

**CONTRACT FOR SPECIAL SERVICES BY  
INDEPENDENT CONTRACTOR**

THIS CONTRACT is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the COUNTY OF SAN LUIS OBISPO (hereinafter referred to as "County") and Environmental Systems Research Institute, Inc., an independent contractor (hereinafter referred to as "Contractor").

**W I T N E S S E T H**

**WHEREAS**, the County of San Luis Obispo has need for special contractor services regarding the conversion GIS parcel data to the Esri ArcGIS Parcel Fabric dataset; and

**WHEREAS**, Contractor warrants that Contractor is specially trained, experienced, expert and competent to perform such special services;

**NOW THEREFORE**, the parties mutually agree as follows:

**1. Definitions.**

- i. "Commercial Off-the-Shelf Software" or "COTS Software" means all or any portion of Contractor's proprietary software technology accessed or downloaded from an authorized Contractor website or delivered on any media in any format, including backups, updates, service packs, patches, hot fixes, or permitted merged copies, available under license to the general public.
  - ii. "Services" means the work done by Contractor as specified within Appendix A, Scope of Services.
  - iii. "Map Data" means any digital dataset(s) including but not limited to geographic, vector data coordinates, raster, or associated tabular attributes supplied by either party for use in the performance of this Contract.
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2. **Scope of Services.** Contractor shall provide the services described in Appendix A (Scope of Services) which incorporates the Business and Technical Requirements outlined in the Project Scope. Services beyond those outlined in Appendix A shall require an amendment of this Contract. Contractor is not authorized to proceed with additional services until written authorization is received from the County. The Board of Supervisors expressly delegates the Assessor the authority to sign any amendments to this Contract so long as the total of any amendments to this Contract do not increase the total cost by more than \$20,000.

3. **Compensation.** County shall pay to Contractor as compensation in full for all services performed by Contractor pursuant to this Contract, the firm fixed price sum of \$465,000.00 as detailed in Appendix B - Compensation. Contractor's fee shall be full compensation for all costs and expenses incurred by Contractor in connection with performance of this Contract, including, but not limited to, all services, general overhead, supplies, parking, office supplies, copies, and equipment of Contractor. The County shall pay Contractor within thirty (30) days after the receipt of (and approval by the designated County representative) an itemized statement of services invoice from Contractor required by paragraph 4 herein. For additional services authorized by the County, the Contractor shall be compensated at the price and/or rates agreed upon by the parties as stated in the contract amendment.

4. **Billing.** Contractor shall submit to the County, on a monthly basis, a detailed itemized statement of services invoice based on the percent complete for each service performed during the preceding month, including the task under which work was performed. Each statement of services shall identify the purchase order number, the RFP number (if applicable), and the title of the project. If, due to either an issue with the charges on the statement of services invoice(s) or the Contractor's failure to perform its obligations under this Contract, the County reasonably disputes any charge(s) on the Contractor's statement of services invoice(s), the County may withhold the disputed amount, provided that the County delivers a written statement to Contractor within twenty (20) days of the due date of the invoice, describing in detail the basis of the

dispute and the amount being withheld by the County. The payment of an invoice by the County shall not prejudice the County's right to object to or question any invoice or matter in relation thereto. Such payment by the County shall neither be construed as acceptance of any part of the work or service provided nor as an approval of any of the amounts invoiced therein. County shall pay each invoice no later than thirty (30) days after receipt thereof. Payment shall be made to the Contractor address identified on original Contractor invoices.

**5. Term of Contract.** This Contract shall commence on February 1, 2015, and shall terminate on January 30, 2017, unless said work is completed on a date prior thereto or unless terminated earlier as provided therein. Termination of the Contract may be effectuated by the County Assessor without the need for action, approval or ratification of the Board of Supervisors.

**6. Non-Exclusivity.** This Contract is not intended and shall not be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the County or any of its departments from acquiring similar, equal or like goods and/or services from other entities or sources.

**7. Termination of Contract for Convenience of Either Party.** Either party may terminate this contract at any time by giving to the other party thirty (30) days' written notice of such termination. Termination shall have no effect on upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Contractor shall be paid for all work authorized under this Contract and satisfactorily completed prior to the effective date of said termination as determined by the County.

**8. Termination of Contract for Cause.** County shall have the right, in addition and without prejudice to any other rights or remedies, to terminate this Contract for any material breach of this Contract by Contractor that is not cured within fifteen (15) days of receipt by Contractor of a notice specifying the breach and requiring its cure. If

Contractor fails to perform Contractor's duties in a timely and professional manner Contractor's obligations under this Contract, violates any of the material terms or provisions of this Contract, then County shall have the right to terminate this Contract if the breach is not cured within fifteen (15) days of receipt by Contractor of a notice specifying the breach and requiring its cure. Termination shall have no affect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Contractor shall be paid for all work satisfactorily completed by Contractor and accepted by the County prior to the effective date of such termination.

**9. Termination for Non-Appropriation.** County's obligation to pay any amounts due for those fiscal periods succeeding the current fiscal period are contingent upon appropriation or approval of funds for that purpose. If such funds become unavailable, then County may elect to terminate this Contract by giving written notice of termination to Contractor effective immediately or on such other date as County specifies in the notice. In such an event, the County shall have no further liability to pay any funds to the Contractor or to furnish any other consideration under this Contract, and the Contractor shall not be obligated to perform any provisions of this Contract or to provide services intended to be funded pursuant to this Contract. If partial funds are appropriated or provided, either party shall have the option to either terminate this Contract with no liability to either party or offer a Contract amendment to the other party to reflect the reduced amount.

**10. Non Discrimination.** Contractor agrees that it will abide by all applicable federal, state, and local laws, rules and regulations concerning nondiscrimination and equal opportunity in contracting. Such laws include, but are not limited to, the following: Title VII of the Civil Rights Act of 1964 as amended; the Americans with Disabilities Act of 1990; the Rehabilitation Act of 1973; California Fair Employment and Housing Act; and California Labor Code sections 1101 and 1102. Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of race, age, color, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability,

national origin, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training, hiring, employment, utilization, promotion, playoff, rates of pay or other forms of compensation. Contractor shall not discriminate in providing the goods or services under this Contract because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, marital status, or other category protected under the law. If County finds that any of these provisions have been violated, such violation shall constitute a material breach of contract upon which County may determine to cancel, terminate, or suspend this Contract. In addition to an independent finding by County of such violation, a finding by the State of California or by the United States of a violation shall constitute a finding by County of such violation.

**11. Assignment, Delegation or Subcontracting of Contract.** Neither party shall assign any of their rights, delegate any of their duties, or subcontract or transfer any portion of their obligations or interests under this Contract to a third party without the prior written consent of the other party. Unless expressly released in writing by the other party, the assignment, transfer, delegation, or subcontract of this Contract will not release a party from performing any of their obligations under this Contract. Any attempted assignment, delegation or subcontracting in violation of this paragraph shall be considered null and void. Contractor is responsible for payments to subcontractors and must monitor, evaluate, and account for the subcontractor(s) services and operations.

**12. Governing Law and Venue.** This Contract has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Contract shall be determined and governed by the laws of the State of California. All Parties agree that, since all services are to be delivered to San Luis Obispo County, the only proper jurisdiction and venue for any dispute arising under this Contract is San Luis Obispo County Superior Court or the United States Court that normally has jurisdiction over transactions occurring in San Luis Obispo County.

**13. Enforceability.** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

**14. Independent Contractor Status.** Contractor shall, during the entire term of the Contract, be construed to be an independent Contractor. Nothing in this Contract is intended and shall not be construed as creating an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Contractor performs the services which are the subject matter of this Contract; provided always however that the services to be provided by Contractor shall be provided in a manner consistent with all applicable standards and regulations governing such services. Contractor understands and agrees that Contractor's personnel are not and will not be eligible for membership in or any benefits from any County group plan for hospital, surgical or medical insurance or for membership in any County retirement program or for paid vacation, paid sick leave, or other leave, with or without pay or for any other benefit which accrues to a County employee.

**15. Warranty of Contractor.** Contractor and its approved subcontractors have been selected to perform the services under this Contract because of Contractor's skills and expertise. Contractor confirms that Contractor and any approved subcontractor will perform the services under this Contract, unless the parties have agreed in writing that other persons may perform the work. Contractor warrants that Contractor and each of the personnel employed or otherwise retained by Contractor are properly certified licensed and insured under the laws and regulations of the State of California to provide the special services herein agreed to. Contractor has designated Matt Bottenberg whom, as long as his/her performance continues to be acceptable to the County, shall remain the Contractor project manager for the work herein.

16. **Limitation of Liability.** Contractor's liability under this contract is limited to 1.5 times the total value of this contract including any amendments thereto.

17. **Acceptance.** Services shall be categorized as follows:

i. "SERVICE ACCEPTED" means a Service conforming to the Scope of Services with no more than minor nonconformities. The County shall complete its acceptance review within the timeframe, as stated in the Scope of Services, after receiving each Service.

ii. "SERVICE ACCEPTED WITH REWORK" means a service substantially conforming to the Scope of Services, but having a significant number of identified nonconformities and accepted subject to rework by Contractor. Contractor shall rework the Service for the identified nonconformities and resubmit it within thirty (30) days. The County will rerun its acceptance review within the timeframe following such resubmission as stated in the Scope of Services and will reclassify the service as either SERVICE ACCEPTED, SERVICE ACCEPTED WITH REWORK, or SERVICE REJECTED.

iii. "SERVICE REJECTED" means a Service that fails to substantially conform to the Scope of Services. Contractor shall rework the Service and resubmit it to the County within thirty (30) days, at which time the County shall rerun its acceptance review within the timeframe after receiving each Service as stated in the Scope of Services and reclassify the deliverable as either SERVICE ACCEPTED, SERVICE ACCEPTED WITH REWORK, or SERVICE REJECTED.

The County agrees it shall not use any Service in its business operations before acceptance as described in i. or ii above. If Contractor does not receive written notice or a request for extension within the timeframe after delivery as stated in the Scope of Services that the Service is "ACCEPTED WITH REWORK" or "REJECTED" in accordance with ii. or iii. above, or if the County uses the Service in its business operations, the Service shall be deemed, as of the first to occur of either of these events, to have been accepted.

The following County Assessor representatives are designated to request extension or provide written notification as identified in i., ii, or iii. above:

The County Assessor, Assistant Assessor, Automation/GIS Assessment Manager or Cadastral Mapping Systems Supervisor

18. **Entire Agreement and Modification.** This Contract supersedes all previous contracts and constitutes the entire understanding of the parties hereto. Contractor shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both

parties. Contractor specifically acknowledges that in entering into and executing this Contract, Contractor relies solely upon the provisions contained in this Contract and no others.

**19. Indemnification.** To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify and hold harmless the COUNTY, its officers, agents, and employees (collectively "Indemnified Parties") from and against any and all losses, claims, demands, liens, and actions of any nature whatsoever, including but not limited to damages, costs, expenses (including attorney's fees and costs), judgments or liabilities arising out of this Agreement to the extent caused by the negligent performance or attempted performance of the provisions hereof, including any willful or negligent act or omission to act on the part of the CONTRACTOR or his agents or employees or independent contractors. This indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County.

**20. Insurance.** Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services work hereunder by the Contractor, its agents, representatives, or employees, as set forth in Appendix C (Insurance) attached hereto.

**21. Records.** Contractor shall keep complete and accurate records for the services performed pursuant to this Contract and any records required by law or government regulation and shall make such records available to County upon request. Contractor shall assure the confidentiality of any records that are required by law to be so maintained. Contractor shall prepare and forward such additional or supplementary records as County may reasonably request. County may review records at any time as mutually agreed with Contractor.

**22. Accounting.** Contractor shall adhere to the accounting requirements, financial reporting, and internal control standards as described in the Auditor-Controller Contract

Accounting and Administration Handbook, which contains the minimum required procedures and controls that must be employed by Contractor's accounting and financial reporting system, and which is incorporated herein by reference. Contractor shall require subcontractors to adhere to the Handbook for any services funded through this contract, unless otherwise agreed upon in writing by County. The Handbook is available at <http://www.slocounty.ca.gov/AC/>, under Policies and Procedures or at the Auditor-Controller/Treasurer/Tax Collector/Public Administrator's Office, 1055 Monterey Street Room D290, County Government Center, San Luis Obispo, California, 93408. The Office of Management and Budget (OMB) circulars are available at <http://www.whitehouse.gov/omb/circulars>. **State Audit.** Pursuant to California Government code section 8546.7, every County contract involving the expenditure of funds in excess of ten thousand dollars (\$10,000) is subject to examination and audit of the State Auditor for a period of three years after final payment under the contract. Contractor shall permit the State Auditor to have access to any pertinent books, documents, papers and records for the purpose of said audit.

**23. Notices.** Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by first class mail to the County at:

Tom J. Bordonaro, County Assessor  
Assessor  
County of San Luis Obispo  
1055 Monterey Street, Suite D360  
San Luis Obispo, CA 93408

and to the Contractor:

Susan Keith  
Senior Contract Administrator  
Esri Inc.  
380 New York Street  
Redlands, CA 92373-8100

**24. Cost Disclosure - Documents and Written Reports.** Pursuant to Government Code section 7550, if the total cost of this Contract is over \$5,000.00, the Contractor shall include in all final documents and in all written reports submitted a written summary of costs, which shall set forth the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of such documentation or written report. The contract and subcontract numbers and dollar amounts shall be contained in a separate section of such document or written report.

**25. Conflict of Interest.** Contractor acknowledges that Contractor is aware of and understands the provisions of Sections 1090 et seq. and 87100 et seq. of the Government Code, which relate to conflict of interest of public officers and employees. Contractor certifies that Contractor is unaware of any financial or economic interest of any public officer or employee of the County relating to this Contract. Contractor agrees to comply with applicable requirements of Government Code section 87100 et seq. during the term of this Contract.

**26. Time is of the Essence.** Time is of the essence in the delivery of the services by Contractor under this Contract. County reserves the right to refuse any of Contractor's services if they do not conform to the prescribed scope of work. The acceptance by County of late or partial performance with or without objection or reservation shall not waive the right to claim damage for such breach and shall not constitute a waiver of the rights or requirements for the complete and timely performance of any obligation remaining to be performed by the Contractor, or of any other claim, right or remedy of the County.

**25. Export Control Regulations.** The County must comply with all applicable laws and regulations of the United States including, without limitation, its export control laws. The County expressly acknowledges and agrees that the County shall not export, reexport, transfer, or release COTS Software or services in whole or in part, to (i) any US embargoed country (including to a resident of any US embargoed country); (ii) any

person on the US Treasury Department's List of Specially Designated Nationals; (iii) any person or entity on the US Commerce Department's Lists of Parties of Concern; or (iv) any person or entity where such export, reexport, or provision violates any US export control laws or regulations including, but not limited to, the terms of any export license or licensing provision and any amendments and supplemental additions to US export laws as they may occur from time to time.

**27. Severability.** The parties agree that if any provision of this Contract is found by a court of competent jurisdiction to be invalid, illegal or unenforceable, such term or provision shall be deemed stricken and the remainder of the Contract shall remain in full force and effect. Upon determination that any term or provision is invalid, illegal or unenforceable, the parties shall negotiate in good faith to modify this Contract so as to affect the original intent of the parties as closely as possible.

**28. Copyright.** Any reports, maps, documents or other materials produced in whole or part under this Contract shall be the property of the County and none shall be subject to an application for copyright by or on behalf of Contractor.

**29. Findings Confidential.** No reports, maps, information, documents, or any other materials given to or prepared by Contractor under this Contract which County requests in writing to be kept confidential, shall be made available to any individual or organization by Contractor without the prior written approval of County. However, Contractor shall be free to disclose such data as is publicly available.

**30. Equipment and Supplies.** Contractor will provide all necessary equipment and supplies in order to carry out the terms of this Contract.

**31. Ownership.** The County shall be the owner of and shall be entitled to possession of any plans, copies or correspondence or other pertinent data and information gathered by Contractor prior to termination of this Contract by either party or upon completion of the work pursuant to this Contract. The County's parcel data will be

converted by Contractor using Esri's parcel fabric solution and, once converted, the data will be current and owned, maintained and kept up-to-date by Assessor mapping staff. The County will retain all ownership of and the rights that accompany ownership of the GIS Map Data and all information generated from said data including the official Assessor's maps.

**32. Compliance with Applicable Laws.** Contractor shall comply with all federal, state and local laws affecting the services covered by this Contract.

**33. Covenant Against Contingency Fees.** Contractor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for them, to solicit or secure the Contract, and that they have not paid or agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Contract.

IN WITNESS THEREOF, County and Contractor have executed this Contract on the day and year first hereinabove set forth.

APPROVED AS TO FORM AND LEGAL EFFECT:

RITA L. NEAL  
County Counsel

By: *RL*  
Deputy County Counsel

Date: 11/21/13

COUNTY OF SAN LUIS OBISPO

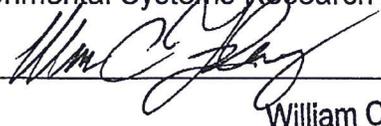
By: \_\_\_\_\_  
Chairman of the Board of Supervisors

Approved by the Board of Supervisors on

\_\_\_\_\_, 20\_\_

Contractor:

Environmental Systems Research Institute, Inc.

By: 

Title: William C. Fleming  
Managing Business Attorney

Date: JAN 09 2015



ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

## APPENDIX A – SCOPE OF SERVICES

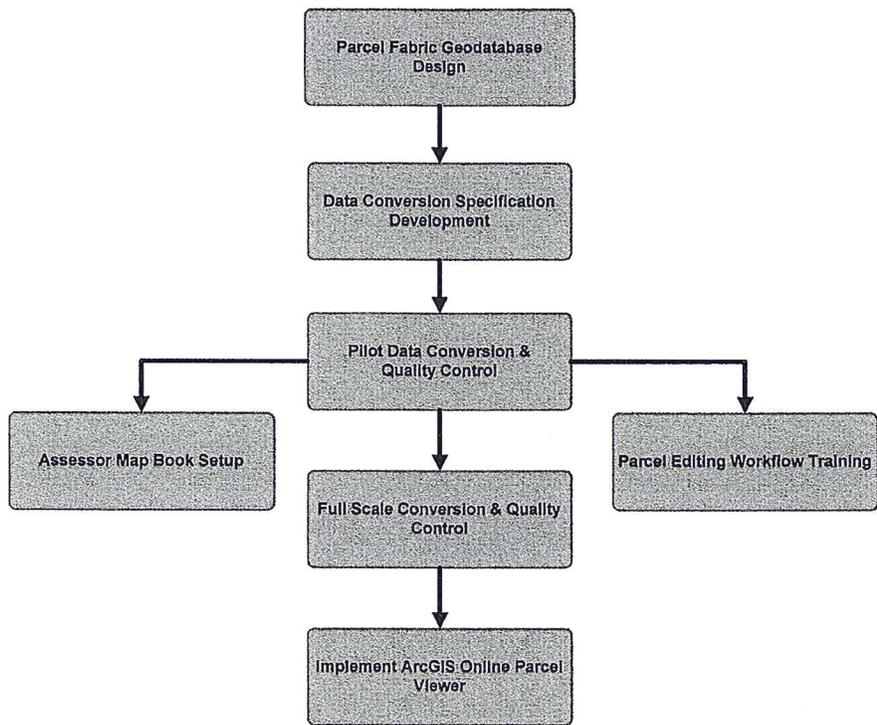
### INTRODUCTION

This Scope of Services describes the consulting support Contractor will provide to the County during the GIS Parcel Data Conversion project. Development of Custom Software is outside the scope of this contract.

Contractor will provide professional services to convert approximately 126,500 parcels into an Esri ArcGIS Parcel Fabric dataset utilizing the Local Government Information Model in ArcGIS for Local Government. The Scope of Services is included here as Appendix A and includes Attachment 1, Business and Technical Requirements and Attachment 2, Source Document Samples Related to Requirements.

#### **A. Summary of approach:**

Figure 1 – Project Flow below provides a high-level approach to be used for this project. The detailed project approach and tasks are described in the Statement of Work section below. The project will use Esri's Parcel Fabric Geodatabase schema to capture the County's parcel recorded map information. The Contractor team, with input from the County staff, will develop a data conversion specification document that will be used to guide the pilot data conversion work. This conversion specification document will be updated again, if necessary, based on the pilot conversion results prior to beginning the full-scale conversion task. The full-scale conversion work will be divided into ten (10) different work packets. This approach will allow the County staff to review and accept each work packet item separately and start maintaining the accepted work areas in-house.



**Figure 1 - Project Flow**

**B. Description of the organization and staffing to be used for the project:**

Contractor operates through a policy of matrix management. A team of principals oversees the functions of vice president, worldwide marketing and sales, general management, financial direction, and product delivery, as depicted in Figure 2 – Esri Organization Chart below. As a privately held corporation Contractor does not disclose the company’s officers and directors by name.

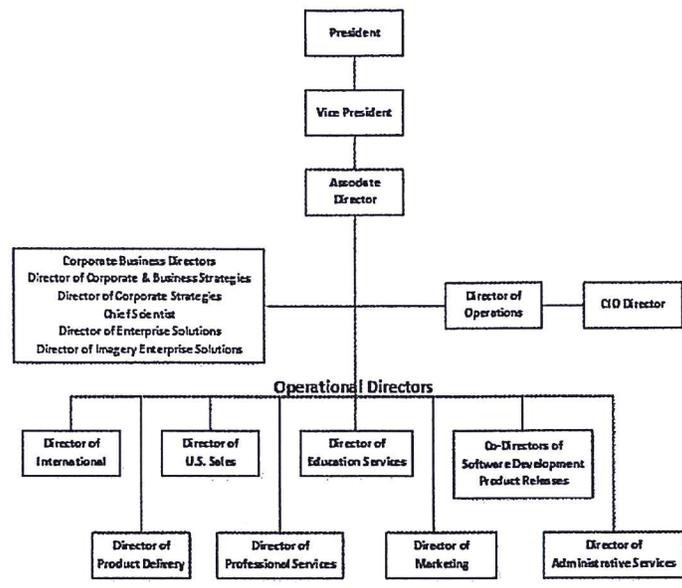


Figure 2- Esri Organization Chart

With over 3,000 employees world-wide and over 600 employees in the Esri Professional Services Division, Contractor has many project teams, including a Land Information Services (LIS) team based in the Redlands, CA office. For the purposes of this project, Contractor will utilize employees from the Redlands, CA office and our business partner NIIT Technologies.

Contractor will provide a project manager who will oversee and coordinate all task efforts and provide project status emails to the County following each Task described in the Statement of Work section of this document.

Contractor will provide knowledgeable technical consultants to perform project kickoff duties, data conversion, map making and parcel editing workflow training, and knowledge transfer throughout the project.

**C. Indication of information and participation the proposer will require from County staff.**

We expect the County assessor and GIS technical staff to actively participate and provide input throughout the project duration. Contractor will regularly communicate with the County project manager for the project status update and data conversion source data related queries, etc. Below are the key project tasks where the County staff will be involved. The Statement of Work section describes the County staff responsibilities for each task.

- Participate in project kick-off meeting and provide input for the parcel fabric geodatabase schema and data conversion rules.

- Review and provide input to the data conversion specification document.
- Review and provide comments to pilot converted data.
- Review and provide comments to full-scaled converted data.
- Answer source data related questions submitted by Contractor in a timely manner.
- County IT staff to install and configure ArcSDE and ArcGIS Server as needed for this project.

**D. Indication of time frame necessary to complete the project once the contract is approved by the County Board of Supervisors.**

It is anticipated that the work will commence in February 2015 and will be completed by June 2016. The project schedule below is for reference purposes only and will be finalized during project kickoff activities.

Task#	Task Description	Est. Start	Est. Finish
1	Project Initiation & Kickoff	February 2015	February 2015
2	Geodatabase Design	February 2015	February 2015
3	Data Conversion Spec and QA/QC Plan	March 2015	April 2015
4	Pilot Parcel Fabric Data Conversion	April 2015	May 2015
5	Assessor Map Book Development	June 2015	June 2015
6	Parcel Fabric Editing Workflow Training	June 2015	June 2015
7	Full-Scale Parcel Fabric Conversion	July 2015	May 2016
8	ArcGIS Online Parcel Viewer Setup	June 2016	June 2016

**Table 1 - Project Schedule**

## **STATEMENT OF WORK**

The following sections describe the project approach and various data conversion related activities. For the purposes of this Statement of Work, the County of San Luis Obispo is referred to as "County".

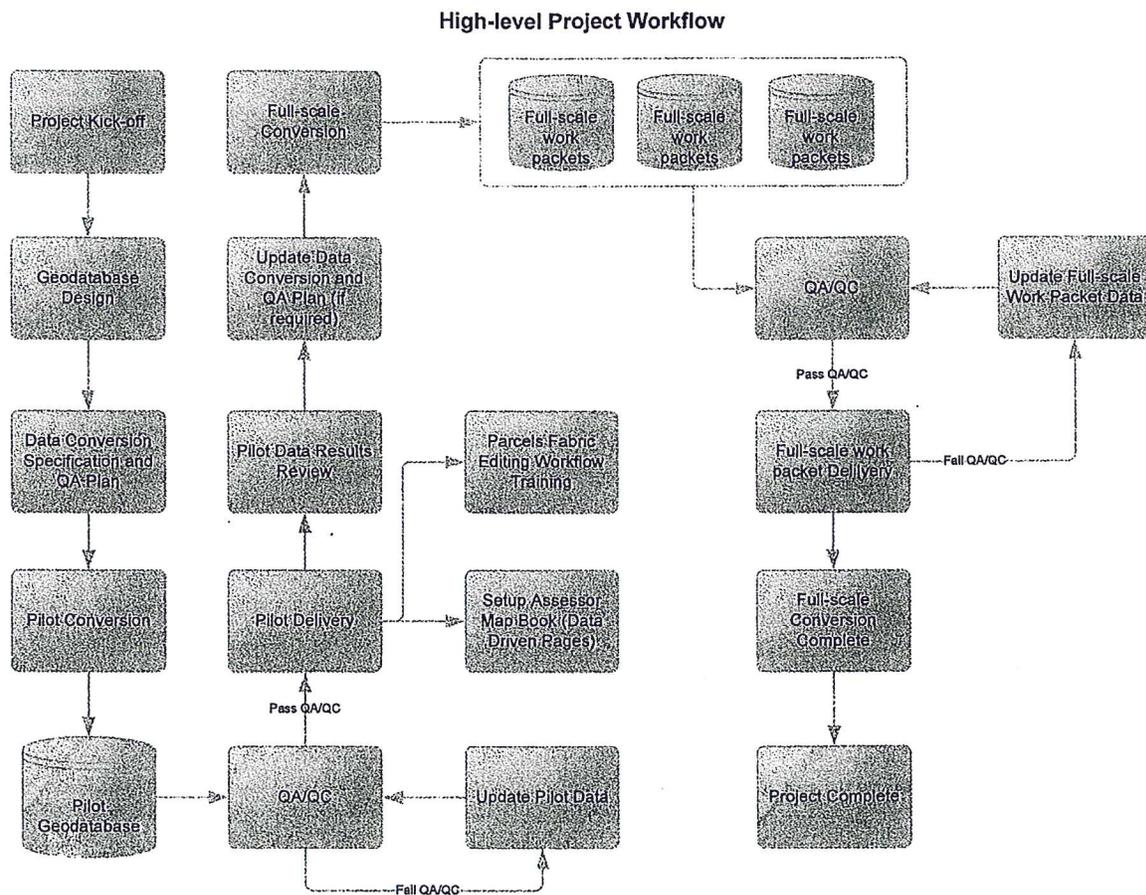
### **Current State**

Currently County maintains its parcel related information in Records of Survey documents (PDF files) and Assessors Maps (DWG and TIFF files). Based on the RFP information, while the records of survey documents are available for most of County's geographical area, some areas only have assessor maps. There are approximately 5200 individual map pages stored as separate hybrid vector/raster files in DWG format. Some of the assessor maps have vectorized parcel features in DWG file format, but these features were not always entered using coordinate geometry (COGO) techniques with actual bearings and distances shown on the assessor maps. Due to the quality, and accuracy nature of these existing AutoCAD DWG vectors, the parcel conversion work proposed here will not be utilizing these existing AutoCAD vectors.

Apart from this hybrid AutoCAD vector/raster DWG files, the partnering cities (Atascadero, Paso Robles and City of San Luis Obispo) are offering their latest GIS parcel data (vector only) for this conversion project for potential incorporation into the parcel fabric, if deemed accurate. While Contractor anticipates capturing all parcel data through COGO using the bearings and distances shown in the records of survey document and assessor TIFF maps, the partnering City data will be carefully evaluated during the data conversion planning and pilot conversion stages of this project for utilizing this existing parcel vector data when possible.

### **Work Plan**

Figure 3 – High Level Project Workflow below provides a high-level depiction of the tasks and steps that will be performed during the project.



**Figure 3 - High Level Project Workflow Diagram**

### Task 1 Project Initiation and Kick-off Meeting

The Contractor Team, which consists of Esri and subcontractor NIIT Technologies, will initiate the parcel conversion project with a three-day onsite kick-off meeting at County facilities in San Luis Obispo, California. This will provide an opportunity for County staff to meet with the Contractor Team and chart the course of the project. Representatives from the Contractor Team, including the subcontractor, NIIT Technologies, will participate in the onsite kick-off meeting. During the course of the three-day meeting, County and the Contractor Team will discuss the project goals, work plan, parcel conversion procedure, quality control, schedule and deliverables. Also during this meeting, the Contractor Team will review the out-of-the box ArcGIS parcel fabric geodatabase design with County staff and any changes to the design that are mutually agreed will be documented. The Contractor Team will discuss the following topics with County during the onsite kick-off meeting:

- Introduction of project team members, roles, and responsibilities

- Project scope, assumptions, schedule and deliverables
- A brief overview of County's current data maintenance and workflow management practices
- Overview of Parcel Fabric
- Review data conversion sources (records of survey and assessor maps) and partnering Cities vector parcel data
- Discuss data conversion specification, conversion rules, QA/QC specification, and quality expectations on deliverables
- Review ArcGIS out-of-the box parcel fabric dataset geodatabase design (layers and attributes) and document changes required by County, if necessary

Following the onsite meeting, the Contractor Team will prepare a brief (up to 10 pages) document with meeting notes and Microsoft Project Plan with project schedule. The County Parcel Fabric Geodatabase design, Data Conversion Specification and QA/QC Plan will be developed and delivered for County team review under subtasks described in Task 2 and Task 3.

#### ***Contractor Team Deliverables***

- Lead a three-day project kick-off meeting at County offices in San Luis Obispo, California.
- Brief with Onsite kick-off meeting notes.
- Microsoft Project Plan with project schedule.

#### ***County Responsibilities***

- Provide appropriate facilities (office space and projector) for the onsite kick-off meeting.
- Ensure participation of relevant County personnel at the project kick-off meeting.
- Discuss details of records of survey documents and assessor maps and how the information from these source documents will be used in the data conversion process.
- Review and provide input to County Project Plan/schedule.

#### ***Assumptions***

- None.

### **Task 2 Geodatabase Design**

Following the onsite kick-off meeting during Task 1 above, the Contractor Team will begin creating the Parcel Fabric Geodatabase Schema that will be used in the data conversion work. The Parcel Fabric Geodatabase Schema will be created in a File

Geodatabase format and the Local Government Information Model (LGIM) will be enabled in the Parcel Fabric Geodatabase Schema. When the LGIM is enabled on the parcel fabric, parcel types, attributes, and domains that reflect the editing requirements of Local Government parcel maintenance are added to the parcel fabric tables. The parcel fabric layer is displayed and symbolized using Local Government configuration and the parcel fabric can be used in automated parcel editing workflows.

The geodatabase design changes documented during the onsite kick-off meeting will also be applied to the County parcel fabric geodatabase schema. Contractor recommends not to remove or rename any of the standard LGIM parcel fabric feature class fields, as this will affect the parcel fabric editing workflows. If necessary, and as mutually agreed, new fields can be added, and for existing fields the field name alias can be used if a change in field name is necessary. The Contractor Team will then deliver the parcel fabric geodatabase schema (draft version) in a file geodatabase format for County project team to review and comment.

Following receipt of the Draft Parcel Fabric Geodatabase Schema, County will have ten business days to review and provide the Contractor Team with consolidated written comments. The Contractor Team will update the Draft Parcel Fabric Geodatabase Schema with mutually agreed upon changes and provide the Final Parcel Fabric Geodatabase Schema to County. Upon receiving the Final Parcel Fabric Geodatabase Schema, County will have five business days to provide Contractor with written acceptance of the Final Parcel Fabric Geodatabase Schema, which will be used in the parcel data conversion tasks below.

#### ***Contractor Team Deliverables***

- Draft Parcel Fabric Geodatabase Schema.
- Final Parcel Fabric Geodatabase Schema.

#### ***County Responsibilities***

- Review and provide Contractor with consolidated written comments on the Draft Parcel Fabric Geodatabase Schema within ten business days of receipt from the Contractor Team.
- Provide Contractor with written acceptance of the Final Parcel Fabric Geodatabase Schema within five business days of receipt from the Contractor Team.

#### ***Assumptions***

- The standard LGIM schema parcel fabric feature class fields will not be dropped or renamed.
- Parcel Fabric Geodatabase Schema will be in ArcGIS File Geodatabase format.

### **Task 3 Data Conversion Specification and QA/QC Plan**

The Contractor Team will create the Data Conversion Specification and quality analysis /quality control (QA/QC) plan documents to support the data conversion activities. The information gathered during the Project Initiation and Kick-off Meeting will be used to develop the Data Conversion Specification and QA/QC Plan. The Data Conversion Specification will document the conversion steps including source document inventory process, reviewing and scrubbing source documents (if necessary), and using appropriate ArcGIS Parcel Editor tools for parcel geometry creation, annotation placement rules and attributing parcel geometries. The Data Conversion Specification will also address details/workflow to handle COGO traverse discrepancies/errors found in the records of survey and assessor map by submitting queries to County project team for appropriate resolution. The Contractor Team will implement OnTime, a web-based defect tracking system, to submit source data related queries and receive answers.

Parcel boundaries in the parcel fabric are defined by COGO dimensions (bearing, distance, radius, arc length, and so on) typically derived from raw survey measurements. Often, these dimensions do not accurately close the parcel polygon. That is, if you compute around the parcel boundary using the dimensions, you will not return to the exact coordinates of the starting point. The difference between the starting and closing coordinates of the parcel is referred to as the parcel misclosure and is a measure of the accuracy of the parcel dimensions. The smaller the misclosure, the more accurate the parcel dimensions. Larger misclosures indicate errors in the original survey measurements or data entry. Smaller, acceptable misclosures usually occur due to the following:

- Scale discrepancies between overlapping surveys
- Differences in accuracies between overlapping surveys done in different time periods
- Human error and inconsistency
- Measurement error

Acceptable tolerances for parcel misclosure will be documented in the data conversion specification and QA/QC plan document.

The QA/QC Plan will define aspects of the quality assurance program to be implemented for this conversion project. The QA/QC Plan will list various automated, semi-automated and visual quality control checks that will be applied to the converted parcel fabric dataset, subcontractor quality control management, and data acceptance criteria. The Contractor Team will use ArcGIS Data Reviewer, an extension of ArcGIS software, to support the quality control of the converted database.

The Contractor Team will deliver the Draft Data Conversion Specification and Draft QA/QC Plan to the County project team for review and comment. Following receipt of the draft documents, County will have ten business days to review and provide the Contractor Team with consolidated written comments. The Contractor Team will update the Draft Data Conversion Specification and Draft QA/QC Plan with mutually agreed upon comments and deliver the Final Data Conversion Specification and Final QA/QC Plan to County. Upon receiving the Final Data Conversion Specification and Final QA/QC Plan, County will have five business days to provide Contractor with written acceptance on the Final Data Conversion Specification and Final QA/QC Plan.

### ***Contractor Team Deliverables***

- Draft Data Conversion Specification and Draft QA/QC Plan.
- Final Data Conversion Specification and Final QA/QC Plan.

### ***County Responsibilities***

- Review and provide Contractor with consolidated written comments to the Draft Data Conversion Specification and Draft QA/QC Plan within ten business days of receipt from the Contractor Team.
- Provide Contractor with written acceptance to the Final Data Conversion Specification and Final QA/QC Plan within five business days of receipt from the Contractor Team.

### ***Assumptions***

- Data conversion will not commence until the Contractor Team has received the written acceptance of the Final Data Conversion and Final QA/QC Plan document.

## **Task 4 Pilot Parcel Fabric Data Conversion**

The Contractor Team will conduct a Pilot Parcel Fabric Data Conversion with six percent (6%) of County parcels prior to beginning the full-scale conversion task. Upon receiving written acceptance of the Final Data Conversion Specification and Final QA/QC Plan, the Contractor Team will begin the Pilot Parcel Fabric Data Conversion work. The Pilot Parcel Fabric Data Conversion approach will allow the Contractor Team to review parcel fabric conversion results at early stages of the conversion project and to validate the Conversion Specification and QA/QC Plan methods. The Final Conversion Specification and Final QA/QC Plan will be updated based on the Pilot Parcel Fabric Data Conversion results, if necessary, prior to beginning the Full-Scale Conversion in Task 5.

For the Pilot Parcel Fabric Data Conversion, the Contractor Team will work with the County project team to identify an appropriate geographical area. The Contractor Team

recommends selecting a pilot area that has good ground control points as well as an area that is lacking control points. This will allow the Contractor Team to review the data conversion results and accuracy of the parcel fabric then adjust the Final Conversion Specification and Final QA/QC Plan as appropriate for the Full-Scale Conversion.

The Pilot Parcel Fabric Data Conversion will follow the high-level workflow/tasks described below:

Source Inventory:

County will provide Contractor with the records of survey and assessor map source documents listed below for the Pilot Parcel Fabric Data Conversion area. The Contractor Team will inventory and catalog the source documents delivered and communicate to County in case of any discrepancy or missing files.

- PDF Files
- Certificates of Correction
- Condominium Plans
- Government Plats
- Parcel Maps
- Record of Survey
- Tract Maps
- Assessor Map (DWG and TIFF files)
- Partnering Cities parcel vector data
- Control Points Data (CalTrans and NGS)
- Aerial Imagery
- Other base map reference data as applicable

Setup Data Production Environment:

The Contractor Team will setup an appropriate data production environment by installing necessary ArcGIS software such as ArcGIS Desktop and ArcSDE in Contractor offices. The ArcSDE Geodatabase will be setup using the finalized County Parcel Fabric schema created during Task 2 -Geodatabase Design. In addition, OnTime, a web-based defect tracking system will be setup by the Contractor Team with logins for the project team members to communicate questions and answers related to Pilot Parcel Fabric Data Conversion task.

Pilot Data Conversion:

The Contractor Team will perform the Pilot Parcel Fabric Data Conversion using the types of source documents listed above for the pilot geographical area. The Contractor

Team will use the guidelines documented in the Final Data Conversion Specification and Final QA/QC Plan during the conversion task. The Contractor Team will use the records of survey maps such as tract and parcel maps as the primary source for the conversion. For areas that do not have tract and parcel maps, the Contractor Team will use the assessor map as the source for the conversion. Also, the partnering Cities (Atascadero, Paso Robles and City of San Luis Obispo) parcel vector data will be analyzed and utilized, if found suitable, while capturing COGO information in the recorded documents.

The conversion process will create plan records in the parcel fabric dataset when information is available in the records of survey documents. The plan records shows the legal description of the surveyed area, name of the surveyor, legal date the plan was created, survey date and plan units. The data conversion will capture geometries of subdivision, tax parcel, right of way, easements, and control points, using the bearings and distances mentioned in the records of survey and assessor maps. The conversion work will begin with the areas where control points are available and use parcel corners created from this process as a reference when creating parcels for adjacent subdivision that may not have good control points. The Contractor Team will use control points provided by County to join parcels to the parcel fabric that locates the parcels in the real world coordinates. The more accurate the control points are, the better the accuracy of the converted parcels will be. In areas where control points are not available, the Contractor Team will seek County's guidance to locate the parcels in real world coordinates. The Contractor Team will also report misclosure errors which occur outside the tolerance discussed and documented in the Final Data Conversion Specification Document to County for appropriate resolution.

The quality of the data conversion results is dependent upon the COGO information shown on the records of survey and assessor maps, and control points available to join the parcels to the parcel fabric. The Contractor Team assumes that County technical resources will continue to collect more accurate control points and improve the accuracy of the converted parcel fabric dataset during their data editing and maintenance tasks.

#### QA/QC:

Upon completing the pilot conversion, the Contractor Team will perform QA/QC on the converted data using the Final Data Conversion Specification and Final QA/QC Plan as a guide. The QA/QC will comprise of visual, semi-automated, and automated data validations. The Contractor Team will update the Pilot Converted Data if the QA/QC process reports any data conversion errors prior to delivering data to County for its review and acceptance. The Contractor Team will document QA/QC results and deliver them to the County project team along with the Pilot Converted Data.

#### *Pilot Converted Data Delivery and On-Site Review:*

The Contractor Team will deliver the QA/QC'ed Initial Pilot Converted Data to County during a two-day On-Site Review meeting at County offices in San Luis Obispo, CA. The Contractor Team will deliver the Initial Pilot Converted Data in a File Geodatabase format that will be jointly reviewed by the Contractor Team and County project team during the On-Site Review. Based on the On-Site Review findings, the Final Data Conversion Specification and Final QA/QC Plan will be updated to use in the Full-Scale Conversion.

Following the receipt of the Initial Pilot Converted Data, County will have thirty business days to review and provide Contractor with consolidated written comments regarding any potential data conversion errors identified during the review period. If necessary, the Contractor Team will update the Initial Pilot Converted Data with mutually agreed upon changes and deliver the Final Pilot Converted Data to County. Upon receiving the Final Pilot Converted Data, County will have five business days to provide Contractor with written acceptance on the Final Pilot Converted Data.

### ***Contractor Team Deliverables***

- Lead a two-day On-Site Review meeting.
- Initial Pilot Converted Data in a file geodatabase format.
- Final Pilot Converted Data.
- Report of Parcel Fabric plan closure errors outside of agreed upon tolerance.

### ***County Responsibilities***

- Provide source documents and data required for the Pilot Data Conversion.
- Provide answers to data conversion questions.
- Provide appropriate facilities (office space and projector) for the On-Site Review meeting.
- Ensure participation of relevant County personnel at the On-Site Review.
- Provide Contractor with consolidated written comments on Pilot Converted Data within thirty business days of Pilot Converted Data receipt.
- Provide Contractor with written acceptance to the pilot data delivery within five business days of delivery of the Final Pilot Converted Data.

### ***Assumptions***

- The Contractor Team is not responsible for source data/documents errors that affects parcel fabric layers accuracy.
- When COGO information is not available, the conversion process will use Aerial Imagery to geo-reference maps and vectorize parcels. These parcels will be set with a low accuracy flag. Researching the deed documents is not part of this scope.

- The conversion process will include capturing subdivision name, assessor's parcel numbers, parcels bearings, distances, and easement text as annotations.
- Text details from assessor maps will be captured to support creating Assessor Map product.
- Other miscellaneous text and notes shown in the recorded maps will not be captured as annotation features.
- There are approximately 126,500 parcels in County County.
- County technical resources are knowledgeable in the use of ArcGIS Desktop software.
- The pilot area will representative of the sources and conditions that will be encountered during the Full Scale County Parcel Conversion
- County will make reasonable efforts to respond within the specified time parameters but reserves the right to extensions when mutually agreed upon. Contractor shall not unreasonably refuse a request for extension.

### **Task 5 Assessor Map Book Development**

Following receipt of written acceptance of the Final Pilot Converted Data, the Contractor Team will configure ArcGIS Data Driven Pages to create assessor map books. The map boundaries required to support this map book development will be created by dissolving parcel polygons. The Contractor Team will work with the County team to identify appropriate field names in parcel polygon layer that will be in the parcel polygon dissolve process to create map boundaries for use in Data Driven Pages.

#### ***Contractor Team Deliverables***

- Configured Data Driven Pages for County parcel data.

#### ***County Responsibilities***

- Provide input to setup the Data Driven Pages for assessor map book.

#### ***Assumptions***

- ArcGIS COTS functionality will be used to setup the Data Driven Pages.
- Creating assessor map boundaries does not require manual editing process.

### **Task 6 Parcel Fabric Editing Workflow Training**

In preparation for the parcel fabric implementation, the Contractor Team will provide three days of onsite Parcel Editor Workflow Training at County facilities in San Luis Obispo, CA, to help prepare County staff for working in the new parcel editing environment. The Contractor Team will lead a three-day training session using training slides and exercises based on COTS parcel maintenance workflows. The Contractor

Team will also provide County-specific recommended best practice editing workflows. The automated COTS workflows include:

- Merge Parcels
- Boundary Line Adjustment
- Parcel Split: Metes and Bounds
- Parcel Split: Area Description
- Parcel Split: Parent Parcel
- New Subdivision
- New Subdivision from CAD

*Additional COTS workflows (non-automated) include:*

- Parcel Corner Location Update
- Right of Way Vacations/Dedications
- Running Least Square Adjustments
- Maintaining control points
- Maintaining related layers in parcel fabric
- Maintaining non-parcel fabric related feature classes

In addition, training will be provided on Parcel Fabric Editing, Parcel Fabric Querying, and Related Feature Class Maintenance as outlined in the requirements in Attachment 1, sections 9.2, 9.4 and 9.5 of the Contract. After the final delivery by Contractor, County will be responsible for backlog updates within the final data conversion with the assistance of Contractor. This backlog work will be done by County in conjunction with Task 6, Parcel Fabric Editing Workflow Training.

A complete list of all COTS workflows may be found on the ArcGIS 10.1 Help documentation.

[http://resources.arcgis.com/en/help/main/10.1/#/Parcel\\_merge/00wp0000005p000000/](http://resources.arcgis.com/en/help/main/10.1/#/Parcel_merge/00wp0000005p000000/)

### ***Contractor Team Deliverables***

- Provide three days of onsite Parcel Editor Workflow Training at County facilities in San Luis Obispo, CA.

### ***County Responsibilities***

- Identify and provide examples of any non-standard Parcel Editor workflows prior to the onsite training.
- Assign appropriate technical staff to attend training including partnering Cities GIS staff if applicable.
- Provide appropriate facilities (office space, hardware, software) for the training.

## ***Assumptions***

- The training will be conducted over three consecutive business days during one business week.

## **Task 7 Full-Scale Parcel Fabric Conversion**

Once County provides written acceptance of the Pilot Conversion during Task 4, the Contractor Team will convert the remaining 94% of the parcels during the Full-Scale Conversion. The Contractor Team will use the updated Final Data Conversion Specification and QA/QC Plan as guidance to support the Full-Scale Parcel Fabric Conversion. The Full-Scale Parcel Fabric Conversion will follow the same workflow/tasks as outlined in the Pilot Parcel Fabric Data Conversion task.

The Contractor Team will work with the County project team to divide the full-scale conversion area strategically (such as townships or sections) into up to ten conversion work packet areas. Each work packet area then will be converted to a parcel fabric dataset (a Converted Work Packet) and QA/QC'ed before delivering it to County for review and acceptance. County will have fifteen business days each to review Work Packet 1 and 2, and provide Contractor with consolidated written comments regarding any potential data conversion errors identified during the review period. County will have ten business days each to review remaining eight Work Packets and provide Contractor with consolidated written comments regarding any potential data conversion errors identified during the review period. If necessary, the Contractor Team will update the delivered Converted Work Packet with mutually agreed upon changes and deliver a Final Converted Work Packet to County. Upon receiving each Final Converted Work Packet, County will have five business days to provide Contractor with written acceptance on the Final Converted Work Packet.

### ***Contractor Team Deliverables***

- Up to ten Final Converted Work Packets in file geodatabase format.
- Report of Parcel Fabric plan closure errors outside of agreed upon tolerance.

### ***County Responsibilities***

- Provide Contractor with all required and requested source documents and data required for the full-scale conversion.
- Provide answers to data conversion questions.
- Provide Contractor with consolidated written comments within fifteen business days of work packet 1 and work packet 2 data receipt.
- Provide Contractor with consolidated written comments within ten business days of each work packet data receipt for work packets 3 to 10.

- Provide Contractor with written acceptance to each full-scale work packet data delivery within five business days from final data delivery date.

### ***Assumptions***

- The Contractor Team is not responsible for source data/documents errors that affected parcel fabric layers accuracy.
- When COGO information is not available, the conversion process will use Aerial Imagery to geo-reference maps and vectorize parcels. These parcels will be set with a low accuracy flag. Researching the deed documents is not part of this scope.
- The conversion process will include capturing subdivision name, assessor's parcel numbers, parcels bearings, distances, and easement text as annotations.
- Text details from assessor maps will be captured to support creating Assessor Map product.
- Other miscellaneous text and notes shown in the recorded maps will not be captured as annotation features.
- There are approximately 126,500 parcels in County.
- County technical resources have the knowledge of using ArcGIS Desktop software.
- County will make reasonable efforts to respond within the specified time parameters but reserves the right to extensions when mutually agreed upon. Contractor shall not unreasonably refuse a request for extension.

### **Task 8 ArcGIS Online Parcel Viewer Setup**

Contractor will help County to setup ArcGIS Online Parcel Viewer COTS Software to view and query the parcel data over the web. This will use complete COTS software functionality and no custom development will be performed to add additional functionality. The ArcGIS Online Parcel Viewer application will use the LGIM Parcel Publication dataset. Contractor will update the out-of-the-box python script downloadable from Contractor's parcel fabric solutions package to read parcel fabric dataset and load data into parcel publication dataset. Contractor expects County to have its ArcGIS Online for Organization account activated prior to beginning this task and also expects the County to make sure that sufficient ArcGIS Online credits are available to support this task. County will be able to share the web map services created during this task to its partnering Cities, so the cities can view and query County parcel data on the web.

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### ***Contractor Deliverables***

- Deploy ArcGIS Online Parcel Viewer application.

### ***County Responsibilities***

- County ArcGIS Online for Organization account is activated and sufficient credits available to support this activity.
- Necessary ArcGIS Server configurations and related IT activities by handled by the County staff.

### ***Assumptions***

- This task will be supported remotely from Contractor offices in Redlands.

## ATTACHMENT 1 –BUSINESS AND TECHNICAL REQUIREMENTS

The following Business and Technical Requirements have been agreed upon between the parties and are included as part of the Scope of Services to complete this project.

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
<b>1.0</b>	<b>User Interface Functionality</b>				
1.1	Accuracy	All users require converted data to be as accurate as possible, based on recorded maps and documents.	MH	Ok. We will cover this part of data conversion specifications discussions.	Ok. We will cover this part of data conversion specifications discussions.
1.2	Timeliness	All users require updates to the converted data to be made on a timely basis.	MH	Yes, with a mutually agreed schedule.	Yes, with a mutually agreed schedule.
1.3	Ability to Maintain Converted Data	Assessor staff must be able to maintain the converted data. Example maintenance tasks include: <ul style="list-style-type: none"> <li>• Merging parcels</li> <li>• Adjusting parcel boundary lines</li> <li>• Splitting parcels</li> <li>• Updating parcel corner locations</li> <li>• Creating new parcel subdivisions</li> <li>• Running Least Squares Adjustments</li> <li>• Maintaining control points</li> <li>• Maintaining related layers in parcel fabric</li> <li>• Maintaining non-parcel fabric related feature classes</li> </ul>	MH	All maintenance tasks listed here are supported by ArcGIS Desktop COTS tools	All maintenance tasks listed here are supported by ArcGIS Desktop COTS tools

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
1.4	Ability to Create Official Assessor's Maps from Converted Data	Assessor staff must be able to create official maps for assessment purposes from the converted data. See Attachment E for samples.	MH	Supported through COTS ArcGIS Software	Supported through COTS ArcGIS Software
1.5	Parcel History	Ability to view parcel history within parcel fabric; to be able to see what the fabric looked like at a point in time (from delivery date forward)	MH	Supported by COTS ArcGIS Software	Supported by COTS ArcGIS Software
1.6	Assessor's Map Requirements – Scales	Ability of converted assessor's map pages to work at different scales.	MH	Printing maps at different scale is supported by COTS ArcGIS Software	Contractor agrees to use scales already in use by County and show details or separate pages as currently mapped, except in cases where changes are required to fit a map on a page.
1.7	Assessor's Map Requirements – Three-dimensional Subdivision Parcels	Ability of converted assessor's map pages to accurately represent three-dimensional subdivision parcels.	MH	We will use COTS ArcGIS Software functionality	Contractor agrees to use multiple data frames for details or separate pages as currently mapped by County.
1.8	Assessor's Map Requirements – Condominium Parcels	Ability of converted assessor's map pages to accurately represent condominium parcels.	MH	We will use COTS ArcGIS Software functionality.	Contractor agrees to use multiple data frames or separate pages as currently mapped by County.
1.9	Assessor's Map Requirements – Easements	Ability of converted assessor's map pages to accurately represent easements currently shown on official Assessor maps.	MH	Supported by COTS ArcGIS Software	Supported by COTS ArcGIS Software

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
1.10	Date Last Modified	Ability to enter and view the date an assessor's map page was last modified.	MH	Supported by COTS ArcGIS Software as long as the last modified date is entered for the map page.	Supported by COTS ArcGIS Software as long as the last modified date is entered for the map page.
1.11	Official Assessor's Maps	Ability to generate official assessor's maps from the converted data through an automated process, maintaining the look, feel, and functionality of the existing official maps per California State Board of Equalization Assessor's Handbook Section 215.	MH	Supported by COTS ArcGIS Software. Esri is not planning on doing any custom development for this.	Supported by COTS ArcGIS Software. Contractor is not planning on doing any custom development for this.
1.12	Assessor's Map Books	Ability to create assessor's map books.	MH	Supported by COTS ArcGIS Software	Supported by COTS ArcGIS Software
1.13	Assessor's Map Book Indexes	Ability to create an index of all of the assessor's map books.	MH	Supported by COTS ArcGIS Software	Supported by COTS ArcGIS Software
1.14	Assessor's Map Book Indexes	Ability to create an index of all of the assessor's map book pages within each map book.	MH	Supported by COTS ArcGIS Software. No custom development is included.	Supported by COTS ArcGIS Software. No custom development is included.
<b>2.0</b>	<b>Business Services – Business Application Layer</b>				
2.1	Parcel Fabric Features	Recommend what parcel fabric feature classes, related tables, design, and best practices the County should implement.	MH	Esri will make recommendations based on quality of data and recommended best practices.	Contractor will make recommendations based on quality of data and recommended best practices.

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
2.2	Related Feature Classes	Recommend how the County will relate feature classes owned by other county departments and participating cities to the parcel fabric to improve the accuracy of those feature classes when changes are made to the parcel fabric.	MH	Esri will make recommendations based on best practices.	Contractor will make recommendations based on best practices using COTS Software and tools during the project kick-off meeting and will demonstrate the workflow in the training during Task 6.
<b>3.0</b>	<b>Business Services – Integration</b>				
3.1	Integration	Not Applicable			
<b>4.0</b>	<b>Data Requirements</b>				
4.1	Source Documents	Ability to create converted data from the source documents listed in Attachment E.	MH	Yes, we are converting information from the recorded source documents.	Yes, we are converting information from the record of surveys as appropriate. Contractor will confer with County regarding conflicts between sources.
4.2	Converted Data Format	Deliver the converted data ready to be imported into the Esri Parcel Fabric dataset.	MH	OK, we will deliver the converted data in a file geodatabase or ArcSDE format. The converted data already will be in Parcel Fabric Dataset.	OK, we will deliver the converted data in a file geodatabase or ArcSDE format. The converted data already will be in Parcel Fabric Dataset.
4.3	Converted Data Format	Deliver the converted data in the following Coordinate System: NAD_1983_StatePlane_California_V_FIPS_0405_Feet	MH	OK, we will use this coordinate system for the parcel fabric geodatabase.	OK, we will use this coordinate system for the parcel fabric geodatabase.

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
4.4	Converted Data Format	Vendor to explain how the parcel fabric will be referenced to the specified Coordinate System in requirement 4.3	MH	This will be done using ArcGIS Desktop Software COTS functionality.	The conversion process will capture control points from the agreed upon source documents in Attachment 2 and datasets to be provided later as mutually agreed and to be used to tie to the converted data to the NAD_1983_2011_StatePlane_California coordinate system.
4.5	Parcel Fabric Geodatabase Schema	The Parcel Fabric Geodatabase Schema will be in ArcGIS File Geodatabase format.	MH	We will deliver the parcel fabric geodatabase in a file geodatabase format.	We will deliver the parcel fabric geodatabase in a file geodatabase format.
4.6	Parcel Data Conversion Process	Parcel features are created using coordinate geometry (COGO) bearings and distances shown in the recorded maps and documents (TIFF and PDF files) and assessor's maps (TIFF files).	MH	Yes, we plan to use COGO bearings and distances shown in the reordered maps, documents and assessor's maps.	Yes, we plan to use COGO bearings and distances shown in the reordered maps, documents and assessor's maps.
4.7	Parcel Data Conversion Process	If your approach is other than COGO, provide a detailed explanation of how you would provide accurate parcel data.	MH	We plan to use COGO.	We plan to use COGO.
4.8	Annotations	Conversion process captures subdivision name, list of subdivisions on map page, assessor's parcel numbers, parcel bearings, distances, tie-hooks, notes and easement text as annotations.	MH	OK. We will document this specification in data conversion specification document as well.	OK. We will document this specification in data conversion specification document as well.
<b>5.0</b>	<b>Scaling, Performance and Availability</b>				

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
5.1	Scaling	Not applicable			
5.2	Performance	Not applicable			
5.3	Availability	Not applicable			
<b>6.0</b>	<b>Conformance and Compliance</b>				
6.1	Assessment Map Standards	Solution must meet official requirements and specifications contained in the California State Board of Equalization Assessor's Handbook Section 215	MH	OK. No custom code development is part of this conversion project.	OK. No custom code development is part of this conversion project.
<b>7.0</b>	<b>Reporting</b>				
7.1	Parcel Fabric Plan Closure Error Report	Vendor to provide report of Parcel Fabric plan closure errors outside of agreed upon tolerance, which is to be determined collaboratively by County and Contractor	MH	Misclosure is maintained as an attribute on each parcel in the parcel fabric. This can be extracted into a report based on any selection set.	Misclosure is maintained as an attribute on each parcel in the parcel fabric. This can be extracted into a report based on any selection set.
7.2	Error Reporting	Vendor to log all reported errors and resolutions that occurred during conversion	MH	OK, we will log all reported errors and resolutions implemented.	OK, we will log all reported errors and resolutions implemented.
<b>8.0</b>	<b>Host Server and Desktop Environment</b>				
8.1	Host Application Server	Converted data must be compatible with the latest version of Esri ArcGIS for Server. (Note: the County has production and development ArcGIS Server environments.) Current version is ArcGIS for Server 10.2.x.	MH	Yes, it will be compatible.	Yes, it will be compatible.

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
8.2	Host Database Server	Converted data must be compatible with Microsoft SQL Server version being used by the County at final delivery Current version is SQL Server 2008 R2. (Note: the County has production and development ArcGIS Server environments.)	MH	Yes, it will be compatible.	Yes, it will be compatible.
8.3	Desktop Environment	Converted data must be compatible with the latest version of Esri ArcGIS for Desktop. Current version is ArcGIS for Desktop 10.2.x.	MH	Yes, it will be compatible.	Yes, it will be compatible.
<b>9.0</b>	<b>Documentation and Training</b>				
9.1	Parcel Fabric Editing	<p>County Assessor staff must receive appropriate documentation and training to maintain the parcel data. Example maintenance tasks include:</p> <ul style="list-style-type: none"> <li>• Merging parcels</li> <li>• Adjusting parcel boundary lines</li> <li>• Splitting parcels</li> <li>• Updating parcel corner locations</li> <li>• Creating new parcel subdivisions</li> <li>• Running Least Squares Adjustments</li> <li>• Maintaining control points</li> <li>• Maintaining related layers in parcel fabric</li> <li>• Maintaining non-parcel fabric related feature classes</li> </ul>	MH	This is covered in Task 6 'Parcel Fabric Editing Workflow Training'.	This is covered in Task 6 'Parcel Fabric Editing Workflow Training'.

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
9.2	Parcel Fabric Editing	County Assessor staff must receive appropriate documentation and training to maintain and create official assessor's maps	MH	This is covered in Task 6 'Parcel Fabric Editing Workflow Training'.	Yes, this will be covered in the training in task 6.
9.3	Related Feature Class Maintenance	County Assessor staff must receive appropriate documentation and training to perform related feature class adjustments based on parcel editing and Least Squares Adjustments in the parcel fabric	MH	This is covered in Task 6 'Parcel Fabric Editing Workflow Training'.	This is covered in Task 6 'Parcel Fabric Editing Workflow Training'.
9.4	Parcel Fabric Querying	County Assessor staff must receive appropriate documentation and training to query and report on the status of the parcel fabric at a date in time	MH	This is covered in Task 6 'Parcel Fabric Editing Workflow Training'.	Yes, this will be covered in the training.
9.5	Related Feature Class Maintenance	GIS staff from partnering cities and CountyCOG should receive appropriate documentation and training to utilize the County's parcel data and perform their own related feature class adjustments based on parcel editing and Least Squares Adjustments in the parcel fabric	MH	This is covered in Task 6 'Parcel Fabric Editing Workflow Training'.	Contractor will provide this training as specified in Task 6.
<b>10.0</b>	<b>Professional Services Requirements</b>				
10.1	Capacity to Convert Source Data	Ability to convert approximately 126,500 parcels into ArcGIS parcel fabric dataset within a timeframe to be negotiated with the vendor.	MH	Esri has done multiple data conversion projects of this nature. We will be able to meet the mutually agreed upon timeframe to complete the conversion work.	Contractor has done multiple data conversion projects of this nature. We will be able to meet the mutually agreed upon timeframe to complete the conversion work.

Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
10.2	Pilot Conversion – Plan	A plan which includes a pilot conversion with a geographic area including a wide variety of land record types and situations to validate the conversion process and converted data, and make any necessary adjustments before performing the remaining, full-scale conversion. Pilot area will be defined by County and will represent approximately 6% of the total number of parcels within the County.	MH	Yes, we will do a pilot conversion as described here.	Yes, we will do a pilot conversion as described here.
10.3	Pilot Conversion – Scope	Vendor will deliver a pilot project within four months after Board of Supervisor approval of signed Contract which will include both the parcel fabric and the ability to create maps for assessment purposes (official assessor’s maps). Contract will specify terms and conditions of the pilot project.	MH	OK. We will discuss the project schedule in detail during the project kickoff meeting.	OK. We will discuss the project schedule in detail during the project kickoff meeting.
10.4	Staged Conversion	A plan which stages the full-scale conversion so Assessor staff can perform quality assurance and quality control of the converted data in manageable, logical parcel sets.	MH	Yes, we will discuss the details upon commencing the project.	Yes, we will discuss the details upon commencing the project.
10.5	Method(s) to Resolve Discrepancies in Source Data	Describe method(s) to be used when COGO traverse discrepancies or errors are found in the recorded maps and documents and assessor’s maps.	MH	We will work with the County to come up with a standard procedure to handle this situation.	We will work with the County to come up with a standard procedure to handle this situation.

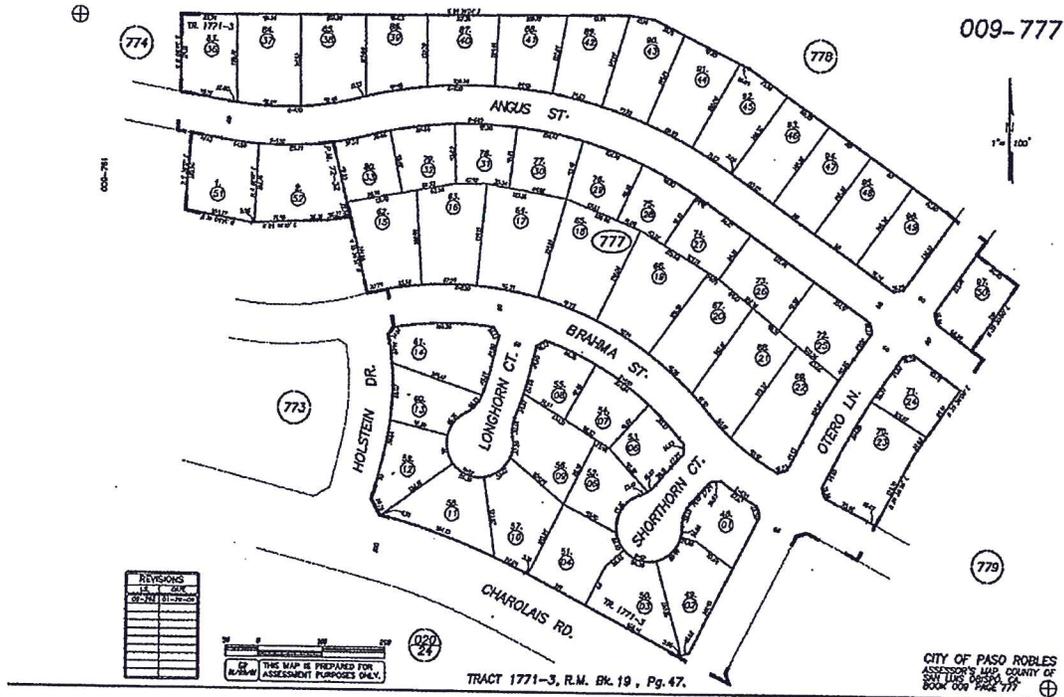
Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
10.6	Method(s) to Create Parcel Data when Source Data is Incomplete	Describe method(s) to be used to create parcel data when source data (including control) is missing or incomplete.	MH	Using aerial or partnering Cities parcel vector data are a few options. We will work with the County to come up with a standard procedure to handle this situation.	Using aerial or partnering Cities parcel vector data are a few options. We will work with the County to come up with a standard procedure to handle this situation.
10.7	Integrity of Recorded Data	Record bearings and distances of parcels contained on recorded documents and maps must be shown on the assessor's parcel maps created from the parcel fabric.	MH	Yes, the information that needs to be captured will be documented in the data conversion plan and followed during the conversion task.	Yes, the information that needs to be captured will be documented in the data conversion plan and followed during the conversion task.
10.8	Tolerance for Parcel Misclosure	Vendor to recommend how parcel misclosures will be handled during conversion and what would constitute a significant misclosure. Vendor to describe when and how they will run LSA.	MH	The default misclosure is 0.33 feet. This can be changed in the parcel editor option. We will discuss this in detail during project kick-off meeting. LSA can be run whenever a better quality new control points available for an area that has accurate COGO data.	The default misclosure is 0.33 feet. This can be changed in the parcel editor option. We will discuss this in detail during project kick-off meeting. LSA can be run whenever a better quality new control points available for an area that has accurate COGO data.

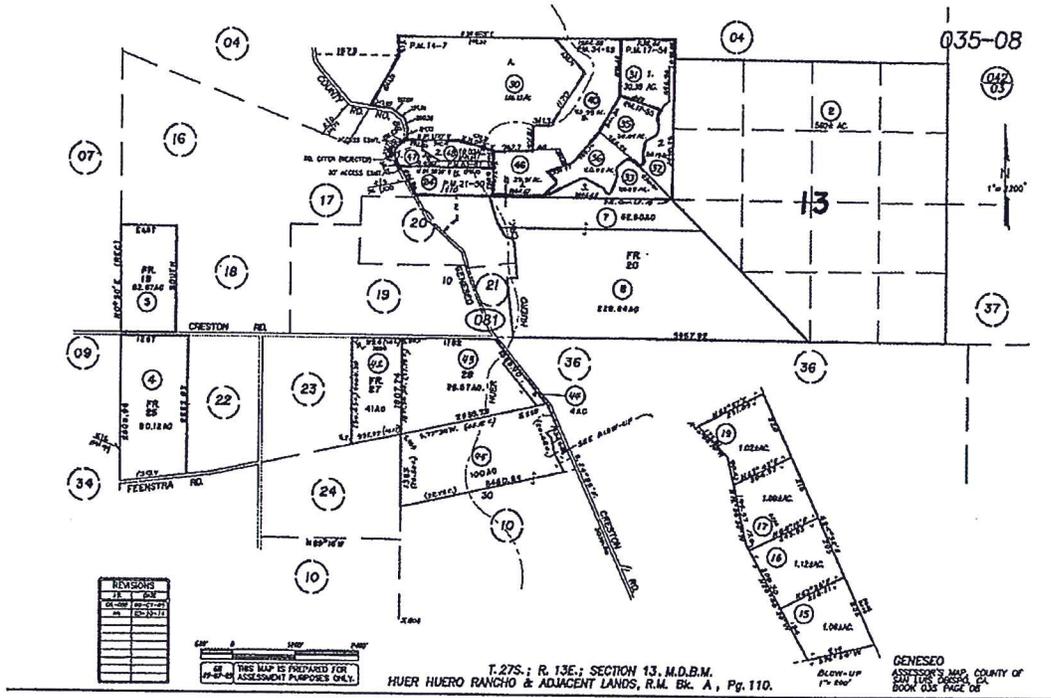
Item	Title	Description	Must Have (MH)/ Nice to Have (NH)	Vendor Comments	Final Agreement for Contract
10.9	Parcel Edit Backlog	Vendor to recommend how to manage any backlog of parcel edits which accumulate during the parcel conversion process. It is estimated there are 1000 parcel creates, 700 marked historic and 300 boundary or notation changes over a one year period. Vendor to state in proposal if there will be an additional cost.	MH	The backlog posting support will be handled as part of proposal 'Task 8 – Full-Scale Parcel Fabric Backlog Update'. The total proposal cost already included this task in it.	Backlog that results during the pilot project will be the responsibility of County with assistance of Contractor in conjunction with and as specified Task 6, Parcel Fabric Editing Workflow Training. All other backlog will be managed by County.
10.10	Road Right-of-Ways	Vendor to recommend how to manage road right-of-ways within the parcel fabric.	MH	It is a polygon type within parcel fabric. We will discuss the data management aspect of this during Task 6.	We will discuss capturing and maintenance of the right-of-ways during the kick-off meeting.
10.11	ArcGIS Parcel Viewer Application	Assist the County in setting up the ArcGIS Online Parcel Viewer Application to allow viewing of parcel data over the web.	NH	Esri will assist the county in setting up the ArcGIS Online Parcel Viewer using COTS functionality. No customization is included.	Contractor will assist the County in setting up the ArcGIS Online Parcel Viewer using COTS functionality as specified in Task 8. No customization is included.
10.12	ArcGIS Parcel Viewer Application	Assist the partnering cities and CountyCOG in setting up the ArcGIS Online Parcel Viewer Application to allow viewing of parcel data over the web.	NH	The partnering Cities will be able to view the ArcGIS Online Parcel Viewer web map setup by the County.	Up to 30 trainees from County and partners can participate in remote knowledge transfer workshops conducted by Contractor for the County.

## ATTACHMENT 2 –SOURCE DOCUMENT SAMPLES RELATED TO REQUIREMENTS

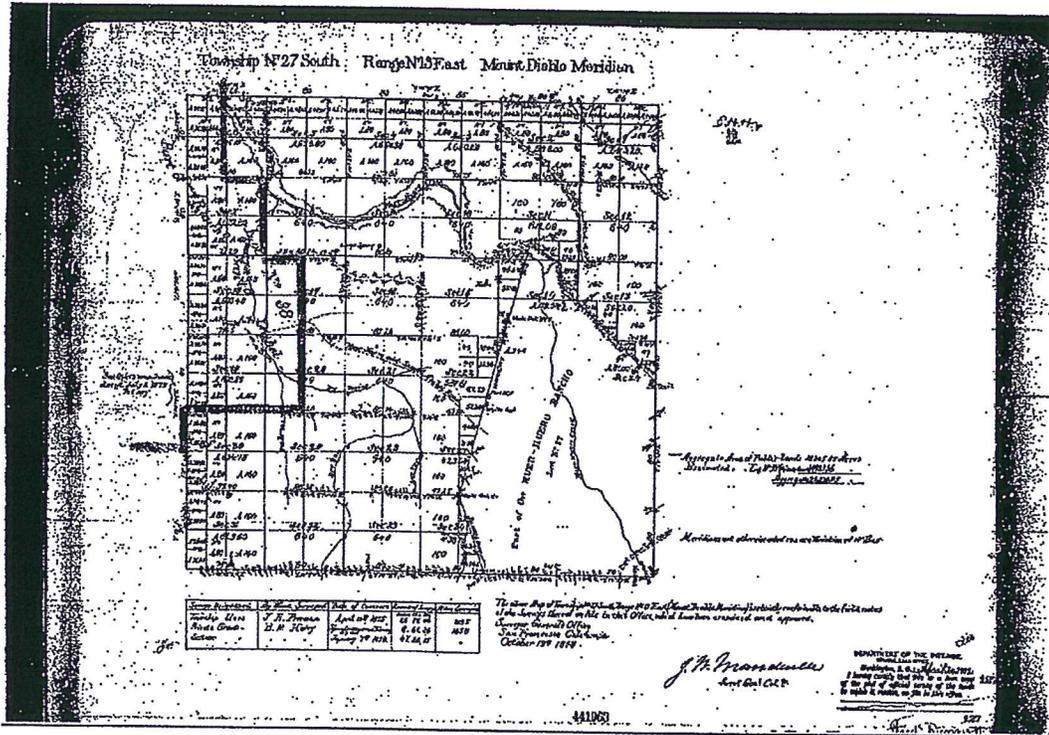
Definitions and examples of source documents are listed in this attachment. Access to documents is listed with each example in this attachment.

1. Assessor's Map (DWG and TIFF files): Primarily for the use of the Assessor, the map created to inventory, locate, identify and appraise taxable property - to be provided by the County Assessor's Office using on-line access provided by County to the data.





- Government Plat (TIFF): The graphic drawing of a cadastral survey which creates, marks, defines, retraces or re-establishes the boundaries and subdivisions of Federal Lands of the United States, on file with the Bureau of Land Management - to be provided by the County Assessor's Office in a bulk data transfer.



- 3. Tract Map (TIFF): The map of a division of land for the purpose of sale, lease, or financing, typically creating five or more parcels, filed in the Office of the County Recorder - to be provided by the County Assessor's Office in a bulk data transfer and using on-line access provided by County to the data.

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<p><b>OWNER'S STATEMENT</b></p> <p>WE, THE UNDERSIGNED, HEREBY STATE THAT WE ARE ALL THE OWNERS OF, AND WE HAVE FULL POWER TO CONVEY, THE ENTIRE INTEREST AND EQUITY IN THE TRACT OF LAND HEREIN DESCRIBED, AND WE HAVE FULL POWER TO EXECUTE THIS INSTRUMENT AND TO SIGN AND DELIVER IT TO THE COUNTY RECORDER FOR RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.</p> <p>WE HEREBY CERTIFY TO THE PUBLIC THAT WE HAVE FULL POWER TO CONVEY AND TO SIGN AND DELIVER THIS INSTRUMENT AND TO SIGN AND DELIVER IT TO THE COUNTY RECORDER FOR RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.</p> <p>DATE: <u>July 11, 2008</u></p> <p>COUNTY OF SAN LUIS OBISPO, CALIFORNIA</p> <p><b>TRUSTEE'S STATEMENT</b></p> <p>I, <u>John H. Givner</u>, TRUSTEE OF THE TRACT OF LAND HEREIN DESCRIBED, DO HEREBY CERTIFY TO THE PUBLIC THAT I HAVE FULL POWER TO CONVEY AND TO SIGN AND DELIVER THIS INSTRUMENT AND TO SIGN AND DELIVER IT TO THE COUNTY RECORDER FOR RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p> <p><b>TRUSTEE'S STATEMENT</b></p> <p>I, <u>John H. Givner</u>, TRUSTEE OF THE TRACT OF LAND HEREIN DESCRIBED, DO HEREBY CERTIFY TO THE PUBLIC THAT I HAVE FULL POWER TO CONVEY AND TO SIGN AND DELIVER THIS INSTRUMENT AND TO SIGN AND DELIVER IT TO THE COUNTY RECORDER FOR RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p> <p><b>ACKNOWLEDGMENT</b></p> <p>I, <u>John H. Givner</u>, TRUSTEE OF THE TRACT OF LAND HEREIN DESCRIBED, DO HEREBY CERTIFY TO THE PUBLIC THAT I HAVE FULL POWER TO CONVEY AND TO SIGN AND DELIVER THIS INSTRUMENT AND TO SIGN AND DELIVER IT TO THE COUNTY RECORDER FOR RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p> <p><b>ACKNOWLEDGMENT</b></p> <p>I, <u>John H. Givner</u>, TRUSTEE OF THE TRACT OF LAND HEREIN DESCRIBED, DO HEREBY CERTIFY TO THE PUBLIC THAT I HAVE FULL POWER TO CONVEY AND TO SIGN AND DELIVER THIS INSTRUMENT AND TO SIGN AND DELIVER IT TO THE COUNTY RECORDER FOR RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p>	<p><b>ACKNOWLEDGMENT</b></p> <p>STATE OF CALIFORNIA COUNTY OF SAN LUIS OBISPO } ss.</p> <p>ON <u>July 11, 2008</u>, I, <u>John H. Givner</u>, COUNTY CLERK OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED FOR RECORDATION IN THE PUBLIC RECORDS OF SAID COUNTY ON THE DATE AND AT THE TIME AND PLACE HEREIN SET FORTH, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT.</p> <p>DATE: <u>July 11, 2008</u></p> <p>COUNTY OF SAN LUIS OBISPO, CALIFORNIA</p> <p><b>CITY CLERK'S STATEMENT</b></p> <p>I, <u>John H. Givner</u>, CITY CLERK OF THE CITY OF EL PASO DE ROBLES, CALIFORNIA, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED FOR RECORDATION IN THE PUBLIC RECORDS OF SAID COUNTY ON THE DATE AND AT THE TIME AND PLACE HEREIN SET FORTH, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p> <p><b>PLANNING COMMISSION STATEMENT</b></p> <p>I, <u>John H. Givner</u>, PLANNING COMMISSION MEMBER OF THE CITY OF EL PASO DE ROBLES, CALIFORNIA, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED FOR RECORDATION IN THE PUBLIC RECORDS OF SAID COUNTY ON THE DATE AND AT THE TIME AND PLACE HEREIN SET FORTH, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p> <p><b>RECORDER'S STATEMENT</b></p> <p>I, <u>John H. Givner</u>, COUNTY CLERK OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED FOR RECORDATION IN THE PUBLIC RECORDS OF SAID COUNTY ON THE DATE AND AT THE TIME AND PLACE HEREIN SET FORTH, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT.</p> <p>DATE: <u>July 11, 2008</u></p> <p>COUNTY OF SAN LUIS OBISPO, CALIFORNIA</p>	<p><b>ENGINEER'S STATEMENT</b></p> <p>I, <u>John H. Givner</u>, ENGINEER, DO HEREBY CERTIFY THAT I AM A REGISTERED CIVIL ENGINEER OF THE STATE OF CALIFORNIA AND THAT I AM THE ENGINEER OF RECORD FOR THE TRACT OF LAND HEREIN DESCRIBED, AND THAT I HAVE FULL POWER TO EXECUTE THIS INSTRUMENT AND TO SIGN AND DELIVER IT TO THE COUNTY RECORDER FOR RECORDATION IN THE PUBLIC RECORDS OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p> <p><b>CITY ENGINEER'S STATEMENT</b></p> <p>I, <u>John H. Givner</u>, CITY ENGINEER OF THE CITY OF EL PASO DE ROBLES, CALIFORNIA, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED FOR RECORDATION IN THE PUBLIC RECORDS OF SAID COUNTY ON THE DATE AND AT THE TIME AND PLACE HEREIN SET FORTH, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT.</p> <p>DATE: <u>July 11, 2008</u></p> <p>CITY OF EL PASO DE ROBLES, CALIFORNIA</p> <p><b>RECORDER'S STATEMENT</b></p> <p>I, <u>John H. Givner</u>, COUNTY CLERK OF THE COUNTY OF SAN LUIS OBISPO, CALIFORNIA, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WAS FILED FOR RECORDATION IN THE PUBLIC RECORDS OF SAID COUNTY ON THE DATE AND AT THE TIME AND PLACE HEREIN SET FORTH, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT, AND THAT SAID INSTRUMENT WAS FILED IN ACCORDANCE WITH THE PROVISIONS OF THE PUBLIC RECORDS ACT.</p> <p>DATE: <u>July 11, 2008</u></p> <p>COUNTY OF SAN LUIS OBISPO, CALIFORNIA</p>
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**TRACT 1771-4**

IN THE CITY OF EL PASO DE ROBLES, COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

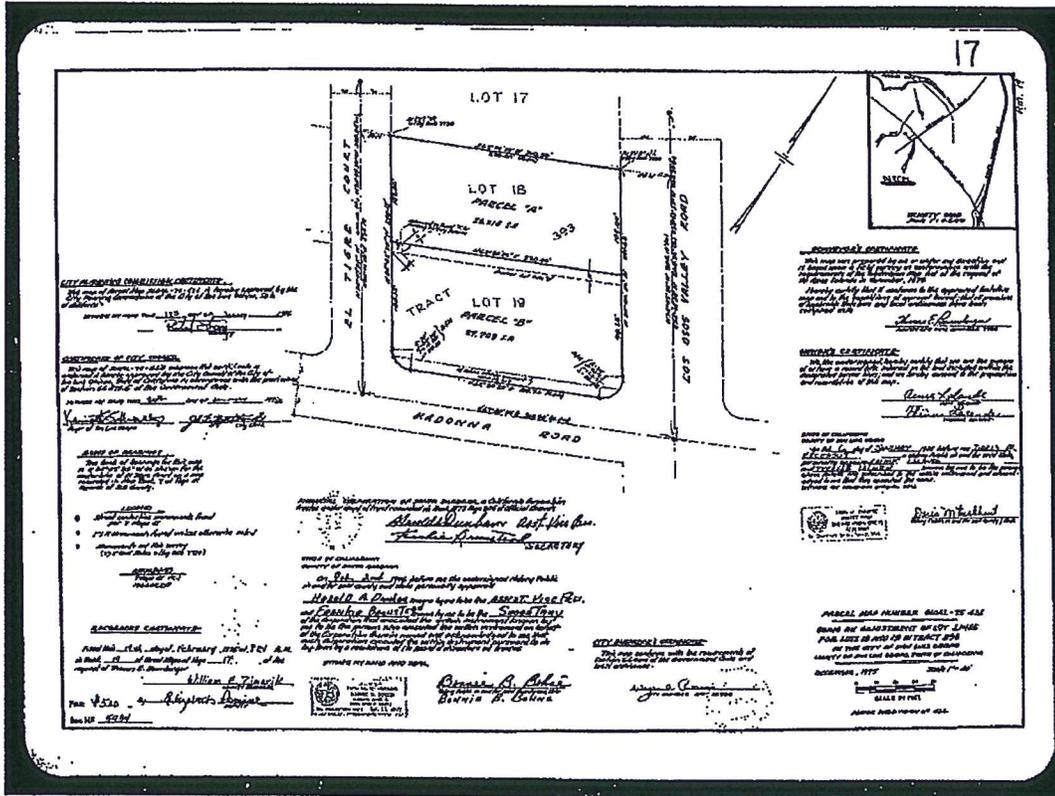
BEING A SUBDIVISION OF LOT 44 OF TRACT 1771-2, AS RECORDED IN BOOK 79 OF MAPS AT PAGE 36, RECORDS OF SAID COUNTY

DATE: July 11, 2008

CITY OF EL PASO DE ROBLES, CALIFORNIA



4. Parcel Map (TIFF): The map of a division of land for the purpose of sale, lease, or financing, typically creating four or fewer parcels, filed in the Office of the County Recorder - to be provided by the County Assessor's Office in a bulk data transfer and using on-line access provided by County to the data.







6. Certificate of Correction (PDF): A document recorded in the Office of the County Recorder to amend a tract map, parcel map or record of survey - to be made available by the County Recorder's Office through an https connection to a records lookup application.

RECORDING REQUESTED BY:  
TEC Civil Engineering Consultants

WHEN RECORDED RETURN TO:  
TEC Civil Engineering Consultants  
4115 Broad Street, Ste. B-1  
San Luis Obispo, CA 93401

**JULIE RODEWALD**  
San Luis Obispo County - Clerk/Recorder  
Recorded at the request of  
**TEC 2 LLP, ENGRG CONSULTANTS**

SC  
9/08/2007  
4:49 PM

DOC#: 2007060500

Title: 1 Pages: 2



Fees	10.00
Taxes	0.00
Others	0.00
PAID	\$10.00

**CERTIFICATE OF CORRECTION**

Space above this line for Recorder's Use

COUNTY OF SAN LUIS OBISPO )  
STATE OF CALIFORNIA )

The following corrections or additions to Tract Map No. 2745 as filed in Book 27 of Maps at Pages 31 to 34, inclusive in the office of the County Recorder are hereby made in accordance with Section 66469 of the Subdivision Map Act:

Sheet 2 (Page 32)

1. Amend the portion of the of the monument legend that reads "SET 5/8" REBAR WITH PLASTIC CAP RCE 29743" to read "SET 5/8" REBAR WITH PLASTIC CAP LS 4283 UNLESS OTHERWISE NOTED".
2. Both ends of the West line of Lot 2 being cited as N11°48'56"E, 91.10' and the South Corner of Lot 6 are set with NAIL AND TAG LS 4283.
3. The corners of Lots 3, 4 and 5 were not set because they are subject to a Lot Line Adjustment currently in progress.
4. In Lot 3, the East end of the 268.00' radius curve was replaced with 5/8" REBAR AND PLASTIC CAP LS 4283.
5. In Lot 6, both ends of the 250.00' radius curve were not set due to ongoing construction.

I, Richard H. Cassera, declare under the penalty of perjury that the forgoing is true and correct. Signed at 4115 Broad Street, Suite B-1, in the County of San Luis Obispo, State of California, September 4, 2007.

*Richard H. Cassera*

LS 4283 exp 6-30-2008



Page one of two pages

Listed below are the fee owners of the real property on the date of the filing of the original recorded map:

H & D HIGHLANDS, LLC, A DELAWARE LIMITED LIABILITY COMPANY

HALFERTY & DEBEIKES REUNION, LLC, A DELAWARE LIMITED LIABILITY COMPANY

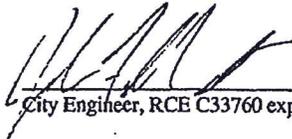
JAMES L. HALFERTY AS MEMBER OF HALFERTY DEVELOPMENT COMPANY, LLC, A DELAWARE LIMITED LIABILITY COMPANY

RICHARD A. DEBEIKES, JR. AS PRESIDENT OF DEBEIKES CALIFORNIA LIMITED PARTNERSHIP, LP, A CALIFORNIA LIMITED PARTNERSHIP

RICHARD J. WOODLAND AS TRUSTEE OF TRUST "A", FORMED UNDER THE RICHARD J. WOODLAND & PATRICIA D. WOODLAND TRUST AGREEMENT DATED MAY 23, 1987

CERTIFICATE OF CITY ENGINEER

The above certificate of correction has been examined for compliance with Section 66469 of the Subdivision Map Act.

  
\_\_\_\_\_  
City Engineer, RCE C33760 exp 6-30-2008



END OF DOCUMENT

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7. Condominium Plan (PDF): A three-dimensional description of a condominium project, sufficient in detail to identify the common area and each separate interest, recorded in the Office of the County Recorder - to be made available by the County Recorder's Office through an https connection to a records lookup application.

RECORDING REQUESTED BY:  
FIRST AMERICAN TITLE INSURANCE COMPANY

1/27/82 8:00 AM

WHEN RECORDED RETURN TO:  
First American Title Company  
P.O. Box 1147  
San Luis Obispo, Cal 93406

DOC. NO. 3729  
OFFICIAL RECORDS  
SAN LUIS OBISPO CO., CAL

JAN 28 1982  
WILLIAM E. ZIMARIK  
COUNTY RECORDER  
TIME 8:00 AM

CONDOMINIUM PLAN

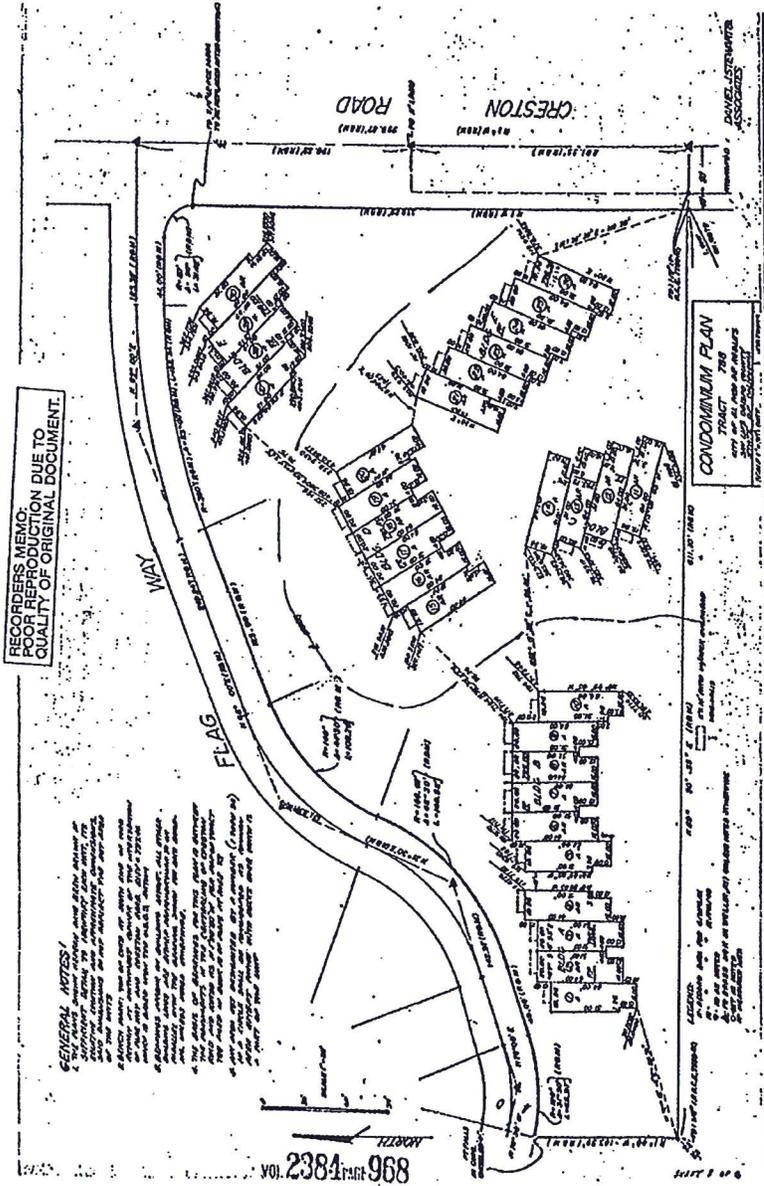
for  
30 Condominiums

TRACT 788

BOOK 10 PAGE 73 OF MAPS

VOL. 2384 PAGE 967

SHEET 1 of 6

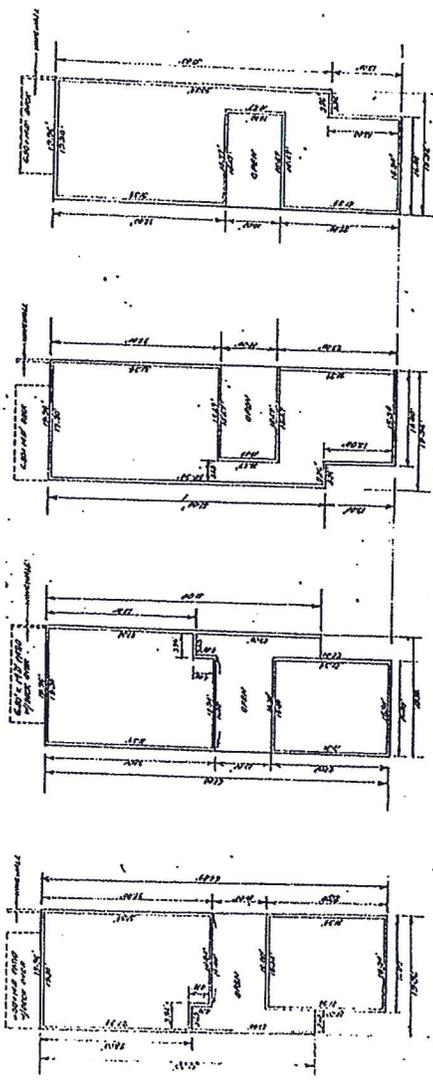


RECORDERS MEMO:  
POOR REPRODUCTION DUE TO  
QUALITY OF ORIGINAL DOCUMENT.

CONDOMINIUM PLAN  
TRACT 789  
DANIELS & ASSOCIATES

GENERAL NOTES:  
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
5. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
6. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
7. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

2384 PART 968



SECOND FLOOR  
TYPE B FLOOR PLAN  
SUG. 18'-10"

SECOND FLOOR  
TYPE A FLOOR PLAN  
SUG. 18'-10"

FIRST FLOOR  
TYPE B FLOOR PLAN  
SUG. 18'-10"

FIRST FLOOR  
TYPE A FLOOR PLAN  
SUG. 18'-10"

NOTES:  
1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
2. ALL WALLS ARE 1/2" THICK UNLESS OTHERWISE NOTED.  
3. ALL DOORS ARE 3'-0" HIGH AND 2'-0" WIDE UNLESS OTHERWISE NOTED.  
4. ALL WINDOWS ARE 4'-0" HIGH AND 6'-0" WIDE UNLESS OTHERWISE NOTED.  
5. ALL STAIRS ARE TO BE CONCRETE WITH METAL TREADS AND RISERS.  
6. ALL FLOORS ARE TO BE POLISHED CONCRETE.  
7. ALL CEILING ARE TO BE 8'-0" HIGH.  
8. ALL ROOF ARE TO BE FLAT WITH 1/4" DRAINAGE SLOPE.  
9. ALL EXTERIOR WALLS ARE TO BE 16" THICK CONCRETE WITH 4" INSULATION.  
10. ALL EXTERIOR DOORS ARE TO BE 1 1/2" THICK SOLID CORE WITH 1 1/2" INSULATION.

CONDOMINIUM PLAN  
TRACT 789  
CITY AND COUNTY OF LOS ANGELES  
SUNSHINE TRACT  
SHEET 3 OF 6

RECORDERS MEMO.  
FOR REPRODUCTION DUE TO  
POOR QUALITY OF ORIGINAL DOCUMENT.

VOL. 2384 PART 969

SHEET 3 OF 6

**OWNER'S CERTIFICATE**

WE, THE UNDERSIGNED BEING ALL OF THE RECORD OWNERS OF, AND RECORD HOLDERS OF SECURITY INTERESTS IN THE REAL PROPERTY DESCRIBED IN THE DOCUMENTS HEREINAFTER MENTIONED, DO HEREBY CERTIFY THAT: WE HEREBY CONSENT TO THE RECORDATION OF THE PLAN OF CONDOMINIUM PURSUANT TO CHAPTER 1, TITLE 6, PART 4, DIVISION SECOND, CALIFORNIA CIVIL CODE, CONSISTING OF:

THE DIAGRAMMATIC FLOOR PLANS OF THE BUILDING OR BUILDINGS BUILT OR TO BE BUILT ON SAID LAND, AS SAID DIAGRAMMATIC FLOOR PLANS ARE ATTACHED TO THIS CERTIFICATE, AND WHICH DIAGRAMMATIC FLOOR PLANS ARE HEREBY REFERENCE INCORPORATED HEREIN.

*Tom Bordonaro*  
TOM BORDONARO

*Virginia Bordonaro*  
VIRGINIA BORDONARO

*Tom John Bordonaro Jr*  
TOM JOHN BORDONARO JR.

STATE OF CALIFORNIA  
COUNTY OF San Luis Obispo



ON January 21, 1982  
before me, the undersigned, a Notary Public in and for said State, personally appeared  
Tom J. Bordonaro, Jr. known to me,  
to be the person whose name is subscribed to the within instrument,  
and acknowledged to me that he executed the same.

WITNESS my hand and official seal.

*Beth Dimond*  
Notary Public in and for said State.

ACKNOWLEDGMENT - General - Notaries Form 223 - Rev. 3/84

VOL. 2384 PAGE 970

SHEET 4 of 6

STATE OF CALIFORNIA,  
COUNTY OF San Luis Obispo ss.

ON January 22, 1982,  
before me, the undersigned, a Notary Public in and for said State, personally appeared  
Tom Bordonaro and Virginia Bordonaro

known to me,  
to be the person, or whose name is subscribed to the within instrument,  
and acknowledged to me that they executed the same.

WITNESS my hand and official seal.

*Helen E. Keatley*  
Notary Public in and for said State.



ACKNOWLEDGMENT - General - Notary Public Form 203 - Rev. 3/84

Vol. 2384 of 971

First Interstate Bank of California, a California Corporation, formerly, United California Bank, a California Corporation, as beneficiary under that certain Deed of Trust recorded as Instrument No. 23430 of Official Records of San Luis Obispo County.

First Interstate Bank of California, a California Corporation.

By: Shirley H. Weiskopf Vice-President  
By: Leslie C. Brand Assistant Secretary

TO 1949 CA (8-74)  
(Corporation)



STATE OF CALIFORNIA }  
COUNTY OF Los Angeles } ss.

On January 13, 1982 before me, the undersigned, a Notary Public in and for said State, personally appeared Shirley H. Weiskopf known to me to be the Vice President, and Leslie C. Brand known to me to be the Assistant Secretary of the corporation that executed the within instrument, known to me to be the persons who executed the within instrument on behalf of the corporation therein named, and acknowledged to me that such corporation executed the within instrument pursuant to its by-laws or a resolution of its board of directors.

WITNESS my hand and official seal.

Signature Ma Amparo A Roa



(This area for official notarial seal)

Vol 2384 p. 972

SHEET 5 of 6

ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED CIVIL ENGINEER OF THE STATE OF CALIFORNIA AND THAT THIS PLAN, CONSISTING OF 6 SHEETS, CORRECTLY REPRESENTS: (1) A TRUE AND COMPLETE SURVEY OF THE PERIMETER OF THE PROJECT (LOT 1, TRACT 788 ) MADE UNDER MY SUPERVISION IN DECEMBER 1981; AND (2) THE LOCATIONS OF AIRSPACE AND BUILDINGS CONSTRUCTED, AND/OR TO BE CONSTRUCTED. SAID TRACT RECORDED MAY 26, 1981 IN BOOK 10 OF MAPS AT PAGE 73 RECORDS OF SAN LUIS OBISPO COUNTY.

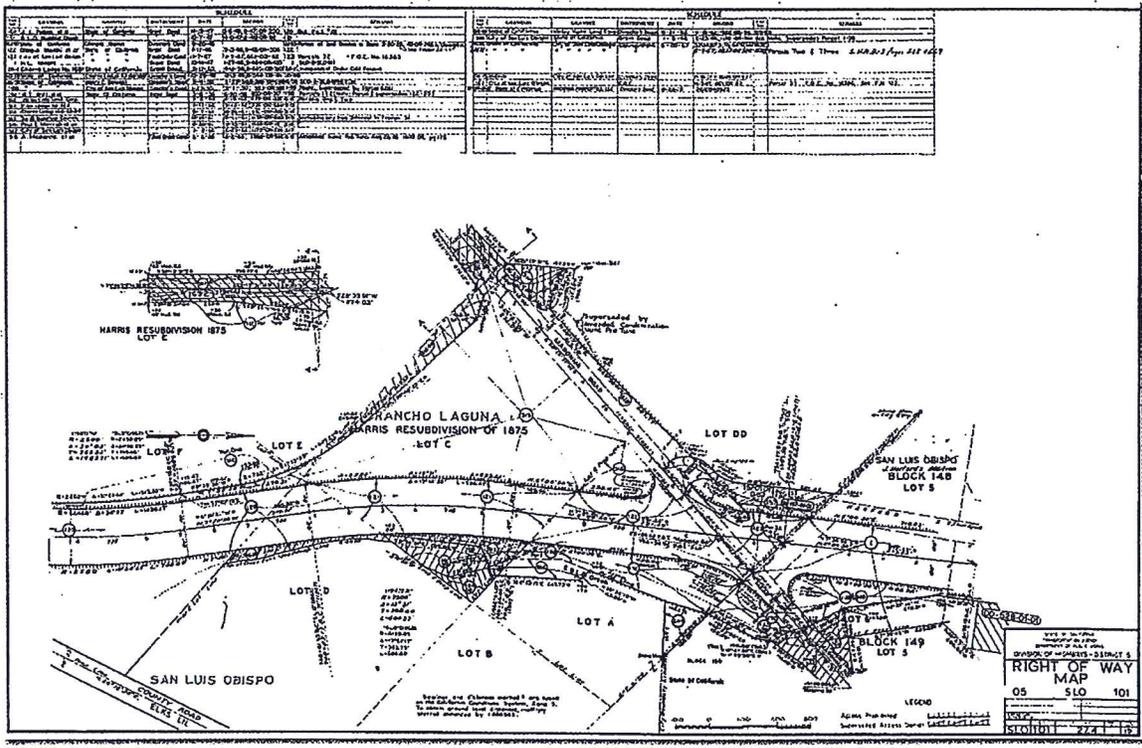
*Daniel J. Stewart*  
DANIEL J. STEWART, R.C.E. 14994  
REGISTERED PROFESSIONAL ENGINEER  
CIVIL  
STATE OF CALIFORNIA

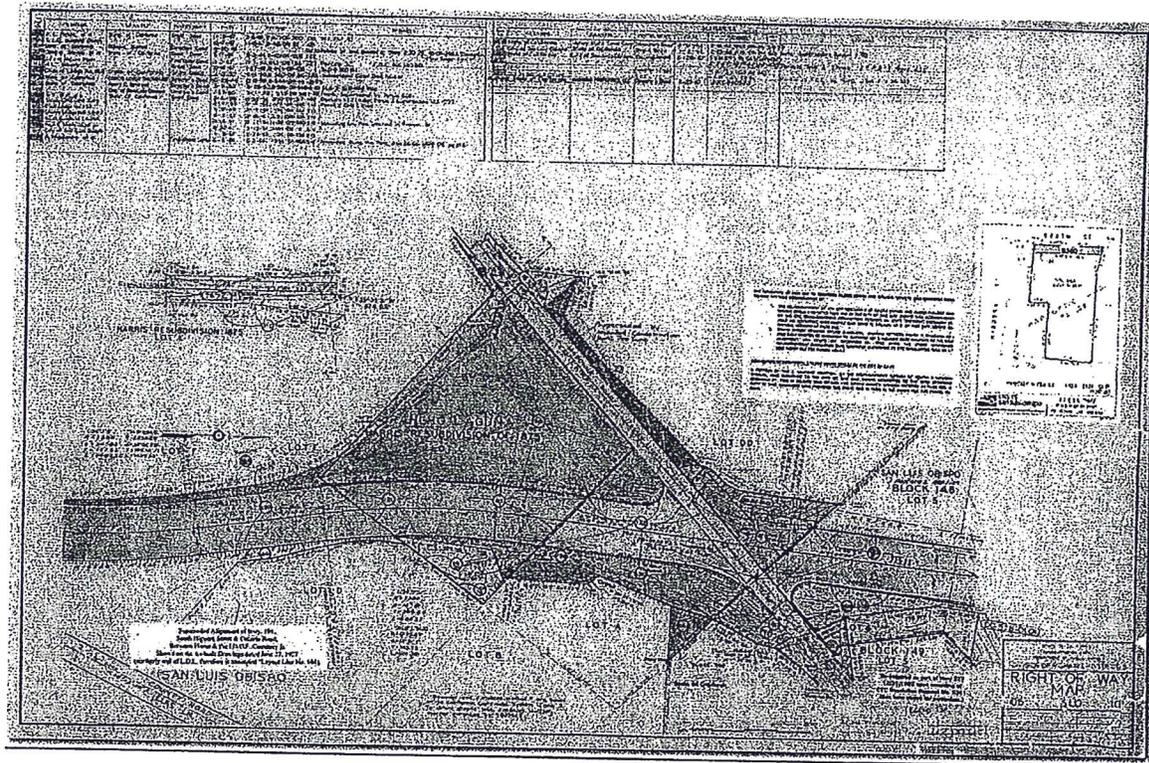
END OF DOCUMENT

Vol. 2384 131 973

SHEET 6 of 6

8. Control Points Data: Caltrans point feature class consisting of NAD83 control points of various accuracy along highway corridors - to be provided by the County Assessor's Office in a single data transfer. National Geodetic Survey Datasheets: may be found at [http://www.ngs.noaa.gov/cgi-bin/ds\\_county.prl](http://www.ngs.noaa.gov/cgi-bin/ds_county.prl) Note that many of these Caltrans and NGS control points do not fall on, or have any tie to, parcel corners.
9. City GIS Data: parcel data in a GIS format can be made available for three cities in the county, for evaluation and potential use in the project. Note that this data does not contain the Assessor's attributes, any necessary recorded bearings and distances, does not necessarily meet parcel fabric topology standards, and was created in multiple ways from multiple sources.
10. Aerial Imagery: The County flew countywide 1' and urbanized area 6" resolution imagery in 2011. This can be made available via the USGS for use in this project. In addition, CountyCOG has a current flight underway with final deliverables due in December 2014 for nearly the same resolution and project area (a few more tiles of 6" imagery will be captured for this project). Horizontal accuracy for the 2014 project is 1:2400 ASPRS Class 1 countywide and 1:1200 ASPRS Class 1 for the urbanized areas. This imagery will additionally be made available to support the conversion process.
11. Caltrans Right of Way Maps (TIFF, JPG, SID): The map delineating right of way lines of freeways and access openings on expressways and frontage roads, which presents the current status of all real properties under the jurisdiction and control of the Department of Transportation - to be provided by the County Assessor's Office in a bulk data transfer.





12. Certificate of Compliance (PDF): A document recorded in the Office of the County Recorder - to be made available by the County Recorder's Office through an https connection to a records lookup application.

RECORDING REQUESTED BY  
SAN LUIS OBISPO COUNTY

Doc No: 1992-073251

Reg No: 10111

WHEN RECORDED, RETURN TO:

Planning Director  
County Government Center  
San Luis Obispo, CA 93408

Official Records  
San Luis Obispo Co.  
FRANCIS M. COONEY  
Recorder  
Oct 21, 1992  
Time: 13:49

RF 14.00

52 4 TOTAL 14.00

**CERTIFICATE OF COMPLIANCE**

THE FOLLOWING REAL PROPERTY AND THE RECONFIGURATION THEREOF INTO ONE (1) PARCEL AS OF THE DATE OF RECORDATION OF THIS DOCUMENT, HAS BEEN DETERMINED TO BE IN COMPLIANCE WITH APPLICABLE PROVISIONS OF THE SUBDIVISION MAP ACT OF THE STATE OF CALIFORNIA AND LOCAL ORDINANCES ENACTED PURSUANT THERETO. SAID REAL PROPERTY IS A PARCEL WHICH IS THE RESULT OF LOT LINE ADJUSTMENT COAL 70-030, APPROVED BY THE BOARD OF SUPERVISORS ON September 24, 1991. THE PARCEL CAN NOT BE SOLD IN UNITS OTHER THAN AS DESCRIBED HEREIN, WITHOUT FIRST HAVING COMPLIED WITH ALL REQUIREMENTS OF THE STATE SUBDIVISION MAP ACT AND THE COUNTY'S REAL PROPERTY DIVISION ORDINANCE. SAID REAL PROPERTY BEING DESCRIBED AS:

Parcel 1 of COAL 87-025 as denoted on the Record of Survey recorded in Book 54 at Page 74 of Licensed Surveys in the office of the San Luis Obispo County Recorder, State of California;

Except there from the following described parcel being a portion of said Parcel 1;

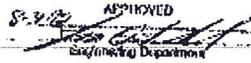
Beginning at the most easterly northeast corner of said Parcel denoted by a 1 1/4 inch iron pipe marked "7" as shown on the Record of Survey filed in Book 39 at Page 75 of Licensed Surveys, and thence southerly and westerly the following courses and distances along said Parcel's boundary:

- S 16° 05' 05" E, 1283.15 feet;
- S 51° 40' 26" E, 41.98 feet;
- S 49° 43' 37" W, 258.63 feet;
- S 70° 19' 50" W, 121.43 feet;
- N 70° 16' 30" W, 113.13 feet;
- N 62° 20' 14" W, 84.27 feet;
- N 17° 59' 16" E, 20.42 feet;
- N 62° 15' 00" W, 246.08 feet;

Thence leaving said boundary, N 12° 54' 19" W, 411.95 feet;  
Thence N 21° 08' 25" W, 1318.80 feet to the northeasterly boundary of said Parcel 1 and denoted with a 1 1/4 inch iron pipe marked "6" as shown on said Licensed Survey filed in Book 39 at Page 78;  
Thence S 62° 43' 38" E, 809.33 feet to the point of beginning.

Subject to a non exclusive easement recorded concurrently herewith. \_\_\_\_\_ OR \_\_\_\_\_

  
S. Leonard Lengor, L.S. 3877  
exp. 08/30/98

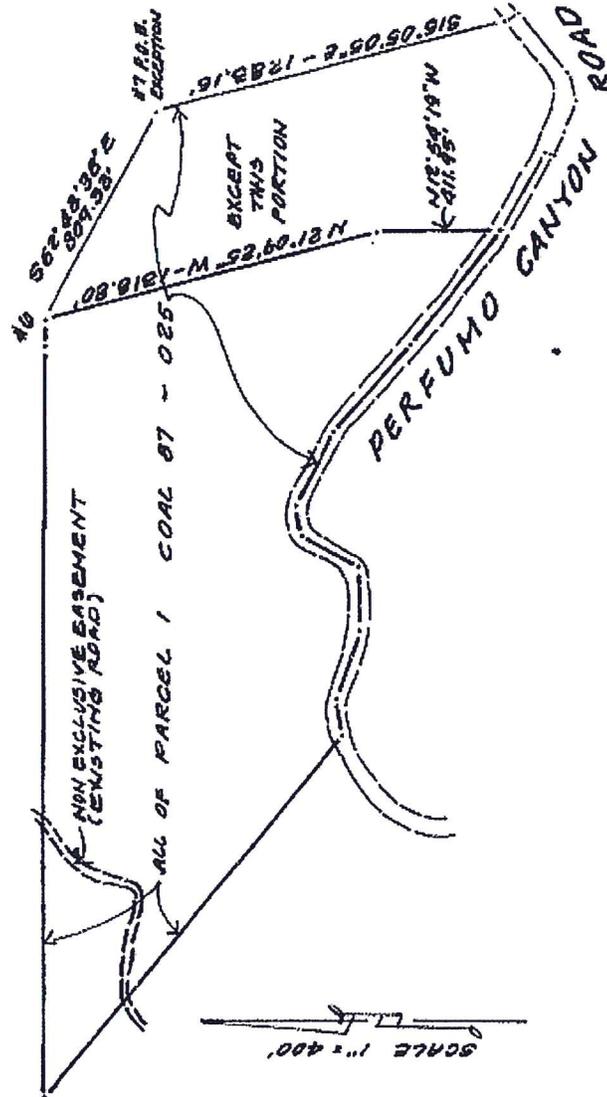
APPROVED  
  
Engineering Department

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RECORDING REQUESTED BY  
SAN LUIS OBISPO COUNTY

WHEN RECORDED, RETURN TO:

Planning Director  
County Government Center  
San Luis Obispo, CA 93408



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RECORDING REQUESTED BY  
SAN LUIS OBISPO COUNTY

WHEN RECORDED, RETURN TO:

Planning Director  
County Government Center  
San Luis Obispo, CA 93408

RECORD OWNERS:

By: *Frank S. Root*  
FRANK S. ROOT

ON April 3, 1972, BEFORE ME, THE UNDERSIGNED, A  
NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY  
APPEARED FRANK S. Root  
PERSONALLY KNOWN TO ME (OR PROVED TO ME ON THE BASIS  
OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE  
NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT, AND  
ACKNOWLEDGED THAT HE EXECUTED THE SAME.

WITNESS MY HAND AND OFFICIAL SEAL.

*Margaret L. Gohier*  
NOTARY PUBLIC  
MARGARET L. GOHIER, Notary Public  
State of Texas

TEXAS  
STATE OF CALIFORNIA )  
EL PASO )SS  
COUNTY OF SAN LUIS OBISPO )



COMM EXP: JULY 8, 1993

By: *Sherry G. Root*  
SHERRY G. ROOT

ON April 9, 1972, BEFORE ME, THE UNDERSIGNED, A  
NOTARY PUBLIC IN AND FOR SAID STATE, PERSONALLY  
APPEARED Sherry G. Root  
PERSONALLY KNOWN TO ME (OR PROVED TO ME ON THE BASIS  
OF SATISFACTORY EVIDENCE) TO BE THE PERSON WHOSE  
NAME IS SUBSCRIBED TO THE WITHIN INSTRUMENT, AND  
ACKNOWLEDGED THAT she EXECUTED THE SAME.

WITNESS MY HAND AND OFFICIAL SEAL.

*Vicki A. Bookless*  
NOTARY PUBLIC

STATE OF CALIFORNIA )  
COUNTY OF SAN LUIS OBISPO )



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## APPENDIX B – COMPENSATION

### Maximum Compensation Amount

County shall pay Contractor a firm fixed price not to exceed the maximum amount of \$465,000.00 to complete the project as defined in this Scope of Services.

County will be invoiced on a monthly basis, according to the percentage of work completed during the previous thirty (30) day period. Invoices are to be paid within thirty (30) days of receipt of invoice.

The firm fixed price for the Scope of Services specified in Appendix A of the contract is \$465,000.

<b>Task#</b>	<b>Task Description</b>	<b>Price</b>
1	Project Initiation & Kickoff Meeting	\$35,000
2	Geodatabase Design	\$30,000
3	Data Conversion Spec and QA/QC Plan	\$15,000
4	Pilot Parcel Fabric Data Conversion	\$35,000
5	Assessor Map Book Development	\$20,000
6	Parcel Fabric Editing Workflow Training	\$10,000
7	Full-Scale Parcel Fabric Conversion:	
7.1	Delivery 1	\$31,000
7.2	Delivery 2	\$31,000
7.3	Delivery 3	\$31,000
7.4	Delivery 4	\$31,000
7.5	Delivery 5	\$31,000
7.6	Delivery 6	\$31,000
7.7	Delivery 7	\$31,000
7.8	Delivery 8	\$31,000
7.9	Delivery 9	\$31,000
7.10	Delivery 10	\$31,000
8	ArcGIS Online Parcel Viewer Setup	\$10,000
<b>Total Firm Fixed Price</b>		<b>\$465,000</b>

## APPENDIX C – INSURANCE

### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 ;covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease
4. **Professional Liability/Errors and Omissions:** insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than \$1 million per claim and \$2 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than two (2) years following this Agreement's expiration, termination or cancellation.

### OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### Additional Insured Status

**The County, its officers, officials, employees, and volunteers are to be covered as additional insureds** on the blank endorsement for (i) the auto policy with respect to

liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

#### Primary Coverage

For any claims related to this contract, the **Contractor's insurance coverage (excluding Workers' Compensation) shall be primary** insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

#### Notice of Cancellation

The County will receive prompt notice of cancellation or nonrenewal of the Comprehensive General Liability, Automobile Liability, and Professional Liability policy(ies), provided that no such notice is required if Contractor buys a replacement policy that ensures continuous coverage and otherwise complies with the requirements of this paragraph.

#### Failure to Maintain Insurance

If County believes that Contractor has not maintained or provided acceptable evidence that it maintains the insurance as required in this Agreement, County shall inform Contractor and Contractor shall work with the County and promptly provide evidence of such insurance.

#### Waiver of Subrogation

Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless

of whether or not the County has received a waiver of subrogation endorsement from the insurer.

#### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

#### Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:minus VII, unless otherwise acceptable to the County.

#### Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least two (2) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **two (2) years** after completion of contract work.

#### Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

Verification of Coverage

Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all endorsements required by these specifications, at any time.

Certificates and copies of any required endorsements shall be sent to:

Attention: Tom J. Bordonaro, County Assessor  
Assessor  
San Luis Obispo County  
1055 Monterey Street, Suite D360  
San Luis Obispo, CA 93408

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

Special Risks or Circumstances

County and Contractor will mutually agree to any modifications to these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.