

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



ITEM  
3.38  
(ID # 10462)

**MEETING DATE:**

Tuesday, August 27, 2019

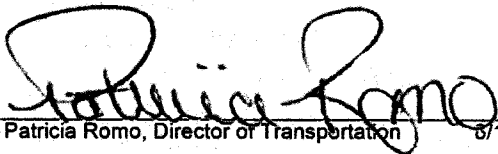
**FROM :** TLMA-TRANSPORTATION:

**SUBJECT:** TRANSPORTATION AND LAND MANAGEMENT AGENCY/ TRANSPORTATION:  
Approval of the On-Call Services Agreement by and between the County of Riverside and HDR Engineering, Inc, for Roadway/Highway Engineering Services for FY 19/20-21/22. All Districts. [Annual \$250,000, Total \$750,000 - Capital Funds and Deposit Based Fees 100%]

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

1. Approve the On-Call Services Agreement between the County of Riverside and HDR Engineering, Inc, for Roadway/Highway Engineering Services for Fiscal Years 19/20-21/22 and authorize the Chairman of the Board to execute the same;
2. Authorize the Director of Transportation to approve future contract extensions, for Fiscal Year 22/23-23/24, as provided for in the agreement and approved as to form by County Counsel; and
3. Authorize the Director of Transportation to approve no-cost time extensions to complete on-going tasks.

**ACTION:**Policy

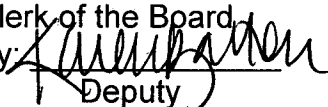
  
Patricia Romo, Director of Transportation 8/12/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: August 27, 2019  
xc: Transp.

Kecia R. Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 250,000	\$ 250,000	\$ 750,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Capital Funds and Deposit Based Fees (100%). There are no General Funds used on this project.			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	19/20 – 21/22

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The County of Riverside Transportation Department (Transportation Department) requires outside Roadway/Highway Engineering support services to deliver many road improvement projects identified and funded in the Transportation Improvement Program (TIP) and to meet the demands of the development community.

The Transportation Department issued a Request for Proposals for Traffic Engineering, Highway/Roadway Engineering, and Transportation Planning Services. Twenty two (22) firms submitted proposals for Highway/Roadway engineering support services and the top ten (10) ranked firms, based upon an evaluation of the proposals, were invited to interview. The written proposals and interviews were evaluated by representatives of the Transportation Department.

HDR Engineering, Inc. was selected as one of the top ranked firms to provide Roadway/Highway engineering services on an “as-needed” basis, estimated at a not to exceed amount of \$250,000 annually for a period of three years. The terms of the agreement provide the County with the option to extend the agreement for two (2) additional one (1) year periods following the close of the initial three (3) year period. The agreement and rates for services were developed through negotiations between HDR Engineering, Inc. and the Transportation Department. This on-call services agreement for roadway/highway engineering includes State requirements in order to maximize flexibility for use on State funded projects. Additional agreements with three other engineering firms for on-call roadway/highway engineering services will be on a separate agenda item. Entering into agreements with four different firms allows for the greatest flexibility in managing the Transportation Department’s workload.

**Impact on Residents and Businesses**

This on-call Roadway/Highway engineering services agreement provides the flexibility needed to engage consultants on short notice to provide additional Roadway/Highway Engineering support services necessary to deliver critical TIP projects and to meet the demands of the development community.

**Additional Fiscal Information**

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

All associated agreement cost will be funded using Deposit Based Fees, Local or State Funds. No General Funds will be used for this agreement.

<u>Agreement Term</u>	<u>Annual Budget (not to exceed)</u>
FY 19/20	\$250,000
FY 20/21	\$250,000
FY 21/22	\$250,000
FY 22/23	\$250,000 (requires approval by Director of Transportation)
FY 23/24	\$250,000 (requires approval by Director of Transportation)

**Contract History and Price Reasonableness**

The Transportation Department has negotiated billing rates with HDR Engineering, Inc. and they are within range of acceptable industry practice for engineering services. Caltrans has accepted HDR Engineering, Inc. Indirect Cost Rate (ICR) allowing this consultant to be used for State funded projects.

**ATTACHMENT:**

On-Call Services Agreement for Roadway/Highway Engineering with HDR Engineering, Inc.



Jason Farin, Senior Management Analyst

8/21/2019



Gregory V. Priamos, Director County Counsel

8/14/2019

Contract No.: [19-07-001]  
Termination Date: [June 30, 2022]  
Amount Authorized: [\$250,000/year x 3]  
State Funding:  No  Yes

## ON-CALL SERVICES AGREEMENT

for

Roadway/Highway Engineering

between

**County of Riverside • Transportation Department**

and

HDR Engineering, Inc.



AUG 27 2019 3.38

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**ATTACHMENTS**

*In the event that the terms in any of the Attachments conflicts with the terms as provided in the Agreement, the terms of the Agreement shall prevail.*

Scope of Services ..... A1

Schedule of Services ..... B1

Compensation Plan ..... C1

1 **ARTICLE I INTRODUCTION**

2 A. This On-Call Services Agreement ("Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_,  
3 20\_\_\_\_\_, by and between COUNTY OF RIVERSIDE, a political subdivision of the State of California,  
4 hereinafter referred to as "COUNTY", and HDR Engineering, Inc., a Nebraska corporation hereinafter referred  
5 to as "CONSULTANT".

6 B. Coordination of CONSULTANT and COUNTY activities shall be accomplished through a CONSULTANT  
7 Contract Manager and a COUNTY Contract Administrator.

8 The CONSULTANT's Contract Manager for CONSULTANT shall be:

9 Charles Christopolis

10 Located at:

11 2280 Market Street, Suite 100, Riverside, CA. 92501

12 The COUNTY's Contract Administrator for COUNTY shall be:

13 Khalid Nasim

14 Located at:

15 3525 14<sup>th</sup> Street, Riverside, CA 92501

16 C. CONSULTANT shall perform:

17 The covenants set forth in Article III entitled Statement of Work;

18 In accordance with the time frames set forth in Article IV entitled Performance Periods;

19 For the fees set forth in Article V entitled Allowable Costs and Payments.

20 D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this contract, shall act  
21 in an independent capacity and not as officers or employees or agents of COUNTY.

22 E. Without the written consent of COUNTY, this contract is not assignable by CONSULTANT either in whole or in  
23 part.

24 F. No alteration or variation of the terms of this contract shall be valid, unless made in writing and signed by the  
25 parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the  
26 parties hereto.

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

1 H. COUNTY may be working cooperatively with other agencies (collectively referred to as the “AGENCIES”) in  
2 the effort to complete services performed under this contract.

3 **ARTICLE II CONSULTANT’S REPORTS OR MEETINGS**

4 A. To ensure understanding and performance of the contract objectives, meetings between COUNTY,  
5 AGENCIES, and CONSULTANT shall be held in accordance with the terms of each Task Order. All work  
6 objectives, CONSULTANT’s work schedule, the terms of the contract and any other related issues may be  
7 discussed and/or resolved. CONSULTANT shall keep minutes of meetings and distribute copies of minutes as  
8 appropriate.

9 B. CONSULTANT’s Contract Manager shall meet with COUNTY’s Contract Administrator, as needed, to discuss  
10 progress on the contract and/or Task Orders.

11 **ARTICLE III STATEMENT OF WORK**

12 CONSULTANT shall furnish all technical and professional services including labor, material, equipment,  
13 transportation, supervision, and expertise to fully and adequately perform and complete the covenants set forth in  
14 Attachment A, Scope of Services, which is attached hereto and incorporated herein by reference and in any Task  
15 Order executed under the authority of this Contract.

16 **ARTICLE IV PERFORMANCE PERIOD**

17 A. This contract shall go into effect contingent upon approval by COUNTY, and CONSULTANT shall  
18 commence work after notification to proceed by COUNTY’S Contract Administrator. The contract shall end on  
19 6/30/2022, unless extended by contract amendment.

20 B. CONSULTANT is advised that any recommendation for contract award is not binding on COUNTY until the  
21 contract is fully executed and approved by COUNTY.

22 C. The period of performance shall be in accordance with the requirements set forth in each Task Order. If work  
23 on a Task Order is in progress on the expiration date of this contract, the terms of the contract shall be extended  
24 by contract amendment. Contract extensions may be executed by the Director of Transportation if authorized  
25 by the County Board of Supervisors.

26 **ARTICLE V ALLOWABLE COSTS AND PAYMENTS**

27 A. CONSULTANT will be reimbursed for hours worked at the hourly rates specified in CONSULTANTs Cost  
28 Proposal. The specified hourly rates shall include direct salary costs, employee benefits, overhead, and fee.  
29 These rates are not adjustable for the performance period set forth in this Contract.

*On-Call Engineering Services – Roadway/Highway Engineering*

- 1 B. In addition, CONSULTANT will be reimbursed for incurred (actual) direct costs other than salary costs that are  
2 in the cost proposal and identified in the cost proposal and in the executed Task Order.
- 3 C. Specific assignments will be authorized to CONSULTANT through issuance of Task Orders.
- 4 D. Each Task Order will identify the scope of services, expected results, deliverables, period of performance and  
5 will designate a COUNTY Task Coordinator. CONSULTANT shall prepare a Cost Estimate, including a written  
6 estimate of the number of hours and hourly rates per staff person, any anticipated reimbursable expenses,  
7 overhead, fee if any, and total dollar amount. After agreement has been reached on the negotiable items and  
8 total cost; the finalized Task Order shall be prepared in accordance with the format as specified in the County  
9 Consulting Services Manual and shall be signed by both COUNTY and CONSULTANT.
- 10 E. Reimbursement for transportation and subsistence costs shall not exceed the rates as specified in the approved  
11 Compensation Plan.
- 12 F. Progress payments for each Task Order will be made monthly in arrears based on services provided and  
13 allowable costs incurred.
- 14 G. CONSULTANT shall not commence performance of work or services until this contract has been approved by  
15 COUNTY, and notification to proceed has been issued by COUNTY'S Contract Administrator. No payment will  
16 be made prior to approval or for any work performed prior to approval of this contract.
- 17 H. A Task Order is of no force or effect until returned to COUNTY and signed by an authorized representative of  
18 COUNTY. No expenditures are authorized on a assignment and work shall not commence until a Task Order  
19 for that assignment has been executed by COUNTY.
- 20 I. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by COUNTY'S  
21 Contract Administrator of itemized invoices. Separate invoices itemizing all costs are required for all work  
22 performed under each Task Order. Invoices shall be submitted no later than 45 calendar days after the  
23 performance of work for which CONSULTANT is billing; or upon completion of the Task Order. Invoices shall  
24 follow the format stipulated in the COUNTY'S Consulting Services Manual. Credits due COUNTY that include  
25 any equipment purchased under the provisions of Article XI Equipment Purchase of this contract, must be  
26 reimbursed by CONSULTANT prior to the expiration or termination of this contract. Invoices shall be mailed to  
27 COUNTY'S Contract Administrator at the address provided in Article I.
- 28 J. The period of performance for Task Orders shall be in accordance with time frame specified in each Task Order.
- 29 K. The total amount payable by COUNTY for an individual Task Order shall not exceed the amount agreed to in



1 the Task Order. Additional services or budget will require the issuance of a new Task Order.

2 L. If the Consultant fails to satisfactorily complete a deliverable according to the schedule set forth in a Task Order,  
3 no payment will be made until the deliverable has been satisfactorily completed.

4 M. Task Orders may not be used to amend this Agreement and may not exceed the scope of work under this  
5 Agreement.

6 N. The total amount payable by COUNTY for all Task Orders resulting from this contract shall not exceed  
7 \$750,000.

8 O. It is understood and agreed that there is no guarantee, either expressed or implied that this dollar amount will  
9 be authorized under this contract through Task Orders.

10 **ARTICLE VI TERMINATION**

11 A. COUNTY reserves the right to terminate this contract upon thirty (30) calendar days written notice to  
12 CONSULTANT with the reasons for termination stated in the notice.

13 B. COUNTY may terminate this contract with CONSULTANT should CONSULTANT fail to perform the covenants  
14 herein contained at the time and in the manner herein provided. In the event of such termination, COUNTY  
15 may proceed with the work in any manner deemed proper by COUNTY. If COUNTY terminates this contract  
16 with CONSULTANT, COUNTY shall pay CONSULTANT the sum due to CONSULTANT under this contract  
17 prior to termination, unless the cost of completion to COUNTY exceeds the funds remaining in the contract. In  
18 which case the overage shall be deducted from any sum due CONSULTANT under this contract and the  
19 balance, if any, shall be paid to CONSULTANT upon demand.

20 **ARTICLE VII COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS**

21 A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition  
22 Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual  
23 items.

24 B. CONSULTANT also agrees to comply with federal procedures in accordance with 2 CFR, Part 200, Uniform  
25 Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

26 C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be  
27 unallowable under 2 CFR, Part 200 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part  
28 31.000 et seq., are subject to repayment by CONSULTANT to COUNTY.

29 **ARTICLE VIII RETENTION OF RECORDS/AUDIT**

1 For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code  
2 of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the  
3 performance of the contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and COUNTY  
4 shall maintain and make available for inspection all books, documents, papers, accounting records, and other  
5 evidence pertaining to the performance of the contract, including but not limited to, the costs of administering the  
6 contract. All parties shall make such materials available at their respective offices at all reasonable times during  
7 the contract period and for three years from the date of final payment under the contract. The state, State Auditor,  
8 COUNTY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books,  
9 records, and documents of CONSULTANT and its certified public accountants (CPA) work papers that are pertinent  
10 to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof  
11 shall be furnished if requested.

12 **ARTICLE IX AUDIT REVIEW PROCEDURES**

- 13 A. Any dispute concerning a question of fact arising under an interim or post audit of this contract that is not  
14 disposed of by agreement, shall be reviewed by COUNTY'S Chief Financial Officer.
- 15 B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by  
16 COUNTY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in  
17 writing.
- 18 C. Neither the pendency of a dispute nor its consideration by COUNTY will excuse CONSULTANT from full and  
19 timely performance, in accordance with the terms of this contract.
- 20 D. Audit Terms and Conditions if the amount shown in Article V.N is greater than \$150,000.

21 CONSULTANT and subconsultant contracts, including cost proposals and ICR, are subject to audits or reviews  
22 such as, but not limited to, a contract audit, an incurred cost audit, an ICR Audit, or a CPA ICR audit work paper  
23 review. If selected for audit or review, the contract, cost proposal and ICR and related work papers, if applicable,  
24 will be reviewed to verify compliance with 48 CFR, Part 31 and other related laws and regulations. In the  
25 instances of a CPA ICR audit work paper review it is CONSULTANT's responsibility to ensure federal, state, or  
26 local government officials are allowed full access to the CPA's work papers including making copies as  
27 necessary. The contract, cost proposal, and ICR shall be adjusted by CONSULTANT and approved by  
28 COUNTY contract manager to conform to the audit or review recommendations. CONSULTANT agrees that  
29 individual terms of costs identified in the audit report shall be incorporated into the contract by this reference if

1 directed by COUNTY at its sole discretion. Refusal by CONSULTANT to incorporate audit or review  
2 recommendations, or to ensure that the federal, state or local governments have access to CPA work papers,  
3 will be considered a breach of contract terms and cause for termination of the contract and disallowance of prior  
4 reimbursed costs.

5 The provisional ICR will apply to this contract and all other contracts executed between COUNTY and the  
6 CONSULTANT, either as a prime or subconsultant, with the same fiscal period ICR.

7 **ARTICLE X SUBCONTRACTING**

8 A. Nothing contained in this contract or otherwise, shall create any contractual relation between COUNTY and any  
9 subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations  
10 hereunder. CONSULTANT agrees to be as fully responsible to COUNTY for the acts and omissions of its  
11 subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and  
12 omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its  
13 subconsultant(s) is an independent obligation from COUNTY'S obligation to make payments to the  
14 CONSULTANT.

15 B. CONSULTANT shall perform the work contemplated with resources available within its own organization and  
16 no portion of the work pertinent to this contract shall be subcontracted without written authorization by  
17 COUNTY's Contract Administrator, except that, which is expressly identified in the Compensation Plan.

18 C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made  
19 to CONSULTANT by COUNTY.

20 D. All subcontracts entered into as a result of this contract shall contain all the provisions stipulated in this contract  
21 to be applicable to subconsultants.

22 E. Any substitution of subconsultant(s) must be approved in writing by COUNTY's Contract Administrator prior to  
23 the start of work by the subconsultant(s).

24 **ARTICLE XI EQUIPMENT PURCHASE**

25 A. Prior authorization in writing, by COUNTY's Contract Administrator shall be required before CONSULTANT  
26 enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or  
27 CONSULTANT services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring  
28 such costs.

29 B. For purchase of any item, service or consulting work not covered in CONSULTANT's Compensation Plan and

1 exceeding \$5,000 prior authorization by COUNTY's Contract Administrator; three competitive quotations must  
2 be submitted with the request, or the absence of bidding must be adequately justified.

3 C. Any equipment purchased as a result of this contract is subject to the following: "CONSULTANT shall maintain  
4 an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at  
5 least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and  
6 is sold or traded in, COUNTY shall receive a proper refund or credit at the conclusion of the contract, or if the  
7 contract is terminated, CONSULTANT may either keep the equipment and credit COUNTY in an amount equal  
8 to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in  
9 accordance with established COUNTY procedures; and credit COUNTY in an amount equal to the sales price.  
10 If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's  
11 expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained  
12 from an appraiser mutually agreeable to by COUNTY and CONSULTANT, if it is determined to sell the  
13 equipment, the terms and conditions of such sale must be approved in advance by COUNTY.

14 **ARTICLE XII STATE PREVAILING WAGE RATES**

15 In the event that a portion of the work performed by CONSULTANT are by crafts affected by state labor laws, the  
16 following terms and conditions shall apply.

17 A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in  
18 accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances  
19 applicable to the work.

20 B. Any subcontract entered into as a result of this contract, if for more than \$25,000 for public works construction  
21 or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of  
22 the provisions of this Article, unless the awarding agency has an approved labor compliance program by the  
23 Director of Industrial Relations.

24 C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence  
25 costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined  
26 in the applicable Prevailing Wage Determination. See <http://www.dir.ca.gov>.

27 When all of the work performed by CONSULTANT is performed by crafts not affected by state labor laws or are not  
28 contemplated for use, the following terms and conditions shall apply.

29 A. The State of California's General Prevailing Wage Rates are not applicable to this contract.

1       **Note:** The Federal "Payment of Predetermined Minimum Wage" applies only to federal-aid construction  
2       contracts.

3       **ARTICLE XIII CONFLICT OF INTEREST**

4       A. CONSULTANT shall disclose any financial, business, or other relationship with COUNTY that may have an  
5       impact upon the outcome of this contract, or any ensuing COUNTY construction project. CONSULTANT shall  
6       also list current clients who may have a financial interest in the outcome of this contract, or any ensuing  
7       COUNTY construction project, which will follow.

8       B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest  
9       that would conflict with the performance of services under this contract.

10      C. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid  
11      on any construction contract, or on any contract to provide construction inspection for any construction project  
12      resulting from this contract. An affiliated firm is one, which is subject to the control of the same persons through  
13      joint-ownership, or otherwise.

14      D. Except for subconsultants whose services are limited to providing surveying or materials testing information, no  
15      subconsultant who has provided design services in connection with this contract shall be eligible to bid on any  
16      construction contract, or on any contract to provide construction inspection for any construction project resulting  
17      from this contract.

18      **ARTICLE XIV REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION**

19      CONSULTANT warrants that this contract was not obtained or secured through rebates kickbacks or other unlawful  
20      consideration, either promised or paid to any COUNTY employee. For breach or violation of this warranty, COUNTY  
21      shall have the right in its discretion; to terminate the contract without liability; to pay only for the value of the work  
22      actually performed; or to deduct from the contract price; or otherwise recover the full amount of such rebate,  
23      kickback or other unlawful consideration.

24      **ARTICLE XV PROHIBITION OF EXPENDING COUNTY STATE OR FEDERAL FUNDS FOR LOBBYING**

25      A. CONSULTANT certifies to the best of his or her knowledge and belief that:

- 26           1. No state, federal or COUNTY appropriated funds have been paid, or will be paid by-or-on behalf of  
27           CONSULTANT to any person for influencing or attempting to influence an officer or employee of any state  
28           or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of  
29           the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection

1 with the awarding of any state or federal contract; the making of any state or federal grant; the making of  
2 any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation,  
3 renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.

4 2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for  
5 influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress;  
6 an officer or employee of Congress, or an employee of a Member of Congress; in connection with this  
7 federal contract, grant, loan, or cooperative agreement; CONSULTANT shall complete and submit  
8 Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

9 B. This certification is a material representation of fact upon which reliance was placed when this transaction was  
10 made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction  
11 imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be  
12 subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

13 C. CONSULTANT also agrees by signing this document that he or she shall require that the language of this  
14 certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients  
15 shall certify and disclose accordingly.

16 **ARTICLE XVI STATEMENT OF COMPLIANCE**

17 A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury  
18 under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the  
19 nondiscrimination program requirements of Government Code Section 12990 and Title 2, California  
20 Administrative Code, Section 8103.

21 B. During the performance of this Contract, Consultant and its subconsultants shall not unlawfully discriminate,  
22 harass, or allow harassment against any employee or applicant for employment because of sex, race, color,  
23 ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical  
24 condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Consultant and  
25 subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment  
26 are free from such discrimination and harassment. Consultant and subconsultants shall comply with the  
27 provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable  
28 regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The  
29 applicable regulations of the Fair Employment and Housing Commission implementing Government Code

1 Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are  
2 incorporated into this Contract by reference and made a part hereof as if set forth in full. Consultant and its  
3 subconsultants shall give written notice of their obligations under this clause to labor organizations with which  
4 they have a collective bargaining or other Agreement.

5 C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted  
6 programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of  
7 Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement  
8 and maintain a policy of nondiscrimination in which no person in the State of California shall, on the basis of  
9 race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits  
10 of or subject to discrimination under any program or activity by the recipients of federal assistance or their  
11 assignees and successors in interest.

12 D. The Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title  
13 VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex,  
14 age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases  
15 of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by  
16 Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a  
17 program whose goal is employment.

18 **ARTICLE XVII DEBARMENT AND SUSPENSION CERTIFICATION**

19 A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws  
20 of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to  
21 Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or  
22 any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently  
23 under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has  
24 not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the  
25 past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or  
26 had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or  
27 official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to  
28 COUNTY.

29 B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in

1 determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating  
2 agency, and dates of action.

3 C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services  
4 Administration are to be determined by the Federal highway Administration.

5 **ARTICLE XVIII FUNDING REQUIREMENTS**

6 A. It is mutually understood between the parties that this contract may have been written before ascertaining the  
7 availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program  
8 and fiscal delays that would occur if the contract were executed after that determination was made.

9 B. This contract is valid and enforceable only, if sufficient funds are made available to COUNTY for the purpose  
10 of this contract. In addition, this contract is subject to any additional restrictions, limitations, conditions, or any  
11 statute enacted by the Congress, State Legislature, or COUNTY governing board that may affect the provisions,  
12 terms, or funding of this contract in any manner.

13 C. It is mutually agreed that if sufficient funds are not appropriated, this contract may be amended to reflect any  
14 reduction in funds.

15 D. COUNTY has the option to void the contract under the 30-day termination clause pursuant to Article VI, or by  
16 mutual agreement to amend the contract to reflect any reduction of funds.

17 **ARTICLE XIX CHANGE IN TERMS**

18 A. This contract may be amended or modified only by mutual written agreement of the parties.

19 B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and  
20 notification to proceed has been provided by COUNTY's Contract Administrator.

21 C. There shall be no change in CONSULTANT's Contract Manager or members of the contract team, as listed as  
22 Key Personnel in the approved Scope of Services, which is a part of this contract without prior written approval  
23 by COUNTY's Contract Administrator.

24 **ARTICLE XX CONTINGENT FEE**

25 CONSULTANT warrants, by execution of this contract that no person or selling agency has been employed, or  
26 retained, to solicit or secure this contract upon an agreement or understanding, for a commission, percentage,  
27 brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling  
28 agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this  
29 warranty, COUNTY has the right to annul this contract without liability; pay only for the value of the work actually



1 performed, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount  
2 of such commission, percentage, brokerage, or contingent fee.

3 **ARTICLE XXI DISPUTES**

4 A. Any dispute, other than audit, concerning a question of fact arising under this contract that is not disposed of  
5 by agreement shall be decided by a committee consisting of COUNTY's Contract Administrator and (Insert  
6 Department Head or Official), who may consider written or verbal information submitted by CONSULTANT.

7 B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and  
8 estimate, CONSULTANT may request review by COUNTY Governing Board of unresolved claims or disputes,  
9 other than audit. The request for review will be submitted in writing.

10 C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full  
11 and timely performance in accordance with the terms of this contract.

12 **ARTICLE XXII INSPECTION OF WORK**

13 CONSULTANT and any subconsultant shall permit COUNTY, the state, and the FHWA if federal participating funds  
14 are used in this contract; to review and inspect the contract activities and files at all reasonable times during the  
15 performance period of this contract including review and inspection on a daily basis.

16 **ARTICLE XXIII SAFETY**

17 A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety  
18 equipment or procedures. CONSULTANT shall comply with safety instructions issued by COUNTY Safety  
19 Officer and other COUNTY representatives. CONSULTANT personnel shall wear hard hats and safety vests  
20 at all times while working on the construction project site.

21 B. Pursuant to the authority contained in Section 591 of the Vehicle Code, COUNTY has determined that such  
22 areas are within the limits of the project and are open to public traffic. CONSULTANT shall comply with all of  
23 the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. CONSULTANT shall take  
24 all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public  
25 from injury and damage from such vehicles.

26 C. Any subcontract entered into as a result of this contract, shall contain all of the provisions of this Article.

27 D. In the event CONSULTANT performs trenching of five feet or deeper in the performance any service provided  
28 under this Agreement, CONSULTANT must have a Division of Occupational Safety and Health (CAL-OSHA)  
29 permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices,

1 work, method, operation, or process related to the construction or excavation of trenches which are five feet or  
2 deeper.

3 **ARTICLE XXIV INDEMNIFICATION AND INSURANCE**

4 **A. INDEMNIFICATION**

- 5 1. To the fullest extent permitted by applicable law, CONSULTANT agrees to and shall indemnify, defend and  
6 hold harmless the County of Riverside, its Agencies, Districts, Departments and Special Districts, their  
7 respective directors, officers, Board of Supervisors, elected and appointed officials, employees, agents,  
8 volunteers and representatives (hereinafter individually and collectively referred to as "Indemnitees") from  
9 all liability, including, but not limited to loss, suits, claims, demands, actions, or proceedings caused by any  
10 alleged or actual negligence, recklessness, or willful misconduct of CONSULTANT, its directors, officers,  
11 partners, employees, agents, subconsultants or representatives or any person or organization for whom  
12 CONSULTANT is responsible, arising out of or from the performance of services under this Agreement. In  
13 no event shall the cost to defend charged to the CONSULTANT exceed the CONSULTANT's proportionate  
14 percentage of fault.
- 15 2. The duty to indemnify does not include loss, suits, claims, demands, actions, or proceedings caused by  
16 actual negligence of Indemnitees; however, any actual negligence of Indemnitees will only affect the duty  
17 to indemnify for the specific act adjudged by the findings of a court of competent jurisdiction to be negligence  
18 of the Indemnitees, and will not preclude a duty to indemnify for any negligence, recklessness, or willful  
19 misconduct of CONSULTANT.
- 20 3. To the fullest extent permitted by applicable law, CONSULTANT shall defend and pay, at its sole expense,  
21 all costs and fees, including but not limited to attorney fees, cost of investigation, and defense, in any loss,  
22 suits, claims, demands, actions, or proceedings based or alleged to be based on any negligence,  
23 recklessness, or willful misconduct of CONSULTANT arising out of or from the performance of services  
24 under this Agreement. The duty to defend applies to any alleged or actual negligence, recklessness, or  
25 willful misconduct of CONSULTANT. The duty to defend shall apply whether or not CONSULTANT is a  
26 party to the lawsuit, and shall apply whether or not CONSULTANT is directly liable to the plaintiffs in the  
27 lawsuit. The duty to defend applies even if Indemnitees are alleged or found to be actively negligent, unless  
28 the negligent act, error or omission at issue was caused by the sole active negligence of Indemnitees.
- 29 4. The specified insurance provisions and limits required in this Agreement shall in no way limit or circumscribe

1           CONSULTANT'S obligations to indemnify and hold harmless Indemnitees from third party claims.

- 2           5. In the event there is conflict between the indemnity and defense provisions and California Civil Code  
3           Sections 2782 and 2782.8, the indemnity and defense provisions shall be interpreted to comply with Civil  
4           Code sections 2782 and 2782.8.

5    B. INSURANCE

6           Without limiting or diminishing the CONSULTANT'S obligation to indemnify or hold the COUNTY harmless,  
7           CONSULTANT shall procure and maintain or cause to be maintained, at its sole cost and expense, the following  
8           insurance coverage's during the term of this Agreement. As respects to the insurance section only, the  
9           COUNTY herein refers to the County of Riverside, its Agencies, Districts, Special Districts, and Departments,  
10          their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or  
11          representatives as Additional Insureds.

12        1. Workers' Compensation:

13           If the CONSULTANT has employees as defined by the State of California, the CONSULTANT shall maintain  
14           statutory Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of  
15           California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits  
16           not less than \$1,000,000 per person per accident. The policy shall be endorsed to waive subrogation in  
17           favor of The County of Riverside.

18        2. Commercial General Liability:

19           Commercial General Liability insurance coverage, including but not limited to, premises liability, unmodified  
20           contractual liability, products and completed operations liability, personal and advertising injury, and cross  
21           liability coverage, covering claims which may arise from or out of CONSULTANT'S performance of its  
22           obligations hereunder. Policy shall name the COUNTY as Additional Insured. Policy's limit of liability shall  
23           not be less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general  
24           aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence  
25           limit.

26        3. Vehicle Liability:

27           If vehicles or mobile equipment are used in the performance of the obligations under this Agreement, then  
28           CONSULTANT shall maintain liability insurance for all owned, non-owned or hired vehicles so used in an  
29           amount not less than \$1,000,000 per occurrence combined single limit. If such insurance contains a general

1 aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence  
2 limit. Policy shall name the COUNTY as Additional Insureds.

3 4. Professional Liability

4 CONSULTANT shall maintain Professional Liability Insurance providing coverage for the CONSULTANT's  
5 performance of work included within this Agreement, with a limit of liability of not less than \$1,000,000 per  
6 occurrence and \$2,000,000 annual aggregate. If CONSULTANT's Professional Liability Insurance is written  
7 on a claims made basis rather than an occurrence basis, such insurance shall continue through the term  
8 of this Agreement and CONSULTANT shall purchase at his sole expense either 1) an Extended Reporting  
9 Endorsement (also, known as Tail Coverage); or 2) Prior Dates Coverage from new insurer with a  
10 retroactive date back to the date of, or prior to, the inception of this Agreement; or 3) demonstrate through  
11 Certificates of Insurance that CONSULTANT has Maintained continuous coverage with the same or original  
12 insurer. Coverage provided under items; 1), 2), or 3) will continue as long as the law allows.

13 5. General Insurance Provisions - All lines:

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

18 b. The CONSULTANT must declare its insurance self-insured retention for each coverage required  
19 herein. If any such self-insured retention exceed \$500,000 per occurrence each such retention shall  
20 have the prior written consent of the County Risk Manager before the commencement of operations  
21 under this Agreement. Upon notification of self-insured retention unacceptable to the COUNTY, and at  
22 the election of the Country's Risk Manager, CONSULTANT'S carriers shall either; 1) reduce or  
23 eliminate such self-insured retention as respects this Agreement with the COUNTY, or 2) procure a  
24 bond which guarantees payment of losses and related investigations, claims administration, and  
25 defense costs and expenses.

26 c. CONSULTANT shall cause CONSULTANT'S insurance carrier(s) to furnish the County of Riverside  
27 with either 1) a properly executed original Certificate(s) of Insurance and certified original copies of  
28 Endorsements effecting coverage as required herein, and 2) if requested to do so orally or in writing by  
29 the County Risk Manager, provide original Certified copies of policies including all Endorsements and

1 all attachments thereto, showing such insurance is in full force and effect. Further, said Certificate(s)  
2 and policies of insurance shall contain the covenant of the insurance carrier(s) that thirty (30) days  
3 written notice shall be given to the County of Riverside prior to any material modification, cancellation,  
4 expiration or reduction in coverage of such insurance. In the event of a material modification,  
5 cancellation, expiration, or reduction in coverage, this Agreement shall terminate forthwith, unless the  
6 County of Riverside receives, prior to such effective date, another properly executed original Certificate  
7 of Insurance and original copies of endorsements or certified original policies, including all  
8 endorsements and attachments thereto evidencing coverage's set forth herein and the insurance  
9 required herein is in full force and effect. CONSULTANT shall not commence operations until the  
10 COUNTY has been furnished original Certificate (s) of Insurance and certified original copies of  
11 endorsements and if requested, certified original policies of insurance including all endorsements and  
12 any and all other attachments as required in this Section. An individual authorized by the insurance  
13 carrier to do so on its behalf shall sign the original endorsements for each policy and the Certificate of  
14 Insurance.

- 15 d. It is understood and agreed to by the parties hereto that the CONSULTANT'S insurance shall be  
16 construed as primary insurance, and the COUNTY'S insurance and/or deductibles and/or self-insured  
17 retention's or self-insured programs shall not be construed as contributory.
- 18 e. If, during the term of this Agreement or any extension thereof, there is a material change in the scope  
19 of services; or, there is a material change in the equipment to be used in the performance of the scope  
20 of work; or, the term of this Agreement, including any extensions thereof, exceeds five (5) years; the  
21 COUNTY reserves the right to adjust the types of insurance and the monetary limits of liability required  
22 under this Agreement, if in the County Risk Manager's reasonable judgment, the amount or type of  
23 insurance carried by the CONSULTANT has become inadequate.
- 24 f. CONSULTANT shall pass down the insurance obligations contained herein to all tiers of subconsultants  
25 working under this Agreement.
- 26 g. The insurance requirements contained in this Agreement may be met with a program(s) of self-  
27 insurance acceptable to the COUNTY.
- 28 h. CONSULTANT agrees to notify COUNTY of any claim by a third party or any incident or event that may  
29 give rise to a claim arising from the performance of this Agreement.

1 **ARTICLE XXV OWNERSHIP OF DATA**

2 A. Ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this  
3 contract will automatically be vested in COUNTY; and no further agreement will be necessary to transfer  
4 ownership to COUNTY. CONSULTANT shall furnish COUNTY all necessary copies of data needed to complete  
5 the review and approval process.

6 B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-  
7 readable form, are intended for one-time use in the construction of any project for which this contract has been  
8 entered into.

9 C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or  
10 misuse by COUNTY of the machine-readable information and data provided by CONSULTANT under this  
11 contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with  
12 any use by COUNTY of project documentation on other projects, for additions to a project, or for the completion  
13 of a project by others, except only such use as may be authorized in writing by CONSULTANT.

14 D. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as  
15 appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).

16 E. COUNTY may permit copyrighting reports or other agreement products. If copyrights are permitted; the  
17 agreement shall provide that the COUNTY shall have the royalty-free nonexclusive and irrevocable right to  
18 reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

19 **ARTICLE XXVI CLAIMS FILED BY COUNTY'S CONSTRUCTION CONTRACTOR**

20 A. If claims are filed by COUNTY's construction contractor relating to work performed by CONSULTANT's  
21 personnel, and additional information or assistance from CONSULTANT's personnel is required in order to  
22 evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation  
23 with COUNTY'S construction contract administration and legal staff and for testimony, if necessary, at  
24 depositions and at trial or arbitration proceedings.

25 B. CONSULTANT's personnel that COUNTY considers essential to assist in defending against construction  
26 contractor claims will be made available on reasonable notice from COUNTY. Consultation or testimony will  
27 be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel  
28 services under this contract.

29 C. Services of CONSULTANT's personnel in connection with COUNTY's construction contractor claims will be

1 performed pursuant to a written contract amendment, if necessary, extending the termination date of this  
2 contract in order to resolve the construction claims.

3 **ARTICLE XXVII CONFIDENTIALITY OF DATA**

4 A. All financial, statistical, personal, technical, or other data and information relative to COUNTY's operations,  
5 which are designated confidential by COUNTY and made available to CONSULTANT in order to carry out this  
6 contract, shall be protected by CONSULTANT from unauthorized use and disclosure.

7 B. Permission to disclose information on one occasion, or public hearing held by COUNTY relating to the contract,  
8 shall not authorize CONSULTANT to further disclose such information, or disseminate the same on any other  
9 occasion.

10 C. CONSULTANT shall not comment publicly to the press or any other media regarding the contract or COUNTY's  
11 actions on the same, except to COUNTY's staff, CONSULTANT's own personnel involved in the performance  
12 of this contract, at public hearings or in response to questions from a Legislative committee.

13 D. CONSULTANT shall not issue any news release or public relations item of any nature, whatsoever, regarding  
14 work performed or to be performed under this contract without prior review of the contents thereof by COUNTY,  
15 and receipt of COUNTY'S written permission.

16 E. Any subcontract entered into as a result of this contract shall contain all of the provisions of this Article.

17 F. All information related to the construction estimate is confidential, and shall not be disclosed by CONSULTANT  
18 to any entity other than COUNTY.

19 **ARTICLE XXVIII NATIONAL LABOR RELATIONS BOARD CERTIFICATION**

20 In accordance with Public Contract Code Section 10296, CONSULTANT hereby states under penalty of perjury  
21 that no more than one final unappealable finding of contempt of court by a federal court has been issued against  
22 CONSULTANT within the immediately preceding two-year period, because of CONSULTANT's failure to comply  
23 with an order of a federal court that orders CONSULTANT to comply with an order of the National Labor Relations  
24 Board.

25 **ARTICLE XXIX LEGAL COMPLIANCE**

26 CONSULTANT shall comply with all Federal, State and local laws, statutes, ordinances, rules and regulations, and  
27 the orders and decrees of any courts or administrative bodies or tribunals currently in effect and in any manner  
28 affecting the performance of this Agreement, including, without limitation, workers' compensation laws and licensing  
29 and regulations. Failure to comply by CONSULTANT may be grounds for termination by the COUNTY.

1 **ARTICLE XXX EVALUATION OF CONSULTANT**

2 CONSULTANT's performance may be evaluated by COUNTY. A copy of the evaluation will be sent to  
3 CONSULTANT for comments. The evaluation together with the comments shall be retained as part of the contract  
4 record.

5 **ARTICLE XXXI RETENTION OF FUNDS**

- 6 A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this Article.
- 7 B. COUNTY will withhold the last 10 percent of the budget for preparation of any final PS&E documents. The 10  
8 percent retainage is to be held after 90% of the PS&E phase has been billed and is not to be deducted from  
9 each invoice. The amount retained will be paid to CONSULTANT after COUNTY has approved  
10 CONSULTANT's PS&E documents. The CONSULTANT, or subconsultant, shall return all monies withheld in  
11 retention from a subconsultant within thirty (30) days after receiving payment. Federal law (49 CFR 26.29)  
12 requires that any delay or postponement of payment over thirty (30) days may take place only for good cause  
13 and with the COUNTY's prior written approval. Any violation of this provision shall subject the violating  
14 CONSULTANT or subconsultant to the penalties, sanctions and other remedies specified in Section 7108.5 of  
15 the Business and Professions Code. These requirements shall not be construed to limit or impair any  
16 contractual, administrative, or judicial remedies, otherwise available to the CONSULTANT or subconsultant in  
17 the event of a dispute involving late payment or nonpayment by the CONSULTANT, deficient subconsultant  
18 performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime  
19 consultant and subconsultants.

20 **ARTICLE XXXII NOTIFICATION**

21 All notices hereunder and communications regarding interpretation of the terms of this contract and changes  
22 thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage  
23 prepaid, and addressed to the CONSULTANT's Contract Manager and COUNTY's Contract Administrator at the  
24 respective addresses provided in Article I.B.

25 **ARTICLE XXXIII CONTRACT**

26 The two parties to this contract, who are the before named CONSULTANT and the before named COUNTY, hereby  
27 agree that this contract constitutes the entire agreement which is made and concluded in duplicate between the two  
28 parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work  
29 to be performed; each agree to diligently perform in accordance with the terms and conditions of this contract as



1 evidenced by the signatures below.

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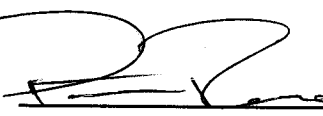
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ARTICLE XXXIV • APPROVALS

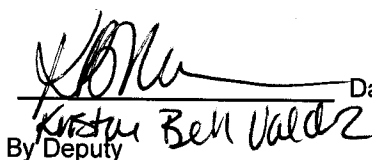
COUNTY Approvals

RECOMMENDED FOR APPROVAL:


 Dated: 8-1-2019

PATRICIA ROMO  
Director of Transportation

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

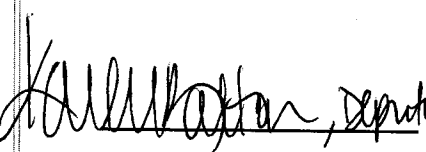
 Dated: 8/1/19  
By Deputy Kristin Ben Valdez

APPROVAL BY THE BOARD OF SUPERVISORS

 Dated: AUG 27 2019

KEVIN JEFFRIES  
PRINTED NAME  
Chairman, Riverside County Board of Supervisors

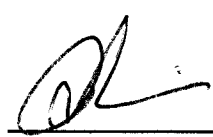
ATTEST:

 Dated: AUG 27 2019

KECIA HARPER-HENRY  
Clerk of the Board (SEAL)

CONSULTANT Approvals

CONSULTANT: HDR Engineering, Inc.

 Dated: 7/15/19

Thomas T. Kim  
PRINTED NAME  
Sr. Vice President  
TITLE

CONSULTANT:

\_\_\_\_\_  
Dated: \_\_\_\_\_  
PRINTED NAME  
TITLE

ATTACHMENT A • SCOPE OF SERVICES

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**ARTICLE AI • INTRODUCTION**

**A. DESCRIPTION**

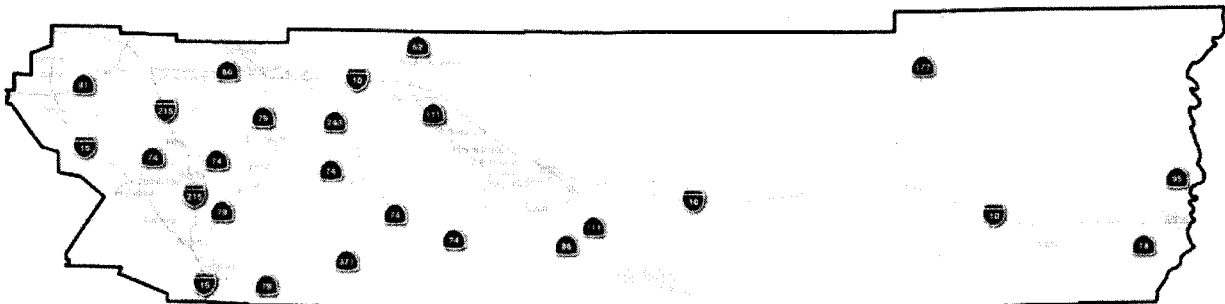
The County of Riverside Transportation Department (County) is seeking On-Call Engineering Services to augment its in-house resources to deliver necessary Road Improvement Projects (Projects) with the required expertise and staff capabilities to meet project schedules and/or deadlines. Projects may either be identified or funded in the Transportation Improvement Program (TIP) or through the Land Development Review and Plan Check Process.

The County Projects may require coordination with various Federal, State, and/or local agencies. It is anticipated that state funding may be used for On-Call Engineering Services work, all contracts will be in accordance with the County's Consulting Services Manual and/or Caltrans Local Assistance Procedures Manual (LAPM) as well as all applicable County and Caltrans standard practices, regulations, policies, procedures, manuals and standards, as appropriate and may also include compliance with Federal Highway Administration requirements.

**B. LOCATION**

On-call Task Orders may be located anywhere within the jurisdictional boundaries of the County of Riverside as outlined in the map shown below.

**Map of the County of Riverside**



**C. COORDINATION**

CONSULTANT shall coordinate with other involved agencies for compatible design and phasing of construction with existing conditions.

**D. STANDARDS**

The Plans, Specifications and Estimates shall be prepared in accordance with current State Department of Transportation (CALTRANS) regulations, policies, procedures, manuals and standards including compliance

1 with Federal Highway Administration (FHWA) requirements and/or County Road Standards as appropriate.  
2 Improvements of local roads may be prepared in accordance with COUNTY standards in lieu of CALTRANS  
3 standards as directed by the COUNTY's Contract Administrator. CONSULTANT will prepare fact sheets for  
4 COUNTY approval, documenting the exceptions to mandatory and advisory design standards. All documents  
5 shall be prepared using English Standard Units and dimensions.

6 **1. Environmental**

7 Environmental documents and services shall be performed in accordance with CALTRANS Standard  
8 Environmental Reference (SER) including requirements of the California Environmental Quality Act (CEQA)  
9 and the National Environmental Policy Act (NEPA) if a project has a Federal nexus.

10 **2. Survey**

11 Supplemental surveys shall be performed by the CONSULTANT in accordance with the current CALTRANS  
12 "Survey Manual" and its revisions. Work not covered by the manual shall be performed in accordance with  
13 accepted professional surveying standards as approved by COUNTY.

14 **3. Design**

15 Roadway design shall be in accordance with the current CALTRANS Highway Design Manual and its  
16 revisions and/or COUNTY Road Standards as appropriate. Traffic design shall be in accordance with the  
17 Manual of Uniform Traffic Control Devices (MUTCD) and the California Supplement. Basic design shall be  
18 in accordance with the approved Technical Report and final Environmental Document including any  
19 supplements and/or updates. Microstation (compatible with current CALTRANS version) software will be  
20 used as the design software.

21 **4. Geographical Information System (GIS)**

- 22 a. "GIS Information" shall include GIS digital files (including the information or data contained therein)  
23 and any other information, data, or documentation from COUNTY GIS (regardless of medium or  
24 format) that is provided pursuant to this Agreement.
- 25 b. CONSULTANT acknowledges that the unauthorized use, transfer, assignment, sublicensing, or  
26 disclosure of the GIS information, documentation, or copies thereof will substantially diminish their  
27 value to COUNTY. CONSULTANT acknowledges and agrees that COUNTY GIS information is a  
28 valuable proprietary product, embodying substantial creative efforts, trade secrets, and confidential  
29

1 information and ideas. COUNTY GIS information is and shall remain the sole property of COUNTY;  
2 and there is no intention of COUNTY to transfer ownership of COUNTY GIS information.

- 3 c. COUNTY GIS information is made available to CONSULTANT solely for use in the normal course of  
4 CONSULTANT's business to produce reports, analysis, maps and other deliverables only for a specific  
5 PROJECT and as described within the Scope of Services.
- 6 d. CONSULTANT agrees to indemnify and hold harmless COUNTY, its officers, employees and agents  
7 from any and all liabilities, claims, actions, losses or damages relating to or arising from  
8 CONSULTANT's use of COUNTY GIS information.
- 9 e. GIS information cannot be used for all purposes; and GIS information may not be complete for all  
10 purposes. Additional investigation or research by CONSULTANT into other sources will be required.  
11 GIS information is intended only as an information base and is not intended to replace any legal  
12 records. COUNTY has used and will continue to use its best efforts to correctly input into COUNTY  
13 GIS the information contained in various legal and other records; but COUNTY accepts no  
14 responsibility for any conflict with actual legal records or for information not transferred from legal  
15 records to COUNTY GIS. COUNTY has attempted to update GIS information as often as is practically  
16 feasible. However, CONSULTANT should be aware that GIS information may not be current and  
17 changes or additions to the information contained in COUNTY GIS may not yet be reflected in  
18 COUNTY GIS.
- 19 f. COUNTY accepts no responsibility for the use of GIS information; and COUNTY provides no warranty  
20 for the use of COUNTY GIS or COUNTY GIS information by CONSULTANT. THE WARRANTIES  
21 SPECIFICALLY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES,  
22 EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS  
23 FOR A PARTICULAR PURPOSE; AND SUCH OTHER WARRANTIES ARE HEREBY EXCLUDED.
- 24 g. Final plans, drawings or other work products will be provided in an electronic format suitable for  
25 inclusion within the COUNTY GIS or CADD Systems by CONSULTANT and will contain the  
26 appropriate meta data and will be geographically registered using a appropriate coordinate system  
27 such as the California State Plane Coordinate System NAD 83.

28 **5. Project Files**

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1 Project files shall be indexed in accordance with CALTRANS' Project Development Uniform File System.

2 **E. QUALITY CONTROL**

- 3 1. CONSULTANT shall implement and maintain the following quality control procedures during the  
4 preparation of the plans and documents relating to this Contract. CONSULTANT shall have a quality  
5 control plan in effect during the entire time services are being performed under this Agreement. The plan  
6 shall establish a process whereby calculations are independently checked, plans checked, corrected and  
7 back-checked, and all job related correspondence and memoranda routed and received by affected  
8 persons and then bound in appropriate job files. Where several drawings show different work in the same  
9 area, means shall be provided to avoid conflicts and misalignment in both new and existing improvements.  
10 Evidence that the quality control plan is functional may be requested by the COUNTY Contract  
11 Administrator. All plans, calculations documents and other items submitted to the COUNTY Contract  
12 Administrator for review shall be marked clearly as being fully checked and that the preparation of the  
13 material followed the quality control plan established for the work.
- 14 2. CONSULTANT has total responsibility for the accuracy and completeness of all data, reports, plans,  
15 specifications and estimates prepared for this Contract and shall check all such material accordingly.  
16 COUNTY will review all work product deliverables. The responsibility for accuracy and completeness of  
17 such items remains solely that of CONSULTANT. Neither COUNTY'S review nor approval shall give rise  
18 to any liability or responsibility on the part of COUNTY, or waive any of COUNTY'S rights, or relieve  
19 CONSULTANT of its professional responsibilities or obligations under this Agreement.
- 20 3. The plans, designs, estimates, calculations, reports and other documents furnished in accordance with  
21 the Scope of Services shall meet the criteria for acceptance and be a product of neat appearance, well  
22 organized, technically and grammatically correct, checked and having the preparer and checker identified.  
23 The minimum standard of appearance, organization and contents shall be of similar types produced by  
24 COUNTY and AGENCIES. If any work product submitted is not complete and ready for use by COUNTY,  
25 it shall be marked "Draft" or similar designation to indicate it is not ready for use by COUNTY. COUNTY  
26 expects that all work product not so designated is ready for and can be used as a final product.
- 27 4. The page identifying preparers of engineering reports, the title sheet for specifications and each sheet of  
28 plans, shall bear the professional seal, certificate number, registration classification, expiration date of the  
29

1 certificate, and signature of the professional engineer(s) responsible for their preparation.

2 **F. KEY PERSONNEL**

3 The CONSULTANT has represented to the COUNTY that certain key personnel will perform the services and  
4 if one or more of such personnel should become unavailable, CONSULTANT may substitute other personnel  
5 of at least equal competence only after prior written approval by the COUNTY's Contract Administrator has  
6 been secured. The key personnel for performance of this Contract are:

7

8 <b>Assignment</b>	<b>Key Personnel</b>
9 Principal in Charge	Kip Field
10 Project Manager	Charles Christoplis
11 Lead Roadway Engineer	Julian Hernandez
12 Lead Structures Engineer	Wellington Chu
13 Lead Environmental Planner	Clint Meyer
14 QA/QC Engineer	Steve Mano

15 **G. COUNTY RESPONSIBILITIES**

16 The following includes tasks to be completed by the COUNTY:

- 17
- 18 • COUNTY will provide standards, existing plans, and manuals when requested by CONSULTANT and  
19 available to COUNTY personnel.
  - 20 • COUNTY will provide survey and land acquisition services generally as described below:
    - 21 - Provide survey controls.
    - 22 - Verify that County survey control points are still in place and undisturbed.
    - 23 - Provide survey records research, including grant deeds and right-of-way documents in support  
24 of right-of-way base mapping prepared by COUNTY surveyor.
    - 25 - Prepare existing right-of-way and parcel mapping.
    - 26 - Coordinate permits for right-of-entry with property owners.
    - 27 - Obtain and review title reports, identify easements and encumbrances.
    - 28 - Prepare appraisals for temporary and permanent right-of-way and perform appraisal review.
    - 29 - Perform right-of-way negotiations and acquisitions.
    - Certify new acquired right-of-way.



**ARTICLE AII • CONTRACT ADMINISTRATION**

**A. CONTRACT MANAGEMENT**

The CONSULTANT's Contract Manager will maintain ongoing liaison with the COUNTY's Contract Administrator and other effected agencies to promote effective coordination during the course of working on Task Orders.

**B. COST ACCOUNTING**

The CONSULTANT will prepare and submit monthly invoices of expenditures for each on-call Task Order. Expenditures include direct labor costs, other direct costs and subconsultant costs. All Invoices will include all supporting data.

**C. SCHEDULING**

Schedules will be prepared for each specific Task Order.

**ARTICLE AIII • SERVICES TO BE PROVIDED/SCOPE OF WORK**

The scope of work for this contract is to provide on-call services to the Riverside County Transportation Department for transportation related services located throughout Riverside County. Services will be performed at the request of the COUNTY's Contract Administrator. CONSULTANT and COUNTY shall negotiate and establish a cost estimate that is consistent with the services listed below and the CONSULTANT's billing rates as provided in Attachment C. Each Task Order shall be memorialized in writing and approved by the Director of Transportation and by the CONSULTANT's Contract Manager or authorized designees. The sum of the Task Orders cost estimates authorized in each year shall not exceed the maximum annual amount. The CONSULTANT may be required to provide on-call services that include but are not limited to the following:

**A. ROADWAY/HIGHWAY ENGINEERING TASKS**

1. Perform drainage analysis and prepare hydrology reports.
2. Perform environmental studies and prepare environmental reports, including WQMPs.
3. Perform quantity take offs and prepare engineer estimates.
4. Prepare roadway/highway engineering plans and specifications.
5. Prepare landscaping plans and specifications.
6. Prepare Structural Plans and specifications.

***On-Call Engineering Services –Roadway/Highway Engineering***

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- 7. Prepare Traffic Signal, Pavement Delineation, Signing, Street Light, traffic control plans and specifications.
  - 8. NPDES erosion control plans/ WQMP implementation plans.
  - 9. Right-of-way requirement maps.
  - 10. Perform utility coordination activities.
  - 11. Agreement Preparation.
  - 12. Prepare engineering land surveys.
  - 13. Perform public outreach.
  - 14. Provide other roadway/highway engineering related professional services as required.
  - 15. Project Management (must provide signed LAPM Exhibit 10-U prior to each Project Management assignment).
  - 16. Perform exploratory potholing for Utility Location.

\*All plans shall be prepared and submitted using County approved versions of MicroStation V8i software.

**ATTACHMENT B • SCHEDULE OF SERVICES**

**ARTICLE BI • INTRODUCTION**

The CONSULTANT shall perform the covenants set forth in Attachment A, Scope of Services in accordance with the performance requirements of Article IV and with the following Schedule of Services. This Contract shall permit the issuance of Task Orders until June 30, 2022. COUNTY and CONSULTANT may enter into one-year supplemental extensions to this contract for the purpose of authorizing Task Orders. This authorization of Task Orders may be extended up to two (2) times, for a period not to exceed two (2) years from the original date of the Contract. All Task Orders authorized under this Contract must therefore be authorized no later than June 30, 2024. All services authorized by Task Orders shall be completed within two (2) years of the final authorized date for approving Task Orders. All Task Order services authorized in this Contract shall therefore be completed no later than June 30, 2024.

Contract expiration time frames for issuance of work authorizations:

Contract	Execution Date to June 30, 2022	
Supplemental 1	July 1, 2022 to June 30, 2023	Transportation Director or Board of Supervisors
Supplemental 2	July 1, 2023 to June 30, 2024	Transportation Director or Board of Supervisors

Deliverables/Services schedules will be prepared for each specific Task Order that the CONSULTANT is assigned.

**ARTICLE BII • PERFORMANCE REQUIREMENTS**

**A. SUBMITTALS**

Where CONSULTANT is required to prepare and submit studies, reports, plans, etc., to COUNTY, these shall be submitted in draft as scheduled, and the opportunity provided for COUNTY and AGENCIES to offer comments prior to final submission.

**B. TIME EXTENSIONS**

1. Any delay in providing services required by this contract occasioned by causes beyond the control and not due to the fault or negligence of CONSULTANT, shall be the reason for granting an extension of time for the completion of the aforesaid work. When such delay occurs, CONSULTANT shall promptly notify COUNTY in writing of the cause and of the extent of the delay whereupon COUNTY shall ascertain the facts and the extent of the delay and grant an extension of time for the completion of the work when, in COUNTY's judgment, their findings of fact justify such an extension of time.

1 2. COUNTY's findings of fact shall be final and conclusive to the parties hereto. However, this is not intended  
2 to deny CONSULTANT of any available civil legal remedies in the event of a dispute

3 **C. FINAL ACCEPTANCE**

4 When COUNTY determines that CONSULTANT has satisfactorily completed the services, COUNTY may give  
5 CONSULTANT a written Notice of Final Acceptance. CONSULTANT shall not incur any further costs hereunder  
6 unless so specified in the Notice of Final Acceptance. CONSULTANT may request a Notice of Final Acceptance  
7 determination when, in its opinion, it has satisfactorily completed all covenants as stipulated in this contract.  
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**ATTACHMENT C • COMPENSATION PLAN**

**ARTICLE CI • INTRODUCTION**

Satisfactory performance and completion of the Services under this Agreement shall be compensated based upon the Billing Rates Worksheets attached hereto and based on a negotiated cost estimate for each specific Task Order. COUNTY will compensate CONSULTANT for hours worked by CONSULTANT's staff in performance of the work in accordance with the attached Billing Rates Worksheet. Actual costs for any Task Order shall not exceed the authorized cost estimate. If actual costs are expected to exceed the amount authorized, a new, separate Task Order and associated cost estimate must be authorized prior to incurrence of any cost that exceeds the amount authorized. The sum of the Task Order cost estimates authorized in each year shall not exceed the maximum annual amount.

**ARTICLE CII • ELEMENTS OF COMPENSATION**

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

**A. DIRECT LABOR COSTS**

Direct Labor costs shall be paid in an amount equal to the billing rates provided in the Billing Rates Worksheets attached hereto. Billing rates for staff positions not listed in the billing rates shall be approved by the COUNTY.

**B. OTHER DIRECT EXPENSES**

Additional Direct Costs, directly identifiable to the performance of the services of this Agreement, shall be reimbursed at the rates defined in each Task Order, or at actual invoiced cost. Travel by air and/or travel in excess of 100 miles from CONSULTANT's office nearest to the COUNTY's office and/or Task Order must have COUNTY's prior written approval to be reimbursed under this Agreement.

**C. OUTSIDE SERVICES**

Outside services shall be paid in accordance with the negotiated cost proposal for each Task Order and in conformance with the COUNTY Consulting Services Manual invoicing procedures. Firms proposed to provide sub consulting services under this contract are listed below:

BessTest Lab, Inc.

Guida Surveying, Inc.

Westbound Communications

**ARTICLE CIII • INVOICING**

CONSULTANT shall submit invoices in accordance with the On-Call Services Agreement ARTICLE V: ALLOWABLE COSTS AND PAYMENTS and with the following requirements.

1. Charges shall be billed in accordance with the terms and rates included herein, unless otherwise agreed in writing by the COUNTY's Contract Administrator.
2. Billings for direct labor, other direct expenses and outside services shall be included in CONSULTANT's monthly invoice submittals and be in conformance with the COUNTY's Consulting Services Invoicing Procedures.
3. The charges for each individual assigned under this Contract shall be listed separately.
4. Charges for Direct Costs shall be accompanied by substantiating documentation such as invoices, telephone logs, etc.
5. Each invoice shall bear a certification signed by the CONSULTANT's Contract Manager or an officer of the firm which reads as follows:

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

**ARTICLE CIV • PAYMENT**

Progress payments shall be made in accordance with the On-Call Services Agreement ARTICLE V: ALLOWABLE COSTS AND PAYMENTS.

**ARTICLE CV • COST PROPOSAL**

The total annual amount of services to be performed under this contract shall not exceed [\$250,000] unless approved in writing by the COUNTY.

**Annual Budget Amount:**

<u>Year</u>	<u>Amount</u>
Contract Execution Date to June 30, 2020	[\$250,000]
July 1, 2020 to June 30, 2021	[\$250,000]
July 1, 2021 to June 30, 2022	[\$250,000]
July 1, 2022 to June 30, 2023	[\$250,000] (Requires Transportation Director or Board Approval)

1 July 1, 2023 to June 30, 2024 [\$250,000] (Requires Transportation Director or Board Approval)  
2

3 **ARTICLE CVI • BILLING RATES**

4 Billing rates are subject to the following:

5 **A. PREMIUM OVERTIME PEMIUM OVERTIME**

6 Billing rates shall be applicable to both straight time and overtime work unless payment of premium for  
7 overtime work is required by law, regulation or craft agreement, or is otherwise specified in the On-Call  
8 Services Contract. In such event, the premium portion of the Direct Salary Costs will not be subject to the  
9 Multiplier.

10 **B. BILLING RATES**

11 Billing rates shown herein are in effect for five (5) years from the effective date of the contract.  
12 CONSULTANT shall notify COUNTY in writing requesting a change in the rates included herein. All  
13 adjustments to rates shall be subject to approval by the Transportation Director, or their designee.  
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**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2

SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: **HDR Engineering, Inc.**  Prime Consultant  Subconsultant  2nd Tier Subconsultant

Project No. On-Call Engineering Services Contract No. TBD Participation Amount: \$ - Date: June 24, 2019

<b>Fringe Benefit%</b>	<b>Overhead%</b>	<b>G&amp;A %</b>	<b>Combined %</b>
48.60% +	100.31% +	0.00%	= 148.91%
48.60% +	100.31% +	0.00%	= 148.91%
		FEE %	= 10.0%
			= 0.398%

**BILLING INFORMATION**

**CALCULATION INFORMATION**

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	OT (2.0x)	From	To			
<b>Employee/Classification</b> Charles Christopolis	229.72	N/A	N/A	7/1/2019	6/30/2020	83.78	0%	N/A
Project Manager - Civil	237.76	N/A	N/A	7/1/2020	6/30/2021	86.71	3.50%	N/A
<b>Employee/Classification</b> J D Douglas	246.07	N/A	N/A	7/1/2021	6/30/2022	89.74	3.50%	N/A
Sr. Project Manager	384.48	N/A	N/A	7/1/2019	6/30/2020	140.22	0%	N/A
<b>Employee/Classification</b> Douglas Smith	397.95	N/A	N/A	7/1/2020	6/30/2021	145.13	3.50%	N/A
Project Manager - Traffic	411.87	N/A	N/A	7/1/2021	6/30/2022	150.21	3.50%	N/A
<b>Employee/Classification</b> Project Designer/Designer	304.11	N/A	N/A	7/1/2019	6/30/2020	110.91	0%	N/A
Intern	314.75	N/A	N/A	7/1/2020	6/30/2021	114.79	3.50%	N/A
<b>Employee/Classification</b> Project Coordinator	325.78	N/A	N/A	7/1/2021	6/30/2022	118.81	3.50%	N/A
	89.77	N/A	N/A	7/1/2019	6/30/2020	32.74	0%	N/A
	92.93	N/A	N/A	7/1/2020	6/30/2021	33.89	3.50%	N/A
	96.19	N/A	N/A	7/1/2021	6/30/2022	35.08	3.50%	N/A
	60.32	71.24	82.24	7/1/2019	6/30/2020	22.00	0%	N/A
	62.44	73.73	85.11	7/1/2020	6/30/2021	22.77	3.50%	N/A
	64.63	76.32	88.10	7/1/2021	6/30/2022	23.57	3.50%	N/A
	100.82	N/A	N/A	7/1/2019	6/30/2020	36.77	0%	N/A
	104.36	N/A	N/A	7/1/2020	6/30/2021	38.06	3.50%	N/A



**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2

SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: **HDR Engineering, Inc.**  Prime Consultant  Subconsultant  2nd Tier Subconsultant  
 Project No. On-Call Engineering Services Contract No. TBD Participation Amount: \$ - Date: June 24, 2019

<b>Fringe Benefit%</b>	<b>Overhead%</b>	<b>G&amp;A %</b>	<b>Combined %</b>
48.60% +	100.31% +	0.00%	= 148.91%
48.60% +	100.31% +	0.00%	= 148.91%
		FEE %	= 10.0%
FCCM	0.398%		0.398%

**BILLING INFORMATION**

**CALCULATION INFORMATION**

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	OT (2.0x)	From	To			
<b>Employee/Classification</b> Transportation Planner	108.01	N/A	N/A	7/1/2021	6/30/2022	39.39	3.50%	N/A
	105.76	N/A	N/A	7/1/2019	6/30/2020	38.57	0%	N/A
	109.46	N/A	N/A	7/1/2020	6/30/2021	39.92	3.50%	N/A
	113.30	N/A	N/A	7/1/2021	6/30/2022	41.32	3.50%	N/A
<b>Employee/Classification</b> Sr. Project Designer	112.59	N/A	N/A	7/1/2019	6/30/2020	41.06	0%	N/A
	116.53	N/A	N/A	7/1/2020	6/30/2021	42.50	3.50%	N/A
	120.62	N/A	N/A	7/1/2021	6/30/2022	43.99	3.50%	N/A
	124.51	N/A	N/A	7/1/2019	6/30/2020	45.41	0%	N/A
<b>Employee/Classification</b> GIS Analyst	128.87	N/A	N/A	7/1/2020	6/30/2021	47.00	3.50%	N/A
	133.40	N/A	N/A	7/1/2021	6/30/2022	48.65	3.50%	N/A
<b>Employee/Classification</b> Traffic Designer	141.84	N/A	N/A	7/1/2019	6/30/2020	51.73	0%	N/A
	146.81	N/A	N/A	7/1/2020	6/30/2021	53.54	3.50%	N/A
	151.93	N/A	N/A	7/1/2021	6/30/2022	55.41	3.50%	N/A
	147.08	N/A	N/A	7/1/2019	6/30/2020	53.64	0%	N/A
<b>Employee/Classification</b> Graphics Designer	152.24	N/A	N/A	7/1/2020	6/30/2021	55.52	3.50%	N/A
	157.55	N/A	N/A	7/1/2021	6/30/2022	57.46	3.50%	N/A
<b>Employee/Classification</b>	157.09	185.51	214.15	7/1/2019	6/30/2020	57.29	0%	N/A

**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2

SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: **HDR Engineering, Inc.**  Prime Consultant  Subconsultant  2nd Tier Subconsultant  
 Project No. On-Call Engineering Services Contract No. TBD Participation Amount: \$ - Date: June 24, 2019

<b>Fringe Benefit%</b>	<b>Overhead%</b>	<b>G&amp;A %</b>	<b>Combined %</b>
48.60% +	100.31% +	0.00%	= 148.91%
48.60% +	100.31% +	0.00%	= 148.91%
		FEE %	= 10.0%
			0.398%

**BILLING INFORMATION**

**CALCULATION INFORMATION**

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>		Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	OT (2.0x)	From			
Sr. CAD	162.60	192.01	221.66	7/1/2020	59.30	3.50%	N/A
	168.30	198.75	229.44	7/1/2021	61.38	3.50%	N/A
Employee/Classification Sr. Transportation Planner	181.63	N/A	N/A	7/1/2019	66.24	0%	N/A
	187.99	N/A	N/A	7/1/2020	68.56	3.50%	N/A
	194.57	N/A	N/A	7/1/2021	70.96	3.50%	N/A
Employee/Classification Engineer	185.63	N/A	N/A	7/1/2019	67.70	0%	N/A
	192.13	N/A	N/A	7/1/2020	70.07	3.50%	N/A
	198.85	N/A	N/A	7/1/2021	72.52	3.50%	N/A
Employee/Classification Landscape Architect	191.97	N/A	N/A	7/1/2019	70.01	0%	N/A
	198.68	N/A	N/A	7/1/2020	72.46	3.50%	N/A
	205.65	N/A	N/A	7/1/2021	75.00	3.50%	N/A

**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2

SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: **HDR Engineering, Inc.**  Prime Consultant  Subconsultant  2nd Tier Subconsultant  
 Project No. On-Call Engineering Services Contract No. IBD Participation Amount: \$            Date: June 24, 2019

<b>Fringe Benefit%</b>	<b>Overhead%</b>	<b>G&amp;A %</b>	<b>Combined %</b>
48.60% +	100.31%	0.00%	= 148.91%
48.60% +	100.31%	0.00%	= 148.91%
		FEE %	= 10.0%
			= 0.398%

**BILLING INFORMATION**

**CALCULATION INFORMATION**

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	OT (2.0x)	From	To			
<b>Employee/Classification</b> Traffic Engineer	193.31	N/A	N/A	7/1/2019	6/30/2020	70.50	0%	N/A
	200.08	N/A	N/A	7/1/2020	6/30/2021	72.97	3.50%	N/A
	207.08	N/A	N/A	7/1/2021	6/30/2022	75.52	3.50%	N/A
<b>Employee/Classification</b> Sr. Environmental Planner	207.35	N/A	N/A	7/1/2019	6/30/2020	75.62	0%	N/A
	214.62	N/A	N/A	7/1/2020	6/30/2021	78.27	3.50%	N/A
	222.13	N/A	N/A	7/1/2021	6/30/2022	81.01	3.50%	N/A
<b>Employee/Classification</b> Sr. Engineer	226.98	N/A	N/A	7/1/2019	6/30/2020	82.78	0%	N/A
	234.93	N/A	N/A	7/1/2020	6/30/2021	85.68	3.50%	N/A
	243.16	N/A	N/A	7/1/2021	6/30/2022	88.68	3.50%	N/A
<b>Employee/Classification</b> Sr. Structural Engineer	263.51	N/A	N/A	7/1/2019	6/30/2020	96.10	0%	N/A
	272.72	N/A	N/A	7/1/2020	6/30/2021	99.46	3.50%	N/A
	282.26	N/A	N/A	7/1/2021	6/30/2022	102.94	3.50%	N/A
<b>Employee/Classification</b> Grant Writer	266.71	N/A	N/A	7/1/2019	6/30/2020	97.27	0%	N/A
	276.04	N/A	N/A	7/1/2020	6/30/2021	100.67	3.50%	N/A
	285.69	N/A	N/A	7/1/2021	6/30/2022	104.19	3.50%	N/A
<b>Employee/Classification</b> QA/QC Reviewer	286.29	N/A	N/A	7/1/2019	6/30/2020	104.41	0%	N/A
	296.30	N/A	N/A	7/1/2020	6/30/2021	108.06	3.50%	N/A

**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2

SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: HDR Engineering, Inc.  Prime Consultant  Subconsultant  2nd Tier Subconsultant

Project No. On-Call Engineering Services Contract No. TBD Participation Amount: \$ - Date: June 24, 2019

<b>Fringe Benefit%</b>	<b>Overhead%</b>	<b>G&amp;A %</b>	<b>Combined %</b>
48.60% +	100.31% +	0.00% =	148.91%
48.60% +	100.31% +	0.00% =	148.91%
		FEE % =	10.0%
FCCM	0.398%		0.398%

**BILLING INFORMATION**

**CALCULATION INFORMATION**

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	OT (2.0x)	From	To			
Employee/Classification	306.66	N/A	N/A	7/1/2021	6/30/2022	111.84	3.50%	N/A
Sr. Modeler	293.31	N/A	N/A	7/1/2019	6/30/2020	106.97	0%	N/A
	303.57	N/A	N/A	7/1/2020	6/30/2021	110.71	3.50%	N/A
	314.18	N/A	N/A	7/1/2021	6/30/2022	114.58	3.50%	N/A

Notes:

- Key personnel must be marked with an asterisk (\*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (\*\*). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended.
- Billing rate = actual hourly rate \* (1+ ICR) \* (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
- For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

**EXHIBIT 10-H2 COST PROPOSAL** Page 2 of 3  
SPECIFIC RATE OF COMPENSATION  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: HDR Engineering, Inc.  Prime Consultant  Subconsultant  
 Project No. On-Call Engineering Services Contract No. TBD Date: 6/24/2019

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs		Mile	\$0.580	\$0.00
Equipment Rental and Supplies				\$0.00
Permit Fees		EA		\$0.00
Plan Sheets		Sheet		\$0.00
Printing		at cost		\$0.00
Deliveries		at cost		\$0.00
Subconsultant 1: BESS Testlab, Inc.				TBD
Subconsultant 2: Guida Surveying, Inc.				TBD
Subconsultant 3: Westbound Communications				TBD
Subconsultant 4:				N/A
Subconsultant 5:				N/A
Subconsultant 6:				N/A

**NOTES:**

- List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
- Proposed ODC items should be consistently billed regardless of client and contract type.
- Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
- Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
- Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
- Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.
- If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
- If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
- The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
- Add additional pages if necessary.
- Subconsultants must provide their own cost proposals.

**EXHIBIT 10-H2 COST PROPOSAL (Page 3 of 3)**

**Certification of Direct Costs:**

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements.

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract.
3. Title 23 United State Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable Federal and State requirements. Costs that are non-compliant with the Federal and State requirements are not eligible for reimbursement

N/A      N/A

**Prime Consultant or Subconsultant Certifying:**

Name: Thomas T. Kim Title\*: Sr. Vice President

Signature: \_\_\_\_\_ Date of Certification (mm/dd/yyyy): 6/24/2019

Email: tom.kim@hdrinc.com Phone Number: 951-320-7300

Address: Prime Consultant - Roadway/Highway Services

\* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List of services the consultant is providing under the proposed contract:

EXHIBIT 10-H2 COST PROPOSAL Page 1 of 3

SPECIFIC RATE OF COMPENSATION (USE FOR ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Note: Mark-ups are Not Allowed  
Consultant BESS Testlab, Inc  Prime Consultant  Subconsultant  2<sup>nd</sup> Tier  Subconsultant

Project No. On-Call Engineering Services Contract No.                      Participation Amount \$ TBD Date 6/28/19

For Combined Rate	Fringe Benefit % + General & Administrative %	=	184.40	Combined ICR%
For Home Office Rate	Fringe Benefit % + General & Administrative %	=	184.40	Home Office ICR%
For Field Office Rate	Fringe Benefit % + General & Administrative %	=	184.40	Field Office ICR%

Fee = 10.00 %

BILLING INFORMATION

Name/Job Title/Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>		Effective Date of Hourly Rate		Actual or Avg. Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range - for Classifications Only
	Straight <sup>3</sup>	OT(1.5x)	OT(2x)	From			
Nathan Baldwin - Pothole Labor	\$110.56	\$128.23	\$145.90	07/01/2019	06/30/2020		Not Applicable
	\$114.44	\$132.73	\$151.02	07/01/2020	06/30/2021	3.5%	
	\$118.44	\$137.37	\$156.30	07/01/2021	06/30/2022	3.5%	
Elgin Jay - Pothole Labor	\$110.56	\$128.23	\$145.90	07/01/2019	06/30/2020		Not Applicable
	\$114.44	\$132.73	\$151.02	07/01/2020	06/30/2021	3.5%	
	\$118.44	\$137.37	\$156.30	07/01/2021	06/30/2022	3.5%	
Robert Chavez - Pothole Operator	\$110.56	\$128.23	\$145.90	07/01/2019	06/30/2020		Not Applicable
	\$114.44	\$132.73	\$151.02	07/01/2020	06/30/2021	3.5%	
	\$118.44	\$137.37	\$156.30	07/01/2021	06/30/2022	3.5%	

(Add pages as necessary)

**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2  
 SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
 (CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: **Guida Surveying, Inc.**  Prime Consultant  Subconsultant  2nd Tier Subconsultant  
 Project No. On-Call Engineering Services Contract No. TBD Participation Amount: \$ - Date: June 20, 2019

**Fringe Benefit%** **Overhead%** **G&A %** **Combined %**  
 Regular 84.29% + 92.46% + 0.00% = 176.75%  
 Overtime 84.29% + 92.46% + 0.00% = 176.75%  
 FEE % = 10.0%

**BILLING INFORMATION**

**CALCULATION INFORMATION**

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	OT (2.0x)	From	To			
<b>Survey Project Manager</b>								
Survey Project Manager	228.32	N/C	N/C	7/1/2019	6/30/2020	75.00	0%	N/A
Exempt	235.17	N/C	N/C	7/1/2020	6/30/2021	77.25	3.00%	N/A
	242.23	N/C	N/C	7/1/2021	6/30/2022	79.57	3.00%	N/A
	249.51	N/C	N/C	7/1/2022	6/30/2023	81.96	3.00%	N/A
	257.00	N/C	N/C	7/1/2023	6/30/2024	84.42	3.00%	N/A
<b>Project Surveyor</b>								
Project Surveyor	167.43	194.93	222.43	7/1/2019	6/30/2020	55.00	0%	N/A
Non-Exempt	172.46	200.78	229.11	7/1/2020	6/30/2021	56.65	3.00%	N/A
	177.63	206.81	235.98	7/1/2021	6/30/2022	58.35	3.00%	N/A
	182.96	213.01	243.06	7/1/2022	6/30/2023	60.10	3.00%	N/A
	188.44	219.39	250.34	7/1/2023	6/30/2024	61.90	3.00%	N/A
<b>Survey Analyst</b>								
Survey Analyst	136.99	159.49	181.99	7/1/2019	6/30/2020	45.00	0%	N/A
Non-Exempt	141.10	164.28	187.45	7/1/2020	6/30/2021	46.35	3.00%	N/A
	145.33	169.20	193.07	7/1/2021	6/30/2022	47.74	3.00%	N/A
	149.69	174.27	198.86	7/1/2022	6/30/2023	49.17	3.00%	N/A
	154.19	179.52	204.84	7/1/2023	6/30/2024	50.65	3.00%	N/A
<b>Survey Technician</b>								
Survey Technician	106.55	124.05	141.55	7/1/2019	6/30/2020	35.00	0%	N/A
Non-Exempt	109.75	127.77	145.80	7/1/2020	6/30/2021	36.05	3.00%	N/A
	113.03	131.60	150.16	7/1/2021	6/30/2022	37.13	3.00%	N/A
	116.41	135.53	154.65	7/1/2022	6/30/2023	38.24	3.00%	N/A
	119.91	139.61	159.30	7/1/2023	6/30/2024	39.39	3.00%	N/A



**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2

SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: **Guida Surveying, Inc.**  Prime Consultant  Subconsultant  2nd Tier Subconsultant  
 Project No. On-Call Engineering Services Contract No. TBD Participation Amount: \$ - Date: June 20, 2019

Regular	84.29%	+	92.46%	+	0.00%	=	176.75%
Overtime	84.29%	+	92.46%	+	0.00%	=	176.75%
						=	10.0%

FEE % = 10.0%

**BILLING INFORMATION**

**CALCULATION INFORMATION**

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>			Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	OT (2.0x)	From	To			
<b>Certified Party Chief**</b>	158.94	185.05	211.15	7/1/2019	6/30/2020	52.21	0%	N/A
Certified Party Chief**	163.72	190.61	217.50	7/1/2020	6/30/2021	53.78	3.00%	N/A
Non-Exempt/PW	168.62	196.32	224.01	7/1/2021	6/30/2022	55.39	3.00%	N/A
	173.67	202.20	230.72	7/1/2022	6/30/2023	57.05	3.00%	N/A
	178.88	208.26	237.64	7/1/2023	6/30/2024	58.76	3.00%	N/A
<b>Chainman**</b>	143.32	166.86	190.40	7/1/2019	6/30/2020	47.08	0%	N/A
Chainman**	147.62	171.86	196.11	7/1/2020	6/30/2021	48.49	3.00%	N/A
Non-Exempt/PW	152.03	177.00	201.97	7/1/2021	6/30/2022	49.94	3.00%	N/A
	156.60	182.32	208.04	7/1/2022	6/30/2023	51.44	3.00%	N/A
	161.28	187.77	214.26	7/1/2023	6/30/2024	52.98	3.00%	N/A
<b>Apprentice (Avg)**</b>	98.91	115.15	131.40	7/1/2019	6/30/2020	32.49	0%	N/A
Apprentice (Avg)**	101.86	118.59	135.32	7/1/2020	6/30/2021	33.46	3.00%	N/A
Non-Exempt/PW	104.90	122.13	139.36	7/1/2021	6/30/2022	34.46	3.00%	N/A
	108.04	125.79	143.53	7/1/2022	6/30/2023	35.49	3.00%	N/A
	111.27	129.54	147.82	7/1/2023	6/30/2024	36.55	3.00%	N/A
<b>Apprentice (Avg)**</b>	98.91	115.15	131.40	7/1/2019	6/30/2020	32.49	0%	N/A
Apprentice (Avg)**	101.86	118.59	135.32	7/1/2020	6/30/2021	33.46	3.00%	N/A
Non-Exempt/PW	104.90	122.13	139.36	7/1/2021	6/30/2022	34.46	3.00%	N/A
	104.90	122.13	139.36	7/1/2022	6/30/2023	34.46	3.00%	N/A
	108.04	125.79	143.53	7/1/2023	6/30/2024	35.49	3.00%	N/A

**EXHIBIT 10-H2 COST PROPOSAL** Page 2 of 3  
 SPECIFIC RATE OF COMPENSATION  
 (CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: Guida Surveying, Inc.  Prime Consultant  Subconsultant  
 Project No. On-Call Engineering Services Contract No. TBD Date: 6/20/2019

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs	TBD	Mile	\$0.580	TBD
Equipment Rental and Supplies	TBD	At Cost	TBD	TBD
Permit Fees	TBD	EA	\$500.00	TBD
Plan Sheets	TBD	Sheet	\$5.00	TBD
Per Diem	TBD	Daily	\$150.00	TBD
FCCM	TBD	hourly base rate	\$0.0132	TBD
Subconsultant 1:				N/A
Subconsultant 2:				N/A
Subconsultant 3:				N/A
Subconsultant 4:				N/A
Subconsultant 5:				N/A
Subconsultant 6:				N/A

**NOTES:**

- List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
- Proposed ODC items should be consistently billed regardless of client and contract type.
- Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
- Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
- Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
- Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.
- If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
- If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
- The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
- Add additional pages if necessary.
- Subconsultants must provide their own cost proposals.

**EXHIBIT 10-H2 COST PROPOSAL (Page 3 of 3)**

**Certification of Direct Costs:**

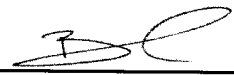
I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements.

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract.
3. Title 23 United State Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable Federal and State requirements. Costs that are non-compliant with the Federal and State requirements are not eligible for reimbursement

**Prime Consultant or Subconsultant Certifying:**

Name: Bernie McNally, PLS Title\*: Executive Vice President

Signature:  Date of Certification (mm/dd/yyyy): 6/20/2019

Email: bmcnally@guidainc.com Phone Number: 949-777-2000

Address: 424 E. Vanderbilt Way, Suite B, San Bernardino, CA 92408

\* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List of services the consultant is providing under the proposed contract:

Land Surveying and Mapping Services

**EXHIBIT 10-H2 COST PROPOSAL** Page 1 of 2  
SPECIFIC RATE OF COMPENSATION (USE FOR ALL ON-CALL OR AS-NEEDED CONTRACTS)  
(CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: Westbound Communications Contract No. TBD  Prime Consultant  Subconsultant  2nd Tier Subconsultant  
 Project No. On-Call Engineering Services Participation Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Fringe Benefit% 0.00% + 164.72% = 164.72%  
 Regular 0.00% + 164.72% = 164.72%  
 Overtime 0.00% + 164.72% = 164.72%  
 FEE % = 10.0%

Name / Job Title / Classification <sup>1</sup>	Hourly Billing Rates <sup>2</sup>		Effective date of hourly rate		Actual or Avg Hourly Rate <sup>4</sup>	% or \$ Increase	Hourly Range for Classifications Only
	Straight <sup>3</sup>	OT (1.5x)	From	To			
<b>Project Manager</b>	140.01	N/C	7/1/2019	6/30/2020	48.08	0%	N/A
	144.90	N/C	7/1/2020	6/30/2021	49.76	3.50%	N/A
	149.96	N/C	7/1/2021	6/30/2022	51.50	3.50%	N/A
	155.21	N/C	7/1/2022	6/30/2023	53.30	3.50%	N/A
	160.65	N/C	7/1/2023	6/30/2024	55.17	3.50%	N/A
<b>Community Liaison</b>	140.01	N/C	7/1/2019	6/30/2020	48.08	0%	N/A
	144.90	N/C	7/1/2020	6/30/2021	49.76	3.50%	N/A
	149.96	N/C	7/1/2021	6/30/2022	51.50	3.50%	N/A
	155.21	N/C	7/1/2022	6/30/2023	53.30	3.50%	N/A
	160.65	N/C	7/1/2023	6/30/2024	55.17	3.50%	N/A
<b>Account Support</b>	91.03	N/C	7/1/2019	6/30/2020	31.26	0%	N/A
	94.20	N/C	7/1/2020	6/30/2021	32.35	3.50%	N/A
	97.49	N/C	7/1/2021	6/30/2022	33.48	3.50%	N/A
	100.90	N/C	7/1/2022	6/30/2023	34.65	3.50%	N/A
	104.42	N/C	7/1/2023	6/30/2024	35.86	3.50%	N/A

- Notes:
- Key personnel **must** be marked with an asterisk (\*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (\*\*). All costs must comply with the Federal cost principles. Subconsultants will provide their own cost proposals.
  - The cost proposal format shall not be amended.
  - Billing rate = actual hourly rate \* (1+ICR) \* (1+ Fee). Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognizant agency or accepted by Caltrans. All costs must comply with the Federal cost principles for reimbursement.
  - For named employees and key personnel enter the actual hourly rate. For classifications only, enter the Average Hourly Rate for that classification.

**EXHIBIT 10-H2 COST PROPOSAL** Page 2 of 3  
 SPECIFIC RATE OF COMPENSATION  
 (CONSTRUCTION ENGINEERING AND INSPECTION CONTRACTS)

Consultant or Subconsultant: Westbound Communications  Prime Consultant  Subconsultant  
 Project No. On-Call Engineering Services Contract No. TBD Date: \_\_\_\_\_

Description of Item	Quantity	Unit	Unit Cost	Total
Mileage Costs		Mile	\$0.580	\$0.00
Drone Services 1/2 day		1/2 day	\$900.00	\$0.00
Drone Services full day		full day	\$1,300.00	\$0.00
Video Services (full day minimum)		full day	\$1,500.00	
Professional Photography 1/2 day shoot		1/2 day	\$500.00	
Constant Contact (construction notices)		per month	\$40.00	
Graphic Design services		hour	\$115.00	
Printing		at cost		\$0.00
Deliveries		at cost		\$0.00
Subconsultant 1:				N/A
Subconsultant 2:				N/A

**NOTES:**

- List other direct cost items with estimated costs. These costs should be competitive in their respective industries and supported with appropriate documentation.
- Proposed ODC items should be consistently billed regardless of client and contract type.
- Items when incurred for the same purpose, in like circumstance, should not be included in any indirect cost pool or in the overhead rate.
- Items such as special tooling, will be reimbursed at actual cost with supporting documentation (invoice).
- Items listed above that would be considered "tools of the trade" are not reimbursable as other direct cost.
- Travel related costs should be pre-approved by the contracting agency and shall not exceed current State Department of Personnel Administration rules.
- If mileage is claimed, the rate should be properly supported by the consultant's calculation of their actual costs for company vehicles. In addition, the miles claimed should be supported by mileage logs.
- If a consultant proposes rental costs for a vehicle, the company must demonstrate that this is its standard procedure for all of their contracts and that they do not own any vehicles that could be used for the same purpose.
- The cost proposal format shall not be amended. All costs must comply with the Federal cost principles.
- Add additional pages if necessary.
- Subconsultants must provide their own cost proposals.

**EXHIBIT 10-H2 COST PROPOSAL (Page 3 of 3)**

**Certification of Direct Costs:**

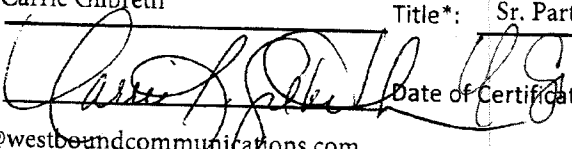
I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements.

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract.
3. Title 23 United State Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Part 31 - Contract Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Design Related Service
6. 48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable Federal and State requirements. Costs that are non-compliant with the Federal and State requirements are not eligible for reimbursement

**Prime Consultant or Subconsultant Certifying:**

Name: Carrie Gilbreth Title\*: Sr. Partner

Signature:  Date of Certification (mm/dd/yyyy): 6/28/2019  
12/17/2017

Email: cgilbreth@westboundcommunications.com Phone Number: 951-462-1106

Address: 3850 Vine Street, Suite 120, Riverside, CA 92507

\* An individual executive or financial officer of the consultant's or subconsultant's organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List of services the consultant is providing under the proposed contract: