

**AGREEMENT FOR
PROFESSIONAL ENGINEERING SERVICES
(NON-FEDERAL FUNDING)**

This Agreement is entered into by and between the COUNTY OF SAN LUIS OBISPO, a political subdivision of the State of California, herein called "COUNTY," and Omni-Means, LTD., a corporation whose address is 943 Reserve Drive, Suite 100, Roseville, CA 95678, herein called "ENGINEER." This Agreement shall be effective as of the date it is fully executed by the parties.

The COUNTY department responsible for administering this Agreement is the Department of Public Works ("Public Works"), and all written communications hereunder with the COUNTY shall be addressed to the Director of Public Works ("Director").

WHEREAS, the COUNTY has need for special services and advice with respect to the work described herein for the South Oakglen Constraints Analysis Project (hereafter, the "Project"); and

WHEREAS, the ENGINEER warrants that it is specially trained, experienced expert, and competent to perform such special services;

NOW, THEREFORE, the parties agree with the above recitals, and hereby further agree as follows:

ARTICLE 1. SCOPE OF WORK. The ENGINEER shall, at its own cost and expense, provide all the services, equipment, and materials necessary to complete the work described in the ENGINEER's Scope of Work (hereafter, collectively "Work") attached hereto as Exhibit A. ENGINEER warrants and represents that said Work encompasses all services, equipment, and materials necessary for the ENGINEER's preparation of final design plans and specifications for the public bidding of the construction of the Project. All Work shall be performed to the highest professional standard.

ARTICLE 2. TIME FOR COMPLETION OF WORK. No Work shall be commenced prior to the ENGINEER's receipt of the COUNTY's Notice to Proceed. All Work shall be completed no later than December, 2, 2016, provided, however, that extensions of time may be granted in writing by the Director of Public Works of San Luis Obispo County, which said extensions of time, if any, shall be granted only for reasons attributable to inclement weather, acts of God, or for other cause determined in the sole discretion of the Director of Public Works of San Luis Obispo County to be good and sufficient cause for such extensions.

ARTICLE 3. PAYMENT FOR SERVICES.

A. COMPENSATION.

1. COUNTY shall pay to ENGINEER as compensation in full for all Work required by this Agreement a sum not to exceed the total Agreement amount of \$97,265.90 (ninety-seven thousand two hundred sixty five dollars and ninety cents).

2. Progress payments will be made to ENGINEER based on compensable services provided and allowable costs incurred at the rates set forth in the ENGINEER'S Cost Proposal attached hereto as Exhibit B. All payments to ENGINEER shall be based on actual services performed and costs incurred at the rates set forth in Exhibit B.

3. The COUNTY reserves the right to delete Work from ENGINEER's Scope of Work, but that such deletion must be in writing from the County's Public Works Director that expressly states that certain Work is being deleted. ENGINEER shall be entitled to no compensation for any Work that is deleted.

B. REPORTS. The ENGINEER shall submit to the COUNTY, on a monthly basis, a detailed statement of all services performed and all Work accomplished under this Agreement since the ENGINEER's last monthly statement, including the number of hours of Work performed and the personnel involved. For the purpose of timely processing of invoices, the ENGINEER's invoices are not regarded as received until the monthly report is submitted. Any anticipated problems in performing any future Work shall be noted in the monthly reports. The ENGINEER shall also promptly notify the

County of any perceived need for a change in the scope of Work, and an explanation as to why the ENGINEER did not include said Work in the attached Scope of Work.

C. **INVOICES.** Billing invoices shall be based upon the ENGINEER's Cost Proposal, attached hereto as Exhibit B. Invoices shall detail the Work performed on each task and each project as applicable. Invoices shall follow a format based upon the Cost Proposal and shall reference this Agreement number and project title. Final invoice must contain the final cost and all credits due the COUNTY including any equipment purchased under the provisions of Article 24 Equipment Purchase of this Agreement.

D. **ENGINEER'S ASSIGNED PERSONNEL.** All Work performed under this Agreement shall be performed by the ENGINEER's personnel identified in the organizational chart, attached hereto as Exhibit C. Any changes to the any personnel designated on this organizational chart must be approved in writing by the COUNTY's Project Manager.

ARTICLE 4. ACCOUNTING RECORDS.

A. The ENGINEER shall maintain accounting records in accordance with generally accepted accounting principles. The ENGINEER shall obtain the services of a qualified bookkeeper or accountant to ensure that accounting records meet this requirement. The ENGINEER shall maintain acceptable books of accounts which include, but are not limited to, a general ledger, cash receipts journal, cash disbursements journal, general journal, and payroll journal.

B. The ENGINEER shall record costs in a cost accounting system which clearly identifies the source of all costs. Agreement costs shall not be co-mingled with other project costs, but shall be directly traceable to contract billings to the COUNTY. The use of worksheets to produce billings shall be kept to a minimum. If worksheets are used to produce billings, all entries should be documented and clearly traceable to the ENGINEER's cost accounting records.

C. All accounting records and supporting documentation shall be retained for a minimum of five (5) years or until any audit findings are resolved, whichever is later. The ENGINEER shall safeguard the accounting records and supporting documentation.

D. The ENGINEER shall make accounting records and supporting documentation available on demand to the COUNTY and its designated auditor for inspection and

audit. Disallowed costs shall be repaid to the COUNTY. The COUNTY may require having the ENGINEER's accounting records audited, at the ENGINEER's expense, by an accountant licensed by the State of California. The audit shall be presented to the County Auditor-Controller within thirty (30) calendar days after completion of the audit.

ARTICLE 5. (INTENTIONALLY OMITTED)

ARTICLE 6. NON-ASSIGNMENT OF AGREEMENT. Inasmuch as this Agreement is intended to secure the specialized services of the ENGINEER, the ENGINEER may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the COUNTY and any such assignment, transfer, delegation, or sublease without the COUNTY's prior written consent shall be considered null and void.

ARTICLE 7. INSURANCE. The ENGINEER, at its sole cost and expense, shall purchase and maintain the insurance policies set forth below on all of its operations under this Agreement. Such policies shall be maintained for the full term of this Agreement and the related warranty period (if applicable) and shall provide products/completed operations coverage for four (4) years following completion of the ENGINEER's Work under this Agreement and acceptance by the County. Any failure to comply with reporting provisions(s) of the policies referred to above shall not affect coverage provided to the County, its officers, employees, volunteers, and agents. For purposes of the insurance policies required hereunder, the term "County" shall include officers, employees, volunteers, and agents of the County of San Luis Obispo, California, individually or collectively.

A. **MINIMUM SCOPE AND LIMITS OF REQUIRED INSURANCE POLICIES.** The following policies shall be maintained with insurers authorized to do business in the State of California and shall be issued under forms of policies satisfactory to the County:

1. **COMMERCIAL GENERAL LIABILITY ("CGL").** Policy shall include coverage at least as broad as set forth in Insurance Services Office (herein "ISO")

Commercial General Liability coverage. (Occurrence Form CG0001) with policy limits not less than the following:

- \$1,000,000 each occurrence;
- \$1,000,000 for personal injury liability;
- \$1,000,000 aggregate for products-completed operations; and
- \$1,000,000 general aggregate.

The general aggregate limits shall apply separately to the ENGINEER's Work under this Agreement.

2. **BUSINESS AUTOMOBILE POLICY ("BAP")**. Policy shall include coverage at least as broad as set forth in Insurance Services Office Business Automobile Liability Coverage, Code 1 "Any Auto" (Form CA 0001). This policy shall include a minimum (combined single limit) of not less than One-million (\$1,000,000) dollars for each occurrence, for bodily injury and/or property damage. Such policy shall be applicable to vehicles used in pursuit of any of the activities associated with this Agreement. The ENGINEER shall not provide a Comprehensive Automobile Liability policy which specifically lists scheduled vehicles without the express written consent of County.

3. **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ("WC / EL")**.

This policy shall include at least the following coverages and policy limits:

- a. Workers' Compensation insurance as required by the laws of the State of California; and
- b. Employer's Liability Insurance Coverage B with coverage amount not less than one-million (\$1,000,000) dollars each accident / Bodily Injury (herein "BI"); one-million (\$1,000,000) dollars policy limit BI by disease; and, one-million (\$1,000,000) dollars each employee BI by disease.

4. **PROFESSIONAL LIABILITY ("PL")**. This policy shall cover damages, liabilities, and costs incurred as a result of the ENGINEER's professional errors and omissions or malpractice. This policy shall include a coverage limit of at least One-Million Dollars (\$1,000,000) per claim, including the annual aggregate for all claims (such coverage shall apply during the performance of the services under this Agreement and for three (3) years thereafter with respect to incidents which occur during the performance of this Agreement). The ENGINEER shall notify the County

if any annual aggregate is eroded by more than seventy-five percent (75%) in any given year.

B. **DEDUCTIBLES AND SELF-INSURANCE RETENTIONS.** Any deductibles and/or self-insured retentions which apply to any of the insurance policies referred to above shall be declared in writing by the ENGINEER and approved by the County before Work is begun pursuant to this Agreement. At the option of the County, the ENGINEER shall either reduce or eliminate such deductibles or self-insured retentions as respect the County, its officers, employees, volunteers, and agents, or shall provide a financial guarantee satisfactory to the County guaranteeing payment of losses and related investigations, claim administration, and/or defense expenses.

C. **ENDORSEMENTS.** All of the following clauses and endorsements, or similar provisions, are required to be made a part of insurance policies indicated in parentheses below:

1. A "Cross Liability", "Severability of Interest" or "Separation of Insureds" clause (CGL & BAL);
2. The County of San Luis Obispo, its officers, employees, volunteers, and agents are hereby added as additional insureds with respect to all liabilities arising out of the ENGINEER's performance of Work under this Agreement (CGL & BAP);
3. This policy shall be considered primary insurance with respect to any other valid and collectible insurance County may possess, including any self-insured retention County may have, and any other insurance County does possess shall be considered excess insurance only and shall not be called upon to contribute to this insurance (CGL, BAP, & PL);
4. No cancellation or non-renewal of this policy, or reduction of coverage afforded under the policy, shall be effective until written notice has been given at least thirty (30) calendar days prior to the effective date of such reduction or cancellation to County at the address set forth below (All Policies);
5. The ENGINEER and its insurers shall agree to waive all rights of subrogation against the County, its officers, employees, volunteers, and agents for any loss arising under this Agreement (WC); and
6. Deductibles and self-insured retentions must be declared (All Policies).

D. **ABSENCE OF INSURANCE COVERAGE.** The County may direct the ENGINEER to immediately cease all activities with respect to this Agreement if it determines that the ENGINEER fails to carry, in full force and effect, all insurance policies with coverages at or above the limits specified in this Agreement. Any delays or expense caused due to stopping of Work and change of insurance shall be considered the ENGINEER's delay and expense. At the County's discretion, under conditions of lapse, the County may purchase appropriate insurance and charge all costs related to such policy to the ENGINEER.

E. **PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION.** Prior to commencement of Work under this Agreement, and annually thereafter for the term of this Agreement, the ENGINEER, or each of the ENGINEER's insurance brokers or companies, shall provide the County a current copy of a Certificate of Insurance, on an Accord or similar form, which includes complete policy coverage verification, as evidence of the stipulated coverages. All of the insurance companies providing insurance for the ENGINEER shall have, and provide evidence of, a Best Rating Service rate of A VI or above. The Certificate of Insurance and coverage verification and all other notices related to cancellation or non-renewal shall be mailed to:

Yama Mohabbat, Public Works Department
Room 206, County Government Center
San Luis Obispo CA 93408

ARTICLE 8. INDEMNIFICATION.

A. The ENGINEER shall defend, indemnify and hold harmless the COUNTY, its officers, agents, and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities, or other losses (hereafter, collectively "claims") that may be asserted by any person or entity, and that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ENGINEER. The parties agree that, in addition to the ENGINEER's general and professional duties of care, the ENGINEER has a duty of care to act in accordance with the terms of this Agreement. In addition to whatever other acts or omissions of ENGINEER that constitute negligence, recklessness, or willful misconduct under applicable law, the parties

acknowledge that any act or omission of the ENGINEER that causes any damages or monetary losses, and constitutes a breach of any duty under, or pursuant to, this Agreement, shall at a minimum constitute negligence (and may constitute recklessness or willful conduct if so warranted by the facts).

B. The preceding paragraph applies to any and all such claims, regardless of the nature of the claim or theory of recovery. For purposes of the paragraphs found in this Article of the Agreement, "ENGINEER" shall include the ENGINEER, and/or its agents, employees, subcontractors, or other independent contractors hired by, or working under, the ENGINEER.

C. It is the intent of the parties to provide the COUNTY the fullest indemnification, defense, and "hold harmless" rights allowed under the law. No provisions of this Agreement shall be construed in a manner that would constitute a waiver or modification of Civil Code section 2782.8. If any word(s) contained herein are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from this contract and the remaining language shall be given full force and effect. Nothing contained in this Agreement shall be construed to require the ENGINEER to indemnify the COUNTY against any responsibility or liability in contravention of Civil Code 2782.8.

ARTICLE 9. ENGINEER'S RESPONSIBILITY FOR ITS WORK.

A. The ENGINEER has been hired by the COUNTY because of the ENGINEER's specialized expertise in performing the Work described in the attached Scope of Work, Exhibit A. The ENGINEER shall be solely responsible for such Work. The COUNTY's review, approval, and/or adoption of any designs, plans, specifications, or any other Work shall be in reliance on the ENGINEER's specialized expertise and shall not relieve the ENGINEER of its sole responsibility for the Work. The COUNTY is under no duty or obligation to review or verify the appropriateness, quality, or accuracy of any designs, plans, specifications, or any other Work, including but not limited to, any methods, procedures, tests, calculations, drawings, or other information used or created by the ENGINEER in performing any Work under this Agreement.

B. All information which the ENGINEER receives from the COUNTY should be independently verified by the ENGINEER. The ENGINEER should not rely upon such information unless it has independently verified its accuracy. The only exception to the

foregoing arises when the COUNTY has expressly stated in writing that certain information may be relied upon by the ENGINEER without the ENGINEER's independent verification. In such event, the ENGINEER is still obliged to promptly notify the COUNTY whenever the ENGINEER becomes aware of any information that is inconsistent with any information which the COUNTY has stated may be relied upon by the ENGINEER.

C. Pursuant to the provisions of this Article, the ENGINEER is responsible for all Work under this Agreement, including the Work performed by any subcontractors or any other independent contractors which ENGINEER hires or contracts with regarding the Work.

D. The ENGINEER accepts the relationship of trust and confidence established with COUNTY by this Agreement, and covenants with the COUNTY to furnish the ENGINEER's reasonable skill and judgment in furthering the interests of the COUNTY. The ENGINEER shall use its best efforts to perform in an expeditious and economical manner consistent with the interests of the COUNTY.

E. If ENGINEER ever has reason to believe that any of its general or professional duties of care conflict with any requirements of this Agreement, the ENGINEER shall promptly so notify the COUNTY in writing.

ARTICLE 10. INSURANCE AND INDEMNIFICATION AS MATERIAL PROVISIONS. The parties expressly agree that the indemnification and insurance clauses in this Agreement are an integral part of the performance exchanged in this Agreement. The compensation stated in this Agreement includes compensation for the risks transferred to the ENGINEER by the indemnification and insurance clauses.

ARTICLE 11. ENGINEER'S ENDORSEMENT ON REPORTS, ETC. The ENGINEER shall endorse all reports, maps, plans, documents, materials, and other data in accordance with applicable provisions of the laws of the State of California.

ARTICLE 12. DOCUMENTS, INFORMATION AND MATERIALS OWNERSHIP. All documents, information, and materials of any and every type prepared by the ENGINEER (or any subcontractor) pursuant to this Agreement shall be the property of the COUNTY.

Such documents shall include but not be limited to data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the ENGINEER (or any subcontractor) in performing Work under this Agreement, whether completed or in process. The ENGINEER shall assume no responsibility for the unintended use by others of any such documents, information, or materials on project(s) which are not related to the scope of services described under this Agreement.

ARTICLE 13. TERMINATION OF AGREEMENT WITHOUT CAUSE. The COUNTY may terminate this Agreement at any time by giving the ENGINEER thirty (30) calendar days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. Other than payments for services satisfactorily rendered prior to the effective date of said termination, the ENGINEER shall be entitled to no further compensation or payment of any type from the COUNTY.

ARTICLE 14. TERMINATION OF AGREEMENT FOR CAUSE. If the ENGINEER fails to perform the ENGINEER's duties to the satisfaction of the COUNTY; or if the ENGINEER fails to fulfill in a timely and professional manner the ENGINEER's obligations under this Agreement; or if the ENGINEER violates any of the terms or provisions of this Agreement; or if the ENGINEER, or the ENGINEER's agents or employees fails to exercise good behavior either during or outside of working hours that is of such a nature as to bring discredit upon the COUNTY, then the COUNTY shall have the right to terminate this Agreement effective immediately upon the COUNTY giving written notice thereof to the ENGINEER. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. The ENGINEER shall be paid for all Work satisfactorily completed prior to the effective date of such termination. If the COUNTY's termination of the Agreement for cause is defective for any reason, including but not limited to the COUNTY's reliance on erroneous facts concerning the ENGINEER's performance, or any defect in notice thereof, this Agreement shall automatically terminate without cause thirty (30) calendar days following the COUNTY's written notice of termination for cause to the ENGINEER, and the COUNTY's

maximum liability shall not exceed the amount payable to the ENGINEER under Article 13 above.

ARTICLE 15. COMPLIANCE WITH LAWS. The ENGINEER shall comply with all Federal, State, and local laws and ordinances that are applicable to the performance of the Work of this Agreement. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code. The ENGINEER acknowledges that labor performed on site to support any Work required under this Agreement is a public work within the meaning of Labor Code Section 1720. The ENGINEER will comply, or cause its subconsultant(s) to comply, with the provisions of Labor Code Section 1774.

ARTICLE 16. COVENANT AGAINST CONTINGENT FEES. The ENGINEER warrants that it has not employed or retained any company or person, other than a bona fide employee working for the ENGINEER, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percent, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making this Agreement. For breach or violation of this warranty, the COUNTY shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 17. DISPUTES & CLAIMS.

A. **EXCLUSIVE REMEDY.** Any demand or assertion by ENGINEER seeking any additional compensation and/or time extension, or other relief, for any reason whatsoever (hereafter collectively "Claim"), must be in strict compliance with the requirements of this Article 17. For purposes of this Article 17, any and all Work relating to any such demand or assertion shall be referred to as "Disputed Work", regardless of whether the basis of the demand or assertion arises from an interpretation of the Agreement, an action or inaction of ENGINEER or COUNTY, or any other event, issue, or circumstance. If the Disputed Work relates to any Work performed by any subcontractors or subconsultants hired by ENGINEER in compliance with the

provisions of this Agreement, any such Claims must also be processed by ENGINEER in accordance with the provisions of this Article 17.

The administration of a Claim as provided in this Article 17, including ENGINEER's performance of its duties and obligations specified in this Article 17 is ENGINEER's sole and exclusive remedy for disputes of all types pertaining to the payment of money, extension of time, the adjustment or interpretation of the Agreement or other contractual or tort relief arising from Agreement. Compliance with the procedures described in this Article 17 is a condition precedent to the right to file a Government Code Claim, commence litigation, or commence any other legal action. ENGINEER waives the right to pursue or submit any Claims not processed in accordance with Article 17.

B. **MANDATORY PROCEDURE AND CONDITION PRECEDENT**. The requirements set forth in this Article 17 are mandatory, and ENGINEER shall strictly comply with these requirements. Strict compliance with these requirements is a condition precedent to ENGINEER's ability to exercise any rights or remedies that may otherwise be available to ENGINEER under the Agreement or any applicable Laws or Regulations relating to the Claim. No action or inaction by ENGINEER and/or COUNTY to try to resolve any Claim(s) through agreement, amendment, mediation, settlement, or any other means shall excuse ENGINEER from strictly complying with the requirements of this Article 17. ENGINEER shall bear all costs incurred in complying with the provisions of this Article 17.

C. **NOTICE OF POTENTIAL CLAIM**. The ENGINEER shall not be entitled to any additional compensation and/or time under this Agreement for any act, or failure to act, by the COUNTY, or for the happening of any event, thing, occurrence, or other cause, unless the ENGINEER has provided the COUNTY's Public Works Director with timely written Notice of Potential Claim as hereinafter specified. The written Notice of Potential Claim shall set forth the reasons for which the ENGINEER believes additional compensation and/or time will or may be due, the nature of the cost involved, and, insofar as possible, the full amount of additional compensation and/or time extension sought in relation to the potential claim. The said notice as above required must have been given to the COUNTY prior to the time that the ENGINEER shall have performed any Disputed Work. It is the intention of this paragraph that differences between the

parties relating to this Agreement be brought to the attention of the COUNTY at the earliest possible time in order that such matters may be settled, if possible, or other appropriate action promptly taken. The ENGINEER hereby agrees that it shall have no right to additional compensation and/or time regarding any Claim for which no written Notice of Potential Claim as herein required was filed with the COUNTY Director of Public Works.

D. **NOTICE OF FINAL CLAIM** As soon as reasonably practical upon completion of the Disputed Work, and no later than 30 days after completion of the Disputed Work, ENGINEER shall provide to COUNTY a Notice of Final Claim containing a full and final documentation of the Claim that provides the following information:

1. A detailed factual narration of events fully describing the nature and circumstances that caused the dispute, including, but not limited to, necessary dates, locations, and items of Work affected by the dispute.
2. The specific provisions of the Agreement that support the Claim and a statement of the reasons these provisions support and provide a basis for entitlement of the Claim.
3. When additional monetary compensation is requested, the exact amount requested, including an itemized breakdown of individual costs. These costs shall be segregated into the following cost categories:
 - a. Labor – A listing of individuals, classifications, hours and dates worked, hourly labor rates, and other pertinent information related to the requested reimbursement of labor costs.
 - b. Materials/ Equipment – Invoices, purchase orders, location of materials/ equipment used to perform the Disputed Work, dates they were used, and other pertinent information related to the requested reimbursement of material/ equipment costs. (Any applicable equipment rates shall be at the applicable State rental rate as listed in the Department of Transportation publication entitled "Labor Surcharge and Equipment Rental Rates," in effect when the Disputed Work was performed.)
 - c. Other categories as specified by COUNTY.

E. **ENGINEER'S CONTINUING OBLIGATIONS.** Neither the filing of a Notice of Potential Claim or of a Notice of Final Claim, nor the pendency of a dispute or claim,

nor its consideration by the COUNTY, shall excuse the ENGINEER from full and timely performance in accordance with the terms of this Agreement. ENGINEER shall promptly respond to any requests for further information or documentation regarding ENGINEER's potential or final Claim. If ENGINEER fails to provide an adequate written response to COUNTY within 15 days of COUNTY's written request for such further documentation or information, ENGINEER shall be deemed to have waived its Claim. If the further documentation or information requested by COUNTY, in the opinion of the COUNTY, reasonably take the ENGINEER more than 15 days to comply with, the written request shall provide the ENGINEER a specific response deadline that is commensurate to a reasonable response time.

F. **RESPONSE TO NOTICE OF FINAL CLAIM**. The COUNTY shall respond in writing to the Notice of Final Claim within 60 days of receipt thereof Claim, or may request, in writing, within 45 days of said receipt, any additional information or documentation relating to the Claim or any defenses to the Claim the COUNTY may have against the ENGINEER. ENGINEER shall comply with the request within the reasonable time deadline provided by COUNTY in the request. If any additional information is thereafter requested by COUNTY, it shall likewise be provided by ENGINEER within the reasonable time deadline provided by COUNTY in such follow-up request. The written response to the Notice of Final Claim shall be submitted to the ENGINEER within 30 days after receipt of such further information and documentation, or within a period of time no greater than that taken by the ENGINEER in producing the additional information or documentation, whichever is greater. ENGINEER may request an informal conference to meet and confer for settlement of the issues in dispute, but ENGINEER shall have no right to demand such a conference. Neither the requesting of any such conference by ENGINEER or COUNTY, nor the holding of such conference shall affect the date of the final decision on the Claim. No written communications of COUNTY sent to ENGINEER after any such conference will change the date of the final decision on the Claim unless the writing expressly states that the date of the final decision is being changed to a new specific date.

A Claim may be granted in whole or in part only by a written response that contains the signature of the COUNTY's Public Works Director or his authorized representative. In the event a valid written decision is not provided to ENGINEER

within the time prescribed in this Article 17, the Claim shall be deemed denied on the last day a written response was due. The date upon which the Claim is approved or denied pursuant to the provisions of this Article 17, shall constitute the date of the final decision on the Claim under the provisions of this Article 17. The date of the final decision on a Claim can only be changed by a subsequent writing signed by COUNTY that expressly states that the date of the final decision on the Claim has been changed to a new specific date.

G. GOVERNMENT CODE CLAIM REQUIREMENTS. For all Claims not resolved as a result of these Article 17 procedures, ENGINEER must submit each Claim in a Government Code Section 910 form of claim for final investigation and consideration of its settlement prior to initiation of any litigation on any such Claim, as required by Government Code Section 945.4. Pursuant to Government Code Section 930.2, the one-year period in Government Code Section 911.2 is hereby reduced to 150 days. This time deadline is measured from the accrual date of each separate cause of action. The time deadline for filing a Government Code claim shall not be tolled by any action or inaction by ENGINEER or COUNTY, including but not limited to any action or inaction to try to resolve the Claim through negotiation, mediation, settlement, agreement (including Change Order), or by any other means, other than by a separate written tolling agreement expressly approved as to form (on the face of the agreement) by the County Counsel's Office.

ARTICLE 18. ENGINEER IS AN INDEPENDENT CONTRACTOR. It is expressly understood that in the performance of the services herein provided, the ENGINEER shall be, and is, an independent contractor, and is not an agent or employee of the COUNTY. The ENGINEER has and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons assisting the ENGINEER in the performance of the services rendered hereunder. The ENGINEER shall be solely responsible for all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other regulations governing such matters.

ARTICLE 19. ENTIRE AGREEMENT AND MODIFICATION. This Agreement supersedes all previous agreements and constitutes the entire understanding of the parties

hereto. The ENGINEER shall be entitled to no other compensation and/or benefits than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. Any changes increasing the ENGINEER's compensation and/or benefits must be approved by the COUNTY's Board of Supervisors; any other changes may be signed by the County Director of Public Works on behalf of the COUNTY. The ENGINEER specifically acknowledges that in entering into and executing this Agreement, the ENGINEER relies solely upon the provisions contained in this Agreement and no others. To the extent there is any inconsistency between the text in the body of this Agreement and anything in any of the Exhibits attached hereto, the text in the body of this Agreement shall prevail.

ARTICLE 20. ENFORCEABILITY. If any term, covenant, condition, or provision of this Agreement 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.

ARTICLE 21. WARRANTY OF ENGINEER. The ENGINEER warrants that the ENGINEER and each of the personnel employed or otherwise retained by the ENGINEER for Work under this Agreement are properly certified and licensed under the laws and regulations of the State of California to provide the special services herein agreed to.

ARTICLE 22. SUBCONTRACTORS.

A. Other than Work designated in Exhibits A and B to be performed by other persons or entities, the ENGINEER shall perform the Work contemplated with resources available within its own organization and no portion of the Work shall be subcontracted without written authorization by the COUNTY. In the event the COUNTY provides written authorization for Work to be performed by a subcontractor, the use of the words "subcontractor" and "subcontract" in this Article shall refer to such authorized subcontracting to a subcontractor of the first tier or any other tier. The terms "subcontract" and "subcontractor" include any and all contracts or arrangements by

which ENGINEER hires or enters into a contract with any subconsultants regarding any Work.

B. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the County and any subcontractors, and no subcontract shall relieve the ENGINEER of its responsibilities and obligations hereunder. The ENGINEER agrees to be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the ENGINEER. The ENGINEER's obligation to pay its subcontractors is an independent obligation from the COUNTY's obligation to make payments to the ENGINEER.

C. Any subcontract entered into by the ENGINEER relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word "ENGINEER" where it appears in this Article.

D. Any substitution of subcontractors must be approved in writing by the COUNTY's Project Manager in advance of assigning Work to a substitute subcontractor.

ARTICLE 23. EQUIPMENT PURCHASE.

A. Prior authorization in writing, by the COUNTY's Project Manager, shall be required before the ENGINEER enters into any unbudgeted purchase order or subcontract exceeding \$5,000 for equipment. The ENGINEER shall provide an evaluation of the necessity or desirability of incurring such costs and three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.

B. Any equipment purchased as a result of this Agreement is subject to the following: "The ENGINEER shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, the COUNTY shall receive a proper refund or credit at the conclusion of the Agreement, or if the Agreement is terminated, the ENGINEER may either keep the equipment and credit the COUNTY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established COUNTY procedures; and credit the COUNTY in an

amount equal to the sales price. If the ENGINEER elects to keep the equipment, fair market value shall be determined at the ENGINEER's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by the COUNTY and the ENGINEER, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by the COUNTY."

ARTICLE 24. APPLICABLE LAW AND VENUE. This Agreement has been executed and delivered in the State of California and the validity, enforceability, and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County and such County shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

ARTICLE 25. 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:

Mr. Wade Horton, Director
San Luis Obispo County
Department of Public Works
County Government Center, Room 206
San Luis Obispo, CA 93408

And to the ENGINEER:

Mr. Joe Weiland, Principal
Omni-Means, LTD.
669 Pacific Street, Suite A
San Luis Obispo, CA 93401

ARTICLE 26. COST DISCLOSURE - DOCUMENTS AND WRITTEN REPORTS. Pursuant to Government Code section 7550, if the total cost of this Agreement is over \$5,000, the ENGINEER 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 Agreement and subagreement numbers and dollar amounts shall be contained in a separate section of such document or written report.

ARTICLE 27. CONFIDENTIALITY OF DATA.

A. All financial, statistical, personal, technical, or other data and information relative to the COUNTY's operations, which are designated confidential by the COUNTY and made available to the ENGINEER in order to carry out this Agreement, shall be protected by the ENGINEER from unauthorized use and disclosure, and shall not be made available to any individual or organization by the ENGINEER without the prior written approval of the COUNTY.

B. Permission to disclose information on one occasion, or public hearing held by the COUNTY relating to this Agreement, shall not authorize the ENGINEER to further disclose such information, or disseminate the same on any other occasion.

C. All information related to the construction estimate is confidential, and shall not be disclosed by the ENGINEER to any entity other than the COUNTY.

ARTICLE 28. RESTRICTIVE COVENANT. The ENGINEER agrees that it will not, during the continuance of this Agreement, perform or otherwise exercise the services described in Exhibit A for anyone except for the COUNTY, unless and until the COUNTY waives this restriction.

ARTICLE 29. QUALITY CONTROL AND QUALITY ASSURANCE. The ENGINEER shall provide a description of its Quality Control procedure. The process shall be implemented for all facets of Work and a QC-QA statement and signature shall be placed on all submittals to the COUNTY.

ARTICLE 30. CLAIMS FILED BY COUNTY'S CONSTRUCTION CONTRACTOR.

A. If claims are filed against the COUNTY by the COUNTY's construction contractor or any other third party that relates in any way to any subject, plans, designs, or other Work within the ENGINEER's Scope of Work under this Agreement, and additional information or assistance from the ENGINEER's personnel is requested by the

COUNTY in order to evaluate or defend against such claims, the ENGINEER agrees to cooperate with and provide timely response to any reasonable requests for information submitted to the ENGINEER by the COUNTY relating to such claims. To the extent the information requested by the COUNTY only seeks documents or other factual information relating to Work performed by the ENGINEER, the ENGINEER will only be compensated for any clerical costs associated with providing the COUNTY the requested documents or factual information.

B. The ENGINEER's personnel that the COUNTY considers essential to assist in defending against such claims will be made available for consultation with the COUNTY upon reasonable notice from the COUNTY. In the event the expert opinions of the ENGINEER's personnel is sought by the COUNTY through such consultation or through testimony, and only in such event, such consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for the ENGINEER's personnel services under this Agreement. In the event the testimonies of any of the ENGINEER's personnel are sought by another party, the ENGINEER reserves the right to charge other party a different rate for deposition or trial testimony.

C. Services of the ENGINEER's personnel in connection with the COUNTY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this agreement in order to finally resolve the claims.

D. Any subcontract entered into by the ENGINEER relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word "ENGINEER" where it appears in this Article.

ARTICLE 31. CONFLICT OF INTEREST.

A. The ENGINEER shall disclose any financial, business, or other relationship with the COUNTY that may be affected by the outcome of this Agreement, or any ensuing COUNTY construction project. The ENGINEER shall also list current clients who may have a financial interest in the outcome of this Agreement, or any ensuing COUNTY construction project, which will follow.

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

C. Any subcontract entered into by the ENGINEER relating to this Agreement, shall bind the subcontractor to all of the provisions of this Article by incorporating the provisions of this Article in any such subcontract, and substituting the name of the subcontractor in place of the word "ENGINEER" where it appears in this Article.

D. The ENGINEER hereby certifies that neither the ENGINEER, nor any firm affiliated with the ENGINEER will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this Agreement. An affiliated firm is one, which is subject to the control of one or more of the same persons through joint-ownership, or otherwise.

E. Except for subcontractors whose services are limited to providing surveying or materials testing information, no subcontractor who has provided design services in connection with this Agreement shall be eligible to bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement, and this Agreement shall become effective on the date shown signed by the County of San Luis Obispo.

COUNTY OF SAN LUIS OBISPO

By: _____ Date: _____
Chairperson of the Board
County of San Luis Obispo
State of California

ATTEST:

By: _____ Date: _____
County Clerk and Ex-Officio Clerk of the
Board of Supervisors, County of San Luis Obispo,
State of California

ENGINEER

By: Joseph W. Weiland

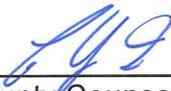
Date: 01/08/16

Name: JOSEPH W. WEILAND

Title: PRINCIPAL/VICE-PRESIDENT

APPROVED AS TO FORM AND LEGAL EFFECT:

RITA L. NEAL
County Counsel

By: 
Deputy County Counsel

Date: 1/13/16

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Exhibit A - Scope of Work

Scope of Services

DELIVERABLE 1

1.1 Kickoff Meeting

Consultant will conduct a kickoff meeting with County Staff and other stakeholders. This meeting will discuss the scope for the work described below, relay background information, provide opportunity for any early scope modification discussion and will set the final project schedule. Consultant will provide meeting minutes which document the decisions and conclusions for the kickoff meeting.

Omni-Means will coordinate the project kickoff meeting with the County PM, identify and contact the project invitees; provide in advance meeting materials including a meeting agenda, preliminary list of requested project information, and copies of the preliminary scope of work and project schedule; and provide a meeting record stating the decisions and conclusions reached following the conclusion of this meeting. Subconsultants will be invited based on their level of involvement.

Omni-Means will also prepare a draft "Need and Purpose" (N&P) statement (also reference Deliverable 3, Comparative Matrix of Alternatives) for the project that will be provided to the County PM and project team during the kickoff meeting for review, comment and discussion. The N&P will then be refined based on information developed during preparation of the preliminary alignment alternatives (Deliverable 2) and with further input from the project team and community stakeholders.

Deliverable 1.1: Kick-off meeting coordination, meeting materials, meeting record, and draft N&P statement.

1.2 Unit Costs (Cost Estimating Procedure)

Consultant will define and provide unit construction and R/W costs to be used for the alternatives analysis.

Feasibility level cost estimates are extremely important as these represent the first cost estimates that often are used for programming future project funding. The level of detail pro-

vided in estimating project costs can vary greatly from a feasibility level cost analysis which often includes a per linear foot cost for roadway, per square foot cost for bridges and other structures, and other general costs for major construction items with contingencies of 30% or higher assumed. The other end of the spectrum is the detailed Engineers Estimates provided during project design with significantly more detail and construction items and a much lower contingency (typically 10%).

Caltrans has recently developed a new 11-page preliminary cost estimate template for planning level estimates that replaces their 6-page form that was used for years. A link to Caltrans website containing the new templates provided below.

<http://www.dot.ca.gov/hq/oppd/costest/costest.htm>

Though this is not a Caltrans project, we have found using their preliminary cost estimating templates on various other projects (we recently used the new 11-page format on another area project) useful in preparing preliminary costs. This results in a higher level of confidence that it represents a reasonably accurate estimate. Omni-Means proposes to use Caltrans new form as the template for developing preliminary cost estimates for each project alternative.

We will identify which construction items provided in the template can reasonably have preliminary quantities estimated (roadway excavation, imported borrow, aggregate base, asphalt, bridges/structures, etc). For the unit construction costs, Omni-Means then will utilize available cost information including, but not limited to, available County construction cost estimates, Caltrans 2014 Contract Cost Data (District 5 data if relevant), recent contractor bid results, and other available sources. Bengel Engineering (Structures Subconsultant) will be preparing the Advance Planning Study (APS) for any bridges/structures proposed with an alignment alternative. Included with each APS will be a preliminary unit cost estimate typically based on a per square foot basis.

Right of Way costs at the planning level are



Exhibit A - Scope of Work

typically based on a per square foot cost for land based on use/zoning, and an estimated cost for building structures based on available information or data. Hamner, Jewell & Associates (HJA – Right of Way Subconsultant) will assist in developing reasonable per square foot land costs. Additional costs associated with acquiring building structures will be determined on a case by case basis per structure type/use and alignment alternative.

Finally, we have observed that projects often fall short when funding does become available because the soft costs or Support Costs (also referred to by Caltrans as “Capital Outlay Support Costs”) are underestimated or not accounted for at all. These support costs are for future project phases including environmental, design (PS&E), right of way support and construction support and can represent 35% or more of the total capital costs. As part of this task, we will also provide our recommendation to County staff as to parameters that will be used for developing the various support costs. At the planning level for example, design is often estimated based on assuming 10%-20% of the estimated construction cost based on the complexity of the project.

Deliverable 1.2: Defined construction and right of way unit costs and parameters for developing support costs.

1.3 Base Map

Consultant will prepare a base map showing the known topography, aerial imagery, and known land features that may affect the alternatives and schematic alignments. The base map shall also include, but not be limited to: street names, parcel lines, APNs, Property Owner, watercourses, environmentally sensitive habitat, wooded areas, utilities, stations, north arrows and other labels necessary to convey information and conform to engineering standards and conventions for preparation of exhibits. (Archeological sites shall be determined but not shown on the base map.)

Omni-Means will develop project base maps that include/identify the above requested information. The mapping will be developed from readily available aerial imaging, topographic information (such as provided by InterMap),

GIS mapping and data, and other existing sources. Field surveys are assumed not to be required nor are included with this task.

Deliverable 1.3: Project base maps.

DELIVERABLE 2

2.1 Preliminary Alternatives Analysis

Consultant shall evaluate the following three alternative alignments:

1. Westerly alignment near Southland Street.
2. Easterly alignment to Thompson Road just north of the Dana Adobe; and
3. Easterly alignment to Thompson Road south of the Dana Adobe.

Alignment Alternative #1 is located at or near Southland Street and would cross US 101 and connect to South Oakglen Avenue south of Dana Adobe. This alignment would not only provide a secondary access to South Oakglen Avenue but would also provide a second east/west connection south of Tefft Street for the community and a future opportunity for a connection to the freeway. Alignment Alternatives #2 and #3 would also provide a secondary access to South Oakglen Avenue but, by themselves, would not provide the additional east/west connection across US 101. Alternatives #2 and #3 would connect with Thompson Road.

And prepare a preliminary alternatives report which identifies the following for each alternative:

2.1.1 Preliminary Engineering.

- ◆ Horizontal alignment
- ◆ Vertical alignment
- ◆ Typical cross-section(s)
- ◆ A Caltrans style Advanced Planning Study (APS) for each bridge and structure (*moved from original RFP order to be included with Preliminary Engineering*)

Note: During subsequent discussions with County staff, it was agreed that a Caltrans style APS for each bridge/structure would not be required. It was agreed that a preliminary planning level evaluation suitable for a constraints



Exhibit A - Scope of Work

analysis would be acceptable.

Omni-Means will work with SLOCOG staff and their regional traffic model to develop future daily traffic volume forecasts for each of the three (3) alignment alternatives noted above. Omni-Means will then use these forecasts to develop preliminary roadway designs for each of the three (3) alignment alternatives. Each alignment alternative will be developed on the base mapping prepared in Deliverable 1, 1.3 Base Map at a scale of 1" = 50'. Concept drawings will be developed to sufficient detail as to clearly delineate the horizontal and vertical alignments for each alternative. One or more typical cross sections will also be developed for each alignment and shown on the drawings.

Alignment Alternative #1 will also include a new structure across US 101 while Alignment Alternatives #2 and #3 would each include a bridge crossing of Nipomo Creek. Bengal Engineering (Structures Subconsultant) will prepare a preliminary planning level evaluation for up to three (3) bridge/structure which will be summarized in a technical memorandum.

2.1.2 Preliminary Right of Way and Utility Impacts.

- ♦ Right-of-way need and footprint Area of Potential Effect (APE)
- ♦ Utility impact (*moved from original RFP order to be included with the Right of Way impact analysis*)

For each of the alignments developed under 2.1.1, Omni-Means will delineate areas where additional right of way would be required and provide a summary by APN, total parcel area and area of required right of way. With potential right of way established for each alignment alternative, the APE footprint (both direct and indirect impact limits) can be defined. Omni-Means will also delineate for each alignment alternative known and visible utilities that may be in conflict.

Based on the identified right of way and potential utility impacts, Hamner, Jewell & Associates (HJA – Right of Way Subconsultant) will prepare Preliminary Right of Way Information sheets for each alignment alternative in a for-

mat similar to Caltrans Right of Way Data sheet format for local agencies. Included within each alignment alternative data sheet will be preliminary right of way and utility cost estimates.

2.1.3 Environmental Constraints Analysis.

- ♦ Environmental Impacts Evaluate from record information only but also identify any recommended special field surveys.)
- ♦ Cultural resource impact
- ♦ Flood plain impact

SWCA (Environmental Subconsultant) proposes preparation of a preliminary constraints-level environmental analysis to give the project team an initial assessment of environmental issues likely to be encountered during future project planning and review. SWCA will consult with Omni-Means regarding the format of the Environmental Constraints Analysis to facilitate incorporation of the relevant environmental information into the Preliminary Alternative Analysis being prepared for the project. The Environmental Constraints Analysis would provide an initial inventory of environmental resources in the project area and a description of potential environmental issues likely to be affected by project development, including those that could affect the viability of a particular alternative. It will include:

1. The Project Description, based on the three conceptual alternatives being considered and developed by the County and engineering team;
2. A constraints-level analysis of potential environmental issues associated with each of the three identified alternative alignments. We propose presenting this information in a tabular format for easy comparison between the alternatives;
3. A discussion of the anticipated environmental documentation needed for each alternative to comply with California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements;
4. An evaluation of potential mitigation requirements; and
5. An analysis of regulatory and agency permits likely to be needed for each project alternative.



Exhibit A - Scope of Work

Because any secondary alternative access alignment to the west would cross the US 101 freeway and is expected to require project coordination with Caltrans, the Environmental Constraints Analysis will be specifically designed to facilitate future preparation of a Preliminary Environmental Analysis Report (PEAR). The PEAR is the initial environmental "tool" used by Caltrans to look at a project and its feasible alternatives for programming it in the State Transportation Improvement Program (STIP). The PEAR anticipates the environmental constraints that may affect project design, alternatives, cost, schedule, and delivery. It estimates the scope, schedule, and costs associated with the subsequent environmental compliance process and documents the assumptions and risks used to develop them.

The Environmental Constraints Analysis would consider the following topics, consistent with guidance set out in Caltrans's PEAR Handbook (2009) and the County's preferred CEQA Checklist (based on Appendix G of the CEQA Guidelines):

- ◆ Land Use
 - Existing and Future Land Use
 - Consistency with State, Regional, and Local Plans
 - Parks and Recreation
- ◆ Growth
- ◆ Farmlands/Timberlands
 - Community Impacts
 - Community Character and Cohesion
 - Relocations
 - Environmental Justice
 - Utilities/Emergency Services/Public Facilities
- ◆ Visual and Aesthetic Resources
- ◆ Historic and Cultural Resources
- ◆ Hydrology and Floodplain
- ◆ Water Quality and Stormwater Runoff
- ◆ Geology, Soils, Seismic, and Topography
- ◆ Paleontology
- ◆ Hazardous Waste/Materials
- ◆ Air Quality
- ◆ Noise and Vibration
- ◆ Energy and Climate Change
- ◆ Biological Resources
- ◆ Section 4(f) Resources
- ◆ Cumulative Impacts

- ◆ Opportunities for Context Sensitive Solutions
- ◆ Anticipated Permit Requirements
- ◆ Anticipated Environmental Approval

The evaluation of these topics will be concise, yet will be discussed in sufficient detail to preliminarily assess the need for further studies, analyses, or permits that may be required. Our analysis will be based primarily on a review of existing documentation and databases. SWCA will also conduct one general field review of the project area to document existing conditions of the project study area.

SWCA will work closely with Omni-Means to facilitate incorporation of the Environmental Constraints Analysis into other project team deliverables, including the Preliminary Alternatives Analysis. This task includes one round of internal review by Omni-Means and one round of review by the County as part of Omni-Means' Preliminary Alternatives Analysis.

2.1.4 Preliminary Opinion of Costs.

- ◆ Construction cost
- ◆ Utility relocation cost
- ◆ Right-of-way cost

Preliminary opinion of costs will be prepared for each of the three (3) alignment alternatives in a format similar to Caltrans' preliminary cost estimate template for planning level estimates and using unit costs developed with Deliverable 1, 1.2 Unit Costs and information developed within this task. As also recommended, we will develop support costs for each alignment alternative based on parameters developed with and agreed to by the County with Deliverable 1, 1.2 Unit Costs.

2.1.5 Potential Drainage Impacts.

Though not identified for analysis within Deliverable 2, "Drainage" is identified in the RFP as a category to be considered for the "Comparative Matrix of Alternatives" required with Deliverable 3. As such, we will conduct a preliminary drainage analysis that will focus only on and identify potential impacts or alterations to existing area drainage resulting from each of the alignment alternatives.



Exhibit A - Scope of Work

2.1.6 Preliminary Maintenance Costs

Though not identified for estimating within Deliverable 2, "Maintenance Costs" is identified in the RFP as a subcategory under "Costs" to be considered for the "Comparative Matrix of Alternatives" required with Deliverable 3. As such, we will review available sources including County maintenance costs, develop a general per linear foot maintenance cost, and prepare a preliminary opinion of cost for each of the alignment alternatives.

2.1.7 Preliminary Alternatives Analysis Technical Memorandum

A "Technical Memorandum" working paper will be prepared by Omni-Means that summarizes the results of the preliminary design and other studies prepared for the three (3) alignment alternatives. This document will be provided to the County PM and project team for review and comment. The document will also provide the technical information and project need/purpose for use in evaluating each alternative in Deliverable 3, 3.2 Comparative Matrix of Alternatives.

Deliverable 2.1: Traffic forecasts, conceptual designs for three (3) alignment alternatives, up to preliminary constraints level analysis for up to three (3) structures right of way data sheet for each alternative, environmental constraints analysis, preliminary opinion of costs for each alternative, potential drainage impacts and preliminary maintenance costs summarized in and/or appended to a technical memorandum.

DELIVERABLE 3

3.1 Additional Alternatives Analysis (Optional Task)

***Note:** During subsequent discussions with County staff, it was agreed that the work requested in the RFP and described below will not be required at this time. Should the County subsequently request the evaluation of additional alternatives, Omni-Means will prepare and submit a separate scope of work and budget estimate for the County's review and approval.*

Consultant shall evaluate two additional alternative alignments. These potential alignments are not yet known but are assumed to be discovered

and agreed upon after the preliminary alternatives analysis. Consultant shall prepare a report for the two additional alternatives that includes the same features and details as the preliminary three alternatives.

3.2 Comparative Matrix of Alternatives

Prepare an Alternative Comparison Matrix that describes the impacts of each (preliminary and additional (*see "Note" above*)) alternative in each of the categories listed below:

- ◆ Environmental
 - Archeological
 - Biological
 - Agricultural
 - Noise
 - Permits
- ◆ Existing Utilities
- ◆ Right of Way
 - Parcels Impacted
 - Total Acreage
 - Structures Impacted
- ◆ Costs
 - Construction Costs
 - Utility Relocation Costs
 - Right-of-way Costs
 - Project Development Costs
 - Maintenance Costs
- ◆ Drainage
 - Infrastructure Needs
 - Stormwater Impacts
- ◆ Timing
 - Project Development Timing
 - Construction Duration

The preliminary alignment alternatives developed in Deliverable 2 will be compared one against the other using the Alternatives Selection Decision Matrix (ASDM) process developed by and used successfully for over 15-years by Omni-Means. The steps in this process are provided below.

3.2.1 Need and Purpose

Omni-Means will prepare a "Need and Purpose" (N&P) statement for the project based on known transportation deficiencies, the goals, objectives, and policies of SLOCOG's Regional Transportation Plan, the County of San Luis Obispo General Plan, and any community plans. A memorandum with a draft N&P state-



Exhibit A - Scope of Work

ment will be prepared and provided to the County PM and project team during the kickoff meeting (Deliverable 1) for review, comment and discussion. We will then update/refine the N&P based on information developed during preparation of the preliminary alignment alternatives (Deliverable 2) and with input from the project team and community stakeholders. The refined N&P will be submitted to the project team and community stakeholders for review and comment.

3.2.2 Establish Alternatives Evaluation Process

The Alternatives Selection Decision Matrix (ASDM) process will be used to prioritize each evaluated alignment alternative. ASDM is a procedure that simplifies and documents the alternatives screening process. This procedure provides a means to identify and quantify the advantages and disadvantages associated with each project alternative based on a set of "critical" factors to be determined in conjunction with the project team. The matrix method will provide a means to "weigh" the relative advantages and disadvantages so that each of the alignment alternatives can be compared and ranked in relation to each other. Improvement alternatives have advantages and disadvantages over many interrelated issues. One alternative could favor or benefit a combination of issues; whereas another alternative could favor or benefit different combinations of issues.

3.2.3 ASDM Evaluation of Alignment Alternatives

The technical memorandums will provide the project team the technical information needed for completing the ASDM evaluation process. The project team will be provided a rating table in which each alternative can be rated based on the evaluation factors. The results of these ratings in conjunction with the assigned weighting for each factor will provide a "total score" for comparing one alternative to another.

3.2.4 Select Feasible Alignment Alternative(s)

Based on the results of the ASDM evaluation process and input received from stakeholders and the public, one or more alignment alterna-

tive may be identified as being feasible and carried forward by the County for further evaluation during later project phases.

Deliverable 3.2: Need and Purpose statement, agreed to Alternatives Selection Decision Matrix (ASDM) process, alignment alternatives evaluation results, and selection of feasible alignment alternative(s).

DELIVERABLE 4

4.1 Public Open House Presentation and Report

Consultant shall conduct an evening community open house. This effort shall include all presentation materials, handouts, conducting the presentation, documenting community feedback, advanced advertisement and public notices. This report shall include the above materials along with public feedback and meeting results. Consultant shall capture public opinion on the different alternatives by polling the attendees of the open house.

Omni-Means will schedule the public open house; make arrangements for a facility; assist in preparing necessary presentation materials; and prepare and produce handouts for the meeting. We will prepare a meeting notice and prepare project fact sheets, agendas, comment sheets, and other print materials.

Notifications for the public open house will include newspaper advertisements, a news release to mainstream and alternative news media, and direct mail to the project database. It is assumed that the County will generate and maintain the project stakeholder database and will be responsible for mailing any notifications to this database. A copy of each newspaper advertisement will also be provided to the County and it is assumed that the County will be responsible for providing the advertisement to each newspaper.

If requested by the County, a project website can also be established and maintained within the County's website for posting meeting notices, project information, newsletters and other materials prepared prior to the public open house.



Exhibit A - Scope of Work

Strategic Initiatives (Public Outreach Subconsultant) will take the lead on facilitating and running the open house. They propose to use interactive polling technology during each meeting as an effective tool to engage meeting participants. It assures that all participants' opinions are collected and meetings are not dominated by a vocal few. The opinions can be collected anonymously and the results can be immediately viewed and discussed. Up-to-date polling technology and software will be used that integrates seamlessly into PowerPoint presentations. The keypads are about the size of a credit card and typically are used with a lanyard, which meeting participants can wear around their neck.

It has been found that one of the greatest benefits of using interactive polling technology is the immediate discussion of the results. Areas of agreement can be quickly defined and areas of disagreement can be creatively explored in a non-confrontational setting. Data may be collected a second time if participants believe that the discussion has changed their opinion. The polling data provides clear documentation of agreements or decisions and a strong foundation to move to the next step in the planning process.

At the conclusion of the public open house, a focused report will be prepared that documents the results and outcome of the meeting.

Deliverable 4.1: Coordinate and facilitate public open house, prepare open house notifications and meeting materials, and prepare focused meeting summary report.

DELIVERABLE 5

5.1 Final Report

Consultant shall prepare a final report on the alternatives, the conclusions along with any final recommendations to proceed. The report shall include:

- ◆ Purpose and Need
- ◆ List of Constraints
- ◆ Description and Analysis for each alternative plus the "Do Nothing" alternative
- ◆ Comparison Matrix (Including Public Opinion)

- ◆ Public Acceptance (Determined by Public During Open house)
- ◆ Summary/Conclusion
- ◆ Appendices
 - Exhibits
 - Cost Estimates
 - Other Assessments and Analysis

5.1.1 Prepare Draft Report

Omni-Means will prepare a draft report that documents project team, community, and stakeholder comments. The draft report will also include data, information and recommendations developed with Deliverable 2 and Deliverable 3.

5.1.2 Prepare Response to Comments on Draft Report Review

Upon receipt of all project team comments on the draft report, Omni-Means will review and prepare a formal Response to Comments document. An electronic copy of this document will then be transmitted by email to the County's PM and other project team members for review and comment. If the responses are accepted and there no further comments, the Omni-Means will proceed with preparing the final report.

5.1.3 Prepare Final Report

Omni-Means will review and incorporate feedback and comments received from the draft report. Our team will then revise the draft report and prepare the final report.

Deliverable 5.1: Prepare draft and final reports.

TIME AND MATERIALS DELIVERABLES

The RFP noted that some deliverables, such as meetings with staff, reprographics and those items directed by County staff may be provided on a time and materials (T&M) basis. For each T&M deliverable, Omni-Means will provide the County PM an estimate in advance to provide the work and receive authorization to proceed prior to providing the work.

Optional Service: In addition to an analysis from a right of way perspective, HJA can obtain rights of



Exhibit A - Scope of Work

entry agreements from property owners if needed to gain access for constraints analysis surveys and studies. These services would be provided on a Time and materials basis if requested by the County.

COUNTY FURNISHED INFORMATION

The “Understanding of and Approach to the Project” section of our proposal includes a discussion of the information and participation we anticipate will be required from County staff. Included in this discussion is a list of the following items the County has identified as available or would be provided to assist in preparing the project deliverables.

- ◆ South County Community Model
 - County will provide consultant access to community model for evaluating traffic patterns.
- ◆ GIS Mapping Data
 - Landuse
 - APN/Parcel Data (via third party: Parcel Quest)
 - BioResource Mapping
 - Archeologic Areas
- ◆ Utility Information
 - County Utility Coordinator will provide utility atlas information.
- ◆ Aerial Imagery
- ◆ 5-foot topographic data
- ◆ Rights of Entry
 - No entry to private property shall be made or attempted prior to obtaining necessary Right of Entry documentation from the County.



Fees and Insurance

Fixed Fee Budget Estimate/Scope of Services

As requested, Omni-Means and our team of subconsultants have developed our costs to provide the deliverables provided in the suggested Scope of Work. Our total fixed fee estimate by deliverable is provided in the following table. Our proposed "Scope of Services" on which the fee is based is provided starting on the following page.

Proposed Fixed Fee Estimate									
Deliverable /Task	Task Description	Omni-Means	Subconsultants				Mark up 5%	Task Subtotal	Deliverable Total
		Total Fee	Bengal Engineering (Structures)	Hamner Jewell (HJA) (Right of Way)	SWCA (Environmental)	Stategic Initiatives (Outreach)			
Deliverable 1									
1.1	Kickoff Meeting	\$1,840.00				\$550.00	\$27.50	\$2,417.50	\$9,157.80
1.2	Unit Costs	\$1,392.00						\$1,392.00	
1.3	Base Map	\$5,006.00			\$326.00		\$16.30	\$5,348.30	
Deliverable 2									
2.1	Preliminary Alternatives Analysis (3 Alternatives)	\$33,664.00	\$18,000.00	\$6,880.00	\$4,908.00		\$1,489.40	\$64,941.40	\$64,941.40
Deliverable 3									
3.1	Additional Alternatives Analysis (2 Alternatives) (OPTIONAL TASK)	\$0.00						\$0.00	\$7,148.00
3.2	Comparative Matrix of Alternatives	\$7,148.00						\$7,148.00	
Deliverable 4									
4.1	Public Open House Presentation and Report	\$2,800.00		\$540.00	\$414.00	\$3,100.00	\$202.70	\$7,056.70	\$7,056.70
Deliverable 5									
5.1	Final Report	\$8,962.00						\$8,962.00	\$8,962.00
Subtotal Dollars:		\$60,812.00	\$18,000.00	\$7,420.00	\$5,648.00	\$3,650.00	\$1,735.90	\$97,265.90	\$97,265.90



Firm Qualifications - Organization

Staff Capability

At Omni-Means, we pride ourselves on the fact that internally we provide all services necessary to deliver a complete project from conception to construction, with the exception of a few specialty areas for which we hire outstanding partners. Our staff members are well versed in all aspects of planning, design, and construction management, and include several licensed Professional and Traffic Engineers. We also have specialty staff to round out our project delivery capacity including licensed Land Surveyors, Landscape Architects, and Qualified Storm Water Pollution Prevention Plan Developers/Practitioners, as well as GIS specialists.

Organizational Chart

The following Organizational Chart identifies key services and staff that will be available to the County as needed for this Constraints Analysis.

