the A-E for the Work completed prior to the effective date of the termination, and such payment shall be the A-E's sole remedy under this Contract.
- 5.2.4** Under no circumstances will A-E be entitled to anticipatory or unearned profits, consequential damages, or other damages of any sort as a result of a termination or partial termination under this Paragraph.
- 5.2.5** A-E shall insert in all subcontracts that the subconsultant shall stop work on the date of and to the extent specified in a notice of termination and shall require subconsultants to insert the same condition in any lower tier subcontracts.

### **5.3 Breach of Contract**

The failure of the A-E to comply with any of the provisions, covenants or conditions of this Contract shall be a material breach of this Contract. In such event, in addition to any other remedies available at law, in equity, or otherwise specified in this Contract, the County may:

- a. afford the A-E written notice of the breach and ten (10) calendar days or such shorter time that may be specified in this Contract within which to cure the breach;

- b. discontinue payment to the A-E for and during the period in which the A-E is in breach; and
- c. offset those monies disallowed pursuant to the above, against any monies billed by the A-E but yet unpaid by the County.

#### **5.4 Default**

**5.4.1** In the event any equipment or service furnished by the A-E in the performance of this Contract should fail to conform to the specifications therein within one (1) calendar year from the County's acceptance of the equipment or service, or any performance period specifically specified within the specifications or Contract, whichever is greater, the County may reject same. It shall be the duty of the A-E to reclaim and remove the items without expense to the County and to immediately replace all such rejected equipment or service with others conforming to such specifications. Should the A-E fail, neglect or refuse to do so within one hundred and twenty (120) calendar days, the County shall have the right to purchase on the open market a corresponding quantity of any such equipment or service and to deduct from any monies due or that may thereafter become due to the A-E the difference between the price specified in this Contract and the actual cost to the County.

**5.4.2** In the event the A-E shall fail to make prompt delivery as specified of any equipment or service, the same conditions as to the rights of the County to purchase on the open market and to reimbursement set forth above shall apply, except as otherwise provided in this Contract.

**5.4.3** In the event of the cancellation of this Contract, either in whole or in part, by reason of the default or breach by the A-E, any loss or damage sustained by the County in procuring any equipment or service which the A-E agreed to supply under this Contract shall be borne and paid for by the A-E.

**5.4.4** Default shall include failure to carry out any of the requirements of this Contract, including, but not limited to, not providing enough properly skilled workers or proper materials, persistently disregarding laws and or ordinances, not proceeding with the Projects/Services as agreed to herein, or otherwise substantially violating any provision of this Contract.

**5.4.5 Orderly Termination:** Upon termination of this Contract for any reason, each Party shall assist the other Party in transferring all assets, tangible and intangible, as may be necessary for the orderly, non-disruptive business continuation of each Party, including all data and any unfinished, preliminary or draft documents. Each Party shall promptly return to the other Party all papers, materials, and other properties of the other held by each for purposes of performance of this Contract.

**5.4.6** The right of either party to terminate this Contract hereunder shall not be affected in any way by its waiver of or failure to take action with respect to any previous default.

## **6. MISCELLANEOUS**

### **6.1 Laws to be Observed**

A-E is assumed to be familiar with and, at all times, shall observe and comply with all federal, state and local laws, ordinances and regulations in any manner affecting the conduct of the Projects/Services.

### **6.2 Award of Construction Contract and Other Future Contracts**

A-E is hereby informed that provisions of the Public Contract Code, the Political Reform Act of 1974, other statutes, regulations, and County policy prohibit, as an impermissible conflict of interest, the award of a contract for the construction of the project(s) on which A-E performed architectural-engineering services under this A-E Contract. A-E is hereby informed that these statutes and regulations could also prohibit the award to A-E of design or other contracts on future phases related to tasks performed by A-E under this Contract. This prohibition applies also to a subconsultants of or parent company of the firm that performed architectural-engineering tasks under this Contract.

### **6.3 Amendments**

No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the parties. No oral understanding or agreement not incorporated herein shall be binding on either of the parties. No exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.

### **6.4 Successors and Assigns**

The terms and provisions of this Contract shall be binding upon and inure to the benefit of the parties hereto and their successors and assigns.

### **6.5 Entirety**

This Contract contains the entire agreement between the parties with respect to the matters provided for herein.

### **6.6 Severability**

If any part of this Contract is held, determined, or adjudicated to be illegal, void, or unenforceable by a court of competent jurisdiction, the remainder of this Contract shall be given effect to the fullest extent reasonably possible.

### **6.7 Binding Obligation**

The Parties to this Contract represent and warrant that this Contract has been duly authorized and executed and constitutes the legally binding obligation of their respective organization or entity enforceable in accordance with its terms.

### **6.8 Governing Law and Venue**

**6.8.1** This Contract has been negotiated and executed in the State of California and shall be governed by and construed under the laws of the State of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure, Section 394.

**6.8.2** The Parties specifically agree that by soliciting, entering into and performing Projects/Services under this Contract, the A-E shall be deemed to constitute doing business within Orange County from the time of solicitation of work, through the period when all Projects/Services under this Contract is completed and continuing until the expiration of any applicable limitations period.

### **6.9 Intentionally Omitted**

## **6.10 Ownership of Documents**

- 6.10.1** All data, including but not limited to letters, reports, files, plans, drawings, specifications, proposals, sketches, diagrams and calculations, prepared by A-E and/or anyone acting under the supervision of A-E pursuant to this Contract, shall become the property of County upon preparation by A-E and may be used by the County as it may require without additional cost to the County.
- 6.10.2** A-E, at County's direction and upon County's request, shall transmit and convey to County all such data described in Section 6.10.1 above, in native format and regardless of whether such data constitutes a draft, preliminary, or final document within three (3) business days. Failure by A-E to promptly comply with such direction and request by County shall constitute a material breach of A-E's responsibilities under this Contract.
- 6.10.3** County shall not be limited in any way to its use thereof at any time, including the release of this data to third parties. A-E shall be held harmless for release of such data as may be prepared or created under this Contract to any third party. If A-E and/or anyone acting under the supervision of A-E should later desire to use any of the data prepared in connection with this Contract, A-E shall first obtain the written approval of County.

## **6.11 Confidentiality**

- 6.11.1** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, and all written or other information submitted to A-E in connection with the performance of this Contract shall be held confidential by A-E and/or anyone acting under the supervision of A-E and shall not, without the prior written consent of County, be used for any purposes other than the performance of the Projects/Services described in Attachment A, nor be disclosed to any person, partnership, company, corporation or agency, not connected with the performance of the Projects/Services.
- 6.11.2** Nothing furnished to A-E which is generally known among counties in Southern California shall be deemed confidential.
- 6.11.3** A-E and/or anyone acting under the supervision of A-E shall not use County name or insignia, photographs of the work, or any other publicity pertaining to the work in any magazine, trade paper, newspaper, or other medium without the express written consent of County.

## **6.12 Publication**

- 6.12.1** No copies of sketches, schedules, written documents, computer-based data, photographs, maps or graphs, including graphic art work, resulting from performance or prepared in connection with this Contract, are to be released by A-E and/or anyone acting under the supervision of A-E to any person, partnership, company, corporation, or agency, without prior written approval by the County, except as necessary for the performance of the services of this Contract. All press contacts, including graphic display information to be published in newspapers, magazines, etc., are to be administered only after County approval.
- 6.12.2** The A-E agrees that it will not issue any news releases or make any contact with the media in connection with the award of, any subsequent amendment of, or effort under this Contract. A-E must first obtain review and approval of said media contact from the County through the County's Project Manager. Any requests for interviews or information received by the media should be referred directly to the County. A-E is not authorized to

serve as a media spokesperson for County projects without first obtaining permission from the County Project Manager.

### **6.13 Records and Audit/Inspections**

**6.13.1** A-E shall keep an accurate record of time expended by A-E and/or consultants employed by A-E in the performance of this Contract.

**6.13.2** Within ten (10) days of County's written request, A-E shall allow County or authorized State or Federal agencies or any duly authorized representative to have the right to access, examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, timecards or other records relating to this Contract.

**6.13.3** A-E shall keep such material, including all pertinent cost accounting, financial records and proprietary data for a period of three (3) years after termination or completion of the Contract or until resolution of any claim or dispute between the Parties, whichever is later.

**6.13.4** Should A-E cease to exist as a legal entity, records pertaining to this Contract shall be forwarded within a reasonable period of time not to exceed sixty (60) days to its successor in interest or surviving entity in a merger or acquisition, or, in the event of liquidation, to County.

### **6.14 Notices**

**6.14.1** Any and all notices, requests, demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' project managers' routine exchange of information and cooperation during the Projects/Services.

**6.14.2** Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt, or no greater than four (4) calendar days after being mailed by U. S. certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day.

**6.14.3** All communications shall be addressed to the appropriate party at the address stated herein or such other address as the parties hereto may designate by written notice from time to time in the manner aforesaid.

For A-E:           The Code Group, Inc. dba VCA Code Group  
1845 W. Orangewood Avenue, Suite 210  
Orange, CA 92868  
Attn:           Tom VanDorpe  
Phone:         714-363-4700  
E-mail:         [TVanDorpe@vcacode.com](mailto:TVanDorpe@vcacode.com)

For County:       County of Orange/OC Development Services  
601 N. Ross St  
Santa Ana, CA 92701  
Attn:           Laree Alonso  
Phone:         714-667-9649  
E-mail:         [Laree.Alonso@ocpw.ocgov.com](mailto:Laree.Alonso@ocpw.ocgov.com)

cc:                OC Public Works Procurement Services  
601 N. Ross St.

Santa Ana, CA 92701  
Attn: Dana Varela  
Phone: 714-667-8829  
E-mail: [Dana.Varela@ocpw.ocgov.com](mailto:Dana.Varela@ocpw.ocgov.com)

#### **6.15 Attorney's Fees**

In any action or proceeding to enforce or interpret any provision of this Contract, or where any provision hereof is validly asserted as a defense, each party shall bear its own attorney's fees, costs and expenses.

#### **6.16 Interpretation**

**6.16.1** Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract.

**6.16.2** In addition, each Party has been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite having the opportunity to do so.

**6.16.3** Each Party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other Party hereto or by any person representing them, or both.

**6.16.4** Accordingly, any rule of law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the Party that has drafted it is not applicable and is waived.

**6.16.5** The provisions of this Contract shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Contract.

#### **6.17 Headings**

The various headings and numbers herein, the grouping of provisions of this Contract into separate clauses and paragraphs, and the organization hereof are for the purpose of convenience only and shall not limit or otherwise affect the meaning hereof.

#### **6.18 Acceptance**

Unless otherwise agreed to in writing by County, acceptance of the project shall not be deemed complete unless in writing and until all the services have actually been received, inspected, and tested to the satisfaction of County.

#### **6.19 Changes**

A-E shall make no changes in the work or perform any additional work without the County's specific written approval.

#### **6.20 Assignment**

The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned or sub-contracted by A-E, by any means whatsoever including but not limited to acquisition by merger, without the express written consent of County. Any attempt by A-E to assign or sub-contract the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.

#### **6.21 Changes in Ownership**

A-E agrees that if there is a change or transfer in ownership, including but not limited to merger by acquisition, of A-E's business prior to completion of this Contract, the new owners shall be required under terms of sale or other transfer to assume A-E's duties and obligations contained in this Contract and to obtain the written approval of County of such merger or acquisition, and complete the obligations and duties contained in the Contract to the satisfaction of County. A-E agrees to pay, or credit toward future work, County's costs associated with processing the merger or acquisition.

## **6.22 Force Majeure**

A-E shall not be assessed with damages or unsatisfactory performance penalties during any delay beyond the time named for the performance of this Contract caused by any act of God, war, civil disorder, employment strike or other cause beyond its reasonable control, provided A-E gives written notice of the cause of the delay to County within thirty-six (36) hours of the start of the delay and A-E avails himself of any available remedies.

## **6.23 Calendar Days**

Any reference to the word "day" or "days" herein means calendar day or calendar days, respectively, unless otherwise expressly provided.

## **6.24 Title to Data**

**6.24.1** All materials, documents, data or information obtained from the County data files or any County medium furnished to the A-E in the performance of this Contract, will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the A-E after completion or termination of this Contract without the express written consent of the County.

**6.24.2** All materials, documents, data or information, including copies furnished by County and loaned to A-E for his temporary use, must be returned to the County at the end of this Contract unless otherwise specified by the Director.

## **6.25 Availability of Funds**

The obligation of County is subject to the availability of funds appropriated for this purpose, and nothing herein shall be construed as obligating the County to expend or as involving the County in any contract or other obligation for future payment of money in excess of appropriations authorized by law.

## **6.26 Contingency of Funding**

A-E acknowledges that funding or portions of funding for this Contract may also be contingent upon receipt of funds from, and/or appropriation of funds by, the State of California or other funding sources to County. If such funding and/or appropriations are not forthcoming, or otherwise limited, County may immediately terminate or modify this Contract without penalty.

## **6.27 Contract Construction**

The parties acknowledge that each party and its counsel have reviewed this Contract and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Contract or any amendment or exhibits hereto.

## **6.28 Conflicts of Interest**

**6.28.1** A-E or its employees may be subject to the provisions of the California Political Reform Act of 1974 (the "Act"), which (1) requires such persons to disclose any financial interest that may be materially affected by services provided under this Contract, (2) prohibits such persons from making, or participating in making, decisions that could reasonably affect such interest; and (3) may require the filing a Statement of Economic Interest (Form 700).

**6.28.2** If subject to the Act, A-E shall conform to all requirements of the Act. Failure to do so shall constitute a material breach and is grounds for immediate termination of this Contract by County. Pursuant to Section 4.3 "Indemnification", A-E shall indemnify and hold harmless County for any and all claims for damages resulting from Contractor's violation of this Section.

**6.29 Usage**

No guarantee is given by the County to A-E regarding usage of this Contract. The A-E agrees to supply services requested, as needed by the County of Orange, at prices listed in the Contract, regardless of quantity requested.

**6.30 Cooperative Agreement**

**6.30.1** The provisions and pricing of this Contract will be extended to other California local or state governmental entities. Governmental entities wishing to use this Contract will be responsible for issuing their own purchase documents/price agreements, providing for their own acceptance, and making any subsequent payments. Contractor shall be required to include in any Contract entered into with another agency or entity that is entered into as an extension of this Contract a Contract clause that will hold harmless the County of Orange from all claims, demands, actions or causes of actions of every kind resulting directly or indirectly, arising out of, or in any way connected with the use of this contract. Failure to do so will be considered a material breach of this Contract and grounds for immediate Contract termination. The cooperative entities are responsible for obtaining all certificates of insurance and bonds required. The Contractor is responsible for providing each cooperative entity a copy of the Contract upon request by the cooperative entity. The County of Orange makes no guarantee of usage by other users of this Contract.

**6.30.2** The Contractor shall be required to maintain a list of the cooperative entities using this Contract. The list shall report dollar volumes spent annually and shall be provided on an annual basis to the County, at the County's request.

**6.31 Wage Rates**

Contractor shall post a copy of the wage rates at the job site and shall pay the adopted prevailing wage rates as a minimum. Pursuant to the provisions of Section 1773 of the Labor Code of the State of California, the Board of Supervisors has obtained the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in this locality for each craft, classification, or type of workman needed to execute this Contract from the Director of the Department of Industrial Relations. These rates are on file with the Clerk of the Board of Supervisors. Copies may be obtained at cost at the office of County's OC Public Works/OC Facilities & Asset Management/A&E Project Management or visit the website of the Department of Industrial Relations, Prevailing Wage Unit at [www.dir.ca.gov/DLSR/PWD](http://www.dir.ca.gov/DLSR/PWD). The Contractor shall comply with the provisions of Sections 1774, 1775, 1776 and 1813 of the Labor Code.

**6.32 Apprenticeship Requirements**

The Contractor shall comply with Section 230.1(A), California Code of Regulations as required by the Department of Industrial Relations, Division of Apprenticeship Standards by submitting DAS Form to the Joint Apprenticeship Committee of the craft or trade in



the area of the site.

### **6.33 Registration of Contractor**

All contractors and subcontractors must comply with the requirements of Labor Code Section 1771.1(a), pertaining to registration of contractors pursuant to Section 1725.5. Bids cannot be accepted from unregistered contractors except as provided in Section 1771.1. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. After award of the contract, Contractor and each Subcontractor shall furnish electronic payroll records directly to the Labor Commissioner in the manner specified in Labor Code Section 1771.4.

### **6.34 Payroll Records**

**6.34.1** Contractor and any Subcontractor(s) shall comply with the requirements of Labor Code Section 1776. Such compliance includes the obligation to furnish the records specified in Section 1776 directly to the Labor Commissioner in an electronic format, or other format as specified by the Commissioner, in the manner provided by Labor Code Section 1771.4.

**6.34.2** The requirements of Labor Code Section 1776 provide, in summary:

Contractor and any Subcontractor(s) performing any portion of the work under this Contract shall keep an accurate record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor or any Subcontractor(s) in connection with the work.

**6.34.3** Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

- a. The information contained in the payroll record is true and correct.
- b. The employer has complied with the requirements of Labor Code Sections 1771, 1811, and 1815 for any work performed by his or her employees in connection with the Contract.

**6.34.4** The payroll records shall be certified and shall be available for inspection at the principal office of Contractor on the basis set forth in Labor Code Section 1776.

**6.34.5** Contractor shall inform County of the location of the payroll records, including the street address, city and County, and shall, within five (5) working days, provide a notice of any change of location and address of the records.

**6.34.6** Pursuant to Labor Code Section 1776, Contractor and any Subcontractor(s) shall have ten (10) days in which to provide a certified copy of the payroll records subsequent to receipt of a written notice requesting the records described herein. In the event that Contractor or any Subcontractor fails to comply within the ten (10) day period, he or she shall, as a penalty to County, forfeit \$100, or a higher amount as provided by Section 1776, for each calendar day, or portion thereof, for each worker to whom the noncompliance pertains, until strict compliance is effectuated. Contractor acknowledges that, without limitation as to other remedies of enforcement available to County, upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement of the California Department of Industrial Relations, such penalties shall be withheld from progress payments then due Contractor. Contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.

**6.34.7** Contractor and any Subcontractor(s) shall comply with the provisions of Labor Code Sections 1771 et seq., and shall pay workers employed on the Contract not less than the

general prevailing rates of per diem wages and holiday and overtime wages as determined by the Director of Industrial Relations. Contractor shall post a copy of these wage rates at the job site for each craft, classification, or type of worker needed in the performance of this Contract, as well as any additional job site notices required by Labor Code Section 1771.4(b). Copies of these rates are on file at the principal office of County's representative, or may be obtained from the State Office, Department of Industrial Relations ("DIR") or from the DIR's website at [www.dir.ca.gov](http://www.dir.ca.gov). If the Contract is federally funded, Contractor and any Subcontractor(s) shall not pay less than the higher of these rates or the rates determined by the United States Department of Labor.

### **6.35 Work Hour Penalty**

Eight hours of labor constitute a legal day's work, and forty hours constitute a legal week's work. Pursuant to Section 1813 of the Labor Code of the State of California, the Contractor shall forfeit to the County Twenty Five Dollars (\$25) for each worker employed in the execution of this Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than the legal day's or week's work, except that work performed by employees of said Contractor and subcontractors in excess of the legal limit shall be permitted without the foregoing penalty upon the payment of compensation to the workers for all hours worked in excess of eight hours per day of not less than 1-1/2 times the basic rate of pay.

### **6.36 Apprentices**

**6.36.1** The Contractor acknowledges and agrees that, if this Contract involves a dollar amount greater than or a number of working days greater than that specified in Labor Code Section 1777.5, this Contract is governed by the provisions of Labor Code Section 1777.5. It shall be the responsibility of the Contractor to ensure compliance with this Article and with Labor Code Section 1777.5 for all apprenticeable occupations.

Pursuant to Labor Code Section 1777.5 if that Section applies to this Contract as indicated above, the Contractor and any subcontractors under him employing workers in any apprenticeable craft or trade in performing any work under this Contract shall apply to the applicable joint apprenticeship committee for a certificate approving the Contractor or subcontractor under the applicable apprenticeship standards and fixing the ratio of apprentices to journeymen employed in performing the work.

**6.36.2** Pursuant to Labor Code Section 1777.5 if that Section applies to this Contract as indicated above, the Contractor and any subcontractor under him may be required to make contributions to the apprenticeship program.

**6.36.3** The Contractor and all subcontractors under him shall comply with Labor Code Section 1777.6 which Section forbids certain discriminatory practices in the employment of apprentices.

### **6.37 Safety**

AE shall comply with the County's Safety and Loss Prevention Resource Manual and submit a copy of their Injury and Illness Prevention Program (IIPP) to the Project Manager prior to the start of the project. The IIPP shall meet the minimum requirement of California Code of Regulations, Title 8, Section 1509 or 3203. AE shall submit other safety programs that pertain to the type of job that will be performed on site.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Contract on the dates opposite their respective signatures:

**THE CODE GROUP, INC. DBA VCA CODE GROUP**  
a California Corporation,

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name & Title

*(If a corporation, the document must be signed by two corporate officers. The 1<sup>st</sup> must be either Chairman of the Board, President or any Vice President.)*

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Print Name & Title

*(If a corporation, the 2nd signature must be either the Secretary, an Assistant Secretary, the Chief Financial Officer, or any Assistant Treasurer)*

**COUNTY OF ORANGE,**  
a political subdivision of the State of California

Date: \_\_\_\_\_

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

Print  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED AS TO FORM**  
Office of the County Counsel  
Orange County, California

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

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT A  
SCOPE OF SERVICES

I. INTRODUCTION

OC Public Works on behalf of the County of Orange (“County”) requires supplemental professional services to meet workload demands and project scheduling commitments in relation to Architect-Engineer (“A-E”) Design, Project Administration and Management Services for various projects. A-E is defined as an Architect or Engineer for design and/or engineering of a project. To supplement existing resources, County intends to issue On-Call A-E General Services for OC Development Services for use by Orange County on an “as-needed” basis. **No specified amount of work is guaranteed to the A-E, however, the amount of the negotiated contracted work that will be required on an “as-needed” basis shall not exceed the Total Aggregate Amount specified herein unless authorized by amendment in accordance with Article Paragraphs 6.3 and 6.19 of the County Contract terms and conditions.**

II. GENERAL DESCRIPTION OF SERVICES

The A-E will be contacted by County Project Management staff on an “as-needed” basis as projects arise to provide A-E for professional services. Requirements will be discussed by both Parties and A-E shall prepare a written *Scope Statement* that will include the specific work to be performed, including the costs and time required to complete the project/task. Orange County Project Management staff will then review the A-E’s *Scope Statement*, proceed with negotiation of task costs and when satisfied, issue a Contract Task Order (“CTO”) against this Contract.

The A-E shall serve as lead of a design team that may include other construction design professionals working together to ensure that the original design is carried through to the finished product, with no alterations in materials or design that would lead to safety issues or compromise the quality of the building or building component. Other team members who may be retained by the lead to support a project as a consultant may include but are not limited to landscape architects, lighting designers, data consultants, security consultants, controls engineers, commissioning consultants, traffic engineers, surveyors, estimators, special inspection, etc.

The A-E shall be responsible for the preparation of comprehensive building assessments, designs, drawings, specifications, cost estimates, and reports within the scope of the CTO. In the preparation of construction drawings and specification, the A-E shall also responsible for:

- A. Obtaining data by reviewing record drawings, visiting the site of the construction and by conferences with the User/Client and facility maintenance staff or by other actions as necessary to develop the design;
- B. Checking of shop drawings, submittals, materials and other data submitted by the Construction Contractor for approval;
- C. Furnishing consultation and advice to County to clarify the intent of the drawings and specifications and on questions that may arise during the construction of the project;
- D. Space planning, programming and code compliance review and upgrades;
- E. The meeting of submittal dates included in the *Scope Statement* of the Contract Task Order, including the work of consultants;

- F. Coordination with various agencies having authority of jurisdiction for planning services, entitlement, fire life safety, CEQA, ADA, etc.;
- G. Construction administration services, testing and commissioning;
- H. Close out services, as-built plans, material lists, project acceptance, etc.
- I. The coordination of the various elements of the design to assure compatibility of architectural, structural, electrical, mechanical/plumbing, and other design features;
- J. Other services as specifically included in the Contract Task Order related to project Initiation, Planning/Design, Bid/Award, Construction and Closeout.

The A-E shall restrict themselves to the *Scope Statement* of the Contract Task Order. Any changes in the *Scope Statement* shall require prior written authorization by County.

### **III. CONTRACT TASK ORDER**

A-E shall be assigned work via a task order by County which shall subsequently be referred to as the CTO. A CTO for each project shall be developed by A-E in conjunction with County Project Management staff. The County Project Manager shall manage all A-E's work including monitoring the CTO work schedule, quality of deliverables, review of invoiced amounts, adherence to set budget, and internal review of submittal packages. A-E shall follow all requirements as outlined in the CTO; this general Scope of Work, the project specific *Scope Statement*, and the Architect-Engineer Guide (Rev July 2018).

The CTO shall include a detailed *Scope Statement*, describing tasks to be performed with a specific list of deliverables for each task, schedule of work and cost to complete the work. The schedule of work shall allow enough time for meetings with County Management staff to review the work progress, provide technical and policy direction, resolve problems and ensure adherence to the work completion schedule. The CTO shall include a cover sheet provided by County Project Management staff with the appropriate signature blocks and contract information. Once both Parties agree, and all Parties have signed the CTO, County Management staff shall provide A-E with a Notice to Proceed ("NTP") to begin work. A-E shall submit all plans, reports and other documents produced under the CTO to the assigned County Project Manager within the timeframe indicated in the CTO or as directed by County Project Management staff.

### **IV. SCOPE OF WORK – OC DEVELOPMENT SERVICES GENERAL SERVICES**

#### **A. PURPOSE**

The selected A-E firms shall provide the County with Professional Countywide A-E General Services for OC Development Services on an as needed basis, as specified for a particular work assignment.

A-E shall provide Planning, Building and Engineering Plan Review Services ("PBES") for review of discretionary and ministerial permit applications including, but not limited to, planning applications, tract maps, subdivision improvements, grading and building plans and associated development plans for implementation submitted to the County for approval on an as needed basis. A-E shall provide support high quality, expedited comprehensive planning, building and engineering services for OC Development Services.

The use of contracted PBES shall be on projects selected by County wherein County shall determine that this service is needed due to workload peaks or staffing shortages. This service shall include reviewing, value engineering analysis, providing corrective comments, and recommending for approval of the selected plans/reports.

OC Development Services shall consist of several key business services such as Planning Services, Environmental Services, Building & Safety and Engineering Services, and Inspection Services (“Service Category”) and various Development Services special projects. Such services shall be in compliance with all applicable laws, including federal, state, county and County of Orange policy.

## **B. DESCRIPTION OF SERVICES**

A-E shall provide County OC Development Services professional services for the following Specialty Areas and various Development Services special projects, services and/or additional work as determined by the Deputy Director OCPW/OC Development Services or his designee.

Services shall include reviewing, providing comments and recommendations relative to the discretionary and ministerial permits for approval of the selected projects; The selected projects shall be checked for compliance with County adopted Standard Plans and the applicable regulations outlined below. Checklists available on-line or as provided by staff shall be used when checking the selected projects. Services shall include initial and subsequent reviews, full or partial plan review services, interaction with the client, interaction with County staff and recommendations to County staff for final approval. To ensure adequate document preparation, A-E shall attend project status meetings with OC Development Services Staff and with others as required to discuss status and/or details of the project.

All services shall be conducted in accordance with all accepted A-E and industry professional practices and shall comply with the applicable regulations including but not limited to: the latest approved edition of the California Building Code, California Energy Code, California Green Code, California Code of Regulations Title 24, the Health and Safety Code, Government Code, Education Code, Americans with Disability Act, California Plumbing Code, California Mechanical Code, California Electrical Code, Orange County Codified Ordinances, the Orange County Noise Element, the Orange County Noise Control Ordinance, the Orange County Land Use/Noise Compatibility Manual, OCPW Standard Plans, the Standard Specifications for Public Works Construction (“Green Book”), the Grading and Excavation Code, the Grading Manual, the Subdivision Map Act and OC Subdivision Code/Manual, the State Planning and Land Use Laws, Coastal Act and Local Coastal Programs, OC General Plan, the OC Zoning Code, Specific Plans, Planned Community Programs and attendant Area Plans and County approved Alternative Development Standards, previous entitlements, OC Development Agreements and Guidelines, all applicable County approvals (i.e. development plans) Conditions of Approval, Mitigation Monitoring and Reporting Program, the Sand, Gravel, and Mineral Extraction Code, the Surface Mining And Reclamation Act of 1975 (“SMARA”), the OC Hydrology Manual, County Water Efficient Landscape Ordinance, the County Landscape Irrigation Code and Implementation Guidelines, the OC Local Drainage Manual, the OC Highway Design Manual, Caltrans Highway Design Manual, American Public Works Association (“APWA”) Standard Plans, , Clean Water Act, California Environmental Quality Act (“CEQA”), Activity 430 Local Drainage Protection, Runoff Management Plan (“ROMP”), Streambank Monitoring Program, National Pollutant Discharge Elimination System (“NPDES”) permits issued by Santa Ana and San Diego Regional Water Quality Control Boards, Drainage Area Management Plan (“DAMP”), County of Orange and Orange County Flood Control District Local Implementation Plan (“LIP”) as well as any other applicable laws and regulations.

### **1. Building & Safety and Engineering Services**

- a. Roadway Design Review per all applicable County Standards
- b. Street Improvements associated with any given subdivision
- c. Drainage and Storm Drain and Flood Control Improvement and Utilities (Wet and Dry) with any given subdivision improvement or grading permit
  - i. Review shall include verification of compliance with latest edition of OC Hydrology Manual, OC local Drainage Manual, and non-mandated FEMA LDP2 and LDP4 low-impact development measure.
- d. Landscape Improvement Plan Check Service associated with any given planning application, subdivision or grading permit
  - i. Review shall include verification of compliance with County adopted Ordinance for Water Conservation Landscape Irrigation.
- e. Grading Plan Check Service, including onsite drainage and all offsite improvements Geotechnical Report review associated with grading permits and special projects;
  - i. Grading and Geotechnical Engineering.
- f. Building Plan Check Review including all related services or any combination thereof
  - i. Architectural and Life Safety
  - ii. Structural
  - iii. Plumbing
  - iv. Mechanical
  - v. Electrical
  - vi. Energy Code
  - vii. Green Code
  - viii. Disabled Access
  - ix. Septic Design
  - x. Acoustical
- g. NPDES Compliance Review relative to the Santa Ana and San Diego Regional Water Quality Control Board requirements.
- h. Water Quality Management (WQMP) Review
- i. Subdivision Improvements requiring engineering review including Tentative Map and Site Plan
- j. Hydrology, Hydraulics and Sedimentation Studies
- k. Flood Plain Studies
- l. Review of Reclamation Plan, Financial Assurance Cost Estimate (“FACE”) and other related documents to ensure compliance with SMARA.
- m. Survey and Mapping

- n. Traffic Plans and Reports; Traffic Signals, Signing, Striping, Street Lighting and Traffic Engineering
- o. Right of Way Permitting Services including intake, distribution, review, project coordination, permit issuance and closeout.
- p. Permit processing: intake of permit applications and plans, review of submittal package for completeness, and issuance of permits at the public counter and via County permitting and land management system (MyOCeservices portal LMS/CRM Program).
- q. Administrative Support Services

**2. Minimum Requirements and Qualifications for Building & Safety Engineering Services**

All Building & Safety Services, engineering related Plan Check and Related Services work shall be performed by civil engineers registered with the State of California to practice civil engineering or properly licensed personnel qualified to perform the specific type of plan check as required by the State of California, with a minimum of five (5) years of experience in plan checking closely related subjects. Plan check for disable access and ADA requirements shall be performed by California certified CASp.

All permit processing work at the public counter shall be performed by individuals with experience and having ICC certification for Permit Tech engineering background who meet the County's minimum requirements for Engineering Technicians.

**3. Planning Services**

- a. Discretionary Permit reviews/processing and project manager services, including but not limited to:
  - i. Feature plans
  - ii. Area Plans
  - iii. Use Permits
  - iv. Site Development Permits
  - v. Variance Permits
  - vi. Coastal Development Permits
  - vii. Sand and Gravel Site Permit / Reclamation Plan
  - viii. Changed Plans and Amendments
- b. Environmental Services review including but not limited CEQA review, acoustic reports review, biological reports review, cultural resources reports review, traffic analysis studies and report reviews, parking studies report review, mitigation monitoring reports, and of any other technical reports deemed necessary by County
- c. Planning and Zoning Plan Check Review for Building & Safety plan reviews (as identified in Building and Safety Services), including consistency with General Plan, Zoning, discretionary approvals and environmental mitigation, if appropriate
- d. Subdivision Planning reviews including but not limited to:
  - i. Tentative and Final Tract Maps



- ii. Tentative and Final Parcel Maps
- iii. Lot Line Adjustments
- iv. Certificates of Compliance
- e. Attendance at community meetings, public hearings, as required, and present reports to various approving bodies.
- f. Public Information (including but not limited to public counter support)
- g. Planning/Zoning Support Services for Code Enforcement
- h. General Plan Maintenance
- i. Zoning Code Maintenance (including but not limited to Zoning Code Amendments, Specific Plan Amendments, and various Planned Community Plan/Program Text amendments)
- j. Conditions of Approval Library Maintenance and Conditions of Approval Tracking Matrix (project level)
- k. Development Agreements, Cooperative Agreements, Specific Plans, Planned Community Programs, Alternative Development Standards. Resolutions and Ordinances
- l. Current and Advance Planning services
- m. Review of Reclamation Plan, FACE and other related documents to ensure compliance with SMARA.
- n. Permit processing: intake of permit applications and plans, review of submittal package for completeness, and close out of permits.
- o. Administrative Support Services

#### **4. Minimum Requirements and Qualifications for Planning Services**

- a. A-E must have the ability to do business in Orange County, California.
- b. A-E must have provided recent planning services in Southern California within the past five (5) years.
- c. A-E must have a full-time service office in Southern California, preferably in Orange County, for the entire duration of the contract.
- d. A-E Project Manager / Planners and professionals must have a minimum of five (5) or more years of experience
- e. A-E must have three (3) or more excellent references for work performed in the past five (5) years.
- f. A-E must have the ability to interpret and provide information regarding Land Use Ordinances, Zoning Code regulations, Subdivision Code regulations, Local Park Code regulations and other County laws applicable to the use of land and establishment of use of buildings and other structures.

- g. A-E must have the ability to provide recommendations clearly, concisely, logically, and persuasively both in writing and orally.
- h. A-E must have the ability to proficiently communicate with consultant/contractors, architects, engineers and building owners providing clear and concise direction.

## **5. Environmental Services**

- a. Preparation of Environmental Documentation (CEQA/NEPA) including but not limited to the following:
  - i. Initial Study
  - ii. Categorical Exemption (“CE”)
  - iii. Notice of Exemption (“NOE”)
  - iv. Negative Declaration (“ND”)
  - v. Mitigated Negative Declaration (“MND”)
  - vi. Notice of Preparation (“NOP”)
  - vii. Environmental Impact Report (“EIR”)
    - 1. Initial Document (Screen Check/Administrative Draft)
    - 2. Addendum
    - 3. Supplemental
    - 4. Subsequent
    - 5. Programmatic
    - 6. Project
  - viii. Notice of Completion (“NOC”)
  - ix. Notice of Availability (“NOA”)
  - x. Notice of Determination (“NOD”)
  - xi. Notice of Intent (“NOI”)
  - xii. Notices for public meetings and hearings
  - xiii. Finding of No Significant Impact (“FONSI”)
  - xiv. Environmental Assessment (“EA”)
  - xv. Environmental Impact Statement (“EIS”)
  - xvi. Preliminary Environmental Study Form (“PES”)
  - xvii. Preliminary Environmental Analysis Report (“PEAR”)
  - xviii. Response to Comments
  - xix. Mitigation Monitoring Program

- xx. Facts and Findings and Statement of Overriding Consideration
- b. Technical Support services
  - i. Biological Assessment / Biological Reports
  - ii. Physical Resource/Geotechnical Studies and Evaluations
  - iii. Traffic/Transportation Analysis (traffic studies)
  - iv. Noise Assessment / Acoustical Reports
  - v. Air/Water Quality
  - vi. Cultural Resources
  - vii. Other technical reports and assessments deemed necessary
  - viii. Permit Procurement with necessary state and /or federal resource protection permits, air, water quality permits, or other environmental regulatory permits
- c. Review and evaluate all relevant environmental and historical documentation to assure completeness of preparation of environmental documentation
- d. Attendance at community meetings, public hearings, as required, and present reports to various approving bodies.
- e. Mitigation Monitoring and Reporting Program report and associated updates
- f. Peer review Services for Environmental Services
- g. Provide Training to OC Development Services staff on environmental topics
- h. Administrative support services

**6. Minimum Requirements and Qualifications for Environmental Services**

- a. A-E must have the ability to do business in Orange County, California.
- b. A-E must have provided recent planning services in Southern California within the past five (5) years.
- c. A-E must have a full-time service office in Southern California, preferably in Orange County, for the entire duration of the contract.
- d. A-E Project Manager / environmental planners and professionals must have a minimum of five (5) or more years of experience
- e. A-E must have three (3) or more excellent references for work performed in the past five (5) years.
- f. A-E must have the ability to interpret and provide information regarding CEQA and/or NEPA documents, such as EIRs, EISs, Initial Studies, and MNDs, or supporting technical studies/analyses of biology, economic/fiscal, noise, air quality, agriculture, water quality, geology, visual or community impacts
- g. A-E must have the ability to provide recommendations clearly, concisely, logically, and persuasively both in writing and orally

- h. A-E must have the ability to proficiently communicate with consultant/contractors, architects, engineers and building owners providing clear and concise direction.

## **7. Inspection Services**

- a. Inspection support services for both public and private construction projects, including but not limited to building, grading and infrastructure.
- b. Inspection Services related to Building & Safety plan reviews, approved plans and issued permits (as identified in Building and Safety Services)
- c. Inspection Services for all phases of vertical and horizontal construction including but not limited to residential, commercial, and industrial.
- d. Inspection Services related Reclamation Plan, Financial Assurance Cost Estimate (FACE) and other related documents to ensure compliance with Surface Mining and Reclamation Act of 1975 (SMARA).
- e. Administrative Support Services

## **8. Minimum Requirements and Qualifications for Residential and Commercial Building Inspectors**

- a. Current International Code Council (“ICC”) Residential Building and or Commercial Inspector certification is required.
- b. Multiple/Combo ICC Certifications preferred.
- c. Possess valid California driver's license is required.
- d. Possess a valid Certified Access Specialist certification
- e. Must be familiar with the latest California Building Codes and all others as included in California Title 24 requirements
- f. Must have completed building inspection services on at least three (3) projects within the past five years located in Southern California
- g. Have a minimum of five (5) years practical experience in residential building inspection.
- h. Be capable of field typical residential electrical, plumbing and mechanical installations for compliance with applicable California building codes without benefit of approved plans.
- i. Be capable of comparing and recognizing deviations between approved plans and actual field installations.
- j. Ability to read and interpret construction plans and specifications.
- k. The ability to write precise descriptive correction and/ or stop work notices.
- l. The ability to effectively communicate with consultant/contractors, architects, engineers and building owners, and other members of the public, including providing clear and concise direction and answer questions that may arise.
- m. The ability to demonstrate excellent oral and written communication skills.

- n. The ability to provide excellent customer service skills.
- o. The ability to follow instruction as given.
- p. The ability to verify installation of product, approval of material used for projects, etc.
- q. The ability to perform evaluations of complex buildings, multi-family dwelling, schools, and structures at various stages of construction for compliance with approved plans, specifications, jurisdictional codes, ordinances. and other regulations.

**9. Minimum Requirements and Qualifications for Public Works Inspectors (Grading and Infrastructure)**

- a. Have a minimum of 5 years of experience as a Public Works Inspector.
- b. Ability to read and interpret construction plans and specifications.
- c. Proficient in office software and inspection software
- d. Provide daily inspections and prepare detailed written and photographic documentation of job-related activities.
- e. Provide continual review of plans and specifications.
- f. Report all discrepancies requiring corrective actions to the Inspection Manager and/or Owner's representative.
- g. Ability to conduct productive meetings with contractor to review proposed work and schedule inspections.
- h. Ability to develop "Punch List" items and follow-up with corrective measures.
- i. Proficient in office software and inspection software
- j. The ability to demonstrate excellent oral and written communication skills.
- k. The ability to provide excellent customer service skills.
- l. Proficient in the Understanding of roadways, underground utilities, and grading
- m. Proficient computer, writing, organizational, communication skills; good problem-solving capability and interpersonal skills

**V. A-E RESPONSIBILITY AND PERFORMANCE REQUIREMENTS**

Services shall be provided on a task basis. When services are requested by the Deputy Director OCPW/Development Services or his designee, a specific task order and budget will be developed by the Deputy Director OCPW/Development Services or his designee and A-E per the rate schedule in Attachment B, for each task. Such specific scope of work, including the task specific budget will be agreed upon prior to the initiation of the work by both the Deputy Director OCPW/Development Services or his designee and A-E.

- 1. A-E shall provide all of the management, personnel, and materials requisite to the provision of service.

2. Prior to start of work A-E shall submit resume of each consultant for approval by the OC Development Services manager of the related service and/or Division
  - a. All Building & Safety Services, engineering related Plan Check and Related Services work shall be performed by civil engineers registered with the State of California to practice civil engineering or properly licensed personnel qualified to perform the specific type of plan check as required by the State of California, with a minimum of five (5) years of experience in plan checking.
  - b. All permit processing work at the public counter and online queue shall be performed by individuals with experience as a Permit Technician. Individuals having the ICC certification for Permit Tech or that meet the County's minimum requirements for Permit Technicians preferred.
3. A-E shall bear all costs associated with technical training needed to perform the services included but not limited to the following:
  - a. Ongoing professional knowledge requisite to the provision of service
  - b. Review of, and familiarization with, all key approvals for any OC Development Services needs
  - c. County permitting and land management system ("LMS") (i.e. the MyOCeservices portal LMS/CRM Program or equivalent software) and County file management systems organization (SharePoint, shared drives, share portals)
4. A-E shall provide project Administrative Services as required by County to facilitate effective project coordination, project comments, coordination with County Departments, and reports as required by County.
5. A-E personnel shall perform Services at the County Offices during office hours or as needed.
  - a. A-E Inspector shall report at 6:30 AM to Inspection Services offices location.
  - b. A-E Planning and/or Environmental services may have ability to work offsite remotely at the sole discretion of the County OC Development Services Manager.
6. A-E personnel shall be available to assist customers and staff at the public counter as needed and demonstrate quality customer service.
7. A-E shall interface directly with the plan check or permit applicant, or with the applicant's agent(s), on each project for which service shall be performed, when contact with the applicant, or with the agent(s) is requisite to the performance of service. Any such contact and the results thereof shall be documented and reported to County.
8. A-E personnel shall perform technical report reviews and provide comments in written form to the County.
9. A-E shall be responsible for providing transportation required to perform the services. The cost of transportation shall be included in the hourly fee rate.
10. A-E shall adhere to County established review timeframes and period of performance as identified by County OC Development Services including but not limited to the following:
  - a. Standard plan check review timeframes from the date of acceptance of the submittal: Fifteen (15) business days for first review; ten (10) business days for rechecks and revisions; five (5) business days for subsequent reviews.
  - b. Over the counter reviews - same day plan reviews.

- c. An exception shall be that, for projects of major size and/or complexity, the period of performance shall be determined by negotiation between County OC Development Services Manager and A-E and must be approved by OC Development Services Manager.
  - d. Standard Inspection Services – performed within 1 (one) business day of requested inspection.
11. A-E shall create and maintain project log and/or plan review status log and submit to County on a weekly basis and this shall be documented in the County permitting and land management system (i.e. MyOCeServices portal LMS/CRM or equivalent software). A-E shall delineate dates of commencement and completion of the various phases of project and or service assignments.
12. A-E shall utilize the County permitting and land management system (“LMS”) (i.e. MyOCeServices portal LMS/CRM or equivalent software) and log in all communications with the applicant and the applicant’s agent(s). Subject to review and approval of OC Development Services Manager, compensation for work performed shall be based on the work reported by A-E to County via the County LMS system(s). All work performed shall be entered no later than the week following the service performed.
13. A-E shall have the ability to electronically accept, distribute, plan check review and approve (e-stamp) all documents provided or delivered to County. Electronic plan check review and approval is the process used by the County.
  - a. A-E shall conduct and document plan check process via LMS including but not limited to the following:
    - i. Plan check comments/corrections.
    - ii. Plan redlines and comments (also using Bluebeam).
    - iii. PBES time entries.
  - b. A-E shall furnish the transport, requisite to the performance of service, of all hard copy documents to be picked up or delivered to County, and all documents for which transport originates in the office of A-E, and/or, in offices of A-E’s associations. Transport shall be expedited by one of the following methods:
    - i. Prompt hand-carry of hard copy documents by staff of A-E or A-E’s associates.
    - ii. Express Service of a common carrier.
14. A-E shall furnish a certification recommending approval of the drawings and of related documents, for each project and include approval stamp, signature and date on each sheet of the drawing for each project for which service shall be performed.
  - a. The A-E company and signature block stamp (electronic e-stamp and hard copy) with specific text language (indicated below) shall appear on each plan page, each report cover and all exhibits:
  - b. Signature block and approval recommendation stamp text language:

**REVIEWED FOR CODE COMPLIANCE**

These plans and documents have been reviewed and found to be in compliance with the applicable jurisdiction code requirements. Issuance of a permit is recommended subject to approval by other departments and any noted conditions. This approval does not relieve the engineer of record of their responsibility to prepare the plans, specification, maps and other record documents per current codes and applicable standards of practice.

A-E COMPANY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- c. List of the appropriate regulations as delineated in the “SCOPE” to be identified on plan title sheet.
  - d. Appropriate County approvals stamps shall appear on each plan page, report cover and all exhibits.
15. A-E shall bear cost associated with remote access to County systems and other electronic management systems necessary to perform services listed in scope
16. A-E shall warrant to perform the service in accordance with the standards of care and diligence normally practiced by recognized planning firms, established engineering firms, inspection firms or professional firms in the performance of service of a similar nature.
- a. A-E shall correct error(s) in service, with no expense to County, when County or the applicant shall show that the error(s) is due to failure of A-E to meet the standards warranted in Paragraph 1, preceding.
  - b. A-E shall not be responsible for error(s) in service, when A-E shall show to County’s satisfaction that the error(s) is due to the incompleteness, or the inaccuracy, of the information furnished to A-E by County or applicant.
17. A-E shall have all necessary professional liability insurance as required by County.
18. A-E shall meet with County OC Development Services Managers semi-annually for evaluation and review of performance on services to County and its clients.

**VI. COUNTY RESPONSIBILITY**

1. County OC Development Services shall provide A-E personnel workstation at the County Office and/or the ability to work offsite remotely at the sole discretion of the County.
2. County OC Development Services shall provide initial training for County permitting and land management system (i.e. the MyOCeServices portal LMS/CRM Program or equivalent software) and County file management systems organization (SharePoint, shared drives, share portals) access to applicable regulations, and appropriate forms, checklists, fees/deposits information associated with services. Cyber security, safety and similar training may be required occasionally for consultants using County equipment and facilities. The cost of such training shall be covered by A-E.
3. County OC Development Services shall meet with A-E representative semi-annually for evaluation and review of performance on services to the County and its clients.



ATTACHMENT B  
COST/COMPENSATION

I. **COMPENSATION:** This is a **time and materials** Contract between County and A-E for **QVL for On-Call A-E General Services for OC Development Services** as set forth in Attachment A, "Scope of Work".

A-E agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing, labor, vehicles, equipment, tools, materials, overhead, travel, etc. required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by A-E of all its duties and obligations hereunder. A-E shall only be compensated as set forth herein below for work performed in accordance with the Scope of Work. **County shall have no obligation to pay any sum in excess of the Total Aggregate Contract Amount specified herein below unless authorized by amendment in accordance with Paragraphs 6.3 and 6.19 of the County Contract Terms and Conditions.**

II. **PRICING:** Payment shall be made in accordance with the provisions of this Contract. Partial progress payments may be allowed at the discretion of the County Project Manager. Payment shall be as follows:

A. **Fee Schedule:**

Compensation for services provided by the A-E shall be based on an hourly rate that shall not exceed \$113.00 per hour, with the exceptions of the hourly rates for specialized environmental related services such as biological expertise; cultural resources; and archeological and paleontological services, which shall not exceed \$141.00 per hour; engineers shall not exceed \$124.00; and inspection services, which shall not exceed \$124.00 per hour. Furthermore, compensation shall be based on the actual amount of work time performed billed to the County

Note: Company listed above with an asterisk (\*) is intended for the sole purpose of identifying company as a subconsultant. County will not pay A-E more than the listed amount for subconsultant work, regardless of any agreement between the A-E and their subconsultant. Subconsultant rates are listed for convenience only.

Note: Construction-related work performed under A-E service contracts may meet the definition of "public work" under Labor Code § 1720 et seq. "Construction" includes work performed during the design and preconstruction phases of construction, including, but not limited to, inspection and land surveying work, and work performed during the postconstruction phases of construction, including, but not limited to, all cleanup work at the jobsite. See, Labor Code § 1720. Contracts for A-E services shall mandate that prevailing wages be paid where mandated by law.

**B. Total Aggregate Contract Amount During the Renewal Period Shall Not Exceed: (Aggregate amount between six (6) consultants/contractors).....\$6,000,000**

~~**B. Total Aggregate Contract Amount Shall Not Exceed: (Aggregate amount between six (6) consultants/contractors) ..... \$9,000,000**~~

III. **PRICE INCREASES/DECREASES:** No price increases will be permitted during the term of this Contract. All price decreases will automatically be extended to County.

IV. **FIRM DISCOUNT AND PRICING STRUCTURE:** A-E guarantees that prices quoted are equal to or less than prices quoted to any other local, State or Federal government entity for services of equal or lesser scope. A-E agrees that no price increases shall be passed along to County during the term of this Contract not otherwise specified and provided for within this Contract.

- V. A-E'S EXPENSE:** A-E will be responsible for all costs related to photo copying, telephone communications and fax communications while on County sites during the performance of work and services under this Contract.
- VI. REIMBURSABLE ITEMS:** Reimbursable items are non-salary items that are not included in the Scope of Work but necessary for completion of the work and must be authorized in advance by the County Project Manager. A-E may be entitled to reimbursement for the following, upon prior approval by County:
- 1) The actual costs of special equipment to be rented, leased or purchased by A-E for use exclusively in the performance of the Scope of Services, to the extent such rental, lease, purchase and costs have been approved in writing by the County Project Manager.
  - 2) Printing expenses paid to outside consultant/contractors; to the extent such consultant/contractors and reproduction rates have been approved by the County Project Manager.
  - 3) Other actual costs and/or payments specifically approved and authorized in writing by the County Project Manager and actually incurred by A-E in performance of this Contract.
  - 4) Travel costs shall only be reimbursed if approved in advance in writing by County Project Manager and are subject to the following restrictions:
    - a) Reimbursement of mileage for the business use of a personal vehicle during the conduct of business within the Scope of Services of this Contract shall be based on the Internal Revenue Service Standard Mileage Rate in effect at the time. Mileage between the A-E's "Home Based" office location and County location, as well as mileage within County property will not be reimbursed.
  - 5) Cost of "Home Based" Xerox copies, faxes, and other supplies and materials associated with them will not be reimbursed.
  - 6) Cost of cellular phones, cell phone usage plans and usage minutes, and other mobile communication devices will not be reimbursed.
  - 7) All reimbursable expenses must be itemized on A-E invoice(s) and documented with receipts. Receipts for reimbursable expenses must be submitted with all A-E invoices. Invoices for reimbursable expenses without back-up receipts will not be paid. A-E is responsible for submitting reimbursable invoices in a format that is acceptable to the County. Reimbursable items shall be charged at cost. Any third-party or subconsultant services shall also be charged at cost; no mark-ups will be allowed.
- VII. PAYMENT TERMS:** Invoices are to be submitted in monthly arrears, after services have been completed, to the address specified below. Payment will be net thirty (30) days after receipt of an invoice in a format acceptable to the County, as applicable. Invoices shall be verified and approved by County and subject to routine processing requirements. The responsibility for providing an acceptable invoice to County for payment rests with A-E. Incomplete or incorrect invoices are not acceptable and will be returned to the A-E for correction.

Billing shall cover services and/or goods not previously invoiced. The A-E shall reimburse the County for any monies paid to the A-E for goods or services not provided or when goods or services do not meet the Contract requirements.

Payments made by County shall not preclude the right of County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods or services.

**VIII. INVOICING INSTRUCTIONS:** The A-E will provide an invoice on the A-E's letterhead. Each invoice will have a unique number and will include the following information:

- A. A-E's name and address
- B. A-E's remittance address, if different from (A), above
- C. Name of County agency/department
- D. Delivery/service address
- E. Contract number
- F. Service Date
- G. Description of Services
- H. Total
- I. Taxpayer ID number

Invoices and support documentation are to be forwarded to:

**TBD – Per Task Order**

A-E has the option of receiving payment directly to their bank account via an Electronic Fund Transfer ("EFT") process in lieu of a check payment. Payment made via EFT will also receive Electronic Remittance Advice with the payment details via email. An email address will need to be provided to the County via an EFT Authorization Form. To request a form, please contact the DPA.

**ATTACHMENT C  
STAFFING PLAN**

**1. A-E KEY PERSONNEL**

<b>Name</b>	<b>Classification/Designation</b>	<b>Years of Experience</b>	<b>Licenses/Certifications (include license number)</b>
Bob Heinrich	President/CBO, Project Director, Building Services	30	ICC Certified Building Official-8226143, Former CEO/COO of ICC and ICBO, BS Civil Engineering
Janet Boydell	Principal & Project Director for Staffing Services	25	Senior Management, Expert recruiter and author of two books about strategic hiring, BSBA Cal Poly Pomona (Law & Finance)
Hue Luu	Director of Plan Check Services/ Sr. Plan Check Engineer	25	Registered Civil Engineer C-66754, ICC Certified Plans Examiner – BS Architecture & Design, CSU Long Beach, ICC-0863153
Suzanne Kusik	Sr. Plan Check Engineer & OSHPD-3	15	Registered Civil Engineer C-61153, CBO – ICC 10157636; ICC Building Plans Exam. ICC-1015736-B3, BS Civil Engineering, CSU Long Beach
Shawn Dalipe	Plans Examiner	7	E.I.T. 15-498-61, BS Civil Engineering, UC Irvine, ICC Certified Plans Examiner 8959728
Jonathan Gulliver	Plans Examiner/ Architect/ LEED AP Accredited	25	AIA Licensed Architect C-20658, NCARB Certification 48958, BA Architecture, Cal Poly Pomona
Jack Kuwitzky	Building Inspection & Plans Examiner	6	ICC: Residential, light Commercial and

			Industrial, MEPs, TI's, and plan review, CA DSW Coordinator-ICC 81965402
John Hartley	Sr. Building Inspector/Plans Examiner	15	ICC: Residential Building Inspector, Plans Examiner, Building Official. ICC-530130
Kal Sayegh	Grading Inspector	14	ICC Soils Special Inspector, ICC CA Commercial Building Inspector-8068907, ACI Concrete Field-Testing Technician, BS Geology and Environ.
Kevin Canning	Senior Planner	47	BA Social Ecology/Planning & Public Policy, University of CA at Irvine
Cynthia Burgos	Associate Planner	7	MA, Urban and Regional Planning, Cal Poly Pomona, BS, Anthropology, Cal Poly Pomona
Ruby Maldonado	Senior Planner	39	MS, Environmental Studies, California State University at Fullerton
Tonya Pace	Senior Planner	25	BA Urban and Regional Planning, Cal Poly Pomona
Joe Fiss	Principal Planner	30	MS, Organizational Leadership Quinnipiac University, Hamden, CA, BA, Urban Studies with Core Emphasis in Urban Planning, Cal State Northridge. Bilingual in Spanish.

A-E understands that the personnel represented as assigned to the Contract must remain working on the Contract throughout the duration of the Contract unless otherwise requested or approved by the County. Substitution or addition of A-E's key personnel in any given category or classification shall be allowed only with prior written approval of the County's Project Manager. **Note: The written**

*approval of substituted A-E Key Personnel is for departmental use only and shall not be used for auditing purposes outside OC Public Works or other County department.*

A-E may reserve the right to involve other A-E personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service/classification required. Assignment of additional key personnel shall be subject to County Project Manager written approval. **Note: The written approval of additional A-E Key Personnel is for departmental use only and shall not be used for auditing purposes outside OC Public Works or other County Department.** County reserves the right to have any A-E personnel removed from providing services to County under this Contract. County is not required to provide any reason for the request for removal of any A-E personnel.

**2. SUBCONSULTANTS (IF APPLICABLE)**

Listed below are subconsultant(s) anticipated by A-E to perform services specified in Attachment A. Substitution or addition of A-E’s subconsultants in any given project function shall be allowed only with prior written approval of the County Project Manager.

Company Name & Address	Contact Name and Telephone Number	Project Function
David Amestoy, LLC 6407 Vallecito Yorba Linda, CA 92866	David Amestoy (714) 974-6357	Performs plan review and site inspections related to ADA requirements.  CASp-Certified Access Specialist
P.L.U.S. Consulting Planning & Land Use Services P.O. Box 3199 Laguna Hills, CA 92654	Kevin Canning (714) 667-8847	Senior Planner, provides land use & entitlement planning services and more.
SoCal CASp, LLC 32332 Ridgeway Ave. Laguna Niguel, CA 92677	Chad Frisby, CASp (949) 359-1900	Plan review and site inspection for ADA requirements