

# Olivehurst Public Utility District



## Agenda Item Staff Report

**Meeting Date: December 19, 2019**

### Item description/summary:

**OPUD Community Park Design.** This item has been discussed numerous times in committees and Board meetings. In October, the Board approved a contract with the OPUD park consultant MTW Group for preparation of a Request For Proposal (RFP) on the design of the community park in Plumas Lake in anticipation of a grant in early 2020. After OPUD and MTW staff started working on preparation of the RFP it became apparent that the planning level documents and drawings we have for park so far are not as far along as we first thought. We are therefore recommending that we break the project down even further. What we are proposing is to cancel the contract with MTW Group that the Board approved in October 2019 in the amount of \$29,140 and replace it with a new contract with MTW Group in the amount of \$13,500. With the new contract from MTW Group they would provide less support and the scope would change from providing support in preparing an RFP for design of the park to providing limited support in preparing an RFP for a detailed conceptual design with the option by OPUD to continue with the design development all the way to a complete design for the park.

### Fiscal Analysis:

As described above.

### Employee Feedback

None

### Sample Motion:

Move to cancel the MTW contract for \$29,140, approve the amended MTW contract for \$13,500 and the RFP provided by MTW Group for solicitation of proposals for preparing a detailed conceptual design with the ability to continue to full design at OPUD's option.

Prepared by:

John Tillotson, P.E., General Manager

**DRAFT**  
**12/13/19**

**OLIVEHURST PUBLIC UTILITY DISTRICT**



**Request for Qualifications and Preliminary Design Services Proposal**

For

**Plumas Lake Community Park Project**

Date Issued **12/20/2019**

**Proposal Submission Deadline:**

**February 10, 2020 at 2 PM Pacific Time**

**Pre-proposal Conference**

**January 6th, 2020 at 9AM**

at

**Olivehurst Public Utility District**

**1970 9<sup>th</sup> Avenue, Olivehurst, CA 95961**

**Proposal Submission Instructions:**

**1. Submit one (1) hard copy of complete proposal to:**

**US Mail, Fed Ex, UPS, etc.**  
**to:**  
Olivehurst Public Utility  
District  
1970 9<sup>th</sup> Avenue, Olivehurst,  
CA 95961

or

**Hand Deliver to:**  
Olivehurst Public Utility District  
1970 9<sup>th</sup> Avenue, Olivehurst, CA  
95961

**AND**

**2. Submit one (1) copy of complete proposal in PDF format to: coliver@opud.net  
**Note: This email address is to be used only for proposal submission.****

**Table of Contents**

1.SUMMARY .....	2
2.CONTRACT AWARD SCHEDULE .....	3
3.GENERAL CONDITIONS .....	3
4.BACKGROUND.....	4
5.DESCRPTION OF SERVICES REQUIRED .....	5
6.PROPOSAL CONTENT AND FORMAT REQUIREMENTS.....	5
7.SELECTION PROCEDURES.....	6
8.INQUIRIES.....	6
<b>ATTACHMENT A: AIA AGREEMENT (SAMPLE) .....</b>	<b>8</b>
<b>ATTACHMENT B: COVER SHEET .....</b>	<b>14</b>

**1. SUMMARY**

Olivehurst Public Utility District, hereby referred to as “OPUD” is requesting proposals from all qualified providers of architectural/landscape design services. The proponent would be responsible for assembling a team of design professionals to support all aspects of the design and coordination of the Plumas Lake Community Park Project.

The term “offeror” as used herein shall refer to providers submitting proposals in response to this Request for Qualifications and Preliminary Services Proposal (RFQ/P). The term “Design Professional and/or Provider” is also used to describe the successful offeror(s) in the context of providing services under a contract resulting from this RFQ/P.

Each proposal received in response to this RFQ/P will be evaluated on the criteria described herein. All proposals must be sealed, clearly marked “Plumas Lake Community Park Project Preliminary Services Proposal” and must include all elements described in the **PROPOSAL CONTENT AND FORMAT REQUIREMENTS** section of this RFQ/P. One unbound, signed original proposal and one copy in PDF format must be submitted as directed on page 1 before the date and time listed in the **CONTRACT AWARD SCHEDULE** section of this RFQ/P. OPUD will not be responsible for

proposals delivered to a person or location other than that specified herein, and reliance on the postal service will not excuse late proposals.

Questions or requests for clarification of this RFQ/P must be submitted in writing no later than the date and time listed in the CONTRACT AWARD SCHEDULE section of this RFQ/P. Responses to questions will be published in an addendum after the question submittal deadline has passed. OPUD reserves the right to decline to respond to any questions.

Any amendment or addendum to this RFQ/P is valid only if issued in writing by OPUD.

## 2. CONTRACT AWARD SCHEDULE

Publish RFQ/P	December 20, 2020
Pre-proposal Conference	January 6, 2020
Deadline for Questions	February 3, 2020
Proposal Submission Deadline	February 10, 2020
Contract Approval (tentative)	February 21, 2020
Services to Begin (tentative)	February 21, 2020

## 3. GENERAL CONDITIONS

- 3.1 Prime Responsibility: The selected Design Professional(s) will be required to assume full responsibility for all services and activities offered in its/their proposal(s), whether or not provided directly. Further, OPUD will consider the selected Design Professional(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 3.2 Assurance: Any contract awarded under this RFQ/P must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended. The Provider must guarantee that services provided will be performed in compliance with all applicable county, state and federal laws and regulations pertinent to this project. Prior to executing an agreement, the Provider will be required to provide evidence substantiating the necessary skill to perform the duties through the submission of references.
- 3.3 If this contract involves protected health information and the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-199 (HIPAA) applies: Any contract awarded under this RFQ/P must comply with the requirement of 42 U.S.C. §§ 1171 et seq., Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its subsequent amendments, related to Protected Health Information (PHI), in performing any task or activity related to this Agreement.
- 3.4 Independent Design Professional: In performance of the work, duties and obligations assumed by the offeror, it is mutually understood and agreed that the offeror, including any and all of the offeror's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of OPUD.

- 3.5 OPUD prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.
- 3.6 OPUD reserves the right to reject any and all proposals, to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of District. In determining and evaluating the proposals, costs will not necessarily be controlling; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.
- 3.7 OPUD reserves the right to:
- A) Request clarification of any submitted information;
  - B) Not enter into any agreement;
  - C) Not to select any applicant;
  - D) Amend or cancel this process at any time;
  - E) Interview applicants prior to award and request additional information during the interview;
  - F) Approve subconsultants;
  - G) Award, conditioned upon funding
  - H) Award a 2<sup>nd</sup> contract to complete the design, agency approval, bidding and construction administration of the project;
  - I) Award more than one contract if it is in the best interest of OPUD; and/or
  - J) Negotiate a multi-year contract or a contract with an option to extend the duration; and/or
  - K) Issue other RFQ/Ps in the future.
- 3.8 Qualified vendors must be prepared to enter into OPUD's standard Contract, a sample of which is attached as Attachment A to this RFQ/P. Please review the details of Attachment A carefully. By reference, it incorporates many standards, terms and conditions required as part of this RFQ/P. OPUD intends to award contracts substantially in the form of the sample agreement to the selected vendor(s). Portions of this RFQ/P and the vendor's proposal may be made part of any resultant contract and incorporated in the Contract.
- 3.9 Prior to commencement of services, the Design Professional must provide evidence of the following insurance coverages: Worker's Compensation, Commercial General Liability (naming OPUD as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles, and may also be required to provide Errors and Omissions insurance, Professional Liability or Malpractice Insurance depending on the nature and risks associated with the services provided. The Design Professional will be required to maintain the required

coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

- 3.10 OPUD encourages its Design Professionals and sub consultants to use the US Citizenship and Immigration Services E-Verify system to verify that employees are eligible to work in the United States. Information about the E-Verify system is available at [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).
- 3.11 Proprietary Information: Trade secrets or similar proprietary data that the prospective Design Professional does not wish disclosed to other than personnel involved in the proposal evaluation effort or post-award contract administration will be kept confidential to the extent permitted by law as follows. Each page alleged to contain proprietary information shall be identified by the prospective Design Professional in boldface text at the top and bottom as "PROPRIETARY." Any section of the proposal that is requested to remain confidential shall also be so marked in boldface text on the title page of that section. Despite what is labeled as confidential, proprietary, or trade secret, the determination as to whether or not certain material is confidential, proprietary or trade secret shall be determined in accordance with applicable law. If a prospective Design Professional designates any information in its proposal as proprietary pursuant to this provision, the prospective Design Professional must also submit one copy of the proposal from which the proprietary information has been excised. The proprietary material shall be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.

#### **4. BACKGROUND**

- 4.1 Overview: The Plumas Lake Community Park Project is part of a conceptual park and schools site plan developed jointly by OPUD and the Wheatland Union High School District. The complete plan is outlined in the Plumas Lake Specific Plan (PLSP) document dated May 2012 and is available for reference by contacting OPUD Public Works Engineer at 530 743-8132. Additional information for the park project is available from the Plumas Lake Specific Plan Area/North Arboga Study Area: Park Master Plan dated June 16, 2005 also available for reference by contacting OPUD Public Works Engineer at 530 743-8132. However, the PLSP document is not reflective of the scope included in OPUD's grant application for funding from the Statewide Park Development and Community Revitalization Program (SPP). Therefore, the SPP Grant scope (should the Grant be awarded to OPUD) as outlined in the SPP Grant Scope/Cost Estimate Form (Checklist #5), must be incorporated into a new and revised master plan of the entire project as part of the first phase of construction. The SPP Final Application Guide as well as OPUD's Project Application Form are available for review by contacting OPUD Public Works Engineer at 530 743-8132. Project scope: The Plumas Lake Community Park is approximately 25 acres of a 100-acre parcel designed to develop the park, a 50-acre high school and a 25 acre middle school. The existing site is currently undeveloped farmland consisting of native grasses with no known utilities or infrastructure. Access to the site is impacted by a drainage channel believed to be owned and operated by Reclamation District 784 (RD784), therefore, a resolution to this access issue will be one of the first challenges that must be addressed in order for the project to move forward. The terrain is relatively flat,

while sloping in an easterly direction at less than 1.0%. The parcel is bound to the east by River Oaks Blvd, the aforementioned RD784 drainage ditch, with a residential subdivision to the north. The aforementioned high school and middle school are planned for the 75 acres due west and south of the park parcel. The scope of this project will consist of the design of private and shared-use roadways, parking areas for approximately 200 vehicles, a four-diamond softball complex, two adult regulation soccer fields, a community center, two restroom/storage facilities and one concession building. The additional project scope outlined in the SPP Grant application includes the construction of new tennis and basketball courts as well as two playgrounds. Due to funding limitations associated with the SPP Grant funding, project build-out will likely be phased with first phase consisting of the construction of the scope outlined in the SPP Grant as well as the scope prioritized by OPUD.

- 4.2 Funding source: If approved, OPUD anticipates receiving approximately \$8.5 million dollars in funding from the SPP Grant of 2018 and expects to augment the grant with approximately \$3 million of local funds.

## **5. DESCRIPTION OF SERVICES REQUIRED**

### **5.1 Scope of Services:**

- A) Meet and discuss the Project program and objectives with all stakeholders, including but not limited to, OPUD Staff and Representatives, OPUD Board Members and Community Members (this may require the coordination of community meetings). Thoroughly review all pertinent Project documents and studies, as well as thoroughly research and document existing site conditions so as to determine facility and program needs. Consideration should be given to how the Project supports the needs of the community and its relation to the future build-out of the associated master planned educational facilities. The project must comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines, all requirements of the SPP Grant, including but not limited to the environmental and sustainable design criteria outlined in the Grant Application and OPUD's design criteria and building and equipment specifications.
- B) Investigate and review applicable federal, state, local, and OPUD standards, codes and regulations applicable to the proposed project and its funding sources in order to identify design issues relating to functional opportunities, needs, directives and constraints imposed thereby.
- C) From the aforementioned information, prepare and submit a schematic level master plan of the Project for OPUD's review, revision and/or approval. The revised Project master plan may include all aspects of the original Project master plan as well as the scope outlined in the SPP Grant. Due to the funding limitations, a phased approach to the Project build-out will be required, bearing in mind that the entire SPP Grant scope (should it be awarded) must be constructed in Phase I of the Project build-out along with the Project features that have been prioritized by OPUD. All SPP Grant scope must be completed according

to the schedule outlined within the SPP Grant Application, SPP Project Timeline (checklist#7). It is anticipated that full project build-out will be delayed for several years, therefore, the SPP Grant scope must be designed and constructed in a manner that will promote immediate practical use and accessibility by the Plumas Community in advance of the Project master plan full build-out. Coordinate any revisions with OPUD representatives to arrive at a final draft of the Project master plan.

- D) Upon OPUD's approval of the final draft of the revised Project schematic master plan, extrapolate and prepare a comprehensive Phase I Project Schedule, taking into consideration the timeline for the completion of the SPP Grant scope as outlined in the SPP Grant Application, SPP Project Timeline (checklist#7).
- E) Upon OPUD's approval of the final draft of the Project schematic master plan, extrapolate and prepare a comprehensive total Phase I Project Cost Estimate based upon the approved Phase I project scope. Phase I Project Cost Estimate shall include any anticipated costs for project acceleration and escalation through construction in order to meet the required SPP timeline for the completion of the SPP Grant funding scope as outlined in the SPP Grant Application, SPP Project Timeline (checklist#7). Phase I estimate shall also include Design Professionals estimated project contingency based upon the approved Project Package. All Project costs and fees shall be segregated based upon the scope outlined in the funding sources.
- F) The aforementioned scope, in its totality, must be completed within 90 days of award of contract.
- G) The aforementioned tasks constitute the full scope of services for this RFQ/P. Any contract for services beyond those outlined above will be negotiated at OPUD's discretion.

## **6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS**

Interested offerors shall submit one 8.5x11 format original copy of their proposal and one copy in PDF format as directed on Page 1 of this RFQ/P. Proposals are limited to a total of 35 pages excluding covers

Proposals shall be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE and shall contain at a minimum the following items:

### **6.1 Cover Sheet (Attachment B)**

- A) Provide the full legal name of the Design Professional who will execute the contract. Provide specific information concerning the agency, including: the agency's legal name, type of entity, and Federal Tax ID #.
- B) The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Design Professional.

### **6.2 Description of Services, Background and Staff – 60 points**



- A) Preliminary Services
  - (1) Itemize the complete list of services to be provided
  - (2) Note instances where services exceed the scope or detail offered in this proposal
  - (3) Note instances where services do not meet the scope offered in this proposal
  - (4) Address instances where possible cost efficiencies may be gained, quality may be improved or OPUD may otherwise benefit from adopting your proposal over the generally listed terms of this RFQ/P
  
- B) Background and Experience
  - (1) Provide an overview of the types of work and history of your organization. Include a high-level account of your qualifications as they relate to this proposal. Include information that outlines your teams collective relative experience, volume of services, length of time in the industry and financial stability.
  - (2) Describe your knowledge and understanding of the locality of the project site, geographical proximity to the project site and the unique design/construction considerations as they relate to OPUD, the Plumas Lake Community and the associated Master Plan for this project as it relates to the future educational facilities.
  - (3) Provide a record of your team's past performance on similar Public Works projects within the last ten years, including work performed by staff while employed at a previous firm. Include your involvement from planning through completion, outlining your ability to meet schedules, control costs and effectively administer the project. For each project example include; project-budget, estimated cost vs. bid, schedule, project challenges and associated resolutions and project reference contact information.
  - (4) Please describe any current, pending or past litigation (within the last 10 years) that the organization has been, is, or is expected to be a party to.
  
- C) Staffing/Proposed Team
  - (1) Provide names and qualifications of key employees to assigned to this work
  - (2) Provide a staffing plan for meeting the requirements
  - (3) Provide other relevant information that can aid OPUD in its selection process

**6.3 Proposed Costs – 40 points**

- A) Break out proposed services costs (fees) for the following milestones: 1) Scope development 2) Schematic level design of the master planned park 3) Phase I Design and Construction Schedule 4) Phase I Detailed Project Cost Estimate
- B) Provide a costing strategy that breaks out fixed and variable costs.
- C) Describe the cost basis for all variable charges. (e.g. hourly rates for staff)
- D) Describe the basis for costing adjustments as additional services, or for potential future contract services for completing the design services as outlined in 3.7.H.

## **7. SELECTION PROCEDURES**

Proposals will be evaluated on the criteria out lined in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section, with a maximum possible score of 100 points.

After an initial review and evaluation of each of the proposals, the offerors submitting the most highly rated proposals may be invited for interviews prior to final selection, to further elaborate on their proposals. OPUD retains the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Design Professional(s) selected for this project will be required to accept OPUD's standard contract and to comply with insurance standards as deemed acceptable to OPUD's General Manager. No agreement with OPUD is in effect until both parties have signed a contract.

## **8. INQUIRIES**

Direct all inquiries regarding the proposal process or proposal submissions to:

**Chris Oliver**

**Olivehurst Public Utility Company**

1970 9<sup>th</sup> Avenue

Olivehurst, CA 95961

(530) **743-8573**

**PROFESSIONAL SERVICES AGREEMENT BETWEEN CLIENT AND CONSULTANT**

Client No. \_\_\_\_\_

Agreement entered into at Olivehurst, California on this date of 12/20/2019 , by and between:

Client:	Olivehurst Public Utility District John	Consultant:	
Name:	Tillotson, General Manager 1970 9 <sup>th</sup>	Name:	
Address:	Avenue	Address:	
City, St, Zip	Olivehurst, CA 95960	City, St, Zip	
Phone:	530-743-0317	Phone:	
Fax:	530-743-3023	Fax:	
Email:	jtillotson@opud.org	Email:	
		License No:	

Contract Amount \_\_\_\_ per attached quote.

This Professional Services Agreement (PSA) enables the Client to authorize Consultant to provide services to Olivehurst Public Utility District (District) in accordance with the Terms and Conditions set forth herein. The following sections describe the Terms and Conditions for this PSA.

**TERMS AND CONDITIONS**

This agreement is subject to the Terms and Conditions contained in paragraphs 1 through 52, and the provisions of the exhibits attached hereto and made a part hereof. Client and Consultant agree that the following provisions shall be part of this agreement:

1. Client and Consultant agree to cooperate with each other in order to fulfill their responsibilities and obligations under this agreement. Both Client and Consultant shall endeavor to maintain good working relationships among members of the project team. Work will be performed at the direction of the District General Manager and/or Public Works Director. Specific work scope and schedule of deliverables for tasks will be detailed in written correspondence between Client and Consultant, upon request of engineering services by Client.
2. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of Client and Consultant.
3. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other.
4. Consultant shall not provide services outside the PSA Scope of Service without prior written consent from the District of the additional services in the form of a signed PSA Amendment unless otherwise directed by the District.
5. This agreement contains the entire agreement between Client and Consultant relating to the project and the provision of services for the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both Client and Consultant.
6. Consultant's or Client's waiver of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant. Consultant's or Client's waiver of any breach of this agreement shall not constitute the waiver of any other breach of the agreement.
7. If any term, condition or covenant of this agreement is held by a court of competent jurisdiction to be invalid,

void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Consultant.

8. This agreement shall be governed by and construed in accordance with the laws of the State of California.
9. If the scope of services includes Consultant's assistance in applying for governmental permits or approvals, Consultant's assistance shall not constitute a representation, warranty or guarantee that such permits or approvals will be acted upon favorably by any governmental agency.
10. Client acknowledges all reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by Consultant are instruments of service, and shall remain the property of Consultant and may be used by Consultant without the consent of Client. Upon request and payment of all costs involved, Client is entitled to a copy of all final plans and specifications for use in connection with the project for which the plans and specifications have been prepared. Client acknowledges that its right to utilize final plans and specifications and the services of Consultant provided pursuant to this agreement will continue only so long as Client is not in default, pursuant to the terms and conditions of this agreement, and Client has performed all its obligations under this agreement.
11. Client agrees not to use or permit any other person to use plans, specifications, drawings, cost estimates, reports or other documents prepared by Consultant which plans, specifications, drawings, cost estimates, reports or other documents are not final and which are not signed and stamped or sealed by Consultant. Client shall be responsible for any such use of non-final plans, specifications, drawings, cost estimates, reports or other documents not signed and stamped or sealed by Consultant. Client hereby waives any claim for liability against Consultant for such use. Client further agrees that final plans, specifications, drawings, cost estimates, reports or other documents are for the exclusive use of Client and may be used by Client only for the project described on page 1 of 8 of this agreement. Such final plans, specifications, drawings, cost estimates, reports or other documents may not be changed or used on a different project without written authorization or approval by Consultant. If signed check-prints are required to be submitted with a stamp or seal, they shall not be considered final for purposes of this paragraph.
12. In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by Consultant, Client covenants and agrees that all such electronic files are instruments of service of Consultant, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

Client agrees not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this agreement. Client agrees not to transfer these electronic files to others without the prior written consent of Consultant. Client further agrees to waive all claims against Consultant resulting in any way from any unauthorized changes or reuse of the electronic files for any other project by anyone other than Consultant.

Electronic files furnished by either party shall be subject to an acceptance period of fifteen (15) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

Client is aware that differences may exist between the electronic files delivered and the printed hard copy construction documents. In the event of a conflict between the signed construction documents prepared by Consultant and electronic files, the signed and stamped or sealed hard copy construction documents shall govern.

In addition, Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Consultant, its officers, directors, employees, agents and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than Consultant or from any reuse of the electronic files without the prior written consent of Consultant.

Under no circumstances shall delivery of electronic files for use by Client be deemed a sale by Consultant, and

Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Consultant be liable for indirect or consequential damages as a result of Client's use or reuse of the electronic files.

- 13.** Consultant makes no representations concerning soils or geological conditions unless specifically included in writing in this agreement, or by amendments to this agreement, and shall not be responsible for any liability that may arise out of the making of or failure to make soils or geological surveys, subsurface soils or geological tests, or general soils or geological testing.
- 14.** Client acknowledges Consultant has the right to complete all services agreed to be rendered pursuant to this agreement. In the event this agreement is terminated before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to release Consultant from all liability for services performed. In the event all or any portion of the services by Consultant are suspended, abandoned, or otherwise terminated, Client shall pay Consultant all fees and charges for services provided prior to termination, not to exceed the contract limits specified herein, if any. Client acknowledges if the project services are suspended and restarted, there will be additional charges due to suspension of the services which shall be paid for by Client as extra services pursuant to paragraph 29. Client acknowledges if project services are terminated for the convenience of Client, Consultant is entitled to reasonable termination costs and expenses, to be paid by Client as extra services pursuant to paragraph 29.
- 15.** Client may terminate an individual PSA or this PSA (including all PSAs) without cause with a minimum of seven (7) calendar day's written notice. Within seven (7) calendar days of termination by either party, Consultant shall submit its final invoice to recover labor costs and reimbursable expenses incurred up to the date termination.
- 16.** If the scope of services to be provided by Consultant pursuant to the terms of this agreement includes the preparation of grading plans but excludes construction staking services, Client acknowledges that such staking services normally include coordinating civil engineering services and the preparation of record drawings based upon information provided by others, and Client will be required to retain such services from another consultant or pay Consultant pursuant to this agreement for such services as extra services in accordance with paragraph 29.
- 17.** Unless the scope of services to be provided by Consultant expressly includes Consultant's assistance in determinations regarding the application of prevailing wages, Client and Consultant acknowledge that it is Client's exclusive responsibility to determine whether the project, which is the subject of this agreement, is a "public work" as defined in California Labor Code Section 1720, or whether prevailing wage rates are to be paid to certain workers in connection with the project, or determine the rate of prevailing wages to be paid certain workers. Consultant will develop its schedule of labor rates in reliance on the determinations of Client. In the event of a dispute regarding whether the project is a "public work", whether prevailing wages are to be paid, or the amount of prevailing wages to be paid to individual workers, Client agrees to pay Consultant for any and all additional costs and expenses (including additional wages, penalties & interest) incurred by Consultant and further agrees to the maximum extent permitted by law to defend, indemnify and hold harmless Consultant, its officers, directors, employees, agents and subconsultants from all damages, liabilities or costs, including reasonable attorneys' fees and costs, arising from or related to the Client's determinations regarding the application of or payment of prevailing wages.
- 18.** If the scope of services contained in this agreement does not include construction-phase services for this project, Client acknowledges such construction-phase services will be provided by Client or by others and Client assumes all responsibility for interpretation of the contract documents and for construction observation and supervision and waives any claim against Consultant that may in any way be connected thereto. In addition, Client agrees to indemnify and hold Consultant harmless from any loss, claim, or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from the modification, clarification, interpretation, adjustments or changes made to the contract documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of Consultant.

- 19.** Consultant shall notify the District whenever circumstances arise that affect the proposed schedule.
- 20.** The costs for Consultant's services will be billed on a Time and Materials basis according to the billing rate schedule active at the time services were performed, unless otherwise specified in the "Compensation" section of the PSA.
- 21.** Consultant shall not exceed the estimated fee for a PSA with "Time and Materials, Not to Exceed" compensation without prior written consent from the District unless otherwise directed by the District.
- 22.** If payment for Consultant's services is to be made on behalf of Client by a third-party lender, Client agrees that Consultant shall not be required to indemnify the third-party lender, in the form of an endorsement or otherwise, as a condition to receiving payment for services.
- 23.** Consultant may use the services of subconsultants as identified in PSAs or as directed by the Client.
- 24.** All fees and other charges due Consultant will be billed monthly and shall be due at the time of billing unless specified otherwise in this agreement. If Client fails to pay Consultant within thirty (30) days after invoices are rendered, Consultant shall have the right in its sole discretion to consider such default in payment a material breach of this entire agreement, and, upon written notice, Consultant's duties, obligations and responsibilities under this agreement may be suspended or terminated. In such event, Client shall promptly pay Consultant for all outstanding fees and charges due Consultant at the time of suspension or termination. If Consultant elects to suspend or terminate Consultant's services pursuant to this provision, Consultant is entitled to reasonable suspension or termination costs or expenses.
- 25.** Client agrees that all billings from Consultant to Client are correct and binding on Client unless Client, within ten (10) days from the date of receipt of such billing, notifies Consultant in writing of alleged inaccuracies, discrepancies, or errors in billing.
- 26.** Client agrees to pay a monthly late payment charge, which will be the lesser of one and one-half percent (1-1/2%) per month or a monthly charge not to exceed the maximum legal rate, which will be applied to any unpaid balance commencing thirty (30) days after the date of the billing.
- 27.** If Consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field services, and such plans, specifications, or other documents and/or field services are required by any governmental agency, and such governmental agency changes its ordinances, codes, policies, procedures or requirements after the date of this agreement, any additional office or field services thereby required shall be paid for by Client as extra services in accordance with paragraph 29.
- 28.** Not used.
- 29.** Client agrees that if Client requests services not specified in the scope of services described in this agreement, Client will pay for all such additional services as extra services, in accordance with Consultant's billing rates utilized for this agreement.
- 30.** In the event that any staking or record monuments are destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of restaking shall be paid for by Client as extra services in accordance with paragraph 29.
- 31.** Client acknowledges that the design services performed pursuant to this agreement are based upon field and other conditions existing at the time these services were performed. Client further acknowledges that field and other conditions may change by the time project construction occurs and clarification, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. Such clarifications, adjustments, modifications and other changes shall be paid for by Client as extra services in accordance with paragraph 29.
- 32.** Client shall pay the costs of all checking and inspection fees, zoning and annexation application fees, assessment fees, soils or geotechnical engineering fees, soils or geotechnical testing fees, aerial topography fees, and all other fees, permits, bond premiums, applicable taxes on professional services, title company charges, blueprints and reproductions, and all other similar charges not specifically covered by the terms of this agreement.

**33.** Consultant agrees to indemnify and hold harmless the Client, its officers, directors and employees from and against all claims, losses, demands, damages or costs, including attorneys' fees, arising from the negligent acts, errors or omissions of Consultant, its officers, directors and employees, or anyone for whom Consultant is legally liable, arising out of the performance of this agreement.

Client agrees to indemnify and hold harmless Consultant, its officers, directors and employees from and against all claims, losses, demands, damages or costs, including attorneys' fees, arising from the negligent acts, errors or omissions of the Client, its officers, directors and employees, or anyone for whom the Client is legally liable, arising out of the performance of this agreement.

**34.** Consultant is not responsible for delay caused by activities or factors beyond Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or instruments of service promptly, faulty performance by Client or other contractors or governmental agencies. When such delays beyond Consultant's reasonable control occur, Client agrees Consultant shall not be responsible for damages nor shall Consultant be deemed to be in default of this agreement. Further, when such delays occur, Client agrees that, to the extent such delays cause Consultant to perform extra services, such services shall be paid for by Client as extra services in accordance with paragraph 29.

**35.** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other incidental, indirect or consequential damage that either party may have incurred from any cause or action.

**36.** Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits. Client agrees that it is the responsibility of Client to maintain in good standing all governmental approvals or permits and to timely apply for any necessary extensions thereof.

**37.** If the scope of services requires Consultant to estimate quantities, such estimates are made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, such estimates are only estimates and shall not constitute representations, warranties or guarantees of the quantities of the subject of the estimate. If the scope of services requires Consultant to provide its opinion of probable construction costs, such opinion is to be made on the basis of Consultant's experience and qualifications and represents Consultant's best judgment as to the probable construction costs. However, since Consultant has no control over costs or the price of labor, equipment or materials, or over the contractor's method of pricing, such opinions of probable construction costs do not constitute representations, warranties or guarantees of the accuracy of such opinions, as compared to bid or actual costs.

**38.** Estimates of land areas provided under this agreement are not intended to be, nor should they be considered to be, precise. The estimate will be performed pursuant to generally accepted standards of professional practice in effect at the time of performance.

**39.** Client acknowledges that Consultant is not responsible for the performance of work by third parties including, but not limited to, the construction contractor and its subcontractors.

**40.** Consultant makes no warranty, either express or implied, as to its findings, recommendations, plans, specifications, or professional advice except that the services were performed pursuant to generally accepted standards of professional practice in effect at the time of performance.

**41.** In the event (1) Client agrees to, authorizes, or permits changes in the plans, specifications or documents

prepared by Consultant, which changes are not consented to in writing by Consultant, or (2) Client agrees to, authorizes or permits construction of unauthorized changes in the plans, specifications or documents prepared by Consultant, which changes are not consented to in writing by Consultant, or (3) Client does not follow recommendations prepared by Consultant pursuant to this agreement, which changed recommendations are not consented to in writing by Consultant: Client acknowledges that the unauthorized changes and their effects are not the responsibility of Consultant and Client agrees to release Consultant from all liability arising from the use of such changes, and further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, agents, employees and subconsultants from and against all claims, demands, damages or costs, including attorneys' fees, arising from the unauthorized changes.

42. Client agrees that in accordance with generally accepted construction practices, the construction contractor and construction subcontractors will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property, and that this requirement shall apply continuously and not be limited to normal working hours. Neither the professional activities of Consultant nor the presence of Consultant or his or her employees or subconsultants at a construction site shall relieve the contractor and its subcontractors of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and applicable health or safety requirements of any regulatory agency or of state law.
43. Client agrees to require its contractor and subcontractors to review the plans, specifications and documents prepared by Consultant prior to the commencement of construction-phase work. If the contractor and/or subcontractors determine there are deficiencies, conflicts, errors, omissions, code violations, improper uses of materials, or other deficiencies in the plans, specifications and documents prepared by Consultant, contractors and subcontractors shall notify Client so those deficiencies may be corrected by Consultant prior to the commencement of construction-phase work.
44. If during the construction phase of the project Client discovers or becomes aware of changed field or other conditions which necessitate clarifications, modifications or other changes to the plans, specifications, estimates or other documents prepared by Consultant, Client agrees to notify Consultant and retain Consultant to prepare the necessary changes or modifications before construction activities proceed. Further, Client agrees to require a provision in its construction contracts for the project which requires the contractor to promptly notify Client of any changed field or other conditions so that Client may in turn notify Consultant pursuant to the provisions of this paragraph. Any extra work performed by Consultant pursuant to this paragraph shall be paid for as extra services pursuant to paragraph 29.
45. Client agrees to purchase and maintain, or cause Contractor to purchase and maintain, during the course of construction, builder's risk "all risk" insurance which will name Consultant as an additional named insured as its interest may appear.
46. Not Used.
47. Client hereby agrees to bring no cause of action on any basis whatsoever against Consultant, its officers and directors, principals, employees, agents and subconsultants if such claim or cause of action in any way would involve Consultant's services for the investigation, detection, abatement, replacement, use or specification, or removal of products, materials or processes containing asbestos, asbestos cement pipe, and/or any hazardous or toxic materials. Client further agrees to defend, indemnify and hold harmless Consultant, its officers, directors, principals, employees and subconsultants from any asbestos and/or hazardous or toxic material related claims that may be brought by third parties as a result of the services provided by Consultant pursuant to this agreement, except claims caused by the sole negligence or willful misconduct of Consultant.
48. Client agrees to defend, indemnify and hold harmless Consultant, its officers, directors, principals, employees and subconsultants from and against all claims, losses, damages and cost caused by, arising out of, or relating to, the presence of any fungus, mildew, mold or resulting allergens, provided that such claim, loss, damage or cost is not due to the sole negligence or willful misconduct of Consultant.



- 49.** In the event of any litigation arising from or related to the services provided under this agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, experts' fees and other related expenses.
- 50.** Client agrees that in the event Consultant institutes litigation to enforce or interpret the provisions of this agreement, such litigation is to be brought and adjudicated in the appropriate court in the county in which Consultant's place of business is located, and Client waives the right to bring, try or remove such litigation to any other county or judicial district.
- 51.** (a) Except as provided in subdivisions (b) and (c), in an effort to resolve any conflicts that arise during the design or construction of the project or following completion of the project, Client and Consultant agree that all disputes between them arising out of or relating to this agreement shall be submitted to nonbinding mediation, unless the parties mutually agree otherwise.

Client and Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

(b) Subdivision (a) shall not preclude or limit Consultant's right to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court.

(c) Subdivision (a) shall not preclude or limit Consultant's right to record, perfect or enforce applicable mechanic's lien or stop notice remedies.

- 52.** Before any services are provided under this agreement, Consultant shall procure and maintain in effect insurance coverage in amounts not less than set forth below.
- (a) Workers' compensation and Employer's Liability: as required by the laws of the State of California.
  - (b) General Liability: commercial general liability insurance for personal and bodily injury, including death and property damage, on an occurrence basis, in the amount of \$1,000,000 combined single limit each occurrence and in aggregate.
  - (c) Automobile Liability: automobile liability for personal and bodily injury, including death and property damage, in the amount of \$1,000,000 for each accident.
  - (d) Professional Liability: professional liability insurance for damages incurred by reason of any actual or alleged negligent act, error or omission by Subconsultant in the amount of \$1,000,000 combined single limit each occurrence and annual aggregate. If the Consultants prime agreement requires the Subconsultant to carry additional Professional Liability insurance the Subconsultant shall increase their Professional Liability insurance to meet the prime agreement's requirements for the duration of the project.

Consultant shall provide certificates of insurance evidencing coverage required above. Each certificate shall provide that the coverage afforded shall not be cancelled or ordered reduced by Consultant, except with at least thirty (30) days' prior written notice to the District. Should this occur, Consultant shall procure and furnish to the District prior to such effective date new certificates conforming to the above coverage requirements. Consultant shall not have the right to receive any payment under this agreement until all insurance certificates are received by the District.

- 53.** Client agrees to limit the liability of Consultant, its principals, employees and subconsultants, to Client and to all contractors and subcontractors on the project, for any claim or action arising in tort, contract, or strict liability, to the sum of \$100,000 or Consultant's fee, whichever is greater. Client and Consultant acknowledge that this provision was expressly negotiated and agreed upon.

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above.

Client: Olivehurst Public Utility District

Consultant:

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

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

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

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

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

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

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

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

***Client should mail completed contract to the address shown for Consultant.***

**ATTACHMENT B: COVER SHEET**

<b>Name of Person, Business or Organization:</b>	
<b>Type of Entity:</b> (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Public Agency)	
<b>Federal Tax ID Number:</b>	
<b>Contact Person – Name</b>	
<b>Contact Person – Address</b>	
<b>Contact Person – Phone Number (s)</b>	
<b>Contact Person – e-mail address</b>	

By signing this **Cover Sheet** I hereby attest: that I have read and understood all the terms listed in the RFQ/P; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFQ/P as published by OPUD, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

\_\_\_\_\_  
Signature of Authorized Representative  
Representative

\_\_\_\_\_  
Printed Name of Authorized

\_\_\_\_\_  
Date



# SHORT FORM PROPOSAL

TO:

FROM:

<input type="checkbox"/>	Requesting AUTHORIZATION to proceed; proposal/contract to follow.	Date: <input type="text"/>
<input type="checkbox"/>	This amendment ADDS to the existing agreement.	MTW Project No. <input type="text"/>
<input type="checkbox"/>	This amendment REVISES the existing agreement.	Client Project No. <input type="text"/>

### PROJECT DESCRIPTION

Title and Location:

### SCOPE OF SERVICES

▶ The Consultant will provide the following services:

- ▶ See proposal/contract for a full description of the work to be performed in the designated phases.
- ▶ Client will provide construction budget, base information, civil engineering, architectural drawings for Consultant's use.

### COMPENSATION (check all that apply)

T&M	T&M/NTE	Lump Sum		
			RFQ/RFP Phase	\$ 13,500
				<b>TOTAL \$ 13,500</b>

### SUBMITTED BY (CONSULTANT)

MTWgroup  
2707 K Street, Suite 201  
Sacramento, CA 95816

Bryan H. Walker  
Principal Landscape Architect (LA 5453)  
916/369-3990 [bryan@mtwgroup.com](mailto:bryan@mtwgroup.com)

### ACCEPTED BY (CLIENT)

Client Name:	<input type="text"/>
Address:	<input type="text"/>
Authorized Signature:	<input type="text"/>
Printed Name:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

▶ Consultant will begin work upon Client's written acceptance of fee.

FEE PROPOSAL/AGREEMENT

**PART 1 PROJECT DESCRIPTION**

<b>1.1</b>	<b>PROJECT TITLE AND LOCATION:</b>						
	<p>OPUD Community Park RFP</p> <p>Olivehurst City Yuba County Client #:</p>						
	<p>The undersigned agree to the Project Description, Scope of Services, Compensation, and Terms and Conditions as described in <b>Parts 1-3</b> of the following proposal and in the following attachments:</p> <p>▶ <b>Time and Expense Fee Schedule</b></p> <p>▶ <b>Exhibit A (Scope of Work)</b> <input type="checkbox"/> Exhibit A not included; refer to Master Agreement dated ____.</p> <p>▶ <b>Exhibit B (Other Terms and Conditions)</b> <input type="checkbox"/> Exhibit B not included; refer to Master Agreement dated ____.</p> <p>Both parties shall have the right to terminate this Agreement at any time upon 48 hours written notice to the other party. In the event of termination, Consultant shall be entitled to payment of its fees for services rendered through the effective date of termination and to reimbursements of expenditure made by it for the project through the effective date of termination; and the Client's license to use the Consultant's Instruments of Service as described in Exhibit B, section B.1, shall be terminated.</p>						
<b>1.2</b>	<b>SUBMITTED BY (CONSULTANT)</b>						
	<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">                 MTWgroup                  2707 K Street, Suite 201                  Sacramento, CA 95816             </td> <td style="width:50%; border: none;">                 ▶ Bryan H. Walker, ASLA, LEED® Green Assoc.      date                  Principal Landscape Architect (LA 5453)             </td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">                 916/369-3990 ph ▶ bryan@mtwgroup.com             </td> </tr> </table>	MTWgroup 2707 K Street, Suite 201 Sacramento, CA 95816	▶ Bryan H. Walker, ASLA, LEED® Green Assoc.      date Principal Landscape Architect (LA 5453)		916/369-3990 ph ▶ bryan@mtwgroup.com		
MTWgroup 2707 K Street, Suite 201 Sacramento, CA 95816	▶ Bryan H. Walker, ASLA, LEED® Green Assoc.      date Principal Landscape Architect (LA 5453)						
	916/369-3990 ph ▶ bryan@mtwgroup.com						
<b>1.3</b>	<b>ACCEPTED BY (CLIENT)</b>						
	<table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">                 John Tillotson                  Olivehurst Public Utility District                  1970 9<sup>th</sup> Ave, Olivehurst CA             </td> <td style="width:50%; border: none;">                 ▶ Authorized Signature      date             </td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">                 ph ▶             </td> </tr> </table>	John Tillotson Olivehurst Public Utility District 1970 9 <sup>th</sup> Ave, Olivehurst CA	▶ Authorized Signature      date		ph ▶		
John Tillotson Olivehurst Public Utility District 1970 9 <sup>th</sup> Ave, Olivehurst CA	▶ Authorized Signature      date						
	ph ▶						
<b>1.4</b>	<b>PROJECT UNDERSTANDING:</b>						
	<table style="width:100%; border: none;"> <tr> <td style="width:70%; border: none;">Project Budget:</td> <td style="width:10%; border: none;">Lds:</td> <td style="width:20%; border: none;"></td> </tr> <tr> <td style="border: none;">Project Area:</td> <td style="border: none;">Lds:</td> <td style="border: none;"></td> </tr> </table> <p>The consultant(s) will work with OPUD to provide the program requirements for the proposed community park, including landscape architecture, architecture, civil, and electrical. Traffic Study information will be provided using the current feasibility study. The feasibility study will be finalized (under separate contract) to assist the future design team. After gathering the above information and confirming the program requirements, we will generate an RFP for design services of the Community Park from schematic design through construction administration.</p> <p>The timeline for providing the RFP submittal is the Board of Directors (BoD) meeting on the third Thursday of December. However, depending on consultant availability, the deadline may need to be pushed back to the January BoD meeting.</p> <p>The following breaks down the amount of time the consultants expect to spend on individual tasks:</p> <p>(2) coordination meetings with OPUD and MTW Group                  (1) special council meeting with OPUD Board of Directors and MTW Group                  (2) Design Team Meetings                  (60) Hours MTW Group                  (20) hours Architect                  (20) hours Civil Engineer                  (10) hours Electrical Engineer                  RFP Writer (allowance included)</p> <p>The above time and materials will be billed on a <b>Time and Materials</b> basis</p>	Project Budget:	Lds:		Project Area:	Lds:	
Project Budget:	Lds:						
Project Area:	Lds:						

<b>DESIGN TEAM:</b>			
	<b>Firm Name</b>	<b>Contact Name</b>	<b>Email Address</b>
Owner	OPUD	John Tillotson	
Architect	Community Architecture	Kip Grugg	
Civil	Warren Consulting	Anthony Tassano	
Electrical	Harry Yee and Associated	Tom Yu	

**PART 2 LANDSCAPE ARCHITECTURAL SERVICES**

**2.1 SCOPE OF SERVICES**

The Consultant will meet with the owner to become familiar with the observable conditions and constraints of the project. See Exhibit A (or Master Agreement) for a full description of the work to be performed in the designated phases.

Investigation, Schematic Design, Preliminary Design, Design Development, Contract Documents, Bid and Negotiation, Construction Administration.

**ITEMS NOT INCLUDED**

The items listed below are not included in the Consultant's scope of work (see also Exhibit B.4 or Master Agreement):

Pre-design & Modified Generic Plans	Topographic Survey	Site Lighting
Underground Investigation	Geological Investigations	Paving & Fountain
Printing of Contract Documents	Soils Test (Ag. Suitability & Soil Sterilants)	Signage
Location of Underground Utilities	Out-of-Town Meetings & Presentations	Rendering Drawings
Environmental Impact Report	Grading & Drainage	Arborist Report
Agency Plan Checking & Permit Fees		

**PART 3 COMPENSATION**

**3.1 COMPENSATION**

The fee for services described above shall be a *Time and Material* amount of **Twenty Nine Thousand, One Hundred Forty Dollars**, payable in monthly payments:

<b>Total</b>	<b>\$</b>	<b>29,140 00</b>
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## TIME AND EXPENSE FEE SCHEDULE

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### 2019 RATES

Principal in Charge	\$	150
Project Manager		135
Project Designer		135
Technician		85
Clerical Staff		65

The above hourly rates include overhead costs and benefits. Overtime is time and one-half of the above schedule: Principal's time does not apply.

Sums paid to consultants, such as Engineer or Arborist, shall be reimbursable to the Landscape Architect at cost plus ten percent (10%).

Invoices shall be submitted monthly to the client; it is expected that payments shall be made promptly (within thirty days).

All material costs shall be reimbursed at cost plus ten percent (10%) and shall include, but not be limited to, the following:

All reproduction costs, including prints, Mylar, photocopying and photographic enlargements or reproductions; art supplies; frames; presentation boards; electronic storage media; etc.

Reimbursement for automobile travel shall be \$.54 per mile. Air travel, lodging, parking fees, etc. shall be reimbursed at cost.

Travel and telephone costs shall not be reimbursable if the project is within the greater Sacramento metropolitan area.



**EXHIBIT A: TYPICAL SCOPE OF WORK**

*Not all phases are included for every project. See Fee Proposal Section 2.1 Scope of Services to determine which phases apply to this project.*

**GENERAL**

All work will be hand drawn or in the current AutoCAD release in use by Consultant; coordination for electrical and water connections will be achieved via electronic files. All electronic data provided is to be used for reference only, and the stamped hard copy is the only reliable work product. By altering electronic data, the Client assumes responsibility for its content. The accuracy of the data cannot be guaranteed. Electronic data is furnished without guarantee of compatibility with the Client's hardware or software and without upgrades. It is the Client's responsibility to maintain electronic data and to update the files as necessary for use with the most current edition of compatible software. (See also Exhibit B.2)

The Consultant will meet with the Client to discuss the expectations of the Owner as they relate to landscape architecture; will obtain agency guidelines and ordinances pertaining to landscaping; will follow the program and the guidelines provided by the Client; will mutually coordinate all work with the Client; will keep the Client informed of progress and/or questions throughout the project; and will work together with the Client and others to meet dates for submissions and review periods.

**A.1 INVESTIGATIVE PHASE**

The Consultant will meet on site with the Client and/or grounds maintenance staff to observe existing conditions and limits of work; to visually compare the at-grade site improvements with the record drawings, if available; and to take pictures, if warranted. The Consultant will also meet with the Client to refine direction, standards, and Scope of Services.

**A.2 MASTER PLAN PHASE**

The Consultant will meet with the Client to discuss project goals, scope, budget, site constraints, and public involvement; and will continue to meet with the Client and/or attend public meetings according to the Client's schedule. The Consultant will use the list of goals/wants/needs compiled during the Client and/or public meetings to create bubble diagrams overlaying the site plan. Using additional input from Client and/or public meeting(s), the Consultant will prepare a Preliminary Master Plan detailing the design elements and showing how they will be integrated with existing features. Upon approval of the Preliminary Master Plan, the Consultant will prepare a Final Master Plan with an opinion of the probable cost of construction.

**A.3 SCHEMATIC DESIGN PHASE**

The Consultant will prepare several freehand sketches/conceptual studies and will meet with the Client to share ideas for the project and to determine if all basic needs have been met and costs are in line with the budget. Upon receipt of the most recent survey from the Civil Engineer, the Consultant will prepare and present to the Client two schematic studies for submission to the Owner. After one scheme has been selected by the Owner, the Consultant will begin work in the next phase, incorporating modifications to the selected scheme as requested by the Client and/or Owner.

**A.4 PRELIMINARY DESIGN PHASE**

The Consultant will prepare and submit to the Client a Preliminary Landscape Plan and supportive documents. These documents will address agency guidelines and ordinances and will include a suggested plant material list, suggested installation details, outline specifications, and an opinion of the probable cost of construction. After the preliminary package has been reviewed and approved by the Client, the Consultant will begin work in the next phase, incorporating modifications as requested by the Client and/or Owner.

**A.5 DESIGN DEVELOPMENT PHASE**

The Consultant will submit a 30 percent Contract Document package to the Client for review and comment. This package will include coordination for electrical and water connections for the sprinkler irrigation system, tree layout, sprinkler mainline layout, plant material list, sprinkler irrigation material list, outline specifications, an opinion of the probable cost of construction, and a product literature package that illustrates proposed products and operational requirements. After the 30 percent package has been reviewed and approved by the Client, the Consultant will begin work in the next phase.

Consultant

Client

**A.6 CONTRACT DOCUMENTS PHASE**

The Consultant will mutually coordinate with the design team and will prepare Contract Documents consisting of technical specifications, a landscape plan, and a sprinkler irrigation plan; these plans shall be complete with notes, legends, and details. Changes from review comments will be incorporated. The Consultant will submit progress sets to the Client for review. Each submittal will include construction drawings, an opinion of the probable cost of construction, and any special provisions that apply to the scope of work. Upon receipt of review comments from the last progress set, the Consultant will prepare final Contract Documents.

**A.7 BID AND NEGOTIATION PHASE**

The Consultant will provide assistance with the preparation of clarifications and/or addenda, if needed, and will answer bidders' questions relating to the Consultant's Scope of Services. Addenda will be prepared using the Client's updated electronic files.

**A.8 CONSTRUCTION ADMINISTRATION PHASE**

The Consultant will provide assistance in reviewing and processing submittals as requested by the Client. Change Orders will be prepared using the Client's updated electronic files.

Site Visits

The Consultant will visit the site during construction in order to observe the progress and quality of the work completed by the contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the contractor's work but rather to allow the Consultant to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents provided by the Consultant. Based on this/these observation(s), the Consultant will keep the Client informed about the progress of the work by providing a field report of each visit and will endeavor to guard the Client against deficiencies in the work. The Consultant does not guarantee the performance of the contractor and shall not be responsible for the contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations; neither shall the Consultant have any responsibility for the contractor's means, methods, or safety precautions.

Record Documents

Upon completion of work, the Consultant will compile for and deliver to the Client a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the contractor. The Record Documents will show significant changes made during construction. Because the Record Documents are based on unverified information provided by other parties, which the Consultant shall assume to be reliable, the Consultant cannot and does not warrant the accuracy of information provided by third parties.

**ADDITIONAL SERVICES**

If agreed to by the Client and the Consultant, the Consultant may provide Additional Services which are not included as part of the Scope of Services. The Consultant shall be compensated for these Additional Services on a time and expense fee basis or as agreed to by the Client and the Consultant. (See current *Time and Expense Fee Schedule*.)

- Printing and reproduction other than that described in this proposal will be considered Additional Services.
- The Consultant has based the proposed fee on the assumption that the work will be performed in progressive phases. Modifications that invalidate previously approved work will require additional design time which will be considered Additional Services. Repeat modifications and/or services resulting from unknown/unforeseen underground conditions are not anticipated in this proposal and are therefore considered Additional Services.
- Addenda and/or Change Orders specifically requested by the Client and/or Owner are not included in this proposal and are considered Additional Services.

Consultant

Client

**EXHIBIT B: OTHER TERMS AND CONDITIONS**

<p><b>B.1</b></p>	<p>Drawings, specifications, and other documents, including those in electronic form, prepared by the Consultant are Instruments of Service for use solely with respect to this project. Unless otherwise provided, the Consultant shall be deemed the author and owner of the Consultant's Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights. Upon execution of this agreement, the Consultant grants to the Client a nonexclusive license to reproduce the Consultant's Instruments of Service for purposes of designing, administering, using and maintaining the project, provided that the Client shall comply with all obligations, including prompt payment of all sums when due, under this agreement.</p>	<p><i>Instruments of Service</i> □</p>
<p><b>B.2</b></p>	<p>In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the Consultant, the Client agrees that all such electronic files are Instruments of Service of the Consultant, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights. The Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Client agrees not to transfer these electronic files to others without the prior written consent of the Consultant. The Client further agrees to waive all claims against the Consultant resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the Consultant.</p> <p>Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. The Client is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed Construction Documents prepared by the Consultant and electronic files, the signed or sealed hard-copy construction documents shall govern. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and sub consultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than the Consultant or from any reuse of the electronic files without the prior written consent of the Consultant.</p> <p>Under no circumstances shall delivery of electronic files for use by the Client be deemed a sale by the Consultant, and the Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the Consultant be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.</p>	<p><i>Electronic Files</i> □</p>
<p><b>B.3</b></p>	<p>To the maximum extent provided by law, the Client agrees to limit the liability of the Consultant and its employees and sub-consultants for the Client's damages to an amount equal to that of the Consultant's fee for the project. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.</p>	<p><i>Limitation of Liability</i> □</p>
<p><b>B.4</b></p>	<p>The Consultant is not responsible for survey or underground investigation. The Consultant provides plans based upon as-built and/or record drawings when provided by the Client. If possible, these drawings are reproduced, identified, and included in the final Contract Documents. Underground conditions unknown and unforeseen by the Consultant (e.g. materials and components in disrepair, locations not as indicated on as-built and/or record drawings, and/or hazardous materials) may cause construction costs to exceed the opinion of the probable cost of construction submitted by the Consultant. The Consultant is not responsible for these additional construction costs. Additional field time and design time to address conditions such as these are not included in the Consultant's Scope of Services.</p>	<p><i>Existing Conditions</i> □</p>

Consultant

Client

<p><b>B.5</b></p>	<p>In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's opinion of the probable construction cost.</p>	<p><i>Opinions of the Probable Cost of Construction</i> □</p>
<p><b>B.6</b></p>	<p>If Construction Administration services are excluded from this agreement by the Client, it is understood and agreed that the Consultant's basic services will not include project observation or review of the contractor's performance or any other construction phase services, and that such services are to be provided for by the Client. The Client assumes all responsibility for interpretation of the Contract Documents and for construction observation and agrees to waive any claims against the Consultant that may be in any way connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Consultant. If the Client requests in writing that the Consultant provide any specific construction phase services and if the Consultant agrees in writing to provide such services, then they shall be compensated for as Additional Services.</p>	<p><i>Design without Construction Administration</i> □</p>
<p><b>B.7</b></p>	<p>If the Project or the Consultant's services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate the Consultant for expenses incurred as a result of the suspension and resumption of its services, and the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted. If the Consultant's services are suspended for more than ninety (90) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the Client.</p> <p>If the Client is in breach of the payment terms or otherwise is in material breach of this Agreement, the Consultant may suspend performance of services upon five (5) calendar days' notice to the Client. The Consultant shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the Client. Upon receipt of payment in full of all outstanding sums due from the Client, or curing of such other breach which caused the Consultant to suspend services, the Consultant shall resume services and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.</p> <p>In addition to any damages sought by either party in litigation or arbitration, to enforce any provision of this agreement, the prevailing party shall be entitled to recover reasonable attorney fees and costs.</p>	<p><i>Suspension of Project</i> □</p>
<p><b>B.8</b></p>	<p>The Consultant agrees to attempt to maintain the following limits of insurance during the period of this agreement: Professional Liability (\$1,000,000 per claim/\$1,000,000 annual aggregate), General Liability (\$1,000,000 ea. occurrence/\$2,000,000 general aggregate), and Workman Compensation (statutory limits). Evidence of insurance coverage will be provided upon request.</p>	<p><i>Insurance</i> ■</p>

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