



REQUEST FOR PROPOSALS

FOR

ON-CALL PROFESSIONAL SURVEYING SERVICES

**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
OPERATIONS DEPARTMENT
SACRAMENTO AREA SEWER DISTRICT**

ISSUE DATE: April 13 2015

DUE DATE: May 15, 2015

1. Introduction

Regional San's mission is to serve its customers by protecting public health and the environment through reliable and safe conveyance, treatment, and disposal of all wastewater in the most cost effective manner now and in the future. Regional San owns and operates an extensive conveyance system, including seven pump stations and 147 miles of interceptor pipelines, ranging in size from 36 to 144 inches in diameter. These facilities convey wastewater flows from residential, commercial, and industrial users within the Sacramento area to the Sacramento Regional Wastewater Treatment Plant (SRWTP), located in Elk Grove, for treatment and disposal.

The Sacramento Area Sewer District's (SASD) mission is to efficiently collect sewage from homes and businesses within the Sacramento area. SASD provides service to more than one-million people in the Sacramento region, including the unincorporated areas of Sacramento County, the cities of Citrus Heights, Rancho Cordova, and Elk Grove, as well as portions of the cities of Folsom and Sacramento. SASD owns and operates more than 4,400 miles of sewer pipes and 108 pump stations that convey wastewater from residential, commercial, and industrial customers to the Sacramento Regional County Sanitation District (Regional San) pipelines.

Regional San and SASD require the services of a professional engineering or surveying firm to perform on-call comprehensive surveying services and are inviting engineering and surveying firms (Consultants) who have prior experience with water and wastewater utilities to submit proposals. Regional San and SASD have several real estate assets (properties and easements) for the purposes of operating, constructing, installing, monitoring, and maintaining Regional San and SASD pipelines and facilities. Managing and maintaining these real estate assets and support of each District's projects occasionally require on-call surveying services.

The anticipated term for the on-call surveying services contract shall be two (2) years with the potential opportunity to extend.

The contract not-to-exceed maximum compensation amount shall be \$100,000.

2. Objective

The objective of this request is to retain a Consultant to perform professional surveying services for Regional San and SASD on an as-needed basis as determined by Regional San or SASD.

3. Important Dates for the Selection Process

- A. RFP Issued: April 13, 2015
- B. RFP Clarification Deadline: April 27, 2015
- C. Proposal Due Date: May 15, 2015
- D. Approval of Consultant: June 5, 2015

4. Scope of Services

The Consultant shall provide professional surveying support services including, but not limited to the following:

- Prepare legal descriptions and plat maps for easements and other conveyance documents
- Provide construction-staking in support of any Regional San or SASD construction projects
- Perform construction surveys for Regional San or SASD improvement projects
- Perform settlement monitoring on Regional San or SASD facilities
- Establish horizontal and vertical controls
- Determine locations of property lines, boundaries, easements, and rights-of-way
- Establish and adjust benchmarks
- Create plat maps from existing legal descriptions
- Perform traditional topographic surveys and aerial topographic surveys to determine and verify locations and elevations of existing or proposed improvements, structures, and topographic features
- Perform photogrammetric control surveys and prepare photogrammetric mapping/orthophotos
- Perform research and survey work related to public and private land ownership, public and private easements, public improvements, construction, and historic information
- Prepare and interpret deeds and descriptions
- Create, stamp, and sign subdivision maps, parcel maps, lot line adjustments and other documents as necessary.

The following tasks may be needed in association with the surveying services discussed above:

- Create exhibits associated with Real Estate documents
- Review document and drawing comments and recommendations
- Field inspections and data collection
- Prepare reports on settlement monitoring and data collection
- Attend meetings
- Coordinate with other Regional San and SASD consultants
- Coordinate with developer engineers and other private entities

The Consultant will be expected to provide plat and legal descriptions, written reports, technical memorandums, calculations, and other documentation as necessary, and provide surveying and field support during construction activities.

5. BASIS FOR COMPENSATION

Compensation will be on a time-and-materials basis with a not-to-exceed dollar ceiling for the entire contract. The services to be performed under this contract will be on an “as-needed” or “on-call” basis with the scope of work and level of effort to be negotiated and agreed upon by both parties prior to execution.

6. ORGANIZATION AND CONTENT OF PROPOSAL

A. Company Background

Provide a brief introduction of your firm, including office location(s), main areas of expertise, total number of company staff, and company background and history.

B. Related Experience

Provide a list of relevant experience similar to the scope of services requested in Section 3 above, that your firm has completed in the last 10 years. Provide a brief description of each effort, including the dates during which the work was performed and the firm's role in the work (inspection, pre-design, design, construction management, etc., and prime consultant, sub-consultant, etc.). List a minimum of seven (7) relevant work efforts beginning with the most recent. Include the name, title, and phone number of the agency contact person for each effort listed.

Restrictions: Five (5) pages maximum

C. Consultant Team

Provide a Consultant team organization diagram, including the main contact person for the contract. Identify the geographic location of the firm and each team member's primary office location. Describe the qualifications and experience of each of the proposed Consultant team members. Key areas of expertise of each team member should be identified, as well as their level of participation in the reference projects listed in Section B above. Provide résumés for each team member in an appendix. Each résumé should include a description of relevant project experience related to the person's area of expertise.

Any proposed sub-consultants shall also be identified; primary office locations, qualifications, experience, and expertise should be included similar to the firm's own project personnel.

This Request for Proposal (RFP) is for **professional surveying support services**. Consultant staff shall have the appropriate level of experience, expertise, and legal licenses required to perform the requested surveying work. Services requested will require that staff overseeing deliverables hold a valid license to perform surveying work from the State of California, as issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.

Restrictions: Four (4) pages maximum

D. Availability

Provide a brief summary of each Consultant team member's current and/or projected availability (as a percentage of normal fulltime working hours) for on-call work over the next one-year period. Include any key sub-consultants if applicable.

E. Capacity/Capability

Provide a brief summary of the number and type (position title or classification) of all staff in the local office (or office location nearest to Sacramento), and a summary of the overall number and type of surveying-related staff in office(s) located in California. Include a brief description of available survey services/methods, (GPS capabilities, bathymetric surveys, utility location capabilities, etc.) applicable equipment, and the associated levels of accuracy.

F. Conflicts of Interest

Firms submitting proposals in response to this RFP must disclose to Regional San and SASD any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal. The Consultant may use the attached "Conflict of Interest and Non-Collusion Affidavit" Form (see Attachment 1).

G. Proprietary Information

Any information submitted in a proposal to this RFP that the Consultant considers to be proprietary must be identified as such, and the Consultant must include the legal basis for a claim of confidentiality. Regional San and SASD will not assert the confidentiality of such information unless the Consultant executes and submits a written agreement prepared by Regional San and SASD to defend and indemnify Regional San and SASD for any liability, costs and expenses incurred in asserting such confidentiality as part of the proposal. The final determination as to whether or not Regional San and SASD will assert the claim of confidentiality on behalf of the Consultant is in the sole discretion of the Districts.

H. Insurance

Provide a summary of the firm's (and any sub-consultant's) present and proposed insurance coverage, including public liability, property damage, worker's compensation, automobile, and professional liability for the duration of the contract (assume two years). Please see Attachment 2, Exhibit B for District insurance requirements.

I. References

Provide a minimum of three (3) public agency contacts for which your Consultant team (as a member of your firm) has provided similar services. The name, address, telephone number, and e-mail address of the public agency representative shall be provided.

J. Employment Practices

Please provide a summary of your firm's employment policies and procedures, including any equal employment opportunity and affirmative action policies. Also, include a brief summary outlining the present composition of your work force.

K. Exceptions to Contract Terms and Conditions

Provide a list of any exceptions to contract terms and conditions that the Consultant will seek from the standard Regional San and SASD contract language. Please see Attachment 2, Sample On-Call Agreement Template.

L. Cost Information

The cost sheet(s) will be submitted in a separately sealed envelope and will not be opened until the qualifications rankings have been made and negotiations initiated. Cost information shall contain the billable hourly rates of all Consultant team members included in the proposal.

7. SPECIFIC REGIONAL SAN AND SASD REQUIRMENTS

A. Solicitation of Sub-consultants, Subcontractors, Other Service Providers, and Suppliers

If the prime Consultant intends to solicit sub-proposals and/or quotes for certain tasks from qualified sub-consultants, subcontractors, other service providers and suppliers, the prime Consultant must not discriminate in the solicitation process and is encouraged to include qualified minority and women-owned firms in such solicitation opportunities.

Substitution of any sub-consultants, subcontractors, other service providers and suppliers identified in the agreement shall not be made without the written consent of Regional San or SASD.

B. Indemnification

Consultant will be expected to agree to the following indemnity:

For work or services provided under the Agreement associated with this RFP, CONSULTANT shall indemnify, defend, and hold harmless SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT, and the COUNTY OF SACRAMENTO, their respective Board of Directors/Supervisors, officers, agents, employees and volunteers from and against any and all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of this Agreement, but only to the extent of the negligent acts, errors, omissions, recklessness or willful misconduct on the part of the CONSULTANT or the CONSULTANT'S sub-consultants. The provisions of this indemnity shall survive the expiration or termination of the Agreement.

8. SUBMITTAL INSTRUCTIONS

Please submit an original proposal plus three (3) hard copies and one (1) electronic copy on digital media (exclude cost information in all copies) as follows:

Due Date: May 15, 2015 @ 3:00 p.m.

Deliver to: Sacramento Regional County Sanitation District
Attn: Steve Norris
10060 Goethe Road
Sacramento, CA 95827

All questions regarding this RFP should be directed to Steve Norris, Senior Civil Engineer, Sacramento Regional County Sanitation District at (916) 876-6053, or via e-mail at norriss@sacsewer.com

9. SELECTION PROCESS

In order to be considered, interested Consultants must submit a complete proposal document, with organization and content consistent with Section 5 of this RFP, by the closing date and time shown on the cover page (page 1).

The cost sheet(s) will be submitted in a separately sealed envelope. After the qualifications rankings have been made, only the cost sheets of consultants that Regional San and SASD enter into negotiations with will be opened. Cost sheets will be returned unopened to all other consultants.

Ranking of the proposals will be based on an assessment of capability/qualifications criteria. Proposals will be evaluated in three (3) phases as follows:

Phase 1: Proposals will be examined as to whether or not the Consultant understood and responded in accordance with the following requirements:

- 1) Proper completion and submittal of required proposal documents
- 2) Acceptability of exceptions taken to proposal terms and conditions
- 3) Experience requirement met or exceeded

Phase 2: Proposals that meet the requirements in Phase 1 will be evaluated and scored using the table below. The table identifies criteria used in the determination of the final proposal ranking. If any single criterion score fails to be above zero, the proposal will be automatically rejected.

Item	Rating Criteria	Possible Points	Score
1	Experience ¹	25	
2	Consultant Team ²	25	
3	Availability ³	10	
4	Capacity/Capability ⁴	15	
5	References	25	
	Total	100	

1. Considers past performance on Regional San and SASD or other public agency projects.
2. Considers the team’s organization experience, ability, and qualifications to perform the defined work. Considers the stability of the team. Considers the sub-consultant’s ability if applicable.
3. Considers the firms’ current projected average workload and commitments.
4. Considers the number of and type of staff in local office(s), and overall company size and available resources.

Phase 3: Those proposals with a score of less than 70 will be disqualified. Cost information for the highest ranked proposal will be opened and Regional San and SASD staff will enter into negotiations with this Consultant. If a mutually agreeable contract is unable to be negotiated, Regional San and SASD will disqualify the Consultant and move on to the Consultant with the next highest ranked proposal. This process will continue until a contract is successfully negotiated or the entire list of eligible consultants is exhausted. Once a mutually agreeable contract is negotiated, the remaining sealed cost sheet(s) will be returned to the Consultants.

10. FINAL SELECTION AND NOTIFICATION

The selection of the Consultant and the negotiated contract will be presented to the District Engineer for approval. Selection will be made on or about June 5, 2015, subject to final approval by the District Engineer. Written notification of the outcome of the selection process will be mailed to all Consultants who submitted a proposal.

- Attachments: 1 – Conflict of Interest and Non-Collusion Affidavit Form
 2 – Sample Agreement

Conflict of Interest and Non-Collusion Affidavit

IN ACCORDANCE WITH THIS PROPOSAL, I CERTIFY THAT OUR BUSINESS:

1. Does not and will not have a financial interest in any business, property or source of income, which could be financially affected or otherwise conflict in any manner with the performance of services under this request for proposals;
2. Has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with this request for proposals; and
3. Is not currently suspended or debarred from doing business with any government entity.

I affirm that the above is true and correct to the best of my knowledge under penalty of perjury under the laws of the State of California.

Name

Date

Title

Business Name

**AGREEMENT FOR
TITLE**

THIS AGREEMENT is made and entered into as of this ____ day of [REDACTED], 2015, by and between _____, a county sanitation district pursuant to and operating under the authority of the County Sanitation District Act, commencing at Health and Safety Code section 4700, hereinafter referred to as "DISTRICT," and **name of contracting party and nature of entity,** hereinafter referred to as "CONSULTANT."

RECITALS

WHEREAS, DISTRICT has determined that it is necessary to retain CONSULTANT to provide **reason for contracting;** and

WHEREAS, CONSULTANT has proposed to provide the requested services for the compensation to be provided herein **(or other reason);** and

WHEREAS, DISTRICT is not subject to the requirements of Sacramento County Charter Section 71-J; and

WHEREAS, DISTRICT and CONSULTANT desire to enter into this Agreement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, DISTRICT and CONSULTANT agree as follows:

- 1. **SCOPE OF SERVICES**
CONSULTANT shall provide services in the amount, type and manner described in Exhibit A, which is attached hereto and incorporated herein.
- 2. **TERM**
This Agreement shall be effective and commence as of the date first written above and shall remain in effect until all services covered by this Agreement are completed, which is estimated to be **DATE.**
- 3. **NOTICE**
Any notice, demand, request, consent, or approval that either party hereto may or is required to give the other pursuant to this Agreement shall be in writing and shall be either personally delivered or sent by mail, addressed as follows:

TO DISTRICT

Sacramento Regional Wastewater
Treatment Plant
8521 Laguna Station Road
Elk Grove, CA 95758
ATTN: Contracts Payment Desk

TO CONSULTANT:

Name
Address
ATTN:

Either party may change the address to which subsequent notice and/or other communications can be sent by giving written notice designating a change of address to the other party, which shall be effective upon receipt.

4. COMPLIANCE WITH LAWS

CONSULTANT shall observe and comply with all applicable Federal, State, and County and DISTRICT laws, regulations and ordinances.

5. GOVERNING LAWS AND JURISDICTION

This Agreement shall be deemed to have been executed and to be performed within the State of California and shall be construed and governed by the internal laws of the State of California. Any legal proceedings arising out of or relating to this Agreement shall be brought in Sacramento County, California.

6. LICENSES AND PERMITS

A. CONSULTANT shall possess and maintain all necessary licenses, permits, certificates and credentials required by the laws of the United States, the State of California, County of Sacramento and all other appropriate governmental agencies, including any certification and credentials required by DISTRICT. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this Agreement and constitutes grounds for the termination of this Agreement by DISTRICT.

B. CONSULTANT further certifies to DISTRICT that it and its principals are not debarred, suspended, or otherwise excluded from or ineligible for, participation in federal, State or county government contracts. Consultant certifies that it shall not contract with a Subcontractor that is so debarred or suspended.

7. PREVAILING WAGES

CONSULTANT shall comply with the provisions of the California Labor Code, specifically, but not limited to, Chapter 1, commencing at Section 1720, of Part 7 of Division 2 (payment of prevailing wages). The prevailing rates for per diem wages shall be those rates determined by the Director of the California Department of Industrial Relations.

8. PERFORMANCE STANDARDS

CONSULTANT shall perform its services under this Agreement in accordance with the industry and/or professional standards applicable to CONSULTANT'S services.

9. OWNERSHIP OF WORK PRODUCT

All technical data, evaluations, plans, specifications, reports, documents, or other work products developed by CONSULTANT provided hereunder shall be the exclusive property of DISTRICT and shall be delivered to DISTRICT upon completion of the services authorized hereunder. CONSULTANT may retain copies thereof for its files and internal use. Publication of the information directly derived from work performed or data obtained in connection with services rendered under this Agreement must first be approved in writing by DISTRICT. DISTRICT recognizes that all technical data, evaluations, plans, specifications, reports, and other work products are instruments of CONSULTANT'S services and are not designed for use other than what is intended by this Agreement.

10. STATUS OF CONSULTANT

- A. It is understood and agreed that CONSULTANT (including CONSULTANT'S employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto. CONSULTANT'S assigned personnel shall not be entitled to any benefits payable to employees of DISTRICT. DISTRICT is not required to make any deductions or withholdings from the compensation payable to CONSULTANT under the provisions of this Agreement; and as an independent contractor, CONSULTANT hereby indemnifies and holds DISTRICT harmless from any and all claims that may be made against DISTRICT based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.
- B. It is further understood and agreed by the parties hereto that CONSULTANT in the performance of its obligation hereunder is subject to the control or direction of DISTRICT as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by CONSULTANT for accomplishing the results.
- C. If, in the performance of this Agreement, any third persons are employed by CONSULTANT, such person shall be entirely and exclusively under the direction, supervision, and control of CONSULTANT. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONSULTANT, and the DISTRICT shall have no right or authority over such persons or the terms of such employment.
- D. It is further understood and agreed that as an independent contractor and not an employee of DISTRICT, neither the CONSULTANT nor

CONSULTANT'S assigned personnel shall have any entitlement as a DISTRICT employee, right to act on behalf of DISTRICT in any capacity whatsoever as agent, nor to bind DISTRICT to any obligation whatsoever. CONSULTANT shall not be covered by worker's compensation; nor shall CONSULTANT be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life and other insurance programs, or entitled to other fringe benefits payable by the DISTRICT to employees of the DISTRICT.

- E. It is further understood and agreed that CONSULTANT must issue W-2 and 941 Forms for income and employment tax purposes, for all of CONSULTANT'S assigned personnel under the terms and conditions of this Agreement.

11. CONSULTANT IDENTIFICATION

CONSULTANT shall provide the DISTRICT with the following information for the purpose of compliance with California Unemployment Insurance Code section 1088.8: CONSULTANT'S name, address, telephone number, social security number, and whether dependent health insurance coverage is available to CONSULTANT.

12. BENEFITS WAIVER

If CONSULTANT is unincorporated, CONSULTANT acknowledges and agrees that CONSULTANT is not entitled to receive the following benefits and/or compensation from DISTRICT: medical, dental, vision and retirement benefits, life and disability insurance, sick leave, bereavement leave, jury duty leave, parental leave, or any other similar benefits or compensation otherwise provided to permanent civil service employees pursuant to the County Charter, the County Code, the Civil Service Rule, the Sacramento County Employees' Retirement System and/or any and all memoranda of understanding between DISTRICT and its employee organizations. Should CONSULTANT or any employee or agent of CONSULTANT seek to obtain such benefits from DISTRICT, CONSULTANT agrees to indemnify and hold harmless DISTRICT from any and all claims that may be made against DISTRICT for such benefits.

13. CONFLICT OF INTEREST

CONSULTANT and CONSULTANT'S officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property, or source of income which could be financially affected by or otherwise conflict in any manner or degree with the performance of services required under this Agreement.

14. **NONDISCRIMINATION IN EMPLOYMENT, SERVICES, BENEFITS AND FACILITIES**

- A. CONSULTANT agrees and assures DISTRICT that CONSULTANT and any subconsultants shall comply with all applicable federal, state, and local Anti-discrimination laws, regulations, and ordinances and to not unlawfully discriminate, harass, or allow harassment against any employee, applicant for employment, employee or agent of DISTRICT, or recipient of services contemplated to be provided or provided under this Agreement, because of race, ancestry, marital status, color, religious creed, political belief, national origin, ethnic group identification, sex, sexual orientation, age (over 40), medical condition (including HIV and AIDS), or physical or mental disability. CONSULTANT shall ensure that the evaluation and treatment of its employees and applicants for employment, the treatment of DISTRICT employees and agents, and recipients of services are free from such discrimination and harassment.
- B. CONSULTANT represents that it is in compliance with and agrees that it will continue to comply with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), the Fair Employment and Housing Act (Government Code § 12900 et seq.), and regulations and guidelines issued pursuant thereto.
- C. CONSULTANT agrees to compile data, maintain records and submit reports to permit effective enforcement of all applicable anti-discrimination laws and this provision.
- D. CONSULTANT shall include this nondiscrimination provision in all subcontracts related to this Agreement.

15. **LOBBYING AND UNION ORGANIZATION ACTIVITIES**

- A. CONSULTANT shall comply with all certification and disclosure requirements prescribed by Section 319, Public Law 101-121 (31 U.S.C. § 1352) and any implementing regulations.
- B. If services under this Agreement are funded with state funds granted to DISTRICT, CONSULTANT shall not utilize any such funds to assist, promote or deter union organization by employees performing work under this Agreement and shall comply with the provisions of Government Code Sections 16645 through 16649.

16. **INDEMNIFICATION**

For work or services provided under this Agreement, CONSULTANT shall indemnify, defend, and hold harmless the SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO AREA SEWER DISTRICT, and the COUNTY OF SACRAMENTO, their respective Board of Directors/Supervisors, officers, directors, agents, employees and volunteers from and against any and

all claims, demands, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of this Agreement, but only to the extent of the negligent acts, errors, omissions, recklessness or willful misconduct on the part of the CONSULTANT.

17. INSURANCE

Without limiting CONSULTANT'S indemnification, CONSULTANT shall maintain in force at all times during the term of this Agreement and any extensions or modifications thereto, insurance as specified in Exhibit B. It is the responsibility of CONSULTANT to notify its insurance advisor or insurance carrier(s) regarding coverage, limits, forms and other insurance requirements specified in Exhibit B. It is understood and agreed that DISTRICT shall not pay any sum to CONSULTANT under this Agreement unless and until DISTRICT is satisfied that all insurance required by this Agreement is in force at the time services hereunder are rendered. Failure to maintain insurance as required in this agreement may be grounds for material breach of contract.

18. INFORMATION TECHNOLOGY ASSURANCES

CONSULTANT shall take all reasonable precautions to ensure that any hardware, software, and/or embedded chip devices used by CONSULTANT in the performance of services under this Agreement, other than those owned or provided by DISTRICT, shall be free from viruses. Nothing in this provision shall be construed to limit any rights or remedies otherwise available to DISTRICT under this Agreement.

19. COMPENSATION AND PAYMENT OF INVOICES LIMITATIONS

- A. Compensation under this Agreement shall be limited to the Maximum Total Payment Amount set forth in Exhibit C, or Exhibit C as modified by DISTRICT in accordance with express provisions in this Agreement.
- B. CONSULTANT shall submit an invoice on the forms and in accordance with the procedures prescribed by DISTRICT on a monthly basis for services provided in the prior month. Invoices shall be submitted to DISTRICT no later than the fifteenth (15th) day of the month following the invoice period, and DISTRICT shall pay CONSULTANT within thirty (30) days after receipt of an appropriate and correct invoice.
- C. DISTRICT operates on a July through June fiscal year. Invoices for services provided in any fiscal year must be submitted no later than July 31, one month after the end of the fiscal year. Invoices submitted after July 31 for the prior fiscal year shall not be honored by DISTRICT unless CONSULTANT has obtained prior written DISTRICT approval to the contrary.
- D. CONSULTANT shall maintain for four years following termination of this agreement full and complete documentation of all services and expenditures associated with performing the services covered under this

Agreement. Expense documentation shall include: time sheets or payroll records for each employee; receipts for supplies; applicable subcontract expenditures; applicable overhead and indirect expenditures.

- E. In the event CONSULTANT fails to comply with any provisions of this Agreement, DISTRICT may withhold payment until such non-compliance has been corrected.

20. SUBCONTRACTS, ASSIGNMENT

- A. CONSULTANT shall obtain prior written approval from DISTRICT before subcontracting any of the services delivered under this Agreement. CONSULTANT remains legally responsible for the performance of all contract terms including work performed by third parties under subcontracts. Any subcontracting will be subject to all applicable provisions of this Agreement. CONSULTANT shall be held responsible by DISTRICT for the performance of any subconsultant whether approved by DISTRICT or not.
- B. This Agreement is not assignable by CONSULTANT in whole or in part, without the prior written consent of DISTRICT.

21. AMENDMENT AND WAIVER

Except as provided herein, no alteration, amendment, variation, or waiver of the terms of this Agreement shall be valid unless made in writing and signed by both parties. Waiver by either party of any default, breach or condition precedent shall not be construed as a waiver of any other default, breach or condition precedent, or any other right hereunder. No interpretation of any provision of this Agreement shall be binding upon DISTRICT unless agreed in writing by the District Engineer and counsel for DISTRICT.

22. SUCCESSORS

This Agreement shall bind the successors of DISTRICT and CONSULTANT in the same manner as if they were expressly named.

23. TIME

Time is of the essence of this Agreement.

24. INTERPRETATION

This Agreement shall be deemed to have been prepared equally by both of the parties, and the Agreement and its individual provisions shall not be construed or interpreted more favorably for one party on the basis that the other party prepared it.

25. DISTRICT ENGINEER

As used in this Agreement, "District Engineer" shall mean the DISTRICT Engineer of Sacramento Regional County Sanitation District, and Sacramento Area Sewer District, or his designee.

26. DISPUTES

In the event of any dispute arising out of or relating to this Agreement, the parties shall attempt, in good faith, to promptly resolve the dispute mutually between themselves. Pending resolution of any such dispute, CONSULTANT shall continue without delay to carry out all its responsibilities under this Agreement unless the Agreement is otherwise terminated in accordance with the Termination provisions herein. DISTRICT shall not be required to make payments for any services that are the subject of this dispute resolution process until such dispute has been mutually resolved by the parties. If the dispute cannot be resolved within 15 calendar days of initiating such negotiations or such other time period as may be mutually agreed to by the parties in writing, either party may pursue its available legal and equitable remedies, pursuant to the laws of the State of California.

27. TERMINATION

- A. DISTRICT may terminate this Agreement without cause upon thirty (30) days written notice to the other party. Notice shall be deemed served on the date of mailing. If notice of termination for cause is given by DISTRICT to CONSULTANT and it is later determined that CONSULTANT was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to this paragraph (A).
- B. DISTRICT may terminate this Agreement for cause immediately upon giving written notice to CONSULTANT should CONSULTANT materially fail to perform any of the covenants contained in this Agreement in the time and/or manner specified. In the event of such termination, DISTRICT may proceed with the work in any manner deemed proper by DISTRICT. If notice of termination for cause is given by DISTRICT to CONSULTANT and it is later determined that CONSULTANT was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph (A) above.
- C. DISTRICT may terminate or amend this Agreement immediately upon giving written notice to CONSULTANT, 1) if advised that funds are not available from external sources for this Agreement or for any portion thereof; 2) if funds in DISTRICT'S yearly proposed and final budget are not appropriated by DISTRICT for this Agreement or any portion thereof; or 3) if funds that were previously appropriated for this Agreement are reduced, eliminated, and/or re-allocated by DISTRICT as a result of mid-year budget reductions.
- D. If this Agreement is terminated by DISTRICT under paragraph (A) or (C) above:

1. CONSULTANT shall cease rendering services pursuant to this Agreement as of the termination date.
 2. CONSULTANT shall deliver to DISTRICT copies of all writings prepared pursuant to this Agreement. The term "writings" shall be construed to mean and include: handwriting, typewriting, drawings, blueprints, printing, electronic media, photostating, photographing, and every other means of recording upon any tangible thing, any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
 3. CONSULTANT shall not incur any expenses under this Agreement after notice of termination and shall cancel any outstanding expenses obligations to a third party that CONSULTANT can legally cancel.
- E. If this Agreement is terminated under paragraphs (A) or (C), above, CONSULTANT shall be paid for authorized and approved services performed prior to the termination date in accordance with the provisions of the Compensation and Payment of Invoices Limitations provision of this Agreement.
- 28. REPORTS**
CONSULTANT shall, without additional compensation therefor, make fiscal, program evaluation, progress, and such other reports as may be reasonably required by the District Engineer concerning CONSULTANT'S activities as they affect the contract duties and purposes herein. DISTRICT shall explain procedures for reporting the required information.
- 29. AUDITS AND RECORDS**
Upon DISTRICT'S request, DISTRICT or its designee shall have the right at reasonable times and intervals to audit, at CONSULTANT'S premises, CONSULTANT'S financial and program records as DISTRICT deems necessary to determine CONSULTANT'S compliance with legal and contractual requirements and the correctness of claims submitted by CONSULTANT. CONSULTANT shall maintain such records for a period of four years following termination of the Agreement, and shall make them available for copying upon DISTRICT'S request at DISTRICT'S expense. DISTRICT shall have the right to withhold any payment under this Agreement until CONSULTANT has provided access to CONSULTANT's financial and program records related to this Agreement.
- 30. PRIOR AGREEMENTS**
This Agreement constitutes the entire contract between DISTRICT and CONSULTANT regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between DISTRICT and CONSULTANT

regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

30. SEVERABILITY

If any term or condition of this Agreement or the application thereof to any person(s) or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Agreement are declared severable.

31. FORCE MAJEURE

Neither CONSULTANT nor DISTRICT shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, epidemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except as otherwise specifically provided herein).

32. SURVIVAL OF TERMS

All services performed and deliverables provided pursuant to this Agreement are subject to all of the terms, conditions, price discounts and rates set forth herein, notwithstanding the expiration of the initial term of this Agreement or any extension thereof. Further, the terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

33. DUPLICATE COUNTERPARTS

This Agreement may be executed in duplicate counterparts. The Agreement shall be deemed executed when it has been signed by both parties.

34. AUTHORITY TO EXECUTE

Each person executing this Agreement represents and warrants that he or she is duly authorized and has legal authority to execute and deliver this Agreement for or on behalf of the parties to this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized.

(SIGNATURE PAGE FOLLOWS.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

Sacramento Regional County Sanitation District, a county sanitation district pursuant to and operating under the authority of the County Sanitation District Act, commencing at Health and Safety Code section 4700

Name of CONSULTANT and type of business

By: _____
District Engineer

By: _____

(printed name)

(title)

Date: _____

Date: _____

CONTRACT AND CONTRACTOR TAX STATUS
REVIEWED AND APPROVED BY COUNTY COUNSEL

By: _____

Date: _____

Prepared by: _____

Therese A. Weycker, Administrative Services Officer II
Contract Services Section / Accounting & Fiscal Services
Department of County Engineering
Phone: (916) 876-6283

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EXHIBIT A to Agreement
Between _____
And _____

SCOPE OF SERVICES

1. SERVICE LOCATION(S) *keep/delete as appropriate*

Facility Name(s): FACILITY
Street Address: STREET
City and Zip Code: CITY

2. ON-CALL SERVICES

“On-Call” Services shall only be provided following a request from the Project Manager. CONSULTANT shall then provide a written proposal and cost for the work requested. CONSULTANT shall not begin work until receiving a written authorization to perform the work from the District Engineer or his designee.

3. SCHEDULE

CONSULTANT shall perform the services in an expeditious manner in accordance with a mutually acceptable schedule developed between DISTRICT and CONSULTANT.

4. RESPONSIBILITIES OF DISTRICT AND CONSULTANT FOR SCOPE

A. DISTRICT, or its authorized representatives, shall review all documents submitted by CONSULTANT and render decisions pertaining thereto as promptly as is reasonable under the circumstances at the time in order to avoid unreasonable delay of the progress of CONSULTANT. DISTRICT shall furnish information and services as required by this Agreement and shall render approvals and decisions as expeditiously as is reasonably necessary under the circumstances at the time for the orderly progress of the CONSULTANT’S services and of the project.

B. CONSULTANT shall be solely responsible for the quality and accuracy of its work and the work of its subconsultants performed in connection with this Agreement. Any review, approval, or concurrence therewith by the DISTRICT shall not be deemed to constitute acceptance or waiver by the DISTRICT of any error or omission as to such work. CONSULTANT shall coordinate the activities of any subconsultants and is responsible to ensure that all plans, drawings, and specifications are coordinated and interface with the other applicable plans, drawings, and specifications to produce a unified, workable, and acceptable whole functional product.

5. AUTHORITY OF CONSULTANT PERFORMING SCOPE OF WORK

CONSULTANT is retained to provide and perform the scope of services covered by this Agreement. CONSULTANT, including CONSULTANT’S assigned personnel, shall have no authority to represent DISTRICT or DISTRICT staff at any meetings of public or private agencies unless an appropriate DISTRICT

official provides prior written authorization for such representation which outlines the purpose, scope and duration of such representation. CONSULTANT shall possess no authority or right to act on behalf of DISTRICT in any capacity whatsoever as agent, nor to bind DISTRICT to any obligations whatsoever. DISTRICT is responsible for making all policy and governmental decisions related to the work covered by this Agreement.

6. PUBLICATION OF DOCUMENTS AND DATA

CONSULTANT shall not publish, or disclose to any third party, documents, data, or any confidential information relative to the work of the DISTRICT without the prior written consent of DISTRICT, however submission or distribution to meet official regulatory requirements, or for other purposes authorized by this Agreement, shall not be construed as publication in derogation of the rights of either the DISTRICT or CONSULTANT.

7. PROJECT PERSONNEL

In the performance of the services hereunder, CONSULTANT shall provide the personnel as set forth in the Proposal. Any change in such personnel or reassignment in their project responsibilities must be agreed to in writing by the District Engineer or his authorized representative before any such change may be made. Key contacts for this project shall be as follows:

DISTRICT: NAME
 PHONE
 FAX
 E-MAIL
CONSULTANT: NAME
 PHONE
 FAX
 E-MAIL

EXHIBIT B to Agreement
between _____
and _____

DISTRICT INSURANCE REQUIREMENTS

Without limiting CONSULTANT'S indemnification, CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by CONSULTANT, its agents, representatives or employees. DISTRICT shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If in the opinion of DISTRICT Risk Manager, insurance provisions in these requirements do not provide adequate protection for DISTRICT and for members of the public, DISTRICT may require CONSULTANT to obtain insurance sufficient in coverage, form and amount to provide adequate protection. DISTRICT'S requirements shall be reasonable but shall be imposed to assure protection from and against the kind and extent of risks that exist at the time a change in insurance is required.

1. Verification of Coverage

CONSULTANT shall furnish DISTRICT with certificates evidencing coverage required below. **Copies of required endorsements must be attached to certificates provided.** DISTRICT Risk Manager may approve self-insurance programs in lieu of required policies of insurance if, in the opinion of the Risk Manager, the interests of DISTRICT and general public are adequately protected. All certificates, evidences of self-insurance, and additional insured endorsements are to be received and approved by DISTRICT before performance commences. DISTRICT reserves the right to require that CONSULTANT provide complete, certified copies of any policy of insurance including endorsements offered in compliance with these specifications.

2. Minimum Scope of Insurance

Coverage shall be at least as broad as:

GENERAL LIABILITY: Insurance Services Office's Commercial General Liability occurrence coverage form CG 0001. Including, but not limited to Premises/Operations, Products/Completed Operations, Contractual, and Personal & Advertising Injury, without additional exclusions or limitations, unless approved by DISTRICT Risk Manager.

AUTOMOBILE LIABILITY: Insurance Services Office's Commercial Automobile Liability coverage form CA 00 01. Commercial Automobile Liability: auto coverage symbol "1" (any auto) for corporate/business owned vehicles. If there are no owned or leased vehicles, symbols 8 and 9 for non-owned and hired autos shall apply. Personal Lines automobile insurance shall apply if vehicles are individually owned.

WORKERS' COMPENSATION: Statutory requirements of the State of California and Employer's Liability Insurance.

PROFESSIONAL LIABILITY or Errors and Omissions Liability insurance appropriate to CONSULTANT'S profession.

UMBRELLA or Excess Liability policies are acceptable where the need for higher liability limits is noted in the Minimum Limits of Insurance and shall provide liability coverages that at least follow form over the underlying insurance requirements where necessary for Commercial General Liability, Commercial Automobile Liability, Employers' Liability, and any other liability coverage (other than Professional Liability) designated under the Minimum Scope of Insurance.

3. Minimum Limits of Insurance

CONSULTANT shall maintain limits no less than:

General Liability shall be on an Occurrence basis (as opposed to Claims Made basis). Minimum limits and structure shall be:

General Aggregate:	\$2,000,000
Products Comp/Op Aggregate:	\$2,000,000
Personal & Adv. Injury:	\$1,000,000
Each Occurrence:	\$1,000,000
Fire Damage:	\$ 100,000

Automobile Liability:

- a. Commercial Automobile Liability for Corporate/business owned vehicles including non-owned and hired, \$1,000,000 Combined Single Limit.
- b. Personal Lines Automobile Liability for Individually owned vehicles, \$250,000 per person, \$500,000 each accident, \$100,000 property damage.

Workers' Compensation: Statutory.

Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Professional Liability or Errors and Omissions Liability: \$1,000,000 per claim and aggregate.

4. Deductibles and Self-Insured Retention

Any deductible or self-insured retention that apply to any insurance required by this Agreement must be declared and approved by DISTRICT.

5. Claims Made Professional Liability Insurance

If professional liability coverage is written on a Claims Made form:

- a. The "Retro Date" must be shown, and must be on or before the date of the Agreement or the beginning of Agreement performance by CONSULTANT.
- b. Insurance must be maintained and evidence of insurance must be provided for at least one (1) year after completion of the Agreement.
- c. If coverage is cancelled or non-renewed, and not replaced with another claims made policy form with a "Retro Date" prior to the contract effective date, CONSULTANT must purchase "extended reporting" coverage for a minimum of one (1) year after completion of the Agreement.

6. Other Insurance Provisions

The insurance policies required in this Agreement are to contain, or be endorsed to contain, as applicable, the following provisions:

7. All Policies:

- a. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than **A-: VII**. DISTRICT Risk Manager may waive or alter this requirement, or accept self-insurance in lieu of any required policy of insurance if, in the opinion of the Risk Manager, the interests of DISTRICT and the general public are adequately protected.
- b. MAINTENANCE OF INSURANCE COVERAGE: CONSULTANT shall maintain all insurance coverages in place at all times and provide DISTRICT with evidence of each policy's renewal ten (10) days in advance of its anniversary date. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be canceled by either party except after thirty (30) days' written notice for cancellation or sixty (60) days' written notice for non-renewal has been given to DISTRICT. For non-payment of premium 10 days prior written notice of cancellation is required.

8. Commercial General Liability and/or Commercial Automobile Liability:

- a. ADDITIONAL INSURED STATUS: SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO COUNTY SANITATION DISTRICT No.1 and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds as respects: liability arising out of activities performed by or on behalf of CONSULTANT; products and completed operations of CONSULTANT; premises owned, occupied or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage shall contain no endorsed limitations on the scope of protection afforded to DISTRICTS and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, or volunteers.
- b. CIVIL CODE PROVISION: Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.
- c. PRIMARY INSURANCE: For any claims related to this agreement,

CONSULTANT'S insurance coverage shall be endorsed to be primary insurance as respects DISTRICTS and the COUNTY OF SACRAMENTO and their officers, officials, employees and volunteers. Any insurance or self-insurance maintained by DISTRICTS and the County of Sacramento and their officers, directors, officials, employees, or volunteers shall be excess of CONSULTANT'S insurance and shall not contribute with it.

- d. **SEVERABILITY OF INTEREST:** CONSULTANT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. **SUBCONTRACTORS:** CONSULTANT shall be responsible for the acts and omissions of all its subcontractors and additional insured endorsements as provided by CONSULTANT'S subcontractor.

9. Professional Liability:

PROFESSIONAL LIABILITY PROVISION: Any professional liability or errors and omissions policy required hereunder shall apply to any claims, losses, liabilities, or damages, demands and actions arising out of or resulting from professional services provided under this Agreement.

10. Workers' Compensation:

WORKERS' COMPENSATION WAIVER OF SUBROGATION: The workers' compensation policy required hereunder shall be endorsed to state that the workers' compensation carrier waives its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO COUNTY SANITATION DISTRICT No.1 and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, agents or volunteers, which might arise by reason of payment under such policy in connection with performance under this Agreement by CONSULTANT. Should CONSULTANT be self-insured for workers' compensation, CONSULTANT hereby agrees to waive its right of subrogation against SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT, SACRAMENTO COUNTY SANITATION DISTRICT No.1 and the COUNTY OF SACRAMENTO and their officers, directors, officials, employees, agents or volunteers.

11. Notification of Claim

If any claim for damages is filed with CONSULTANT or if any lawsuit is instituted against CONSULTANT, that arise out of or are in any way connected with CONSULTANT'S performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect DISTRICT, CONSULTANT shall give prompt and timely notice thereof to DISTRICT. Notice shall be prompt and timely if given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

EXHIBIT C to Agreement
between _____
And _____

COMPENSATION

1. MAXIMUM PAYMENT TO CONSULTANT

The Maximum Total Payment Amount under this Agreement is \$ _____

2. COMPENSATION COMPONENTS

Time and Expenses: Compensation for services rendered shall be paid on a time and expenses basis at the usual and customary rates for the services actually rendered, as stated in CONSULTANT'S Rate Sheet, attached hereto as [Attachment 2](#) and by this reference incorporated herein, and shall not exceed \$ _____. The rates stated in [Attachment 2](#) shall apply for all services provided throughout the term of this Agreement. Total compensation, including fees, expenses, and profit for services rendered by CONSULTANT shall not exceed the Maximum Total Payment Amount under this Agreement listed above.

3. ITEMIZED TASKS AND SUBTASKS

If CONSULTANT'S Proposal contains a schedule of tasks or subtasks with identified levels of effort such as estimated hours and/or estimated costs, or identifiable work products, milestones, or other events, then compensation for these individual tasks or activities shall not exceed the identified estimate or other limiting factors without the written approval of DISTRICT'S Project Manager. CONSULTANT shall promptly notify DISTRICT'S Project Manager in writing of any tasks, subtasks, work products, or milestones that need to be reevaluated and indicate the reason and/or justification for such reevaluation. DISTRICT'S Project Manager is authorized to negotiate adjustments of individual tasks so long as the work is within the general scope of the project and the total compensation does not exceed the Maximum Total Payment Amount under this Agreement listed above.

4. WORK NOT IN SCOPE OF SERVICES

CONSULTANT shall immediately notify the DISTRICT'S Project Manager in writing of any work that the DISTRICT requests to be performed that CONSULTANT believes is outside of the original scope of work covered by this Agreement. If it is determined that said request is outside of the scope of work, such work shall not be performed unless and until the District Engineer approves such request in writing and authorizes the use of any contingency funds for such work, or an amendment providing for an adjustment in CONSULTANT'S compensation is approved and executed by both parties.

5. NOTIFICATION OF 75% EXPENDITURE OF COMPENSATION

CONSULTANT shall notify DISTRICT'S Project Manager in writing upon expenditure of seventy-five percent (75%) of the authorized Agreement amount.

Such notice shall identify the percentage of funds expended, the percentage of work completed, an explanation of any variation between these two (2) percentages, and an assessment of the cost of the remaining work to be performed.

6. SUBMISSION OF INVOICES

CONSULTANT shall address and submit all invoices associated with this Agreement by U.S. mail or personal delivery to the following address:

**Sacramento Regional Wastewater
Treatment Plant
8521 Laguna Station Road
Elk Grove, CA 95758
ATTN: Contracts Payment Desk**

CONSULTANT shall include the following information on all invoices:

1. Contract Number [REDACTED]
2. Project Name [REDACTED]
3. Date of Invoice Submission
4. Time Period Invoice Covers
5. Services Provided and Respective Compensation Requested
6. Any other information deemed necessary by CONSULTANT and/or DISTRICT.

DISTRICT may change the address to which subsequent invoices shall be sent by giving written notice designating a change of address to CONSULTANT, which shall be effective upon receipt.

7. PAYMENTS

In accordance with the Compensation and Payment of Invoices Limitations provision of this Agreement, DISTRICT shall address and submit payments to CONSULTANT at the following address:

TO CONSULTANT:
CONSULTANT'S Name
Address

CONSULTANT may change the address to which subsequent payments shall be sent by giving written notice designating a change of address to DISTRICT, which shall be effective upon receipt.