



STANDARD ON-CALL CONSULTANT AGREEMENT

(For Capital Consultant Agreements)

Terms and Conditions Template
Rev. C [5/1/2020-06/30/2021]

This agreement (Agreement) is effective once fully executed (Effective Date), by and between SANTA CLARA VALLEY WATER DISTRICT ("Valley Water"), and SWINERTON BUILDERS dba SWINERTON MANAGEMENT & CONSULTING, a California Corporation (Consultant), individually the Party or collectively the Parties.

WHEREAS, Valley Water desires certain services hereinafter described and Consultant affirms it has the requisite experience and expertise, and desires to provide such services.

NOW, THEREFORE, Valley Water and Consultant, for the consideration and upon the Terms and Conditions specified, agree as follows:

SECTION ONE

SCOPE OF SERVICES

The Scope of Services (Services) to be performed pursuant to this Agreement is described in the Schedule, Scope of Services, attached hereto and incorporated herein by this reference (Schedule). Valley Water may require Consultant to provide all or a portion of these services (Services) through subsequently executed task orders (Task Orders). Task Orders will be in the form of the template described in Section Twelve, subsection 13. Task Orders and in Appendix Three of the Standard On-Call Consultant Agreement, Task Order Template. These Services will be provided on an on-call basis (On-Call).

SECTION TWO

DUTIES OF CONSULTANT

1. Performance

- A. Each Scope of Service described in an attached Schedule must be performed by Consultant, or at its direction, to meet the purposes specified in this Agreement. References to "Consultant" herein include those performing any portion of the Services at its direction such as Subconsultants, vendors, suppliers, subcontractors, and other business entities and individuals. Consultant will collaborate with Valley Water staff in engineering, asset management, operations, and maintenance units to be made aware of Valley Water operational constraints, procedures, or preferences relevant to Consultant's performance of the Services described in the attached Schedule.
- B. Unless the requirements for the Services described in the attached Schedule are specifically modified in writing, Consultant must perform Services and provide all deliverables as required.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

C. Consultant shall not undertake any Services not described in the attached Schedule unless authorized in writing by Valley Water prior to the performance of such Services by issuance of a Task Order or pursuant to an amendment to this Agreement signed by both Parties.

2. Consultant Controlled Areas

Consultant is responsible for the security and safety of the area(s) it controls wherein it is required to perform field operations pursuant to the Scope of Services.

3. Licensing

Services performed by Consultant will be undertaken only by persons appropriately licensed, certified, or registered in California, as applicable to the Services described herein, when required by statutes or regulations, as well as pursuant to the relevant standard of care as described in subsection 11 Standard of Care. Examples of such Services include those performed by: California State Licensed Contractors, Professional Engineers and Architects, Inspectors, and Surveyors. Consultant shall make available upon Valley Water's request documentation of qualifications and licensing of personnel performing Services described herein. Consultant must be registered with the California Department of Labor Standards Enforcement if the Services or a portion thereof is determined to be "Public Works" pursuant to California Labor Code section 1720(a).

4. Valley Water's Approval of Deliverables

Deliverables prepared by Consultant, notwithstanding acceptance and approval by Valley Water, which Valley Water determines must subsequently be modified due to errors or omissions, will be corrected at no additional cost to Valley Water.

5. Errors and Omissions

The Services may include preparation of deliverables by Consultant to be implemented in a public works construction project. Consultant is responsible for any direct or actual damages incurred by Valley Water which Valley Water determines result from Consultant's errors or omissions in Consultant's deliverables, including, but not limited to, any increase in the Valley Water's payment(s) due to its construction contractor, which increase is directly attributable to required revisions to the construction contract documents to the extent caused by Consultant's negligent acts, errors, or omissions.

6. Valley Water Standardization Requirements

A. Consultant shall perform the Services utilizing Valley Water nomenclature, standardized forms, software requirements, documented procedures, and best management practices. Consultant shall use Microsoft Office software and AutoCAD software that is compatible with Valley Water Microsoft Office software and AutoCAD software used at the time(s) Valley Water issues a Notice to Proceed pursuant to this Agreement.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

- B. Engineering drawings prepared by Consultant must be in compliance with Valley Water's CADD and drafting standards including line types, line weights, text sizes, text orientation, dimensioning, labeling/numbering system for detailed plan views and detailed section views. Drawings prepared using different CADD software and versions must be converted to be compatible with Valley Water's CADD software at no additional cost to Valley Water. Prior to acceptance, Valley Water reserves the right to test the submitted CADD files to verify that the files are not corrupted or missing linkages (for blocks, etc., used in the drawing) and that the standards are retained during the conversion process used by Consultant.

7. Consultant's Key Staff and Subconsultants

- A. Consultant's Key Staff and firms subcontracted by the consultant (Subconsultants) assigned to perform the Services are identified in Attachment Three to the Scope of Services, Consultant's Key Staff and Subconsultants.
- B. The Project team organization chart and delegated responsibilities of each team member will be submitted to Valley Water for concurrence.
- C. Consultant may utilize Subconsultants, subcontractors, suppliers, or vendors it deems appropriate to the complexity and nature of the required Services.
 - 1) Consultant must obtain Valley Water's approval of all Subconsultants. Upon Valley Water's request, Consultant must provide copies of all Subconsultant agreements.
 - 2) Consultant must require its delegates or Subconsultants to agree, in writing, to adhere to Terms and Conditions of this Agreement.
- D. Any delegation or use of Subconsultants by Consultant will not operate to relieve Consultant of its responsibilities as described in this Agreement.
- E. If any of Consultant's designated key staff persons or Subconsultants fail to perform to the satisfaction of Valley Water, on written notice from Valley Water, Consultant will have 15 calendar days to remove that person from the Project and provide a replacement acceptable to Valley Water.
- F. Consultant will not charge Valley Water for the time it takes Consultant's replacement personnel to obtain Valley Water-specific Project knowledge in the possession of the person(s) being replaced.
- G. Consultant's Key Staff: Valley Water Project Manager may approve any revisions to Consultant's list of key staff assigned to the Project as an administrative modification to this Agreement, and such approval will be confirmed in writing.
- H. Consultant's Subconsultants
 - 1) Valley Water Project Manager may approve any revisions to Consultant's list of authorized Subconsultants when the Subconsultant is deleted from the list and the Scope of Services is deleted from the Agreement or such services are assumed by Consultant; such approval will be confirmed in writing.

- 2) Valley Water's authorized representative may approve any revisions to Consultant's list of authorized Subconsultants when a listed Subconsultant is replaced (to perform the same Scope) or a new Subconsultant is added (to perform new Scope), provided the firm complies with all insurance requirements established by the Valley Water for such work; such approval will be confirmed in writing.

8. Compliance with All Laws

- A. Consultant's performance must be in compliance with the most current versions of any and all laws relevant to the Services it performs pursuant to this Agreement, including, but not limited to adherence to: all applicable governmental laws, statutes, ordinances, rules, codes, regulations, orders, and other requirements; governmental requirements applicable to state and federal compliance with the Professional Land Surveyors Act; state and federal Endangered Species Act; state and federal water quality laws; and all other state and federal laws or regulations regarding environmental protection and compliance, health, safety, wages, hours, equal employment opportunity, nondiscrimination, working conditions, and transportation. In the event that Valley Water's assistance is necessary to achieve such compliance, Consultant shall promptly notify Valley Water.
- B. Consultant shall provide, at Valley Water's request, documentation demonstrating Consultant's compliance with all laws as described herein. After reasonable notice and according to reasonable conditions, Valley Water has the right to inspect and copy any records of Consultant regarding such compliance.
- C. Consultant represents and warrants that neither Consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal government department or agency.

9. Occupational Safety and Health

- A. Consultant will perform the Services in compliance with the most current versions of all laws, standards, rules, and regulations of the Occupational Safety and Health Act, and all state and federal laws and regulations relating to safety and health standards. Consultant shall perform the Services in compliance with, will furnish only supplies, articles, and equipment that comply with such laws, standards, and regulations.
- B. Consultant shall immediately notify Valley Water in the event of any personal injury accident or occurrence occurring during the performance of the Services. Upon Valley Water's request, Consultant shall provide Valley Water with documentation fully describing the accident and injury and the actions implemented to prevent similar occurrences.

10. Consultant as Independent Contractor

Consultant will perform all Services as an independent contractor and not an agent or employee of Valley Water. Consultant represents and warrants that it and its contractors who are performing any of the Services as Subconsultants will perform such Services as an independent contractor, and neither Consultant nor Subconsultants nor their employees are the servants, agents or employees of Valley Water. Except as expressly provided in this

Agreement, Valley Water exercises no direction, supervision or control over Consultant, its employees, agents, or Subconsultants.

11. Standard of Care

- A. Consultant must possess and maintain during the term of this Agreement all certifications, licenses, permits, and qualifications to perform the Services and prepare all deliverables. Consultant must perform all Services and prepare all deliverables in accordance with those standards and practices of care, skill, and diligence that are generally recognized and customarily observed by competent persons in Consultant's area of specialty in the State of California at the time such Services are rendered.
- B. Consultant shall perform the Services and prepare all deliverables without any errors or omissions, and in accordance with Section Two Duties of Consultant, subsection 8. Compliance with All Laws.
- C. Consultant and its Subconsultants must perform the Services in compliance with all applicable written federal, state and local codes, statutes, laws, regulations, and ordinances, including, but not limited to, environmental, energy conservation, and disabled access requirements as per the provisions of Section Two Duties of Consultant, subsection 8. Compliance with All Laws.

SECTION THREE

DUTIES OF VALLEY WATER

1. Available Data

Valley Water will make available to Consultant all data and information in its possession and control and which it deems necessary to the preparation of the deliverables specified in the Schedule. Valley Water will actively aid and assist Consultant in obtaining such information from other agencies and individuals as it deems necessary. Valley Water is not responsible for providing data and information that it does not possess.

2. Review of Deliverables

- A. Valley Water will designate a Project Manager (Valley Water Project Manager) for purposes of administering and managing this Agreement.
- B. Consultant's progress in completing the Services will be reviewed by Valley Water Project Manager at each milestone identified in an executed Task Order or at such other time(s) at the discretion of Valley Water.
- C. Consultant must notify Valley Water in writing when it completes and has submitted to Valley Water each deliverable as per an executed Task Order. Deliverables deemed satisfactory and in compliance with this Agreement are subject to approval by Valley Water. Within 30 calendar days of receipt of each deliverable, Valley Water will either (1) notify Consultant that Valley Water accepts the deliverable, or (2) notify Consultant that the deliverable is not acceptable and must be revised.

- D. If Valley Water advises Consultant that a deliverable must be revised due to errors or omissions by Consultant, Consultant must correct, at no cost to Valley Water, those deficiencies as soon as possible and shall notify Valley Water upon completion of the revised deliverable and submit to Valley Water.
- E. Valley Water will then review the revised deliverable and within 30 calendar days of receipt, advise Consultant if the revised deliverable is acceptable. All deficient deliverables will be revised at no cost to Valley Water and this process will continue until Consultant has corrected all deficiencies identified by Valley Water.
- F. None of the proposed changes or revisions or anything else in this Agreement will be construed to relieve Consultant of professional or legal responsibility for the performance of the Services as otherwise required by the Terms and Conditions of this Agreement. Corrections to any deliverable as a result of Consultant's errors or omissions, as determined by Valley Water, will not result in additional costs or expenses to Valley Water.

3. Access to Valley Water Facilities

Valley Water will facilitate access to Valley Water facilities as required for Consultant to perform the Services.

SECTION FOUR

FEES AND PAYMENTS

1. Total Fixed Not-to-Exceed Fees

- A. Payment for all Services performed by Consultant to the satisfaction of Valley Water, as described in the Schedule will be based on the Total Fixed Not-to-Exceed (NTE) Fees stated in Attachment One to the Schedule, Fees and Payments, for completion of the associated tasks. Valley Water will make payments to the Consultant according to the terms provided for herein and in Attachment One to the Schedule, Fees and Payments. Payments made by Valley Water to Consultant for Services rendered will be considered full compensation for all personnel, materials, supplies, Subconsultant(s), equipment, reimbursable travel and per diem expenses incurred by Consultant to perform the Services. All Service requests will be made by Valley Water on an as-needed basis, subject to future Task Order(s) executed by Valley Water and Consultant.
- B. It is understood and agreed that this total is an estimate, and that the actual amount of Services requested by Valley Water may be less. There is no guarantee, either expressed or implied, as to the actual dollar amount that will be authorized under this Agreement.
- C. Attachment One to the Schedule, Fees and Payments, sets forth the hourly rates and NTE fee, if any, for Services Consultant may perform pursuant to an executed Task Order.
- D. Services to be performed pursuant to a Task Order will commence only after written approval from a Valley Water Deputy Operating Officer.

- E. Notwithstanding any other provision of this Agreement, Valley Water agrees to pay Consultant in accordance with the terms set forth in an executed Task Order. Consultant represents and warrants that the amounts charged to Valley Water for Services do not exceed the amounts normally charged by Consultant to other customers for similar Services.
- F. Upon the written approval of a Valley Water Deputy Operating Officer referenced herein, the Services described in a Task Order task may be reduced or eliminated.
- G. Automobile travel mileage expenses will be paid at the current Internal Revenue Service (IRS) rate. Valley Water will not reimburse Consultant nor its Subconsultants for mileage nor travel time to and from Valley Water Headquarters and surrounding campus located at 5700 Almaden Expressway, San Jose, California. However, Valley Water will reimburse Consultant and its Subconsultants for mileage incurred from Valley Water Headquarters or Consultant's and Subconsultants' firm addresses, whichever is closer to the destination, to Project site(s) and, if directed or authorized by Valley Water, to meeting locations such as with regulatory agencies, for community outreach activities and meetings, for partnering meetings, and Dispute Review Board meetings.

2. Consultant Invoices

- A. Consultant's invoices will be prepared in accordance with the terms of this Agreement, Section Four Fees and Payments, and represent Services performed and reimbursable costs incurred during the identified billing period. Invoices must be consistent with Scope of Services and executed Task Orders; and include the following:
 - 1) Employee classification and name itemized with all labor charges by Service task;
 - 2) Summary of the amount Consultant has been billed by their Subconsultants and further detailed by Service task;
 - 3) A description of the site where Services were performed, if applicable;
 - 4) The name of Valley Water staff requesting Services;
 - 5) The dates when Services were performed;
 - 6) Other direct charges and reimbursable expenses by Task Order task;
 - 7) Other direct charges and expenses must reflect actual fees versus the Task Order not-to-exceed fees as stated in Attachment One to Schedule, Fees and Payments; and/or Task Orders.
 - 8) The total amount due for completing the Services specified in that Task Order, which must not exceed the not-to-exceed amount specified in that Task Order.
 - 9) To the extent that Consultant is adding an administrative, processing, overhead or mark-up fee, Valley Water will not pay for such duplication of costs for both Consultant and its Subconsultants.

- B. Invoices will include a summary of labor expenditures, direct costs, and billed Subconsultant charges. Invoices will be organized such that the billing categories correspond with the Task Order.
- C. Notwithstanding language to the contrary in an executed Task Order, Consultant must invoice Valley Water for a Task Order within 30 calendar days of Valley Water accepting the deliverables of that Task Order.
- D. Consultant shall send all invoices to:
- Santa Clara Valley Water District
Attention: Accounts Payable
P.O. Box 20670
San Jose, CA 95160-0670
- E. Consultant must also ensure that each invoice contains the following information:
- 1) Agreement Number;
 - 2) Task Order Number.
 - 3) Full Legal Name of Consultant/Firm;
 - 4) Payment Remit-to Address;
 - 5) Invoice Number;
 - 6) Invoice Date (the date invoice is mailed); and
 - 7) Beginning and end date for billing period that services were provided.
- F. Consultant shall invoice for its performance of the Services as stated in an executed Task Order on a monthly basis consistent with the task fee breakdown stated in Attachment A to the Task Order(s). Unless otherwise specified in a Task order, Consultant will be paid for the Services as described in an executed Task Order.
- G. Valley Water Project Manager will review Consultant's written invoice within five Valley Water business days of receipt, address any questions with Consultant's Contact/Principal Officer and approve the undisputed amount of the invoice within ten working days of receipt of the invoice. Valley Water will pay undisputed invoice amounts within 30 calendar days from date invoice is received by Valley Water Project Manager.
- H. Valley Water may in good faith assert a bonafide dispute as to all or a portion of fees specified in any invoice. If any portion of an amount due to Consultant under this Agreement is subject to a bonafide dispute between the Parties, within 30 calendar days of Consultant's delivery of the invoice on which a disputed amount appears, Valley Water will notify Consultant in writing of the specific items in dispute, and will describe Valley Water's reason(s) for disputing each such item. Consultant and Valley Water Project Manager must act in good faith to resolve this dispute in a timely manner. If the dispute is not resolved by Consultant and Valley Water Project Manager within 30 calendar days of Consultant receiving Valley Water's written notice of dispute,

Consultant and Valley Water will attempt to resolve the Dispute pursuant to Appendix Two to the Standard On-Call Consultant Agreement, Dispute Resolution.

- I. Consultant's Services will be performed by its staff members and Subconsultants' staff members at the lowest hourly and unit rates commensurate with the complexity of the required Services.

3. Prevailing Wages

- A. A portion of the Services to be performed pursuant to this Agreement may be considered "Public Works" subject to California Labor Code §1771, et. seq. and the applicable implementing regulations.
- B. Labor Code §1720 includes "Inspection and Land Surveying" in its definition of "Public Works." If Consultant's Services includes such work, Consultant and its Subconsultants must comply with all Labor Codes applicable to prevailing wages.
- C. Consultant and its Subconsultants shall not engage in the performance of public work, as defined in California Labor Code §1771.1, unless currently registered and qualified to perform public work pursuant to California Labor Code §1725.5.
- D. The General Prevailing Wage Rates issued by the California Department of Industrial Relations may be adjusted by the State throughout the term of this Agreement. Notwithstanding any other provision of this Agreement, Consultant will not be entitled to any adjustment in compensation rates in the event there are adjustments to the General Prevailing Wage Rates.
- E. This Agreement is subject to compliance monitoring and enforcement by the State of California Department of Industrial Relations. Upon request, Consultant and Subconsultants must furnish the records specified in Labor Code §1776 directly to the Labor Commissioner, in a format prescribed by the Labor Commissioner.
- F. All records or documents required to be kept to verify statutory compliance with the prevailing wage requirement, such as certified payroll records, must be made available for audit at no cost to Valley Water, at any time during regular business hours, upon written request by Valley Water.
- G. **California State Department of Industrial Relations Contractor and Sub-Contractor Registration Requirements**

Prior to Valley Water executing a Task Order for Services involving public works, as defined herein, Consultant, and its Subconsultant(s) performing public works, must provide evidence, in the form required by Valley Water, that Consultant and its Subconsultant(s) are in compliance with the California State Department of Industrial Relations Contractor and Sub-Contractor Registration Requirements.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

4. Retention

Unless otherwise specified in an executed Task Order, when the total compensation payable pursuant to this Agreement for an individual Task Order exceeds \$20,000, ten percent of each invoices for that Task Order will be withheld by Valley Water and not paid to Consultant until 30 calendar days after the assigned Valley Water representative signs the final approval for all Services/deliverables as stated in the executed Task Order, consistent with Section Three, Duties of Valley Water, subsection 2. Review of Deliverables. Provided that at any time after 50% of the work has been completed, Valley Water may, at its sole discretion, determine that satisfactory progress is being made in the completion of the Task Order, and prospectively make the remaining progress payments in full. The retention previously withheld on the first 50% of the work will continue to be withheld until final contract close out.

SECTION FIVE

SCHEDULE OF COMPLETION

1. Performance of Tasks

Consultant will commence performing the tasks described in the Scope of Services of an executed Task Order upon receipt of the Task Order Notice to Proceed (NTP) issued by Valley Water.

2. Task Order Schedule

Consultant will perform and complete the Services in accordance with the schedule (Schedule) as described in each Task Order. Consultant will coordinate Services with Valley Water to provide the timeline of all tasks and subtasks including the site visits, document review, meetings, and deliverables.

3. Project Delays

Consultant will make all reasonable efforts to comply with the Schedule as stated in a Task Order. In the event the Task Order Schedule will be delayed, Consultant will notify Valley Water Project Manager as soon as possible, providing the reason why, the length of the delay, and a description of the actions being taken to address the delay. In the event Consultant is delayed in performance of its Services by circumstances beyond its control, Valley Water may, at its discretion, grant a reasonable adjustment in the Schedule.

4. Changes to the Schedule

Valley Water's Project Manager and Consultant may agree to modify the Schedule specified for Consultant's performance in an executed Task Order as an administrative modification to the Task Order and will confirm such modifications in writing.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

SECTION SIX

AGREEMENT MODIFICATIONS

The Parties may agree to modify the Terms and Conditions of this Agreement by executing a written amendment hereto.

SECTION SEVEN

TERM AND TERMINATION

1. Term & Automatic Termination

No Task Order will be written which extends beyond the expiration date of this Agreement. Consultant will not undertake to provide Services where it reasonably appears that the Services cannot be performed and completed within the Term of this Agreement. Uncompleted and/or unfinished Task Orders will co-terminate with this Agreement.

2. Valley Water Rights

- A. Suspension: Valley Water may, by written notice to Consultant, suspend any or all Services pursuant to this Agreement or to any individual Task Order. Valley Water may subsequently terminate this Agreement or any Task Order for convenience, or determine to proceed. If a decision to proceed is not made within 90 days from the date of the notice of suspension, any decision to proceed must be conditioned upon execution of a new Notice to Proceed or Task Order.
- B. Termination for Convenience: Valley Water may, by written notice to Consultant, terminate all or part of this Agreement or any Task Order at any time for Valley Water's convenience. Upon receipt of such notice, Consultant will immediately cease all work as specified in the notice. If this Agreement or any Task Order is so terminated, Consultant will be compensated as set forth in subsection 3. Consultant's Compensation upon Termination or Suspension.
- C. Termination for Breach: If Consultant violates any of the covenants, agreements or stipulations of this Agreement or a Task Order, or if Consultant fails to fulfill in a timely and proper manner its obligations pursuant to this Agreement or any Task Order, and does not cure such failure or violation within 30 days (or a reasonable extension thereof, if requested, which extension will not be unreasonably withheld) after receipt of written notice from Valley Water specifying such failure or violation, Valley Water will thereupon have the right to terminate this Agreement and any or all uncompleted Task Orders by giving written notice to Consultant of such termination. Such notice will specify the effective date thereof, and Consultant will not be entitled to compensation for Services or expenses beyond the specified termination date.
- D. If, after notice of termination for breach of this Agreement or any Task Order, it is determined that Consultant did not breach the Agreement or Task Order, the termination will be deemed to have been effected for Valley Water's convenience, and Consultant will receive payment that is allowed by this Agreement for a termination for convenience.

- E. The rights and remedies provided herein to Valley Water are in addition to any other rights and remedies provided by law, this Agreement, or a Task Order.

3. Consultant's Compensation upon Termination or Suspension

In the event of termination of this Agreement or any Task Order, or suspension of Services by Valley Water, Consultant shall receive compensation based on satisfactory performance, accepted by Valley Water, as follows:

- A. **Direct Labor:** Consultant shall be entitled to receive compensation for all authorized direct labor performed prior to termination pursuant to the provisions of this Agreement or Task Order and all authorized labor expenses incurred to demobilize from the Project after the date of termination;
- B. **Other Direct Costs and Expenses:** Consultant shall be entitled to receive compensation for all authorized other direct costs and expenses incurred prior to termination and all authorized expenses incurred to demobilize from the Project after the date of termination; and
- C. In no event shall the total compensation paid for any item of Service exceed the payment specified in the Agreement or applicable Task Order for that item of Service.

4. Survival

The Terms and Conditions of this Agreement, that by their context and a standard of reasonableness, are intended to survive termination, suspension, completion, and expiration of this Agreement, shall survive, including but not limited to, the following Sections and subsections: Independent Contractor Status, Confidentiality, Indemnification, Insurance Requirements, and Dispute Resolution, as well as any Consultant representations and warranties.

SECTION EIGHT

INDEMNIFICATION

Notwithstanding any other provision of this Agreement, Consultant agrees to indemnify, defend and hold harmless Valley Water, its agents, officers, directors, and employees from and against any and all demands, claims, damages, losses and reasonable expenses, including but not limited to liabilities, obligations, claims, costs, reasonable expenses (including, without limitation, interest, penalties and reasonable attorney's fees), fines, taxes, levies, imposts, assessment, demands, damages or judgments of any kind or nature, whether in law or equity (including, without limitation, death or injury to any person, property damage, administrative and judicial orders and consents, or any other loss) to the extent they arise out of, pertain to, or relate to Consultant's negligence, recklessness, or willful misconduct. The foregoing does not limit any strict liability imposed onto Consultant by law. The rights, duties, and obligations of the Parties as set forth above in this Section Eight, Indemnification, survive termination, expiration, completion, and suspension of this Agreement.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

SECTION NINE

INSURANCE REQUIREMENTS

Insurance requirements applicable to this Agreement are set forth in the Standard On-Call Consultant Agreement, Appendix Four Insurance Requirements. Consultant must provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, all insurance coverages as detailed in the Standard On-Call Consultant Agreement, Appendix Four Insurance Requirements, and comply with all provisions stated therein.

SECTION TEN

OWNERSHIP AND REUSE OF DELIVERABLES

1. Valley Water Ownership

All deliverables and other materials prepared by Consultant, including computer programs and media developed by Consultant, to perform the Services, during the term of this Agreement, will be and remain the property of Valley Water following payment in full to Consultant for each task or portion of a completed task, or in accordance with Section Seven Term and Termination. In the event the work is not completed, the completed portions thereof will become the property of Valley Water. Consultant will provide Valley Water with such deliverables and material at appropriate times during this Agreement. Consultant may retain a copy for its records. Consultant does not convey, assign, or transfer the intellectual property rights it has so as to limit its ability or right to develop, design, or provide services on other projects of or for its other clients.

2. Reuse of Instruments of Service

If Valley Water desires to reuse the completed plans, specifications, or other deliverables, in total or in part, on project sites associated with this Agreement, or any other site, or to complete any incomplete portion of construction documentation which Valley Water has already paid Consultant, Valley Water will release Consultant from any liability incurred by Valley Water from reusing said deliverables.

3. Copies of Data

Copies of data exchanged by, through, and between Valley Water and Consultant that may be relied upon are limited to printed copies. Computer-generated files, disks, or tapes of text, data or graphics that are furnished are only for the mutual convenience of the Parties.

4. Computer-Generated Material

Any risk of translation or reliance on information obtained or derived from computer-generated material is at the user's sole risk, and no representations are made, either express or implied, as to the long-term performance of data thus transferred.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

5. Work for Hire

Any and all original correspondence, memoranda, reports, designs, plans, specifications, data compilations, computer programs, or drawings delivered to Valley Water by Consultant according to the Terms of this Agreement, in or by any medium is deemed to be "work for hire" according to the copyright laws of the United States and the copyright belongs to Valley Water.

6. Copyright Claims

Co-venturers, subcontractors, Subconsultants, suppliers, and vendors to Consultant are likewise bound by these copyright terms. Valley Water makes no copyright claim and requires no release for copyrighted material or trademarked names used incidentally by Consultant.

SECTION ELEVEN

EQUAL OPPORTUNITY

1. Equal Opportunity Employer

The Valley Water is an equal opportunity employer and requires its consultants to have and adhere to a policy of equal opportunity and non-discrimination. In the performance of the Agreement, Consultant will comply with all applicable federal, state, local laws and regulations, and will not discriminate against any subcontractor, employee, or applicant for employment in the recruitment, hiring, employment, utilization, promotion, classification or reclassification, transfer, recruitment advertising, evaluation, treatment, demotion, layoff, termination, rates of pay or other forms of compensation, and selection for professional development training (including apprenticeship), or against any other person, on the basis of sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), race, religion, color, national origin (including language use restrictions), ancestry, religious creed (including religious dress and grooming practices), political affiliation, disability (mental and physical, including HIV or AIDS), medical condition (cancer and genetic characteristics), genetic information, marital status, parental status, gender, age (40 and over), pregnancy, military and veteran status, sexual orientation, gender identity and gender expression, the exercise of family and medical care leave, the exercise of pregnancy disability leave, or the request, exercise, or need for reasonable accommodation.

2. Compliance with Applicable Equal Opportunity Laws

Consultant's policy must conform with applicable state and federal guidelines including the Federal Equal Opportunity Clause, "Section 60-1.4 of Title 41, Part 60 of the Code of Federal Regulations," Title VII of the Civil Rights Act of 1964 as amended; the Americans with Disabilities Act of 1990; the Rehabilitation Act of 1973 (Sections §503 and 504); the Age Discrimination Act of 1975 (42 U.S.C. sec. 6101 et seq.); the California Fair Employment and Housing Act (Government Code §12900 et. seq.); and California Labor Code §1101 and 1102.

3. Investigation of Claims

Consultant must designate a specific position within its organization to be responsible for assuring nondiscrimination and non-harassment as provided in this Agreement. Consultant must investigate all complaints directed to it by Valley Water. Valley Water will refer complaints in writing and Consultant will advise Valley Water in writing when such investigations are concluded. The scope of such investigations must include all appropriate officers, employees, and agents of Consultant, as well as all subcontractors, Subconsultants, and material suppliers of Consultant. In cases where such investigation results in a finding of discrimination, harassment, or hostile work environment, Consultant must take prompt, effective disciplinary action against the offender.

SECTION TWELVE

MISCELLANEOUS PROVISIONS

1. Entire Agreement

This Agreement, which includes the Terms and Conditions, Appendices, the Schedule Attachments to the Schedule, and all executed Task Orders, represents the entire understanding between the Parties hereto relating to the Services described in this Agreement and its executed Task Orders incorporated herein by this reference hereto and supersedes any and all prior proposals or agreements, whether written or oral, that may exist between the Parties. This Agreement may not be modified or amended except in writing as stated herein. To the extent that any Schedule conflicts with this Agreement, this Agreement shall control.

2. Formation of Agreement

- A. No agreement between the Parties is formed until all applicable actions have been completed to the satisfaction of Valley Water. Valley Water Project Manager will not issue a Notice to Proceed until all required documents have been submitted and accepted by Valley Water.
- B. Formation of this Agreement between the Parties requires accomplishment of the following, as applicable:
 - 1) Execution of the Agreement by Consultant;
 - 2) Submission by Consultant, and acceptance by Valley Water, of evidence of all required insurance coverages and documents;
 - 3) Submission by Consultant, and acceptance by Valley Water, of evidence of all required Form 700 documents, if applicable;
 - 4) Submission by Consultant, and acceptance by Valley Water, of all required Non-Disclosure Agreements (NDA) documents as provided in Attachment Four to the Schedule, Reference Materials, if applicable;

- 5) Submission by Consultant, and acceptance by Valley Water, of a Health and Safety Plan, if applicable;
- 6) Any other requirements that are deemed necessary by Valley Water; and
- 7) Execution of the Agreement by Valley Water.

3. No Assignment

- A. The expertise and experience of Consultant are material considerations for Valley Water's award and execution of this Agreement. Consultant will not assign or transfer any interest in this Agreement nor the performance of any of Consultant obligations hereunder, without prior written consent of Valley Water in the form of an amendment executed by the Parties, and any attempt to so assign this Agreement, or any rights, duties or obligations arising hereunder, will be void and of no effect. Any assignment of monies due or to become due in accordance with this Agreement, will be to the extent permitted by law, and will be subject to all proper set-offs, deductions, and withholdings in favor of Valley Water.
- B. In no event shall an assignment of any interest in this Agreement release Consultant from its duties and responsibilities as described in this Agreement nor shall Consultant be released from liability created by the provision of Services as described in this Agreement until such assignment takes effect. Any attempted or purported assignment without Valley Water's written consent in the form of an amendment executed by the Parties is null and void.

4. Reasonableness

Discretionary actions or approvals to be performed by the Parties will be exercised in a reasonable manner.

5. Gifts

Consultant hereby acknowledges that Valley Water policy prohibits the acceptance by Valley Water personnel of gifts of any kind from its contractors, consultants, suppliers or vendors. Consultant shall honor this policy by not sending or bringing gifts to Valley Water.

6. Audits

Consultant agrees that Valley Water and its agent(s) have the right to review, obtain, and copy all records pertaining to performance of this Agreement. Consultant agrees to provide Valley Water and its agent(s) with any relevant information requested and will permit Valley Water and its agent(s) access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting or copying books, records, accounts, computerized records, and other materials that may be relevant to the matter under investigation or subject to audit, such as by a government agency, providing Valley Water with grant funds to pay for Consultant's services for the purpose of determining compliance with this Agreement. Consultant further agrees to maintain such records for a period of three years after final payment as provided for in this Agreement.

7. Force Majeure

Neither Party will be held responsible for delays caused by acts beyond its control, such as acts of God or public enemies, utility or communication delays, or failures not caused by such Party's negligence or fault, accidents not caused by such Party's negligence or fault, labor disputes, war, or failure of the other Party to provide data as required pursuant to this Agreement.

8. Binding Effect

This Agreement is binding on the heirs, executors, administrators, successors and assigns of the Parties.

9. Choice of Law and Venue

The Parties agree that this Agreement is to be governed, construed and enforced in accordance with the laws of the State of California. The Parties also agree that the venue of any litigation arising out of or connected with this Agreement will lie exclusively in the state trial court or Federal District Court located in Santa Clara County in the State of California. The Parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.

10. Confidentiality

- A. Due to the nature of the services Consultant will provide pursuant to this Agreement, there may be disclosures made to Consultant of detailed information about Valley Water's operations, including on a need-to-know basis information which may be protected from public disclosure by confidentiality laws, the attorney-client privilege, and/or other provisions of law which govern the nature and timing of disclosure of public information.
- B. Consultant understands and acknowledges that Valley Water staff members providing information to Consultant do so with the understanding that such information will be handled appropriately.
- C. In the event Consultant receives such restricted or confidential information, Consultant will limit access to the information to only those of Consultant's employees, its subcontractors and its Subconsultants authorized by Valley Water to have the information.
- D. Consultant will notify Valley Water immediately of any request by any third party to have access to confidential information and will not disclose the requested information without first receiving express written authorization from Valley Water.
- E. Notwithstanding the aforementioned Confidentiality requirements, upon the request of Valley Water Project Manager, Consultant and its Subconsultants shall execute the Valley Water's most current Non-Disclosure Agreement in effect at that time.
- F. The requirements stated herein will survive completion, expiration, suspension, and termination of this Agreement.

11. Release of Information Prohibited

Consultant is not permitted to provide any information concerning the Project to the media nor anyone other than authorized Valley Water personnel. Consultant will not release any information pertinent to the Project for publication, public disclosure, or in any other manner without first obtaining clearance and a release in writing from Valley Water. Any media inquiry at any time to Consultant relating to any matter concerning Services provided or requested to be provided pursuant to this Agreement will be referred immediately to Valley Water. Consultant will not communicate with the media regarding any such matter.

12. Conflict of Interest

- A. Consultant represents that there exists no actual or potential conflict of interest concerning the services to be performed pursuant to this Agreement.
- B. Consultant represents that Consultant's performance required as stated in this Agreement does not require the breach of any agreement or obligation to keep in confidence the proprietary information of another party. Consultant will not bring to Valley Water, or use in the performance of Consultant's duties as described in this Agreement, any materials or documents of another party considered confidential or proprietary unless Consultant has obtained written authorization from such party, and the informed consent of Valley Water, for the possession and use of such materials.
- C. Consultant represents and warrants that during the term of the Agreement, Consultant, Consultant's parent company, Consultant's subsidiaries, or any affiliated entity sharing substantially similar ownership of or control with Consultant shall not act as a Consultant or expert for any party in support of any potential or active claim or legal action against Valley Water by such party.
- D. CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION STATEMENT OF ECONOMIC INTEREST FORM 700 ("FORM 700"): Upon Valley Water's request, Consultant employees, officers, agents, Subconsultants, and subcontractors shall complete, execute, and submit a Form 700 as follows:
 - 1) Consultant employees, officers, agents, Subconsultants, and subcontractors assigned to perform services pursuant to this Agreement, shall file, in a manner prescribed by Valley Water, an Assuming Office Statement. The Assuming Office Statement shall be filed:
 - a. Within 30 calendar days of the effective date of this Agreement; or
 - b. Within 30 calendar days of Consultant hiring, adding, or promoting to a designated filer position, employees, officers, agents, Subconsultants, and subcontractors to perform services pursuant to this Agreement.
 - 2) Consultant employees, officers, agents, Subconsultants, and subcontractors assigned to perform services pursuant to this Agreement, that filed an Assuming Office Statement, shall file in a manner prescribed by Valley Water, an amendment to their Form 700 any time there is a change to their disclosure information.

- 3) Consultant employees, officers, agents, Subconsultants, and subcontractors assigned to perform services pursuant to this Agreement, that filed an Assuming Office Statement, shall file an Annual Statement in a manner prescribed by Valley Water, during Valley Water's annual filing season as determined by Valley Water;
- 4) Consultant employees, officers, agents, Subconsultants, and subcontractors assigned to perform services pursuant to this Agreement, that filed an Assuming Office Statement, shall file in a manner prescribed by Valley Water, a Leaving Office Statement with Valley Water when one of the following occurs:
 - a. Upon termination of this Agreement; or
 - b. Within 30 calendar days of Consultant employees, officers, agents, Subconsultants, and subcontractors vacating a designated filing position (i.e., removed from the Project, promotion, demotion, transfer to non-designated position, end of employment, or as a result of changes in designated filer positions in Valley Water's Conflict of Interest Code).
- 5) Consultant understands and agrees that its employees, officers, agents, Subconsultants, and subcontractors may be disqualified from providing services to Valley Water pursuant to the California Political Reform Act, Gov. Code §81000 et. seq. and Government Code §1090. If any of Consultant's employees, officers, agents, Subconsultants, and subcontractors are disqualified from providing services, on written notice from Valley Water Project Manager, Consultant will have 15 calendar days to remove said employee(s), officer(s), agent(s), Subconsultant(s)' and subcontractor(s)' employee(s) from the Project and provide a replacement acceptable to Valley Water.
- 6) The failure of Consultant's employees, officers, agents, Subconsultants, and subcontractors to file an Assuming Office, Annual, Amended, or Leaving Office Statement within the time prescribed by Valley Water is deemed a material breach and may result in termination of the Agreement for cause.

13. Task Orders

- A. All tasks and Services will be assigned to Consultant through issuance of Task Orders. After the tasks and Services are identified and communicated to Consultant by Valley Water Project Manager, Consultant will prepare a proposed Task Order (see Standard On-Call Consultant Agreement, Appendix Three Task Order Template).

The proposed Task Order must identify the following:

- 1) Description of the services, including deliverables;
- 2) The total Not-to-Exceed Fees for Consultant to complete the services, including estimated number of hours per assigned staff to complete the services;
- 3) Proposed staff that will be assigned to complete the services, including resumes if not previously provided to Valley Water's Project Manager;

- 4) Estimated cost of each other direct cost and reimbursable expense, including any applicable fees;
 - 5) Schedule for completing the services; and
 - 6) Copies of applicable state and federal permits required to complete the services, unless previously provided to Valley Water.
- B. Consultant agrees that the Not-to-Exceed Fees specified in a proposed Task Order will be the product of a good faith effort in exercising its professional judgment. After an agreement has been reached on the negotiable items, the finalized Task Order will be signed by both Valley Water's authorized representative referenced in the Standard On-Call Consultant Agreement, Appendix One Additional Legal Terms (Appendix One) and Consultant's authorized representative.
- C. Consultant must not commence performance of work or services on a Task Order until it has been approved by Valley Water's authorized representative and Notice to Proceed has been issued by Valley Water Project Manager. No payment will be made for any services performed prior to approval or after the period of performance of the Task Order. The period of performance for Task Orders will be in accordance with dates specified in the Task Order. No Task Order will be written which extends beyond the expiration date of this Agreement. The total amount payable by Valley Water for an individual Task Order will not exceed the amount agreed to in the Task Order.
- D. Prevailing Wage Requirements: The Scope of Services may be considered by Valley Water to be "Public Works" requiring the payment of prevailing wages. See the Standard Consultant Agreement Section Four Fees and Payments, subsection 3. Prevailing Wages, and Appendix Three Task Order Template.

14. Good Neighbor

Valley Water always strives to be a good neighbor to the community adjacent to its facilities. Consultant will ensure that disturbance to neighbors is minimized. Consultant, its staff, and Subconsultants will always interact with the members of the public in a polite and professional manner.

15. Governmental Permits and Notifications

Unless otherwise expressly stated herein or in an executed Task Order, Consultant represents and warrants that it has investigated the need for, and has or will procure, at its cost, and in its own name to the extent allowed by law, all governmental permits, notifications, approvals and inspections required for the performance of the Services. Consultant shall promptly notify Valley Water if any such permit or approval lapses or is modified or revoked. If, pursuant to applicable law, any such permits or approvals must be procured in Valley Water's name, Consultant shall promptly so inform Valley Water and assist Valley Water in obtaining such permits or approvals.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

16. Taxes and Benefits

Consultant has full and exclusive liability for the payment of, and Consultant will pay, any and all taxes and contributions for unemployment insurance, retirement benefits, workers' compensation insurance or benefits, life insurance, pensions, annuities and similar benefits and any other employment-related costs, obligations, and duties that may now or hereafter be imposed by law, collective bargaining agreements or otherwise with respect to persons employed by Consultant for the performance of Services pursuant to this Agreement.

17. Nonwaiver of Rights

The failure of either Party to this Agreement to object to or to take affirmative action with respect to any conduct of the other Party that is in violation of the terms of this Agreement will not be construed as a waiver thereof, or as waiver of any future breach or subsequent wrongful conduct.

18. Notices

Unless otherwise specified in this Agreement, all requests for written approval or legal notices must be sent to the representatives below. All notices are deemed to have been given when made in writing and when delivered or mailed to the representatives of Valley Water and Consultant at their respective addresses as follows:

VALLEY WATER:

Deputy Officer, as listed in section 1. Representatives, of the attached Schedule, Scope of Services.

CONSULTANT:

Consultant Principal Officer, as listed in section 1. Representatives, of the attached Schedule, Scope of Services.

19. No Third-Party Beneficiaries

Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity, other than the Parties hereto, any legal or equitable right, remedy, or claim under or in respect of this Agreement or any covenants, conditions, or provisions contained herein.

20. Severability

If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

21. Debt Limitation

This Agreement is contingent on the appropriation of sufficient funding by Valley Water for the services described in this Agreement. Valley Water is subject to laws or policies which limit its ability to incur debt in future years. Nothing in this Agreement shall constitute an obligation of future legislative bodies of Valley Water to appropriate funds for purposes of this Agreement.

22. Appendices

Standard On-Call Consultant Agreement, and the following listed Appendices incorporated herein by this reference as though set forth in full:

Appendix One - Additional Legal Terms
Appendix Two - Dispute Resolution
Appendix Three - Task Order Template
Appendix Four - Insurance Requirements

23. Schedule and Attachments

Schedule OC, Scope of Services, and the following listed Attachments are incorporated herein by this reference as though set forth in full:

Attachment One to Schedule OC - Fees and Payments
Attachment Two to Schedule OC - Schedule of Completion
Attachment Three to Schedule OC - Consultant's Key Staff and Subconsultants
Attachment Four to Schedule OC - Reference Materials


(SIGNATURES FOLLOW ON NEXT PAGE)

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

IN WITNESS WHEREOF, THE PARTIES HAVE SET FORTH BELOW THEIR CONSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT THROUGH THE SIGNATURES OF THEIR DULY AUTHORIZED REPRESENTATIVES.

SANTA CLARA VALLEY WATER DISTRICT
Valley Water

**SWINERTON BUILDERS dba
SWINERTON MANAGEMENT &
CONSULTING**
Consultant

By: 
Tony Estremera
Chair, Board of Directors

By: 
Jeffrey S. Gee
VP/GM, Principal-In-Charge

Date: June 8, 2021

Date: 6/16/2021

Consultant's Address:

2880 Lakeside Drive, Suite 300
Santa Clara, CA 95054

ATTEST:


Michele L. King, CMC
Clerk, Board of Directors

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX ONE
ADDITIONAL LEGAL TERMS**

1. Conflict of Interest for Future Services

Consultant, Consultant's parent company, Consultant's subsidiaries, or any affiliated entity sharing substantially similar ownership of or control with Consultant shall not submit a proposal:

- A. For any agreement to be awarded for construction of any project that is related to the Services provided pursuant to this Agreement;
- B. In response to any request for proposal or Valley Water solicitation developed or prepared by or with the assistance of Consultant, Consultant's parent company, Consultant's subsidiaries, or any affiliated entity sharing substantially similar ownership of or control with Consultant; or
- C. For any single or sole source products/services related to the Services pursuant to this Agreement or have a financial stake in any single or sole source products/services resulting from this Agreement.

2. Dispute Resolution

If a dispute occurs between the Parties as a result of this Agreement, then the Parties agree to use the Dispute Resolution process outlined in the Standard On-Call Consultant Agreement, Appendix Two Dispute Resolution.

3. Small Business Enterprise (SBE) Participation

This Agreement provides for Consultant to include California Department of General Services certified Small/Micro Businesses in the performance of the Services, estimated to be 5% or more of the Total Not-to-Exceed Fees stated in the Standard On-Call Consultant Agreement, Schedule OC, Attachment One Fees and Payments, and Consultant agrees to use its best efforts to meet this goal.

4. Task Order Approvals

- A. Services to be performed pursuant to a Task Order may only commence once a specific Notice to Proceed for that Task Order has been issued by Valley Water.
- B. Task Orders are subject to approval by Valley Water's Deputy Administrative Officer unless delegated to the Unit Manager.
- C. Valley Water Unit Manager(s) is authorized to approve individual Task Orders in an amount not-to-exceed \$100,000.
- D. The total not-to-exceed amount for any one Task Order shall not exceed \$ [NOT-TO-EXCEED AMOUNT]. [NOT USED]

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX TWO
DISPUTE RESOLUTION**

1. Consultant's Questions and Concerns

Questions regarding the Terms, Conditions, and Services relating to this Agreement will be decided by Valley Water who will furnish the decisions to Consultant in writing within 30 days after receiving a written request from Consultant.

2. Dispute Resolution

A. Alternate Dispute Resolution

Valley Water intends to use Alternate Dispute Resolution (ADR) techniques including partnering and mediation to resolve disputes relating to the Project.

B. Consultant and its Subconsultants are expected to participate in all ADR efforts.

C. The cost of partnering, training facilities, and facilitator will be borne by Valley Water.

3. Negotiations Before and During Mediation

Negotiations to resolve disputes before and during mediation are initiated for settlement purposes only and are not binding unless otherwise agreed by Valley Water and Consultant.

4. Voluntary Mediation

A. Initiation of Mediation

Any Party to a dispute or claim may initiate mediation by notifying the other Party or Parties in writing.

B. Request for Mediation

A request for mediation must contain a brief written statement of the nature of the dispute or claim, and the names, addresses, and phone numbers of all parties to the dispute or claim, and those who will represent them, if any, in the mediation.

C. Selection of Mediator

- 1) Upon receipt of a written request for mediation, unless otherwise agreed by the Parties, within 14 days, the Parties will confer to select an appropriate mediator agreeable to all Parties.
- 2) If the Parties cannot agree on a mediator, they hereby agree to accept a mediator appointed by a recognized association such as the American Arbitration Association.

D. Qualifications of a Mediator

- 1) Any mediator selected must have expertise in the area of the dispute and be knowledgeable in the mediation process.

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX TWO
DISPUTE RESOLUTION**

- 2) No person shall serve as a mediator in any dispute in which that person has any financial or personal interest in the result of the mediation.
- 3) Before accepting an appointment, the prospective mediator must disclose any circumstances likely to create a presumption of bias or prevent a prompt meeting with the Parties. Upon receipt of such information, the Parties will confer and decide whether to select another mediator.

E. Vacancies

If any mediator becomes unwilling or unable to serve, another mediator will be selected unless the Parties agree otherwise.

F. Representation

- 1) Any Party may be represented by person(s) of their choice who must have full authority to negotiate.
- 2) The names and addresses of such person(s) must be communicated in writing to both Parties and to the mediator.

G. Time and Place of Mediation

- 1) The mediator will set the time of each mediation session.
- 2) The mediation will be held at a convenient location agreeable to the mediator and the Parties, as determined by the mediator.
- 3) All reasonable efforts will be made by the Parties and the mediator to schedule the first session within 60 days after selection of the mediator.

H. Identification of Matters in Dispute

- 1) Parties shall comply with the process as required by the mediator with regard to providing the mediator with a memorandum setting forth its position with regard to the issues that need to be resolved. At the discretion of the mediator, or otherwise agreed by the Parties, the Parties may mutually exchange such memoranda.
- 2) At the first session, the Parties will be expected to produce all information reasonably required for the Mediator to understand the issue(s) presented. The mediator may require each Party to supplement such information.

I. Authority of Mediator

- 1) The mediator does not have authority to impose a settlement on the Parties but will attempt to assist the Parties in reaching a satisfactory resolution of their dispute.
- 2) The mediator is authorized to conduct joint and separate meetings with the Parties and to make oral and written recommendations for settlement.

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX TWO
DISPUTE RESOLUTION**

- 3) Whenever necessary, the mediator may also obtain expert advice concerning technical aspects of the dispute, provided the Parties agree and assume the expenses of obtaining such advice. Arrangements for obtaining such advice will be made by the mediator or the Parties, as determined by the mediator.
- 4) The mediator is authorized to end the mediation whenever, in the mediator's judgment, further efforts at mediation would not contribute to a resolution of the dispute between the Parties.

J. Privacy

- 1) Mediation sessions are private.
- 2) The Parties and their representatives may attend mediation sessions.
- 3) Other persons may attend only with the permission of the Parties and with the consent of the mediator.

K. Confidentiality

Except as provided by California or federal law or regulation:

- 1) The mediator will not divulge confidential information disclosed to a mediator by the Parties or by witnesses in the course of the mediation.
- 2) All records, reports, or other documents received by a mediator while serving as mediator, are confidential.
- 3) The mediator must not be compelled to divulge such records or to testify in regard to the mediation in any adversary proceeding or judicial forum.
- 4) The Parties must maintain the confidentiality of the mediation and must not rely on, or introduce as evidence in any arbitration, judicial or other proceedings:
 - a. Views expressed, or suggestions made by the other Party with respect to a possible settlement of the dispute;
 - b. Statements made by the other Party in the course of the mediation proceedings;
 - c. Proposals made or views expressed by the mediator; and
 - d. Whether the other Party had or had not indicated willingness to accept a proposal for settlement made by the mediator.

L. No Stenographic Record

There shall be no stenographic record of the mediation.

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX TWO
DISPUTE RESOLUTION**

M. Termination of Mediation

- 1) The mediation shall be terminated:
 - a. By the execution of a Settlement Agreement by the Parties;
 - b. By a written declaration of the mediator to the effect that further efforts at mediation are no longer worthwhile; or
 - c. By a written declaration of a Party or Parties to the effect that the mediation proceedings are terminated.
- 2) No mediator shall be a necessary Party in judicial proceedings related to the mediation.

N. Exclusion of Liability

No mediator shall be a necessary Party in judicial proceedings related to the mediation.

O. Interpretation and Application of These Mediation Provisions

The mediator will interpret and apply these mediation provisions insofar as they relate to the mediator's duties and responsibility.

P. Expenses

- 1) The expenses of witnesses for each Party must be paid by the Party producing the witnesses.
- 2) All other expenses of the mediation, including required travel and other expenses of the mediator, and the expenses of any witness called by the mediator, or the cost of any proofs or expert advice produced at the direct request of the mediator, will be apportioned as the mediator finds appropriate or as otherwise agreed to by the Parties.

5. Compensation for Participation in Mediation

Neither Consultant nor Valley Water is entitled to compensation for time spent in or for negotiations or mediation to resolve questions or disputes between Consultant and Valley Water arising out of this Agreement.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX THREE
TASK ORDER TEMPLATE**

Task Order No. _____

Title: _____

Agreement: Standard On-Call Consultant Agreement _____ (Agreement) by and between the Santa Clara Valley Water District (Valley Water) and _____ (Consultant), dated _____.

Valley Water: _____

Consultant: _____

Dollar Amount of Task Order: Not-to-Exceed \$ _____

1. Upon full execution of this Task Order No. _____, as set forth in the Standard On-Call Consultant Agreement, Section Twelve Miscellaneous Provisions, subsection 13. Task Orders, and the issuance of a Notice to Proceed by the Valley Water Project Manager, Consultant is hereby authorized to perform the Services described in Attachment A to this Task Order. Any costs incurred, Services performed or expenditures by Consultant before this Task Order is executed or before the issuance of the Notice to Proceed will be considered outside the contracted Scope of Services and will not be eligible for payment.
2. Both the Scope of Services to be performed and the deliverables to be provided in accordance with this Task Order are described in Attachment A which is attached hereto and incorporated by this reference. Attachment A shall include at a minimum the following:
 - A. Consultant personnel to be assigned to perform the Services, including resumes if not previously provided to Valley Water;
 - B. The total not-to-exceed fees amount for Consultant to complete the Services, including estimated number of hours required to perform the Services assigned to each Consultant classification;
 - C. Estimated cost of each other direct cost and reimbursable expense, including any applicable fees; and
 - D. Project schedule for completing the Scope of Services.
3. Consultant shall be compensated at fixed fees or at the hourly rates established in Attachment One to the Schedule, Fees and Payments, of the Agreement. Consultant agrees that it will provide all equipment, furnish all materials, except as may be otherwise noted in the Attachment A.
4. This Task Order becomes effective on the date of full execution by authorized representatives of the Parties and remains in effect until the earlier of: completion of the tasks set forth in Attachment A; or [expected completion date].

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX THREE
TASK ORDER TEMPLATE**

- 5. Copies of applicable local, state and federal permits required to perform the Services described in Attachment A are attached to this Task Order, unless Consultant previously provided the appropriate permits to Valley Water.
- 6. Consultant shall perform all Services described in Attachment A to this Task Order in accordance with the Terms and Conditions of the Agreement.
- 7. Prevailing Wage Requirements [NOT USED]
 - A. The Scope of Services described in this Task Order is considered by Valley Water to be "Public Works" requiring the payment of prevailing wages. See the Standard On-Call Consultant Agreement, Section Four Fees and Payments, subsection 3. Prevailing Wages.
 - B. In accordance with prevailing wage laws, the Director of the California Department of Industrial Relations (Director) has ascertained the general prevailing rate of wages and employer payments for health and welfare, pension, vacation, and similar purposes available to the particular craft, classification, or type of workers employed on the Project. These rates are set forth in the latest determination obtained from the Director, which is on file in Valley Water's Office of the Clerk of the Board of Directors and incorporated herein by reference the same as though set forth in full. The rates are also available on the State of California Department of Industrial Relations website at <http://www.dir.ca.gov>.

8. Signatures:

Signature: _____ DATE _____
 [NAME OF CONSULTANT FIRM]
 [PRINT NAME]
 [PRINT TITLE]

Signature: _____ DATE _____
 SANTA CLARA VALLEY WATER DISTRICT
 [PRINT NAME]
 [PRINT TITLE]

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX FOUR
INSURANCE REQUIREMENTS**

Please Note: Failure to comply with the instructions below could result in a delay in receiving the Notice to Proceed. Valley Water will not be responsible for time lost or costs incurred due to failure to comply with these requirements. Please note the checklist of documents needed at the end of this Appendix Four Insurance Requirements.

Without limiting the Consultant's indemnification of, or liability to, the Santa Clara Valley Water District ("Valley Water"), the Consultant must provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions as listed below.

Consultant must provide its insurance broker(s)/agent(s) with a copy of these requirements and warrants that these requirements have been reviewed by Consultant's insurance agent(s) and/or broker(s), who have been instructed by Consultant to procure the insurance coverage required herein.

In addition to certificates, Consultant must furnish Valley Water with copies of all original endorsements affecting coverage required by this Appendix. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. **All endorsements and certificates are to be received and approved by District before the Agreement is executed.** In the event of a claim or dispute, Valley Water has the right to require Consultant's insurer to provide complete, certified copies of all required pertinent insurance policies, including endorsements affecting the coverage required by this Appendix Four Insurance Requirements document.

If your insurance broker has any questions about the above requirements, please advise him/her to call Mr. David Cahen, Valley Water Risk Manager at (408) 630-2213.

Certificates of Insurance

Consultant shall furnish the District with a Certificate of Insurance. The certificates will be issued on a standard ACORD Form.

Consultant shall instruct their insurance broker/agent to submit all insurance certificates and required notices electronically in PDF format to the designated Valley Water Contract Administrator and email a copy to: valleywater@ebix.com.

The certificates will:

1. Identify the underwriters, the types of insurance, the insurance limits, the deductibles and the policy term;
2. Include copies of all the actual policy endorsements required herein; and
3. In the "Certificate Holder" box include:

**Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118
Agreement/CAS No. 5123**

IMPORTANT: The Agreement or CAS number must be included.

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX FOUR
INSURANCE REQUIREMENTS**

In the Description of Operations/Locations/Vehicles/Special Items Box:

1. Certificate Holder shall be named as Additional Insured;
2. Valley Water agreement or project number shall appear;
3. The list of policies scheduled as underlying on the Umbrella policy shall be listed; and
4. Waiver of Subrogation must be indicated as endorsed to all policies.

If Consultant receives any notice that any of the insurance policies required by this Appendix Four Insurance Requirements may be cancelled or coverage reduced for any reason whatsoever, Consultant or insurer shall immediately provide written notice to the designated Valley Water Contract Administrator that such insurance policy required by this Appendix Four Insurance Requirements is canceled or coverage is reduced.

Maintenance of Insurance

If Consultant fails to maintain such insurance as is called for herein, Valley Water, at its option, may suspend payment for work performed and/or may order Consultant to suspend all Consultant's work at Consultant's expense until a new policy of insurance is in effect.

Renewal of Insurance

Consultant will provide the District with a current Certificate of Insurance and endorsements within thirty (30) business days from the expiration of insurance.

Consultant shall instruct its insurance broker/agent to:

1. Submit all renewals of insurance certificates and required notices electronically in PDF format to: valleywater@ebix.com
2. Provide the following information in the "Certificate Holder" box:

**Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118
Agreement/CAS No. 5123**

IMPORTANT: The Agreement or CAS number must be included.

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX FOUR
INSURANCE REQUIREMENTS**

Consultant must, at its sole cost and expense, procure and maintain during the entire period of this Agreement the following insurance coverage(s).

Required Coverages

1. **Commercial General/Business Liability Insurance** with coverage as indicated:

\$2,000,000 per occurrence / **\$2,000,000** aggregate limits for bodily injury and property damage

General Liability insurance must include:

- a. Coverage at least as broad as found in standard ISO form CG 00 01.
 - b. Contractual Liability expressly including liability assumed under this contract.
 - c. If Consultant must be working within fifty (50) feet of a railroad or light rail operation, any exclusion as to performance of operations within the vicinity of any railroad bridge, trestle, track, roadbed, tunnel, overpass, underpass, or crossway must be deleted, or a railroad protective policy in the above amounts provided.
 - d. Severability of Interest.
 - e. Broad Form Property Damage liability.
2. **Business Auto Liability Insurance** with coverage as indicated:

\$2,000,000 combined single limit for bodily injury and property damage per occurrence, covering all owned, non-owned and hired vehicles.

3. **Professional/Errors and Omissions Liability** with coverage as indicated:

\$2,000,000 per claim/ **\$2,000,000** aggregate

Professional/Errors and Omission Liability appropriate to the Consultant's profession, and must include:

- a. If coverage contains a deductible, or self-insured retention, it shall not be greater than one hundred thousand dollars (\$100,000) per occurrence/event.
- b. Coverage shall include contractual liability
- c. If coverage is claims-made:
 - i. Certificate of Insurance shall clearly state that the coverage is claims-made.
 - ii. Policy retroactive date must coincide with or precede the Consultant's start of work (including subsequent policies purchased as renewals or replacements).
 - iii. Policy must allow for reporting of circumstances or incidents that might give rise to future claims.
 - iv. Insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the contract of work.

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX FOUR
INSURANCE REQUIREMENTS**

4. Workers' Compensation and Employer's Liability Insurance

Statutory California Workers' Compensation coverage covering all work to be performed for the District.

Employer Liability coverage for not less than **\$1,000,000** per occurrence.

General Requirements

With respect to all coverages noted above, the following additional requirements apply:

1. **Additional Insured Endorsement(s):** Consultant must provide an additional insured endorsement for Commercial General/Business Liability (for both on-going and completed operations) and Business Automobile liability coverage naming the **Santa Clara Valley Water District, its Directors, officers, employees, and agents, individually and collectively**, as additional insureds, and must provide coverage for acts, omissions, etc. arising out of the named insureds' activities and work. Other public entities may also be added to the additional insured endorsement as applicable and the Consultant will be notified of such requirement(s) by the District. **NOTE:** This section does not apply to the Workers' Compensation and Professional Liability policies.

(**NOTE:** Additional insured language on the Certificate of Insurance is **NOT** acceptable without a separate endorsement such as Form CG 20 10, CG 2033, CG 2037, or CG 2038. Editions dated 07/04 are not acceptable.)

2. **Primacy Clause:** Consultant will provide evidence (either through the Certificate of Insurance, endorsement or language in the insurance contract) that consultant's insurance is primary with respect to any other insurance which may be carried by the District, its Directors, its officers, agents and employees, and the District's coverage must not be called upon to contribute or share in the loss. **NOTE:** This section does not apply to the Workers' Compensation policies.
3. **Cancellation Clause:** Consultant will provide endorsements for all policies stating that the policy will not be cancelled without 30 days prior notification to the District.
4. **Acceptability of Insurers:** All coverages must be issued by companies admitted to conduct business in the State of California, which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the District's Risk Manager. Non-Admitted companies may be substituted on a very limited basis at the Risk Manager's sole discretion.
5. **Self-Insured Retentions or Deductibles:** Any deductibles or self-insured retentions must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the Entity guaranteeing payment of losses and related investigations, claim

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX FOUR
INSURANCE REQUIREMENTS**

administration, and defense expenses. Consultant agrees that in the event of a claim they will pay down any agreed upon SIR in a prompt manner as soon as bills are incurred in order to trigger the insurance related to the SIR.

6. **Subconsultants:** The Consultant shall secure and maintain or shall be responsible for ensuring that all subconsultants performing the Contract Services secure and maintain all insurance coverages appropriate to their tier and scope of work in a form and from insurance companies reasonably acceptable to the District.
7. **Amount of Liability not Limited to Amount of Insurance:** The insurance procured by Consultant for the benefit of the District must not be deemed to release or limit any liability of Consultant. Damages recoverable by the District for any liability of Consultant must, in any event, not be limited by the amount of the required insurance coverage.
8. **Coverage to be Occurrence Based:** Except for Professional Liability, all coverage must be occurrence-based coverage. Claims-made coverage is not allowed.
9. **Waiver of Subrogation:** Consultant agrees to waive subrogation against the District to the extent any loss suffered by Consultant is covered by any Commercial General Liability policy, Automobile policy, Workers' Compensation policy described in Required Coverages above. Consultant agrees to advise its broker/agent/insurer and agrees to provide evidence (either through the Certificate of Insurance, endorsement or language in the insurance contract) that subrogation has been waived by its insurer.
10. **Non-compliance:** The District reserves the right to withhold payments to the Consultant in the event of material noncompliance with the insurance requirements outlined above.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**STANDARD ON-CALL CONSULTANT AGREEMENT
APPENDIX FOUR
INSURANCE REQUIREMENTS**

CHECK LIST OF DOCUMENTS NEEDED

General Liability:	A.	Limits (\$2,000,000)	
	B.	Additional Insured (Endorsement)	
	C.	Waiver of Subrogation (COI, Endorsement or policy language)	
	D.	Primacy (COI, Endorsement or policy language)	
	E.	Cancellation Endorsement	
Auto Liability:	A.	Limits (\$2,000,000)	
	B.	Additional Insured (Endorsement)	
	C.	Waiver of Subrogation (COI, Endorsement or policy language)	
	D.	Primacy (COI, Endorsement or policy language)	
	E.	Cancellation Endorsement	
Umbrella:	A.	Limits (\$)	
	B.	Primacy (Endorsement or policy language)	
Workers Comp:	A.	Limits (\$1,000,000)	
	B.	Waiver of Subrogation (Endorsement or policy language)	
	C.	Cancellation Endorsement	
Professional Liability:	A.	Limits (\$2,000,000)	
	B.	Cancellation Endorsement	

ConsultantGL2AL2PL2_07.20.20/CAS 2.12.21

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

1. Representatives

- A. Valley Water's representatives are as listed below. Unless otherwise provided in this Agreement, all correspondence to Valley Water must be addressed to Valley Water's Project Manager (VWPM).

Lowell Esposito (Valley Water Project Manager)
Facilities Program Administrator
General Services Division
Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118-3638

Phone: 408-630-2944
Email: lesposito@valleywater.org

Jesse Soto (Valley Water Unit Manager)
Facilities Unit Manager
General Services Division
Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118-3638

Phone: 408-630-2244
Email: jsoto@valleywater.org

Ken Wong (Division Deputy Operating Officer)
Division Interim Deputy Operating Officer
Santa Clara Valley Water District
5750 Almaden Expressway
San Jose, CA 95118-3638

Phone: 408-761-6460
Email: kwong@valleywater.org

- B. The Consultant's Project Manager is as listed below. All Valley Water questions and correspondence pertaining to this Agreement shall be referred to the Consultant's Project Manager.

Robert Kagiyama (Consultant Project Manager or CPM)
Swinerton Management Consulting
Project Executive
2880 Lakeside Drive, Suite 300
Santa Clara, CA 95054

Phone: 415-500-1108
Email: rkagiyama@swinerton.com

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

- C. The Consultant's Principal Officer for this Agreement is as listed below. As per the Agreement, Section Twelve, Miscellaneous Provisions, subsection 18. Notices, all notices pertaining to this Agreement must be submitted to the Consultant's Principal Officer.

Jeffrey S. Gee (Consultant Principal Officer)
Vice President/General Manager, Principal in Charge
Swinerton Management Consulting
260 Townsend Street
San Francisco, CA 94107

Phone: 415-984-1239
Email: jgee@swinerton.com

2. Scope of Services

- A. Consultant will perform on-call construction management services for the Valley Water Facilities Management Unit relating to Capital Improvements Program (CIP), operational projects, and (Project).
- B. Consultant will provide the following Services as directed and agreed through various Task Orders. The types of Services the Consultant will perform are listed below in Tasks 1 through 10, listed below. The applicable tasks and deliverables will be determined on a task order basis, upon issuance to the Consultant.
- C. Typical projects may include, but are not limited to:
- Remodeling or renovation of District building and facilities
 - Public Works Construction Projects
 - New Construction of Buildings and other Facilities
 - Seismic Retrofits and upgrades
 - Building Inspections
 - Peer Review

D. List of Valley Water Building Locations, but not limited to:

• Administration Bldg.	5750 Almaden Expressway, San Jose, CA 95118-3614
• Blossom Hill Annex (BHA)	1020 Blossom Hill Rd., San Jose, CA 95123
• Crest Bldg.	5684 Almaden Expressway, San Jose, CA 95118-3614
• Coyote Pumping Station (CPP)	18300 Peet Road, Morgan Hill, CA 95037
• Fleet Maintenance Bldg.	5770 Almaden Expressway, San Jose, CA 95118-3614
• Headquarters Bldg.	5700 Almaden Expressway, San Jose, CA 95118-3614
• Maintenance Bldg.	5760 Almaden Expressway, San Jose, CA 95118-3614
• Pacheco Pumping Plant (PPP)	1 Dinosaur Dr., Santa Nella, CA 95322
• Penitencia Water Treatment Plant (PWTP)	3959 Whitman Way, San Jose, CA 95132
• Raw Water Treatment Plant (RWTP)	400 More Avenue, Los Gatos, CA 95032
• Sacramento Office (Leased Space)	1121 L. Street, Suite 1000, Sacramento, CA 95814-3974
• Santa Teresa Building (Leased Space)	6850-10 Santa Teresa Blvd., San Jose, CA 95119
• South County Yard	13805 Llagas Av., San Martin, CA, 95046
• Santa Teresa Treatment Plant (STWTP)	7011 Graystone Lane, San Jose, CA 95120
• Silicon Valley Advanced Water Purification Center (SVAWPC)	4190 Zanker Road, San Jose, CA 95134
• Vasona Pumping Station	14545 Oka Road, Los Gatos, CA 95032
• Vegetation	5905 Winfield Blvd, San Jose, CA 95123
• Winfield Warehouse	5905 Winfield Blvd, San Jose, CA 95123
• Water Quality Lab (WQL)	1026 Blossom Hill Rd., San Jose, CA 95123

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

3. Project Objectives

All Services required pursuant to this Agreement(s) will be provided only on an as-needed/as-requested basis by the issuance of an authorized Task Order by the Valley Water designee to the Consultant. A project scope will be developed for each task order, including deliverables for a total not-to-exceed amount. No work will be performed without a task order. The Consultant(s) will perform services on a Task Order Basis as authorized by the VWPM to the Consultant as set forth in the Standard On-Call Consultant Agreement, Section Twelve Miscellaneous Provisions, subsection 13. Task Orders.

4. Project Background

- A. **About the Valley Water.** Valley Water manages an integrated water resources system that includes the supply of clean safe water, flood protection, and stewardship of streams on behalf of Santa Clara County's 1.8 million residents and businesses. Valley Water effectively manages 10 (ten) dams and surface water reservoirs, 3 (three) water treatments plants, nearly 400 (four hundred) acres of groundwater recharge ponds, and more than 275 (two hundred seventy-five) miles of streams.
- B. **Department Background.** The Facilities Management Unit is responsible for providing building services, facilities project management, space planning/management to Valley Water. They are also responsible for managing the design and construction process for small facility CIP and operational projects. Typical projects include new construction, landscape design, building additions, remodels, tenant improvements, renovation of mechanical and electrical systems, roofs, and parking lots. Valley Water client departments include, but are not limited to, Water Treatment Plants, Open Space, and the Valley Water Facilities.

5. Assumptions and Requirements

A. General Assumptions and Requirements

- 1) **Manage Scope of Services.** Consultant shall manage the Scope of Services such that the work is completed within the Not-to-Exceed Fees limit and in accordance with the Project schedule and ensure that all services and deliverables meet the Valley Water and Project objectives and requirements.
- 2) **Deliverable Format.** Consultant shall submit deliverables in both electronic and hardcopy format, if requested. Deliverables shall be submitted in PDF and native (editable) format, including Word documents, Excel spreadsheets, PowerPoint files, AutoCAD files, etc. The hard copy deliverables shall be printed in professional quality presentation and submitted in 5 (five) copies, if requested. Valley Water may require original copies of signed documents and/or scanned (Adobe PDF) versions.
- 3) **Review of Deliverables.** Valley Water will review and comment on all Project deliverables and forward to the Consultant for revision and preparation of final versions. As determined by Valley Water, some of the deliverables may also be subject to review and comment from regulatory agencies and stakeholders following Valley Water review process. For each deliverable, Valley Water will collect comments from all Valley Water stakeholders and provide a single set of consolidated comments to the Consultant. The comments provided by Valley Water

SCHEDULE OC ON-CALL SCOPE OF SERVICES

staff during the workshops will be documented by the Consultant as meeting minutes and will be included in the next revision of the documents.

- 4) **Valley Water Quality Environmental Management System.** Valley Water maintains a Quality Environmental Management System (QEMS) which has procedures, guidelines and work instructions for the performance of various Valley Water work. If requested, the Consultant will perform some of the applicable Agreement tasks and/or sub-tasks in accordance with the QEMS framework. In such situations, the VWPM will provide the Consultant with the specific QEMS procedure, guideline, and/or work instruction prior to the production of preparation of such deliverables.
- 5) **Consultant Responsibility.** Consultant, with its expertise in performing the Services described herein, is responsible for making the appropriate assumptions in each task to complete each task's deliverables and to achieve the Project objectives of this Agreement as described in Article 3 Project Objectives.
- 6) **Document Control.** The Consultant is responsible for establishing and maintaining its own document control system to execute this Scope of Services. An internal document control system for this project is maintained by Valley Water.
- 7) **File Exchange Service.** Consultant will provide a file exchange service, accessible to all parties as designated by Valley Water, to facilitate communications; particularly of large files over three megabytes. Difficulties in using and transmitting information with this exchange service shall be resolved by the Consultant. In the event, that transmitting or receiving information does not occur in a timely manner, Valley Water will not be responsible for delays in completing Project work. Consultant may need to coordinate with Valley Water's Information Technology Division to address any firewall issues and/or permissions required to allow for these communications.

B. Project-Specific Assumptions and Requirements.

- 1) Firms performing Design Engineering services, are precluded from providing Construction Management or Design Review services.
- 2) On-Call Service Response Requirement

Consultant(s) must have the resources and staff to respond to requests for services and must respond to the Valley Water PM within 72 hours via phone and/or email. If needed, Consultant(s) may be required to arrive onsite at a Valley Water location, at the Valley Water PM's discretion, within twenty-four (24) hours' notice via phone or email.

6. Scope of Services Tasks

The On-Call Scope of Services will generally include, but is not limited to the following listed below. Tasks and deliverables will be determined on a task order basis.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

Task 1 - Project Management

Consultant will prepare a Construction Management Work Plan, conduct construction management general meetings, establish a construction management action item and decision log, and the following tasks as described below.

- 1.2 Manage Scope of Services.** The Consultant shall manage the Scope of Services such that the work is completed within the Not-to-Exceed Fees limit and in accordance with each Project schedule and ensure that all services and deliverables meet Valley Water and each Project requirements. These will include, but not be limited to coordination, monitoring tasks and schedules, status report preparation, and Consultant's monthly progress report preparation.
- 1.3 Project Construction Management Work Plan.** If requested, Consultant will prepare a Project Construction Management Work Plan (CMWP) in accordance with this Scope of Services.
- 1.4 Construction Management Meetings.** The construction management meetings will be organized, facilitated, and documented by the Consultant and will provide a forum for review of construction progress with Valley Water. The meetings will primarily focus on decision-making and management of the construction. The meetings will track and review the Consultant's progress in completing the CM services and the progress of construction including discussion and resolution of key construction issues. These meetings will facilitate Valley Water making key decisions with information, support and recommendations from the Consultant and other Project participants. Consultant will conduct construction management meetings every month with Valley Water and other team members. The intent of the meetings is to track construction management services, construction contract development, budget review of both projects' budget, Construction Management Consultant (CMC) budget, risk management issues, and coordinate with Valley Water, including Valley Water operations staff.
- 1.5 Construction Management Action Item and Decision Log.** Consultant will establish and maintain a log of Construction Management Action Items and Decisions. This log will document action items and concerns and issues throughout the term of the Agreement which require resolution by Valley Water and/or Consultant. The log shall contain significant construction management issues requiring a decision or action by Valley Water and/or Consultant. Review of the issue/action-tracking log shall be an agenda item at all meetings chaired by the Consultant. At a minimum, the log shall indicate:

 - a. When the issue/action was first identified;
 - b. A brief description of the issue/action;
 - c. The party responsible for resolving the issue/action;
 - d. The due date for resolution of the issue/action;
 - e. The current status of resolution of the issue/action; and
 - f. The date when the issue/action was resolved.

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

1.6 Construction Contract Monthly Progress Report. The Monthly Progress Report shall provide an overview of the construction activities and progress toward completion of the construction of the Project. The Report will be submitted at the same time that the Consultant's monthly invoice for services is submitted.

1.6.1 The Report will summarize the status of the construction of the Project into a record of the construction progress, adjustments in contract cost and schedule, Quality Assurance of Contractor's Quality Control, and will provide Valley Water with justification for monthly construction contract payment.

1.6.2 The report will provide a detailed breakdown for Contractor payment and status of RFIs and submittals, will inform Valley Water of the construction progress and will summarize and consist of:

- a. Contract administration and QA activities of Contractor's schedule progress;
- b. Document processing;
- c. Quality control;
- d. Budget and changes;
- e. Disputes;
- f. Public outreach activities;
- g. Construction Schedule Report as per Subtask 3.5., Quality Assurance/Quality Control Program (QA/QC Program);
- h. Potential risk management issues and required actions;
- i. Photographs of ongoing work;
- j. Payment to date for each bid item, and monthly updated cost loaded schedule (S-Curve);
- k. Status and logs of RFI's and submittals, including designer response times;
- l. Summary of Major Equipment procurement;
- m. Summary of Contractor's quality control activities;
- n. Status of Contract Document Clarification;
- o. Status and logs of Potential Change Order, Directed Change Order, Change Order and budget;
- p. Summary of trends and/or potential risk costs;
- q. Potential disputes or claims; and
- r. Public outreach issues.

1.7 One-on-One Meetings with Valley Water. The Consultant Project Manager must provide a brief update of the Consultant's work activities completed within the week, the look-ahead activities, and the issues and actions that require Valley Water's attention, in a weekly / bi-weekly meeting/conference call with Valley Water Project Manager; frequency of these meetings and calls will be as directed by Valley Water.

1.8 Coordination and Communication with External Agencies. If requested, the Consultant will assist Valley Water Project Manager with coordination and communication with appropriate regulatory or other agencies, as necessary, to execute this Scope of Services. This task includes support in drafting correspondence related to the Consultant's Construction Management activities as requested by Valley Water. Consultant will report on these activities in the monthly progress report.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

1.9 Public Outreach. If requested, the Consultant will provide support and assistance to Valley Water's public outreach activities related to coordination, preparation, and participation including, preparing presentation materials, attendance at meetings, preparation of newsletters, graphics, updates to the Project website, developing responses to questions, and other tasks as directed by Valley Water Project Manager. Consultant will report on these activities in the monthly progress report.

1.10 Neighborhood Communications. If requested, the Consultant will assist Valley Water's neighborhood liaison with neighborhood communications with communication strategies that may include message planning, proactive positive communication and building strong relationships within the community, working with Valley Water's neighborhood communications staff to monitor Contractor activities and assist with responses to inquiries from neighbors. Consultant will report on these activities in the monthly progress report.

Task 1 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

1. Construction Management Work Plan (Draft and Final)
2. Monthly Progress Report to be provided with Monthly Invoice
3. Monthly Billing Statement
4. Construction Contract Monthly Progress Reports
5. Construction Management Action Item and Decision Log
6. Construction status, schedule updates, and relevant technical information
7. Attendance at Progress Meetings, Construction Management Meetings, and Workshops
8. Weekly or Bi-weekly Meetings/Conference Calls attendance and notes. Frequency of meetings and calls will be at Valley Water's discretion
9. Meeting Agendas, Minutes and Action Items List
10. Outreach materials such as graphic images, flyers, door hangers, or bill-stuffers
11. Provide Web-based program to track, monitor, and respond to neighborhood communications
12. Report containing information regarding neighborhood issues, noise, dust, vibration, contractor working hours, truck traffic, deliveries, and off-haul of debris

Task 1 - Assumptions

1. To be determined on a task order basis.

Task 2 - Preconstruction Services

Consultant will conduct constructability reviews of the construction contract documents, provide Valley Water with bidding assistance, conduct pre-construction surveys, organize and conduct pre-construction conferences, and the following tasks as described below.

2.5 Construction Contract Documents Review. Consultant will conduct constructability reviews of the construction contract documents ("Contract Documents") prior to construction contract bidding. The review will identify key issues and challenges that can be eliminated with adjustments to the design, identify challenging areas of the Project; and identify opportunities for improvements. Consultant will:

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

2.6

- 2.6.1 Familiarize itself with the site and the Contract Documents, including the draft Construction Risk Management Plan, if available, and perform an independent constructability review and evaluate potential claim risks.
- 2.6.2 Facilitate the constructability reviews with the Consultant-provided experts, Valley Water, Valley Water's Designer or Design Consultant, and other participants as Valley Water may direct.
- 2.6.3 Review and provide comments on the Construction Risk Management Plan Updates, if available, prepared by Valley water's designer or Design Consultant.
- 2.6.4 At a minimum, consider the following Project elements as part of the constructability review report:
 - a. Construction sequencing, transitions and milestones, risk allocation and bid items completeness;
 - b. Evaluate potential claim risk;
 - c. Conflicts between drawings and specifications;
 - d. Errors, omissions, or inconsistencies in the requirements of various paragraphs of the Contract Documents;
 - e. Construction schedule requirements including construction sequencing, phase transitions, and milestones;
 - f. Plant shutdowns, and interim operations;
 - g. Contractor redundancy requirements for shutdowns;
 - h. Contractor staging and work areas;
 - i. Impacts to plant operations and tie-ins;
 - j. Long lead time equipment;
 - k. Utility interferences;
 - l. Contractor skills and labor force requirements;
 - m. Transportation and traffic;
 - n. Labor availability, strike issues, construction labor agreements, and other labor issues;
 - o. Coordination requirements and compatibility with equipment pre-purchase documents; and
 - p. Other potential risk exposure provisions.

2.7 Bidding Assistance. Consultant will assist Valley Water with its Contractor bidding process by reviewing and analyzing all bids submitted.

- 2.7.1 Consultant will perform the following list of activities:
 - a. Attend pre-bid meetings, present construction information, and prepare meeting minutes;
 - b. Evaluate bidding climate and provide input on strategies for generating significant participation by contractors;
 - c. Evaluate contractors' availability and potential participation;
 - d. Recommend optimal timing for bidding;
 - e. Facilitate and coordinate site visit(s), and record meeting notes;
 - f. Review bids, check contractor references, and prepare bid analyses; and
 - g. Prepare draft Notice to Begin Work.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

2.8 Preconstruction Surveys

- 2.8.1 Conduct a preconstruction survey of structures likely to be affected by construction, including on-site plant structures, public roadways, and adjacent neighborhood properties.
- 2.8.2 Compile as-built documents for existing facilities as available.
- 2.8.3 Document existing condition of structures using photos, video and notes, and summarize in a report.

2.9 Preconstruction Conferences

- 2.9.1 Organize and conduct preconstruction conferences with Valley Water, Valley Water's Designer or Design Consultant, Contractor, and applicable federal, state, local, and other regulatory agency representatives, in accordance with Valley Water's Construction Manual and Consultant's CM best practices as applicable and appropriate. The first conference will serve as a kick-off meeting for construction of the Project.
- 2.9.2 Review and become familiar with the Construction Contract Documents, including but not limited to, performing field site visits, conferring with Valley Water staff on the intent of and details for the Project, and developing a list of anticipated Contractor submittals.
- 2.9.3 Participate in the preconstruction conference with Valley Water and the Designer, and prepare an agenda and meeting minutes for distribution.
- 2.9.4 Develop agenda to discuss Project requirements, constraints, and construction procedures that consist of:
 - a. Reinforce the goals of the Project;
 - b. A review of the rules for working on Valley Water property;
 - c. Permit requirements, plant operation requirements, quality control, site safety, site security and maintaining Valley Water's good-neighbor policy; and
 - d. Review the checklist of activities that must be confirmed before Contractor's construction activities may begin such as: layout of Contractor's offices, construction staging, sequencing of the work, and cooperation of Contractor with Valley Water operations staff.
- 2.9.5 Record draft and final meeting minutes and distribute minutes to attendees.

Task 2 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

- 1. Constructability review reports
- 2. Notes regarding Construction Risk Management Plan Updates

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

3. Notes regarding Consultant's Bid analysis and recommendations
4. Notes regarding Contractor pre-qualification recommendations
5. Pre-bid and site visit(s) meeting minutes and notes
6. Draft Notice to Begin Work
7. Preconstruction survey summary report
8. Preconstruction photos, videos, notes
9. Preconstruction meeting agenda
10. Preconstruction meeting minutes

Task 2 - Assumptions

1. To be determined on a task order basis

Task 3 - Construction Management

Consultant will coordinate the activities of the Project and facilitate communications, organize progress and coordination meetings, provide a document control system and internet-based communication system, maintain the record documents, provide a quality assurance and quality control program, and the following tasks as described below.

3.1 Coordination and Communications. The Consultant will coordinate the activities of the Project participants including Valley Water management and operations staff, Valley water's designer or Design Consultant, and the construction Contractor. The Consultant will balance the objectives of each stakeholder in pursuit of successful completion of construction, startup and commissioning while managing the construction risks including cost, schedule, quality and safety. The Consultant will utilize all forms of available communication to facilitate teamwork and achieve common goals for the construction. The Consultant will also facilitate coordination of team members to efficiently complete tasks without significant disruption of plant operations and will generate and maintain a clear and concise record, that consist of construction activities, communications, quality of performance, negotiations, and payments.

3.1.1 Establish and maintain a log of construction risk management issues, action items and decisions (Construction Risk Management Issues, Action Items and Decisions). The log shall contain risk management issues, consisting of safety, contract compliance, schedule, cost, coordination, and potential disputes requiring a decision or action by Valley Water, Valley water's designer or Design Consultant, Consultant, Contractor, and/or other entity or party. Review of the issue/action-tracking log shall be an agenda item on all regular weekly Progress meetings. At a minimum the log shall indicate for each issue/action:

- a. When the issue/action was first identified;
- b. A brief description of the issue/action;
- c. The party/parties responsible for resolving the issue/action;
- d. The due date for resolution of the issue/action;
- e. The current status of resolution of the issue/action; and
- f. The date when the issue/action was resolved.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

- 3.1.2 Establish, implement, and manage a master calendar of all significant events and meetings for the construction. The Master Calendar shall be accessible by all team members from their personal computer workstations.
 - 3.1.3 Establish, implement, and maintain a master Project directory listing all Project participants, their role on the Project, address, phone number(s), email address, and other pertinent information. The master Project directory shall be accessible by all team members from their personal computer workstations.
 - 3.1.4 Initiate correspondence with and respond to correspondence from Contractor, Designer, Valley Water, and other entities as may be required to administer the Project.
 - 3.1.5 Provide drafts of all job-related correspondence to Valley Water and Valley water's designer or Design Consultant, as required for approvals.
 - 3.1.6 Provide written correspondence and required responses to correspondence to Valley Water's Project Manager within two (2) business days after receipt of the copy of the Contractor's correspondence, or extended response time as per Valley Water's approval.
- 3.2 Progress and Coordination Meetings.** The Consultant will organize, coordinate, and lead progress and coordination meetings. The Consultant will provide Project team with agendas, meeting notes, action items, and identify follow-up activities. The weekly meetings will include review of recent activities and agenda items, exchange of new information, and planning and coordination of upcoming construction and related activities.
- 3.3 Document Control and Internet-Based Communication System.** The Consultant will provide a web-based Document Control System ("DCS") with internet connectivity to facilitate efficient communication and maintain Project data and records. The DCS will include features to log and track documents (submittals, RFI's PCO, etc.) as well as store electronic copies. It will provide secure viewing levels which will be controlled by Valley Water, and it will be configured and monitored by the Consultant who will train project participants on its use. A primary objective of the DCS is to provide the Project team with a centralized document exchange portal to communicate technical and other Project-related information. The Consultant will post Project information, logs and reports, meeting agendas and notes, QA reports and other similar information. The DCS will provide a repository for the project data and records; its electronic data base will be archive-able and will provide for a protected record of the Project history.
- 3.4 Record Documents.** The Consultant will maintain a set of Contract Documents recording all of the addenda, design clarifications and other modifications implemented during the construction. At the conclusion of the construction, the Consultant will combine this information with additional documentation from the Contractor's as-built drawings. These compiled specifications and drawings will provide a complete field record of the Contract Documents and their revisions.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

- 3.4.1 The Consultant will provide its own Record Documents, which are the marked-up plans and specifications, to Valley Water who will utilize them to update Valley Water's Contract Documents and create Owner Record Drawings for the Project. The Consultant's documents will be accurate and complete as they are a critical Project record for Valley Water's ongoing maintenance and operations activities.
 - 3.4.2 Consultant will, throughout the construction and otherwise as appropriate during individual phases of construction:
 - 3.4.2.1 Maintain a control and record set of plans and specifications with any changes as a result of RFI's, Potential Change Orders, Directed Change Orders, Change Orders or field memo.
 - 3.4.2.2 Verify on a monthly basis the accuracy and completeness of the Contractor's records against the control and record set of plans and specifications.
 - 3.4.2.3 Review and maintain records of marked-up as-built drawings and specifications so that the Record Documents will be consistent with the construction in progress; the marked-up as-built drawings and specifications shall be neat, clean, and accurately reflect work as constructed. The marked-up as-built drawings shall include accurate graphical representations of construction changes, including redlines, detailed drawings, sketches, call-outs, and notes. The marked-up specifications shall include redlines and text describing the specific changes. Just referencing RFIs, submittals, design clarifications, or change order documents on the marked-up as-built drawings and specifications will not be sufficient or acceptable.
 - 3.4.3 After confirming the completeness, coordinate the transmittal of Record Documents to Valley Water.
 - 3.4.4 Secure from Contractor, after confirming the completeness, review of compliance with the Contract Documents, and transmit to Valley Water the required guarantees, warranties, bonds, waivers, all keys, manuals, as-built drawings, maintenance stocks, and originals of all other Contract Documents and papers, including correspondence.
- 3.5 Quality Assurance/Quality Control Program (QA/QC Program).** Consultant will develop and implement a QA/QC program. The objective of the Consultant's QA/QC Program is to document the Consultant's procedures so that the Consultant's services and deliverables meet Valley Water requirements, and accepted practices and standard of the Consultant's profession, and also to monitor and report whether Contractor is in compliance with the Contract Documents and permit requirements.

Task 3 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

1. Coordination and communications report

On-Call General and Specialty Engineering Services for Facilities
Standard On-Call Consultant Agreement for Capital Consultant Agreements
Ver: 2/12/21

CAS File No. 5123

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

2. Construction Risk Management Issues, Action Item and Decisions log, decision log
3. Master Calendar
4. Master Project Directory
5. Progress Coordination Meeting agenda, minutes
6. Construction data and communications as compiled within the Document Control System
7. Automated secure, internet-based Document Control System and website including protocols, instructions, and training on use of the DCS and affiliated systems
8. Construction Manager's marked-up (redline) record documents
9. Verification documentation of Contractor's records
10. QA/QC Program, Field Quality Assurance Program, Field Quality Assurance Manual, Field Quality Control Program, and Field Quality Control Manual
11. QA Verification Test Reports and QA Verification Non-Conformance Reports
12. QC Test Reports and QC Non-Conformance Reports

Task 3 - Assumptions

1. To be determined on a task order basis

Task 4 - Construction Administration and Change Management

Consultant will perform the administration, and change management, the coordination and management of the submittal process, coordinate and manage the submittal and request for information process, manage construction scheduling, and the review contractor's invoices and payment recommendations, and the following tasks as described below.

- 4.1 Document Clarification.** The Consultant will perform services relating to changes to the Contract Documents including change orders and potential change orders (PCO). Consultant will:
- 4.1.1 Develop a Change Management Process to manage and control changes to the Contract Documents, including claims in accordance with Valley Water's Construction Manual and Consultant's CM best practices as applicable and appropriate. This process will also include the preparation and continuous updating of all relevant information maintained in the dispute file by Consultant.
 - 4.1.2 Manage timely processing of documents in accordance with the construction Contract Documents.
 - 4.1.3 Work with Contractor to mitigate field conditions that could result in added work or completion schedule delays.
 - 4.1.4 Institute a screening process for change requests initiated by Valley Water, Valley water's designer or Design Consultant, or Contractor.
 - 4.1.5 Initiate appropriate negotiation, approval, payment, and documentation of changes to be shown in the construction contract monthly progress reports.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

4.2 Change Administration. Consultant will administer the changes as follows:

- 4.2.1 Review Valley Water Designer's Contract Document Clarifications (CDCs), provide technical input, and provide comments related to conformance of the CDCs with the original design concept, the drawings, and the specifications, and to log these CDC's in the construction contract monthly progress to Valley Water.
- 4.2.2 Evaluate the contractual basis of the CDCs, and determine, in consultation with Valley Water and Valley Water's Designer, if a CDC is a potential change order.
- 4.2.3 Upon Valley Water's approval, issue CDC's or PCOs as appropriate.
- 4.2.4 If PCOs are issued, request Contractor prepare a proposal to perform the PCO work.
- 4.2.5 Prepare and reconcile with Valley Water and/or Valley water's designer or Design Consultant, the Consultant's independent cost estimate and schedule analysis for PCO work; Consultant's independent cost estimate and schedule analysis shall be signed and dated by the individual who prepared the estimate.

4.3 Potential Change Orders. For each PCO, Consultant will log the PCO activities as appropriate in the construction contract monthly progress and will:

- 4.3.1 Receive Contractor's proposal and perform technical analysis for negotiations of final term and price.
- 4.3.2 Analyze Contractor's requests for time extensions with analytical software and generate an independent fragnet schedule, and prepare findings of fact for extending or not extending time.
- 4.3.3 Compare and evaluate Contractor's proposal with the reconciled and Valley Water-approved independent cost estimate and schedule analysis.
- 4.3.4 Upon Valley Water's approval, negotiate with Contractor the cost and any time extensions associated with the PCO work; if mutually agreeable terms cannot be negotiated on Change Orders, submit to Valley Water's Project Manager all pertinent facts and a recommendation of what action should be taken. For any Change Order on which agreement has not been reached on the amount of equitable adjustment prior to commencing work, Consultant shall inspect Contractor performance, and make detailed records of equipment, material, and labor utilized, the impact of changed and unchanged work, and other data or information pertinent to a determination of the amount of equitable adjustment of contract price and time of performance.
- 4.3.5 Prepare a change order package for approval and execution by Valley Water and Contractor; for each change order package, prepare and submit to Valley Water a Change Order Negotiation Memorandums. The Memorandums shall document:
 - a. Scope of the change;

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

- b. Reason for the change;
 - c. Contractual basis meriting the change;
 - d. Price reasonableness of the change;
 - e. Agreed cost and time modifications; and
 - f. Provide other information regarding the Change Order.
- 4.3.6 Issue Directed Change Order to Contractor for the purpose of unilaterally modifying the Contract Documents if:
- a. Contractor fails to submit a proposal for PCO work within the time specified;
 - b. When Valley Water and Contractor cannot agree on the terms and conditions of PCO work within a reasonable amount of time as determined by Valley Water and Consultant; or
 - c. When in the judgment of Valley Water, it is impractical because of the nature of the change or for any other reason, such as the best interests of Valley Water or the public, for Valley Water and Contractor to determine and agree on the costs and schedule impacts before the change must be performed.
- 4.3.7 Prepare a draft Directed Change Order with a cover letter for Valley Water's Project Manager's approval before issuing.
- 4.3.8 Negotiate with Contractor mutually acceptable terms and conditions of a Change Order to replace a Directed Change Order, if deemed appropriate by Valley Water.
- 4.4 Construction Change Order Management System.** Consultant will establish and implement a Construction Contract Change Order management system to track the status of proposed and executed changes in the work of the Contractor, in a format acceptable to, or prescribed by, Valley Water. In the Monthly Progress Report, Consultant shall prepare and distribute a Change Order Report. The Report shall list all Valley Water's approved and pending Change Orders by identification number (ID), provide a brief description of the Change Order work, indicate the Consultant's independent estimate of the value of the Change Order, and state the cost proposed by the Contractor or negotiated for the Contractor change.
- 4.4.1 Consultant will maintain a record of all modifications to the Contract Documents on appropriate forms and submit copies to Valley Water with Monthly Report.
- 4.4.2 Consultant will keep Valley Water informed of potential changes. All changes affecting Project design, quality, schedule, or costs are subject to approval by Valley Water.
- 4.5 Submittal Process.** Consultant will develop for Valley Water's approval a procedure for review and approval of the submittals. The Project design requires specialized materials, equipment, and performance of tasks which are specified within the Contract Documents. The submittal process will provide an understanding between the Contractor, Valley water's designer or Design Consultant, Valley Water, and the Consultant of the acceptability of products or procedures proposed by the Contractor. Upon approval of the submittal procedure, Consultant will coordinate and manage the submittal review process and hold all parties, including Consultant, accountable and

SCHEDULE OC ON-CALL SCOPE OF SERVICES

responsible to follow the procedure and meet the review schedule. All submittals will be included in the Weekly or Bi-weekly meeting/Conference Call notes by Consultant in a submittal log, and all documents related to the submittal will be kept as part of the Project Documents.

- 4.5.1 Product information or proposed procedures will be submitted to the Consultant and processed with reviews by Valley water's designer or Design Consultant, Valley Water, and the Consultant. Submittals will be reviewed and stamped (approving or not approving) in accordance with the Contract Documents, with the comments provided. Submittals not meeting specification requirements will be returned to the contractor for correction. Complete submittals when approved will be distributed to all parties and provide for a common understanding of the acceptable materials to be incorporated into the construction. Consultant's review of all submittals shall be in accordance with Valley Water's Construction Manual and Consultant's CM best practices as applicable and appropriate. Consultant will as part of the submittal log, Consultant will review Contract Documents and prepare anticipated submittal list.
- 4.5.2 Receive, log, confirm compliance with submittal requirements, and distribute for review, and monitor the submittals to achieve timely return to Contractor;
- 4.5.3 Review submittals for format, compliance, and general completeness prior to forwarding to Valley water's designer or Design Consultant;
- 4.5.4 Forward or return all submittals within two (2) business days from time of receipt by Consultant;
- 4.5.5 Prepare the submittal tracking log in accordance with Valley Water standards;
- 4.5.6 Maintain a computerized submittal base showing submittal number, description, date received, dates forwarded to and returned from Valley Water and/or Valley water's designer or Design Consultant, date returned to Contractor and approval status;
- 4.5.7 Develop a tracking procedure to enable follow-up on the status of materials and equipment through the entire duration of the construction;
- 4.5.8 Develop lists and monitor status of manufacturer's certificates, services, spare parts, manuals, and warranties;
- 4.5.9 Receive, log and file manufacturer's certificates, including warranties; review for compliance with Contract Documents;
- 4.5.10 Receive, log, and turn over spare parts to Valley Water; and
- 4.5.11 Receive, log and distribute manufacturer's O&M manuals for review and acceptance; review for compliance with the Contract Documents.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

- 4.6 Request for Information (RFI) Process.** Consultant will coordinate and manage a formal Request for Information (RFI) review and approval process. RFI's submitted by the contractor will be processed into the DCS by the Consultant and routed to Valley water's designer or Design Consultant and Valley Water for information and comment. The review comments of the Consultant, Valley water's designer or Design Consultant, and Valley Water will be coordinated and a response is logged into the DCS and provided to the Contractor. All RFI's will be included in the Weekly or Bi-weekly meeting/Conference Call notes by Consultant in an RFI log, and all documents related to the RFI will be kept in the Project Documents.
- 4.6 Contract Compliance Verification.** The Consultant will administer the construction Contract Documents to verify contractor compliance with its terms and conditions including prosecution and progress of work, quality control administration, daily documentation of work, and measurement and payment.
- 4.7 Construction Schedule Monitoring.** The Consultant will manage contract time through the implementation of Project controls on the construction schedule.
- 4.8 Contractor Invoices and Payment Recommendations.** The Consultant will review the Contractor's proposed schedule of values for reasonableness and ease of monitoring in progressing payments. Changes will be negotiated as needed to provide for accurate valuation, ease of verification and processing payments. Once approved, the schedule of values will be entered into Valley Water's standard payment forms and submitted for Valley Water approval. The approved payment form will be used by the Consultant and Contractor in preparing monthly payment requests. The progress payments will incorporate Contract Document changes, payment for materials on hand, and retentions withheld.

Task 4 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

1. Change Management Process
2. CDC log (include in weekly progress meeting documentation)
3. Change Order log identifying PCO's, CO's and Directed CO's (include in weekly progress meeting documentation)
4. Change Order reports and records including but limited to the Change Order Negotiation Memorandums and issued CO's and issued Directed CO's
5. Submittal log (include in weekly progress meeting documentation). Submittal records including responses
6. Logs of manufacturer's certificates, spare parts, and O&M manuals. document review and compliance with Contract Documents
7. RFI log (include in weekly progress meeting documentation)
8. RFI records
9. Dated master construction schedule reflecting Contractor's updates
10. Contractor's Recovery Schedule with Consultant's analysis and recommendation
11. Consultant's notes regarding verification of payment records for Construction Contract Monthly Progress Report
12. Consultant's notes regarding Contractor's monthly progress payment applications in the Construction Contract Monthly Progress Report

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

Task 4 - Assumptions

To be determined on a task order basis

Task 5 - Safety Management

Consultant will perform services relating to safety management of the work site.

- 5.1 Safety Program.** Consultant will prepare and coordinate the Consultant's safety program with Valley Water safety rules and Contractor's safety program and will implement these practices to provide for a coordinated approach to construction safety.
- 5.2 Safety Training.** Safety training will be provided to all Consultant Members in accordance with Cal/OSHA requirements and along with routine refresher training. Each member of the team and visitors to site will have appropriate personal protection equipment (PPE) and be provided with safety instructions. Training and safe work records will be maintained and posted at the construction site to promote safety and make working safely a visible and important part of the daily work responsibilities.
- 5.3 Consultant Safety Activities.** Consultant will document all of Consultant's Safety Activities in a Consultant's safety oversight records and will, in accordance with Valley Water's Construction Manual and Consultant's CM best practices as applicable and appropriate.

Task 5 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

- 1. Construction Safety Program
- 2. Submittal comments on Contractor's Safety Program
- 3. Consultant's safety oversight records

Task 5 - Assumptions

To be determined on a task order basis

Task 6 - Training, Testing, Start-Up, and Commissioning

If requested, Consultant will perform services relating to the training of Valley Water staff, plant start-up, and commissioning, and the following tasks described below.

- 6.1 Valley Water Staff Training.** Consultant will coordinate Contractor-provided Valley Water staff training.
 - 6.1.1 Consultant will arrange for manufacturer-provided Valley Water staff training, if required, Consultant will:
 - 6.1.1 Review Contractor's training schedules and training plans; and
 - 6.1.2 Coordinate and provide all logistics for the training.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

6.1.3 Provide required documentation of training attendance for Contractor and subcontractors.

6.2 Testing, Start-Up, and Commissioning. Consultant will coordinate training once the equipment has arrived and installation is advanced sufficiently to provide for manufacturer inspections and certification of proper installation. A representative of the manufacturer or manufacturers will visit the site and examine installation to confirm proper installation. After all necessary adjustments are made, the manufacturer's representative will certify the proper installation of equipment and provide operations staff with training on operation and maintenance.

Task 6 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

1. On-site training facilities to be provided as described in 7.1.1
2. Operator training and assistance will be provided during testing, start-up and commissioning
3. Coordination of Manufacturer training during testing, start-up and commissioning
4. Start-up and Commissioning Plans and implementation
5. Weekly reports of start-up and commissioning activities

Task 6 - Assumptions

To be determined on a task order basis

Task 7 - Construction Inspections

The Consultant will perform services relating to construction inspection, special and specialty inspection services and will provide immediate feedback to Valley Water and Contractor on construction activities, site and operational safety conditions, and will document the work performed in detailed daily reports. The reports will be logged and will be readily available for viewing by Valley Water. The inspection reports will provide a detailed accounting of the work performed and serve to determine whether work is completed in accordance with Contract Documents. The Consultant will utilize the inspection reports in preparing the monthly progress payments to identify work progress on the schedule of values and address any items of nonconforming work.

7.1 Inspections. During inspections, Consultant will:

- 7.1.1 Have qualified staff present during construction work hours to verify whether work is accomplished in accordance with the Contract Documents.
- 7.1.2 Provide for monitoring of the construction work and field verification of contractor's QC Program.
- 7.1.3 Will plan and coordinate with the Contractor, inspections of construction work to provide the needed special and specialty inspections. Inspections will focus on Contractor compliance with Contract Documents, permit requirements, and coordination with on-going plant operations.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

- 7.1.4 Provide periodic checks of work quality will include monthly surveys to verify compliance with line, grade and coordinates.
 - 7.1.5 Provide with the inspection reports a written and photographic record of observations including weather conditions, Contractor work force and equipment, and significant material or equipment deliveries.
 - 7.1.6 Verify work quality with the Consultant inspection staff through visual inspection, materials testing, and will utilize as-needed special and specialty inspections.
 - 7.1.7 During inspections, advise the Contractor of any nonconforming work observed and, if not corrected within designated timeframes, Valley Water will be notified.
- 7.2 Nonconforming Work.** Nonconforming work, corrected or not corrected in accordance with designated timeframes, will both be recorded on deficiency lists and addressed in QA/QC meetings as well as the monthly progress meetings. Consultant will:
- 7.2.1 Provide sufficient qualified, experienced inspection staff to monitor all major work activities associated with work performed on all shifts and days worked by Contractor, and to perform all inspections, special and specialty inspections as required per the QA/QC Program.
 - 7.2.2 Inspect materials, equipment, construction procedures, work in progress, and completed work for compliance with the Contract Documents.
 - 7.2.3 Monitor Contractor's look-ahead schedule and confer with Contractor so that qualified personnel including specialty inspectors are scheduled on an as-needed basis to inspect and monitor quality control for all major work activities.
 - 7.2.4 Inspect completed work for contract compliance and generate appropriate deficiency lists.
 - 7.2.5 Prepare Daily and Weekly Inspection Reports detailing weather conditions, status of work, and the location and type of work performed by Contractor, in accordance with Valley Water's Construction Manual and Consultant's CM best practices as applicable and appropriate. These reports should include:
 - a. For each work activity, document the number and classification of craft labor, supervision, equipment (including idle equipment), and materials used;
 - b. Note material and equipment deliveries or off-hauls, any non-adherence to safety procedures along with corrective action taken, delays—including cause of delay, equipment breakdowns or other field problems, visitors, and other pertinent observations. Augment reports with sketches and digital photographs; and
 - c. Maintain a chronological photographic record of construction.
 - 7.2.6 Perform frequent checks, at least monthly or as the construction and other conditions dictate pursuant to Valley Water's Construction Manual and construction management best practices, of line and grade for structures to verify in-progress and as-built coordinates, prior to structures or piping being backfilled; and perform as-built surveys at end of construction and document these activities in the monthly progress report.

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

- 7.2.7 Verify baseline survey points prior to and after construction and document these activities in the monthly progress report.
- 7.2.8 Verify progress of work for payment purposes and determine whether Contractor's progress payment request reflects the submitted schedule of values and the work actually performed and document these activities in the monthly progress report.
- 7.2.9 Develop and implement a written communication system and database notifying Contractor of all nonconforming work and safety violations.

7.3 Special Provisions Compliance. The Special Provisions section of the Contract Documents state work requirements for the construction including phasing and sequencing, construction coordination with plant operation, and permit compliance. Valley Water's Construction Manual provides specific instructions on monitoring for Special Provisions compliance such as restrictions on work hours, traffic control, and limiting impacts to surrounding neighborhood.

- 7.3.1 The Consultant will monitor Contractor compliance with the Special Provisions and mitigation measures thereby reducing construction risk. Key areas of monitoring by the Consultant include stormwater (SWPPP), environmental compliance, discharge permits, and disruption to the neighborhood. Consultant will provide the Contractor with written notification when the Consultant observes work activities or job conditions violating requirements of the Special Provisions. These noncompliance notifications will be logged into the DCS and notification will be provided to the Contractor and Valley Water. These concerns will be followed up at weekly construction meetings and at QA/QC meetings to assure the Contractor mitigates previous actions and performs work in accordance with Special Provisions. Consultant will, in accordance with Valley Water's Construction Manual and Consultant's CM best practices as applicable and appropriate:
 - a. Monitor Contractor compliance with all Special Provisions specifications consisting of mitigation commitments, wildlife protection and environmental permits, discharge permits and erosion and sedimentation control requirements;
 - b. Monitor Contractor's noise, vibration, traffic, and odor control mitigation plans for contract requirements;
 - c. Provide written notification to Contractor and Valley Water with a compliance concern; and
 - d. Provide immediate notification to Contractor and Valley Water of noncompliance with specifications and permits.

7.4 Special and Specialty Inspections. Special and specialty inspections require certifications or in some cases professional registrations in accordance with California Building Code and governing regulations. Consultant will provide such certifications or registrations for the Project.

SCHEDULE OC ON-CALL SCOPE OF SERVICES

- 7.4.1 Consultant will, based on and in accordance with Valley Water's Construction Manual, the Special and Technical Provisions of the Project Construction Contract Specifications, applicable ASME Code and relevant industry standards and best practices, provide, conduct, and/or verify the compliance with and completion of special inspections, as applicable and appropriate, for the Project.
- 7.4.2 At a minimum, Consultant will provide, conduct, and/or verify the compliance with and completion of all special inspections, as applicable and appropriate, for Alternate Materials and Systems, Soil (Grading, Excavation, and Backfill), Foundations, Asphalt Concrete, Reinforcing Steel, Concrete, Masonry, Structural Steel, High Strength Bolting, Nondestructive Testing, Fire-Resistant Materials (Spayed and Mastic & Intumescent), Glulam and Truss Joists, Post installed Anchors and Dowels (Installation and Proof Loading), Seismic and Wind Resistance Requirements, and Architectural and Building System Requirements.

Task 7 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

1. Maintain Daily Inspection Reports
2. Monthly surveys to verify Contractor compliance with line, grade and coordinates
3. Maintain weekly inspection summary reports
4. Photographic records (in both digital and printed forms)
5. Notifications of non-conformance to the Contractor and Valley Water
6. Special Inspection verification reports
7. Written communication system and database notifying Contractor of all nonconforming work and safety violations
8. Maintain compliance records with Daily Inspection Reports
9. Maintain records on correspondence to Contractor on compliance issues
10. Perform special inspections
11. Maintain records regarding specialty inspection

Task 7 - Assumptions

1. To be determined on a task order basis

Task 8 - Partnering, Claims and Disputes Management

Consultant will attend the partnering sessions, which will include the initial partnering session and follow-up sessions, as directed by Valley Water. To address the potential of construction claims and disputes, the Consultant will facilitate a claims management process including organizing selection of Valley Water's representative and coordinating activities of the Dispute Review Board, if requested by Valley Water. These steps will include reasonable efforts to address disputes and prepare position papers for presentation to the DRB. A claims and disputes management plan will be included in the CMWP to provide strategies for identifying, organizing, managing and addressing potential claims.

- 8.1 Partnering.** Consultant will attend the partnering sessions, after construction commences, if requested by Valley Water.

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

8.2 Claims Management. Consultant will perform services relating to claims and management of disputes. Beginning with commencement of this Agreement, Consultant will identify key risks and implement proactive strategies to address potential claims and disputes before they occur. One method of addressing disputes that may arise during construction of the Project is through implementation of a Dispute Review Board (DRB). Consultant will:

- 8.2.1 Implement Valley Water-approved procedures including processes for analyzing claims, coordination and communication on disputed issues with Project team, and tracking progress of claim and disputes.
- 8.2.2 Participate with Valley Water in the Dispute Review Board process, including:
 - 8.2.2.1 Coordinate selection of Valley Water’s DRB member;
 - 8.2.2.2 Attend DRB meetings and update the DRB on construction progresses and any potential issues that require DRB’s resolution; and
 - 8.2.2.3 Prepare written “position papers” to be reviewed by Valley Water and which may be used for presentation(s) to the DRB as needed.
- 8.2.3 Implement a claims and disputes management plan, with regard to issues remaining unresolved, as identified in Consultant’s CMWP in accordance with Valley Water’s Construction Manual and Consultant’s CM best practices as applicable and appropriate. Consultant will implement prescriptive procedures from the CMWP and coordinate continued efforts to resolve the claims or disputes with Valley Water and Project team. including notification, compile supporting documentation and records, claims analysis.
- 8.2.4 Apply its management skills to avoid or minimize claims during construction by maintaining positive working relationship with the Contractor, and make all reasonable efforts to review and resolve disputes on behalf of Valley Water as approved by Valley Water.
- 8.2.5 Identify and resolve claims for additional compensation early and equitably.
- 8.2.6 Apply procedures for enabling work to proceed in the event differences arise over the responsibility for, or cost of, added work.
- 8.2.7 Document events and activities accurately to provide a reliable basis for investigation at a later date.
 - 8.2.7.1 Maintain documentation and records on all relevant decisions and facts relating to disputes on an ongoing basis;
 - 8.2.7.2 Maintain said records in an orderly manner and make available to Valley Water Project personnel upon request;
- 8.2.8 Analyze claims for additional compensation submitted by Contractor and prepare responses.

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

- 8.2.9 Perform claims administration, including coordination and monitoring, perform claims resolution negotiations, log and track claims status, and inform Valley Water on the status of claims or potential claims.
- 8.2.10 When Contractor files a notice of potential claim or dispute in accordance with the Contract Documents, Consultant will:
- 8.2.10.1 Promptly notify the Contractor the Notice was received;
 - 8.2.10.2 Notify Valley Water and Valley water's designer or Design Consultant of the dispute; and
 - 8.2.10.3 Assign a dispute tracking number to the dispute and create a dispute file.
- 8.2.11 The following information shall be prepared and continuously updated and maintained in the dispute file by Consultant;
- a. All formal data, pertinent data, and records such as daily Contractor reports, progress pay reports, special meeting notes, reports, summaries, etc.;
 - b. Summary of the dispute, by issue, clearly stating the Contractor's position on each issue:
 - 1) A summary sheet with a chronological listing of events and/or items such as letters to Contractor, meetings, etc., and a brief statement of content;
 - 2) Documentation of pertinent conversations with Contractor;
 - 3) All pertinent inspection reports; and
 - 4) Captioned and dated photos and video tape.
 - c. Additional documents such as:
 - 1) Drawings, shop drawings and Technical Specifications with the areas in question highlighted or noted by other appropriate means;
 - 2) Correspondence between Consultant and Contractor, Consultant and Valley water's designer or Design Consultant, etc.; and
 - 3) Any other documentation that supports the position of the Contractor and Consultant etc.
- 8.2.12 If a potential claim is not resolved by the completion of the Project, Consultant shall prepare a formal claims report stating the Consultant's recommendation for resolution of the dispute or claim. The claims report shall be prepared in the appropriate format and solely to assist Valley Water's Legal Counsel.

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

Task 8 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

1. Organize Dispute Review Board and generate DRB agenda and meeting minutes
2. Maintain documentation regarding potential and actual disputes to provide for a reliable basis for investigation
3. Maintain a Dispute File for actual disputes
4. Claim status reports (draft and final)
5. Claim analysis reports (draft and final)
6. Formal claims report as needed

Task 8 - Assumptions

1. To be determined on a task order basis

Task 9 – Environmental Compliance Services

Consultant shall work with Valley Water to develop the Environmental Compliance Monitoring Plan to detail the rules, procedures and limits with regard to regulatory constraints. The plan will lay out the proper planning and sequencing of the required monitoring activities with a mindfulness towards the construction schedule to keep the Project on track and avoid unnecessary delays. The Environmental Compliance Monitoring Plans will be developed to reflect the regulatory requirements for the Project. The Consultant shall review and monitor the Contractor's environmental compliance with environmental documents, permits and mitigation measures to be implemented by the Contractor during construction including implementation of Storm Water Pollution Prevention Plans and Asbestos monitoring.

Consultant will monitor compliance with specifications including mitigation commitments, wildlife protection and environmental permits such a muck disposal, discharge permits and erosion and sedimentation control requirements. The Consultant will also monitor the Contractors noise, vibration and traffic, and odor control mitigation plans for contract requirements. Consultant will provide the Contractor and Valley Water with written notification of compliance concern.

Task 9 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

1. Environmental Compliance Monitoring Plan (Draft, Draft Final, Final)
2. Compliance records with daily Inspection Reports
3. Records of Compliance correspondence with Contractor
4. Weekly water quality reports
5. Daily Reports of Permit violations

Task 9 – Assumptions

1. To be determined on a task order basis

Task 10 - Acceptance and Close-Out

The Consultant will facilitate commissioning in accordance with the completion of the construction phases and facilitate acceptance of each construction milestone and the

**SCHEDULE OC
ON-CALL SCOPE OF SERVICES**

construction once their respective commissioning period has been completed and shall document all such activities in the weekly progress report. During the later stages of construction for each milestone, the Consultant will meet with the Contractor and develop deficiency lists based on record of inspection and observed non-compliant work and document such activities in the weekly progress report. The Consultant will regularly follow-up with the Contractor to address the deficient work items prior to commencement of operational testing. Included with system acceptance will be obtaining required warranties and guarantees from equipment manufacturers and contractors which fully comply with the Contract Documents.

10.1 Acceptance and Contract Close-Out. The Consultant will begin the process of milestone acceptance near the conclusion of each milestone and the process of construction acceptance and Construction Contract close-out near the conclusion of the construction. The Consultant will implement the steps called out in Valley Water's Construction Manual and Consultant's CM best practices as applicable and appropriate. Each step will be documented and include a complete review of contract administration, quality assurance and inspection, and plant operations.

Task 10 – Deliverables

Deliverables to be determined on a task order basis. Typical deliverables are listed below.

6. Milestone Completion Report
7. Final Project Report
8. Manage Deficiency List process
9. Documentation required for final acceptance and closeout of the construction contract, including one (1) digital copy and two (2) printed copies of all construction photographs organized by major facility and by construction timeline
10. Warranty calendars

Task 10 - Assumptions

1. To be determined on a task order basis

7. Attachments

The following listed Attachments are incorporated herein by this reference as though set forth in full:

- Attachment One to Schedule OC - Fees and Payments
- Attachment Two to Schedule OC - Schedule of Completion
- Attachment Three to Schedule OC - Consultant's Key Staff and Subconsultants
- Attachment Four to Schedule OC - Reference Materials

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**SCHEDULE OC
ATTACHMENT ONE
FEES AND PAYMENTS**

1. Total Authorized Funding

Total payment for Services performed, to the satisfaction of Valley Water, as described in the Schedule and in all approved Task Orders will not exceed a total amount of **\$500,000.00** (Not-to-Exceed Fees or NTE). Under no conditions will the total compensation to the Consultant exceed this NTE payment amount without prior written approval in the form of an amendment to this Agreement executed by Valley Water's Board of Directors (Board), or Chief Executive Officer, or designee, as authorized by the Board. It is understood and agreed that this total is an estimate, and the total amount of Services to be requested by Valley Water may be less. **There is no guarantee, either expressed or implied, as to the actual dollar amount that will be authorized pursuant to this Agreement.**

2. Terms and Conditions

Payments for Services performed, as described in each Task Order, which applies to the specific Services, will be based on the following terms:

- A. Valley Water will pay for Services provided by the Consultant according to the rates for professional, technical, and administrative personnel, as well as materials and supplies as listed below in the Hourly/Unit Rate Schedule.
- B. The stated hourly rates are effective for the term of this Agreement unless otherwise revised as indicated. After 12 months from the date this Agreement is entered into by parties ("anniversary date"), and each 12 months thereafter, these hourly rates may be negotiated by the Consultant and Valley Water, provided Consultant submits written notice to Valley Water of Consultant's request to revise the hourly rates 90 calendar days prior to the anniversary date of this Agreement. Both parties will use as a benchmark for negotiations the percent change for the previous 12 months of the "Employment Cost Index (ECI), for total compensation for private industry workers, for the San Francisco-Oakland-San Jose, CA CSA Census region and metropolitan area (not seasonally adjusted)" as published by the U.S. Department of Labor, Bureau of Labor Statistics, or 2.5%, whichever is less. A negative index will result in rates remaining the same. Such rate revisions are subject to written approval by Valley Water's Deputy Operating Officer.

C. Reimbursable Expenses

- 1. All reimbursable expenses not already covered in overhead may include, but are not limited to, mapping, rendering, printouts, leased equipment, mailing and delivery services, printing services, film and processing, plotting, and supplies. These other direct expenses may be billed at actual cost linked to each Task Order, as approved by Valley Water's Project Manager, provided that the Agreement total NTE amount is not exceeded. Consultant shall provide receipts for each other direct expense item(s) with monthly invoices submitted. No markup will be applied to reimbursable expenses, either by the Consultant or by its subconsultants, subcontractors, or vendors. Consultant shall provide invoices for all such services regardless of cost.

**SCHEDULE OC
ATTACHMENT ONE
FEES AND PAYMENTS**

2. Equipment purchased on behalf of Valley Water that costs \$50 or more must receive the prior written approval of Valley Water Project Manager. All equipment purchased on behalf of Valley Water and paid for by Valley Water shall become the property of Valley Water and be delivered to Valley Water prior to expiration of this Agreement.
 3. Travel expenses are reimbursed at actual cost. Travel and overnight accommodations, including per diem, required for performance of this Agreement will be paid at reasonable cost not to exceed the U.S. General Services Agency Per Diem Rates for Sunnyvale/Palo Alto/San Jose, California area, provided prior approval has been obtained from Valley Water Project Manager. For air travel, Valley Water will pay the cost of a coach class or equivalent ticket. Where air travel is required, Valley Water will pay the total cost of taxi, rideshare, public transportation, or a rental car, which may include insurance, gas, car fee, and taxes and will be paid at the actual costs incurred. Vehicle rental is limited to a compact or economy model, unless prior approval has been obtained from Valley Water Project Manager for a different type of vehicle.
 4. No markup will apply for Consultant to manage Subconsultants, subcontractors and vendors, including lab services.
- D. For staff with rates exceeding the rate of \$288/hr., the Consultant must obtain written approval from the District Project Manager as to the numbers of hours per task prior to that individual working on the Project.

E. Prevailing Wage Requirements

- 1) The Scope of Services described in a Task Order may be considered by Valley Water to be "Public Works" requiring the payment of prevailing wages. See the Standard On-Call Consultant Agreement Section Four, Fees and Payments, subsection 3. Prevailing Wages.
- 2) In accordance with prevailing wage laws, the Director of the California Department of Industrial Relations (Director) has ascertained the general prevailing rate of wages and employer payments for health and welfare, pension, vacation, and similar purposes available to the particular craft, classification, or type of workers employed on the Project. These rates are set forth in the latest determination obtained from the Director, which is on file in Valley Water's Office of the Clerk of the Board of Directors and incorporated herein by reference the same as though set forth in full. The rates are also available on the State of California Department of Industrial Relations website at <http://www.dir.ca.gov>.

**SCHEDULE OC
ATTACHMENT ONE
FEES AND PAYMENTS**

HOURLY/UNIT RATE SCHEDULE

CLASSIFICATION	HOURLY/ UNIT RATE
Consultant: Swinerton Management & Consulting	
Project Executive	\$218.33
Senior Project Manager	\$185.53
Project Manager	\$154.78
Senior Project Engineer	\$104.55
Senior Project Engineer	\$104.55
Senior Construction Inspector	\$152.73
Senior Construction Inspector	\$152.73
Senior Construction Inspector	\$152.73
Estimator	\$189.63
Project Scheduling	\$266.50
Subconsultant: Quincy	
Senior Project Manager	\$294.36
Construction Inspector	\$246.48
Construction Inspector	\$246.48
Subconsultant: Dabri	
Project Manager - Estimating	\$252.73

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**SCHEDULE OC
ATTACHMENT TWO
SCHEDULE OF COMPLETION**

1. This Agreement commences on the Effective Date, subject to accomplishment of all conditions to formation of an agreement listed in the Agreement at Section Twelve, Miscellaneous Provisions, subsection 2. Formation of Agreement.
2. This Agreement expires December 31, 2025, unless, prior to its expiration, its term is modified by a written amendment hereto, and signed by both Parties.
3. Each Task Order will state the schedule for Consultant's performance of that Task Order.
4. Valley Water and Consultant may agree to modify the schedule specified for Consultant's performance in an executed Task Order, as an administrative modification to the Agreement, and will confirm such modification in writing.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**SCHEDULE OC
ATTACHMENT THREE
CONSULTANT'S KEY STAFF AND SUBCONSULTANTS**

1. Consultant's key staff assigned to the Project are as follows:

Team Member	Classification	Project Role	Contact Information
Robert Kagiya	Project Executive	Project Executive and Project Manager	2880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 415-500-1108 rkagiya@swinerton.com
Greg Armendariz	Project Executive/SPM	Senior Project Manager	2880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 408-531-7373 garmendariz@swinerton.com
Jorge Bermudez	Senior Project Manager	Senior Project Manager	2880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 jbermudez@swinerton.com
Isaac Serrano	Project Manager	Project Manager	2880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 415-930-1359 iserrano@swinerton.com
Jeremy Meade	Senior Construction Inspector	Senior Construction inspector	2880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 415-265-8254 jeremy.meade@swinerton.com
Bill Coletto	Senior Construction Inspector	Senior Construction Inspector	2880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 630-440-3600 bill.coletto@swinerton.com
Brett Lowther	Senior Construction Inspector	Senior Construction Inspector	2880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 707-386-8536 blowther@swinerton.com
Ali Mohammed,	Project Engineer	Project Engineer	880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 415-961-8043 ali.mohammed@swinerton.com
Parth Patel	Project Engineer	Project Engineer	880 Lakeside Dr, Suite 300 Santa Clara, CA 95054 M 682-500-9983 parth.patel@swinerton.com

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**SCHEDULE OC
ATTACHMENT THREE
CONSULTANT'S KEY STAFF AND SUBCONSULTANTS**

2. The following Subconsultants are authorized to perform Services pursuant to this Agreement:

Firm	Project Role	Contact Information
Quincy Engineering Murrsmith	Project Management and Construction Inspection	Attn: Russ Moore, 2950 Buskirk Avenue, Suite 122 Walnut Creek, CA 94597 925-939-7100 510-289-8243 russm@quincyeng.com
Dabri, Inc.	Construction Cost Estimating and Analysis	1212 Preservation Parkway, Suite 300 Oakland, CA 94612 510-406-7159 213-926-5114 ajay@dabri.com

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

**SCHEDULE OC
ATTACHMENT FOUR
REFERENCE MATERIALS**

Ref No.	Description
1	Santa Clara Valley Water District Non-Disclosure Agreement (NDA) and Personal Non-Disclosure Agreement (PNDA)
2	Santa Clara Valley Water District (Valley Water) Standards for GIS Products July 2017 version
3	Valley Water's Capital Program Services Construction Manual (Under Revision – for general guidance only), if applicable https://fta.valleywater.org/fl/3agy3yP5qI

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

This page intentionally left blank.