

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: TLMA - Transportation Department

SUBMITTAL DATE:
December 2, 2010

SUBJECT: On-call Engineering Services Agreement for Traffic Engineering with Albert A. Webb Associates.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached engineering services agreement with Albert A. Webb Associates, and;
2. Authorize the Chairman to execute the same.

BACKGROUND: The Transportation Department needs engineering support services to deliver the necessary traffic improvement projects identified and funded in the Transportation Improvement Program (TIP), in addition to providing support for other traffic engineering studies

Juan C. Perez
Director of Transportation

LTT:sa

(Continued On Attached Page)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/11

SOURCE OF FUNDS: TIP, Gasoline Tax and DIF funds.	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: Jennifer L. Sargent
County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY:
MARSHAL VICTOR
DATE: 11/22/10

Departmental Concurrence

Dept Recomm.: Consent Policy
Per Exec. Ofc.: Consent Policy

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: December 7, 2010
xc: Transp.

Kecia Harper-Ihem
Clerk of the Board
By:
Deputy

Prev. Agn. Ref. | District: All | Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.38

The Honorable Board of Supervisors

RE: On-call Engineering Services Agreement for Traffic Engineering with Albert A. Webb Associates.

December 2, 2010

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and projects. The on-call contracts provide flexibility to engage consultants for a variety of tasks for various projects on short notice to provide special engineering expertise and to augment our staff resources. The engineering services rendered under these on-call contracts will be provided on an as-needed basis only and do not guarantee work for the annual allocated budget amount.

A request for proposal was published on the Transportation Department's website, and a notification letter was also mailed directly to almost 100 firms. Sixty-seven firms submitted written proposals which were carefully reviewed and evaluated by representatives of the Transportation Department and Caltrans. Based on each consultant's expertise and the Transportation Department's needs, the shortlisted consultants were divided into four different categories: 1) General Engineering, 2) Traffic Engineering, 3) Bridge/Structure Constructability Review, and 4) Land Development Review/Plan Check. The top five firms in the traffic engineering category were shortlisted for interviews.

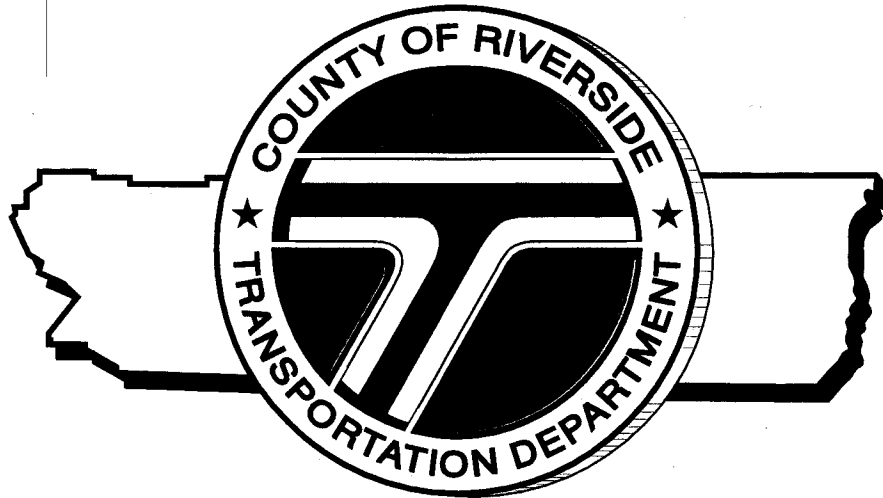
Albert A. Webb Associates was ranked as one of the top five firms and has been selected to provide for on-call services in the traffic engineering category. This contract is for a 2-year term for a not-to-exceed annual amount of \$350,000 and a total aggregate of \$700,000.

The County has negotiated with Albert A. Webb Associates for staff billing rates to remain fixed through June 30, 2012.

The County has the option to extend the contract for two additional one-year terms following the close of the initial (2) year term. All associated contract costs will be funded using project funds.

The terms of the agreement also provides the County the option to terminate the agreement within 30 days without cause.

ENGINEERING SERVICES AGREEMENT



for

On-Call Transportation/Traffic Engineering Services

between

COUNTY OF RIVERSIDE • TRANSPORTATION DEPARTMENT

and

Albert A. Webb Associates.

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ENGINEERING SERVICES AGREEMENT

COUNTY OF RIVERSIDE, hereinafter referred to as "COUNTY", and Albert A. Webb Associates, hereinafter referred to as "ENGINEER", located at the following addressees:

County of Riverside • Transportation Department	Albert A. Webb Associates
4080 Lemon Street, 8 th Floor	3788 McCray Street,
Riverside, CA 92502	Riverside, CA 92506

do hereby agree as follows:

ARTICLE I • DESIGNATED CONTACTS

Coordination of ENGINEER, and COUNTY activities shall be accomplished through an ENGINEERING PROJECT MANAGER, and a COUNTY PROJECT MANAGER.

The ENGINEERING PROJECT MANAGER for ENGINEER shall be:

Dilesh Seth, PE, Project Manager

The COUNTY PROJECT MANAGER for COUNTY shall be:

Lawrence Tai, PE, County Project Manager, or his designee

ARTICLE II • PROJECT DEFINITION

ENGINEER shall furnish all technical and professional services including labor, material, equipment, transportation, supervision, and expertise to fully and adequately perform and complete the covenants set forth in Appendix A, Scope of Services, which is attached hereto and incorporated herein by reference. All services and deliverables associated with the performance and accomplishment of the covenants described in the Scope of Services is hereinafter collectively referred to as the "PROJECT".

ARTICLE III • COOPERATIVE AGENCIES

A. Lead Agency

COUNTY is designated as the lead agency for PROJECT and is working cooperatively with other agencies in the effort to complete PROJECT.

B. Cooperative Agencies

The cooperating agencies are listed below and will hereinafter be collectively referred to as the "AGENCIES".

Relevant Cities and Counties

Utility Agencies

- 1 School Districts
- 2 California Public Utility Commission
- 3 Caltrans
- 4 Federal Highway Administration
- 5 Regional Water Quality Control Boards
- 6 State or Federal Environmental Resource Agency

7 None, one or more of the above agencies may be involved in part of the PROJECT.

8 **C. COUNTY/AGENCIES Standards**

9 All deliverables shall be prepared in accordance with the current COUNTY and AGENCIES practices,
10 regulations, policies, procedures, manuals and standards where applicable. All deliverables are subject
11 to review and approval by COUNTY and AGENCIES.

12 **ARTICLE IV • CONDITIONS**

13 **A. Notifications**

14 All notices hereunder and communications regarding interpretation of the terms of this contract and
15 changes thereto shall be effected by the mailing thereof by registered or certified mail, return receipt
16 requested, postage prepaid and addressed to the attention of the ENGINEERING PROJECT MANAGER
17 or the COUNTY PROJECT MANAGER at the respective addresses provided on page one of this
18 contract.

19 **B. Assignment**

20 Without written consent of COUNTY, this agreement is not assignable by ENGINEER either in whole or in
21 part.

22 **C. Subcontracts**

- 23 1. ENGINEER shall perform the services contemplated with resources available within its own organization.
24 No portion of the services pertinent to this contract shall be subcontracted without written authorization by
25 the COUNTY PROJECT MANAGER, except that which is expressly identified in this contract.
- 26 2. In the event ENGINEER subcontracts any portion of ENGINEER's duties under this agreement,
27 ENGINEER shall require its subcontractors to comply with the terms of this contract in the same manner
28 as required of ENGINEER including, but not limited to; indemnification of the COUNTY, requiring the
29 same insurance of Subcontractors as required of ENGINEER, and having Subcontractor's insurance

1 name the COUNTY as Additional Insured for each type of insurance where this Agreement requires
2 ENGINEER's insurance to name COUNTY as Additional Insured.

3 **D. Modifications**

- 4 1. This contract may be amended or modified only by mutual written agreement of the parties. No alteration
5 or variation of the terms of this contract will be valid unless made in writing and signed by the parties
6 hereto and no oral understanding or agreement not incorporated herein, will be binding on any of the
7 parties hereto.
- 8 2. There shall be no change in the ENGINEERING PROJECT MANAGER or key members of the PROJECT
9 team without prior written approval by the COUNTY PROJECT MANAGER.

10 **E. COUNTY Directives**

11 ENGINEER shall receive contract directions and interpretations from the COUNTY PROJECT
12 MANAGER.

13 **F. Liability**

- 14 1. ENGINEER has total responsibility for the accuracy and completeness of all data, plans, specifications
15 and estimates prepared for this PROJECT and shall check all such material accordingly. The data and
16 plans will be reviewed by COUNTY. The responsibility for accuracy and completeness of such items
17 remains solely that of ENGINEER.
- 18 2. The plans, designs, estimates, calculations, reports and other documents furnished in accordance with
19 the Scope of Services shall meet the criteria for acceptance and be a product of neat appearance, well
20 organized, technically and grammatically correct, checked and having the preparer and checker
21 identified. The minimum standard of appearance, organization and contents shall be of similar types
22 produced by COUNTY and AGENCIES.
- 23 3. The page identifying preparers of engineering reports, the title sheet for specifications and each sheet of
24 plans, shall bear the professional seal, certificate number, registration classification, and signature of the
25 professional engineer(s) responsible for their preparation.
- 26 4. COUNTY and ENGINEER agree that plans, drawings or other work products prepared by ENGINEER are
27 for the exclusive use of COUNTY and will be used by COUNTY for the project for which they were
28 specifically designed. ENGINEER shall not be responsible for use of such plans, drawings or other work
29 products if used on a different project without the written authorization or approval by ENGINEER.

- 1 5. ENGINEER acknowledges that the plans, drawings and/or other work products may be used by COUNTY
2 for the PROJECT regardless of any disputes that may develop between ENGINEER and COUNTY.
3 6. ENGINEER, and the agents and employees of ENGINEER, in the performance of this agreement, shall
4 act in an independent capacity and not as officers, employees or agents of COUNTY.

5 **G. Indemnification**

- 6 1. The ENGINEER agrees to and shall indemnify and hold harmless the County of Riverside, its Agencies,
7 Districts, Departments and Special Districts, their respective directors, officers, Board of Supervisors,
8 elected and appointed officials, employees, agents and representatives (hereinafter individually and
9 collectively referred to as "Indemnitees") from all liability, including, but not limited to loss, suits, claims,
10 demands, actions, or proceedings to the extent caused by any alleged or actual negligence,
11 recklessness, willful misconduct, error or omission of ENGINEER, its directors, officers, partners,
12 employees, agents or representatives or any person or organization for whom ENGINEER is responsible,
13 arising out of or from the performance of services under this Agreement.
14 2. As respects each and every indemnification herein ENGINEER shall defend and pay, at its sole expense,
15 all costs and fees including but not limited to attorney fees, cost of investigation, and defense and
16 settlements or awards against the Indemnitees.
17 3. With respect to any action or claim subject to indemnification herein by ENGINEER, ENGINEER shall, at
18 their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle,
19 or compromise any such action or claim without the prior consent of COUNTY; provided, however, that
20 any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes
21 ENGINEER'S indemnification to Indemnitees as set forth herein.
22 4. ENGINEER'S obligation hereunder shall be satisfied when ENGINEER has provided to Indemnitees the
23 appropriate form of dismissal relieving Indemnitees from any liability for the action or claim involved.
24 5. The specified insurance limits required in this Agreement shall in no way limit or circumscribe
25 ENGINEER'S obligations to indemnify and hold harmless Indemnitees from third party claims.
26 6. In the event there is conflict between this clause and California Civil Code Section 2782, this clause shall
27 be interpreted to comply with Civil Code 2782. Such interpretation shall not relieve the ENGINEER from
28 indemnifying the COUNTY to the fullest extent allowed by law.

29 **H. Quality Control**

1 ENGINEER shall implement and maintain the following quality control procedures during the preparation
2 of the plans and documents relating to PROJECT. ENGINEER shall have a quality control plan in effect
3 during the entire time services are being performed under the contract. The plan shall establish a
4 process whereby calculations are independently checked, plans checked, corrected and back-checked,
5 and all job related correspondence and memoranda routed and received by affected persons and then
6 bound in appropriate job files. Where several drawings show different work in the same area, means
7 shall be provided to avoid conflicts and misalignment in both new and existing improvements. Evidence
8 that the quality control plan is functional may be requested by the COUNTY PROJECT MANAGER. All
9 plans, calculations documents and other items submitted to the COUNTY PROJECT MANAGER for
10 review shall be marked clearly as being fully checked and that the preparation of the material followed the
11 quality control plan established for the work.

12 **I. Value Engineering**

- 13 1. Elements of PROJECT may be considered for Value Engineering Studies. To this end, the COUNTY
14 PROJECT MANAGER may direct the ENGINEER to examine the various elements of the design
15 segment and submit an informal written statement or memorandum addressing those elements where it
16 appears significant savings and other advantages can be realized. The statement shall be sufficiently
17 informative to enable COUNTY to determine whether to direct a detailed Value Engineering Study or
18 possibly direct immediate design changes where the value of the change is apparent without the need of
19 detailed study and analysis.
- 20 2. ENGINEER or its subcontractors shall not incorporate in the design materials or equipment of single or
21 sole source origin without written approval of COUNTY. Proprietary names of material or equipment shall
22 not be used in the plans and specifications.

23 **J. Extra Work**

- 24 1. ENGINEER shall not perform Extra Work until receiving written authorization from the COUNTY
25 PROJECT MANAGER.
- 26 2. In the event that COUNTY directs ENGINEER to provide services constituting Extra Work, COUNTY shall
27 provide extra compensation to the ENGINEER. Allowable compensation for approved extra work will be
28 based on the provisions of Appendix C, Budget, which is attached hereto and incorporated herein by
29 reference.

- 1 3. A supplemental Agreement providing for such compensation for Extra Work shall be issued by COUNTY
2 to ENGINEER. Such Supplemental Agreement shall be executed by ENGINEER and be approved by
3 COUNTY.

4 **K. Disputes**

- 5 1. In the event ENGINEER considers any work demanded of him to be outside the requirements of the
6 contract, or if he considers any order, instruction, or decision of COUNTY to be unfair, he shall promptly
7 upon receipt of such order, instruction or decision, ask for a written confirmation of the same whereupon
8 he shall proceed without delay to perform the work or to conform to the order, instruction, or decision; but
9 unless ENGINEER finds such order, instruction, or decision satisfactory, he shall within 20 days after
10 receipt of same, file a written protest with COUNTY stating clearly and in detail his objections and reasons
11 therefore. Except for such protests or objections as are made of record in the manner specified and
12 within the time stated herein, and except for such instances where the basis of a protest could not
13 reasonably have been foreseen by ENGINEER within the time limit specified for protest, ENGINEER
14 hereby waives all grounds for protests or objections to the orders, instruction, or decisions of COUNTY
15 and hereby agrees that, as to all matters not included in such protests, the orders, instructions and
16 decisions of COUNTY will be limited to matters properly falling within COUNTY's authority.
- 17 2. Any controversy or claim arising out of or relating to this contract which cannot be resolved by mutual
18 agreement may be settled by arbitration in accordance with the rules of the American Arbitration
19 Association, provided that the parties mutually agree to submit to arbitration.
- 20 3. Neither the pendency of a dispute nor its consideration by arbitration will excuse ENGINEER from full and
21 timely performance in accordance with the terms of the contract.

22 **L. Termination Without Cause**

- 23 1. COUNTY reserves the right to terminate this contract at COUNTY's discretion and without cause, upon
24 thirty (30) calendar days written notice to ENGINEER.
- 25 2. In the event of termination of the Agreement, upon demand, ENGINEER shall deliver to COUNTY all field
26 notes, surveys, studies, reports, plans, drawings, specifications, and all other materials and documents
27 prepared by or provided to ENGINEER in the performance of this Agreement. All such documents and
28 materials shall be property of COUNTY.
- 29 3. In the event that the contract is terminated, ENGINEER is entitled to full payment for all services

1 performed up to the time written notice of contract cancellation is received by ENGINEER. Payment shall
2 be made for services performed to date based upon the percentage ratio that the basic services
3 performed bear to the services contracted for, less payments made to date; plus any amount for
4 authorized, but unpaid, extra work performed and costs incurred.

5 **M. Termination for Lack of Performance**

6 COUNTY may terminate this agreement and be relieved of the payment of any consideration to
7 ENGINEER should ENGINEER fail to perform the covenants herein contained at the time and in the
8 manner herein provided. In the event of such termination, COUNTY may proceed with the work in any
9 manner deemed proper by COUNTY. In such event, ENGINEER shall be paid only for work completed
10 and delivered to COUNTY in a timely and successful manner.

11 **N. Insurance**

12 Without limiting or diminishing the ENGINEER's obligation to indemnify or hold the COUNTY harmless,
13 ENGINEER shall procure and maintain or cause to be maintained, at its sole cost and expense, the following
14 insurance coverages during the term of this Agreement, or for a term otherwise specified herein.

15 1. Workers' Compensation:

16 Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California.
17 Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less
18 than \$1,000,000 per person per accident. Policy shall be endorsed to waive subrogation in favor of the
19 County of Riverside; and to provide a Borrowed Servant/Alternate Employer Endorsement.

20 2. Commercial General Liability:

21 Commercial General Liability insurance coverage, including but not limited to, premises liability,
22 contractual liability, completed operations, personal and advertising injury covering claims which may
23 arise from or out of ENGINEER's performance of its obligations hereunder. Policy shall name, by
24 endorsement all Agencies, Special Districts and Departments of the County of Riverside, their respective
25 Directors, Officers, Board of Supervisors, employees, agents, elected and appointed officials as
26 Additional Insureds. Policy's limit of liability shall not be less than \$1,000,000 per occurrence combined
27 single limit. If such insurance contains a general aggregate limit, it shall apply separately to this
28 agreement or be no less than two (2) times the occurrence limit.

29 3. Vehicle Liability:

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1 ENGINEER shall maintain Liability Insurance for all owned, non-owned or hired vehicles in an amount not
2 less than \$1,000,000 per occurrence combined single limit. If ENGINEER's vehicles or mobile equipment
3 are not to be used in the performance of the obligations under this Agreement, ENGINEER shall maintain
4 coverage for non-owned or hired vehicles in an amount not less than \$1,000,000 per occurrence
5 combined single limit. Such non-owned or hired vehicle coverage may be included as a part of the
6 Commercial General Liability policy. If such insurance contains a general aggregate limit, it shall apply
7 separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall name by
8 endorsement, all Agencies, Special Districts and Departments of the County of Riverside, their respective
9 Directors, Officers, Board of Supervisors, employees, agents, elected and appointed officials as
10 Additional Insureds.

11 4. Professional Liability:

12 ENGINEER shall maintain Professional Liability Insurance providing coverage for performance of work
13 included within this Agreement, with a limit of liability of not less than \$1,000,000 per occurrence and
14 \$2,000,000 annual aggregate. If ENGINEER's Professional Liability Insurance is written on a claims-
15 made basis rather than an occurrence basis, such insurance shall continue through the term of this
16 Agreement. Upon termination of this Agreement or the expiration or cancellation of the claims made
17 insurance policy ENGINEER shall purchase at his sole expense either 1) an Extended Reporting
18 Endorsement (also known as Tail Coverage); or, 2) Prior Dates Coverage from a new insurer with a
19 retroactive date back to the date of, or prior to, the inception of this Agreement; or, 3) demonstrate
20 through Certificates of Insurance that ENGINEER has maintained continuous coverage with the same or
21 original insurer. Coverage provided under items; 1), 2) or 3) will continue for a period of five (5) years
22 beyond the termination of this Agreement.

23 5 General Insurance Provisions - All lines:

24 a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of
25 California and have an A.M. BEST rating of not less than an A: VIII (A: 8) unless such requirements
26 are waived, in writing, by the County Risk Manager. If the County's Risk Manager waives a
27 requirement for a particular insurer such waiver is only valid for that specific insurer and only for one
28 policy term.

29 b. The ENGINEER's insurance carrier(s) must declare its self-insured retentions. If such self-insured

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1 retentions exceed \$500,000 per occurrence such retentions shall have the prior written consent of the
2 County Risk Manager before the commencement of operations under this Agreement. Upon
3 notification of self insured retentions which are deemed unacceptable to the COUNTY, at the election
4 of the County's Risk Manager, ENGINEER's carriers shall either; 1) reduce or eliminate such self-
5 insured retentions as respect to this Agreement with the COUNTY, or 2) procure a bond which
6 guarantees payment of losses and related investigations, claims administration, defense costs and
7 expenses.

8 c. The ENGINEER shall cause their insurance carrier(s) to furnish the COUNTY with 1) a properly
9 executed original Certificate(s) of Insurance and certified original copies of Endorsements effecting
10 coverage as required herein; or, 2) if requested to do so orally or in writing by the County Risk
11 Manager, provide original Certified copies of policies including all Endorsements and all attachments
12 thereto, showing such insurance is in full force and effect. Further, said Certificate(s) and policies of
13 insurance shall contain the covenant of the insurance carrier(s) shall provide no less than thirty (30)
14 days written notice be given to the COUNTY prior to any material modification or cancellation of such
15 insurance. In the event of a material modification or cancellation of coverage, this Agreement shall
16 terminate forthwith, unless the COUNTY receives, prior to such effective date, another properly
17 executed original Certificate of Insurance and original copies of endorsements or certified original
18 policies, including all endorsements and attachments thereto evidencing coverages and the insurance
19 required herein is in full force and effect. Individual(s) authorized by the insurance carrier to do so on
20 its behalf shall sign the original endorsements for each policy and the Certificate of Insurance.
21 *ENGINEER shall not commence operations until the COUNTY has been furnished original Certificate*
22 *(s) of Insurance and certified original copies of endorsements or policies of insurance including all*
23 *endorsements and any and all other attachments as required in this Section.*

24 d. It is understood and agreed by the parties hereto and the ENGINEER's insurance company(s), that
25 the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary
26 insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or self-
27 insured programs shall not be construed as contributory.

28 e. If, during the term of this Agreement or any extension thereof, there is a material change in the scope
29 of services or performance of work the Risk Manager of the County of Riverside reserves the right to

1 adjust the types of insurance required under this Agreement and the monetary limits of liability for the
2 insurance coverages required herein, if, in the County Risk Manager's reasonable judgment, the
3 amount or type of insurance carried by the ENGINEER has become inadequate.

- 4 f. ENGINEER shall pass down the insurance obligations contained herein to all tiers of subcontractors
5 working under this Agreement.

6 **O. Conflict of Interest**

7 ENGINEER warrants, by execution of this contract, that no person or selling agency has been employed
8 or retained to solicit or secure this contract upon an agreement or understanding for a commission,
9 percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established
10 commercial or selling agencies maintained by ENGINEER for the purpose of securing business. For
11 breach or violation of this warranty, COUNTY has the right to annul this contract without liability, pay only
12 for the value of the work actually performed, or in its discretion to deduct from the contract price or
13 consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or
14 contingent fee. ENGINEER may be requested to complete a Conflict of Interest Statement prior to,
15 during, or after execution of this contract. ENGINEER understands that as a condition of this contract
16 ENGINEER agrees to complete the Conflict of Interest Statement when requested to do so by COUNTY.

17 **P. Legal Compliance**

18 ENGINEER shall comply with all Federal, State and local laws, statutes, ordinances, rules and
19 regulations, and the orders and decrees of any courts or administrative bodies or tribunals currently in
20 effect and in any manner affecting the performance of this Agreement, including, without limitation,
21 workers' compensation laws and licensing and regulations.

22 **Q. Nondiscrimination**

- 23 1. During the performance of this agreement, ENGINEER and its Subcontractors shall not unlawfully
24 discriminate against any employee or applicant for employment because of race, religion, color, national
25 origin, ancestry, physical handicap, medical condition, marital status, age or sex. ENGINEER and
26 Subcontractor shall comply with the provisions of the Fair Employment and Housing Act (Government
27 Code, Section 12900 et seq.) and applicable regulations promulgated thereunder (California
28 Administrative Code, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment
29 and Housing Commission implementing Government Code, Section 12900, set forth in Chapter 5 of

1 Division 4 of Title 2 of the California Administrative Code are incorporated into this contract by reference
2 and made a part hereof as if set forth in full. ENGINEER and its Subcontractors shall give written notice
3 of their obligations under this clause to labor organizations with which they have a collective bargaining or
4 other agreement.

- 5 2. ENGINEER will provide all information and reports required by the Regulations, or orders and instructions
6 issued pursuant thereto, and will permit access to its books, records, accounts, other sources of
7 information, and its facilities as may be determined by COUNTY or AGENCIES to be pertinent to
8 ascertain compliance with such Regulations, orders and instructions. Where any information required of
9 ENGINEER is in the exclusive possession of another who fails or refuses to furnish this information,
10 ENGINEER shall so certify to COUNTY, or the Federal Highway Administration as appropriate and shall
11 set forth what efforts he has made to obtain the information.
- 12 3. In the event of ENGINEER's noncompliance with the nondiscrimination provisions of this contract,
13 COUNTY shall impose such contract sanctions as it determines to be appropriate, including, but not
14 limited to:
- 15 • Withholding of payments to ENGINEER under the contract until ENGINEER complies;
 - 16 • Cancellation, termination, or suspension of the contract in whole or in part.
- 17 4. ENGINEER shall include the nondiscrimination and compliance provisions of this clause in all
18 subcontracts to perform work under this contract.
- 19 5. ENGINEER shall comply with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR
20 21 through Appendix H and 23 CFR 710.405(b) are applicable to this contract by reference.

21 **R. Labor Code and Prevailing Wages**

- 22 1. Certain Classifications of Labor under this contract may be subject to prevailing wage requirements.
- 23 2. Reference is made to Chapter 1, Part 7, Division 2 of the California Labor Code (commencing with
24 Section 1720). By this reference said Chapter 1 is incorporated herein with like effect as if it were here
25 set forth in full. The parties recognize that said Chapter 1 deals, among other things with discrimination,
26 penalties and forfeitures, their disposition and enforcement, wages, working hours, and securing worker's
27 compensation insurance and directly effect the method of prosecution of the work by ENGINEER and
28 subject it under certain conditions to penalties and forfeitures. Execution of the Agreement by the parties
29 constitutes their agreement to abide by said Chapter 1, their stipulation as to all matters which they are

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1 required to stipulate as to by the provisions of said Chapter 1, constitutes ENGINEER's certification that
2 he is aware of the provisions of said Chapter 1 and will comply with them and further constitutes
3 ENGINEER's certification as follows: "I am aware of the provisions of Section 3700 of the California Labor
4 Code which require every employer to be insured against liability for worker's compensation or to
5 undertake self-insurance in accordance with the provisions of that Code, and I will comply with such
6 provisions before commencing the performance of the work of this contract."

- 7 3. Pursuant to Section 1773 of the Labor Code, the general prevailing wage rates, including the per diem
8 wages applicable to the work, and for holiday and overtime work, including employer payments for health
9 and welfare, pension, vacation, and similar purposes, in the county in which the work is to be done have
10 been determined by the Director of the California Department of Industrial Relations. These wages are
11 available from the California Department of Industrial Relations' Internet website at <http://www.dir.ca.gov>.
- 12 4. Should a portion of the project contain Federal funding, Federal minimum wages shall be used. The
13 Federal minimum wage rates for this project as determined by the United States Secretary of Labor are
14 available from the U.S Department of Labor, Employment Standards Administration, Wage and Hour
15 Division's Internet website at <http://www.access.gpo.gov/davisbacon>. If there is a difference between the
16 minimum wage rates determined by the Secretary of Labor and the general prevailing wage rates
17 determined by the Director of the California Department of Industrial Relations for similar classifications of
18 labor, the ENGINEER and subcontractors shall pay not less than the higher wage rate. The Department
19 will not accept lower State wage rates determinations. This includes "helper" (or other classifications
20 based on hours of experience) or any other classification not appearing in the Federal wage
21 determinations. Where Federal wage determinations do not contain the State wage rate determination
22 otherwise available for use by the ENGINEER and subcontractors, the ENGINEER and subcontractors
23 shall pay not less than the Federal minimum wage rate which most closely approximates the duties of the
24 employees in question.

S. Review and Inspection

25 ENGINEER and any Subcontractors shall permit COUNTY and/or AGENCIES to review and inspect
26 PROJECT activities including review and inspection on a daily basis.

T. Record Retention / Audits

- 27
28
29 1. ENGINEER, Subcontractors, and COUNTY shall maintain all books, documents, papers, accounting

1 records, and other evidence pertaining to the performance of the contract, but not limited to, the costs of
2 administering the contract. All parties shall make such materials available at their respective offices at all
3 reasonable times during the contract period and for three years from the date of final payment under the
4 contract.

- 5 2. COUNTY, Caltrans, the State Auditor General, FHWA or any duly authorized representative of the
6 Federal Government shall have access to any books, records, and documents of ENGINEER that are
7 pertinent to the contract for audits, examinations, excerpts, and transactions, and copies thereof shall be
8 furnished if requested. (Government Code Section 105320)

9 **U. Ownership of Data**

10 Ownership and title to all reports, documents, plans, specifications, and estimates produced as part of
11 this contract will automatically be vested in COUNTY and no further agreement will be necessary to
12 transfer ownership to COUNTY.

13 **V. Confidentiality of Data**

- 14 1. All financial, statistical, personal, technical or other data and information which is designated confidential
15 by COUNTY or AGENCIES, and made available to ENGINEER in order to carry out this contract, shall be
16 protected by ENGINEER from unauthorized use and disclosure.
- 17 2. Permission to disclose information on one occasion for a public hearing held by COUNTY or AGENCIES
18 relating to the contract shall not authorize ENGINEER to further disclose such information or disseminate
19 the same on any other occasion.
- 20 3. ENGINEER shall not comment publicly to the press or any other media regarding the contract, COUNTY
21 or the AGENCIES actions on the same, except to COUNTY or AGENCIES staff, ENGINEER's own
22 personnel involved in the performance of this contract, or at public hearings, or in response to questions
23 from a Legislative committee.
- 24 4. Each subcontract shall contain provisions similar to the foregoing related to the confidentiality of data and
25 nondisclosure of the same.
- 26 5. ENGINEER shall not issue any news release or public relations item of any nature whatsoever regarding
27 work performed or to be performed under this contract without prior review of the contents thereof by
28 COUNTY and receipt of COUNTY's written permission.

29 **W. Funding Requirements**

- 1 1. It is mutually understood between the parties that this contract may have been written before ascertaining
2 the availability of congressional or legislative appropriation of funds, for the mutual benefit of both parties
3 in order to avoid program and fiscal delays that would occur if the agreement were executed after that
4 determination was made.
- 5 2. This agreement is valid and enforceable only if sufficient funds are made available to COUNTY for the
6 purpose of this PROJECT. In addition, this agreement is subjected to any additional restrictions,
7 limitations, conditions or any statute enacted by Congress, State Legislature or COUNTY that may affect
8 the provisions, terms or funding of this contract in any manner.
- 9 3. It is mutually agreed that if sufficient funds for the program are not appropriated, this contract will be
10 amended to reflect any reduction in funds.

11 **ARTICLE V • PERFORMANCE**

12 **A. Performance Period**

- 13 1. This Contract shall begin upon notification to proceed by the COUNTY PROJECT MANAGER.
- 14 2. ENGINEER is advised that any recommendation for contract award is not binding on COUNTY until the
15 proposed contract is approved by all AGENCIES, and the contract is fully executed and approved by
16 COUNTY.
- 17 3. ENGINEER shall perform PROJECT services in accordance with the provisions set forth in Appendix B,
18 Schedule of Services, which is attached hereto and incorporated herein by reference.
- 19 4. Where ENGINEER is required to prepare and submit studies, reports, plans, etc., to COUNTY, these
20 shall be submitted in draft as scheduled, and the opportunity provided for COUNTY to direct revisions,
21 prior to final submission.
- 22 5. When COUNTY determines that ENGINEER has satisfactorily completed the PROJECT services,
23 COUNTY shall give ENGINEER a written Notice of Final Acceptance. ENGINEER shall not incur any
24 further costs hereunder unless so specified in the Notice of Final Acceptance. ENGINEER may request a
25 Notice of Final Acceptance determination when, in its opinion, it has satisfactorily completed all covenants
26 as stipulated in this Contract.
- 27 6. Time is of the essence in this agreement.

28 **B. Time Extensions**

- 29 1. Any delay in providing PROJECT services required by this contract occasioned by causes beyond the

1 control and not due to the fault or negligence of ENGINEER, shall be the reason for granting an extension
2 of time for the completion of the aforesaid work. When such delay occurs, ENGINEER shall promptly
3 notify COUNTY in writing of the cause and of the extent of the delay whereupon COUNTY shall ascertain
4 the facts and the extent of the delay and grant an extension of time for the completion of the work when,
5 in COUNTY's judgement, their findings of fact justify such an extension of time.

- 6 2. COUNTY's findings of fact shall be final and conclusive to the parties hereto. However, this is not
7 intended to deny ENGINEER it's civil legal remedies in the event of a dispute.

8 **C. Reporting Progress**

- 9 1. As part of the monthly invoice ENGINEER shall submit a progress report in accordance with COUNTY
10 Engineering Services Progress Reporting Guidelines. Progress Reports shall indicate the progress
11 achieved during the previous month in relation to the Schedule of Services. Submission of such progress
12 report by ENGINEER shall be a condition precedent to receipt of payment from COUNTY for each
13 monthly invoice submitted.
- 14 2. To ensure understanding and performance of the contract objectives, meetings between COUNTY,
15 AGENCIES, and ENGINEER shall be held as often as deemed necessary. All work objectives,
16 ENGINEER's work schedule, the terms of the contract and any other related issues will be discussed
17 and/or resolved. ENGINEER shall keep minutes of meetings and distribute copies of minutes as
18 appropriate.

19 **D. Evaluation of ENGINEER**

20 ENGINEER's performance will be evaluated by COUNTY for future reference.

21 **ARTICLE VI • COMPENSATION**

22 **A. Work Authorization**

23 ENGINEER shall not commence performance of any work or PROJECT services until this contract has
24 been approved by COUNTY. No payment will be made for any work performed prior to approval of this
25 contract.

26 **B. Basis of Compensation**

- 27 1. PROJECT services as provided under this agreement as described in the Scope of Services, shall be
28 compensated for as defined in Appendix C, Budget, which is attached hereto and incorporated herein by
29 reference. The total amount of the Contract is not to exceed annually \$350,000.00 and reimbursement is

1 to be made at actual cost plus fixed fee.

2 If a contingency budget is provided, COUNTY shall hold such contingency in reserve for unforeseen Extra
3 Work that may arise during the performance of this agreement. Contingency budget shall only be used at
4 the discretion of the COUNTY PROJECT MANAGER, and with prior written authorization by the COUNTY
5 PROJECT MANAGER.

6 No additional compensation for Extra Work will be paid except upon the issuance of an Extra Work Order
7 by COUNTY.

8 2. Prior authorization in writing by the COUNTY PROJECT MANAGER will be required before ENGINEER
9 enters into any non-budgeted purchase order or subcontract exceeding \$500 for supplies, equipment or
10 consultant services. ENGINEER shall provide an evaluation of the necessity or desirability of incurring
11 such costs.

12 3. For purchase of any item, service or consulting work not covered in ENGINEER's proposal and
13 exceeding \$500, with prior authorization by the COUNTY PROJECT MANAGER, three competitive
14 quotations shall be submitted with the request, or the absence of bidding shall be adequately justified.

15 4. Any equipment purchased as a result of this contract is subjected to the following: ENGINEER shall
16 maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a
17 useful life of at least two years and an acquisition cost of \$500 or more. If the purchased equipment
18 needs replacement and is sold or traded in, COUNTY shall receive a proper refund or credit. At the
19 conclusion of the contract or if the contract is terminated, ENGINEER may either keep the equipment and
20 credit COUNTY in an amount equal to its fair market value or sell such equipment at the best price
21 obtainable at a public or private sale in accordance with established COUNTY procedures and credit
22 COUNTY in an amount equal to the sales price. If ENGINEER elects to keep the equipment, fair market
23 value shall be determined, at ENGINEER's expense, on the basis of a competent independent appraisal
24 of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable by COUNTY, and
25 ENGINEER. If it is determined to sell the equipment, the terms and conditions of such sale must be
26 approved in advance by COUNTY and AGENCIES.

27 5. The consideration to be paid ENGINEER, as provided herein, shall be in compensation for all of
28 ENGINEER's expenses incurred in the performance hereof, including travel and per diem, unless
29 otherwise expressly so provided.

- 1 6. ENGINEER agrees that the Contract Cost Principles and Procedures, CFR 48, Federal Acquisition
2 Regulations Systems, Chapter 1, Part 31, shall be used to determine the allowability of individual items of
3 cost.
- 4 7. ENGINEER also agrees to comply with Federal procedures in accordance with Office of Management
5 and Budget Circular A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local
6 Governments.
- 7 8. In the event of errors or omissions in the plans for PROJECT, ENGINEER shall perform the necessary
8 engineering services required to correct such errors and omissions without additional charge to COUNTY.

9 **C. Progress Payments**

- 10 1. ENGINEER shall submit monthly invoices for PROJECT Services in accordance with Appendix C,
11 Budget, and in accordance with COUNTY Engineering Services Invoicing Procedures.
- 12 2. ENGINEER shall submit an invoice each month for PROJECT services performed during the preceding
13 month. Invoices shall be submitted to the COUNTY PROJECT MANAGER and shall be included with a
14 Progress Report covering the same period as the submitted invoice.
- 15 3. Progress payments will be based on PROJECT services provided and actual costs incurred. Payments
16 made prior to the completion of each phase will not exceed the amount allowed in ENGINEER's cost
17 proposal for the completion of that phase and prior phases, unless a prior written agreement has been
18 obtained.
- 19 4. Progress payments will be made as promptly as fiscal procedures will permit upon receipt by the
20 COUNTY PROJECT MANAGER of itemized invoices.
- 21 5. COUNTY will withhold the last 10 percent of the budget for preparation of PS&E documents. The 10
22 percent retainage is to be held after 90% of the PS&E phase has been billed and is not to be deducted
23 from each invoice. The amount retained will be paid to ENGINEER after COUNTY has approved
24 ENGINEER's plans, specifications and estimate.

25 **ARTICLE VII • GIS Information**

- 26 A. "GIS Information" shall include GIS digital files (including the information or data contained therein) and any
27 other information, data, or documentation from County GIS (regardless of medium or format) that is provided
28 pursuant to this agreement.
- 29 B. ENGINEER acknowledges that the unauthorized use, transfer, assignment, sublicensing, or disclosure of the

1 GIS information, documentation, or copies thereof will substantially diminish their value to COUNTY.
2 ENGINEER acknowledges and agrees that COUNTY GIS information is a valuable proprietary product,
3 embodying substantial creative efforts, trade secrets, and confidential information and ideas. COUNTY GIS
4 information is and shall remain the sole property of COUNTY; and there is no intention of COUNTY to transfer
5 ownership of COUNTY GIS information.

6 C. COUNTY GIS information is made available to ENGINEER solely for use in the normal course of
7 ENGINEER's business to produce reports, analysis, maps and other deliverables only for this PROJECT and
8 as described within the Scope of Services.

9 D. ENGINEER agrees to indemnify and hold harmless COUNTY, its officers, employees and agents from any
10 and all liabilities, claims, actions, losses or damages relating to or arising from ENGINEER's use of COUNTY
11 GIS information.

12 E. GIS information cannot be used for all purposes; and GIS information may not be complete for all purposes.
13 Additional investigation or research by ENGINEER into other sources will be required. GIS information is
14 intended only as an information base and is not intended to replace any legal records. COUNTY has used
15 and will continue to use its best efforts to correctly input into COUNTY GIS the information contained in
16 various legal and other records; but COUNTY accepts no responsibility for any conflict with actual legal
17 records or for information not transferred from legal records to COUNTY GIS. COUNTY has attempted to
18 update GIS information as often as is practically feasible. However, ENGINEER should be aware that GIS
19 information may not be current and changes or additions to the information contained in COUNTY GIS may
20 not yet be reflected in COUNTY GIS.

21 F. COUNTY accepts no responsibility for the use of GIS information; and COUNTY provides no warranty for the
22 use of COUNTY GIS or COUNTY GIS information by ENGINEER. THE WARRANTIES SPECIFICALLY SET
23 FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED,
24 INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE;
25 AND SUCH OTHER WARRANTIES ARE HEREBY EXCLUDED.

26 G. Final plans, drawings or PROJECT work products will be provided in an electronic format suitable for
27 inclusion within the COUNTY GIS or CADD Systems by ENGINEER and will contain the appropriate meta
28 data and will be geographically registered using a appropriate coordinate system such as the California State
29 Plane Coordinate System NAD 83.

ARTICLE VIII • APPROVALS

ENGINEER Approvals

COUNTY Approvals

ENGINEER:

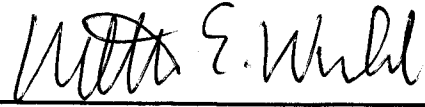
RECOMMENDED FOR APPROVAL:



Dated: 11/17/10

JUAN C. PEREZ

Director of Transportation



MATTHEW E. WEBB Dated: 4/23/10

PRINTED NAME

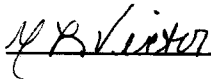
President

TITLE

APPROVED AS TO FORM:

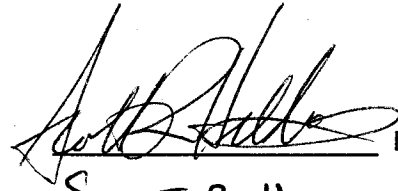
ENGINEER:

Pamela J. Walls, County Counsel



Dated: 11/22/10

Deputy County Counsel



Dated: 11/22/10

SCOTT R. HILDEBRANDT

PRINTED NAME

VICE PRESIDENT

TITLE

APPROVAL BY THE BOARD OF SUPERVISORS

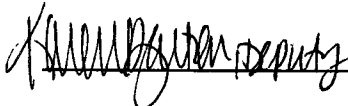
 Dated: DEC 07 2010

Marion Ashley

PRINTED NAME

Chairman, Riverside County Board of Supervisors

ATTEST:



Dated: DEC 07 2010

Kecia-Harper Ithem

Clerk of the Board (SEAL)

1 and estimates, the ENGINEER shall prepare and furnish to COUNTY special provisions for items of work
2 included in the plans, which are not covered in the Standard Specifications produced by the State
3 Department of Transportation (CALTRANS).

4 Roadway plans, including but not limited to traffic signal and signing/stripping plans shall be prepared
5 electronically on MicroStation software. Special Provisions shall be prepared using Microsoft Word
6 conforming to COUNTY format and content.

7 3. Other Study Reports.

8 Reports shall be prepared in Microsoft Word, in format and content applicable to the purpose and nature
9 of the study as required by COUNTY.

10 **D. KEY PERSONNEL**

11 The ENGINEER has represented to the COUNTY that certain key personnel will perform the services and if
12 one or more of such personnel should become unavailable, ENGINEER may substitute other personnel of at
13 least equal competence only after prior written approval by the COUNTY PROJECT MANAGER has been
14 secured. The key personnel for performance of this PROJECT are:

15 Project Manager

Dilesh Seth

17 **ARTICLE AII • PROJECT ADMINISTRATION**

18 **A. PROJECT MANAGEMENT**

19 1. The ENGINEERING PROJECT MANAGER will maintain ongoing liaison with the COUNTY PROJECT
20 MANAGER and other affected agencies to promote effective coordination during the course of project
21 development.

22 **B. COST ACCOUNTING**

23 1. The ENGINEER will prepare monthly reports of expenditures for the PROJECT. Expenditures include
24 direct labor costs, other direct costs and subconsultant costs. These reports will be included as
25 supporting data for invoices presented to the COUNTY every month.

26 **C. SCHEDULING**

27 1. Schedules will be prepared for each specific task assignment.
28
29

ARTICLE AIII • SCOPE OF WORK

The scope of work for this contract is to provide On-call Engineering Services to the Riverside County Transportation Department for transportation related projects throughout Riverside County. ENGINEER will be required to produce engineering, environmental and other types of transportation related project documents or study reports to support the day-to-day operations of the COUNTY staff.

Services will be performed at the request of the COUNTY PROJECT MANAGER. ENGINEER and/or COUNTY shall prepare a written scope of work and schedule for each work assignments. ENGINEER and COUNTY shall negotiate and establish a budget that is consistent with the scope of work and the ENGINEER's billing rates as provided in Appendix C. Each work assignment shall be memorialized in writing and approved by the ENGINEERING PROJECT MANAGER and by the Riverside County Transportation Department. The sum of the authorized budget for the ENGINEER's work assignments within a 12-month period shall not exceed the annual authorized amount as provided in Appendix C.

The Engineer may be required to provide on-call services that include but are not limited to the following:

A. PLANNING AND FEASIBILITY STUDIES

Prepare documents and studies related to the planning or feasibility of transportation related projects including but not limited to Project Study Reports, Project Reports and funding application or assist with the development of a strategy for any project. Research and prepare studies on traffic safety and traffic engineering programs (such as neighborhood traffic management and parking policy/ordinance etc.)

B. PROJECT APPROVALS / GOVERNMENT LIAISON

Work directly with Caltrans, RCTC, cities, resources agencies, utilities and others to get a project approved. Provide coordination support including getting issues resolved and working to get projects approved.

C. ENVIRONMENTAL ISSUES, CLEARANCES AND DOCUMENTS

Prepare documents, review material, meet with various agency staff, developing strategies, and brief staff or other officials.

D. PROJECT MANAGEMENT

Organize and manage complex projects. This includes interfacing with approval agencies, such as Caltrans, getting permits, and overseeing the procurement process.

E. ENGINEERING PLANS, CALCULATIONS & REPORTS

Provide Preliminary and final design field and/or aerial surveys.

- 1 Prepare hydrology reports and drainage analysis.
- 2 Perform quantity take offs and preparation of engineer estimates.
- 3 Prepare engineering design plans including:
 - 4 Title sheet and location map
 - 5 Key map and line index
 - 6 Typical sections
 - 7 Layouts, profiles and superelevation diagrams
 - 8 Construction details and construction notes
 - 9 Utility Plans
 - 10 Contour grading
 - 11 Drainage Layouts, profiles & details
 - 12 Signing
 - 13 Detour layout plans and Construction area sign details
 - 14 Pavement delineation plans
 - 15 Stage construction and traffic handling plan
 - 16 Signal and signal details
 - 17 Soundwall or soundwall mounted on retaining wall
 - 18 NPDES erosion control plans
 - 19 Right-of-way requirement maps
 - 20 Landscaping Plans
 - 21 Bridge Plans
 - 22 Concrete Retaining Wall Structures
 - 23 Mechanically Stabilized Earth Retaining Walls
 - 24 Soil-Nail Retaining Wall Structures
 - 25 Parking Lots
 - 26 Seismic Retrofit Design
 - 27 Other Engineering Analysis, Plans or Reports as required.
- 28 All plans to be prepared using MicroStation computer aided design and drafting software.

F. CONSTRUCTION MANAGEMENT SERVICES

- 1 Bid Review
- 2 Claims Management
- 3 Claims Mitigation
- 4 Constructability Review
- 5 Construction Claims Analysis
- 6 Construction Engineering
- 7 Construction Inspection
- 8 Construction Management
- 9 Construction Quality Control
- 10 Construction Staff Augmentation
- 11 Construction Surveying
- 12 Contract Review Cost Estimating
- 13 Existing Condition Survey
- 14 Litigation Support
- 15 Onsite Testing
- 16 Program Management
- 17 Project Control
- 18 Project Management
- 19 Public Relations
- 20 Safety Review and Training
- 21 Scheduling
- 22 Site Inspection
- 23 Systems Inspection
- 24 Value Engineering

APPENDIX B – ARTICLE B1 – INTRODUCTION

The ENGINEER shall perform the covenants set forth in Appendix A, Scope of Services in accordance with the performance requirements of Article V of this agreement and with the following Schedule of Services. This agreement shall permit the issuances of work assignments until June 30, 2012. The COUNTY and ENGINEER may enter into one year supplemental extension to this contract. This contract may be extended two times, for a period not to exceed two years from the original expiration date of the contracts. All Covenants set fort in this agreement shall be completed by June 30, 2014, unless extended by supplemental agreement.

Schedules for deliverables will be prepared for each specific assignment and scope of work that is prepared.

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APPENDIX C • ARTICLE CI • ELEMENTS OF COMPENSATION

Satisfactory performance and completion of the Services under this Agreement shall be compensated based upon the fee schedule outlined below and based on a negotiated agreed price for each specific work assignment.

COUNTY will compensate ENGINEER for hours worked by ENGINEER's staff in performance of the work in accordance with the Fee Schedule. Actual costs for a specific assignment shall not exceed the estimated costs. If actual costs exceed the estimated costs a new separate work assignment shall be prepared for the additional services. The sum of the authorized assignments during each year shall not exceed the yearly maximum budgeted amount. Hours worked and approved direct expenses shall be included in the monthly invoices.

Compensation for the Services will be comprised of the following elements: DIRECT LABOR COSTS, OTHER DIRECT COSTS and OUTSIDE SERVICES.

A. DIRECT LABOR COSTS

Direct Labor costs shall be paid in an amount equal to the billing rates provided in section ARTICLE CV • BILLING RATES.

B. OTHER DIRECT EXPENSES

Additional Direct Costs, directly identifiable to the performance of the services of this Agreement, subject to the approval of the County Project Manager, shall be reimbursed at the rates below, or at actual invoiced cost.

Rates for identified Additional Direct Costs are as follows:

Mileage	\$0.55/mile (in excess of 100 miles round trip for field work)
Reproduction – Color (oversize)	at cost

Travel by air and travel in excess of 100 miles from ENGINEER's office nearest to COUNTY's office must have COUNTY's prior written approval to be reimbursed under this Agreement.

C. OUTSIDE SERVICES

Outside services shall be paid in accordance with the negotiated cost proposal for each assignment. Billings for Outside Services shall be submitted along with the Prime Consultant's monthly Progress Report/Billing submittals and shall be in conformance with the COUNTY Engineering Services Invoicing Procedures.

ARTICLE CII • INVOICING

ENGINEER shall submit invoices in accordance with the Engineering Services Agreement ARTICLE VI • COMPENSATION and with the following requirements.

On-call Transportation / Traffic Engineering Services

1. Charges shall be billed in accordance with the terms and rates included herein, unless otherwise agreed in writing by the County Contract Administrator.
2. Base Work and Extra Work shall be charged separately. The charges for each individual assigned under this Agreement shall be listed separately.
3. Charges of \$500.00 or more for any one item of Additional Direct Costs shall be accompanied by substantiating documentation such as invoices, telephone logs, etc.
4. Each invoice shall bear a certification signed by the Engineering Contract Manager or an officer of the firm which reads as follows:

I hereby certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.

ARTICLE CIII • PAYMENT

Progress payments shall be made in accordance with the Engineering Services, Agreement ARTICLE VI • COMPENSATION.

ARTICLE CIV • COST PROPOSAL

The total annual amount of services to be performed under this contract is not to exceed \$350,000 unless approved in writing by COUNTY.

Annual Budgets

Year	Amount
July 1, 2010 to June 30, 2011	\$350,000
July 1, 2011 to June 30, 2012	\$350,000
July 1, 2012 to June 30, 2013	\$350,000 (Extension requires Board Authorization)
July 1, 2013 to June 30, 2014	\$350,000 (Extension requires Board Authorization)



FEE SCHEDULE

**RATES
 \$/HOUR**

CLASSIFICATION

**Engineers/Project Manager/Planners/Scientist/
 Assessment/Special Tax Specialists/Landscape Architects/Designers**

Principal II.....	198.00
Principal I.....	190.00
Senior III	173.00
Senior II	162.00
Senior I	157.00
Associate III	149.00
Associate II	128.00
Associate I	122.00
Assistant V	105.00
Assistant IV	101.00
Assistant III	92.00
Assistant II.....	76.00
Assistant I	62.00

Survey Services

3-Person Survey Party	242.00
2-Person Survey Party	212.00
1-Person Survey Party	130.00
Director of Survey	167.00
Manager of Field Operations.....	124.00
Survey Technician II	108.00
Survey Technician I.....	89.00

Inspection Services

Construction Manager	150.00
Inspector II	105.00
Inspector I	94.00

Administrative Services

Project Coordinator	86.00
Administrative Assistant III	72.00
Administrative Assistant II.....	62.00
Administrative Assistant I	46.00

Other Direct Expenses

Incidental Charges	Cost
Postage and Telephone	Cost
In-house Prints, Copies and Delivery	Cost
Travel and Subsistence	Cost
Special Consultant.....	250.00/Hour
Expert Witness Testimony and Preparation	375.00/Hour
Consultant Time Relative to Legal Action	325.00/Hour
GIS License Fee	39.00/Hour
Subcontracted Services	Cost + 10%

NOTE: All rates are subject to change based on annual inflation and cost of living adjustments.

*A FINANCE CHARGE of one and one half percent (1-1/2%) per month (18% per year) will be added to any unpaid amount commencing thirty (30) days from date of invoice. A mechanic's lien may be filed for any invoice remaining unpaid after thirty (30) days from date of invoice.