

**C O N T R A C T**

**This Contract for On-Call Architect/Engineer (A/E) Architectural Services** (hereinafter referred to as “CONTRACT” and for purposes of identification hereby numbered MA-060-22010950), is made and entered into as of the date fully executed

**BY AND BETWEEN**

County of Orange, a political subdivision of the State of California, hereinafter referred to as “COUNTY”

**AND**

DLR Group Inc., a California Corporation, hereinafter referred to as “A/E”,

which are 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 Orange County Sheriff-Coroner Department (“OCS”), Research and Development/Facilities Planning CONTRACT MA-060-22010950 - Scope Of Work for On-call Architect-Engineer Services, hereinafter referred to as “Attachment A”, attached hereto and incorporated herein by reference; 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 Retainer**

- 1.1.1 COUNTY does hereby retain A/E to perform the PROJECTS/SERVICES as required by this CONTRACT.
- 1.1.2 A/E has offered, and County has accepted, the Staffing Plan “Attachment C”, attached hereto and incorporated herein by reference.
- 1.1.3 A/E may employ special consultants/contractors for the accomplishment of the PROJECTS/SERVICES specified; and, it is agreed that only the firms or independent consultants/contractors identified in Attachment C may be employed by A/E to provide these PROJECTS/SERVICES.
- 1.1.4 Consultants/contractors may be substituted and/or added by mutual written agreement of A/E and the Director, County of Orange, Orange County Sheriff-Coroner Department Research and Development/Facilities Planning or his designee, hereinafter referred to as “DIRECTOR”.

1.1.5 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 contractors independently contracting with COUNTY.

## **1.2 Projects/Services**

### **1.2.1 Description of PROJECTS/SERVICES**

- a. PROJECT/SERVICES to be performed by A/E shall consist of the work as specified herein and as required in Attachment A. 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(s) 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.

### **1.2.2 Design Criteria and Standards**

All PROJECTS/SERVICES shall be performed in accordance with instructions, criteria and standards set forth by the DIRECTOR and in the latest edition of the COUNTY "Architect-Engineer Guide" available for review from COUNTY.

### **1.2.3 Scheduling (*subject to change per scope of work specifications and/or individual contract task orders*)**

- a. Concurrently with the work of the CONTRACT, A/E shall prepare a progress work schedule and 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 DIRECTOR 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 three (3) 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 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.

### **1.3 Assistance by COUNTY STAFF**

- 1.3.1 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.
- 1.3.2 All of the above activities, however, shall be the primary responsibility of A/E to schedule, initiate and carry through to completion.

### **1.4 Term and Maximum Compensation**

- 1.4.1 The term of this CONTRACT is for three (3) years, commencing upon approval by the Board of Supervisors (sometimes referred to as "Board"), with a maximum allowable compensation of One Million Five Hundred Thousand Dollars (\$1,500,000), with the option to renew for two (2) additional years with Board approval; except as permitted in Section 1.5 below.

### **1.5 A/E Compensation and Extra Work**

- 1.5.1 For the PROJECTS/SERVICES authorized under this CONTRACT, A/E shall be compensated on the basis of not to exceed fixed fees in accordance with the following:
- 1.5.2 For completion and approval of all PROJECTS/SERVICES where "Extra Work" (defined as changes in approved portions of the PROJECT/SERVICES required by and ordered in writing by DIRECTOR which changes 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, hereinafter referred to as "Attachment B", attached hereto and incorporated herein by reference.
- 1.5.3 Where extra work is authorized for PROJECTS/SERVICES:

- a. The amount for Extra Work shall be determined using Attachment B. Extra Work shall be required by and 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. 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 twenty-five percent (25%) of the existing CONTRACT price or \$200,000, whichever is less.
  - b. For time and materials work, 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 employees and number of hours worked.
- 1.5.4 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; provided, however, that if 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 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 subcontractors 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**

- 2.3.1 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, 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 COUNTY. This obligation shall apply to the A/E; the A/E's employees, agents, and relatives; sub-tier 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 be deemed to appear to influence individuals to act contrary to the best interests of the COUNTY.
- 2.5.3 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).

2.5.4 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.

## **2.6 Labor Code Notice**

2.6.1 All A/E and subcontractors 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**

3.1.1 Prior to the provision of services under this CONTRACT, A/E agrees to purchase all required insurance at A/E's expense and to deposit with COUNTY Certificates of Insurance, including all endorsements required herein, necessary to satisfy 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 and to keep such insurance coverage and the certificates therefore on deposit with 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 subcontractors 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 subcontractors 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 subcontractors to work if subcontractors 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 subcontractor and to receive proof of insurance prior to allowing any subcontractor 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) or deductibles shall be clearly stated on the Certificate of Insurance. If no deductibles or SIRs apply, indicate this on the Certificate of Insurance with a zero (0) by the appropriate line of coverage. Any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$5,000 for automobile liability), shall specifically be approved by the County Executive Office (CEO)/Office of Risk Management upon review of A/E's current audited financial report. A/E shall be responsible for reimbursement of any deductible to the insurer.

3.1.4 If the A/E fails to maintain insurance acceptable to 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 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
Environmental/Pollution Liability* <i>*(Optional coverage to be required only when hazardous materials are involved. If required, A/E will be notified by County).</i>	\$1,000,000 per claims made or occurrence

**B. Required Coverage Forms**

1. The Commercial General Liability coverage shall be written on Insurance Service Office (ISO) form CG 00 01, or 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, its 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, its 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 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 interests 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 COUNTY 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 **A/E shall indemnify, defend with counsel approved in writing by COUNTY, and hold harmless, the COUNTY, its 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.**
- 4.2 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.
- 4.3 **Indemnification**
  - 4.3.1 **A/E agrees to, indemnify, defend with counsel approved in writing by COUNTY, and hold COUNTY, its elected and appointed officials, officers, employees, agents and those special districts and agencies which the 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 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.**

#### **4.4 Bills and Liens**

4.4.1 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 and, in accordance with the requirements of the indemnification section above, indemnify, defend, and hold COUNTY harmless and be responsible for payment of all costs, damages, penalties and expenses arising from or related thereto.**

#### **4.5 Compliance with Laws**

4.5.1 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.

4.5.2 A/E acknowledges that COUNTY is relying on A/E for such compliance, and pursuant to the requirements of the indemnification section above, **A/E agrees that it shall defend, indemnify and hold COUNTY and COUNTY INDEMNITEES harmless from all liabilities, 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 A/E. Such termination shall be effected by delivery to 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 A/E for the Work completed prior to the effective date of the termination, and such payment shall be 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 subcontractor shall stop work on the date of and to the extent specified in a notice of termination, and shall require subcontractors to insert the same condition in any lower tier subcontracts.

### **5.3 Breach of Contract**

- 5.3.1 The failure of 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, COUNTY may:
- a. afford 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 A/E for and during the period in which A/E is in breach; and
  - c. offset those monies disallowed pursuant to the above, against any monies billed by A/E but yet unpaid by COUNTY.

### **5.4 Default**

- 5.4.1 In the event any equipment or service furnished by 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, and it shall become the duty of 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, provided that 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 A/E the difference between the price specified in this CONTRACT and the actual cost to the COUNTY.
- 5.4.2 In the event 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 A/E, any loss or damage sustained by the COUNTY in procuring any

equipment or service which 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**

- 6.1.1 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**

- 6.2.1 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 subcontractor of or parent company of the firm that performed architectural-engineering tasks under this CONTRACT.

### **6.3 Amendments**

- 6.3.1 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; and no exceptions, alternatives, substitutes or revisions are valid or binding on COUNTY unless authorized by COUNTY in writing.

### **6.4 Successors and Assigns**

6.4.1 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**

6.5.1 This CONTRACT contains the entire agreement between the PARTIES with respect to the matters provided for herein.

### **6.6 Severability**

6.6.1 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**

6.7.1 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 and 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 Ownership of Documents**

6.9.1 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 COUNTY as it may require without additional cost to COUNTY.

6.9.2 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 below, 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.

6.9.3 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.

#### **6.10 Confidentiality**

6.10.1 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.

6.10.2 Nothing furnished to A/E which is generally known among counties in Southern California shall be deemed confidential.

6.10.3 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.

#### **6.11 Publication**

6.11.1 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.

6.11.2 The A/E agrees that it will not issue any news releases or make any contact with the media in connection with either the award of this CONTRACT or 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's are not authorized to serve as a media spokespersons for COUNTY projects without first obtaining permission from the COUNTY's Project Manager.

#### **6.12 Records and Audit/Inspections**

6.12.1 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.

- 6.12.2 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, time cards or other records relating to this CONTRACT.
- 6.12.3 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.
- 6.12.4 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.

**6.13 Notices**

- 6.13.1 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.
- 6.13.2 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.
- 6.13.3 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:

Name: DLR Group Inc.  
 Address: 700 Flower Street, 22<sup>nd</sup> Floor  
 City: Los Angeles, CA 90017  
 Attn: Darrell L. Stelling  
 Phone: 213-800-9400  
 E-mail: dstelling@dlrgroup.com  
 Fax: 213-260-2300

For COUNTY:

Name: OCSD Research and Development Division/  
 Facilities Planning Unit  
 Address: 431 The City Drive South  
 City: Orange, CA 92868  
 Attn: Jannett Chavez  
 Phone: 714-935-8477  
 E-mail: jan Chavez@ocsheriff.gov

**6.14 Attorney's Fees**

6.14.1 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.

**6.15 Interpretation**

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

6.15.2 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.

6.15.3 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.

6.15.4 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.

6.15.5 The provisions of this CONTRACT shall be interpreted in a reasonable manner to affect the purpose of the PARTIES and this CONTRACT.

**6.16 Headings**

6.16.1 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.

**6.17 Acceptance**

6.17.1 Unless otherwise agreed to in writing by COUNTY, acceptance 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.

**6.18 Changes**

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

**6.19 Assignment**

6.19.1 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.

**6.20 Changes in Ownership**

6.20.1 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.

**6.21 Force Majeure**

6.21.1 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.

**6.22 Calendar Days**

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

**6.23 Title to Data**

6.23.1 All materials, documents, data or information obtained from the COUNTY data files or any COUNTY medium furnished to 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 A/E after completion or termination of this CONTRACT without the express written consent of the COUNTY.

6.23.2 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.

**6.24 Availability of Funds**

6.24.1 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.

**6.25 Contingency of Funding**

6.25.1 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 source to COUNTY. If such funding and/or appropriations are not forthcoming, or otherwise limited, COUNTY may immediately terminate or modify this CONTRACT without penalty.

**6.26 Contract Construction**

6.26.1 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.

**6.27 Usage**

6.27.1 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.

**6.28 Wage Rates**

6.28.1 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 Orange County Sheriff's Department Research and Development Division – Facilities Planning Unit, 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.

**6.29 Apprenticeship Requirements**

6.29.1 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.

**6.30 Registration of Contractor**

6.30.1 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.

**6.31 Payroll Records**

- 6.31.1 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.
- 6.31.2 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.
- 6.31.3 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.
- 6.31.4 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.
- 6.31.5 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.
- 6.31.6 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 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.
- 6.31.7 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.

**6.32 Work Hour Penalty**

- 6.32.1 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.

**6.33 Apprentices**

- 6.33.1 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.
- 6.33.2 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.
- 6.33.3 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.
- 6.33.4 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.

**6.34 Safety**

- 6.34.1 A/E 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. A/E shall submit other safety programs that pertain to the type of job that will be performed on site.

**6.35 Cooperative Agreement**

- 6.35.1 The provisions and pricing of this CONTRACT will be extended to other California local or state governmental entities. Governmental entities wishing to use the pre-negotiated prices and terms in this CONTRACT will be responsible for issuing their own purchase documents/contracts, providing for their own acceptance, and making any subsequent payments. A/E shall be required

to include in any contract entered into with another department or entity that is entered into and incorporates by reference the pre-negotiated prices and terms of this CONTRACT a contractual 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 by A/E and grounds for immediate CONTRACT termination. Departments or entities making use of the pre-negotiated prices and terms of this CONTRACT are responsible for obtaining all certificates of insurance and bonds required when entering into their own contract. A/E 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.

- 6.35.2 A/E 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.

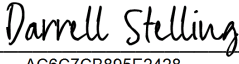
**Orange County Sheriff Department  
DLR Group Inc.**

**Attachment B  
MA-060-22010950**

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

**DLR Group Inc.**  
a California Corporation,

Date: 3/18/2022 | 10:27 AM PDT

DocuSigned by:  
By:  Darrell Stelling  
AG6C7CB895E2428...  
Signature

Darrell Stelling      Assistant Secretary  
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: 3/21/2022 | 6:55 AM PDT

DocuSigned by:  
By:  Darrell Stelling  
AC6C7CB895E2428...  
Signature

Darrell Stelling      Vice President  
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: \_\_\_\_\_

Matthew J. Monzon, Director  
Research & Development

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

DocuSigned by:  
By:   
BF605D951597472...  
Jeffrey Stock, Deputy County Counsel

Date: 3/21/2022 | 8:06 AM PDT

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**ATTACHMENT A  
SCOPE OF WORK****Architectural Services****I. INTRODUCTION**

Orange County Sheriff-Coroner Department (OCS), Research & Development Division/Facilities Planning Unit oversees a multi-million dollar annual construction budget and is responsible for the management of capital projects, tenant improvement projects and major maintenance renovations for all OCS Facilities. The facilities consists of fifty-three (53) buildings: Administrative Offices, Coroner, Regional Police Support, Laboratory/Data, five Correctional Facilities and Remote Communication Sites. The COUNTY is soliciting Statements of Qualifications (SOQ) from qualified Respondents to secure On-Call Architect/Engineer (A/E) Architectural Services. The Unit has responsibility from project inception to completion. Staff members facilitate project estimates, select and oversee the design team and are then responsible for bidding and managing project construction. They provide on-site monitoring of building activities through the duration of the project and ensure the finished product is suitable for effective and secure utilization by Sheriff's employees. Facilities Planning staff interacts with local and State agencies, contractors, architects, construction managers, and suppliers to help ensure that satisfactory design and materials are utilized to complete code compliant projects on schedule and within their budget.

Some of the past projects that required Architect/Engineer (A/E) Architectural Services within the OCS Facilities include:

- Space Planning
- Tenant Improvement for 53 Facilities
- Kitchen Remodel for Jail Facilities
- Parking Lot Improvement
- Restroom Remodel
- ADA Upgrades
- Retrofit Shooting Range Facility
- Emergency Power System/Generator Replacement
- Mental Health Space Modifications

Orange County Sheriff-Coroner, Research & Development Division/Facilities Planning Unit, 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 (hereinafter "A/E") Design and Professional Consultant Architectural Services for implementation of Capital Improvement, Rehabilitation Projects, and miscellaneous small projects that are anticipated but are not yet defined. In order to supplement its existing resources, COUNTY intends to issue "on call" A/E service agreements for use by OCS on an "as needed" basis for A/E architectural services. No specified amount of work is guaranteed to A/E. However, the amount of contracted work that will be required on an "as needed" basis shall not exceed one million five hundred thousand dollars (\$1,500,000), unless otherwise amended. Throughout the remainder of this "Scope of Work" the term Architect/Engineer or professional consultant providing services will be referred to as "A/E" and the term Orange County Sheriff-Coroner Department, Research & Development Division Director or

designated staff who shall be administering the CONTRACT, unless stated otherwise will be referred to as COUNTY.

The COUNTY reserves the right to refuse any work that it finds unacceptable and/or unauthorized at no charge.

## **II. SCOPE OF WORK**

There are two (2) parts to this Scope of Work. Part I or “General Scope of Work” describes the general “On Call” services to be provided as part of the CONTRACT, and describes the administrative process of the CONTRACT. Part II or “Specific Scope of Work” describes the specific “On-Call” services to be provided as part of the CONTRACT for various disciplines of work.

### **Part I - General Scope of Work**

#### **A. Contract Task Order**

After award of the CONTRACT by the COUNTY’s Board of Supervisors, A/E shall be assigned work via a task order by OCSD which shall subsequently be referred to as the “Contract Task Order” (hereinafter “CTO”). A CTO for each project shall be developed by OCSD in conjunction with A/E. OCSD shall assign a project manager (hereinafter “OCPM”) for each CTO who shall work with the assigned A/E Project Manager (“A/E PM”). OCPM 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 the requirements as outlined in the CTO, this General and Specific Scope of Work.

The CTO shall include a detailed scope of work, 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 sufficient time for meetings with OCSD 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 OCSD with the appropriate signature blocks and contract information. After OCSD and A/E are in agreement and all parties have signed the CTO, OCSD shall provide A/E with a Notice to Proceed to begin work. A/E shall submit all plans, reports and other documents produced under the CTO to the OCPM within the timeframe indicated in the CTO or as directed by OCSD.

#### **B. A/E Changes Affecting Contract Work**

1. A proposed change in the A/E’s designated project manager (as stated in Section 1.1 in this CONTRACT) to provide and respond to the PROJECT/SERVICE requests of COUNTY, requires concurrence from the COUNTY before the actual replacement and appointment of another individual. An administrative process shall be followed to reflect COUNTY approval of the new designation.
2. A change in the A/E’s office location or a new payment address for the A/E requires written notification to the OCSD Contract Administrator. A/E PM shall coordinate all changes with the OCPM and with the OCSD Contract Administrator.



3. Other changes to the A/E's business organization, including but not limited to a revision in the A/E's legal entity name (i.e., name entered into the CONTRACT with the COUNTY), a change in federal tax identification number and/or notices of a merger, addition or replacement of the principals in the A/E firm, a change in ownership, implementation of a new business structure or organization, and any other similar changes should be communicated in writing to the OCS D Contract Administrator in a timely manner. Amendment of the A/E CONTRACT and/or Board of Supervisors approval may be required in some instances and failure to timely notify the COUNTY may result in a delay in payments to A/E.
4. Modifications affecting the CTO work such as the use of an added labor classification or subcontracted work not previously included in the CTO's Scope of Work; a revision in the CTO's previously approved schedule or stated deliverables; and, requests for additional reimbursables or substitution of designated labor classifications used in the CTO shall be submitted in writing to the OCPM. After approval, OCPM will notify A/E PM of required procedures and documentation before authorizing the A/E to proceed with the work.
5. Pursuant to Section 6.18 ("Changes") of this CONTRACT A/E shall make no changes in the Scope of Work, project schedule or required deliverables, nor perform any additional work, other than what was stipulated and agreed upon in the CTO unless there was written approval from COUNTY for such change(s). There shall be no compensation for unauthorized work and/or unauthorized changes in the CTO.

**C. Reimbursable Items of Work**

Reimbursable items of work include non-salary expense items that are deemed necessary for the work. A budgetary cost for reimbursables shall be submitted with each CTO. If A/E is unsure whether or not an item is eligible for reimbursement, A/E shall discuss with OCPM prior to expensing the item. Potential reimbursable items not included in the CTO's Scope of Work or Fee Schedule shall be presented in advance of invoice submittal to OCPM with supporting documentation for review and approval.

**Items Considered Reimbursable Direct Costs**

All of the reimbursable items shall be discussed during the preparation of the CTO and agreed upon by A/E and OCPM for inclusion in the CTO at direct cost.

1. Identifiable postage/communication expense (large packages or express, overnight or next day mail when required or required by OCPM), other than for general correspondence required for the performance of the work.
2. Identifiable printing or reproduction services, commercial printing and binding, and similar costs that are not applicable to general overhead required for the performance of the work. A/E shall not automatically categorize these reproduction and printing charges as reimbursable costs. OCS D may determine that some reproduction expenses fall under the category of general overhead, in which case these costs shall not be included in the CTO. A/E shall submit estimated Schedule of Values for standard printing and reproduction costs to OCPM for comparison against OCS D's reproduction service vendor costs; the most cost-effective method of printing and reproduction shall be utilized. If the

OCS D service vendor costs are deemed more cost effective, the A/E shall be required to coordinate all reproduction orders with the OCPM and OCS D service vendor. Reimbursement of pre-approved printing or reproduction costs shall be specified in the CTO. Supporting documentation such as receipts and paid invoices are required by the Auditor-Controller for Reimbursement of such expenses.

3. Third-party services directly applicable to the work, such as: specialized services which cannot be accomplished by A/E and by any of A/Es' listed subcontractors in Attachment C of this CONTRACT (i.e., corrosion engineering, electrical, mechanical, etc.), special accounting expenses, special consultants, outside laboratory charges, and similar costs that are not applicable to general overhead. A/E shall obtain approval from OCS D prior to considering third party services for reimbursement and shall submit the proper documentation required by OCS D for requesting the use of third-party services in the CTO. OCS D reserves the right to refuse the use of any specialized service that may be recommended by the A/E.
4. Permit fees, application fees, and filing fees. Permit, filing and application fees shall be reimbursed at cost and therefore, not subject to any surcharge or additional service charge by the A/E.
5. Mileage and parking fees for field work and meetings outside Orange, Los Angeles, San Bernardino, Riverside and San Diego Counties. Requests for this reimbursable item of work must be approved prior to the start of work and the A/E's incurrence of such costs. A/E or consultant's distance from project site or work location does not constitute a valid reason for any delay in performance.
6. Rental fees and associated costs for specialty vehicles to access COUNTY remote sites as approved by the OCPM.
7. Other non-salary expense items approved by the OCPM.
8. All costs associated with "Reimbursable Items of Work," shall be considered as included in (not in addition to) the total CTO, excluding extra work, as specified in Section 1.5 "Extra Work" in this CONTRACT and no additional compensation will be allowed. All requests for additional reimbursable items that were not included in the approved CTO's Scope of Work or Fee Schedule breakdown shall be submitted to OCPM for approval prior to incurring the charges. After approval, OCPM will notify A/E PM of the required procedures and documentation before authorizing the A/E to proceed with using the item(s) in question in the CTO work. Documented approval of an added or substituted reimbursable item is required by the Auditor-Controller to process the submitted A/E's invoice for payment.

Payment to A/E shall be conditioned upon approval by the COUNTY and A/E providing an invoice with copies of the tickets, receipts, invoices or other proof of payment by A/E. A/E shall use the payment request template provided by the COUNTY for each approved CTO when submitting their invoice and supporting documents to the COUNTY. Payment to A/E for all Reimbursable Items of Work shall be per CTO.

**D. Items Not Considered Reimbursable**

The COUNTY reserves the right to refuse any non-salary expense items that it finds unacceptable and/or unauthorized.

1. Hotel and meal expenses for A/E employees during the course of working on the task order. (An exception may be made upon advance approval of the OCPM where the A/E employee home office is located outside of the counties of Orange, Los Angeles, San Bernardino, Riverside and San Diego. Where approval is granted, lodging and meals and incidentals shall not exceed per diem rates published by the U.S. General Services Administration. Only actual expenses will be reimbursed.)
2. Vehicle rental and equipment use rentals other than those explicitly authorized in the above Section C.
3. Mileage and other transportation costs such as airfare, train or bus tickets paid to attend meetings, seminars, training sessions, field/site observations and comparisons and/or conferences within the counties of Orange, Los Angeles, San Bernardino, Riverside and San Diego are considered part of general overhead and therefore, not reimbursable.
4. Computer Aided Drafting and Design, computerized engineering software, scheduling software, subsequent equipment operation related to the production of exhibits, reports, submittals and study documentation which shall be considered included in the cost of general overhead and included in the hourly personnel rates for the CTO.
5. General overhead costs such as accounting, computer rentals, and items generally required for the basic operations of daily business directly related to this project.
6. Standard plans, standard specifications, reference manuals, books, periodicals, or other written materials used to complete the CTO.
7. Use of local telephone, fax, email, cloud-based systems and internet.
8. Cost of cellular phones, cell phone usage plans and usage minutes, and other mobile communication devices.
9. Any costs other than those explicitly authorized in the above Section C, unless written approval has been obtained in advance from the OCPM.

**E. Invoices**

1. Payments to A/E invoiced on a monthly basis shall not exceed the total authorized CTO amount. A/E monthly invoices shall be subject to OCSD approval in accordance with progress of work, deliverables submitted, and tasks completed based on the approved updated Project Schedule.
2. A/E invoices shall be prepared using the latest OCSD Facilities Planning Architect-Engineer Progress Payment Request Template, certifying that the work has been completed as shown therein and that payment is therefore requested. The fully completed template will serve as the A/E's invoice and shall be submitted along with any applicable backup documents (receipts, etc.) to OCPM.
3. For time and material work, A/E shall use the payment request template provided by the OCSD/Facilities Planning for the specific CTO and submit the filled-in form with their

backup documents which include logs showing the breakdown of the performed task(s), the amount of time spent on each task by staff title, hourly rate charged and costs totaled for each staff member, etc., and receipts for any reimbursable items.

Labor classification and associated hourly rate charged shall be as indicated on the approved CTO fee schedule. All labor classifications and hourly fees included on the CTO shall reflect those listed in Attachment B (Fee Schedule) of the A/E's Board- approved on-call CONTRACT. A/E shall submit a written request to include a new staff title with its hourly rate in the CTO if such classification is not part of the Board-approved CONTRACT Attachment B (Fee Schedule) and in order for consideration and approval by the COUNTY. In some instances, this may require further approval by the COUNTY Board of Supervisors.

4. For lump sum work, A/E shall use the payment request template provided by the OCSD/Facilities Planning for the specific CTO and submit the filled-in form and receipts for any reimbursable items. Template must identify each lump sum item that corresponds to the CTO with the respective percent of work completed.
5. A/E shall also show on the invoice a complete accounting for reimbursable items as described above in Section C. All reimbursable items shall be invoiced and paid for at actual costs. A/E is responsible for providing OCSD with an acceptable backup documentation. The A/E will provide backup documentation on the A/E's letterhead. Documentation determined not suitable for payment will be returned to A/E for correction, with a statement setting forth the reasons for rejection.

**F. Deliverable Items of Work**

Deliverable items of work may include engineering reports, concept plans, construction documents (plans, specifications & cost estimate), presentations, graphic renderings of concepts, plans, sections and details, sample boards of materials colors and finishes used for construction, construction inspection, environmental documents, regulatory permits and contract administration/contract management services.

Deliverable items of work for each CTO shall be per the CTO as mutually agreed upon. Format (e.g. correspondence, text, graphics, PS&Es, CAD standards) for deliverables shall be per the CTO. The minimum requirements for word processing, spreadsheet and PowerPoint documents shall be compatible with OCSD's standards, i.e., MS Office, for project schedule shall be MS Project and CAD plans shall be AutoCAD (latest software versions). All deliverables shall also be provided in hard copy, e-copy (via selected software) and Adobe PDF format.

**G. Items Provided by COUNTY**

Items provided by COUNTY may include historical documents, legal descriptions, record drawings etc. and shall be specified in the CTO.

**H. Bidding, Construction and Post Construction Support Services**

The A/E may be asked to provide the following support services: bid review, responding to questions during the bid period, attending the pre-bid, pre-construction and construction meetings; review and response to contractor deliverables (including but not limited to material

samples and product submittals, shop drawings, RFIs and change orders), site visits during construction to resolve issues, providing recommendation for construction issues, addenda/bulletin issuance, review of punch manuals, etc.) and the review of contractor redline "as-built." The A/E may also be required or requested to provide post-construction services such as, the production of final record drawings, post-occupancy evaluations and other related services. These support services shall be identified in the CTO's scope of work.

## **I. Project Schedule & Reviews**

### **1. Project Schedule**

A/E shall submit a project schedule in MS Project or MS Project-compatible format for completion of all required CTO work including deliverables when submitting the CTO to OCSD. This schedule shall allow sufficient time and include meetings with OCSD to review the deliverables, work progress, to provide technical and policy direction, resolve problems and insure adherence for the work completion.

A/E shall coordinate with OCPM on the project schedule format and work breakdown structure (WBS) tasks. A/E shall provide schedule updates and comments to OCPM on a monthly basis at a minimum, or per CTO. OCPM shall baseline and track the schedule based on A/E's input and schedule updates. Delays in completion of critical path tasks due to unforeseen issues shall be brought to the immediate attention of OCSD and upon mutual agreement, shall be documented in each schedule update.

### **2. Reviews**

The project schedule shall indicate any review periods for the COUNTY and/or other agency as part of the task. A thorough professional quality control review by A/E for project submittals includes, but is not limited to, reviewing the quantify and cost calculations, spelling and grammar errors, formatting, graphics, font consistency, referencing of details, titling, etc. This review should be extended to each of the A/E's subconsultants' prepared documents and submittals.

## **J. Project Management & Meetings**

### **1. Project Management**

COUNTY adheres to the Project Management Institute's Standards and Guidelines (PMI methodology) of managing construction projects. This methodology provides the following items: Work breakdown structure, project schedule, responsibility matrix, and communication plan.

Therefore, A/E is expected to provide adequate staffing resources qualified in the areas of expertise that meet the project requirements and set schedules. This requires providing backup staffing resources that meet the same project standards and requirements in the event of an emergency situation or of the A/E PM's absence. If A/E does not meet the scheduling criteria for the CTO, COUNTY reserves the right to cancel the CTO and/or to request a new qualified A/E PM to manage OCSD's projects.

### **2. Meetings**

Project meetings shall be scheduled as agreed upon by A/E PM and OCPM on a biweekly basis (or as required by CTO). Within three (3) working days following each meeting, A/E PM shall submit meeting minutes identifying Discussion as well as Action Items. OCPM shall provide A/E with the format for the minutes.

**K. Communications**

A Communications Plan shall be developed by the OCPM for each CTO in coordination with the A/E PM to determine what is communicated, how it is communicated and to whom it is communicated.

Should the A/E PM be unavailable for a certain period of time, A/E PM shall assign an interim project manager to take over the CTO tasks and responsibilities in his absence and shall notify the OCPM of this interim designation. A/E warrants that its A/E PM shall keep its designated interim project manager up-to-speed with the status of the COUNTY's project and work schedule in order to prevent delays or other problems during A/E PM's absence.

**L. Public Outreach and Presentations**

A/E may be required to develop, present and/or participate in public meetings and stakeholder information outreach efforts. Preparation of visual presentations using PowerPoint, image boards and any other media and/or written technical information may also be required as part of the public meeting and presentation.

Attendance and any required participation in specific public presentations or meetings shall be per CTO.

**Part II - Specific Scope of Work for Architectural Services****Requirements of A/E – Architectural Services**

A/E shall be responsible for, but not limited to, providing the following general services:

**A. Site Planning**

Planning services include site development, project program planning, preliminary and final design concept.

**B. Architecture**

Architecture services include, but are not limited to, the provision of schematic design, design development and construction documents: building program outline, alternative building design concepts, specific building design (e.g. site plan, floor plan, roof plan, sections, details, etc.), Plans, Specifications & Estimates (PS&Es) for site, landscape, floor plans, space planning, cost estimating, schedules and phasing plans, building permits & other entitlement approvals, energy efficiency (LEED), MEP and/or other required features specific to the project.

A/E shall also provide pre-design services such as project scoping, visioning, program review, establishing budget requirements, review of existing policy or other project background documents (i.e., CEQA), and coordination of kick-off meetings. A/E shall make as many visits

to a project site as necessary to properly prepare documents as described in the CTO at no additional charge to the COUNTY.

Architecture services shall include bidding, construction and post construction services as specified in the CTO. Examples of these services are: bid review, respond to questions during the bid period, attendance at pre-bid, pre-construction and construction meetings; review and response to contractor inquiries and deliverables (including but not limited to material and samples and product submittals, shop drawings, RFIs, construction schedule, contractor's pay request and change orders); site visits during construction to resolve issues; provide recommendation for issue resolution; addenda & bulletin issuance; review of punch list & close-out documents; and review of contractor redline "as-builts."

**C. Landscape Architecture**

Landscape Architecture services including development of design concept and final plans, production of construction documents (e.g., hardscape plan, planting plans, irrigation plan, sections, details, etc.) project specifications and cost estimates.

**D. Civil & Mechanical Engineering**

Engineering services including preparation of project reports, development of site utility plans (sewer, water, storm water, domestic water, fire protection, electrical and telecommunications), grading, drainage, water quality management plans, hydrology studies, electrical and mechanical plans.

Engineering expertise may also be required on roads, drainage courses, parking areas, slopes and water features.

**E. Surveying**

Survey services including surveys indicating topography, cross sections, spot elevations, aerials, research of legal descriptions, easements and other right of way documents.

**F. Geotechnical Engineering**

Geotechnical services including geotechnical investigations and/or calculations and incorporate findings and recommendations into final design solutions.

**G. Utilities**

Utility services including initial and second utility notice coordination with the utility companies within project limits. Utility contact information including identifying permits and associated fees required to connect to existing utilities. A/E shall ensure that project's final design is compatible with all utilities in project area and identify utilities to be installed, relocated, adjusted or modified. A/E shall also provide utility dispositions identifying existing utility locations above and below ground by station, offset and elevation.

**H. Structural Engineering**

Structural engineering services including calculations and drawings for buildings or landscape design elements.

**I. Plans, Specifications & Cost Estimates**

A/E shall provide plans including, but not limited to, schematic, conceptual design and/or final construction documents suitable for permit approvals, public bidding and construction execution. A/E shall coordinate and ensure thorough quality assurance/ quality control on all subconsultants' work packages without relying on the COUNTY's input or discovery of any errors and omissions. Work package acceptance does not imply approval of A/E errors or omissions. A/E shall provide project specifications including all categories for general, materials, execution and/or installation for each trade category as required in each project. A/E is responsible for working and coordinating with OCPM regarding the "front end" specifications that are governed by COUNTY law or directives, local codes and other legal mandates. Minimum specifications requirements shall follow the latest edition of CSI format.

A/E shall provide cost estimates for all project design phases or as specified in the CTO. At a minimum, an accurate cost estimate shall be prepared based on the final construction bid documents. Estimates shall reflect accurate and detailed material quantities and current costs based on bidding climate.

A/E shall prepare plans and specification in such form as to comply with the most current applicable laws, building codes, ordinances, manuals, and standards recognized by the COUNTY, Orange County Fire Authority, State, Federal and any applicable City or local government authority. If there is a conflict between policies, COUNTY policies shall control.

A/E shall provide clarification of documents as requested by the COUNTY or any of its agencies.

**J. Record Drawings**

A/E shall provide record drawings as requested, showing the as-constructed condition of the Project in digital format (AutoCAD dwg and/or Revit rvt) on a CD or DVD. The drawings shall incorporate all changes in the work made during construction, based on marked-up prints, drawings, and other data known by A/E, and shall accurately reflect the final construction of the work. The drawings shall include, as applicable, the following systems: architectural, structural, civil, mechanical, electrical, plumbing, fire protection, fire alarm, security and landscape. A/E shall provide the drawings to the COUNTY promptly after the completion of construction per the schedule provided by the COUNTY or per CTO.

**K. Additional Responsibilities**

A/E shall be responsible for assembling, coordinating and managing a team of subconsultants necessary to provide a complete project. A/E shall be the primary point of contact and shall be responsible for the project schedule, conducting meetings with COUNTY, as well as subconsultants, managing correspondence and submitting the CTO deliverables. A/E shall also be responsible for quality control and the oversight of the entire project per the CTO.



**ATTACHMENT B  
A/E'S PRICING (FEE SCHEDULE)**

- I. COMPENSATION:** This is an all-inclusive usage CONTRACT between COUNTY and A/E for On-Call Architectural 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 CONTRACT Amount specified herein below unless authorized by amendment in accordance with Sections 6.3 and 6.18 of the COUNTY CONTRACT Terms and Conditions. County will not pay A/E more than the listed amount for Subconsultant work presented in each Contract Task Order (CTO), regardless of any agreement between the A/E and their Subconsultant(s).**

- 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. Classification Rates:**

**PROFESSIONAL CLASSIFICATION**

**DLR Group Inc.**

	<u><b>\$/Hr.</b></u>
Principal	\$ 265.00
Senior Project Manager	\$ 265.00
Design Lead	\$ 265.00
Public Safety Expert	\$ 265.00
Project Manager	\$ 235.00
Engineering Lead	\$ 235.00
Structural Engineer	\$ 225.00
Mechanical Engineer	\$ 225.00
Electrical Engineer	\$ 225.00
Workplace Expert	\$ 225.00
Lab Designer	\$ 225.00
Senior Project Architect/ Engineer	\$ 205.00
Programmer/Planner	\$ 185.00
Sustainability	\$ 185.00
Interior Designer	\$ 175.00
Project Architect/ Engineer	\$ 175.00
Architectural Job Captain	\$ 145.00
Professional Support	\$ 115.00
Administrative Support/Clerical	\$ 90.00

**B. Total CONTRACT Amount Shall Not Exceed: \$ 1,500,000**

- 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:** Reference Attachment A, Section II, Part I, C and D of this CONTRACT.
- VII. PAYMENT TERMS:** Invoices are to be submitted in arrears, after services have been completed, to the address specified below. Payment will be processed after receipt of an invoice in a format acceptable to the COUNTY. 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:** Reference Attachment A, Section II, Part I, E of this CONTRACT. Invoices and support documentation are to be forwarded to:

OCSD Research and Development Division  
Facilities Planning Unit  
431 The City Drive South  
Orange, CA 92868

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 COUNTY Contact Person identified in Paragraph 6.13.3 of the CONTRACT.

**ATTACHMENT C**  
**STAFFING PLAN**

**I. A/E KEY PERSONNEL**

<b>Name</b>	<b>Classification/ Designation</b>	<b>Licenses/Certifications (include license/ number)</b>	<b>Years of Experience</b>	<b>Length of Time with Firm</b>
Darrell Stelling	Principal in Charge	Registered Architect: CA-C32422, AIA, DBIA	23	23
Gregg Williams	Senior Project Manager	Architect: AZ -15256, NCARB - 54751, AIA	40	7
Diane Castruita	Project Manager/ Project Architect		27	8
Andrew Cupples	Design Lead	Registered Architect: CA -C25293, NCARB #30826/25864, FAIA,	46	9
Gary Retel	Design Lead	Registered Architect: GA- RA010875, NCARB -54495, AIA,	34	5
Jake Davis	Public Safety Expert	Registered Architect: IL 001.018865, NCARB #89523, AIA,	28	8
Jon Rasmussen	Engineering Lead	Professional Engineer: CO-0038949; AZ-65023 MT-18805, LEED AP,	21	5
Danny Ahkiam	Structural Engineer	Structural Engineer: CA-S6351, Professional Engineer: CA-80540	13	1
Yam Chapagain	Mechanical Engineer	Professional Engineer: CA-M35133, LEED AP	16	2
Rob Mehrkish	Electrical Engineer	Professional Engineer: CA- 19355, Project Management Professional	20	3
Lori Copenrath	Programmer/ Planner	LEED AP	24	22
Marayca Lopez	Programmer/ Planner	Ph.D, LLB	15	1
Mili Del Castillo	Interior Designer		17	1
Gretchen Wahab	Workplace Expert	NCIDQ Certificate – 016924, LEED AP	23	16
Ivy Glasgow	Sustainability	Registered Architect: CA- C27985, LEED AP, BD+C	24	13
Becca Hoynoski	Lab Designer	Assoc. AIA	10	3

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 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 OCSD.***

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 the 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 OCSD.*** 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.

**II. SUBCONTRACTOR(S) (IF APPLICABLE)**

Listed below are subcontractor(s) anticipated by A/E to perform services specified in Attachment A. Substitution or addition of A/E's subcontractors in any given project function shall be allowed only with prior written approval of the COUNTY's Project Manager.

<b>Company Name &amp; Address</b>	<b>Contact Name and Telephone Number</b>	<b>Project Function</b>
FPL and Associates, Inc. 30 Corporate Park Ste 401, Irvine, CA 92606	Irene Lee Wyatt, Esq., Assoc. DBIA   COO O: 949-252-1688 x206 M: 949-331-5167	Civil Engineering, Traffic Engineering
Lynn Capouya, Inc. 17992 Mitchell Avenue, Suite 110, Irvine, CA 92614	Lynn Capouya, ASLA, ISA, LEED   President O: 949-756-0150 Ext. 201	Landscape Architect
Leland Saylor Associates 1777 Oakland Blvd #103 Walnut Creek, CA 94596	Andrew Chalabardo, CPE, MRICS, PQS   Lead Estimator O: (415) 291-3200	Cost Estimating
R&N Systems Design 615 Oakleaf Office Lane Memphis, TN 38117	Frank A. Niedzwiedz, PE, NCEES   LLC Managing Member R&N Systems Design 901-634-0740	Low Voltage, Security Design