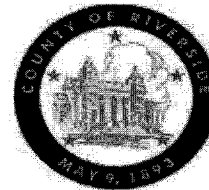


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM  
3.25  
(ID # 2892)

**MEETING DATE:**  
Tuesday, December 13, 2016

**FROM :** RIVERSIDE UNIVERSITY HEALTH SYSTEMS and ECONOMIC DEVELOPMENT AGENCY (EDA):

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA) AND RIVERSIDE UNIVERSITY HEALTH SYSTEMS: Riverside University Health System Nason Lobby Entrance Remodel Project - California Environmental Quality Act Exempt, Approval of Project Budget and Architectural Services Agreement with Westgroup Designs, Inc., District 5. [\$976,767 - RUHS Enterprise Fund 40050 - 100%]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Find that the Riverside University Health System (RUHS) Nason Lobby Entrance Remodel (Nason Lobby) Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301, Class 1 Existing Facilities Exemption and Section 15061 (b)(3) "Common Sense" Exemption;

**ACTION:** Policy, CIP

Robert Cole, Assistant County Director of Economic Development 11/29/2016

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 326,600	\$ 653,167	\$ 979,767	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: RUHS Enterprise Fund 40050 – 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2016/17-17/18	

**C.E.O. RECOMMENDATION:** Approved

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Ashley and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione Washington and Ashley  
 Nays: None  
 Absent: Benoit  
 Date: December 13, 2016  
 xc: RUHS, EDA, Purchasing

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

**3-25**

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

**RECOMMENDED MOTION: (Continued)**

2. Approve a project budget of \$976,767 for the RUHS Nason Lobby Project, and authorize the use of RUHS Enterprise Fund 40050, including reimbursement to the Economic Development Agency (EDA) for incurred project expenses;
3. Approve the attached architectural services agreement between the County of Riverside (County) and Westgroup Designs, Inc. (Westgroup) of Irvine, California, in the amount of \$150,620 plus a reimbursable allowance of \$8,500, for the project and authorize the Chairman of the Board to execute the agreement on behalf of the County;
4. Authorize the Assistant County Executive Officer/EDA to administer the agreement in accordance with applicable Board policies;
5. Delegate project management authority for the project to the Assistant County Executive Officer/EDA in accordance with applicable Board policies, including the authority to utilize consultants on the approved pre-qualified list for services in connection with the project, and are within the approved project budget; and
6. Authorize the Purchasing Department to execute consultant services agreements for consultants that have been pre-qualified for services up to \$100,000 in accordance with applicable Board policies.

**BACKGROUND:**

**Summary**

RUHS initiated and approved a project request for a feasibility study and conceptual design for the entrance of the RUHS hospital at the Nason lobby entrance located at 26520 Cactus Avenue in Moreno Valley. On August 18, 2015, Item 3-28, the Board approved a pre-qualified list for architectural and engineering firms to provide services on an as-needed basis. Based on their experience and successful completion of similar projects, Westgroup was selected from the list of pre-approved architects to provide feasibility study and conceptual design, and plans and specifications for the project.

(Continued)

**BACKGROUND:**

**Summary**



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

The project consists of the elements of exterior/interior remodel of the Nason Street entrance. The scope of work consists of new entry doors and signage, adding bollards to the entrance for security; provide lighting, landscaping and incorporating the RUHS hospital name. The conceptual design and exterior remodel was presented to RUHS management and gained their approval with re-imaging of the medical center at the Nason entrance. Westgroup will provide architectural, engineering, landscaping, security and signage design for the selected option for the construction of this project. This Board action will approve the architectural services agreement with Westgroup in the amount of \$159,120.

With certainty, there is no possibility that the project may have a significant effect on the environment. The project, as proposed, is limited to modifications to the existing entrance to the RUHS Nason lobby entrance. The improvements would be implemented to provide added security and improved aesthetics through the addition of bollards, lighting, landscaping and signage. The modifications to the existing facility would not result in any direct or indirect physical changes to the environment. The use of the facility would not change, would not require any expansion of service or facilities, and would not result in an increase in capacity or intensity of use. Therefore, the RUHS Nason Lobby project is exempt as the project meets the scope and intent of the Common Sense Exemption identified in Section 15061 (b)(3) and Class 1 Categorical Exemption identified in Section 15301.

**Impact on Citizens and Businesses**

The RUHS Nason Lobby project will provide a benefit to the public safety of the citizens of Riverside County by securing the entrance with bollards and provide additional lighting.

**Additional Fiscal Information**

(Commences on Page 4)

**Additional Fiscal Information**

The approximate allocation of the project budget is as follows:

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

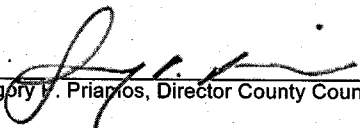
<b>PROJECT BUDGET LINE ITEMS</b>	<b>BUDGET CATEGORY</b>	<b>PROJECT BUDGET AMOUNT</b>
Architectural Design	1	159,120
Construction Management	2	25,000
Construction Contract	3	600,000
Construction Inspection	4	39,500
Project Management	5	27,000
Fixtures, Furnishings, Equipment	6	0
Other Soft Costs / Specialty Consultants	7	41,500
Project Contingency	8	87,647
Minor Construction	9	0
<b>Project Budget</b>		<b>\$ 979,767</b>

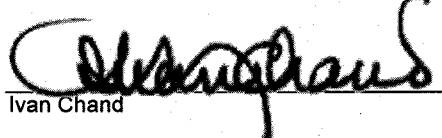
Expenditures for FY 2016/17 are estimated at \$326,600; expenditures for FY 2017/18 are estimated at \$653,167. All costs associated with this project will be 100% funded through the RUHS Enterprise Fund 40050; thus no departmental budget adjustment is required at this time. The budget has been counted as RUHS Capital Improvement Project.

Attachment:

Architectural Services Agreement with Westgroup Designs, Inc.

RF:JV:VC:SP:CW:NS:tv      FM08430007709      2892 - 13413  
 S:\Project Management Office\FORM 11'S\FORM 11's in Process\2892 - 13413\_D6 - 007709 - RUHS Nason Lobby Ent Remod - Proj Budg and Arch Agr Westgroup\_121316.docx

  
 \_\_\_\_\_  
 Gregory F. Priarios, Director County Counsel

  
 \_\_\_\_\_  
 Ivan Chand

12/1/2016      12/6/2016



**STANDARD FORM OF PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
COUNTY AND ARCHITECT**

by and between

**[Westgroup Designs]**

(the "Architect")

and

**THE COUNTY OF RIVERSIDE**

(the "County")

FOR:

**[NASON LOBBY ENTRANCE REMODEL PROJECT]**

**[RIVERSIDE UNIVERSITY HOSPITAL SYSTEM MEDICAL CENTER  
26520 CACTUS AVENUE  
MORENO VALLY, CA 92555]**

Edition: \_\_\_\_\_, 2014

INITIALS

*[Handwritten initials]*

DEC 18 2016 3.25

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# STANDARD FORM OF PROFESSIONAL SERVICES AGREEMENT BETWEEN COUNTY AND ARCHITECT

— ◆ —

## PREAMBLE

**THIS STANDARD FORM OF PROFESSIONAL SERVICES AGREEMENT BETWEEN COUNTY AND ARCHITECT** ("Agreement") is entered into on this \_\_\_\_\_ by and between THE COUNTY OF RIVERSIDE, a political subdivision of the State of California ("County") and Westgroup Designs, Inc., a California Corporation, ("Architect"), for professional services.

## RECITALS

**A.** County is the legal owner of the parcel of property, described more particularly in the Property Description - Exhibit "A" attached hereto, located at the following address or public road or highway intersections: **RCRMC, 2650 Cactus Ave, Moreno Valley, CA 92555, Nason Street Entrance.**

**B.** Architect represents it has the background, knowledge, licensing, experience and expertise necessary to provide the professional services and other services and things required by this Agreement.

**C.** County and Architect desire to enter into this Agreement for Architect to provide County, without limitation, professional services in connection with the design and construction of the Project generally described on the cover page to this Agreement.

## TERMS AND CONDITIONS

**NOW, THEREFORE,** in consideration of the mutual promises and covenants contained herein and other valuable consideration, receipt of which is hereby acknowledged by their signatures below, it is mutually agreed by and between the undersigned as follows:

### ARTICLE 1 GENERAL PROVISIONS

#### 1.1 DEFINITIONS

Capitalized terms (and, if otherwise stated in this Section 1.1, non-capitalized terms) used in this Agreement shall have the meanings assigned to them in this Section 1.1. If not defined in this Section, they shall have the meanings assigned to them in the General Conditions of the Standard Form of Construction Contract Between County and Contractor - Exhibit "K" attached hereto. If not defined in this Agreement or the General Conditions, they shall have the meanings reasonably understood to apply to them by the context in which they are used. If a term is defined both in this Section 1.1 and the General Conditions and the definitions are not identical, the definition set forth in this Section 1.1 shall, unless otherwise stated in this Agreement, govern for purposes of interpreting Architect's obligations under this Agreement. Terms that are phrased in the singular shall be deemed to include the plural, and vice versa, where appropriate to their context.

**1.1.1 Acceptance.** "Acceptance" means the point at which the Project is formally accepted by the Board of Supervisors and a Notice of Completion is recorded by County.

1 of 54

Edition: August, 2014

(Nason Lobby Entrance, FM08430007099)

INITIALS

**1.1.2 Additional Insured.** "Additional Insured" means each of the Indemnitees and other persons or entities that, under the terms of this Agreement and its exhibits, the Architect or its Subconsultants are required to name as an additional insured under their policies of insurance.

**1.1.3 Additional Services.** "Additional Services" means the services described or referenced in Article 3 of this Agreement.

**1.1.4 Additional Services Compensation.** "Additional Services Compensation" means the compensation that is payable to Architect under this Agreement for its performance of authorized Additional Services performed in accordance with this Agreement, which compensation consists of two components: Additional Services Fees and Reimbursable Expenses.

**1.1.5 Additional Services Fees.** "Additional Services Fees" means those fees for services payable to Architect under this Agreement for authorized Additional Services performed in accordance with this Agreement.

**1.1.6 Agreement.** "Agreement" means this Standard Form of Professional Services Agreement Between County and Architect.

**1.1.7 Applicable Laws.** "Applicable Laws" means all statutes, ordinances, regulations, policies and guidelines (including, without limitation, Environmental Laws and Disability Laws) enacted by Governmental Authorities, codes adopted or promulgated by Governmental Authorities (including, without limitation, building and health and safety codes), lawful orders of Governmental Authorities and common law, including, but not limited to, principles of equity applied by the courts, which are in effect at the time the services or other obligations that are required under or in connection with the performance of this Agreement are performed; provided, however, that the term Applicable Laws when used in this Agreement to refer to the Architect's obligation to comply with Applicable Laws is intended to be limited to those laws, statutes, ordinances, policies, guidelines, regulations, codes, orders and principles that are relevant and applicable to the scope of services that are required of Architect or the Subconsultants under this Agreement.

**1.1.8 Application for Payment.** "Application for Payment" means the Contractor's or a Separate Contractor's itemized application for payment for Work.

**1.1.9 Architect.** "Architect" means the person or entity identified as "Architect" in the preamble to this Agreement.

**1.1.10 Architect's Own Expense.** "Architect's Own Expense" means that Architect agrees to assume sole responsibility to pay and be responsible for any resulting or associated Loss and Delay, without any form of compensation or reimbursement, of any kind, by County.

**1.1.11 Architect's Project Schedule.** "Architect's Project Schedule" means a detailed schedule prepared by Architect depicting Architect's proposed time plan for performance of this Agreement, as adjusted for extensions of time permitted by this Agreement.

**1.1.12 Architect's Representative.** "Architect's Representative" means the individual acting on behalf of Architect as its representative with the authority set forth in Paragraph 1.5.3 of this Agreement.

**1.1.13 Assistant CEO/EDA.** "Assistant CEO/EDA" means the Assistant CEO for the Economic Development Agency of the County, or his/her designee.

**1.1.14 Basic Services.** "Basic Services" means the services required by Article 2 of this Agreement to be performed by Architect or described elsewhere in this Agreement or its exhibits as services that are part of Basic Services, including, without limitation, those services marked by a "yes" designation in the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.15 Basic Services Allowance.** "Basic Services Allowance" means a dollar amount reserved in the Basic Services Compensation for performance of Basic Services with respect to which the County and Architect have agreed, in lieu of a Fixed Fee or Maximum Hourly Fee, to a budgeted amount that is not guaranteed by Architect and that may, with prior approval by County, be exceeded by Architect.

**1.1.16 Basic Services Compensation.** "Basic Services Compensation" means the compensation that is payable to Architect under this Agreement for its performance of Basic Services in accordance with this Agreement, which compensation consists of two components: Basic Services Fees and Reimbursable Expenses.

**1.1.17 Basic Services Fees.** "Basic Services Fees" means those fees for services, as distinguished from reimbursement of costs, that are payable to Architect under this Agreement as part of the Basic Services Compensation, which may be in the form of a Fixed Fee, a Maximum Hourly Fee or a Basic Services Allowance.

**1.1.18 Bidding Phase.** "Bidding Phase" means the Phase of Architect's Basic Services described in Paragraph 2.1.6 of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.19 Board of Supervisors.** "Board of Supervisors" means the Board of Supervisors for the County of Riverside.

**1.1.20 Close-Out Completion.** "Close-Out Completion" means the point at which: (1) all conditions set forth in the Contract Documents for Substantial Completion and Final Completion of the entirety of Work to be performed by the Contractor or a Separate Contractor have been, and continue to be, fully satisfied; and (2) all Close-Out Documents have been received by County.

**1.1.21 Close-Out Documents.** "Close-Out Documents" means all documents (including, without limitation, paper and electronic versions) and other things that are required under the terms of the Contract Documents to be submitted by Contractor or a Separate Contractor after Final Completion and as a condition of Final Payment to the Contractor or a Separate Contractor, including, without limitation, Record Documents, warranties, guarantees, technical and product information, product samples, operations and maintenance manuals and excess, replacement and attic stock parts and materials.

**1.1.22 Conflicting Interpretations.** "Conflicting Interpretations" means an express and specific interpretation by a Governmental Authority, or an official thereof acting in his or her official capacity, of a requirement of an Applicable Law as applied to a specific and discrete portion of the Design Documents or a Submittal and that either (1) conflicts with an interpretation of the same Applicable Law by Architect that is made in accordance with the standard of care set forth in Section 1.3, below, or (2) is consistent with an interpretation of the same Applicable Law by Architect that is made in accordance with the standard of care set forth in Section 1.3, below, but conflicts with an interpretation of the same Applicable Law by another Governmental Authority or an official of the same or a different Governmental Authority acting in his or her official capacity. For purposes of this definition, issuance by a Governmental Authority of a general approval or permitting does not constitute an express and specific interpretation by an official of a Governmental Authority and shall not be considered sufficient to form the basis for a Conflicting Interpretation.

**1.1.23 Construction Contract.** "Construction Contract" means the written contract executed between County and the Contractor or a Separate Contractor for construction of all or a portion of the Work.

**1.1.24 Construction Costs.** "Construction Costs" means the total costs, whether estimated or actual, to construct those elements of the Project designed or specified by Architect or its Subconsultants, inclusive of overhead and profit to the Contractor and Separate Contractors performing the Work, but exclusive of the following: (1) reserves established for use by County; (2) the fees and costs of professional services of Architect, Subconsultants or County Consultants; (3) land acquisition costs; (4) finance costs; (5) County's administrative costs; and (6) legal fees and costs.

**1.1.25 Construction Documents.** "Construction Documents" means progressive and final versions of those Design Documents delineated in Description of Basic, Additional and Excluded Services - Exhibit "B" and Construction Document Deliverables – Exhibit "O" attached hereto that are required to be provided by Architect as part of Basic Services performed during the Design Development Phase or Final Construction Documents Phase.

**1.1.26 Construction Phase.** "Construction Phase" means the Phase of Architect's Basic Services described in Paragraph 2.1.7 of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.27 Contract Documents.** "Contract Documents" means the following collection of documents as they may pertain to the Work to be performed by Contractor or a Separate Contractor under a Construction Contract: (1) the Construction Contract; (2) Addenda; (3) General Conditions; (4) Specifications; (5) Plans and Drawings; (6) Modifications; (7) Reference Documents (as defined in the General Conditions); (8) Change Orders; (9) Unilateral Change Orders; (10) Construction Change Directives; and (11) other documents that comprise exhibits, attachments or riders to the documents listed in preceding Clauses (1) through (10).

**1.1.28 Contractor.** "Contractor" means the individual or firm under a Construction Contract with County to serve as the principal, supervising general contractor for construction of the Project.

**1.1.29 County.** "County" means the County of Riverside, a political subdivision of the State of California.

**1.1.30 County Consultant.** "County Consultant" means a professional, of any Tier, retained by County to provide professional services, other than those provided by Architect or its Subconsultants, including, without limitation, those County Consultants listed in the Subconsultants and County Consultants List – Exhibit "F" attached hereto.

**1.1.31 Day.** "Day" means, whether capitalized or not, calendar day, including weekends and legal holidays, unless otherwise specifically stated to be a working or business day.

**1.1.32 Defective Work.** "Defective Work" means Work by the Contractor or a Separate Contractor that is: (1) faulty, defective or deficient; or (2) does not conform to Applicable Laws, the Contract Documents, the directives of County or Architect issued in accordance with the Contract Documents or the requirements of any inspection, reference standard, test, code or approval specified in the Contract Documents.

**1.1.33 Delay.** "Delay" means any circumstances involving delay, disruption, hindrance or interference.



**1.1.34 Design Coordination Standards.** "Design Coordination Standards" means the following standards for coordination that must be met in the preparation of Design Documents submitted by Architect to County: (1) proper coordination and relationship among the Design Elements; (b) proper coordination between the Design Elements and the reasonably foreseeable requirements for utilization of the Site during construction by County, Contractor and Separate Contractors; (c) proper coordination among the Design Elements, the conditions at the Site, and Existing Improvements that are reasonably observable or that are disclosed by information reasonably accessible to Architect; and (d) a system of references and cross-references that is thorough, accurate, and consistent.

**1.1.35 Design Development Documents.** "Design Development Documents" means the progressive iterations of the Construction Documents developed by the Architect and the Subconsultants as part of the Design Development Phase.

**1.1.36 Design Development Phase.** "Design Development Phase" means the Phase of Architect's Basic Services described in Paragraph 2.1.4 of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.37 Design Documents.** "Design Documents" means all originals, copies and drafts (whether paper or electronic) of plans, drawings, tracings, specifications, programs, reports, calculations, presentation materials, samples, models and other material containing designs, specifications, engineering or other information prepared by Architect or its Subconsultants for the Project, including all building and other design contained therein.

**1.1.38 Design Elements.** "Design Elements" means engineered and non-engineered designs, narratives, backgrounds, area plans, floor plans, details, sections, elevations, material and equipment schedules, products, quantities, dimensions, measurements, points of reference, sizes, capacities, performance characteristics, industry, professional and manufacturer standards, general and specific notes and legends.

**1.1.39 Disability Laws.** "Disability Laws" means applicable federal, state, local or municipal laws, rules, orders, regulations, statutes, ordinances, codes, decrees, or requirements of any Governmental Authority, which regulate, relate to or impose liability or standards of conduct with respect to, or accessibility for, persons with disabilities, including, without limitation, the Americans with Disabilities Act (42 USCA §§ 12101 et seq.) and the Fair Housing Amendments Act of 1988 (42 USCA §§ 3604 et seq.).

**1.1.40 Drawings.** "Drawings" means the graphic and pictorial portions of the Design Documents showing the design, location and dimensions of the Work, including plans, elevations, details, schedules and diagrams. The term "Drawings" is used interchangeably with "Plans."

**1.1.41 Effective Date.** "Effective Date" means the date set forth in the Preamble to this Agreement, or, if none is set forth, the date that this Agreement is signed by the County.

**1.1.42 Environmental Laws.** "Environmental Laws" means applicable federal, state, local or municipal laws, rules, orders, regulations, statutes, ordinances, codes, decrees, or requirements of any Governmental Authority, which regulate, relate to, or impose liability or standards of conduct concerning any Hazardous Substance (including, without limitation, the use, handling, transportation, production, disposal, discharge or storage thereof), occupational or environmental conditions on, under, or about the Site or Existing Improvements (including, without limitation, soil, groundwater, and indoor and ambient air conditions), environmental protection (natural or manmade resources), or occupational health or industrial

hygiene (but only to the extent related to Hazardous Substances on, under, or about the Site or Existing Improvements), as now or may at any later time be in effect, including, without limitation: the Comprehensive Environmental Response, Compensation and Liability Act of 1980 [42 U.S.C.A. §§ 9601 et seq.]; the Resource Conservation and Recovery Act of 1976 [42 U.S.C.A. §§ 6901 et seq.]; the Clean Water Act (also known as the Federal Water Pollution Control Act) [33 U.S.C.A. §§ 1251 et seq.]; the Toxic Substances Control Act [15 U.S.C.A. §§ 2601 et seq.]; the Hazardous Materials Transportation Act [49 U.S.C.A. §§ 1801 et seq.]; the Insecticide, Fungicide, Rodenticide Act [7 U.S.C.A. §§ 136 et seq.]; the Superfund Amendments and Reauthorization Act [42 U.S.C.A. §§ 6901 et seq.]; the Clean Air Act [42 U.S.C.A. §§ 7401 et seq.]; the Safe Drinking Water Act [42 U.S.C.A. §§ 300f et seq.]; the Solid Waste Disposal Act [42 U.S.C.A. §§ 6901 et seq.]; the Surface Mining Control and Reclamation Act [30 U.S.C.A. §§ 1201 et seq.]; the Emergency Planning and Community Right to Know Act [42 U.S.C.A. §§ 11001 et seq.]; the Occupational Safety and Health Act [29 U.S.C.A. §§ 655 and 657]; the Residential Lead-Based Paint Exposure Act (Title X of the Housing and Community Development Act of 1992) [15 U.S.C.A. §§ 2681 et seq.]; the Lead-Based Paint Poisoning Prevention Act [42 U.S.C.A. §§ 4821 et seq.], the Federal Endangered Species Act, the California Endangered Species Act, the Migratory Bird Treaty Act, the National Environmental Policy Act, the California Environmental Quality Act, Porter Cologne Water Quality Act (California Water Code §§ 13000 et seq), and all similar federal, state or local laws, rules, orders, regulations, statutes, ordinances, codes, decrees, or requirements.

**1.1.43 Estimate of Construction Costs.** "Estimate of Construction Costs" means a written estimate of the reasonable, anticipated Construction Costs for construction of the Project as depicted or described in the Design Documents prepared by Architect and its Subconsultants.

**1.1.44 Excluded Services.** "Excluded Services" means those design and engineering services so designated and listed in the Description of Basic, Additional and Excluded Services – Exhibit "B" attached hereto, that are excluded from the scope of Basic Services, and which shall be performed only if, when and on such terms as may be hereafter mutually agreed in writing between the County and the Architect.

**1.1.45 Existing Improvements.** "Existing Improvements" means improvements located on the Site as of the Effective Date, whether above or below the surface of the ground, including, but not limited to, existing buildings, utilities, infrastructure improvements and other facilities.

**1.1.46 Final Construction Documents.** "Final Construction Documents" means the final version of the Construction Documents at the point that: (1) they are sufficiently detailed so as to be capable of definitive and final pricing with a minimum of further clarifications or detailing by Architect or the Subconsultants; and (2) all corrections to the Construction Documents required by County or by Governmental Authorities for permitting or approval have been completed and the Construction Documents have been unconditionally approved for use in construction by the County and Governmental Authorities.

**1.1.47 Final Construction Documents Phase.** "Final Construction Documents Phase" means the Phase of Architect's Basic Services described in Paragraph 2.1.5 of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.48 Final Program.** "Final Program" means the Program for the Project approved by County at the conclusion of the Planning/Programming Phase, including any modifications thereto that are approved by County in the manner required by this Agreement.

**1.1.49 Fixed Fee.** "Fixed Fee" means an agreed, fixed and lump sum amount for Basic Services Fees or Additional Services Fees for all or an agreed portion of Basic Services or Additional Services, where such Basic Services Fees or Additional Services Fees compensation is based on a lump

sum, fixed fee amount, rather than Maximum Hourly Fee.

**1.1.50 Fixed Limit.** "Fixed Limit" means the dollar amount set forth in Paragraph 2.3.1, below.

**1.1.51 Formal Project Meeting.** "Formal Project Meeting" means (1) a face-to-face meeting, other than a meeting with Governmental Authorities, community organizations or bidders for Construction Contracts, (2) requested by County or Architect in advance of its occurrence; (3) attended by a representative of County and Architect; and (4) at which the Architect, unless excused by County, is continuously present for at least one hour.

**1.1.52 General Conditions.** "General Conditions" means that portion of the Contract Documents between County and Contractor or Separate Contractor, titled "General Conditions", setting forth the general terms and conditions for construction of the Work and substantially conforming to the General Conditions of the Standard Form Construction Contract Between County and Contractor - Exhibit "K" attached hereto.

**1.1.53 Good Faith Determination.** "Good Faith Determination" means a determination made by the Assistant CEO/EDA, which he/she believes in good faith to be a proper exercise of County's rights and to have a reasonable basis in fact, whether or not such determination is in fact proper, reasonable or correct or adjudged to be so.

**1.1.54 Governmental Authority.** "Governmental Authority" means the United States, the State of California, the County of Riverside (acting in its regulatory, rather than proprietary, capacity), the City in which the Project is located and any other local, regional, state or federal political subdivision, authority, agency, department, commission, board, bureau, court, judicial or quasi-judicial body, and any legislative or quasi-legislative body, or instrumentality of any of them, which has jurisdiction over the Project, Work or Site, including, without limitation, any such authority having jurisdiction to review and approve or reject the Design Documents or the Work based on compliance or non-compliance with Applicable Laws.

**1.1.55 Hazardous Substance.** "Hazardous Substance" means the following: (1) any chemical, material or other substance defined as or included within the definition of "hazardous substances," "hazardous wastes," "extremely hazardous substances," "toxic substances," "toxic material," "restricted hazardous waste," "special waste", "contamination" or words of similar import under any Environmental Law, including, without limitation, the following: petroleum (including crude oil or any fraction thereof), asbestos, asbestos-containing materials, polychlorinated biphenyls ("PCBs") and PCB-containing materials, whether or not occurring naturally; or (2) any substance that because of its quantity, concentration or physical or chemical characteristics poses a significant present or potential hazard to human health and safety or to the environment, and which has been determined by any Governmental Authority to be a hazardous waste or hazardous substance.

**1.1.56 Hourly Rates.** "Hourly Rates" means the hourly rates for services that are compensable under this Agreement on an hourly basis and that are set forth in either: (1) the Hourly Rates Schedule - Exhibit "H" attached hereto; or (2) a contract between Architect and a Subconsultant that has been submitted to and approved by County in the manner required by Section 1.6 of this Agreement.

**1.1.57 Indemnitees.** "Indemnitees" means those persons and entities identified as the "Indemnitees" in Paragraph 9.1.1, below.

**1.1.58 Initial Program.** "Initial Program" means the County's initial statement, set forth in the Initial Program - Exhibit "C" attached hereto, of its design objectives for the Project.

**1.1.59 Intellectual Property Rights.** "Intellectual Property Rights" means all intellectual

property rights, including, without limitation, patent, trademark, trade dress, copyright, industrial design rights, priority rights, and trade secrets.

**1.1.60 Interest Rate.** "Interest Rate" means the lesser of either: (1) ten percent (10%) per annum; or (2) the maximum legal rate of interest allowed by Applicable Laws.

**1.1.61 Invoice for Payment.** "Invoice for Payment" means an itemized invoice requesting payment that is prepared and submitted by Architect in accordance with this Agreement.

**1.1.62 Key Personnel, Key Person.** "Key Personnel" and "Key Person" mean those individuals employed by Architect and listed in the Key Personnel List - Exhibit "E" attached hereto, and any additions or replacements thereto approved by County, whose personal performance is deemed of the essence to this Agreement.

**1.1.63 Loss, Losses.** "Loss" and "Losses" mean any and all economic and non-economic losses, costs, liabilities, claims, damages, actions, judgments, settlements and expenses, including, without limitation, full and actual attorney's fees (including, without limitation, attorney's fees for trial and on appeal), expert and non-expert witness fees, arbitrator and arbitration fees and mediator and mediation fees.

**1.1.64 Master Project Schedule.** "Master Project Schedule" means the Master Project Schedule - Exhibit "D" attached hereto, which sets forth the mutually agreed dates and/or time periods for achieving key milestones related to the design and construction of the Project.

**1.1.65 Maximum Hourly Fee.** "Maximum Hourly Fee" means the agreed, not-to-exceed amount applicable to Basic Services Fees or Additional Services Fees for all or an agreed portion of Basic Services or Additional Services, where such Basic Services Fees or Additional Services Fees compensation is based on an hourly compensation not to exceed an agreed maximum, rather than a Fixed Fee.

**1.1.66 Mold.** "Mold" means mold, mildew, spores or other microorganisms of any type, nature or description or any by-product thereof, the presence of which poses an actual or potential threat to human health, including, without limitation, any species of organisms of the kingdom of fungi, or mycota, including yeasts, smuts, ruts, mildews, molds and mushrooms or any microbial contamination, either airborne or surficial, which arises out of or is related to the presence of fungi or spores (including, without limitation, aspergillus, cladosporium, penicillium and stachybotrys chartarum).

**1.1.67 Notice of Completion.** "Notice of Completion" means a "notice of completion" as defined in California Civil Code § 8182.

**1.1.68 Payment Schedule.** "Payment Schedule" means the Payment Schedule - Exhibit "I" attached hereto that allocates by percentage the total or maximum amount of compensation that County agrees to pay to Architect as Basic Services Compensation for each Phase of Basic Services.

**1.1.69 Period of Inactivity.** "Period of Inactivity" means a period of time during which the County has directed in writing that no services are to be performed by Architect or the Subconsultants.

**1.1.70 Phase.** "Phase" means a phase of Basic Services set forth in the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.71 Planning/Programming Phase.** "Planning/Programming Phase" means the Phase of Architect's Basic Services described in Paragraph 2.1.2 of the Description of Basic, Additional and

Excluded Services - Exhibit "B" attached hereto.

**1.1.72 Plans.** "Plans" means the graphic and pictorial portions of the Design Documents showing the design, location and dimensions of the Work, including, without limitation, plans, elevations, details, schedules and diagrams. The term "Plans" is used interchangeably with "Drawings".

**1.1.73 Post-Completion Phase.** "Post-Completion Phase" means the Phase of Architect's Basic Services described in Paragraph 2.1.8 of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.74 Program.** "Program" means the Initial Program or Final Program and any revisions thereto authorized in writing by County.

**1.1.75 Project.** "Project" means the work of improvement generally described on the cover page to this Agreement, with respect to which the improvements designed by Architect and Subconsultants, whether constituting a whole or a part of such work of improvement, are necessary or appurtenant to the County's use or occupancy thereof.

**1.1.76 Project Team.** "Project Team" means County, County Consultants, Architect, Subconsultants, Contractor, Separate Contractors, Subcontractors and other firms or individuals retained by County, or retained by others with County's approval, participating in the planning, programming, design or construction of the Project.

**1.1.77 Proprietary Information.** "Proprietary Information" means the confidential information described in Section 12.7, below.

**1.1.78 Record Documents.** "Record Documents" means the collection of documents assembled and prepared by Contractor (including, without limitation, the Record Drawings and Record Specifications) showing the condition of the Work as actually built.

**1.1.79 Record Drawings, Record Specifications.** "Record Drawings" and "Record Specifications" mean the Drawings and Specifications marked by Contractor to show the condition, location and placement of the Work as actually built, including, without limitation, the locations of mechanical, electrical, plumbing or similar portions of the Work that are depicted diagrammatically in the Drawings.

**1.1.80 Reference Documents.** "Reference Documents" means the documents listed in Reference Documents List - Exhibit "J" attached hereto, consisting of those reports, studies, surveys and other information provided by County for Architect's review and consideration in preparing the Design Documents.

**1.1.81 Reimbursable Expenses.** "Reimbursable Expenses" means the cost reimbursement component of Basic Services Compensation and Additional Services Compensation that involves reimbursement of out-of-pocket expenses incurred and paid in connection with the performance of Basic Services or Additional Services.

**1.1.82 Restrictive Specifications.** "Restrictive Specifications" means a portion of the Design Documents prepared by Architect or a Subconsultant that is restricted as to brand, trade name or manufacturer in the manner defined in Paragraph 2.4.5, below.

**1.1.83 Schematic Design Documents.** "Schematic Design Documents" means the Design Documents prepared by Architect and submitted by Architect for approval by County as part of the

Architect's performance during the Schematic Design Phase.

**1.1.84 Schematic Design Phase.** "Schematic Design Phase" means the Phase of Architect's Basic Services described in Paragraph 2.1.3 of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto.

**1.1.85 Separate Contractor.** "Separate Contractor" means a person or firm, other than the Contractor, under separate contract with County to perform or supply work, materials or equipment to the Project.

**1.1.86 Site.** "Site" means: (1) the parcel of land identified in the Property Description - Exhibit "A" attached hereto and such additional parcels as may be purchased by County for the Project after execution of this Agreement; (2) all areas adjacent to such parcels that may be used by Contractor or a Separate Contractor or their Subcontractors for staging, storage, parking or temporary offices; and (3) all land areas, both private and public, adjacent to such parcels on which Work is required to be performed under the Contract Documents, Applicable Laws or permits relating to the Project.

**1.1.87 Specifications.** "Specifications" means the portion of the Design Documents consisting of the written requirements for materials, equipment, standards and workmanship for the Work and performance of related services.

**1.1.88 Subconsultant.** "Subconsultant" means a person or firm that has a contract with Architect to provide professional services to the Project.

**1.1.89 Subcontractor.** "Subcontractor" means a person or firm that has a contract to perform a portion of Work of Contractor or a Separate Contractor, including, without limitation, subcontractors, sub-subcontractors, suppliers, equipment operators, manufacturers and vendors, of every Tier.

**1.1.90 Submittal.** "Submittal" means shop drawings, detailed designs, samples, exemplars, product data, fabrication plans, installation drawings, lists, graphs, operating instructions, and other similar documents required to be submitted by the Contractor, a Separate Contractor or a Subcontractor for review and approval by Architect under the terms of the Contract Documents.

**1.1.91 Substitution.** "Substitution" means a material, product or item of equipment proposed by a Bidder in place of that specified in the Bidding Documents.

**1.1.92 Tier.** "Tier" means the contractual level of a Subconsultant with respect to Architect, a Subcontractor with respect to the Contractor or a Separate Contractor or a County Consultant with respect to County. For example, a "first-Tier" Subcontractor is under contract with the Contractor. A sub-subcontractor under contract with a first-tier Subcontractor is in the "second Tier," and so on.

**1.1.93 Work.** "Work" means all labor, materials, equipment, services, permits, licenses and taxes and all other actions and things necessary for Contractor or a Separate Contractor to fully perform its obligations under the Contract Documents (including, without limitation, any changes, additions or deletions requested by County).

## 4.2 INCORPORATION OF RECITALS

The Recitals set forth above are hereby incorporated as part of this Agreement.

### 4.3 PERFORMANCE STANDARD

Without limitation to the Architect's other express and implied obligations under this Agreement, all services performed in connection with this Agreement shall be performed in a manner consistent with the professional standard of care applicable to those who provide services of the type called for by this Agreement for projects of a scope and complexity that is comparable to the Project.

### 4.4 AUTHORITY OF ARCHITECT

Architect's authority is limited to its scope of authority set forth in this Agreement and the General Conditions. Notwithstanding anything else stated in this Agreement or any of the Contract Documents, Architect does not have the express or implied authority to obligate County to any expenditure of money or extension of contractual time periods, including, without limitation, any adjustment to the price or time of performance of any contract between County and the Contractor, a Separate Contractor, a County Consultant or any other third person or entity.

### 4.5 ARCHITECT'S PERSONNEL

**1.5.1 Commitment, Cooperation.** Recognizing the necessity of a close working relationship with County, Architect's principals and employees shall: (1) furnish their professional skill, efforts and judgment to the fullest extent in the performance of their duties and responsibilities under this Agreement; (2) provide their knowledge, ideas, experience and abilities for the efficient and cost effective design and construction of the Project; and (3) cooperate fully with all members of the Project Team.

#### 1.5.2 Key Personnel.

**.1 Of Essence.** The furnishing of services by Key Persons is of the essence to this Agreement.

**.2 Key Personnel List.** Those persons who have been identified by County and Architect at the time of execution of this Agreement to perform services as Key Persons for the Project are listed in the Key Personnel List - Exhibit "E" attached hereto. Architect represents that it has performed a thorough background check of each of the Key Persons, and that each such check disclosed no felony conviction or other matter which casts any reasonable doubt on the competency, reliability, or honesty of such person.

#### **.3 Additions, Removals, Replacements.**

**(1) Additions.** It is contemplated that from time to time, as appropriate and necessary to the stage of planning, programming, design, and construction, the need may arise for persons to be added to the Key Personnel List - Exhibit "E" attached hereto to perform the functions of one or more Key Persons. Architect shall anticipate the need for such additions by submitting to County, no later than seven (7) Days prior to the need therefor, a written request for any proposed additions and the reasons therefor. County shall promptly review and respond to the Architect's request, including in such response its reasons for any disapproval. Architect shall neither allow any person who is not a Key Person approved by County to perform the functions of a Key Person nor allow any Key Person approved by County to perform the functions of any other Key Person previously approved by County without the advance written approval of County, which approval may be withheld if the County, acting in good faith, objects thereto.

**(2) Removal.** Architect shall not, for so long as any person is employed by Architect as a Key Person, remove, replace or transfer the responsibilities of such person without

County's prior written approval, which may be granted or withheld in County's sole and absolute discretion. If County is for any reason dissatisfied with the services rendered by any Key Person, Architect shall promptly recommend a substitute person as a replacement pursuant to Subparagraph 1.5.2.3, (3), below.

**(3) Replacements.** In the event that Architect learns that any Key Person will be leaving the employ of Architect, Architect shall promptly notify County. In such case, or if a Key Person is requested to be removed pursuant to Subparagraph 1.5.2.3, (2), above, Architect shall promptly recommend for approval by County a proposed replacement person of at least equal qualifications to perform the functions of the removed Key Person, which approval may be granted or denied in County's sole and absolute discretion. Architect shall bear, at Architect's Own Expense, all Loss associated with replacing, for any reason, any Key Person, including, without limitation, all additional costs and expenses associated with familiarizing the Key Person's replacement with the particular facts, circumstances and history of the Project.

**(4) No County Liability.** Neither County's request for removal, nor County's approval or disapproval, of a Key Person shall be interpreted as (a) creating any liability or responsibility on the part of County for the acts or omissions of such Key Person; (b) waiving any of County's rights under this Agreement or Applicable Laws; or (c) relieving Architect of its sole responsibility for the acts and omissions of all persons employed by Architect who perform services for the Project, including, without limitation, all Key Persons and their replacements.

**1.5.3 Architect's Representative.** The Architect's Representative is **David Jordan Smith, AIA**. The Architect's Representative is deemed to be a Key Person. The Architect's Representative has the authority to act on behalf of Architect in respect to all matters that are the subject of this Agreement, including, without limitation, the power and authority to contractually bind Architect to agreements and modifications of agreements. The Architect's Representative shall be qualified and authorized to make interpretations of the Design Documents and Contract Documents and shall be available at all times during all Phases to consult with County on matters pertinent to the Project.

**1.5.4 Sole Responsibility.** All persons employed by Architect shall be the employees of Architect and not of County. Architect and its Subconsultants each shall be solely responsible for any workers' compensation obligations, withholding taxes, unemployment insurance and any other employer obligations with respect to their respective employees.

#### **4.6 SUBCONSULTANTS**

**1.6.1 Retention.** Architect may, with prior written approval by County granted or withheld in the sole and absolute discretion of County, retain Subconsultants to perform portions of the services required by this Agreement.

**1.6.2 Approval.** Architect's request for approval to retain a Subconsultant shall be submitted in a writing that describes the name of the proposed Subconsultant and the full contractual terms of the Subconsultant's retention, including, without limitation, the scope of services, total or maximum price and/or hourly rates, terms of reimbursement (including any markups or multipliers) and insurance. A copy of the entire proposed contract to be executed by Architect for the retention of the Subconsultant shall be provided to County if requested by County. County shall have sole and absolute discretion in approving or disapproving any Subconsultant. County shall use its best efforts to approve or disapprove of a proposed Subconsultant within seven (7) Days of Architect's request therefor and receipt by County of information requested by County pursuant to this Paragraph 1.6.2. Basic Services or Additional Services charged by Subconsultants who have not been approved by, or whose contractual terms of retention have not been submitted to, County pursuant to this Paragraph 1.6.2 will be deemed performed at Architect's Own



Expense.

**1.6.3 Pre-Approval.** County has pre-approved the Subconsultants listed in Subconsultants and County Consultants List - Exhibit "F" attached hereto. Such pre-approval shall be deemed to be approval by County in accordance with Paragraph 1.6.2, above.

**1.6.4 Written Contracts.** Subconsultants shall be retained by written contract with Architect. Every contract entered into between Architect and a Subconsultant and between a Subconsultant and lower-Tier Subconsultant shall contain appropriate language whereby each Subconsultant, of every Tier, accepts and agrees, without thereby creating any contractual obligation on the part of County to the Subconsultant or any other Subconsultant, of any Tier, to be bound by all of the obligations of this Agreement, including, without limitation, those obligations pertaining to indemnification, insurance, records retention, audit, dispute resolution and ownership of Design Documents and Intellectual Property Rights. Architect further agrees to include in its contracts with its first-Tier Subconsultants the following provisions: (1) a contingent assignment of the contract to County or its designee, contingent only upon written acceptance by County or its designee; and (2) the optional right of County to directly contract with the Subconsultant for the performance of services related to the Project that are not within the scope of Architect's Basic Services under this Agreement.

**1.6.5 Supervision.** All Basic Services that are within the field of professional practice of a Subconsultant approved by County and retained by Architect shall be directly performed or supervised by such Subconsultant. Notwithstanding the foregoing, Architect shall remain solely responsible, as between Architect, on the one hand, and County or any other person or entity to whom County may be liable, on the other hand, for the adequacy of the Subconsultant's performance and its compliance with the requirements of this Agreement.

**1.6.6 Termination.** Architect may, upon advance written notice to County, terminate and replace the services of any County-approved Subconsultant, subject in all cases to the prior written approval of County, which approval shall not be unreasonably withheld, conditioned or delayed.

**1.6.7 No County Responsibility.** Neither County's approval of the Architect's retaining a Subconsultant nor County's review or approval of a Subconsultant's contractual terms of retention, even if those terms conflict with this Agreement, shall give rise to any liability or responsibility on the part of County for the acts or omissions of the Subconsultant, waive any of County's rights, or relieve Architect of any of its obligations, under this Agreement. Architect shall remain solely responsible to County, notwithstanding County's approval of any Subconsultant or its contractual terms of retention, for the quality and performance of such Subconsultant's services, and for the content, enforceability, and enforcement of all contractual terms relating to such Subconsultant's performance of services for the Project.

#### **4.7 OWNERSHIP OF DOCUMENTS**

**1.7.1 Property of County.** Subject to the provisions of this Section 1.7, all Design Documents, including any designs, building designs or other depictions underlying or shown in them, shall be deemed the sole and exclusive property of County and ownership thereof is irrevocably vested in County, whether the Project is constructed or not.

**1.7.2 Assignment of Rights.** Architect shall, without further request or consideration from County, obtain and cause to be transferred to County, in writing, any and all Intellectual Property Rights in the Design Documents, including any designs, building designs or other depictions underlying or shown in them, free and clear of any liens or other encumbrances, claims or rights of third parties, and cooperate with County in securing and registering such rights so that County shall own all Intellectual

Property Rights and any other tangible and/or intangible property rights in or associated with the Design Documents. Such transfer and assignment will be effective for the entire duration of the Intellectual Property Rights therein and include, but are not be limited to, all rights in related plans, specifications, documentation, derivative works and moral rights.

**1.7.3 County Use.** Without limitation to the other provisions of this Section 1.7, County shall have the right to use the Design Documents for: (1) the construction, use, occupancy or maintenance of the Project, including, without limitation, future additions, alterations, corrections or repairs to the Project; and (2) for the design, construction, use, occupancy or maintenance of any future building projects by County; provided, however, that if the County uses the Design Documents for any of the purposes set forth in Clause (2) of this Paragraph 1.7.3, then County will, without limitation to its other obligations set forth in Paragraph 1.7.8, below, indemnify and hold harmless Architect and its Subconsultants as set forth in Clause (3) of Paragraph 1.7.8, below.

**1.7.4 No Infringement.** Architect represents and warrants that the Design Documents, whether prepared by Architect or a Subconsultant, and the use of the Design Documents in the ordinary course are free of any claim of infringement or any other violation of any Intellectual Property Right or other right of any third party.

**1.7.5 Distribution.** Except as otherwise stated in this Paragraph 1.7.5, Architect shall not copy, offer to sell, display, prepare derivative works of, distribute, make, or otherwise commercialize, any of the Design Documents, or any substantially or confusingly similar likeness thereof, for any purpose, without the prior written consent of County, which consent may be granted or denied in the sole and absolute discretion of County. Notwithstanding the foregoing, nothing herein shall be interpreted as limiting the right of Architect to copy, offer to sell, display, prepare derivative works of, distribute, make, or otherwise commercialize any standard or pre-existing details or designs, including details or designs that are part of the public domain, that are generally known or in use by other design professionals or which were developed or created by Architect or a Subconsultant prior to or independent of the services performed under this Agreement. County hereby grants to Architect and its Subconsultants a license during the term of Architect's performance of this Agreement and prior to final payment to Architect, revocable at will by County in the event of a termination of this Agreement, to use and copy the Design Documents and the designs depicted in or underlying them for the purpose of performing the services required under this Agreement.

**1.7.6 Inspection.** County shall have the right at any time or times, upon prior written request by County, to review the status and condition of the Design Documents while in development or during construction and to request that copies thereof be provided to County.

**1.7.7 Delivery.** Architect shall, at any time upon request by County and without request by County upon or after termination or full performance of this Agreement, promptly deliver to County the originals and copies (including paper and electronic versions) of all Design Documents, whether prepared by Architect or the Subconsultants. Electronic versions shall be submitted using AutoCAD, Adobe Acrobat or other software satisfactory to County and shall be in a form that is indexed and editable. Architect shall be permitted to retain copies, including reproducible copies, of the Design Documents for its files, information and reference.

**1.7.8 Indemnification.** County shall indemnify and hold harmless Architect and its Subconsultants against Loss resulting from: (1) the use of the Design Documents by County in a manner not permitted by Paragraph 1.7.3, above; (2) a modification by or at the request of County of the Design Documents, without the prior written consent of the Architect (in the case of Design Documents prepared by Architect) or the Subconsultant responsible for preparation of the Design Documents (in the case of Design Documents prepared by a Subconsultant); or (3) the use of the Design Documents by County in

the manner permitted by Clause (3) of Paragraph 1.7.3, above.

**1.7.9 Disputes.** Payment shall not be interpreted as a condition to, nor shall disputes between County and Architect diminish or in any way limit, the rights of County under this Section 1.7.

#### **4.8 APPLICABLE LAWS**

**1.8.1 Compliance by Architect.** Subject to the other provisions and limitations of this Section 1.8 and without intending to limit Architect's right to Additional Services Compensation pursuant to Article 3, below, for changes in Applicable Laws, Architect shall, at all times in its performance under this Agreement, comply with Applicable Laws. Subject to the provisions of Paragraph 1.8.4, below, Architect shall not be relieved from its obligation under this Paragraph 1.8.1 by the errors or oversights by Governmental Authorities in their issuance of general approvals or permitting of Design Documents for the Project.

**1.8.2 Changes in Laws.** Architect is obligated, exercising the standard of professional care set forth in Section 1.3, above, to keep informed and advise County of changes in Applicable Laws that affect the Project and promptly inform County of such changes in advance of their becoming effective.

**1.8.3 Disability Laws.** The Architect's duty with respect to conforming its Design Documents to Disability Laws shall be limited to the application and incorporation of the technical requirements of either or both (as applicable by the terms of the Disability Laws) the Americans With Disabilities Act (ADA) and the Fair Housing Administrations Act (FHAA), as well as the technical requirements of other Disability Laws. The County acknowledges and agrees that such technical requirements may be subject to different interpretations, legal or otherwise, and that the Architect cannot, and does not, guaranty or warrant compliance with all interpretations of Disability Law requirements; provided, however, that the Architect remains at all times obligated to interpret applicable technical requirements of Disability Laws exercising the standard of professional care set forth in Section 1.3, above.

**1.8.4 Conflicts in Interpretations.** Nothing stated in this Agreement shall be interpreted as creating or implying any responsibility or liability on the part of Architect for a Conflicting Interpretation of an Applicable Law.

**1.8.5 Legal Notices.** Architect shall provide such legal notices or certifications as may be required by Applicable Laws to be provided by architects providing design services for comparable projects, including, without limitation, notice that Work is being, or is about to be, carried out at the Site, information concerning the identity of the Contractor and Separate Contractors and other required information concerning the condition or performance of the Work. Copies thereof shall be submitted to County for review and approval prior to their being distributed, posted or published.

**1.8.6 Direct Communications.** Architect shall not communicate directly with any Governmental Authority without County's prior approval, which shall not be unreasonably delayed, conditioned or withheld.

#### **4.9 TIME OF ESSENCE**

All time limits set forth in this Agreement pertaining to Architect's performance of any obligation or act for the benefit of County or the Project are deemed to be of the essence to this Agreement.

**ARTICLE 2  
BASIC SERVICES**

**2.1 BASIC SERVICES, ADDITIONAL SERVICES, EXCLUDED SERVICES**

**2.1.1 Basic Services.** Architect's Basic Services consist of the professional design and engineering services, whether provided by Architect or its Subconsultants, described in this Article 2, including, without limitation, those specific Basic Services listed and checked "Yes" in the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto, as well as any other services, within the scope of Architect's or its Subconsultants' fields of professional practice, that are reasonably inferable as being necessary, or that are customarily furnished by other providers of professional services of the type and nature provided for in this Agreement, to accomplish the Basic Services expressly required by this Agreement. Basic Services do not include Additional Services or Excluded Services.

**2.1.2 Additional Services.** Additional Services are those services so defined as Additional Services in Article 3, below. Additional Services shall be performed only if authorized in writing by County in the manner required by Article 3, below.

**2.1.3 Excluded Services.** Excluded Services are services so designated as "Excluded Services" in the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto. Excluded Services shall be not be performed by Architect unless mutually agreed upon between County and Architect.

**2.1.4 Phases.** References in this Agreement or its exhibits to performance of Basic Services during a particular Phase is for convenience only and not as a limitation, with the understanding that Basic Services described in this Agreement as being part of a particular Phase shall be performed by Architect as and whenever reasonable and necessary for the proper and complete design of the Project.

**2.2 PROGRAM**

**2.2.1 Initial Program.** Architect shall, as part of its Basic Services performed during the Planning/Programming Phase, review and revise the Initial Program as necessary to meet the County's expressed criteria and requirements for the Project.

**2.2.2 Final Program.** A Final Program shall be approved by County in writing upon completion of the Planning/Programming Phase. Architect shall thereafter proceed to complete the design of the Project in accordance with the Final Program.

**2.2.3 Changes.** Subject to Architect's rights to Additional Services Compensation for Additional Services authorized in accordance with Article 3, below, County reserves the right, exercised in its sole and absolute discretion, to modify the Initial Program and Final Program at any time. No other changes to the Initial Program or Final Program are permitted.

**2.2.4 Notice.** If Architect learns of any circumstances (including, without limitation, any directive or instruction by County or any other Project Team member) which involve, or if implemented may result in, a deviation from the Final Program, it shall promptly, prior to performance of any services or further services related thereto, notify the County in writing and request approval of such deviation. Such written notice shall include a statement of the impact that such deviation, if approved and implemented, would have upon the Architect's Project Schedule and the Fixed Limit and an estimate of the cost to County of any related Additional Services Compensation permitted under Article 3, below. Upon written

approval by County, Architect shall proceed to revise the Design Documents to conform to such approved deviations. Deviations from the Final Program are the sole responsibility of the Architect and any services required by Architect or its Subconsultants to modify the Design Documents as a result thereof shall be performed at the Architect's Own Expense, unless the Architect has specifically informed the County in writing of such deviation and the County has given specific written approval thereof in accordance with this Paragraph 2.2.4.

**2.2.5 Integrated Design.** The requirements of the Final Program shall be deemed to include the requirement that Architect and its Subconsultants adopt an integrated approach to the design of the Project that makes optimal use of opportunities for the synergies of different design elements into an integrated whole that is energy efficient and economical to construct, maintain and operate.

## **2.3 FIXED LIMIT**

**2.3.1 Fixed Limit Amount.** The Fixed Limit for the Project is **Six Hundred Thousand Dollars (\$600,000.00)**. The Fixed Limit shall not be reduced except upon mutual agreement of County and Architect. The County shall have the right, exercised in its sole and absolute discretion, to increase the Fixed Limit at any time or for any reason.

**2.3.2 Architect's Obligation.** It is the obligation of the Architect and its Subconsultants to design the Project for a total sum of Construction Costs that does not exceed the Fixed Limit by more than ten percent (10%) of the Fixed Limit as adjusted in accordance with Paragraph 2.3.4, below.

**2.3.3 Review of Estimates.** Architect shall carefully review any Estimates of Construction Costs provided to it by County or a County Consultant and exercising the standard of care set forth in Section 1.3, above, advise County if any portions thereof that are excessive, inadequate or otherwise irregular. Architect shall provide such information as County or County Consultants may reasonably require in order to assist them in preparing or revising such Estimates of Construction Costs.

**2.3.4 Fixed Limit Adjustments.** The Architect is not responsible for, and the Fixed Limit shall be increased on account of, any of the following:

.1 an adjustment to the Fixed Limit provided for by Paragraph 2.3.8, below, due to County's rejection of a non-programmatic design revision recommended by Architect;

.2 a change to the Final Program approved by County that is requested in writing by County and that materially increases the Construction Costs for the Project;

.3 a change to the Design Documents that is ordered or approved in writing by County after the start of construction and that is not the result of information in the Design Documents that constitutes an error, omission, deficiency, conflict or violation of Applicable Laws or that is the result of the negligence, willful misconduct or violation of an Applicable Law by Architect or a Subconsultant or a breach of this Agreement by Architect; or

.4 demonstrated and quantifiable escalations in costs of construction materials and/or labor as reported by the Engineering News Record or other recognized industry publication on construction prices, for construction costs in the classification area that includes the County of Riverside, or if more than one classification area includes the County of Riverside that classification area that is most precisely reflective of the prices in the County of Riverside; subject to the further conditions that an adjustment to the Fixed Limit pursuant to this Subparagraph 2.3.4.4 for escalation shall only be permitted: (1) if bids for construction have not been opened by County within three (3) months after approval by County of the Final Construction Documents and (2) such escalation adjustment shall be limited to the



escalation that occurs during the period of time starting with the expiration of such 3-month period and ending when bids for the Project are actually opened by the County.

**2.3.5 Notice of Overruns.** In addition to and without limitation upon the Architect's obligations under Paragraph 2.3.6, below, Architect shall, exercising the standard of care set forth in Section 1.3, above, advise County within five (5) Days of learning of any circumstances indicating that Construction Costs for the Project are reasonably likely to exceed the Fixed Limit.

**2.3.6 Redesign Services.** Without limitation to Architect's obligation under Paragraph 2.3.2, above, if at any time the Fixed Limit as adjusted in accordance with Paragraph 2.3.4, above, is exceeded by more than ten percent (10%) of such adjusted Fixed Limit by either: (1) the sum of the Construction Costs to construct the Project that are set forth in an Estimate of Construction Costs prepared by Architect, a Subconsultant or a County Consultant; or (2) the "lowest responsive bid" obtained by the County from a responsible contractor pursuant to a competitive bidding process, then Architect shall, if so directed by County in writing, propose and, if further directed by County in writing, implement revisions to the Design Documents (including, without limitation, multiple redesign alternatives) for the purpose of reducing the sum of Construction Costs to an amount that is within the sum of the Fixed Limit as adjusted in accordance with Paragraph 2.3.4, above, plus ten percent (10%) of such adjusted Fixed Limit. The Architect shall clearly identify, in writing, at the time its redesign recommendations are submitted whether its recommendations are consistent or inconsistent with the Final Program. Nothing stated in this Paragraph 2.3.6 or elsewhere in this Agreement shall be interpreted as obligating County to accept, or to pay additional compensation to Architect for, any redesign recommendation, or any redesign services to implement a redesign recommendation, that is inconsistent with the Final Program.

**2.3.7 Architect's Own Expense.** Services by Architect or a Subconsultant to redesign pursuant to Paragraph 2.3.6, above, shall be performed at Architect's Own Expense.

**2.3.8 Non-Programmatic Revisions.** The Fixed Limit shall be adjusted in accordance with Paragraph 2.3.4, above, if and to the extent that the total of the Construction Costs for the Project exceeds such Fixed Limit by more than ten percent (10%) of such Fixed Limit due to the County's refusal or failure to accept a redesign recommendation that is consistent with the Final Program and that is submitted by Architect in accordance with the requirements of Paragraph 2.3.6, above. The amount of such adjustment to the Fixed Limit shall be based on the reasonable, estimated reduction in Construction Costs that would have been achieved if the County had accepted the Architect's recommendation.

**2.3.9 Basic Services.** All services required to be performed by Architect or its Subconsultants in compliance with the Architect's obligations under this Section 2.3 shall be furnished as part of Basic Services.

**2.3.10 Continuous Performance.** In the event of a dispute over the amount of total Construction Costs estimated or incurred to construct the Project as designed by Architect and its Subconsultants, Architect shall, without interruption or delay to its Basic Services and without waiving Architect's right to an appropriate adjustment to the Fixed Limit, perform as directed by County.

**2.3.11 No Limitation.** Nothing stated herein shall be interpreted as a limitation on any of County's rights or remedies that may exist under Applicable Laws, including, without limitation, the right to terminate this Agreement for default (with or without extending to Architect the opportunity to redesign) in the event of a failure by Architect to perform any of its obligations under this Section 2.3.

## **2.4 DESIGN DOCUMENT SUBMISSIONS**

**2.4.1 Submission to County.** Architect shall make such formal submittals of Design

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Documents to County as and when required by the terms of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto. All submissions by Architect of Drawings or Specifications for review by County shall be accompanied by a transmittal listing the issuance and revision dates of each document submitted, including, without limitation, a complete list by sheet numbers of all Drawings comprising the submission and a comprehensive narrative explaining all significant changes and additions made since the last formal submission of Drawings to County. All such submissions shall be in multiple sets and such format as required in the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto. Electronic versions shall be submitted using AutoCAD, Adobe Acrobat or other software satisfactory to County.

**2.4.2 County Approval.** County shall promptly approve or disapprove, with explanation of the reasons for disapproval, of all formal submittals of Design Documents that are required by the terms of the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto. County's review is not for the purpose of discovering errors, omissions, conflicts, lack of coordination, ambiguities or violations of Applicable Laws in the Design Documents. Architect shall, notwithstanding any review or approval of Design Documents by the County, remain solely responsible for the content, completeness, accuracy and sufficiency of all Design Documents prepared by Architect or its Subconsultants and, except for deviations approved by County in accordance with Paragraph 2.2.4, above, for their compliance with the Final Program and Fixed Limit.

**2.4.3 Governmental Authorities.** Unless otherwise directed in writing by County, submission of Design Documents to Governmental Authorities for their review or approval shall be sufficiently complete at the time of submission so as to require either no, or only minimal and minor, corrections and supplementation.

**2.4.4 Corrections.** Services and related costs required to make corrections that are the result of information in the Design Documents constituting errors, omissions, conflicts, lack of coordination or violations of Applicable Laws shall under no circumstances constitute grounds for Additional Services Compensation. Moreover, if the Basic Services Compensation is based upon hourly rates and if such corrections are, in the reasonable opinion of County, excessive then any services and associated costs and expenses to make those corrections that are so judged by County to be excessive shall be performed and incurred at the Architect's Own Expense. All corrections shall be incorporated into the next Design Documents submission and highlighted by notation or clouding or if not incorporated then such submission shall be accompanied by a written statement to County, not in the form of notes or clouding on the Design Documents, explaining why such corrections were not incorporated.

**2.4.5 Restrictive Specifications.** Architect shall not, without the prior written approval of County, include or permit there to be included a Restrictive Specification in the Design Documents. For purposes of this Paragraph 2.4.5, a Restrictive Specification is any portion of the Design Documents that: (1) expressly or impliedly calls for the supply, furnishing or installation of any material, product, equipment, or other thing by a single producer of a particular brand, trade name, or manufacturer to the exclusion of other producers; (2) does not expressly permit the submission for consideration and possible approval by County in accordance with the requirements of California Public Contract Code §3400 of other "or equal" materials, products, equipment or things produced under or by another brand, trade name or manufacturer; or (3) fails to list a brand, trade name or manufacturer that is known to Architect or its Subconsultants to be a brand, trade name or manufacturer that produces a material, product, equipment, or other thing in California that is equal to the material, product, equipment or other thing specified in the Design Documents.

**2.4.6 Legal Review.** Architect understands and acknowledges that County has developed standard forms of legal terms and conditions governing bidding and performance of the Work. Unless approved in writing by County, Architect shall not include provisions in its Final Construction Documents

that modify or conflict with the terms of the County's standard forms. In order to assist Architect in this regard, Architect shall, if it wishes County to review its Design Documents for such possible modifications or conflicts, submit drafts to the County requesting the County's legal review. Such submission shall afford the County at least thirty (30) Days to perform such review without causing Delay to the Project. All communications between Architect and County's legal advisors with respect to the matters addressed by this Paragraph 2.4.6 constitute confidential attorney-client communications, protected attorney work product and contain other confidential information that is not to be disclosed to third parties. Architect shall maintain such confidentiality, privileges and protections against any intentional or inadvertent disclosure or other action within the control of Architect or its Subconsultants that might cause such privileges or protections to be lost or diminished.

## **2.5 CONSTRUCTION DOCUMENTS**

Without limitation to the other provisions of this Agreement requiring the production, preparation or delivery of documents or things by Architect, the Construction Documents delivered to County shall include those Design Documents described in Construction Document Deliverables – Exhibit "O" attached hereto in a condition that is appropriate to each of the descriptions of the Phases of Basic Services set forth in the Description of Basic, Additional and Excluded Services – Exhibit "B" attached hereto.

## **2.6 DESIGN COORDINATION STANDARDS**

All Drawings and Specifications submitted by Architect to County for its review shall conform to the Design Coordination Standards. Notwithstanding the division or delegation by Architect of responsibility for preparation of some portions of the Design Documents to separate Subconsultants, Architect shall remain responsible for the complete coordination, in every respect and without limitation, of the information contained in the Design Documents, whether prepared by Architect or its Subconsultants.

## **2.7 COMMUNICATIONS**

Architect shall comply with all written procedures issued by County for the conduct of communications relating to the Project or among the Project Team members. All communications with County shall be directed or copied to the attention of the Assistant CEO/EDA. County will endeavor to furnish Architect with copies of written communications from County to its Contractor, Separate Contractors and County Consultants that pertain to the Architect's services under this Agreement.

## **2.8 CONSTRUCTION MEANS, METHODS AND SAFETY**

Unless the Architect has breached this Agreement or Architect or a Subconsultant has violated an Applicable Law, acted with willful misconduct or violated the standard of care set forth in Section 1.3, and then only to the extent of such breach, willful act or violation, Architect shall have no responsibility or liability with regard to, and Contractor and the Separate Contractors shall be solely responsible for, all selections (other than those selections expressly dictated by Architect or the Subconsultants in the Design Documents) of, and all supervision, implementation and enforcement relating to, construction means, methods, sequence, techniques, procedures or related matters involving health and safety of persons or protection of property at the Site during construction.

## **2.9 REJECTION OF WORK**

**2.9.1 Recommendations by Architect.** Architect shall recommend in writing to County the rejection of Work that Architect determines or believes does not conform to the Contract Documents, including, without limitation, Work that has not been inspected or tested in accordance with the requirements of the Contract Documents.



**2.9.2 County Approval.** The decision whether to reject any portion of the Work recommended for rejection by Architect shall be made only after consultation with and upon written approval by County.

**2.9.3 No Duty of County.** Neither County's authority under this Section 2.9 nor a decision made in good faith by County in accordance with the provisions of this Section 2.9 either to reject or not reject Work shall give rise to a duty or liability of County to Architect, Contractor, or any other person or entity to reject Work, whether or not such rejection is recommended by Architect.

**2.9.4 Contractor Responsibility.** No determination by Architect, that is exercised in good faith and in accordance with the standard of care set forth in Section 1.3, above, to recommend or not recommend rejection of Work shall give rise to any liability on the part of Architect for Defective Work provided by Contractor or a Separate Contractor. No recommendation by Architect to reject or not reject Work shall be interpreted as relieving Contractor or any Separate Contractor of its responsibility for failing to comply with the Contract Documents.

**2.9.5 No Authority to Stop Work.** Architect shall immediately recommend to County the stopping of the Work if circumstances come to Architect's attention that reasonably require the stopping of the Work in order prevent Loss to County or injury or damage to persons or property. Nothing stated herein or elsewhere in this Agreement or its exhibits shall be interpreted as giving Architect or the Subconsultants the right or authority, under any circumstances, to direct any Contractor or Separate Contractor to stop performance of the Work.

## **2.10 PERMITS, APPROVALS**

**2.10.1 Submission to Governmental Authorities.** Architect shall promptly submit all necessary applications and other documents required by Applicable Laws for obtaining building permit(s) and approvals of Governmental Authorities for the construction of the Project that are not customarily submitted and secured by the Contractor or Separate Contractors.

**2.10.2 Off-Site Improvements.** Architect recognizes that it is of critical importance to County that permits for off-Site improvements be obtained prior to the Bidding Phase and Architect will plan and schedule the performance of its services accordingly.

**2.10.3 Notice to County.** Architect shall notify the County in writing upon receipt of those permits and approvals that are within the scope of Architect's responsibility under this Section 2.10, specifying in detail the scope of Work covered thereby. If Architect learns that any required permit or approval that it believes County is obligated to obtain directly has not been obtained, Architect shall notify County immediately in writing specifying the permit or approval required and the time frame within in which it must be obtained in order to not cause Delay to the Project.

**2.10.4 Expiration.** Architect shall notify County in writing at least ninety (90) Days prior to the date that any permit or approval obtained by Architect will expire and shall notify the County immediately in writing if it learns that any other permit or approval will expire in fewer than ninety (90) Days.

## **2.11 TESTING AND INSPECTIONS**

**2.11.1 Recommendations by Architect.** Architect shall recommend in writing and include in the provisions of its Specifications, any special inspection or testing of the Work if, in Architect's or any Subconsultant's professional judgment, such inspection or testing is required by Applicable Laws or is necessary or advisable.

**2.11.2 Review of Reports.** Architect and its Subconsultants shall review all inspection reports,  
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laboratory reports, and test data generated from the conduct of special inspections or testing recommended by Architect pursuant to Paragraph 2.11.1, above, in order to determine whether such data conforms with the requirements of the Contract Documents and Submittals approved by Architect.

**2.11.3 Additional Inspection, Testing.** Architect shall recommend additional inspection or testing not required by the Contract Documents that Architect, in the exercise of the standard of care set forth in Section 1.3, above, determines is necessary, at any point in time that Work is being fabricated, installed or completed, in order to confirm that the Work conforms to the Contract Documents.

**2.11.4 No Duty of County.** Neither the authority of County, County Consultants or Inspectors of Record to decide whether inspection or testing is needed, nor a decision made in good faith by any of them to order or not order inspection or testing, shall give rise to a duty or liability of County to Architect, Contractor, or any other person or entity.

**2.11.5 Defective Work.** No determination that is made by Architect in accordance with the standard of care set forth in Section 1.3, above, to recommend or not recommend testing or inspection shall give rise to any liability on the part of architect for Defective Work performed by a Contractor or Separate Contractor or be interpreted as relieving any Contractor or Separate Contractor of its responsibility for Defective Work.

## **2.12 COUNTY CONSULTANTS**

**2.12.1 Retention.** Architect shall advise County on the appropriate time for retention of County Consultants, not identified in Subconsultants and County Consultants List - Exhibit "F", whose services are necessary to the implementation of the Project.

**2.12.2 Prequalification.** Architect shall provide advice on retention of County Consultants sufficiently in advance to allow time for prequalification and selection of County Consultants in accordance with Applicable Laws and the guidelines, practices and procedures of County. At points in time appropriate to the stage and status of a Project, Architect shall assist County with prequalification and selection of County Consultants, including: (1) preparation of prequalification criteria; (2) preparation of requests for qualifications; (3) conduct of prequalification conferences and responses to questions by proposers; (4) evaluation of proposers; (5) establishment of a list of prequalified professionals; and (6) preparation of a definitive scope of services.

**2.12.3 Coordination and Review.** Architect shall efficiently and expeditiously coordinate its performance under this Agreement with the services provided by the County Consultants including, without limitation, the following:

.1 making provision in the Design Documents prepared by Architect and its Subconsultants to adapt them to the requirements, constraints and limitations of the work product provided by County Consultants to Architect;

.2 furnishing County Consultants with information, as soon as it is available to Architect or its Subconsultants, that the Architect should reasonably expect, in the exercise of the standard of care set forth in Section 1.3, above, the County Consultants may require in order to adapt their work product to the requirements, constraints and limitations of the Site, Existing Improvements and the Design Documents prepared by Architect or its Subconsultants;

.3 evaluating and interpreting the work product of County Consultants to determine if it is consistent with (1) the express, written requirements of Governmental Authorities, including, without limitation, permits and approvals that have been issued or will be required for the Project, and (2) the

observable or known conditions at the Site and in Existing Improvements;

.4 evaluating the work product of the County Consultants to determine it is consistent with the Architect's design intent;

.5 assuming primary and lead responsibility to initiate and maintain a regular and continuous exchange of information among the Architect, Subconsultants, and County Consultants so that the coordination required by this Paragraph 2.12.3 is accomplished in a manner that avoids inconsistencies, conflicts, omissions, unnecessary revisions and duplication of effort; and

.6 promptly advising County in writing if Architect or a Subconsultant learns of any defects or deficiencies in the work product prepared by a County Consultant; provided, however, that nothing stated in this Paragraph 2.12.3 shall be interpreted as relieving the County Consultants of liability or responsibility for their work product nor as creating or implying an assumption of any duty or responsibility on the part of the Architect or any Subconsultant for matters that are outside the scope of their respective fields of professional practice.

## **2.13 MEETINGS**

**2.13.1 Basic Services.** Architect shall, throughout all Phases of performance of its Basic Services, attend all meetings with County and other Project Team members that are either requested by County or that are reasonably necessary to maintain progress of the Project and shall promptly address and resolve matters in question. Except as otherwise provided in Paragraph 2.13.6, below, attendance at all such meetings, regardless of the number, frequency, timing or duration of meetings requested or required, are part of Basic Services.

**2.13.2 Participants.** Architect shall arrange for and ensure attendance at meetings by those persons employed by Architect and its Subconsultants who are knowledgeable in the matters to be discussed. If any such person is not available, another person reasonably familiar with such matter shall attend in his/her place.

**2.13.3 Conduct of Meetings.** Architect shall come to all meetings prepared to discuss the status of the Project (including both the status of design and construction) and to address any matters in question brought to Architect's attention by other Project Team members. Unless excused by County, Architect's representative attending the meeting shall remain present for the duration of the meeting.

**2.13.4 Action Items.** Architect shall respond promptly with respect to matters assigned to Architect or its Subconsultants at meetings for action or resolution.

**2.13.5 Meeting Minutes.** If requested by County, Architect shall prepare and distribute minutes of meetings. If Architect prepares the minutes, Architect shall promptly review and implement requests for corrections to meeting minutes within five (5) Days after receipt thereof and re-distribute copies of corrected minutes.

**2.13.6 Numerical Limitations.** If under the terms of Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto or elsewhere in this Agreement or its exhibits, County and Architect have agreed to limit the number of meetings required to be attended by Architect or its Subconsultants as part of Basic Services, then the following provisions shall apply:

.1 **Formal Project Meetings.** In order for a meeting to be considered included in and subject to an agreed numerical limitation applicable to meetings attended as part of Basic Services, the meeting must be a Formal Project Meeting. With respect to each Formal Project Meeting, Architect's

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Basic Services shall include, for all persons attending the meeting on behalf of Architect and its Subconsultants, all time expended by Architect and its Subconsultants: (1) in preparation for, travel (including subsistence) to and from, and attendance at the Project Meeting; (2) in the preparation, review and correction of Project Meeting minutes; and (3) in performing services to follow-up on matters identified in the Project Meeting for further action by a Project Team member, unless and except such follow-up action is based on circumstances constituting independent and authorized grounds for performance of Additional Services and payment of Additional Services Compensation

**.2 Other Basic Services Meetings.** Except for meetings that are required as part of an Additional Service, participation in meetings, conferences and conversations, whether face-to-face or otherwise that do not constitute a Formal Project Meeting, regardless of their frequency, number, duration or timing, shall all be considered part of Basic Services and are not subject to any agreed limitation on frequency, number, duration or timing.

**.3 Additional Services.** Formal Project Meetings that exceed the total number of Project Meetings agreed to be included as Basic Services shall, subject to the other terms and conditions applicable to Additional Services set forth in Article 3, below, constitute an Additional Service provided that Architect notifies County in writing, as far in advance of the Formal Project Meeting as reasonably practicable, that participation in the Formal Project Meeting is believed by Architect to constitute an Additional Service. Such notice, if timely and properly given, shall be deemed to satisfy the requirement for written notice required under Section 3.4, below, and no separate or additional written notice shall be required pursuant to Section 3.4, below. Failure to give such notice shall result in such meeting being deemed to not be a Formal Project Meeting, in which case such meeting will be attended by Architect and its pertinent Subconsultants as part of Basic Services pursuant to Subparagraph 2.13.6.2, above.

**.4 Phase Limitations.** Architect shall not be entitled to Additional Services Compensation for time spent by Architect or its Subconsultants in connection with Formal Project Meetings on the basis that the number of meetings occurring in a Phase exceeds the number of meetings allocated to that Phase unless the total aggregate number of Formal Project Meetings (whether attended by Architect or a Subconsultant) occurring during all Phases exceeds the total aggregate number of meetings agreed to for all Phases (including meetings to be attended by Architect or a Subconsultant). Further, if the number of such Formal Project Meetings occurring during a Phase is fewer than the agreed number of meetings (including meetings to be attended by Architect or a Subconsultant) allocated to that Phase, the shortfall shall be "banked" and available for use by County on any other Phase in which the number of such Formal Project Meetings exceeds the agreed number of meetings (including meetings to be attended by Architect or a Subconsultant) allocated to that Phase. Architect shall not be required to reduce its Basic Services Compensation in the event that the total aggregate number of Formal Project Meetings (whether attended by Architect or a Subconsultant) occurring in all Phases is fewer than the agreed aggregate total of meetings for all Phases.

#### **2.14 SITE AND EXISTING IMPROVEMENTS**

Architect shall (1) carefully review all reports, studies, surveys, data and other documents concerning the conditions, both visible and concealed, at the Site and in Existing Improvements that are: (a) provided to Architect by the County (including, but not limited to, the Reference Documents listed in the Reference Documents List - Exhibit "J" attached hereto); (b) recorded with the County's Office of the County Recorder; (c) on file with, and available for review (without necessity of a formal public records request) from, the County's departments responsible for planning, zoning and construction within the County; and (2) exercising the standard of care set forth in Section 1.3, above, identify and review any other reports, studies, surveys, data and other documents that are reasonably available from other sources concerning the conditions, both visible and concealed, at the Site and in Existing Improvements. Architect shall

coordinate its Design Documents with the information disclosed in said reports, studies, surveys, data and other documents.

## **2.15 ELECTRONIC PROGRAM MANAGEMENT**

If County has established an electronic program management system for the furnishing, storage, exchange and transmission of electronic documentation and communications relating to the Project, then Architect shall, as part of its Basic Services comply with the requirements of such system, including, without limitation, the following: (1) using e-mail for communications, wherever possible; (2) using electronic versions of Design Documents for distribution for bidding or other purposes; (3) scanning of documents; and (4) cooperating in maintaining a common file and electronic archive. All costs of setting up the electronic program management system will be paid directly by County. Costs incurred by Architect to use the system (including, without limitation, the purchase of any software) shall be at Architect's Own Expense. County shall have the right, exercised in its sole and absolute discretion, to cease operation of the electronic program management system at any time upon written notice to Architect if County determines that continued operation is not in the best interests of the County.

## **2.16 TIME AND SCHEDULE**

**2.16.1 Master Project Schedule.** Architect shall meet the requirements of the Master Project Schedule - Exhibit "D" attached hereto, including, without limitation, the dates set forth therein for completion of each Phase of Architect's Basic Services, subject to such extensions as are permitted by Paragraph 2.16.3, below.

**2.16.2 Architect's Project Schedule.** Architect shall, within ten (10) Days after execution of this Agreement by County and Architect, prepare and submit for County's approval an Architect's Project Schedule for the Project that: (1) conforms to and incorporates the deadlines and time periods applicable to each Phase as set forth in the Master Project Schedule; (2) coordinates and integrates the planning, programming, design and other activities of Project Team members in appropriate detail to County's satisfaction; (3) shows estimated commencement, duration, responsible parties and sequence for planning, programming and design; (4) shows the interdependencies of the planning and design activities; and (5) shows deadlines and estimates of time for review and receipt of all approvals, decisions and other information to be provided by County and Governmental Authorities, allowing a reasonable time for such review, approvals and decisions.

**2.16.3 Time Extensions.** Architect shall be entitled to an adjustment of the Master Project Schedule and Architect's Project Schedule for, and shall not be considered in default of this Agreement because of, unavoidable and unforeseeable Delays that are beyond Architect's and its Subconsultants' reasonable control and beyond Architect's responsibility under this Agreement (such as, but not limited to, strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any Governmental Authority to act in a reasonably timely manner, failure by County to timely provide information or approvals or Delays caused by the fault of the Contractor or Separate Contractors) for which Architect has given written notice to County of the circumstances of such Delay within three (3) Days after first learning of such circumstances. Failure to provide such written notice shall result in a waiver by Architect of any right to an adjustment to the Architect's Project Schedule on account of such circumstances. Without limitation to the foregoing, neither the bankruptcy, insolvency nor financial inability of Architect or any Subconsultant, nor any failure by a Subconsultant to perform any obligation imposed by contract or Applicable Laws, shall constitute a grounds for extension under the terms of this Paragraph 2.16.3.

**2.16.4 Schedule Updates.** Architect shall, no less frequently than monthly, update and expand the level of detail in the Architect's Project Schedule as the Project progresses, indicating current status of scheduled activities and projections of potential completion of major tasks. If significant variance from

planned activities occurs, Architect shall recommend recovery plans to County and, upon obtaining County's approval thereof, modify the Architect's Project Schedule to incorporate such recovery plans.


**2.16.5 County Approvals.** Failure by County, a County Consultant or any other Project Team member to provide an approval, decision or other information needed by Architect shall not constitute grounds for extension to the Architect's Project Schedule unless such approval, decision or other information is not provided, without reasonable justification, within seven (7) Days after written request therefor by Architect delivered to the Project Team member from whom such approval, decision or other information is required, with a copy to County, stating that failure to provide such approval, decision or other information within seven (7) Days may or will result in Architect seeking an extension of the Architect's Project Schedule on the grounds of Delay.


**2.16.6 County Review.** Architect is solely responsible, notwithstanding County's review or approval thereof, for the completeness, accuracy and suitability of the Architect's Project Schedule and all updates thereof.

**2.16.7 No Delay by Architect.** Architect shall not delay its interpretations, decisions, reviews or other functions pursuant to this Agreement or otherwise cause or contribute to a Delay to the progress of design or construction of the Project.

**2.16.8 Delay Costs.** Architect's sole and exclusive right and remedy for recovery or compensation for Losses related to Delay, of any kind, are: (1) its right to Additional Services to the extent permitted by Paragraph 3.2.6, below; and (2) its right to adjustment of the Hourly Rates, if any, provided for by this Agreement. All other rights and claims by the Architect, on its own behalf and on behalf of its Subconsultants, for Losses relating to Delay, from any cause whatsoever, are hereby waived.

## **2.17 SUSTAINABLE DESIGN REQUIREMENTS**

~~2.17.1 LEED Accreditation.~~ Architect and each of its Subconsultants in the fields of mechanical design, electrical design, and ~~\_\_\_\_\_~~ design each shall assign at least one (1) individual who has received an accreditation as a "LEED-Accredited Professional" by the U.S. Green Building Council ("USGBC") and demonstrated experience in designing projects to the standards of USGBC to participate in the preparation of the Construction Documents. Such individual shall be considered a Key Person under this Agreement. INITIALS 

~~2.17.2 Approvals and Design Credits.~~ Architect shall include all of the necessary designs and specifications in its Construction Documents, and provide all of the other supporting documentation required by USGBC, to enable County to obtain all full approval and certification by the USGBC that the relevant portions of the Construction Documents meet the requirements of the LEED - NC Reference Guide (First Edition, 2005) and so that County can receive the USGBC "design credits" listed in LEED's Design Credits - Exhibit "Q", attached hereto. Submittals by Architect and Subconsultants for USGBC approval shall, as a part of Basic Services, be corrected or revised, as deemed necessary by the USGBC for issuance of such approvals and design credits. In the event that, due to an error or omission by Architect or a Subconsultant in the preparation of its submittal to USGBC, an appeal is necessary, Architect shall provide as part of Basic Services the services, including revisions to its submittals, that are necessary to the prosecution of the appeal to a final resolution. INITIALS 

**ARTICLE 3  
ADDITIONAL SERVICES**

**3.1 DEFINITION**

Additional Services are services, which if authorized by and performed in accordance with this Agreement, are paid for by County in the form of Additional Services Compensation. Additional Services consist solely and exclusively of those services listed in Section 3.2, below, and those other services marked by a "No" designation in the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto. Additional Services, whether or not listed in this Article 3 or the Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto, do not include any service that arises, in whole or in part, from the breach of this Agreement by Architect, an act or omission of Architect or a Subconsultant constituting negligence (ordinary or professional), willful misconduct or violation of Applicable Laws or information contained in the Design Documents constituting errors, omissions, conflicts, ambiguities or violations of Applicable Laws.

**3.2 ENUMERATION OF ADDITIONAL SERVICES**

In addition to those services listed in the Description of Basic, Additional and Excluded Services - Exhibit "B" that are marked "No" (indicating that they are not part of Basic Services), the following services constitute Additional Services:

**3.2.1** preparing revisions to the Design Development Documents or Construction Documents that are: (1) required to implement changes, additions or deletions to the Final Program that are material in scope and are requested and approved by County in writing after County's approval of the completed Schematic Design Documents, or (2) the result of issuance by County of written directives or instructions that materially conflict with prior written directives or instructions by County; or (3) required by reasonably unforeseeable enactments or revisions of Applicable Laws enacted subsequent to the preparation of the portion of the Design Development Documents or Construction Documents affected thereby;

**3.2.2** providing services as necessary to correct Defective Work furnished by Contractor or a Separate Contractor;

**3.2.3** providing services in connection with a mediation, arbitration, or legal proceeding, except where a party to such proceeding has alleged in good faith the occurrence of any of the following: (1) breach of this Agreement by Architect; (2) an act or omission of Architect or a Subconsultant constituting negligence, willful misconduct, or violation of Applicable Laws; or (3) that the Design Documents prepared by Architect or a Subconsultant contain information constituting errors, omissions, conflicts, ambiguities, or violations of Applicable Laws;

**3.2.4** providing services made necessary by termination of the Contractor or a Separate Contractor, but only to the extent such services exceed the level of services that would have been provided in the absence of such termination;

**3.2.5** providing services to make revisions to the Design Development Documents or Construction Documents due to a substantial inaccuracy in any surveys, test data or other information provided by County pursuant to Section 4.2 of this Agreement under circumstances in which the inaccuracy was not known or reasonably discoverable by Architect or a Subconsultant at the time the portion of the Design Documents being revised was originally prepared by Architect or such Subconsultant;

**3.2.6** providing Basic Services for the Construction Phase of a Project that, solely due to

circumstances giving rise to a right of Architect to an extension of time under Paragraph 2.16.3, above, are required to be performed following the sixtieth (60th) Day after (1) the original date for Final Completion established by the Construction Contract at the time the Construction Contract is executed by County and Contractor; plus (2) the number of Days of any Periods of Inactivity under this Agreement; provided, however, that nothing herein shall be interpreted as entitling Architect to be paid duplicative compensation (both as Additional Services and Basic Services) for services covered under and compensated by its Basic Services Compensation; or

**3.2.7** subject to the provisions of Paragraph 2.13.6, above, if the scope of Basic Services set forth in Description of Basic, Additional and Excluded Services - Exhibit "B" attached hereto expressly limits Basic Services to a specific number of hours, instances or occasions, providing services that are requested by County that exceed the number of hours, instances or occasions that are agreed to be provided as part of Basic Services.

### **3.3 AUTHORIZATION BY COUNTY**

Additional Services shall be performed only if authorized and directed in writing by County in advance and in accordance with this Article 3.

### **3.4 NOTICE TO COUNTY**

Architect shall notify County in writing within five (5) Days after learning of any circumstance (including, without limitation, any direction or request by County or other Project Team member) that Architect believes may give rise to performance of Additional Services. Unless otherwise provided in Section 3.5, below, Architect waives the right to compensation for Additional Services performed without prior written approval by Assistant CEO/EDA expressly acknowledging that the service is an Additional Service.

### **3.5 DISPUTES**

If a good faith dispute arises as to whether a particular service performed or to be performed is a Basic Service or an Additional Service, Architect will, if requested to do so by County in writing, nevertheless promptly perform such service and pay any expenses associated with such performance, pending resolution of such dispute. Neither County's request, Architect's performance or County's acceptance of such performance nor County's payment therefor will constitute a waiver on the part of County or Architect of their respective rights or defenses with respect to the appropriate classification of such service or expense, which rights and defenses shall remain subject to determination in accordance with Article 11, below.

## **ARTICLE 4 COUNTY RESPONSIBILITIES**

### **4.4 ADMINISTRATION BY COUNTY**

**4.1.1 County Requirements.** County shall provide information regarding its objectives, schedule, constraints, criteria, space requirements and relationships, flexibility, expandability, special equipment and Site requirements.

**4.1.2 County Approvals.** County shall promptly respond to Architect's submittals and requests for decisions, approvals or information; provided, however, that no failure by County to respond shall entitle Architect to an adjustment of the Master Project Schedule or Architect's Project Schedule except as permitted by Section 2.16, above. County's review, approval or evaluation of Design Documents shall neither be interpreted as an assumption by County of any responsibility or liability for the technical

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accuracy or completeness of the Design Documents nor as relieving Architect of any liability or responsibility under this Agreement.

**4.1.3 Assistant CEO/EDA.** Subject in all cases to approval by the Board of Supervisors as required by Applicable Laws, the Assistant CEO/EDA is the sole representative of County with authority on behalf of County to: (1) approve or revise the Final Program or Fixed Limit; (2) approve of any extension to the Master Project Schedule or Architect's Project Schedule; (3) authorize the performance of Additional Services; or (4) authorize the incurring of Reimbursable Expense in amounts that exceed any applicable monetary limitations agreed to in writing between County and Architect.

**4.1.4 Board Approval.** Notwithstanding anything stated in this Agreement to the contrary, only the Board of Supervisors has authority on behalf of County to commit or bind County to an obligation to pay any sum of money or additional compensation that exceeds or is beyond the limits of the agreed Basic Services Compensation.

## **4.2 SURVEYS, SERVICES AND REPORTS**

**4.2.1 Reference Documents.** County has provided or made available to Architect for its review the Reference Documents listed in the Reference Documents List - Exhibit "J" attached hereto. Execution of this Agreement shall be deemed acknowledgement by Architect that it has received and read the Reference Documents and in entering into this Agreement has taken into consideration the matters disclosed thereby. County makes no representation that the Reference Documents so listed constitute all of the documents in its custody that may be pertinent to the matters addressed in said Reference Documents or pertinent to Architect's preparation of its Design Documents for the Project.

**4.2.2 Testing and Inspection.** County shall directly contract for and pay the costs of such special testing and inspection that, based upon the recommendations of Architect pursuant to Section 2.11, above, are specified by Architect in the Final Construction Documents.

**4.2.3 Land Survey.** If requested by Architect and required for the performance of this Agreement by Architect, County shall furnish a land survey of the Site and the location on the Site of Existing Improvements, prepared by a licensed surveyor, including grades and lines of streets, alleys, pavements and adjoining property and locations, dimensions and elevations of trees and Existing Improvements above the surface of the ground.

**4.2.4 Geotechnical.** County shall, based upon the recommendations of Architect, furnish geotechnical data and reports, or employ County Consultants to provide such data or reports, when reasonably deemed necessary by Architect, including test logs, soil classifications, soil bearing values and other data and information reasonably appropriate to identifying and evaluating subsoil conditions at the Site.

**4.2.5 County's Expense.** The services, information, surveys and reports to be furnished by County as required under this Section 4.2 shall, except as otherwise provided in this Agreement, be furnished at County's expense.

**4.2.6 No Warranty by County.** In performing its obligations under this Agreement, Architect shall be entitled to rely upon the accuracy and sufficiency of surveys, data, reports or other information furnished by County pursuant to this Article 4 (including, without limitation, the Reference Documents and any drawings, design or technical specifications furnished by County as referenced in Paragraph 4.2.8, below); however, County does not impliedly or expressly warrant the accuracy or suitability thereof and County shall have no liability to Architect (other than as permitted by Article 3, above, for authorized Additional Services Compensation) in the event that such surveys, data, reports or other information are

found to be inaccurate, incomplete or insufficient.

**4.2.7 Notice of Defects.** County and Architect shall each provide prompt written notice to the other party if either becomes aware of any defect or deficiency in the Design Documents.

**4.2.8 County-Furnished Designs.** Drawings, designs or technical specifications provided by the County to the Architect for the Architect's use in connection with its performance under this Agreement (including, without limitation, drawings, designs or technical specifications prepared by Architect for other projects previously designed by Architect for County or prepared by other architects, engineers or design professionals, and that County directs be replicated, in whole or in part, by Architect in its Design Documents) are provided for the convenience of the Architect with the understanding that Architect will, based upon a careful and thorough review of them, make any changes or revisions that Architect deems appropriate or necessary before using or incorporating any portion thereof into the Design Documents for the Project. Any portion thereof that is used or incorporated by Architect or any Subconsultant in the Design Documents shall be the sole risk of Architect who shall be solely responsible for the accuracy, completeness and sufficiency thereof to the same extent as if such incorporated drawings, designs or technical specifications were originally prepared by Architect solely for use on the Project.

#### **4.3 ACCESS TO SITE**

Architect shall at all times during performance of this Agreement have access to the Site and to the Work, at whatever stage the Work is in its preparation or progress, to facilitate Architect's performance of its obligations under this Agreement. Architect is responsible to see to it that employees of Architect and its Subconsultants, at all times while present on the Site of the Project, comply with the safety requirements applicable to the Site, including, but not limited to the requirements of the safety programs of Contractor and Separate Contractors performing Work on the Site.

#### **4.4 APPROVALS**

Approvals by or on behalf of County of Design Documents prepared by Architect, or of any design or engineering services performed under this Agreement, shall not, under any circumstances, be interpreted as relieving Architect from its sole responsibility to produce and prepare such documents and perform such services in a manner that strictly complies with this Agreement, Applicable Laws and the standards of performance applicable to Architect's performance under this Agreement.

### **ARTICLE 5 ARCHITECT'S COMPENSATION**

#### **5.1 BASIC SERVICES COMPENSATION**

**5.1.1 Total Compensation.** Architect shall be paid a total Basic Services Compensation for performance of Basic Services (including, without limitation, Basic Services performed by Subconsultants) comprised exclusively of (1) Basic Services Fees plus (2) authorized Reimbursable Expenses. Basic Services Compensation constitutes the Architect's sole, exclusive and complete compensation for performance of Basic Services, including, without limitation, all costs and expenses, of any kind, incurred by Architect or its Subconsultants in performance of Basic Services.

**5.1.2 Basic Services Fees.** Subject to the provisions of Paragraph 5.1.4, below, Architect's Basic Services Fees for performance of Basic Services shall be as follows: **[Check appropriate box(es)]**:

.1  a **Fixed Fee** for all Basic Services of **\$150,620.00**;

.2  the product of (1) the actual hours expended by Architect's and its Subconsultants' professional personnel in performance of Basic Services multiplied by (2) the applicable Hourly Rates for such personnel, the total of which shall not exceed a **Maximum Hourly Fee** of \$; or,

.3  a Basic Services Fee based on a combination of compensation comprised of both **Fixed Fees** and **Maximum Hourly Fees** for each of the following categories of Basic Services:

**Basic Services Description:**                      **Basic Services Fees:** [Check appropriate box]

(1) Schematic Design &

Design/Development:

**Fixed Fee:**

**Maximum Hourly Fee:**

(2) Construction Documents &

Construction Administration

**Fixed Fee:**

**Maximum Hourly Fee:**

(3) :

**Fixed Fee:**

**Maximum Hourly Fee:**

**5.1.3 Guaranteed Amounts.** An amount agreed to by County and Architect pursuant to Paragraph 5.1.2, above, as a Fixed Fee or Maximum Hourly Fee represents the County's maximum liability to Architect for the complete performance by Architect and its Subconsultants of the Basic Services or portion of Basic Services covered by such Basic Services Fees. Subject only to Architect's rights under Section 5.2 below, any fees, costs or expenses, of any kind, incurred by Architect or a Subconsultant, for performance of Basic Services or a portion of Basic Services for which a Fixed Fee or Maximum Hourly Fee has been agreed to in Paragraph 5.1.2, above, that if charged to County would exceed the amount of such Fixed Fee or Maximum Hourly Fee shall be deemed incurred at Architect's Own Expense.

**5.1.4 Basic Services Allowances.** Basic Services Allowances represent estimated Basic Services Fees for a category of Basic Services for which the County and Architect have not agreed upon a Fixed Fee or Maximum Hourly Fee. Architect does not represent, agree or guarantee that the Basic Services Fees that may be required to be paid by County for complete performance of Basic Services that are within the scope of the description of a Basic Services Allowance will not exceed the agreed amount assigned to such Basic Services Allowance. Notwithstanding the foregoing, Basic Services Fees payable by County for Basic Services that are covered by a Basic Services Allowance shall not exceed the amount of the Basic Services Allowance set forth below without the prior written approval of County and absent such approval are deemed performed at Architect's Own Expense. In the event Basic Services Fees for Basic Services that are covered by a Basic Services Allowance are less than the amount of the Basic Services Allowance, set forth below, County shall only pay and be liable for the actual amount of such Basic Services Fees earned by Architect.

**Basic Services Allowance:**

**Amount:**



**5.2.3 Mark Ups.** Neither the Architect nor any Subconsultant shall include or charge any markup or multiplier upon any Reimbursable Expense, save and except for such markups or multipliers as may be permitted, if at all, by the terms of the Reimbursable Expenses Schedule - Exhibit "G" attached hereto.

**5.2.4 Expense Records.** In addition to Architect's obligations under Section 6.3, below, accurate and detailed records of Reimbursable Expenses shall be maintained in an orderly manner on the basis of generally accepted accounting practices and shall be available at Architect's office (or at County's request, shall be brought by Architect to County's offices) for inspection, auditing and/or copying by County and its representatives pursuant to Article 7, below.

### **5.3 ADDITIONAL SERVICES COMPENSATION**

**5.3.1 Additional Services Compensation.** Architect shall be paid a total Additional Services Compensation for performance of Additional Services comprised exclusively of Additional Services Fees plus authorized Reimbursable Expenses. Additional Services Compensation constitutes the Architect's sole, exclusive and complete compensation for Additional Services, including, without limitation, all costs and expenses, of any kind, incurred in connection with Architect's and its Subconsultants' performance of Additional Services.

**5.3.2 Additional Services Fees.** Prior to performance of an Additional Service, Architect and County shall attempt in good faith to negotiate terms for Additional Services Fees on the basis of either: (1) a lump sum price; or (2) actual hours expended multiplied times the Hourly Rates for the personnel involved in providing such Additional Service as set forth in the Hourly Rates Schedule - Exhibit "H" attached hereto, not-to-exceed an agreed maximum amount. In addition to County's rights under Section 5.6, below, if the parties are unable to agree, then the County shall have the right, without limitation, to direct in writing that Architect perform the Additional Services based on actual hours expended at the agreed Hourly Rates, without a not-to-exceed amount, plus reimbursement of authorized Reimbursable Expenses. Additional Services performed without prior written authorization pursuant to this Paragraph 5.3.2 or written direction pursuant to Section 5.6, below, shall be deemed performed at Architect's Own Expense.

**5.3.3 Direct Engagement.** County reserves the right, without thereby being considered in breach of this Agreement, to contract for the performance of Additional Services by others.

### **5.4 HOURLY RATES**

Hourly Rates for Basic Services and Additional Services performed on an hourly basis are set forth in the Hourly Rates Schedule - Exhibit "H" attached hereto. Hourly Rates shall remain fixed for the duration of Architect's performance of this Agreement.

### **5.5 RELEASE FOR PRIOR SERVICES**

Architect waives and releases County from any obligation or liability for payment of money or compensation for services, of any kind, performed and for costs or expenses, of any kind, incurred, prior to execution of this Agreement by Architect.

## 5.6 DISPUTES

If a good faith dispute arises as to whether a service is Basic Services or Additional Services or whether an expense is reimbursable as a Reimbursable Expense, Architect will nevertheless promptly perform such service and pay such expense, if requested to do so by County in writing, pending resolution of such dispute. Neither County's request, Architect's performance nor County's payment therefor or thereof will constitute a waiver on the part of County or Architect of their respective rights or defenses with respect to the appropriate classification of such service or expense, which rights and defenses shall remain subject to determination in accordance with Article 11, below.

## 5.7 NO WAIVER OR RELEASE OF RIGHTS

Neither authorization nor payment by County of any amount for Basic Services, Additional Services or Reimbursable Expenses shall be interpreted as a waiver, release or settlement of any rights or claims that County may have: (1) for Losses resulting from the fault, negligence or willful misconduct of the Architect or its Subconsultants or the breach by Architect of an obligation under this Agreement; or (2) to recoup and recover from Architect amounts paid by County that were not in fact due and owing to Architect under the terms of this Agreement at the time they were paid.

## ARTICLE 6 PAYMENTS TO ARCHITECT

### 6.4 INVOICES FOR PAYMENT

**6.1.1 Invoice Submission.** On the 1<sup>st</sup> day of each month, Architect shall submit to County an accurate and complete Invoice for Payment, using the Invoice for Payment Form - Exhibit "N" attached hereto, signed by Architect and requesting payment for the preceding thirty (30) Day period as follows:

**.1 Basic Services Fees.** Amounts included in an Invoice for payment for Basic Services Fees shall be computed in accordance with the following provisions, as applicable:

**(1) Fixed and Maximum Fees.** Amounts included by Architect in its Invoices for Payments for Basic Services Fees on account of Basic Services or any portion of Basic Services for which a Fixed Fee or a Maximum Hourly Fee has been agreed to in Section 5.1, above, shall not exceed a pro rated portion of the agreed Basic Services Fees based on the product of (1) the percentage of completion of such Basic Services that has been actually achieved by Architect, multiplied times (2) the agreed Fixed Fee or Maximum Hourly Fee applicable to such Basic Services; and provided further, that where such Basic Services or portion of Basic Services are to be performed in Phases, such pro rated portion shall be proportionate to and shall not exceed for any Phase of such Basic Services or portion of Basic Services, the percentage of such Basic Services Fees that is assigned to such Phase in the Payment Schedule - Exhibit "I" attached hereto.

**(2) Basic Services Allowances.** Amounts included by Architect in its Invoices for Payments for Basic Services Fee on account of Basic Services covered by a Basic Services Allowance shall not, prior to the time that the Basic Services Fees incurred equal the Basic Services Allowance amount, exceed a pro rated portion of the agreed Basic Services Allowance amount based on the product of (1) County's Good Faith Determination of the percentage of completion of such Basic Services Allowance that has been actually achieved by Architect, multiplied times (2) the agreed Basic Services Allowance amount. If and when the Basic Services Fees incurred for Basic Services covered by a Basic Services Allowance equal the Basic Services Allowance amount, the Architect shall, if County has previously approved in writing of further Basic Services Fees being incurred in excess of the amount of the Basic Services Allowance, thereafter include in its Invoices for Payment the actual amount of such

Basic Services Fees incurred up to, but not exceeding, any additional maximum amount authorized by County as part of such approval.

**.2 Additional Services Fees.** Architect's Invoice for Payment shall include amounts for Additional Services Fees earned for the proper performance of Additional Services authorized pursuant to Article 3, above. Each item of Additional Services shall be separately itemized, in accordance with the following methods of calculation, as applicable:

**(1) Lump Sum:** If the agreed Additional Services Fees are based on a lump sum price, by taking the County's Good Faith Determination of the percentage of the Additional Services properly completed and multiplying that percentage times the agreed lump sum price for such Additional Services and subtracting therefrom payments previously made on account thereof.

**(2) Hourly/Not-to-Exceed:** If the Additional Services Fees are based on an hourly compensation, by taking the number of hours of Additional Services performed during the thirty (30) Day period covered by the Invoice for Payment and multiplying those hours times the applicable Hourly Rates for such personnel; provided, however, that if the parties have agreed to a not-to-exceed amount for such Additional Services Fees, then under no circumstances shall the total of the amounts paid and payable by County for such Additional Services Fees at any time exceed a pro rata share of the agreed not-to-exceed amount for such Additional Services based on County's Good Faith Determination of the percentage of such Additional Services properly completed in accordance with this Agreement multiplied times the agreed not-to-exceed amount.

**.3 Reimbursable Expenses.** Architect's Invoice for Payment shall include amounts for authorized Reimbursable Expenses incurred and paid by Architect during the thirty (30) Day period covered by the Invoice for Payment that have not been previously reimbursed by County. Reimbursable Expenses associated with Basic Services and Additional Services shall be separately itemized. Reimbursable Expenses for Additional Services shall be further separately itemized to correspond to the Additional Service for which they were incurred and paid.

## **6.2 PAYMENT SCHEDULE FOR BASIC SERVICES**

The County's obligation for payment of Basic Services Fees for any Phase of Basic Services shall under no circumstances exceed a pro rata share of either the lump sum amount or Maximum Hourly Fee (as applicable pursuant to Section 5.1, above) that County is obligated to pay for Basic Services Fees. Such pro rated share shall be calculated based on the percentages assigned to each Phase of Basic Services in the Payment Schedule - Exhibit "I" attached hereto. In cases where only a portion of a Phase is completed, the amount payable shall not exceed County's Good Faith Determination of the percentage of Basic Services completed within that Phase expressed as a separate percentage of the percentage of overall Basic Services allocated in the Payment Schedule to that Phase.

## **6.3 ACCOMPANYING DOCUMENTATION**

Each Invoice for Payment shall be accompanied by the following:

**6.3.1** in the case of Basic Services and Additional Services performed and compensated on an hourly basis, detailed time summaries for Basic Services and Additional Services performed during the period of time covered by the Invoice for Payment that are broken down by time keeper, task and time expended (block billings are not permitted) and copies of all time sheets prepared by any time keeper who performed any part of the Basic Services and Additional Services which are the subject of the Invoice for Payment and which reflect or record such Basic Services and Additional Services;

**6.3.2** copies each of the invoices, receipts and other documentation verifying the amounts of Reimbursable Expenses for which reimbursement is sought in the Invoice for Payment, along with a tally of all Reimbursable Expenses requested in the Invoice for Payment the sum of which totals the total amount of Reimbursable Expenses for which reimbursement is sought by Architect in the Invoice for Payment;

**6.3.3** conditional waivers and releases of stop payment notice rights executed by Architect and its Subconsultants, of every Tier, using the Release Forms - Exhibit "M" attached hereto, conditionally releasing to the fullest extent allowable by Applicable Laws all stop payment notice rights for all services performed and costs incurred during the period of time covered by the then-current Invoice for Payment;

**6.3.4** unconditional waivers and releases of stop payment notice and bond rights executed by Architect and its Subconsultants, of every Tier, using the Release Forms - Exhibit "M" attached hereto unconditionally releasing to the fullest extent allowable by Applicable Laws all stop payment notice and bond rights for all services performed and costs incurred during the period of time covered by the Invoice for Payment immediately preceding the current, pending Invoice for Payment; and

**6.3.5** such other documentation substantiating Architect's or its Subconsultants' charges or time as may be reasonably requested by County.

#### **6.4 REVIEW AND PAYMENT**

**6.4.1 Review by County.** County shall, within fourteen (14) Days after receipt of an Invoice for Payment prepared and submitted in accordance with this Agreement, notify Architect if the Invoice for Payment is approved or rejected, in whole or in part, along with an explanation of the reason(s) for any disapproval.

**6.4.2 Payment by County.** Payment of undisputed amounts included in an Invoice for Payment prepared and submitted in accordance with this Agreement shall be made by County monthly within thirty (30) Days after receipt by County of the Invoice for Payment requesting payment that is prepared and submitted in accordance with this Agreement.

#### **6.5 PAYMENT DISPUTES**

Without limitation to County's rights under Section 6.6, below, in the event there is a good faith dispute over a request for payment included in an Invoice for Payment, County shall have the right to either: (1) make all or part of such disputed payment to Architect without prejudice to County's right to contest the amount so paid; or (2) withhold only the amount of such payment as to which County makes a Good Faith Determination that there is a dispute and provide to Architect written notice of the reason(s) for such withholding. County and Architect shall use their good faith efforts to attempt to resolve their dispute as quickly as practicable under the circumstances. Architect shall not be entitled to terminate this Agreement or suspend performance of its services hereunder on account of such nonpayment provided that County makes payment of all undisputed sums. If County withholds payment under Clause (2) of this Section 6.5 and if it is determined subsequently that County's withholding was wrongful, County shall pay such amount to Architect plus any penalties that may be due pursuant to California Civil Code Section 3320; no additional amounts shall be payable to Architect for interest on such unpaid amounts. If County chooses to proceed under Clause (1) of this Section 6.5 and it is subsequently determined that County overpaid Architect, Architect shall refund to County the amount of such payment plus accrued interest computed at the Interest Rate from the date of such overpayment until refunded.



## **6.6 WITHHOLDING BY COUNTY**

Without limitation to County's rights under California Civil Code Section 3320, County shall have the right, after written notice to Architect, to withhold from payment to Architect 150% of the amount of any Loss resulting from, or threatened as a result of, the negligence of Architect or a Subconsultant or a failure by Architect to perform an obligation under this Agreement. Such withholding shall not constitute a final determination or waiver of any rights or liabilities of County or Architect with respect to responsibility for such Loss, which rights and liabilities shall remain subject to determination in accordance with Article 11 of this Agreement.

## **6.7 LIENS, STOP PAYMENT NOTICES, CLAIMS**

Except as otherwise provided herein, Architect shall not permit to be created or to remain undischarged any lien, encumbrance, stop payment notice, claim or charge (collectively, "lien") which arises out of, or relates to, the provision by Architect or its Subconsultants of any services or things under this Agreement upon the property of County, the construction fund of County, or the income from any such property or construction fund, or any part thereof, or suffer any other matter or thing whereby the estate, rights and interest of County in the Project property or construction fund, or any part thereof, might be impaired. If any such lien is filed, then within thirty (30) Days after notice of filing thereof Architect shall cause the same to be fully discharged of record, released and removed by any lawful means available, such as, but not limited to, payment, deposit, bond, order of a court of competent jurisdiction or otherwise. If Architect shall fail to cause such lien to be so discharged within the period aforesaid, then, in addition to any other right or remedy, County may, but shall not be obligated to, discharge the lien by any means, including, but not limited to, withholding amounts pursuant to Section 6.6, above, paying the amounts claimed to be due (including, without limitation, interest and attorney's fees claimed due), bonding or any other means that County determines, in its sole and absolute discretion, appropriate. Any Loss incurred by County as a result of Architect's failure to comply with its obligations under this Section 6.7 shall be paid by Architect to County on demand. Architect shall be excused from its obligations under this Section 6.7 with respect to, but only to the extent of, amounts included in a lien that are unpaid to the claimant upon the lien as the direct result of County's breach of its payment obligations to Architect under this Agreement.

## **ARTICLE 7 ACCOUNTING, RECORDS AND AUDIT**

### **7.4 FINANCIAL MANAGEMENT**

Architect shall set up and exercise accounting and control systems for the proper financial management of its performance under this Agreement that are satisfactory to County, comply with the prevailing custom and practice for similar projects and afford County the ability to verify all charges and duplicate all calculations made by the Architect and Subconsultants.

### **7.2 RECORD KEEPING**

**7.2.1 Books and Records.** Architect shall keep full and detailed books and records concerning the Project, including, without limitation, all documents (including, all hard copies and computer readable data, if it exists) that comprise or relate or refer to any of the following: (1) agreements, contracts, proposals, commitments, invoices, billings, statements, receipts, checks, certificates, releases, waivers, plans, specifications, notes, schedules, reports, studies, test data, approvals, permits, applications, diaries, logs, photographs, videos, shop drawings, samples, product data, job reports, change orders, field orders, directives, orders, bulletins, transmittals, requests for information, addenda, receipts, vouchers, correspondence, memoranda, messages, minutes, accounting records, job files, settlement agreements, and general ledgers; (2) any charge, cost or expense for which

Architect seeks reimbursement or payment by County as part of any Invoice for Payment, Claim or other demand; and (3) any other documents that County, in its reasonable judgment, deems relevant to the Project.

**7.2.2 Maintenance and Retention.** Architect shall at all times maintain such books and records in an organized and systematic form that allows for reasonably easy access and review and shall retain and preserve such books and records for a period of ten (10) years after the later of either final payment to Architect under this Agreement or Final Completion of the Project, or for such longer period as may be required by Applicable Laws.

### **7.3 INSPECTION, PRODUCTION AND AUDITING**

Architect shall allow County and the auditor for the State of California (and their respective authorized representatives, auditors, and attorneys), not later than the third business day after written notice to Architect, full access at Architect's offices nearest to the Project to inspect, audit and copy any or all of Architect's books and records as described in Section 7.2, above. Architect shall, at Architect's Own Expense, furnish facilities and staff assistance for, and cooperate fully with, such inspection or audit. Audits by the County and the auditor for the State of California may be conducted jointly or separately. Upon request, Architect shall provide reproducible copies of such books and records for reproduction by or on behalf of the person conducting the audit. Except as otherwise provided in Section 7.4, below, such reproduction shall be at the expense of the entity conducting the audit. The audit rights provided for under this Section 7.3 may be exercised at any time, and as often, before or after Final Completion, as County or the auditor for the State of California deems, in its sole and absolute discretion, necessary.

### **7.4 NONCOMPLIANCE BY ARCHITECT**

**7.4.1 Cost of Audit.** If an inspection or audit pursuant to Section 7.3, above, discloses that any amount (other than amounts permitted under the terms of this Agreement to be charged by Architect as lump or fixed fee charges) cannot be verified due to a failure by Architect or any Subconsultant to comply with this Article 7, has been improperly, inaccurately or excessively charged to County by Architect or any Subconsultant or has been overpaid by County, and if the total of such amounts for any calendar year audited is five percent (5%) or more of the total amount (exclusive of amounts permitted under the terms of this Agreement to be charged by Architect as lump or fixed fee charges) invoiced to County during such year, then Architect shall pay, at Architect's Own Expense, 100% of the actual cost to County and/or the State of California of such inspection or audit and any resulting report. If such inspection, audit or report is by County using in-house staff, then such actual cost to County shall be computed on the basis of two (2) times the direct payroll of the staff completing such inspection, audit or report.

**7.4.2 County Remedies.** Without limitation to any of County's rights or remedies for recovery or withholding of any amounts from Architect as may be permitted by Applicable Laws or elsewhere in this Section 7.4 or this Agreement, if an inspection or audit pursuant to Section 7.3, above, discloses that an amount has been overpaid by County, then County shall have the right to withhold such amount from any payments due to Architect or if no payments are due Architect shall immediately reimburse such amount to County. Amounts overpaid by County shall earn interest at the Interest Rate from the date of overpayment until the date reimbursed by Architect to County.

**7.4.3 Withholding.** In addition, and without limitation upon any of the other provisions for withholding of payment that are set forth in this Section 7.4 or elsewhere in this Agreement, County shall have the right to withhold from any payment to Architect an additional sum of up to ten percent (10%) of any amount claimed due by Architect until (other than amounts permitted to be charged by Architect as lump or fixed fee charges) has fully complied with any outstanding and unsatisfied request for

performance by Architect of any obligation under this Article 7. Upon Architect's full compliance, such sum withheld under this Paragraph 7.4.3 shall be released to Architect.

**7.4.4 Legal Proceedings.** Architect's compliance with the requirements of this Article 7 shall be a condition precedent to maintenance by Architect of any legal action or arbitration against County relating to Architect's or County's performance under or related to this Agreement.

#### **7.5 SUBCONSULTANTS**

Architect shall ensure that the provisions of this Article 7 are included in all contracts entered into by Subconsultants, of every Tier, who perform services for the Project; provided, however, that Architect shall have the right to limit the scope of a Architect's obligation to allow for inspection or audit of books and records concerning actual costs of performance to costs that are related to: (1) costs of Subconsultant's administering its performance under its contract with Architect for the Project; (2) services that are performed on an hourly or cost reimbursement basis; (2) Additional Services; (3) cost or expenses that are payable on a reimbursement basis; and (4) Claims.

### **ARTICLE 8 DEFAULT, TERMINATION AND SUSPENSION**

#### **8.4 TERMINATION BY COUNTY FOR CAUSE**

**8.1.1 Default by Architect.** Architect shall cure any default in performance of its obligations under this Agreement within two (2) Days after receipt of written notice from County; provided, however, that if the breach cannot reasonably be cured within such time, then Architect will commence to cure the breach within two (2) Days and will diligently and continuously prosecute such cure to completion within a reasonable time, which shall in no event be later than ten (10) Days after receipt of such written notice. Nothing herein shall be interpreted as obligating County to give an opportunity to cure in the case of an emergency or if the default is of the type that County determines, in good faith, cannot be cured, or cannot be fully cured, within the time periods set forth in this Section 8.1.

**8.1.2 Remedies Upon Default.** In the event of any default by Architect, including, without limitation, a default that Architect fails to cure within the time periods set forth in Paragraph 8.1.1, above, then County may by written notice to Architect, effective upon Architect's receipt of such notice or upon such later date as may be set forth in such notice, pursue any remedies available under Applicable Laws, including, without limitation, the following:

**.1 Take-Over.** County may, without terminating this Agreement, terminate or discontinue the Architect's performance and delete, take over or arrange for performance by others of some or all of the Basic Services and Additional Services, reserving to itself all rights to recover all Losses, including, without limitation, any Losses related thereto.

**.2 Termination.** County may terminate this Agreement upon written notice, reserving to itself all rights to recover all Losses, including, without limitation, all Losses related thereto.

**8.1.3 Rights Cumulative.** All of County's rights and remedies under this Agreement are cumulative and shall be in addition to those rights and remedies available under Applicable Laws. No termination or other action taken by County after exercise of its rights under this Article 8 shall prejudice any other rights or remedies of County provided by Applicable Laws or by this Agreement.

**8.1.4 Disability, Insolvency.** In addition to the other rights granted to County under this Agreement or Applicable Laws, County shall have the right to terminate this Agreement for default by

giving seven (7) days written notice to Architect, if: (1) Architect is an individual and should die or be adjudged incompetent; (2) Architect attempts to assign this Agreement; (3) a petition of bankruptcy is filed by Architect or Architect is adjudicated or admitted to be a bankrupt in connection with an involuntary petition of bankruptcy filed against Architect; (4) Architect should make a general assignment for the benefit of creditors; or (5) a receiver should be appointed on account of Architect's insolvency.

**8.1.5 Architect Obligations.** Upon Architect's receipt from County of notice of County's exercise of any of its rights under Paragraph 8.1.2, above, Architect shall, unless the notice directs otherwise, do the following:

.1 immediately discontinue the performance of Basic Services and Additional Services to the extent specified in the notice;

.2 provide to County a description, in writing, no later than seven (7) Days after receipt of the notice of termination, of all contracts with Subconsultants that are outstanding, including, without limitation, with respect to each such contract separately, the terms of the original price, payments made to date, the balance owing, the status of the services performed and any outstanding withholding of funds or default, and a copy of the contract and any written changes, amendments or modifications thereto, together with such other information as County may determine necessary in order to decide whether it is in County's best interests to accept assignment of, or request Architect to terminate, the contract; and

.3 thereafter only perform such Basic Services and Additional Services as may be necessary to complete the portion of the Basic Services and Additional Services not terminated, taken over or discontinued.

**8.1.6 Completion by County.** In the event County exercises its rights under Paragraph 8.1.2, above, County shall have the further right, without releasing Architect from liability for failure to fulfill this Agreement, to proceed to complete the Basic Services and Additional Services by any means that County determines is expedient and withhold all or a portion of the monies, if any, owing to Architect until County has completed such Basic Services and Additional Services.

**8.1.7 Payment to Architect.**

.1 **Terminated Services.** With respect to any or all Basic Services and Additional Services that are terminated, discontinued or taken over by County pursuant to an exercise by County of its rights under Paragraph 8.1.2, above, and without limitation to County's other rights under this Agreement or Applicable Laws: (1) if the Losses to County, whether incurred or threatened, arising out of any default by Architect (whether or not such default was the subject of the County's notice of default) or County's exercise of its remedies for default by Architect, exceed the amount of Basic Services Compensation and Additional Services Compensation calculated pursuant to Sections 6.1 and 6.2, above, that was earned by Architect for such Basic Services and Additional Services performed up to, and not beyond, the effective date of such termination, discontinuance or take over by County, then Architect shall be liable to County for the difference and shall promptly remit same to County; or (2) if the sum of such Losses is less than the amount of such Basic Services Compensation and Additional Services Compensation, then County shall pay the difference to Architect within forty-five (45) Days after receipt by County of an Invoice for Payment prepared in accordance with this Section 8.1 and Sections 6.1 through 6.3, above, requesting payment of such Basic Services Compensation and Additional Services Compensation.

.2 **Continuing Services.** In the event of a partial termination, discontinuance or take over by County pursuant to an exercise by County of its rights under Paragraph 8.1.2, above, and

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without limitation to County's other rights under this Agreement or Applicable Laws: (1) with respect to that portion of Basic Services or Additional Services that is not terminated, discontinued or taken over by County, County shall make a Good Faith Determination of an adjustment in the Basic Services Compensation and Additional Services Compensation under this Agreement to reflect the reduction in the scope of Basic Services and Additional Services remaining to be performed by Architect; and (2) Architect shall continue performance of such Basic Services and Additional Services and shall be paid by County therefor in accordance with the terms of this Agreement.

.3 **Conversion.** In the event a termination, discontinuance or take over by County for cause pursuant to this Section 8.1 is determined to be wrongful, Architect's right to payment or recovery shall be governed by the provisions of Subparagraphs 8.2.2.1 through 8.2.2.3, below, in lieu of any other rights, remedies or recovery provided for by Applicable Laws.

## **8.2 TERMINATION WITHOUT CAUSE**

**8.2.1 Termination for Convenience.** Upon at least three (3) Days' written notice to Architect prior to the effective date of an exercise of a right under this Section 8.2, County shall have the right, in its sole and absolute discretion and without cause and for its convenience, to terminate, discontinue or take over all or any portion of this Agreement or Architect's performance under this Agreement. Upon receiving such notice, Architect shall, unless the notice directs otherwise, take the actions required by Paragraph 8.1.5, above.

### **8.2.2 Payment to Architect.**

.1 **Terminated Services.** With respect to any or all Basic Services and Additional Services that are terminated, discontinued or taken over by County pursuant to Paragraph 8.2.1, above, Architect shall, within seven (7) Days after exercise by County of a right to terminate, discontinue or take over pursuant to Paragraph 8.2.1, above, submit to County an Invoice for Payment prepared in accordance with Sections 6.1 through 6.3, above, for the amount of Basic Services Compensation and Additional Services Compensation that was earned by Architect for such Basic Services and Additional Services performed up to, and not beyond, the effective date of such termination, discontinuance or take over by County. Without limitation to County's rights under Sections 6.5 and 6.6, above, within forty-five (45) Days after receipt by County of an Invoice for Payment prepared in accordance with this Section 8.2, County shall pay to Architect the amount, if any, owing to Architect under this Paragraph 8.2.2.

.2 **Continuing Services.** In the event of a partial termination, discontinuance or take over by County pursuant to an exercise by County of its rights under Paragraph 8.2.1, above, and without limitation to County's other rights under this Agreement or Applicable Laws: (1) with respect to that portion of Basic Services or Additional Services that is not terminated, discontinued or taken over by County, County shall make a Good Faith Determination of an adjustment in the Basic Services Compensation and Additional Services Compensation under this Agreement to reflect the reduction in the scope of Basic Services and Additional Services remaining to be performed by Architect; and (2) Architect shall continue performance of such Basic Services and Additional Services and shall be paid by County therefor in accordance with the terms of this Agreement.

.3 **Exclusive Remedy.** Architect agrees to accept the payments provided for under this Paragraph 8.2.2 as its sole and exclusive right and remedy in lieu of all other rights and claims that Architect may have under this Agreement or Applicable Laws for recovery of Losses caused or claimed to be caused by County's termination, discontinuance or take over of this Agreement, including, without limitation, Losses associated with lost profits, lost opportunity, and other consequential damages.

### 8.3 SUSPENSION BY COUNTY

County shall have the right to order, in writing, a suspension of performance of all services by Architect without cause and for County's convenience. If services are entirely suspended by written order of County for a continuous period of more than sixty (60) consecutive Days, and such suspension is not due to a breach of this Agreement by Architect or the negligence, willful misconduct or violation of an Applicable Law by Architect or a Subconsultant, and if County thereafter requests in writing that Architect resume performance following such suspension, then Architect shall be entitled to payment as additional compensation of any unavoidable direct, out-of-pocket costs payable by Architect or Subconsultants to third-party vendors of supplies as a result of such suspension. No other adjustment to Architect's compensation and no other recovery by Architect or any Subconsultant of Losses associated with such suspension shall be permitted.

### 8.4 TERMINATION BY ARCHITECT

**8.4.1 Architect's Remedies.** If County fails within the applicable time period for payment provided for in Article 6, above, to make payment of sums that are not in good faith disputed by County and fails to cure such failure within thirty (30) Days after receipt of written notice of nonpayment from Architect, then, upon an additional ten (10) Days' written notice to County of intent to terminate, Architect may terminate this Agreement. The foregoing constitutes the Architect's sole and exclusive right to terminate this Agreement for any reason, including, but not limited to, any breach by County.

**8.4.2 Payment to Architect.** In the event of a termination by Architect pursuant to this Section 8.4, Architect's right to further payment or recovery shall be governed by the provisions of Subparagraphs 8.2.2.1 through 8.2.2.3, above, in lieu of any other rights, remedies or recovery provided for by Applicable Laws.

## ARTICLE 9 INDEMNIFICATION

### 9.1 INDEMNIFICATION BY ARCHITECT

**9.1.1 Basic Indemnity.** To the fullest extent permitted by Applicable Laws, Architect agrees to defend (through legal counsel reasonably acceptable to County), indemnify, and hold harmless County, Board of Supervisors, and each of their respective members, officers, employees, agents, and volunteers ("Indemnitee(s)"), and each of them, from any and all Losses that arise out of or relate to any act or omission constituting ordinary and not professional negligence (including, without limitation, negligent breach of contract), recklessness, or willful misconduct on the part of Architect or its Subconsultants, or their respective employees, agents, representatives, or independent contractors. The Indemnitees shall be entitled to the defense and indemnification provided for hereunder regardless of whether the Loss is in part caused or contributed to by the acts or omissions of an Indemnitee or any other person or entity; provided, however, that nothing contained herein shall be construed as obligating Architect to indemnify and hold harmless any Indemnitee to the extent not required under the provisions of Paragraph 9.1.3, below.

**9.1.2 Indemnity for Professional Negligence.** To the fullest extent permitted by Applicable Law, Architect agrees to defend through legal counsel reasonably acceptable to County, indemnify and hold harmless the Indemnitees, and each of them, against any and all Losses that arise out of, or relate to, any act or omission constituting professional negligence on the part of Architect or its Subconsultants, or their respective employees, agents, representatives, or independent contractors. The Indemnitees shall be entitled to the defense, and indemnification provided for hereunder regardless of whether the Loss is, in part, caused or contributed to by the acts or omissions of an Indemnitee or any other person or

may be specifically authorized in writing by County; provided, however, that Hazardous Substances may be specified for temporary use or storage where reasonably required for, and in quantities appropriate to, the performance of the Work and where the use and storage of such Hazardous Substances is permitted by, and specified to be performed in conformity with, Applicable Laws. Should Architect or a Subconsultant violate the foregoing obligation, Architect shall at its own expense and without limitation to County's other rights or remedies for default immediately: (1) inform County in writing of such event; (2) advise County with respect to any release reporting or notification requirement that may apply as a result of such event; (3) assist County in complying with any such reporting or notification requirement as determined by County; and (4) perform any investigation, remediation, removal, or other response that is necessary or desirable in order to abate or clean up the condition resulting from such event, to the full satisfaction of County and any applicable Governmental Authority. Such Hazardous Substances shall be removed and properly disposed of as soon as they can be accepted at an appropriate disposal facility, and in no event later than sixty (60) Days after such waste is generated, unless a longer time is approved by County.

**13.2.2 Existing Hazardous Substances.** Architect recognizes that Hazardous Substances may exist at or beneath the ground at the Site and that certain waste materials, such as, but not limited to, drill cuttings and drilling fluids, must be handled as if contaminated until a determination as to whether they are Hazardous Substances is made. If the Architect's Basic Services do not include the investigation or assessment of environmental conditions or Hazardous Substances, then in the event Architect or its Subconsultants encounter materials existing or otherwise present at the Site that are reasonably believed to be Hazardous Substances that have not been rendered harmless, Architect and/or Subconsultant shall report the condition to County in writing and County shall be solely responsible for arranging for and paying the costs lawfully to transport, store, treat, recycle, dispose of, or otherwise handle the Hazardous Substances present at the Site. If the Architect's Basic Services include the investigation or assessment of environmental conditions or Hazardous Substances, then Architect shall: (1) promptly make a determination whether the materials encountered are Hazardous Substances; (2) promptly advise County of the options and costs for handling, storing and disposing of such materials (whether they are Hazardous Substances or not); (3) appropriately handle, contain and label such materials as are Hazardous Substances in accordance with Applicable Laws; (4) promptly inform County that such handling, containerization and labeling have been performed; and (5) leave the containers on Site in an appropriate designated location for lawful storage and disposal by County. County shall be solely responsible for arranging for and paying the costs to lawfully transport, store, treat, recycle, dispose of or otherwise handle Hazardous Substances generated by Architect's proper performance of its professional services. Should the proper and lawful transportation and disposal of any such materials be required, Architect's responsibilities shall be limited to preparing manifests or related documents for execution by County. In this regard, County shall sign all manifests and bills of lading, and approve similar documents, including subcontracts for disposal activities, that identify County as the generator/owner of any hazardous or contaminated material that is removed from the Site. County shall be solely responsible for notifying all appropriate federal, state, local or other governmental agencies of the existence of any Hazardous Substances on or about the Site or discovered during performance of this Agreement; no such notice shall be given by Architect without prior discussion and approval by County.

### **13.3 NO WAIVER**

A waiver, by either party to this Agreement, of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein, whether of the same or a different character. County's approval, acceptance or use of, or payment for, all or any part of Architect's services shall not in any way alter Architect's obligations, or waive any of County's rights, under this Agreement.

#### 13.4 NO THIRD-PARTY RIGHTS

Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to this Agreement a third-party beneficiary of any right or obligation created by this Agreement or by operation of Applicable Laws.

#### 13.5 EXTENT OF AGREEMENT

This Agreement represents the entire Agreement between County and Architect for the furnishing of services to the Project, and supersedes all prior negotiations, representations or agreements, either written or oral, and may be amended only by written instrument signed by both County and Architect.

#### 13.6 SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon County and Architect and their respective successors and assigns. Neither the performance of this Agreement nor any part thereof, nor any monies due or to become due hereunder, nor any claim hereunder, may be assigned by Architect without the prior written consent and approval of County, which may be granted or withheld in County's sole and absolute discretion. This Agreement and all of County's rights in and to the Design Documents may be assigned by County upon written notice to Architect. County shall have no liability or responsibility to Architect for payment for any services performed or cost incurred after the date of such assignment and notice thereof by County to Architect.

#### 13.7 CONFIDENTIALITY

The Architect acknowledges that, in the course of the Architect's employment and performance under this Agreement, the County may make available to the Architect, and the Architect may utilize and may participate in the creation of, proprietary and confidential information, including, without limitation, plans, specifications, projected and actual budgets, construction and development schedules, operating procedures, pricing data, transaction terms, Site-related information, studies (including survey, soil, environmental, structural, topographic and seismic) and other Project information (hereinafter collectively, "Proprietary Information"). The Architect agrees on behalf of itself and its employees, officers, board members and Subconsultants that all Proprietary Information shall be kept strictly confidential. Such confidentiality obligation includes, without limitation, the following covenants by Architect: (1) the Proprietary Information shall not be disclosed, either verbally or in writing, to a person or entity that is not related to the Project; (2) the Proprietary Information shall not be disclosed to any person or entity related to the Project other than County unless such disclosure is essential to the Architect's performance of this Agreement or to the performance by a Project-related person or entity of its Project-related work, services or obligations; (3) Architect shall not publicly reveal any Proprietary Information unless such disclosure is essential to the Architect's performance of this Agreement or to the performance by a Project-related person or entity of its Project-related work, services or obligations; (4) subject to the provisions of Paragraph 1.7.7, above, Architect shall return all Proprietary Information (including all copies made thereof) to County upon request and in any event within sixty (60) Days after termination or full performance of this Agreement; (5) Architect shall not be deemed the author of any of the Proprietary Information and retains no Intellectual Property Rights in the Proprietary Information; (6) to the extent the Architect provides any Proprietary Information to a Subconsultant, the Architect shall be responsible for obtaining and enforcing a written agreement from each such Subconsultant pursuant to which such Subconsultant agrees to be bound by the terms of this Section 13.7; and (7) in the event that the Architect or any Subconsultant is required, or becomes legally compelled, to disclose any of the Proprietary Information or take any other action prohibited hereby, the Architect will provide County with prompt written notice so that the County may seek a protective order or other appropriate remedy and/or waive in writing compliance with the provisions of this Section 13.7. County shall have full recourse under



Applicable Laws in enforcing this Section 13.7, including without limitation the right to seek specific performance and injunctive relief and to recover all damages resulting from a violation hereof. Architect shall instruct all of its employees working on the Project of the foregoing confidentiality obligation.

#### **13.8 INDEPENDENT CONTRACTOR**

Architect is and shall at all times remain, as to County, a wholly independent contractor, both in respect to its design and construction administration obligations, as well as all other acts or omissions that occur in connection with its performance of this Agreement. Neither County nor any of its agents shall have control over the conduct of Architect or any of Architect's officers, agents or employees, except as otherwise herein set forth. Architect shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of County.

#### **13.9 ARCHITECT'S REPRESENTATIONS**

Without limitation to any other covenants, agreements, or representations contained in this Agreement, Architect warrants and represents that: (1) it is financially solvent, able to pay its debts as they mature and possessed of sufficient working capital to complete the services and perform the obligations required by this Agreement; (2) it is authorized to do business in the State of California; (3) it is duly licensed in accordance with Applicable Laws to enter into this Agreement for performance of the services to be provided by this Agreement; and (4) all services required to be performed by this Agreement or performed under this Agreement shall be performed by persons duly licensed in accordance with Applicable Laws to perform such services. Architect shall require that the foregoing warranties be provided, in writing, by each of its Subconsultants as part of its contracts with its Subconsultant.

#### **13.10 SURVIVAL**

The provisions of this Agreement which by their nature survive, or involve a right that is to be or may be exercised by or afforded to a party, or an act or obligation that is to be assumed or performed by a party, after the point in time that full performance or termination of this Agreement has occurred, including, without limitation, all obligations of indemnification, insurance, audit, dispute resolution, confidentiality, ownership of documents and records retention, shall remain in full force and effect after full performance or termination of this Agreement.

#### **13.14 SEVERABILITY**

In the event a provision of this Agreement, or portion thereof, is held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remaining provisions or portions shall not be affected, and such remaining provisions or portions shall be enforceable to the fullest extent allowable by Applicable Laws in order to give maximum legal force and effect to those provisions or portions that are not invalid, illegal or unenforceable.

#### **13.12 INTERPRETATION**

Architect and County acknowledge that the terms of this Agreement have been mutually negotiated and, accordingly, shall not be interpreted against either County or Architect on the basis that either party was solely responsible for or in control of the drafting of this Agreement.

#### **13.13 ADVERTISING**

Architect may not use County's name or refer to County or the Project, directly or indirectly, in any promotional materials, advertisement, news release or release to any professional or trade publication

without County's prior written approval, which may be granted or withheld in its sole and absolute discretion.

**43.14 ELECTRONIC DOCUMENTS**

In the event of any conflict between a document contained in an electronic file and the hard copy of such document maintained in the files of County or Architect, the hard copy shall control.

**43.15 EXECUTION**

Execution by means of signature of a party hereto on a facsimile copy or electronically transmitted copy shall be binding to the same extent as execution of an original.

**43.16 COUNTERPARTS**

This Agreement may be executed in separate counterparts, any one of which need not contain signatures of more than one party, but all of which taken together shall constitute the same agreement.

**43.17 TITLES FOR CONVENIENCE**

The table of contents and the headings of articles and paragraphs are for convenience only and shall not modify rights and obligations created by this Agreement.

**43.18 NONDISCRIMINATION**

Architect shall comply, and cause its Subconsultants, of every Tier, to comply, with all requirements of Applicable Laws pertaining to equal opportunity employment and nondiscrimination, including, without limitation, those requirements prohibiting discrimination against or segregation of any person or group of persons on account of age, ancestry or national origin, color, creed, disability, gender, marital status, race, religion or sexual orientation, nor shall Architect permit any such practice prohibited by such requirements to take place in connection with the selection, location or number of consultants or vendors employed. Architect shall include the provisions of this Section 13.18 in all contracts entered into with Subconsultants for performance of services provided for under this Agreement.

**43.19 SERVICES PERFORMED BY ARCHITECT OR AFFILIATES**

The Architect shall not enter into any subcontract, contract, agreement, purchase order, or other arrangement ("Arrangement") for the furnishing of any portion of the services provided for in this Agreement with any party or entity if such party or entity is an Affiliated Entity (as defined below), unless such Arrangement has been approved in writing by the County after full disclosure in writing by the Architect to the County of such affiliation or relationship and all details relating to the proposed Arrangement. The term "Affiliated Entity" as used in this Section 13.19 means any entity related to or affiliated with the Architect or with respect to which the Architect has direct or indirect ownership or control, including, without limitation: (1) any entity owned in whole or part by the Architect; (2) if the Architect is a corporation, any holder of more than 10% of the issued and outstanding shares of the Architect; (3) if Architect is not a corporation, any holder of an ownership interest in Architect; or (4) any entity in which any officer, director, employee, partner, or shareholder (or member of the family of any of the foregoing persons) of the Architect, or any entity owned by the Architect, has a direct or indirect interest which interest includes, but is not limited to, that of a partner, employee, agent, or shareholder.

**43.20 REBATES, KICKBACKS**

Architect represents and warrants that it has neither paid or agreed to pay, nor will it pay, any sums or any other consideration to any member of the Board of Supervisors or any other director, officer, employee, agent or other representative of County in connection with this Agreement or any services hereunder, nor has any such payment or agreement for payment been requested or solicited by any such member, director, officer, employee, agent or representative. Architect hereby acknowledges that it understands that this representation and warrant constitute a material inducement upon which County is relying in entering into and performing this Agreement.

**ARTICLE 14  
NOTICES**

**44.4 DELIVERY AND ADDRESSES**

**14.1.1 Delivery.** Any notice that is required by this Agreement shall be given as provided hereinbelow. Electronic (i.e., e-mail) notice shall not be sufficient. All notices, demands, or requests to be given under this Agreement shall be given in writing and shall be conclusively deemed received as follows:

- (1) on the date delivered if delivered personally;
- (2) on the third (3<sup>rd</sup>) business day after the deposit thereof in the United States mail, postage prepaid, and addressed as hereinafter provided;
- (3) on the date received if sent by facsimile transmission or overnight mail (such as, but not limited to, UPS, Fed Ex, or other similarly reputable private or public express carriers); and
- (4) on the date it is accepted or rejected if sent by certified mail.

**14.1.2 Addresses.** All notices, demands or requests required by this Agreement shall be addressed to the parties as follows:

To County at:

Economic Development Agency  
Riverside Centre  
3403 Tenth Street, 4th Floor  
Riverside, CA 92501  
Attention: Nahid Selbe

With additional copies to:

[REDACTED]  
[REDACTED]  
[REDACTED]  
Attention: [REDACTED]

To Architect at:

Westgroup Design, Inc.  
19520 Jamboree Road, Suite 100  
Irvine, CA 92612  
Attention: Parisima Hassani

With additional copies to:



Attention: 

#### 14.2 CHANGE OF ADDRESS

In event of any change of address, the moving party is obligated to notify the other party of the change of address in writing. Each party may amend, supplement and update the notice list to add, delete or replace any listed individuals by notice to the other party in writing.

#### ARTICLE 15 EXHIBITS

The following exhibits are attached hereto and incorporated in this Agreement by this reference as part of the terms of this Agreement:

<u>Exhibit "A"</u>	-	Property Description
<u>Exhibit "B"</u>	-	Description of Basic, Additional and Excluded Services
<u>Exhibit "C"</u>	-	Initial Program
<u>Exhibit "D"</u>	-	Master Project Schedule
<u>Exhibit "E"</u>	-	Key Personnel List
<u>Exhibit "F"</u>	-	Subconsultants and County Consultants List
<u>Exhibit "G"</u>	-	Reimbursable Expenses Schedule
<u>Exhibit "H"</u>	-	Hourly Rates Schedule
<u>Exhibit "I"</u>	-	Payment Schedule
<u>Exhibit "J"</u>	-	Reference Documents List
<u>Exhibit "K"</u>	-	General Conditions of the Standard Form Construction Contract Between County and Contractor
<u>Exhibit "L"</u>	-	Additional Insureds List
<u>Exhibit "M"</u>	-	Release Forms
<u>Exhibit "N"</u>	-	Invoice for Payment Form
<u>Exhibit "O"</u>	-	Construction Document Deliverables
<u>Exhibit "P"</u>	-	Subconsultant Insurance Requirements
<u>Exhibit "Q"</u>	-	LEED's Design Credits

In the event of a conflict between the provisions of any of the above-listed exhibits and the terms and conditions of the Agreement, the latter shall control.

*BN* IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement, on the day of December 20 16 [to be filled in by Clerk of the Board].

**"COUNTY"**

COUNTY OF RIVERSIDE

By: *John J. Benoit*  
JOHN J. BENOIT, Chairman  
Board of Supervisors

**"ARCHITECT"**

Westgroup Design, Inc.

*[Signature]*  
(sign on line above)

By: Parisima Hassani  
(type name)

Title: **Managing Principal**

**The following information must be provided concerning the Architect:**

State whether Architect is corporation, individual, partnership, joint venture or other:

**Corporation**

If "other", enter legal form of business:

Enter address: **19520 Jamboree Road,  
Suite 100  
Irvine, CA 92612**

Telephone: **(949) 250-0880**  
Facsimile: **(949) 250-0882**  
E-mail: **Parisimah@westgroupdesigns.com**

Employer State  
Tax ID #: **330564931**

License: CA AR # C 20,495

If Architect is not an individual or corporation, list names 4 representatives who have authority to bind Architect:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTEST:**

KECIA HARPER-IHEM  
Clerk of the Board

By: *Kecia Harper-Ihem*  
Deputy

(SEAL)

**APPROVED AS TO FORM:**  
GREGORY P. PRIAMOS  
County Counsel

By: *Marsha L. Victor* 11/22/16  
Marsha L. Victor  
Chief Deputy County Counsel

INITIALS *PH* *BN*

If Architect is a corporation, state:

Name of President: **Parisima Hassani**

Name of Secretary: David Jordan Smith, AIA

State of Incorporation: **California**

**EXHIBIT "A "**

**PROPERTY DESCRIPTION**

**Nason Street Entry Area,  
Riverside University Hospital System Medical Center,  
26520 Cactus Avenue, Moreno Valley, CA 92555**

Edition: \_\_\_\_\_, 2012

INITIALS

**EXHIBIT "B"**

**DESCRIPTION OF BASIC SERVICES, ADDITIONAL SERVICES  
AND EXCLUDED SERVICES**

**2.1.1 PROFESSIONAL SERVICES**

**.1 Excluded Services.** The following constitute Excluded Services:

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**.2 Basic Services, Additional Services.** Those of the following professional services, which are marked "Yes," shall be provided by Architect as part of Basic Services. Those of the following professional services, which are marked "No" shall be deemed to be Additional Services.

Yes    No

- |                          |                          |  |                |
|--------------------------|--------------------------|--|----------------|
| (X)                      | <input type="checkbox"/> | Architectural<br>Limited to the area of the work                                     | _____          |
| (X)                      | <input type="checkbox"/> | Civil<br>Limited to the path of travel and entry area elevations and code compliance | _____          |
| (X)                      | <input type="checkbox"/> | Structural<br>Limited to the entry wall enlargement                                  | _____          |
| (X)                      | <input type="checkbox"/> | Mechanical<br>Limited to new registers in the vestibule area                         | _____          |
| <input type="checkbox"/> | (X)                      | Plumbing   | _____<br>_____ |
| (x)                      | <input type="checkbox"/> | Electrical<br>Limited to new lighting in the vestibule and bollard/site lighting     | _____          |
| <input type="checkbox"/> | (X)                      | Energy calculations  | _____<br>_____ |
| <input type="checkbox"/> | (X)                      | California Environmental Quality Act (CEQA) compliance                               | _____<br>_____ |
| <input type="checkbox"/> | (X)                      | National Environmental Policy Act (NEPA) compliance (of applicable)                  | _____          |



**EXHIBIT "B"**

**DESCRIPTION OF BASIC SERVICES, ADDITIONAL SERVICES  
AND EXCLUDED SERVICES**

- (X) National Pollution Discharge Elimination System compliance (NPDES) - SWPPP
- (X) National Pollution Discharge Elimination System compliance (NPDES) - WQMP
- (X) National Pollution Discharge Elimination System compliance (NPDES) - FPPP
- (X)  Landscape (on-Site plantings)  
Limited to the area of the work
- (X) Landscape (off-Site plantings)
- (X)  Utility coordination  
Limited to the area of the work
- (X)  Fire/life safety  
Minor – Limited to devices and ratings already in the area of the work
- (X) Acoustic
- (X) Elevator, Escalator
- (X)  Parking, Striping  
Limited to changes needed for path of travel
- (X)  Security  
Limited to the Entry area and its devices
- (X) Communications
- (X)  Signage/graphics

**EXHIBIT "B"**

**DESCRIPTION OF BASIC SERVICES, ADDITIONAL SERVICES  
AND EXCLUDED SERVICES**

Monumental and Door Entry graphics only

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- (X) Waterproofing
- (X)  Lighting design  
Limited to the replacement of fixtures in the vestibule area, sidewalk bollards and facade lighting
- (X) Interior design (furniture, furnishings and artwork)
- (X) Space planning for tenant or rental spaces
- (X) Future (i.e., post-construction) facilities, systems and equipment
- (X) Quantity surveys and inventories
- (X) Appraisal of existing facilities
- (X) Analyses of owning and operating costs
- (X) Financial feasibility or other special financial studies
- (X) On-Site traffic flow and traffic mitigation
- (X)  Measured drawings of Site  
Limited to the area or work
- (X)  Measured drawings of Existing Improvements  
Limited to the area of work

## EXHIBIT "B"

### DESCRIPTION OF BASIC SERVICES, ADDITIONAL SERVICES AND EXCLUDED SERVICES

#### 2.1.2 PLANNING/PROGRAMMING PHASE

The Planning/Programming Phase commences upon execution of the Agreement and terminates upon approval by County of the Final Program for the Project and receipt by County of the other Design Documents required by this Paragraph 2.1.2 to be prepared by Architect as part of the Planning/Programming Phase.

Yes    No

- (X) .1 **Alternate Design Approaches.** Review and recommend alternative approaches to the design of the Project, including, without limitation, development of conceptual alternatives based on different approaches to building location, massing and height.
- (X) .2 **Alternative Structural Approaches.** Review and recommend alternative structural approaches for each of the different approaches recommended by the Architect for building location massing and height, including, without limitation, an analysis of how adjacent structures affect the structural design of the new structures.
- (X) .3 **Alternative Contracting Approaches.** Recommend the method of contracting best suited to the Program and Master Project Schedule.
- (X) .4 **Version Control Plan.** In addition to Architect's obligation for version control, if any, assumed under Subparagraph 2.1.7.17, Subpart (1) of this Exhibit "B", prepare for County's review and approval-a comprehensive written plan setting forth systematic procedures for periodic and recurring updating of the Drawings and Specifications to systematically, comprehensively, efficiently and clearly incorporate and consolidate changes, additions and deletions to the Project.
- (X) .5 **Design QAQC Plan.** In addition to Architect's general obligation for quality control under the Agreement, prepare for County's review and approval a written comprehensive plan setting form systematic procedures during all Phases for periodic and recurring review of the Design Documents by employees of Architect who, acting independent of the Architect's employees involved in the preparation of the Design Documents, will check the Drawings and Specifications for (1) sufficiency, completeness, accuracy, constructability and coordination, and (2) conformance with the Design Coordination Standards and who will personally certify with each submission of Design Documents during the Schematic, Design Development and Final Construction Documents Phases that the Design Documents being submitted have been checked for compliance with the Design Coordination Standards.
- (X) .6 **Electronic Document Management Manual.** Prepare a written management manual, developed in conjunction with County and incorporating software systems compatible with County's software, setting forth: (1) a systematic procedure for standardizing (utilizing AutoCAD for Drawings and MS Word for Specifications and other written documents) the requirements to be followed by other Project Team members for electronic preparation and delivery of drawings, plans, specifications and other documentation, including, but not limited to, Record Documents; and (2) procedures for implementation of County's electronic-based program management system, if any, for the Project.
- (X) .7 **Existing Conditions.** Based on Architect's inspection of the visible conditions of the Site and Existing Improvements, Architect's functional testing of the Existing Improvements' operating systems (including mechanical, electrical, plumbing, fire protection and low voltage systems) and Architect's review of documentation that is available from County and current public records (including, without limitation, soils and geotechnical reports, environmental and hazardous materials surveys, as-built

## EXHIBIT "B"

### DESCRIPTION OF BASIC SERVICES, ADDITIONAL SERVICES AND EXCLUDED SERVICES

documentation, and public records pertaining to underground utilities), prepare a written report, data base and topographic map and survey setting forth: (1) a consolidated and coordinated statement of all available information concerning the conditions at the Site and in Existing Improvements; (2) identification of any conflicts between such information or between such information and the visible conditions of the Site or Existing Improvements; (3) confirmation of whether the Existing Improvements comply with Applicable Laws and the operating systems (including mechanical, electric, plumbing and low voltage systems) in Existing Improvements have sufficient capacity to support the proposed new designs; and (4) recommendations by the Architect for further investigation, exploration, inspection or testing by County or County's Consultants or for remediation to, or upgrading of, Existing Improvements found to be obsolete, in violation of Applicable Laws, or inadequate to support the proposed new designs.

#### .8 Community Outreach.

(X) (1) Participate, as and when requested, in the County's program for outreach to neighborhood residents and their representatives to assess, evaluate and distribute information with respect to matters of community concern (including, without limitation, traffic, parking, view corridors, pedestrian access, public transportation access and paths of travel) and make recommendations to County for revisions to the Program in order to satisfy the expressed needs of the community.

(X) (2) Prepare presentation materials (consisting of hand outs, summaries, charts and other appropriate paper and electronic visual aids) for [REDACTED] ( ) presentations to community groups designed to develop community consensus on a plan of development that, to the greatest extent possible, satisfies the requirements of the County's updated Program for the Project, as well as the expressed needs of the community.

(X) .9 Initial Program Review. Make recommendations for revisions to the Initial Program, including advice on any impact that acceptance of such revisions by County would have upon the Master Project Schedule, in order to meet the County's most-current, stated goals and objectives and the requirements of Governmental Authorities for the Project.

(X) .10 Final Program. In consultation with County and County's Consultants, prepare for County's review and approval revisions to the Initial Program leading to the development of a Final Program, which Final Program when complete shall consist of a comprehensive and complete written statement of the County's Project criteria, objectives and requirements, with reference to, without limitation, the following: (1) planning, space utilization, space flexibility and expandability, function, systems operations and special equipment; (2) typical room layout; (3) blocking and stacking diagrams depicting departmental relationships; (4) staff and visitor ingress, egress and circulation; (5) evaluations and tabulations of key functional spaces by type and location; (6) area calculations, based on net square feet, department gross square feet, building gross square feet and project gross square feet; and (7) a narrative explaining the reasons for any changes or deviations from the Initial Program.

(X) .11 Area Calculations. Provide square footage area calculations, based upon the Final Program approved by County, for use by County in planning, demising and allocating spaces.

(X) .12 Perspective Drawings. Provide [REDACTED] ( ) perspective drawings of the Project, as conceptualized in the Final Program approved by the County, representing the appearance of the Project from vantage points selected by County.

(X) .13 Massing Model. Provide a study model showing in three dimensions the shape and mass of the building(s) on the Site.

## EXHIBIT "B"

### DESCRIPTION OF BASIC SERVICES, ADDITIONAL SERVICES AND EXCLUDED SERVICES

(X) .14 **Zoning.** Provide materials, such as, but not limited to, sketches and exhibits, required to secure applicable zoning and architectural committee approvals and variances necessary for the Project.

(X) .15 **CEQA Compliance.** Prepare, for review and approval by County, California Environmental Quality Act compliance documentation and all pertinent studies required therein to satisfy the requirements of the California Environmental Quality Act.

#### 2.1.3 SCHEMATIC DESIGN PHASE

The Schematic Phase commences upon the end of the Planning/Programming Phase and ends upon approval by County of the completed Schematic Design Documents.

Yes   No

(X)  .1 **Schematic Design Documents.** Prepare, for approval by County, **Five (5)** paper copy sets and an electronic version of the following Schematic Design Documents for the Project, consistent with the Final Program and the Architect's Project Schedule:

(X)  (1) **Site Plans.** Prepare Site plans depicting the Architect's concept for the completed Project, including: (a) preliminary circulation schemes for persons and vehicles and parking; (b) locations of fire hydrants and fire lanes; (c) areas of hardscape and softscape (including, but not limited to, plantings, ~~service drives, loading docks,~~ walkways, ramps, ~~steps, stairs,~~ retaining walls, planters, furnishings, wayfinding elements, plantings, light fixtures and other amenities); (d) Site elevation variations which affect circulation paths and drainage; (e) locations and dimensions of structures (new and existing), ~~property lines, easements, setback requirements; with dimensioning (including, without limitation, at least four (4) dimensions for each side of the building (from fixed and verified landmarks) sufficient to demonstrate that all proposed buildings fit within the property lines, public rights-of-way, easements and the design space;~~ (f) sections indicating massing and relationships to Existing Improvements and Site conditions; (g) a preliminary Site clearing and demolition plan depicting Existing Improvements and landscaping elements to be removed and to remain; and (h) a depiction of the preliminary routing of utility lines to proposed points of connection.

(X) (2) **Building Grid.** Prepare a dimensioned building grid system for use by other Project Team members that provides a common reference for the coordinated documentation of the Work by other Project Team members and that includes (in the case of new construction) all walls and doors and (in the case of renovation) all Existing Improvements to remain.

(X)  (3) **Floor Plans.** Prepare preliminary floor plans depicting: (a) layout of walls, partitions, ~~rooms (including room numbers and names),~~ departmental boundaries, core elements (such as, but not limited to, lobbies, corridors, ~~stairs, elevators, toilets, shafts, and chases,~~ columns and other major structural elements, and sufficient dimensioning to demonstrate that all layouts fit within the design space; (b) ~~if the Architect is providing design services related to furniture, furnishings and artwork, a proposed placement of furniture and furnishings in repetitive and typical conditions;~~ and (c) basic criteria for major finish materials, ~~along with a summary of comparative advantages based on cost, durability, ease of maintenance and appearance.~~

(X) (4) **Façade Studies.** Prepare alternative façade studies, consisting of different proposed approaches to the design of the building exterior and details for each alternative describing proposed colors, materials and textures.

## EXHIBIT "B"

### DESCRIPTION OF BASIC SERVICES, ADDITIONAL SERVICES AND EXCLUDED SERVICES

(X) (5) **Roof Plans.** Prepare preliminary roof plans, shown against a background of structural gridlines and building dimensions, depicting the major elements of the roofed areas, including, without limitation, major penetrations, penthouses and identification of roof mounted equipment.

(X)  **Limited (6) MEP Studies.** Prepare: ~~(a) an outline of alternative mechanical, electrical, plumbing, fire protection, and low voltage systems, preliminary sizing of major mechanical, electrical, plumbing and fire protection equipment and equipment rooms; (b) single line diagrams of mechanical, electrical, plumbing and fire suppression distributions; and (c) identification of special mechanical, electrical, plumbing and fire protection requirements (such as, but not limited to, exhaust requirements, emergency power and fire suppression).~~

(X) (7) **Life Cycle Costing.** Prepare an analysis of life cycle costs (including, without limitation, capital costs, operating costs, maintenance costs and simple payback analyses) and comparative performance characteristics of each alternative identified in the County's systems selections.

(X)  (8) **Preliminary Structural Analysis.** Prepare (a) a preliminary design of the major structural elements for the Project that is coordinated with the requirements of Governmental Authorities and the recommendations of the County's Consultants in the field of geotechnical engineering and, accompanied by recommendations, if any, for additional studies, reports, exploration or testing of the Site or Existing Improvements; (b) foundation and framing (at each level of the building) design Plans, sufficient to permit preliminary cost estimating; and (c) a preliminary report of the dynamic performance of the structural system suitable for the proposed occupancy.

(X) (9) **Elevator Recommendations.** Prepare preliminary recommendations on the number, types, sizes and operational characteristics of elevators.

(X)  (10) **Outline Specification.** Prepare an outline Specification covering all technical divisions of the Construction Specifications Institute format, or using such other format acceptable to County.

(X)  (11) **Building Code Outline.** Prepare documentation (plans and/or narratives) addressing building codes and similar Applicable Laws which apply to the Project, accompanied by a delineation of key design criteria (such as, but not limited to, exits, travel distances, rated walls and corridors, building occupancy, construction type, and fire zones) required to meet such Applicable Laws.

(X)  (12) **Area Calculations.** Prepare (a) square footage area calculations, based upon the Schematic Design Documents approved by County, for use by County in planning, demising and allocating spaces and (b) a comparison of areas in the Schematic Phase Documents to the areas set forth in the Final Program.

(X) (13) **Perspective Drawings.** Prepare   perspective drawings of the Project, as conceptualized in the Schematic Design Documents approved by the County, representing the appearance of the Project from vantage points selected by County.

(X) (14) **Schematic Model.** Prepare, and provide County with, a schematic model (at a minimum scale of 1/16<sup>th</sup> = 1'0"), constructed of simple materials such as foam board and hand drawn or pasted cut-outs, depicting in three dimensions the appearance of the building façade as shown in the Schematic Design Documents approved by County.

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(15) **Design Narrative.** Prepare a "basis of design" narrative and documentation supporting the design criteria for the structural elements (including structural loading), mechanical, electrical, plumbing, lighting, low voltage systems and other specialized building systems.

#### .2 Estimate of Construction Cost.

(1) Prepare, with the level of due care of a design professional and not a contractor or professional cost estimator, a preliminary written Estimate of Construction Cost based upon the Schematic Design Documents approved by County, including recommendations to County of opportunities for incorporation of design alternatives that will optimize quality and value consistent with the Fixed Limit, Final Program and Master Project Schedule.

(2) Review and comment upon the preliminary Estimate of Construction Cost prepared by Contractor or County's Consultant in cost estimating, including recommendations to the County of opportunities for incorporation of design alternatives that will optimize quality and value consistent with the Fixed Limit, Final Program and Master Project Schedule.

#### .3 Community Outreach.

(1) Participate, as and when requested, in the County's program for outreach to neighborhood residents and their representatives to assess, evaluate and distribute information with respect to matters of community concern (including, without limitation, traffic, parking, view corridors, pedestrian access, public transportation access and paths of travel) and make recommendations to County for revisions to the Program and Schematic Design Documents in order to satisfy the expressed needs of the community.

(2) Prepare presentation materials (consisting of hand outs, summaries, charts and other appropriate paper and electronic visual aids) for  presentation(s) to community groups designed to develop community consensus on a plan of development that, to the greatest extent possible, satisfies the requirements of the County's Program for the Project, as well as the expressed needs of the community.

.4 **Zoning.** Prepare for the County materials, such as, but not limited to, sketches and exhibits, required to secure applicable zoning and architectural committee approvals and zoning variances necessary for the Project.

.5 **Project Directory.** Prepare a Project directory stating complete contact information (name, address, telephone (office, home and cellular), fax, email) for each of the Project Team members.

.6 **Preliminary Project Specific Water Quality Management Plan.** Prepare for review and approval by the Department of Facilities Management's Design and Construction Division a preliminary project specific Water Quality Management Plan (WQMP) in accordance with the requirements of the applicable and adopted municipal separate storm sewer system (MS4) permit (including, without limitation, any amendments, orders and new permits that the Regional Water Quality Control Boards has issued prior to, or issues after, execution of the Agreement by County and Architect, in connection with preparation of a project-specific WQMP), which permit(s) may include any of the following three (3) MS4 permits applicable within the County of Riverside:

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Order No. R8-2002-0011, NPDES No. CAS 61833 adopted by the Santa Ana Regional Water Quality Control Board on October 25, 2002 for the Santa Ana Region.

Order No. R7-2008-0001, NPDES No. CAS 617002 adopted by the Colorado River Basin Regional Water Quality Control Board on May 21, 2008 for the Whitewater River Region.

Order No. R9-2004-001, NPDES No. CAS 108766 adopted by the San Diego Regional Water Quality Control Board on July 14, 2004 for the Santa Margarita Region.

(The aforementioned permits describing the requirements for the WQMP can be provided by the Department of Facilities Management's Design and Construction Division). Architect will prepare the WQMP utilizing the approved template that can be found on Riverside County Flood Control's website at <http://www.floodcontrol.co.riverside.ca.us/> or, upon request, such template can be provided by the Department of Facilities Management's Design and Construction Division. Architect shall include all the necessary exhibits, reports, and data required for the preparation of the WQMP. Architect will make all the necessary revisions that are requested by the County to be made to the preliminary WQMP.

(X) .7 **Municipal Facility Pollution Prevention Plan.** In accordance with the Riverside County Drainage Area Management Plan (DAMP) and the applicable MS4 permits described in Subparagraph 2.1.3.6, above, Architect shall prepare a Municipal Facilities Pollution Prevention Plan (MFPPP, or 3P). The MFPPP shall be prepared utilizing the approved template found in Appendix J of the Riverside County DAMP. Upon request, the Department of Facilities Management's Design and Construction Division can provide the Architect with the MFPPP template. The MFPPP will include the approved maintenance and inspection requirements of the structural BMPs (e.g. Treatment Control, etc.) identified in the project-specific WQMP. During the preparation of the MFPPP, the Architect, the Department of Facilities Management, and the user department for the County will coordinate inspection, maintenance, and repair responsibility of the BMPs as identified in the MFPPP. A draft MFPPP document will be prepared concurrently with the preliminary project-specific WQMP and will be reviewed by the Department of Facilities Management's Design and Construction Division.

#### 2.1.4 DESIGN DEVELOPMENT PHASE

The Design Development Phase commences upon the end of the Schematic Design Phase and ends upon approval by County of the completed Design Development Documents.

Yes    No

(X)  .1 **Design Development Documents.** Prepare, for approval by County, **FIVE (5)** paper copy sets and an electronic draft of each and all of the Construction Documents, in a form that is: (1) substantially complete; (2) fully dimensioned; and (3) sufficiently developed so as to enable (a) County to obtain detailed, preliminary Contractor and Subcontractor materials take-offs and estimates of Construction Costs for the Project, and (b) Architect and other Project Team members to identify any significant obstacles or difficulties to achieving completion of the Project within the constraints of the Final Program, Fixed Limit, Architect's Project Schedule and Applicable Laws.

(X) .2 **Estimate of Construction Cost.**

(X) (1) Prepare, with the level of due care of a design professional and not a contractor or professional cost estimator, a detailed written Estimate of Construction Cost based upon the Design Development Documents approved by County, including recommendations to the County of opportunities for incorporation of design alternatives that will optimize quality and value consistent with the Fixed Limit, Final Program and Master Project Schedule.



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(X)  (2) Review and comment upon the detailed Estimate of Construction Cost prepared by Contractor or County's Consultant in cost estimating based upon the Design Development Documents approved by County, including recommendations to the County of opportunities for incorporation of design alternatives that will optimize quality and value consistent with the Fixed Limit, Final Program and Master Project Schedule.

(X)  Limited .3 **Area Calculations.** Prepare square footage area calculations, based upon the Design Development Documents approved by County, for use by County in planning, demising and allocating spaces.

(X)  .4 **Initial Palette Presentation.** Prepare and conduct an initial, formal presentation to County of Architect's recommendations and alternatives for finish materials and equipment, including acquiring and presenting physical samples of the materials for the exterior building envelope (including, without limitation, cladding, exterior finishes, glazing, trim, ornamental metals and roofing), interior (including, without limitation, finish materials for floors, walls, ceilings, doors, finish hardware, millwork, bathroom fixtures and lighting), wayfinding and signage, and (if the Architect is providing design services related to furniture, furnishings and artwork) furniture, furnishings and artwork.

(X)  .5 **Circulation Plan.** In consultation with County, prepare a plan for providing the entering, exiting and circulation, as appropriate to the planned uses of the Site during construction, of the County's staff, occupants, visitors and public during construction, including, without limitation, pedestrian flow (including, without limitation, access and paths of travel for persons with disabilities), vehicular flow, parking, delivery paths, fire lanes and fire hydrants.

(X) .6 **Access and Staging Plan.** In consultation with County and its Contractor, prepare a plan showing access and exiting for construction equipment and crews and location for on-Site parking, storage and temporary construction facilities, fencing and temporary barricades.

(X) .7 **Shoring Plans.** Prepare Drawings delineating design and details for shoring, underpinning or tie backs.

(X) .8 **Post-Tension Design.** Retain Subconsultant to develop post-tension plans, details, and calculations for the post-tension slab-on-grade foundations.

(X) .9 **Computer Generated Perspectives.** Prepare and present to the County ( ) computer generated "fly-through(s)" of the exterior and interior perspectives of the structure and primary interior spaces that is (are) based on the Design Development Documents approved by the County.

(X) .10 **Renderings.** Prepare ( ) rendering(s) depicting, both in black and white and color, two dimensionally and pictorially, the elevation and perspective views of the Project from four (4) directions, professionally prepared by a Subconsultant experienced in preparation of design renderings.

(X) .11 **Presentation Model.** Prepare ( ) presentation model(s) professionally prepared by a Subconsultant experienced in display models, in color, and built to a scale of 1/8<sup>th</sup> = 1'0".

(X)  .12 **Project Directory.** Prepare an updated Project directory.

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#### 2.1.5 FINAL CONSTRUCTION DOCUMENTS PHASE

The Final Construction Documents Phase commences upon the end of the Design Development Phase and ends upon approval by County of the Final Construction Documents.

Yes   No

.1   **Final Construction Documents.** Prepare, for approval by County, Final Construction Documents that are consistent with the Final Program, the in-progress Construction Documents approved by County during the Design Development Phase, Fixed Limit and the Architect's Project Schedule. **FIVE (5)** paper copy set(s) and an electronic version of the Final Construction Documents shall be submitted to County for review and approval at the point that they are ~~(1) 50% complete~~, (2) 75% complete, (3) ready for submission to Governmental Authorities for plan check, and (4) completed to the point of being Final Construction Documents. Submission of Final Construction Documents shall include one ~~(1) set of mylars~~, **FIVE (5)** sets of prints of all Drawings, **FIVE (5)** sets of the Specifications, and one (1) electronic version of all Drawings and Specifications.

.2   **Stair Plans.** Prepare Drawings, enlarged to a scale of  $\frac{1}{4}''=1'-0''$ , coordinated with structural dimensions, delineating dimensions of risers, treads and landings and that comply with Applicable Laws governing exiting.

.3   **Fixture and Equipment Schedules.** Prepare schedules for fixtures and equipment, including, without limitation, bathroom fixtures and accessories.

.4   **Tabulated Schedules.** Prepare schedules for floor, ceiling and wall finishes, doors and windows and related hardware and openings and fixtures and equipment in tabular form by room number, location number and interior elevation.

.5   **Dynamic Analyses.** Prepare Specifications for dynamic testing and analysis of the following building elements: XXXXXXXXXX.

.6   **Window Wall.** Prepare Drawings and Specifications setting forth all of the essential prescriptive and performance criteria necessary for the Contractor to engineer and build an exterior window wall system.

.7   **Emergency Water Storage System.** Prepare a designed system of water storage for emergency purposes.

.8   **Fire Protection (Suppression and Detection) Systems.** Prepare fully engineered Drawings and Specifications delineating the fire suppression and detection systems that complies with the requirements of the County's insurance carriers and Applicable Laws, including, without limitation, a layout of the heads and the details of the interface with the fire alarm system and complete information on head end equipment (including, without limitation, annunciator panels, main and subordinate fire alarm annunciator panels, risers, conduit runs, terminal devices and zoning).

.9   **Elevator System.** Prepare Drawings and Specifications delineating elevator designs, including, without limitation, sizing of shafts, elevator pits and elevator machine rooms, an overall building section of the hoistway, power and lighting requirements for the equipment room and cabs, elevator cab finishes and accessories, and a system for programming operations under normal and emergency conditions (including, without limitation, the interfaces between elevator functions and the fire alarm and security systems).

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(X) .10 **Mock-Up Criteria.** Prepare Drawings and Specifications delineating the design criteria for construction and testing of mock-ups for the following elements of the completed design: XXXXXXXXXX.

(X) .11 **Energy Plan.** Prepare a preliminary energy analysis demonstrating that the Project can meet the requirements of Title 24 of the California Code of Regulations, accompanied by a brief energy usage report identifying incorporation of any energy savings devices.

(X) .12 **Furniture, Furnishings, Artwork.** Prepare Drawings and Specifications delineating: (1) proposed materials, textures and colors for furniture, furnishings and artwork; and (2) placement of furniture, furnishings and artwork on architectural floor plans with an identification key which clearly indicates whether the items will be new, refurbished or reused and cross references for relocated items identifying location prior to and after relocation.

#### .13 **Estimate of Construction Cost.**

(X) (1) Prepare, with the level of due care of a design professional and not a contractor or professional cost estimator, detailed written Estimates of Construction Cost based upon and submitted with each of the sets of progressive iterations of the Construction Documents that are required to be submitted by Architect to County pursuant to Subparagraph 2.1.5.1, above, including recommendations to the County of opportunities for incorporation of design alternatives that will optimize quality and value consistent with the Fixed Limit, Final Program and Master Project Schedule

(X)  (2) Review and comment upon the detailed written Estimates of Construction Cost prepared by Contractor or County's Consultant in cost estimating that are based upon each of the sets of progressive iterations of the Construction Documents that are required to be submitted by Architect to County pursuant to Subparagraph 2.1.5.1, above, including recommendations to the County of opportunities for incorporation of design alternatives that will optimize quality and value consistent with the Fixed Limit, Final Program and Master Project Schedule.

(X)  .14 **Area Tabulations.** Prepare tabulations of gross and assignable floor areas and parking counts.

(X)  .15 **Final Palette Presentation.** Prepare and conduct a final, formal presentation to County for its approval of final finish materials and equipment, including acquiring and presenting physical samples of the materials for the exterior building envelope (including, without limitation, cladding, exterior finishes, glazing, trim, ornamental metals and roofing), interior (including, without limitation, finish materials for floors, walls, ceilings, doors, finish hardware, millwork, bathroom fixtures and lighting), wayfinding and signage, and (if the Architect is providing design services related to furniture, furnishings and artwork) furniture, furnishings and artwork.

(X)  .16 **Updated Circulation, Access and Staging Plans.** Prepare an updated version of the Circulation Plan and Access and Staging Plan initially submitted during the Design Development Phase.

(X)  .17 **Project Directory.** Prepare an updated Project directory.

(X) .18 **Stormwater Pollution Prevention Plan.** Prepare a Stormwater Pollution Prevention Plan (SWPPP) and associated monitoring plan in accordance with the requirements of the State of California General Permit for Stormwater Discharges Associated with Construction Activity (Water Quality Order 99-08-DWQ) and subsequent amendments or orders for construction activities as

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applicable. The Architect's engineering Subconsultant responsible for such matters shall prepare the Notice of Intent (NOI) and Notice of Termination (NOT) for the applicable Regional Water Quality Control Board and submit to same to the County's project manager. County will mail all Notices to the applicable Regional Water Quality Control Board or the State Water Resource Control Board. In addition and prior to ground disturbing activities (which may include, but are not limited to, clearing, grubbing, weed abatement, trenching, and other types of soil disturbance including grading), such engineering Subconsultant shall ensure that the Contractor's Best Management Practices are installed on-Site in accordance with the approved SWPPP that was prepared for the Project. A copy of the approved SWPPP shall be retained on the Site during the duration of construction. A draft copy of the SWPPP shall be submitted by Architect for review and approval by the County's Department of Facilities Management's Design and Construction Division prior to submittal of the NOI. Any changes requested by the Department of Facilities Management's Design and Construction Division will be implemented by Architect as revisions to the draft SWPPP and shall be re-submitted as a revised draft SWPPP. Upon final approval of the SWPPP, the Department of Facilities Management's Design and Construction Division will mail the NOI.

(X) .19 **Final WQMP.** Prepare for review and approval by County's Department of Facilities Management, a final WQMP, including any changes to the preliminary WQMP as County may deem necessary or appropriate and provide two hardcopies of the final WQMP approved by County, along with a digital submission.

(X) .20 **Final MFPPP.** Prepare for review and approval by County's Department of Facilities Management's Design and Construction Division, a final MFPPP, including any changes to the preliminary MFPPP as County may deem necessary or appropriate and provide two hardcopies of the final MGPPP approved by County, along with a digital submission.

#### 2.1.6 BIDDING PHASE

The Bidding Phase shall commence upon direction by County for issuance of the Construction Documents to bidders or proposed Contractors or Separate Contractors and ends upon execution of the contracts between County and Contractor and the Separate Contractors for performance of the Work of the entire Project.

Yes    No

(X) .1 **Prequalification.** Recommend prequalification criteria, assist in preparation of the prequalification documents and participate in the evaluation of prequalification submittals by proposed Contractors and Separate Contractors.

(X)  .2 **Addenda.** Prepare and obtain approval by Governmental Authorities of Addenda for issuance to the proposed Contractors and Separate Contractors.

(X)  .3 **Alternates.** Prepare documentation of alternates, assist County in the ranking of alternates for bidding and assist County in the evaluation of portions of bids or price proposals relating to pricing of alternates.

(X)  .4 **Substitutions.** Review and evaluate requests by bidders or proposers for substitutions of products or equipment and make recommendations to County for their approval or rejection.

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- .5 **Pre-Construction Conferences.** Attend, and arrange for necessary Subconsultants to attend, all pre-bid and pre-construction Site visits, tours and conferences conducted for proposed or selected Contractors, Separate Contractors or Subcontractors.
- .6 **Clarifications.** Prepare or secure from the appropriate Project Team member responses to questions by bidders or proposers and promptly forward each question and response to County for distribution.
- .7 **Schedule of Values.** Review the list of the cost items prepared by the selected Contractor and Separate Contractors to be included in the Schedule of Values to assess whether it appears, based upon Architect's review as a design professional and not a contractor or professional estimator, to represent a fair, balanced and reasonable allocation of costs, overhead and profit.
- .8 **Plans & Specifications.** Coordinate the transmittal of all final and complete Construction Documents to the proposed Contractors and Separate Contractors to ensure that the Construction Documents used for bidding are the same as the Final Construction Documents approved by County and stamped and approved by applicable Governmental Authorities. If any differences exist, report them promptly to County.
- .9 **Bid/Proposal Evaluations.** Assist County in the review and evaluation of bids and negotiated proposals for the Work by proposed Contractors, Separate Contractors and Subcontractors.
- .10 **Negotiation of Contracts.** Assist County in the preparation and negotiation of the legal terms and conditions of the Construction Contract between County and the Contractor and the contracts between County and Separate Contractors; provided, however, that County shall remain solely responsibility for the legal enforceability and sufficiency of such terms and conditions and provided further, that nothing herein shall be interpreted as authorizing or requiring the Architect to furnish legal advice to County.
- .11 **Multiple and Sequential Bid Packages.** Provide services for the implementation of multiple bid packages and sequential bidding.
- .12 **Long Lead Items.** Identify and recommend to the County a schedule for procurement of long lead time items and assist County in implementing such recommendations.
- .13 **Project Directory.** Prepare an updated Project directory.

**2.1.7 CONSTRUCTION PHASE**

The Construction Phase commences, following execution of the contract between County and Contractor, upon commencement by Contractor of performance of the Work and ends **Fourteen (14)** Days after Final Completion of the entirety of the Work.

Yes    No

.1 **General Obligation.** Unless and except otherwise indicated in this Paragraph 2.1.7, provide all services required by the Agreement or the General Conditions for the administration of the construction by the Contractor and Separate Contractors.

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(X) .2 **Meeting Minutes.** Prepare and distribute preconstruction and construction meeting minutes.

(X)  .3 **Site Observations.** Observe construction at the Site as it progresses, as and when appropriate to the stage and progress of the Work and the needs of the Project, but not less frequently than monthly, for the purpose of: (1) ascertaining in general that the character, scope, quality and detail of construction (including workmanship and materials) comply with the Contract Documents, County's directives, approved Submittals, Architect clarifications and requirements of Applicable Laws; (2) evaluating the progress of the Work; (3) evaluating the suitability of the Project, or any portion designated by County, for use or occupancy; (4) investigating and responding to design and constructibility issues or questions of concern to any Project Team member, or as noted in any inspection reports furnished to Architect; (5) observing the overall quality of Contractor's performance; (6) reviewing specifically and in detail the visible condition of the construction of structural components, building systems and other crucial components of the Work; and (7) observing the performance of specified or directed tests significant to the acceptability of components of the Work. Such observations shall be separate from any inspections which may be provided by inspectors retained by County, Contractor, Separate Contractors or others and such inspections shall not relieve Architect of its responsibilities under the Agreement. Any Subconsultant who has prepared designs or specifications shall be responsible to conduct such observations, in accordance with the provisions of this Subparagraph, only as to those portions of the Work that he/she has so designed or specified.

(X)  .4 **Site Observation Reports.** Within three (3) working days after the occurrence of a Site observation by Architect or a Subconsultant, submit to County, in accordance with a format approved in advance by County, a written report detailing the observations made at the Site.

(X)  .5 **Fabricated Materials.** Check fabricated materials and equipment located on or outside the Site when such checks are required by the Contract Documents.

(X)  .6 **Applications for Payment.** If and when requested by County, evaluate Applications for Payment by the Contractor and Separate Contractors and the data comprising Applications for Payment and provide recommendations (and, if requested by County, issue certifications using the current Forms G702 and G703 published by the American Institute of Architects or other forms satisfactory to County) as to whether the Work has progressed to the point indicated in such Applications for Payment and whether, to the best of Architect's knowledge based on its periodic observations conducted at the Site, the Work is in accordance with the Contract Documents; provided, however, that any of Architect's recommendations or certifications in that regard are subject to: (1) an evaluation of the Work upon Substantial Completion; (2) the results of subsequent tests and inspections; (3) minor deviations from the Contract Documents correctable prior to Final Completion; and (4) specific qualifications expressed by Architect that are consistent with its obligations under this Agreement.

(X)  .7 **Substantial Completion, Final Completion.** Accompany and assist County in evaluating (and, if requested by County, issue certifications using the current Form G704 published by the American Institute of Architects or other forms satisfactory to County) Substantial Completion and Final Completion and the status of Contractor's and Separate Contractors' performance of "punch lists" of minor items of Work to be completed or corrected for Substantial Completion and Final Completion and advise the County whether punch list items have been completed in accordance with the requirements of the Contract Documents.

(X)  .8 **Interpretations.** If requested by County, issue interpretations and clarifications, in narrative form or in the form of revised Drawings or Specifications, as appropriate. Unless otherwise directed by County, such clarifications and interpretations shall be transmitted to the County in writing for distribution, as County deems appropriate, to other designated Project Team members and shall not be

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communicated to any other Project Team member (other than County) by Architect or its Subconsultants unless approved by County in writing.

.9 **Requests for Information.** Architect shall provide responses to requests for information to the County within **Seven (7) Days** after Architect receives such request from Contractor or a Separate Contractor, except that responses to request for information that the Contractor or a Separate Contractor has labeled as "critical" shall be provided within **Three (3) Days** after receipt by Architect. Unless otherwise directed by County, such responses shall be transmitted to the County in writing for distribution, as County deems appropriate, to other designated Project Team members and shall not be communicated to any other Project Team member (other than County) by Architect or its Subconsultants unless approved by County in writing.

.10 **Design Changes and Clarifications.** Prepare Drawings and Specifications in connection with the issuance of Construction Change Directives, Change Orders and responses to requests for information by Contractor and Separate Contractors, and where required secure approvals thereof by Governmental Authorities in accordance with Applicable Laws.

.11 **Assistance in Evaluation of Changes, Claims.** Provide advice and support to County in evaluating the Contractor's and Separate Contractors' entitlement to additional costs, time extensions and claims and assist County in the resolution thereof.

.12 **Tracking of Changes, Claims.** Log, track and issue such reminders to other Project Team members as necessary to expedite processing of Change Orders, Construction Change Directives, responses to requests for information and claims.

.13 **Submittals.** Review and approve (or take such other action leading to the correction, resubmittal and ultimate approval by Architect) Submittals for the limited purpose of checking for conformance with the information given in, and the design concept expressed by, the Contract Documents. Architect's action shall be taken with such reasonable promptness, not to exceed in any event fourteen **(14) Days**, so as to not Delay progress of the Work of the Contractor or the Separate Contractors, while allowing a reasonable time for such professional review. Such review shall not constitute approval of safety precautions or, unless specifically required by the Contract Documents, the Contractor's means, methods, techniques, sequences or procedures. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification by a Contractor or a Separate Contractor, or any Subcontractor, of performance characteristics of materials, systems or equipment is required by the Contract Documents, Design Consultant shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents. Architect shall, if requested by County, log, track and issue such reminders to other Project Team members as necessary to expedite processing of Submittals.

.14 **Change Orders, Construction Change Directives.** Provide services for the preparation of revisions in Design Documents in connection with the issuance of Construction Change Directives and Change Orders.

.15 **Claims.** Provide services to assist in evaluating claims on the part of the Contractor or a Separate Contractor; provided, however, that nothing herein shall be interpreted as obligating the County to compensate Architect where the claim or any defense to the claim is based, in whole or in part, on an allegation asserted, in good faith, that Architect or a Subconsultant was negligent or that Architect has violated an obligation under this Agreement.

.16 **Destruction of Work.** Provide consultation and services concerning replacement

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of Work damaged during construction by fire or other cause.

#### .17 Record Documents.

(X) (1) Promptly and continuously throughout the Construction Phase, update the Construction Documents to incorporate changes to the Work reflected in Change Orders, Construction Change Directives, Submittal revisions requested by Architect or its Subconsultants and responses by Architect or its Subconsultants to requests for information or clarification from Contractor or Separate Contractors. Such updating shall be accomplished electronically, using AutoCAD, Adobe Acrobat or other software satisfactory to the County. Architect shall transmit the updated Construction Documents to the Contractor or Separate Contractors on a frequent and regular basis, no less frequently than monthly or as often as required to maintain the progress of the Work, to allow for prompt pricing of Changes Orders and to facilitate performance by Contractor and Separate Contractors of their obligations with respect to posting and maintaining Record Drawings and Specifications.

(X)  (2) Review the Record Documents assembled by the Contractor and Separate Contractors to determine if the assembly is complete and in the form required by the Contract Documents.

(X)  (3) Review Record Documents submitted by the Contractor and Separate Contractors to determine if the information contained therein is internally consistent and corresponds to the condition of the visible, non-concealed conditions at the Site at the time of Final Completion. If a discrepancy is noted by Architect in the course of its review, return the Record Documents to County with a notation of the discrepancy, who shall coordinate further review and correction by the Contractor or Separate Contractors.

(X)  (4) Certify in writing that, to the best of Architect's knowledge based upon Architect's review of the visible, non-concealed conditions at the Site and other available as-built information, the Record Drawings and Specifications accurately depict the actual, as-built condition of the Project.

(X) (5) Based upon the Record Documents prepared by the Contractor and Separate Contractors and any other information available to Architect concerning the as-built conditions of the Work (including, without limitation, any conditions noted by Architect, Subconsultants or County Consultants during the commissioning), Architect shall within **One (1)** month(s) after Final Completion, convert the Contractor's and Separate Contractors' complete and corrected Record Documents to a fully consolidated and coordinated final electronic set (using CAD) of Record Documents.. Such Record Documents shall be prepared by Architect's neatly inserting, accurately annotating and thoroughly cross-referencing, in a single, record set of electronically prepared Drawings and Specifications, all of the information available concerning the as-built condition of the Project. Architect shall, upon completion thereof mark each page of the Record Drawings and the cover page of the Record Specifications prominently with: (1) the words "Record Documents"; and (2) the Architect's manual signature certifying that: "Based upon Architect's review of the visible, non-concealed conditions at the Site and other available as-built information, these Drawings and Specifications have been approved by Architect as accurately depicting the actual, as-built condition of the Project."

(X) .18 **Square Footage Calculations.** Prepare one (1) set of final square footage area calculations after Final Completion of the Project for use by County in planning, demising and allocating spaces for sale or lease.

(X) .19 **Full-Time Site Representative.** Provide the services of a full-time representative at the Site.



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- (X) .20 **Site Office.** Provide and maintain a temporary office trailer at the Site.
  
- (X) .21 **Mitigation Monitoring and Reporting Program.** In compliance with the California Environmental Quality Act (CEQA), ensure that the Mitigation Monitoring and Reporting Program (MMRP) as part of the CEQA compliance process noted previously in Paragraph 2.1.2.15, above, is implemented prior to and during ground disturbing activities (ground disturbing activities may include, but are not limited to, grading, clearing, grubbing, weed abatement, trenching, equipment staging, and other types of soil disturbance).

**2.1.8 POST-COMPLETION PHASE**

**Yes    No**

- (X) Conduct, with participation of each of the Subconsultants, a review of the Project ten (10) months after Final Completion for the purpose of observing the condition in the Work. Within thirty (30) Days after completion of such review, make written recommendations to County for the correction of any Defective Work discovered. Architect shall be accompanied by County during such review of the Work. The number of work hours by Architect and its Subconsultants to complete such review and written recommendations shall not exceed a total of  ( ) hours. Hours expended due to conditions encountered that are attributable to the negligence of Architect or its Subconsultants or the failure by Architect to comply with this Agreement shall not be included in the aforementioned calculation of hours and shall be provided at Architect's Own Expense. Hours expended for such services that are in excess of the maximum number of hours stated herein shall, if and to the extent approved in advance in writing by County, be compensated as Additional Services.

September 16, 2016

Ms. Nahid Selbe  
Riverside Economic Development Agency  
3403 10th Street, Suite #400  
Riverside, CA 92501

**REFERENCE: RIVERSIDE UNIVERSITY HEALTH SYSTEM – NASON STREET ENTRY RENOVATION  
A/E SERVICES FOR PHASE – I (SCHEMATIC DESIGN & DESIGN DEVELOPMENT)**

Dear Ms. Selbe:

In response to your request, Westgroup Designs, Inc. is pleased to submit this Proposal, providing ARCHITECT/ENGINEERING Services for the above-referenced project.

Based on our meetings, Concept Designs and "Nason Street Entry Studies" dated 6/21/16 (Option 2), we have formulated this Proposal for the exterior remodel of Riverside University Health System Medical Center at 26520 Cactus Avenue, Moreno Valley, CA 92555 and further defined as below:

**SCOPE OF WORK**

The scope of work is for services as described below for a bid contract. Westgroup Designs, Inc. will create Documents and coordinate with the RUHS and County of Riverside EDA to satisfy their requirements.

**PROJECT UNDERSTANDING**

The project consists of the following exterior elements and vestibule remodel of the Nason Street Entry/ Women's Center at Riverside University Health System Medical Center at 26520 Cactus Avenue, Moreno Valley, CA 92555. Based on our knowledge of the project and information received;

- A. Add 2 feet of height to and existing 15' curved wall
  - B. Clad this 17-foot-high wall with stone tile
  - C. Add 24" entry signage
  - D. Incorporate Riverside University Health System Branding/Signage (structure & power and location)
  - E. Add new site lighting (walk way security bollards)
  - F. Replace existing stucco soffit with metal ceiling & new recessed downlights
  - G. Add New entry doors
  - H. Replace existing walk-off mat with new recessed entry grate.
- Westgroup to produce drawings and other documents required for OSHPD and the Authority Having Jurisdiction (AHJ) approval for construction.
  - The Design shall be based on the selected option and may include the following: All necessary design, drawings, specifications, equipment and engineering documents to complete the design of this project.
  - Full ADA compliance of the building is not part of the services. ADA will be addressed for built site elements and Path of Travel from these elements to public way. Should plan check include interior elements (restrooms, interior path of travel, disabled access needed elements – these can be addressed as additional services for an additional fee.
  - Other aspects of the Building, Existing Restrooms, exam rooms, offices, etc. is not part of the services.
  - Civil Engineering is included as needed for the exterior modernization elements and their code/OSHPD compliance.

3. Prepare engineering drawings and specifications including schedules, details, floor plans and riser diagrams, as needed.
4. Provide services required to produce building electrical documentation necessary to qualify a project under Title 24 energy code.
5. Incorporation of OSHPD plan review comments.

#### **ADDITIONAL SERVICES**

A cost estimate will be provided as part of this proposal based on the Design Development documents.

#### **DELIVERABLES**

Westgroup will provide floor plans, reflected ceiling plans, elevations, and line diagrams to convey the developed design so that it can be review by RUHS. A cost estimate will be provided with these documents. A written narrative providing additional information about the quality of materials, finishes and scope will be provided for the project.

Additional project representations such as physical models, renderings and virtual reality imagery are not included as part of this proposal.

#### **SCHEDULE**

The fee is based on a 6-week design schedule. The work will commence when written approval of this proposal has been received by Westgroup Designs.

#### **FEES**

Our fees have been formulated from the ROM estimate included in the document "Nason Street Entry Studies" dated 6/21/16 (Option 2):

Lump Sum fee = *Fifty-Eight Thousand, and Eighty Dollars (\$58,080.00)*

#### **REIMBURSABLE EXPENSES**

Reimbursable Expenses will be billed monthly for items such as printing and reprographic charges, postage and messenger services as requested by the Client. All in house printing is included in the proposal and we understand that you will print plans from PDF submittals. Should you need us to provide prints or other reimbursable expenses, those expenses will be submitted with back-up at cost incurred (no mark-up) = *estimated to be: One Thousand Five Hundred Dollars (\$1,500.00)*.

#### **ASSUMPTION, EXCEPTIONS AND EXCLUSIONS**

- a. Client will provide all available Existing Drawings.
- b. Client will provide subsequent project planning and OSHPD permit numbers for ADA and POT upgrades that are currently being formulated for this building.
- c. All Permit Fees are not part of this proposal.

Thank you for the opportunity to submit this Proposal for your project. If you have any questions regarding our proposal, please feel free to contact us.

Sincerely,



**WESTGROUP DESIGNS, INC.**  
PariSima Hassani, President & CEO

CC: Mr. David Baucom

- Removal and replacement of the hardscape is included in the project scope.
- Limited survey services included as needed for the exterior modernization elements (not the whole campus).
- Includes coordination with owner's consultants:
  - Landscape Design RHA - Jennifer Iklady [JenniferI@rhala.com](mailto:JenniferI@rhala.com)
  - Signage SKA Design – Joseph Stoddard, Principal 626.403.5870 [jstoddard@skadesign.com](mailto:jstoddard@skadesign.com)
  - Security Triad Consultants – Greg Brandon [gbrandon@triadsdg.com](mailto:gbrandon@triadsdg.com)
- Electrical Engineering as it relates to exterior lighting of the exterior modernization elements is included. Upgrade of electrical services, if needed, is not included.
- Geo Technical Engineering is not included.
- All abatement of potential hazardous materials or environmental assessments, etc. by others.
- Westgroup will meet with Client to further clarify the project design schedule.
- Westgroup will Facilitate and Document project meetings scheduled and lead by Westgroup.
- Westgroup will obtain written approval from the Client at the end of Design Development.

### **BASIC SERVICES**

Our package for the Project will include: Schematic Design and Design Development

Our basic services do not include the following services: Signage, landscape architecture, Security, Geotechnical and hazards material investigation or abatement documentation

### **Schematic Design**

- Establish the general adjacencies, materials concepts, scale and relationship among the components of the project
- Provide Base Drawings for consultant input based on the selected elements of exterior modernization and vestibule improvements. ("Nason Street Entry Studies" dated 6/21/16 (Option 2)).
- Establish the general adjacencies, material concepts, scale and relationship among the components of the project.

### **Design Development**

This phase would further develop the layout and elements of the selected option:

- Establish materials, develop material transitions, develop special adjacencies, location of equipment and lighting, confirm regulatory dimensional requirements.
- Clarify the project program/spaces
- Riverside EDA's Project Manager and key RUHS staff will provide approval of the Design Development documents before moving forward to Construction Documents. This approval will be documented on sign off drawings.

### **ENGINEERING SERVICES**

- Survey of Elements to verify elevations and horizontal control will be provided by the Surveyor.
- Civil Design of Earthwork, parking and hardscape will be completed by the Civil Engineer.
- Structural Engineering: New Walls, attachment details and calculations as needed for permit will be completed by the Structural Engineer.
- Electrical Engineering as needed for Lighting of new exterior elements will be completed by the Electrical Engineer.

### **General Engineering responsibilities:**

1. Attendance of engineers at meeting with OSHPD and/or other authority having jurisdiction, as needed, to review design. For design development, 1 meeting has been planned.
2. Field investigation to verify accuracy of available record drawings.



# Approved Conceptual Design

## Vehicular Approach

- Add 2 feet of height to curved wall
- Clad 17-foot curved wall with stone tile
- New 24-inch "Women's Center" signage
- Incorporate Riverside University Health System Branding
- New site lighting and refreshed landscaping



Nason Street Entry Studies  
07.06.16



Part of Exhibit "B"

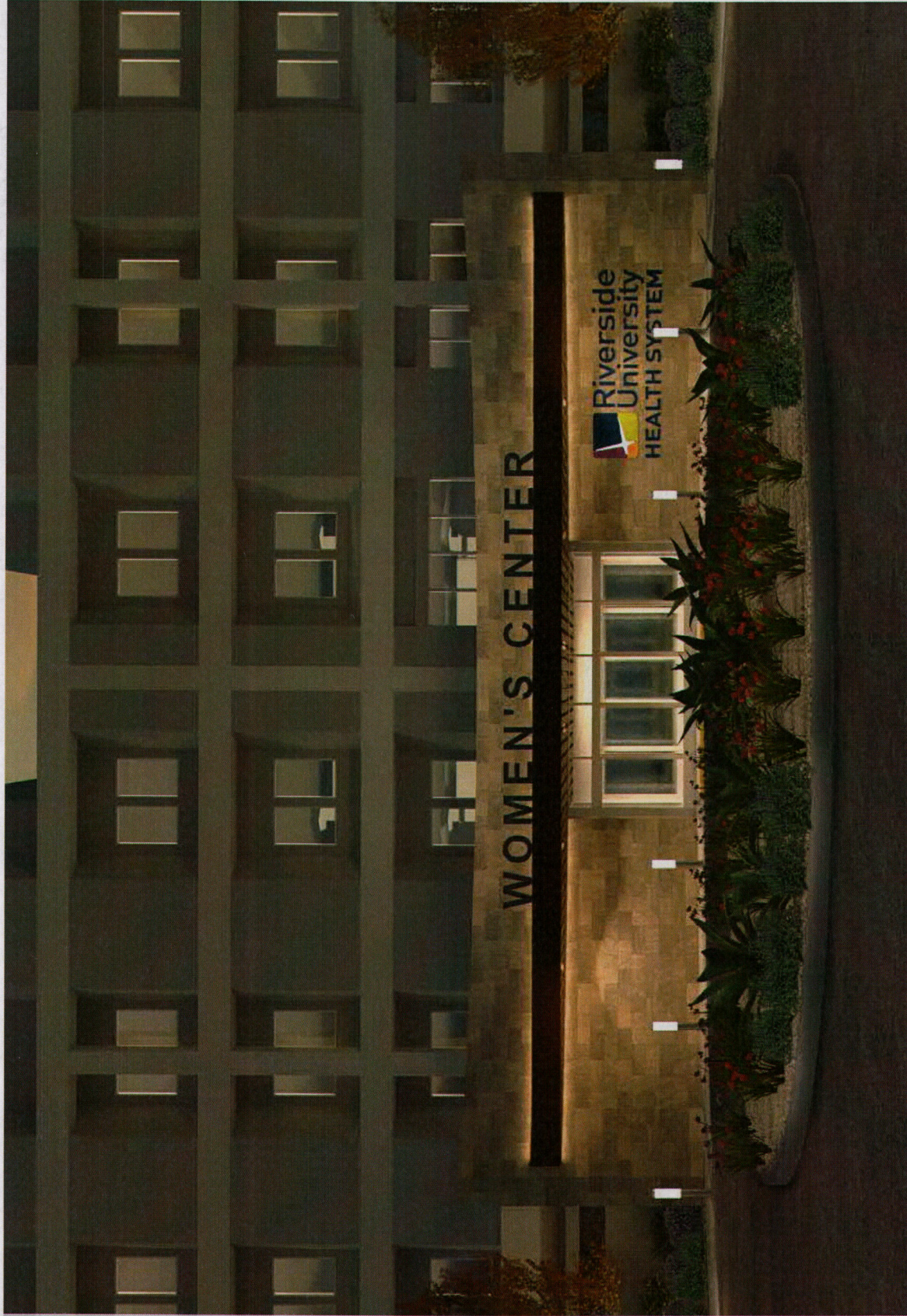




# Approved Conceptual Design

## Vehicular Approach

- Add 2 feet of height to curved wall
- Clad 17-foot curved wall with stone tile
- New 24-inch "Women's Center" signage
- Incorporate Riverside University Health System Branding
- New site lighting and refreshed landscaping



Nason Street Entry Studies  
07.06.16



# Approved Conceptual Design

## Vehicular Approach

- Add 2 feet of height to curved wall
- Clad 17-foot curved wall with stone tile
- New 24-inch "Women's Center" signage
- Incorporate Riverside University Health System Branding
- New site lighting and refreshed landscaping



Nason Street Entry Studies  
07.06.16



Part of Exhibit "B"

*(Handwritten initials)*





# Nason Street Entry Studies

07.06.16

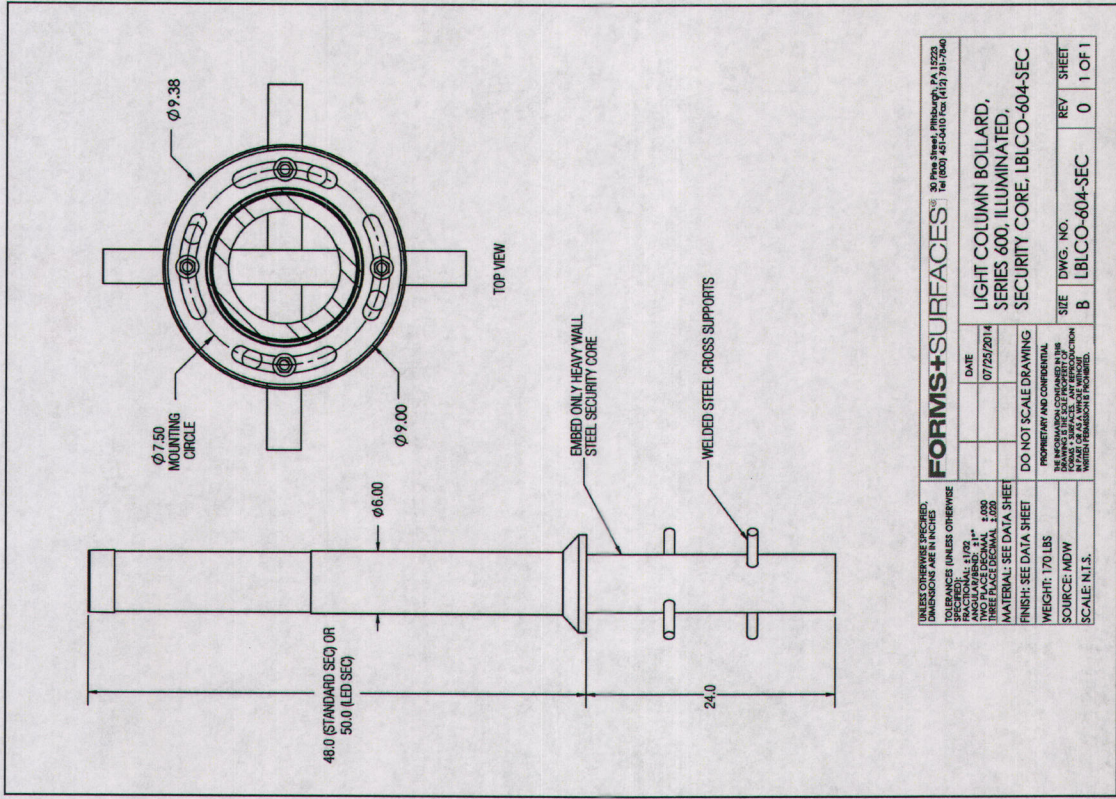




# Security Bollards

## Front Plaza

Both path illumination and vehicle impact



UNLESS OTHERWISE SPECIFIED, DIMENSIONS ARE IN INCHES

FORMS+SURFACES 30 First Street, Pittsburgh, PA 15222  
Tel: (412) 431-4100 Fax: (412) 431-4190

TOLERANCES (UNLESS OTHERWISE SPECIFIED):	DATE	REV	SHEET
FRACTIONAL: 1/32"	07/22/2014	0	1 OF 1
DECIMAL: 0.0005"			
WELDING: AS SHOWN			
MATERIAL: SEE DATA SHEET			
FINISH: SEE DATA SHEET			
PROPRIETARY AND CONFIDENTIAL DRAWING IS THE SOLE PROPERTY OF FORMS+SURFACES. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. UNLESS OTHERWISE SPECIFIED, MATERIALS SHALL BE AS SHOWN.			
WEIGHT: 170 LBS	DO NOT SCALE DRAWING	SIZE	DWG. NO.
SOURCE: MIDW		B	LBLCO-604-SEC
SCALE: N.T.S.			

LIGHT COLUMN BOLLARD, SERIES 600, ILLUMINATED, SECURITY CORE, LBLCO-604-SEC



## Nason Street Entry Studies

07.06.16



Part of Exhibit 4 B

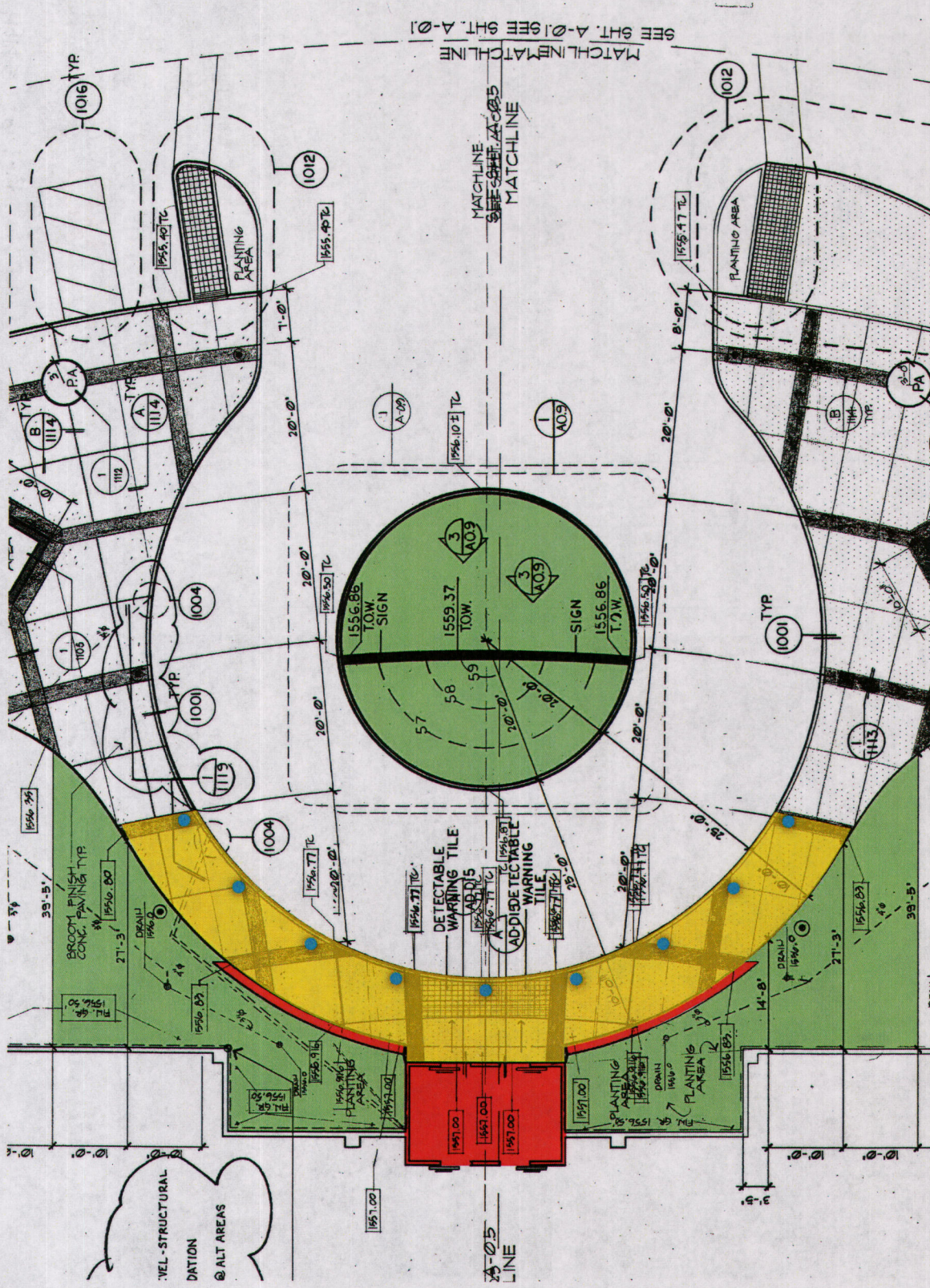
*(Signature)*



# Limit of Work

## Front Plaza

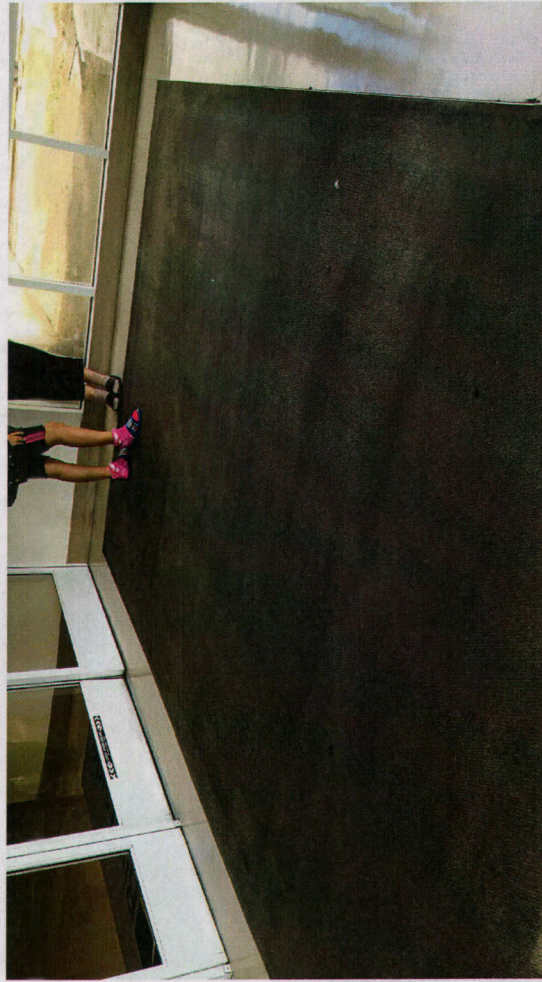
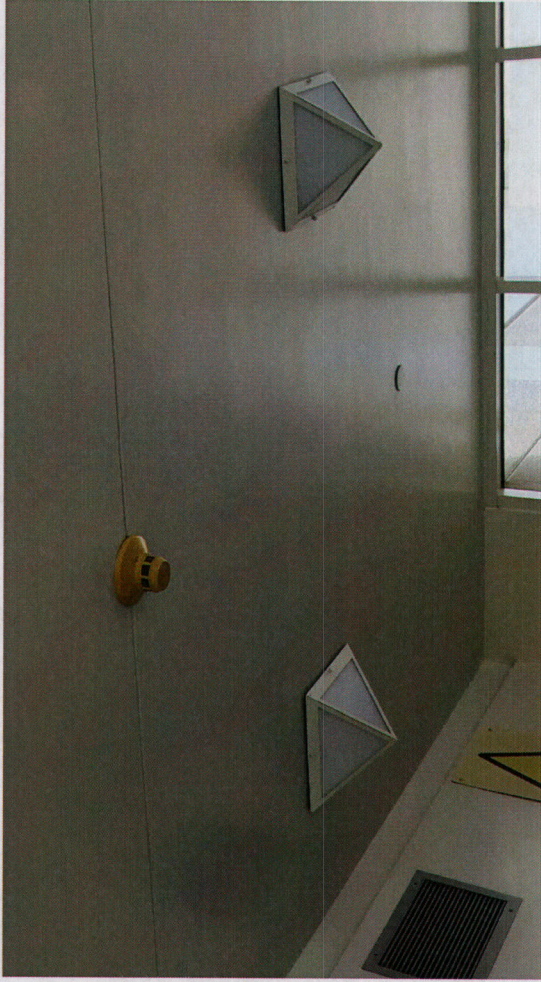
- Red: Building
- Yellow: Hardscape
- Green: Landscape
- Security Bollards  
9 total around  
traffic circle



# Nason Street Entry Studies

07.06.16









# Nason Street Entry Studies

07.06.16







# Nason Street Entry Studies

07.06.16



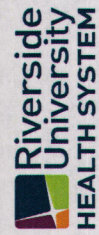
Part of Exhibit "B" *ew*





# Nason Street Entry Studies

07.06.16







# Nason Street Entry Studies

07.06.16



**WD WESTGROUP**  
DESIGNS  
ARCHITECTURE | PLANNING | INTERIOR DESIGN

Part of Exhibit "B"

(W)



# EXHIBIT "C"

## INITIAL PROGRAM

See "Nason Street Entry Studies" dated 07.06.16 by Westgroup Designs, Inc. and as approved by RUHS and EDA

Edition: \_\_\_\_\_, 2012

INITIALS





Your Partner in Your Vision

November 1, 2016

Ms. Nahid Selbe  
Riverside Economic Development Agency  
3403 10th Street, Suite #400  
Riverside, CA 92501

**REFERENCE: RIVERSIDE UNIVERSITY HEALTH SYSTEM (RUHS)- NASON STREET ENTRY RENOVATION  
CONTINUATION OF PROJECT CD THROUGH CA SERVICES**

Dear Ms. Selbe:

In response to your request, Westgroup Designs, Inc. is pleased to submit this Proposal, providing ARCHITECT/ENGINEERING Services for the above-referenced project.

Based on our meetings, Concept Designs and "Nason Street Entry Studies" dated 6/21/16 (Option 2), we have formulated this Proposal for the exterior remodel of Riverside University Health System Medical Center at 26520 Cactus Avenue, Moreno Valley, CA 92555 and further defined as below:

**SCOPE OF WORK**

The scope of work is for all services as described below.

Westgroup Designs, Inc. will create Documents (Drawings and Specifications) and will coordinate with the RUHS and County of Riverside EDA to satisfy their requirements.

**PROJECT UNDERSTANDING**

The project consists of the following elements of Exterior/Interior remodel of Nason Street Entry/ Women's Center at Riverside University Health System Medical Center at 26520 Cactus Avenue, Moreno Valley, CA 92555. Based on our knowledge of the project and information received;

- A. Add 2 feet of height to curved wall
  - B. Clad 17-foot-high wall with stone tile
  - C. Add 24" entry signage
  - D. Incorporate Riverside University Health System Branding/Signage
  - E. Add new site lighting (walk way security bollards)
  - F. Replace existing stucco soffit with metal ceiling & new recessed downlights
  - G. Add New entry doors
  - H. Replace existing walk-off mat with new grate mat
- Westgroup to produce drawings, specifications, and other documents required for OSHPD and all Jurisdictions having authority (JHA) approval for construction.
  - Provide Architectural Design for the selected option, submittal and approval to the OSHPD plan check and Fire Authority and local building department (if needed).

- The Design shall be based on the selected option and may include but not be limited to the following: All necessary design, drawings, specifications, equipment and engineering documents, construction observation and administration necessary to complete the design and construction of this project.
- Full ADA compliance of the building is not part of the services. ADA will be addressed for built site elements and Path of Travel from these elements to public way. Should plan check include interior elements (restrooms, interior path of travel, disabled access needed elements – these will be addressed as additional services.
- Other aspects of the Building, Existing Restrooms, exam rooms, offices, etc. is not part of the services.
- Civil Engineering is included as needed for the exterior modernization elements and their code/OSHPD compliance.
- Removal and replacement of the hardscape is included in the project scope.
- Limited survey services included as needed for the exterior modernization elements (not the whole campus).
- Electrical Engineering as it relates to exterior lighting of the exterior modernization elements is included. Upgrade of electrical services, if needed, is not included.
- Geo Technical Engineering is not included.
- All abatement of potential hazardous materials or environmental assessments, etc. by others.
- Westgroup will meet with Client to further clarify the program and schedule.
- Westgroup will Facilitate and Document all project meetings (including during construction).
- Westgroup will obtain written approval of the Client at each phase of the project before continuing.

#### **BASIC SERVICES:**

Our package for the Project will include: Continuation of the project from Schematic Design and Design Development (already contracted) through 100% Construction Documents, permits and Construction Administration.

Our basic services do not include the following services: Geotechnical and hazards material study and removal.

#### **AS-BUILT DRAWINGS**

- Completed in a former phase

#### **Schematic Design:**

- Completed in a former phase

#### **Design Development:**

This phase would further develop the layout of the selected option:

- Completed in a former phase

#### **Construction Documents: THROUGH 60% OWNER APPROVALS**

- Produce 60% and 100% CDs: drawings, specifications, and other documents required for permit and construction.
- All drawings shall be produced in Revit, and web based (FTP Internet Technology), electronically accessible to the RUHS & EDA.
- The goal of the Construction Documents Phase is a fully developed and 'coordinated' set of documents that (Plans, elevations, details and finishes) are consistent and align with ROM estimate provided at the completion of Design Development package.
- Construction Documents will be coordinated with the consulting engineers' documents.
- Documents will be comprehensively checked/quality controlled at each milestone (60% and 100%) before they are completed.
- Westgroup will review and sign-off the Construction Document phase at 60% submittal and 100% submittal with EDA PM and RUHS staff.

**FEES**

Our fees have been formulated from the ROM estimate included in the document "Nason Street Entry Studies" dated 6/21/16 (Option 2): AND THROUGH 75% CONSTRUCTION DOCUMENTATION ONLY:

Lump Sum fee not to exceed = *Ninety-Two Thousand, Five Hundred and Forty Dollars (\$92,540.00).*

**REIMBURSABLE EXPENSES**

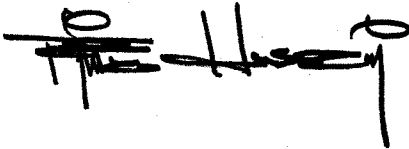
Reimbursable Expenses will be billed monthly for items such as printing and reprographic charges, postage and messenger services as requested by the Client. All in house printing is included in the proposal and we understand that you will print plans from PDF submittals. Should you need us to provide prints or other reimbursable expenses, those expenses will be submitted with back-up at cost incurred (no mark-up) = *Seven Thousand Dollars (\$7,000.00).*

**ASSUMPTION, EXCEPTIONS AND EXCLUSIONS**

- a. Client will provide subsequent project planning and OSHPD permit numbers for ADA and POT upgrades that are currently being formulated for this building.
- b. All Permit Fees are not part of this proposal.

Thank you for the opportunity to submit this Proposal for your project. If you have any questions regarding the Scope of Work, please feel free to contact us.

Sincerely,



**WESTGROUP DESIGNS, INC.**  
PariSima Hassani, President & CEO

CC: Mr. David Baucom

- COST ESTIMATES BY OWNERS REPRESENTATIVE (NOT INCLUDED IN WD SCOPE)
- 100% Construction documents for approval and any other permits required by Jurisdictions having Authority (JHA).

**Bidding Assistance:** WILL BE PROVIDED IN A SUBSEQUENT PHASE.

Westgroup will assist the General Contractor and will respond to bidder's question through the RFI process.

**Construction Contract Administration:**

- Observe the construction work for conformance to drawings and specifications.
- Process the contractor's shop drawings, product data and sample.
- Handle requests for changes during construction.
- Administer the completion and closeout process for the Owner.
- Shop Drawings and Other Submittals:
  - Prepared by contractors, subcontractors, or suppliers, shop drawings show how a particular aspect of the work is to be fabricated and installed. Shop drawings are not contract documents; they do, however, demonstrate how one aspect of the work will satisfy the contract documents. Westgroup Designs and the team will review and comment as required.
  - Contractor Requests for Information (RFI's):

Contractors may uncover situations for which they believe the contract documents are not clear in their requirements. In response, they may submit a request for information (RFI) to Westgroup Designs.
  - Submittals not Requiring the Architect's Approval:

Westgroup Designs is not in charge of approval for contractor submission of test results, warranties, maintenance agreements, workmanship bonds, project photographs, record drawings, field measurement data, and operating and maintenance manuals.

**Observation Services/Project Meetings:**

- Site Observations:

Site visit meetings will occur, and afterward appropriate reports and communications will be prepared to keep the owner informed of the progress of the work. (total of 8 meetings)
- Project Safety:

The initiation, maintenance, and supervision of all safety precautions and programs in connection with the work are solely the responsibility of the General Contractor.

**General Engineering responsibilities:**

1. Attendance of engineers at meeting with OSHPD and/or other authority having jurisdiction, as needed, to review design.
2. Field investigation to verify accuracy of available record drawings.
3. Prepare engineering drawings and specifications including schedules, details, floor plans and riser diagrams, as needed.
4. Provide services required to produce building electrical documentation necessary to qualify a project under Title 24 energy code.
5. Incorporation of OSHPD plan review comments.

**Engineering Construction Contract Administration:**

1. Provide phone response to contractor's questions during bidding and preparation of written addenda.
2. Review of submittal material for substantial conformity with the intent of the contract plans and specifications.
3. Assist with review of Structural and Electrical related RFIs (Request for Information).



# Approved Conceptual Design

## Vehicular Approach

- Add 2 feet of height to curved wall
- Clad 17-foot curved wall with stone tile
- New 24-inch "Women's Center" signage
- Incorporate Riverside University Health System Branding
- New site lighting and refreshed landscaping



Nason Street Entry Studies  
07.06.16



ARCHITECTURE | PLANNING | INTERIOR DESIGN

Part of Exhibit # "C"

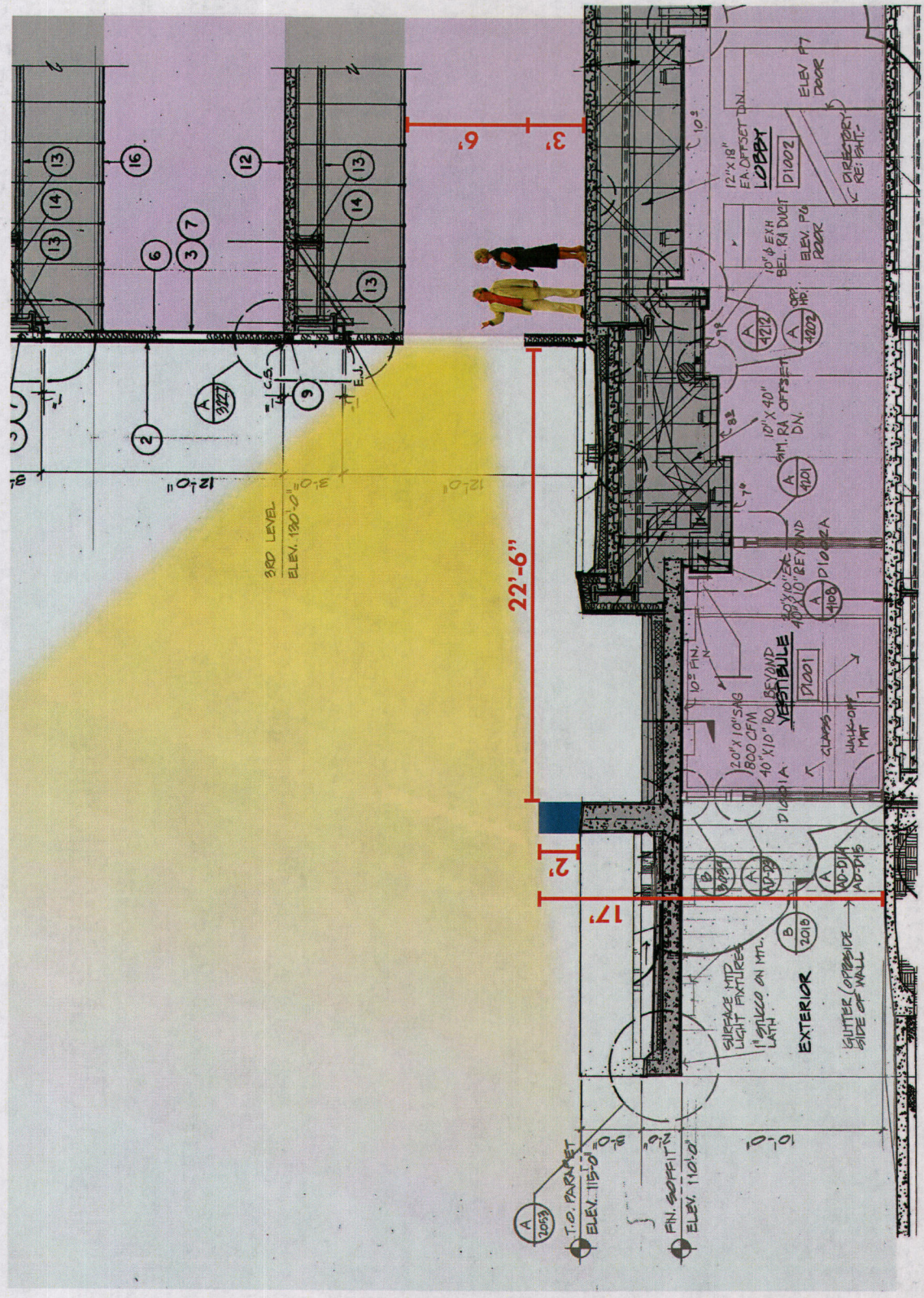
EW



Approved  
 Conceptual  
 Design

Section Cut

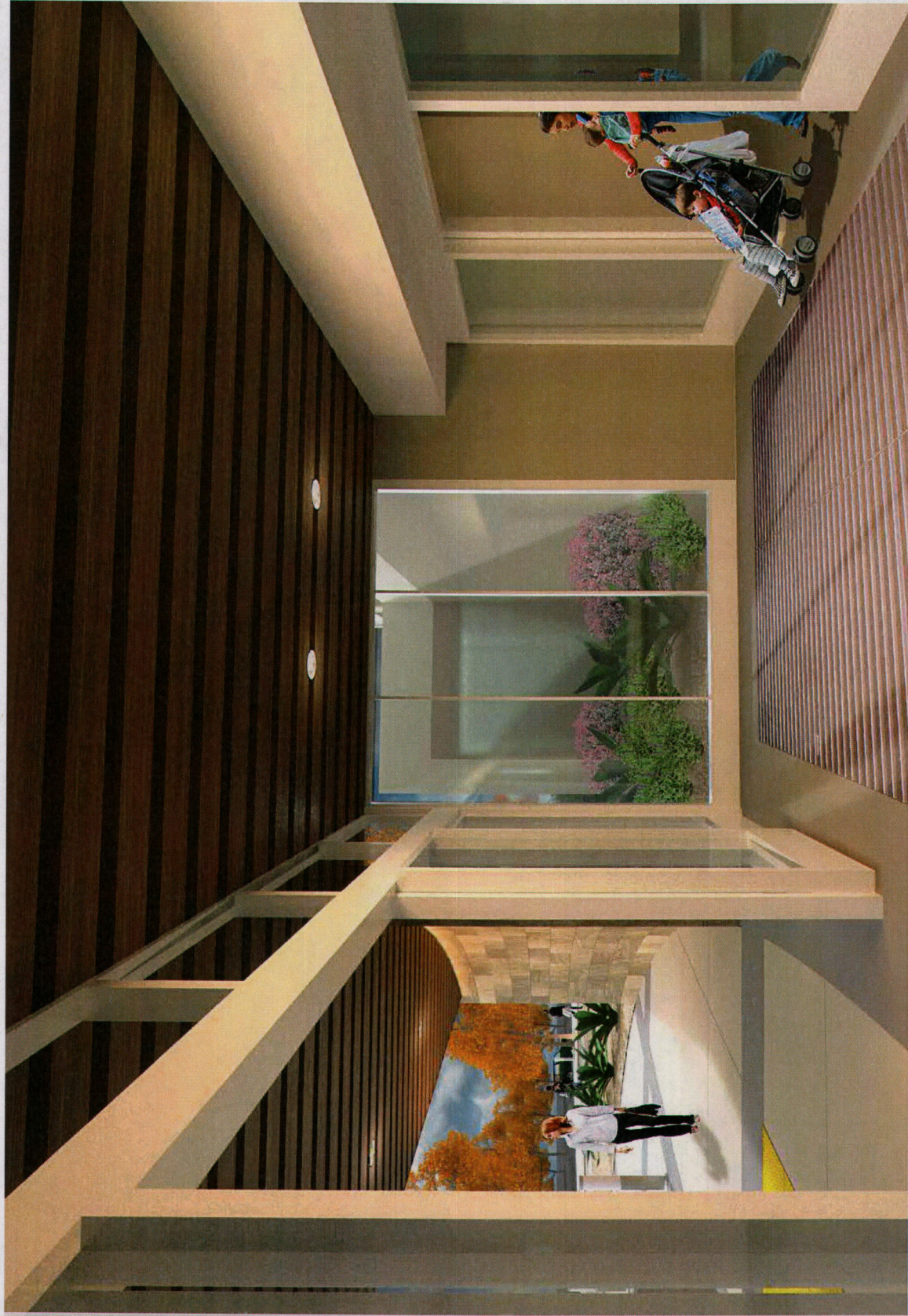
- Additional 2 feet  
 of height





# Approved Conceptual Design

- Replace existing stucco soffit with wood ceiling & new recessed downlights
- New entry doors
- Replace existing walk-off matt with new grate mat
- New site lighting and refreshed landscaping behind existing curved wall





# ROM Estimate

- 17' Tiled Wall

**\$535,022**

8-10 week construction

DESCRIPTION	APPROVED
1 Testing and Inspection	By Owner
2 General Requirements	31,000
3 Final Cleaning	1,725
4 Surveying	2,400
5 Demolition and cap off	19,400
6 Asphalt Slurry	10,850
7 Concrete	30,470
8 Landscape	See Alternate
9 Steel	0
10 Sheet Metal	4,900
11 Misc. Caulking	2,500
12 Replace existing store front doors	49,200
13 Framing soffit & Misc patching at existing	9,700
14 Stucco	17,060
15 Tile	62,152
16 Floor Mat	21,250
17 Wood looks ceiling	43,375
18 Painting	3,380
19 Signage	18,275
20 Modify existing fire sprinkler	960
21 Replace HVAC grilles	1,500
22 Electrical (bollards lights, soffit lighting, landscape lights, Signage, etc.)	75,100
<b>23 Sub Total</b>	<b>\$405,197</b>
24 Preconstruction Services	Excluded
25 General Conditions	45,000
26 Bonds	Excluded
27 Builders Risk Insurance	By Owner
28 General Liability Insurance	4,367
29 Fee	45,456
30 Contingency/Escalation	35,001
<b>31 Total</b>	<b>\$635,022</b>

Schedule 8-10 weeks

## Nason Street Entry Studies

07.06.16



**Qualifications.**

- 1 All work to be done during normal work hour (8 AM to 5 PM).
- 2 Exclude permit and plan check
- 3 Exclude Architecture, engineering, and design consultant fees.
- 4 Exclude testing and inspection.
- 5 Exclude builder's all-risk insurance.
- 6 Exclude bond.

**Qualifications.**

- 1 Demo and relandscape at entry circular area and two wings.

ADD \$ 33,452

