EAST BAY MUNICIPAL UTILITY DISTRICT

REQUEST FOR PROPOSAL (RFP) No. 534-15-01 for **Phase 1 Geotechnical Exploration Program**

For complete information regarding this project, see RFP posted at http://www.ebmud.com/business-opportunities or contact the EBMUD representative listed below. Thank you for your interest!

Contact Person: Marshall McLeod, Senior Civil Engineer

Phone Number: (510) 287 - 1078

E-mail Address: mmcleod@ebmud.com

Please note that prospective Proposers are responsible for reviewing http://ebmud.com/business, during the RFP process, for any published addenda regarding this RFP.

RESPONSE DUE

by

4:00 p.m.

on

October 26, 2015

at

EBMUD, Purchasing Division 375 Eleventh St., First Floor Oakland, CA 94607



375 Eleventh Street, Oakland, CA 94607

Website: ebmud.com

EAST BAY MUNICIPAL UTILITY DISTRICT

RFP No. 534-15-01

for

Phase 1 Geotechnical Exploration Program

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I. STATEMENT OF WORK

A. BACKGROUND

The East Bay Municipal Utility District (District) provides drinking water to over 1.3 million people in Alameda and Contra Costa counties. Approximately 90 percent of the water delivered to the District's customers originates from Pardee Reservoir on the western slope of Sierra Nevada. Raw water is delivered to the East Bay Area through the Mokelumne Aqueducts, three 82 mile long steel aqueduct pipelines. The three aqueducts are at risk of failure within the Sacramento-San Joaquin Delta due to flooding and seismic hazards. Construction of aqueduct interconnections on the eastern and western sides of the Delta completed in 2013 in combination with seismic upgrades to Aqueduct No. 3 completed in 2000 have significantly reduced the vulnerability of the aqueduct system until a long term solution for Delta water transmission can be designed and constructed.

The District's 2007 report, Strategy for Protecting the Aqueducts in the Delta (SPAD), recommended a tunnel across the Delta as the preferred long-term mitigation for earthquake and flood risks to the aqueducts within the Delta.

In 2014 a conceptual design for replacing the existing aqueducts through the Delta with a deep tunnel was developed [ref MWH. *Mokelumne Aqueduct Delta Tunnel Study, Technical Memorandum No.2, Conceptual Design*]. The proposed Delta Tunnel is envisioned to be approximately 16.5 miles long, beginning west of Interstate 5 and ending at the District's Bixler Maintenance Yard. See Figures 1 and 2. The conceptual design places the tunnel invert between elevation -70 and -140 feet; however, the vertical profile for the tunnel will be optimized during future design development after reducing uncertainties related to geologic conditions, engineering properties of the soil materials and specifics of the liquefaction analyses.

The conceptual design includes seven (7) shafts positioned along the alignment to facilitate tunnel construction, contract packaging, and to provide future access for operations, maintenance, and repairs. Temporary support of construction shafts is expected to be structural slurry walls and reinforced concrete base slabs placed with tremie methods.

Under normal operating conditions, all three Mokelumne Aqueducts convey raw water from Pardee Reservoir to the District's service area. Depending on operations, one or more of the existing three Mokelumne Aqueducts may convey raw water from Folsom South Canal. As a consequence, two tunnel configurations were developed for the conceptual design:

- 1. 21 foot outside diameter segmental lined tunnel with two 87 inch inside diameter welded steel carrier pipes to maintain separation of the source flows for water quality and treatment purposes.
- 2. 14 foot outside diameter segmental lined tunnel with a single 111 inch diameter welded steel carrier pipe combining all source flows.

Based on the conceptual design, the proposed Delta Tunnel is expected to be a two-pass system with initial support and a final lining and the annulus backfilled with cellular concrete. Construction is envisioned to utilize pressurized face tunnel boring machines (TBM) with a segmental lining for initial support.

The RFP for professional engineering services is the first step to advance and develop the Delta Tunnel Project from the conceptual design level through final design.

B. SCOPE

The scope of work includes providing engineering consulting services for the review of existing information, conducting subsurface explorations, installing geotechnical field instrumentation, conducting a laboratory testing program, preparation of a geotechnical data report, preparation of preliminary geologic interpretative memorandum, and the preparation of a seismicity report. The purpose of the program is to augment historical geotechnical data, to further characterize the ground conditions and to reduce geologic uncertainties. Results of the Phase 1 Geotechnical Exploration Program will support the preliminary design of the proposed Mokelumne Aqueducts Delta Tunnel and will also be used for future structural analyses of the existing Mokelumne Aqueducts in the Delta.

The District intends to award an 18-month contract to the Proposer(s) who best meets the District's requirements.

C. QUALIFICATIONS

1. Consultant Minimum Qualifications

a. **Project Manager:**

- (1) A minimum of ten (10) years of leading role experience in project management
- (2) A minimum of five (5) years in the management of the planning and implementation of a geotechnical investigation, data management, geologic and geotechnical interpretation and analysis, and preparation of geologic and geotechnical reports.

b. **Lead Geotechnical Engineer:**

- (1) A minimum of fifteen (15) years of geotechnical investigation and site characterization.
- (2) Experience in implementation of geotechnical investigation and testing programs of a similar nature and size.
- (3) Experience in geologic and geotechnical studies including development of exploration and testing work plans, implementation of field investigation and laboratory testing programs, performance of geologic/geotechnical interpretations, and development of geotechnical data reports and geotechnical design memorandum for the design and construction of deep underground projects in soft ground.
- (4) Experience in at least one (1) soft-ground TBM tunneling project.
- (5) California registration as a civil engineer with geotechnical emphasis, geotechnical engineer or certified engineering geologist.

c. **Tunnel Engineer:**

- (1) A minimum of fifteen (15) years of design and construction experience in tunneling.
- (2) Experience in geologic and geotechnical interpretation and characterization and development of the basis of design specifically related to design of large diameter soft ground tunnels.
- (3) Experience in design of two (2) soft ground tunnel projects.
- (4) Registration as a civil engineer, geotechnical engineer or certified engineering geologist
- 2. Consultant shall possess all permits, licenses, and professional credentials necessary to perform services as specified under this RFP.

D. <u>SPECIFIC REQUIREMENTS</u>

TASK 1 – Review Existing Data

Review previous Delta Tunnel work, existing geotechnical investigation reports, in-house data, and published literature. Perform field reconnaissance to substantiate and further refine data obtained from review. At a minimum, the Consultant will review the

reference documents listed in Exhibit F – Existing Documents. Historic data is currently available for Proposers to review in electronic (PDF) format at the following FTP site:

ftp://ftp.ebmud.com/pub/projects/EBMUD Tunnel RFP/

Username: visitor

Password: share321

Task 1 Deliverables:

Provide list of data and documents reviewed and a summary of pertinent findings

Task 1 Meetings:

Kickoff Meeting

TASK 2 – Subsurface Explorations

The Phase 1 Geotechnical Exploration Program shall focus on the following three general areas of interest and data needs identified below. The District estimates that the borings and CPTs will be spaced approximately 2,000-feet apart with additional investigations at proposed shaft locations. Down-hole or cross-hole low-strain geophysical seismic velocity surveys may also be included as a part of the investigation. Bore holes will range from 150 to 500 feet in depth, depending on the objectives of the particular boring and location. The Consultant shall obtain approval of the Geotechnical Investigation Work Plan prior to commencing site work.

- 1. **Geologic Characterization**: These explorations focus on developing a better understanding of the geology in the project area and in the vicinity of the project. Of primary interest are the identification and/or confirmation of the formations in the area, particularly the interface between the Holocene and Pleistocene Formations, and their respective material parameters. This information is needed to verify that the geologic conditions used for design are consistent with area wide geologic interpretations, or that variations are known and supported by field data. This information is also crucial to setting the tunnel depth and profile in ground conditions with acceptable performance during seismic events. Explorations for geologic definition are primarily deep, i.e. significantly deeper than the tunnel profile, and focus on unit characteristics and if possible geologic markers.
- 2. **Tunnel**: This task will include site characterization of the soil and geologic materials underlying the proposed tunnel for the purpose of tunnel design and construction. The goals are to develop a detailed geologic profile, determine the

engineering properties and the anticipated ground behavior for each stratigraphic unit. Explorations for the tunnel are expected to be approximately 175 feet deep, although this depth is dependent on results of deeper explorations for geologic characterization and the preliminary design tunnel depth. We anticipate that a combination of both conventional borings and CPT investigation methods will be used.

3. **Shafts**: This task will include efforts to characterize the soil and geologic materials underlying and in the vicinity of each of the seven (7) shaft locations for the purpose of shaft design and construction. The goals are to determine the soil and geologic profile at each shaft, the engineering properties of each unit, and the ground behavior of each unit. Explorations for the shafts are expected to be approximately 225 feet deep. Sampling for these borings is at regular intervals from the ground surface to the full boring depth.

Soil exploration for assessment of ground conditions and structure foundations require sampling and in-situ testing. General requirements for soil sampling and laboratory testing will be established in the Geotechnical Investigation Work Plan. The field geologist/engineer will direct the drilling activities as to the frequency and type of samples, and will ensure the proper handling, preservation, and treatment of the samples. The field geologist/engineer will log the borings and ensure that all sampling and testing are done according to the relevant American Society for Testing and Materials (ASTM) Standards. The drilling, sampling, and testing program will be directed and logged by an experienced geotechnical engineering or engineering geologist familiar with standard practices for soil classification (Unified Soil Classification System, ASTM D2488). Soil sampling and handling will be conducted in conformance to ASTM D1586 (standard method for penetration test and split barrel sampling of soils) and ASTM D4220 (standard practice for preserving and transporting soil samples).

As part of this task, the Consultant is responsible for the following activities:

- Planning Exploration Program
- Contracting with the drilling contractor(s)
- Coordinating with District for access and identification of boring locations
- Utility notification and locating
- Obtaining all drilling permits
- Developing Health and Safety Plan

The District's right of way (ROW) for the Mokelumne Aqueducts is generally 100 feet wide within the study area, but the ROW is wider at the river crossings. It is the intent of

this RFP that all soil boring and CPT locations will be located within the extents of District's ROW. It is not a requirement to perform geotechnical field investigation work over the waters of Old, Middle or San Joaquin Rivers.

Task 2 Deliverables:

- Draft Geotechnical Investigation Work Plan
- Final Geotechnical Investigation Work Plan
- Boring logs
- CPT probe logs
- Geophysical soundings results
- In-situ test results

Task 2 Meetings:

Present Draft Geotechnical Work Plan

TASK 3 – Geotechnical Instrumentation

Geotechnical instrumentation, specifically vibrating wire piezometers will be installed in selected drill holes in order to evaluate hydrostatic conditions at the tunnel horizon. Data loggers will be installed to record and document the data on a continuous basis. It is acceptable to propose or recommend additional instrumentation. It is assumed that piezometers will be installed in borings completed using conventional boring methods.

Task 3 Deliverables:

- Geotechnical instrumentation as-built drawings
- Monitoring data

TASK 4– Laboratory Testing

Geotechnical laboratory testing will be conducted on select samples of soil collected from the drill holes in order to evaluate engineering characteristics and develop preliminary tunnel design parameters. All laboratory testing will be conducted according to applicable ASTM standards or other applicable standards. The Consultant's laboratory testing program will be designed to support future preliminary tunnel design work.

Task 4 Deliverables:

A tabulated summary of the laboratory data and test results

TASK 5 - Phase 1 Geotechnical Data Report

An interim geotechnical data report (GDR) shall be prepared that describes the exploration and testing program, methods of investigation, instrumentation, and laboratory testing, provides all the data obtained during the exploration program including: boring logs, in situ testing data, instrumentation as-built drawings, instrumentation monitoring data, and laboratory test results. Existing CPT data from the 2014 Delta Tunnel Study shall also be included, in addition to other historic data recommended by the Consultant.

The GDR shall describe the exploration methods used, geologic materials encountered, and the laboratory test results from the subsurface exploration.

Task 5 Deliverables:

- Draft Phase 1 Geotechnical Data Report
- Final Phase 1 Geotechnical Data Report

Task 5 Meetings:

Present Draft Geotechnical Data Report

TASK 6 – Preliminary Geologic Interpretative Memorandum

Based on the data collected, the Consultant shall prepare a preliminary interpretation of the soil and geologic conditions including cross sections showing soil types and stratigraphy. The interpretative memorandum shall also include geologic descriptions, soil properties, hydrogeologic characteristics, and material shear strength and deformability parameters. Material parameters will be developed for all applicable loading conditions such as (e.g. temporary construction, long term static and short term seismic loading conditions, etc.).

Task 6 Deliverables:

- Draft Preliminary Geologic Interpretative Memorandum
- Final Preliminary Geologic Interpretative Memorandum

Task 6 Meetings:

Present Draft Geologic Interpretative Memorandum

TASK 7 – Seismicity Report

The report shall document site specific conditions related to seismic sources (using the DRMS Seismology report as a basis). The report should include estimates of fault offset and provide site specific design spectrum for two (2) levels of shaking:

- 1. Design Level
- 2. Contingency Level

The Consultant shall specify the annual probability of exceedance for each level of shaking considered along with a rationale and performance criteria of the proposed tunnel, shafts and related structural components. The target spectra will be developed as outcrop "free field" motions and provided to the District. The spectra should be provided for at several locations along the proposed tunnel alignment. Two sets of horizontal spectra should be provided for all proposed locations for both levels of design considered. The Consultant shall develop site specific motions at tunnel elevation and at the ground surface including along the shaft elevations will require a site specific site response analysis using a one-dimensional equivalent linear or non-linear computer code (viz. SHAKE and DMOD/DEEPSOIL).

Assessment of liquefaction and non-linear site response analysis will be performed by EBMUD engineering staff and provided to the Consultant for review.

Task 7 Deliverables:

- Draft Seismicity Report
- Final Seismicity Report

E. <u>DELIVERABLES / REPORTS</u>

- 1. Specific deliverables are listed by Task in RFP Section I.D. Specific Requirements.
- 2. Draft and Final Reports, Work Plans, and Technical Memoranda will be submitted as follows:
 - a. Five (5) hard copies
 - b. One (1) electronic copy
- 3. Monthly Progress Reports -One (1) electronic copy and one (1) hardcopy to accompany monthly invoices.

II. CALENDAR OF EVENTS

The Phase 1 geotechnical program duration is expected to be about 18 months, beginning January 2016 through July 2017. The work will be sequenced. Deep borings for geologic characterization and some laboratory testing are expected to be targeted first; followed by borings and CPT's for the tunnel; and finally borings and CPT's for the shafts. This approach allows results from earlier phases to be evaluated, which facilitates updates to the geologic characterization and our understanding of the stratigraphy along the alignment which will also allow the project team to continually optimize the data collection efforts.

EVENT	DATE
RFP Issued	September 23, 2015
Response Due by 4:00 pm	October 26, 2015
Oral Presentations and Interviews	November 5 to 10, 2015
Complete Selection Process	November 20, 2015
Negotiate and Finalize Contract	December 11, 2015
EBMUD Board Approval	December 22, 2015
Anticipated Contract Start Date	January 4, 2016
SCOPE OF WORK	COMPLETION DATES
Task 1 – Review Existing Data	TBD
Task 2 – Subsurface Explorations	TBD
Task 3 – Geotechnical Instrumentation	TBD
Task 4 – Laboratory Testing	TBD
Task 5 – Phase 1 Geotechnical Data Report	TBD
Task 6 – Preliminary Geologic Interpretative Memo	TBD
Task 7 – Seismicity Report	TBD
Project Completion	July 2017

Note: All dates are subject to change.

Proposers are responsible for reviewing http://ebmud.com/business for any published addenda. Hard copies of addenda will not be mailed out.

III. DISTRICT PROCEDURES, TERMS, AND CONDITIONS

A. RFP ACCEPTANCE AND AWARD

- 1. RFP responses will be evaluated by a committee and will be scored/ranked in accordance with the RFP section entitled "Evaluation Criteria/Selection Committee."
- 2. The committee will recommend award to the Proposer who, in its opinion, has submitted the RFP response that best serves the overall interests of the District. Award may not necessarily be made to the Proposer with the lowest overall cost.
- 3. The District reserves the right to award to a single or to multiple General or Professional Service Providers, dependent upon what is in the best interest of the District.
- 4. The District has the right to decline to award this contract or any part of it for any reason.
- 5. Any specifications, terms, or conditions issued by the District, or those included in the Proposer's submission, in relation to this RFP, may be incorporated into any PO or contract that may be awarded as a result of this RFP.
- 6. Award of contract. The right is reserved to reject any or all proposals, to accept one part of a proposal and reject the other, unless the bidder stipulates to the contrary, and to waive technical defects, as the interest of the District may require. Award will be made or proposals rejected by the District as soon as possible after bids have been opened.

B. <u>EVALUATION CRITERIA/SELECTION COMMITTEE</u>

All proposals will be evaluated by a District Selection Committee (DSC). The DSC may be composed of District staff and other parties that may have expertise or experience in this type of procurement. The DSC will select a Proposer in accordance with the evaluation criteria set forth in this RFP. The evaluation of the RFP responses shall be within the sole judgment and discretion of the DSC.

The DSC will evaluate each RFP response meeting the qualification requirements set forth in this RFP. Proposer should bear in mind that any RFP response that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the District's requirements as set forth in this RFP.

RFP responses will be evaluated and scored according to each Evaluation Criteria below, and scored according to a zero to five-point scale. The scores for all Evaluation Criteria will then be added to arrive at a weighted score for each RFP response. An RFP response with a high weighted total will be deemed of higher quality than one with a lesserweighted total.

Based on the evaluation results of the written proposals, the District intends to develop a shortlist of Proposers to be invited to an oral presentation and interview before the DSC as part of the selection process. The Oral Presentation and Interview may consist of standard questions asked of each of the Proposers and specific questions regarding the specific RFP response and will be scored separately from the written proposals. The total score from the written proposal and the oral presentation and interview will be used to select the Proposer.

The written proposal Evaluation Criteria are as follows:

	Evaluation Criteria		
Α.	 Proposed Services: Understanding of the Project Confirm, expand and/or detail the tasks outlined in the scope of services of this RFP and provide detailed descriptions of how the Proposer proposes to execute the work to achieve the District's goals. Project Approach: Task specific approach and associated work elements including dependencies on other tasks. Approach to developing and executing a geotechnical investigation work plan to prepare the GDR. 		
В.	Key Personnel and Organization Chart: 1. Project Team Qualifications: a. Relevant tunnel project experience c. Relevant Delta geology experience d. Experience with projects involving multiple firms and stakeholders e. Demonstrated capability on similar projects f. Depth and breadth of experience g. Involvement and time commitment of key personnel h. Meet minimum qualifications outlined in Section I.B. 2. Project Team Organization: Proposer should provide an Organizational Chart that illustrates the team structure.		
C.	Implementation Plan and Schedule: The Proposer shall provide a CPM schedule and Gantt chart of all the tasks and subtasks including sequence, duration, dependencies, milestones and		

deliverables dates. The schedule provided by the selected Proposer for the Planning Phase, may become part of the Agreement.

D. Cost:

An evaluation will be made of:

- 1. Reasonableness (i.e., does the proposed pricing accurately reflect the Proposer's effort to meet requirements and objectives?);
- 2. Realism (i.e., is the proposed cost appropriate to the nature of the products and services to be provided?); and
- 3. Affordability (i.e., the ability of the District to finance this project).

The proposals will <u>not</u> be scored according to the lowest cost.

E. | Contract Equity Program:

Proposer shall be eligible for SBE preference points if they are a certified small business entity, as described in the guidelines contained in Exhibit A-Contract Equity Program, <u>and</u> they check the appropriate box, requesting preference, in Exhibit A-Proposer Information and Acceptance.

F. References:

The score for reference checks may only be used for shortlisted proposals. (See Exhibit A – RFP Response Packet)

C. PRICING

- 1. Prices quoted shall be firm for the first 24 months of any contract that may be awarded pursuant to this RFP.
- 2. All prices quoted shall be in United States dollars.
- 3. Price quotes shall include any and all payment incentives available to the District.
- 4. Proposers are advised that in the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and extended price.

5. Prevailing Wages:

All Contractors bidding on a public works project and all Subcontractors of any tier shall be registered with the State Department of Industrial Relations pursuant to Section 1725.5 of the Labor Code.

The Contractor shall post a copy of the general prevailing rate of per diem wages at the jobsite pursuant to Section 1773.2 of the Labor Code of the State of California.

Pursuant to the provisions of Division 2, Part 7, Chapter 1, Article 2, and any amendments thereof of the Labor Code of the State of California, the Contractor and any subcontractor under him shall pay not less than the specified prevailing rate of wages to all workers employed in the execution of the contract.

The Contractor shall, as a penalty to the State or the District, forfeit Twenty-Five (\$25.00) Dollars for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing rates for any work or craft in which such worker is employed under the contract by the Contractor or by any subcontractor under him. The difference between such stipulated prevailing wage rates and the amount paid to such worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor. The provisions of Section 1776 of the Labor Code of the State of California shall be complied with by the Contractor. For all classes of work not specified herein, the minimum wage shall be that specified for general laborer.

The specified wage rates are minimum rates only and the District will not consider and shall not be liable for any claims for additional compensation made by the Contractor because of payment by him of any wage rate in excess of the general prevailing rates. All disputes in regard to the payment of wages in excess of those specified herein shall be adjusted by the Contractor at his own expense.

The holidays upon which such rates shall be paid shall be all holidays recognized in the collective bargaining agreement applicable to the particular craft, classification, or type of worker employed on the project.

D. PROTESTS

Protests must be in writing and must be received no later than seven (7) business days after either of the following: posting of the RFP results on the District's website (www.ebmud.com), or notification of selection/non-selection, whichever is sooner. The District will reject the protest as untimely if it is received after this specified time frame. Protests will be accepted from Proposers or potential Proposers only.

If the protest is mailed and not received by the District, the protesting party bears the burden of proof to submit evidence (e.g., certified mail receipt) that the protest was sent in a timely manner so that it would be received by the District within the RFP protest period.

Bid protests must contain a detailed and complete written statement describing the reason(s) for protest. The protest must include the name and/or number of the bid, the

name of the firm protesting, and include a name, telephone number, email address and physical address of the protestor. If a firm is representing the protestor, they shall include their contact information in addition to that of the protesting firm.

Protests must be mailed or hand delivered to the Manager of Purchasing, East Bay Municipal Utility District, 375 Eleventh Street, Oakland, CA 94607 or P.O. Box 24055, Oakland, California 94623. Facsimile and electronic mail protests must be followed by a mailed or hand delivered identical copy of the protest and must arrive within the seven day time limit. Any bid protest filed with any other District office shall be forwarded immediately to the Manager of Purchasing.

The bid protester can appeal the determination to the requesting organization's Department Director. The appeal must be submitted to the Department Director no later than five working days from the date of receipt of the requesting organization's determination on the protest.

Such an appeal must be made in writing and must include all grounds for the appeal and copies of the original protest and the District's response. The bid protester must also send the Purchasing Division a copy of all materials sent to the Department Director. The Department Director will make a determination of the appeal and respond to the protester by certified mail in a timely manner. If the appeal is denied, the letter will include the date, time, and location of the Board of Directors meeting at which staff will make a recommendation for award and inform the protester it may request to address the Board of Directors at that meeting.

The District may transmit copies of the protest and any attached documentation to all other parties who may be affected by the outcome of the protest. The decision of the District as to the validity of any protest is final. This District's final decision will be transmitted to all affected parties in a timely manner.

E. <u>INVOICING</u>

- 1. Payment will be made within thirty (30) days following receipt of a <u>correct</u> <u>invoice</u> and upon complete satisfactory receipt of product and/or performance of services.
- 2. The District shall notify General or Professional Service Provider of any invoice adjustments required.
- 3. Invoices shall contain, at a minimum, District PO number, invoice number, remit to address, and itemized services description.

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4. The District will pay General or Professional Service Provider in an amount not to exceed the negotiated amount(s) which will be referenced in the agreement signed by both parties.

F. BONDS

The successful Proposer will be required to post and maintain a Payment Bond for one hundred percent (100%) of the total contract amount with the District. Bonds must be furnished on District forms attached to this RFP as **Exhibit C - Bond Forms** within ten (10) business days after receiving the forms for execution.

IV. RFP RESPONSE SUBMITTAL INSTRUCTIONS AND INFORMATION

A. <u>DISTRICT CONTACTS</u>

All contact during the competitive process is to be through the contact listed on the first page of this RFP. The following persons are only to be contacted for the purposes specified below:

FOR INFORMATION REGARDING TECHNICAL QUESTIONS:

Attn: Marshall McLeod

EBMUD Pipeline Infrastructure Division

E-Mail: mmcleod@ebmud.com

PHONE: (510) 287-1078

FOR INFORMATION ON THE CONTRACT EQUITY PROGRAM:

Attn: Contract Equity Office PHONE: (510) 287-0114

AFTER AWARD:

Attn: Marshall McLeod

EBMUD Pipeline Infrastructure Division

E-Mail: mmcleod@ebmud.com

PHONE: (510) 287-1078

B. <u>SUBMITTAL OF RFP RESPONSE</u>

- 1. Late and/or unsealed responses will not be accepted.
- 2. RFP responses submitted via electronic transmissions will not be accepted. Electronic transmissions include faxed RFP responses or those sent by electronic mail ("e-mail").
- 3. RFP responses will be received only at the address shown below, must be SEALED, and must be received at the District Purchasing Division by 4:00 p.m. on the due date specified in the Calendar of Events. Any RFP response received after that time or date, or at a place other than the stated address cannot be considered and will be returned to the Proposer unopened. All RFP responses must be received and time stamped at the stated address by the time designated. The Purchasing Division's timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of RFP responses.
- 4. RFP responses are to be addressed/delivered as follows:

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Mailed:

Andrew Akelman, Manager of Purchasing East Bay Municipal Utility District Phase 1 Geotechnical Exploration Program RFP No. 534-15-01 EBMUD–Purchasing Division P.O. Box 24055 Oakland, CA 94623

Hand Delivered or delivered by courier or package delivery service:

Andrew Akelman, Manager of Purchasing-EBMUD
East Bay Municipal Utility District
Phase 1 Geotechnical Exploration Program
RFP No. 534-15-01
EBMUD—Purchasing Division
375 Eleventh Street, First Floor
Oakland, CA 94607

Proposer's name, return address, and the RFP number and title must also appear on the mailing package.

5. Proposers are to submit one (1) original hardcopy RFP response (Exhibit A – RFP Response Packet, including Contract Equity Program forms and all additional documentation stated in the "Required Documentation and Submittals" section of Exhibit A), all with original ink signatures. Submit five (5) additional complete hard copy RFP responses.

Proposers <u>must</u> also submit an electronic copy of their RFP response, with their hardcopy RFP response Package. The file must be on a disk or USB flash drive and enclosed with the sealed original hardcopy of the RFP response. The electronic copy should be in a single file (PDF) format, and shall be an <u>exact</u> scanned image of the original hard copy Exhibit A – RFP Response Packet, Contract Equity Program forms and all additional documentation stated in the "Required Documentation and Submittals" section of Exhibit A.

- 6. All costs required for the preparation and submission of an RFP response shall be borne by the Proposer.
- 7. California Government Code Section 4552: In submitting an RFP response to a public purchasing body, the Proposer offers and agrees that if the RFP response is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700,

of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Proposer for sale to the purchasing body pursuant to the RFP response. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Proposer.

- 8. Proposer expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act.
- 9. The RFP response shall remain open to acceptance and is irrevocable for a period of one hundred eighty (180) days, unless otherwise specified in the RFP documents.
- 10. It is understood that the District reserves the right to reject any or all RFP responses.

C. RESPONSE FORMAT

- 1. Proposers shall not modify any part of Exhibits A through G, or qualify their RFP responses. Proposers shall not submit to the District a re-typed or otherwise recreated version of these documents or any other District-provided document.
- 2. RFP responses, in whole or in part, are NOT to be marked confidential or proprietary. The District may refuse to consider any RFP response or part thereof so marked. RFP responses submitted in response to this RFP may be subject to public disclosure. The District shall not be liable in any way for disclosure of any such records.

RFP No. 534-15-01



EXHIBIT A RFP RESPONSE PACKET

RFP No. 534-15-01 - Phase 1 Geotechnical Exploration Program

10:	The EAST BAY MUNICIPAL UTILITY DISTRICT (DISTRICT)
From:	
	(Official Name of Proposer)

RFP RESPONSE PACKET GUIDELINES

- AS DESCRIBED IN SECTION IV- RFP RESPONSE SUBMITTAL INSTRUCTIONS AND INFORMATION, PROPOSERS ARE TO SUBMIT ONE (1) ORIGINAL HARDCOPY RFP RESPONSE WITH ORIGINAL INK SIGNATURES, FIVE (5) COPIES, AND ONE (1) ELECTRONIC COPY (preferably in PDF format and on a CD or flash drive) CONTAINING THE FOLLOWING, IN THEIR ENTIRETY:
 - EXHIBIT A RFP RESPONSE PACKET, INCLUDING CONTRACT EQUITY PROGRAM FORMS
 AND ALL ADDITIONAL REQUIRED DOCUMENTATION AS DESCRIBED IN EXHIBIT A REQUIRED DOCUMENTATION AND SUBMITTALS
 - **O EXHIBIT B- INSURANCE FORMS**
- PROPOSERS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT AN INCOMPLETE RFP RESPONSE MAY BE SUBJECT TO DISQUALIFICATION AND THEIR RFP RESPONSE REJECTED IN TOTAL.
- IF PROPOSERS ARE MAKING <u>ANY</u> CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO ANY PART OF THIS RFP, THESE <u>MUST</u> BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AND AMENDMENTS SECTION OF THIS EXHIBIT A RFP RESPONSE PACKET. THE DISTRICT, AT ITS SOLE DISCRETION, MAY ACCEPT AMENDMENTS/EXCEPTIONS, OR MAY DEEM THEM TO BE UNACCEPTABLE, THEREBY RENDERING THE RFP RESPONSE DISQUALIFIED.



PROPOSER INFORMATION AND ACCEPTANCE

- 1. The undersigned declares that all RFP documents, including, without limitation, the RFP, Addenda, and Exhibits, have been read and that the terms, conditions, certifications, and requirements are agreed to.
- 2. The undersigned is authorized to offer, and agrees to furnish, the articles and services specified in accordance with the RFP documents of RFP No. 534-15-01.
- 3. The undersigned acknowledges acceptance of all addenda related to this RFP. List Addenda for this RFP on the line below:

Addendum #	Date

- 4. The undersigned hereby certifies to the District that all representations, certifications, and statements made by the Proposer, as set forth in this RFP Response Packet and attachments, are true and correct and are made under penalty of perjury pursuant to the laws of California.
- 5. The undersigned acknowledges that the Proposer is, and will be, in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated RFP documents.
- 6. It is the responsibility of each Proposer to be familiar with all of the specifications, terms, and conditions and, if applicable, the site condition. By the submission of an RFP response, the Proposer certifies that if awarded a contract it will make no claim against the District based upon ignorance of conditions or misunderstanding of the specifications.
- 7. Patent indemnity: General or Professional Service Providers who do business with the District shall hold the District, its Directors, officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article, or appliance furnished or used in connection with the contract or purchase order.

8.	Response Packet, the Proposer agrees to meet the minimum insurance requirements stated in the RFP This documentation must be provided to the District prior to execution of an agreement by the District and shall include an insurance certificate which meets the minimum insurance requirements, as stated in the RFP.			
9.	The undersigned Proposer hereby submits this RFP response and binds itself to the District. The RFP, subsequent Addenda, Proposers Response Packet, and any attachments, shall be used to form the basis of a Contract, which once executed shall take precedence.			
10.	The undersigned acknowledges ONE of the following (please check only one box)*:			
		Proposer is not an SBE and is ineligib	ole for any Proposal preference; OR	
		Opportunity (EEO) Guidelines, and h	he Contract Equity Program (CEP) and Equal Employment has completed the Contract Equity Program and Equal the hyperlink contained in the Contract Equity Program and thibit A.	
	*If no box is checked it will be assumed that the Proposer is ineligible for Proposal preference and none will be given. For additional information on SBE Proposal preference please refer to the Contr Equity Program and Equal Employment Opportunity Guidelines at the above referenced hyperlink.			
Offici	al Nam	e of Proposer (exactly as it appears on Prop	pposer's corporate seal and invoice):	
Stree [.]	t Addre	ess Line 1:		
		ess Line 2:		
Webp	oage: _			
		ty / Organizational Structure (check		
		Corporation	Joint Venture	
		Limited Liability Partnership	Partnership	
		Limited Liability Corporation	Non-Profit / Church	
		Other:		
Jurisd	iction			
Date	of Orga	anization Structure:	_	

Federal Tax Identif	fication Number:			
Primary Contact Ir	nformation:			
Name / Title	e:			
Telephone	Telephone Number: Fax Number:			
E-mail Addr	ess:			
Street Addr	ess Line 1:			
City:		State:	Zip Code:	
SIGNATURE:				
Name and Title of	Signer (printed):			
Dated this	day of		20)



PROPOSAL FORM

Cost shall be submitted on Proposal Form(s), in spreadsheet format, similar to the Standard Consulting Agreement Exhibit B-1 Cost Distribution and Exhibit B-2 Labor Distribution tables included in EXHIBIT E of this RFP. The prices quoted shall <u>not</u> include Sales Tax or Use Tax; said tax, wherever applicable, will be paid by the District to the General or Professional Service Provider, if licensed to collect, or otherwise directly to the State.

Award will be based on qualifications, not cost. See RFP Section III.B for evaluation criteria.



REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – RFP Response Packet. Proposers shall submit all documentation, in the order listed below, and clearly label each section of the RFP response with the appropriate title (i.e. Table of Contents, Letter of Transmittal, Key Personnel, etc.).

- 1. **Letter of Transmittal**: RFP response shall include a description of the Proposer's capabilities and approach in providing its services to the District, and provide a brief synopsis of the highlights of the RFP response and overall benefits to the District. This synopsis should not exceed three (3) pages in length and should be easily understood.
- 2. **Description of the Proposed Services**: RFP response shall include a description of the terms and conditions of services to be provided during the contract term including response times. The description shall contain a basis of estimate for services including its scheduled start and completion dates, the number of Proposer's and District personnel involved, and the number of hours scheduled for each person. The description shall demonstrate understanding of the project and outline a clear approach to achieving the project goals. Finally, the description must: (1) specify how the services in the RFP response will meet or exceed the requirements of the District; (2) explain any special resources or approaches that make the services of the Proposer particularly advantageous to the District; and (3) identify any limitations or restrictions of the Proposer in providing the services that the District should be aware of in evaluating its RFP response to this RFP.
- 3. **Implementation Plan and Schedule**: The RFP response shall include an implementation plan and schedule. The plan shall include a detailed schedule indicating how the Proposer will ensure adherence to the timetables for the services and final deliverables.
- 4. **Key Personnel and Organization Chart:** In addition to the minimum qualifications presented in RFP Section I.C, RFP response shall include a complete list of all key personnel associated with the RFP. Provide a one (1) page chart showing how you would organize the project, key personnel (indicate discipline, function, firm name), and reporting structure. For each person on the list, the following minimum information shall be included with their resumes:
 - (a) The person's relationship with the Proposer, including job title and years of employment with the Proposer;
 - (b) The role that the person will play in connection with the RFP;
 - (c) The person's telephone number, fax number, and e-mail address;
 - (d) The person's educational background; and
 - (e) The person's relevant experience, certifications, and/or merits

RFP • 04/23/15

5. **References:**

- (a) Proposers must use the templates in the "References" section of this Exhibit A RFP Response Packet to provide references.
- (b) References should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.
 - Proposers must verify the contact information for all references provided is current and valid.
 - Proposers are strongly encouraged to notify all references that the District may be contacting them to obtain a reference.
- (c) The District may contact some or all of the references provided in order to determine Proposer's performance record on work similar to that described in this RFP. The District reserves the right to contact references other than those provided in the RFP response and to use the information gained from them in the evaluation process.
- 6. **Cost Proposal:** See Page 5 of Exhibit A.

7. Exceptions, Clarifications, Amendments:

- (a) The RFP response shall include a separate section calling out all clarifications, exceptions, and amendments, if any, to the RFP and associated RFP documents, which shall be submitted with the proposer's RFP response using the template in the "Exceptions, Clarifications, Amendments" section of this Exhibit A RFP Response Packet.
- (b) THE DISTRICT IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR RFP RESPONSE DISQUALIFICATION.

8. **Contract Equity Program:**

(a) Every proposer must fill out, sign, and submit the appropriate sections of the Contract Equity Program and Equal Employment Opportunity documents located at the hyperlink contained in the last page of this Exhibit A. Special attention should be given to completing Form P-25, "Employment Data and Certification"; and Form P-46, "Designation of Subcontractors." Any proposer needing assistance in completing these forms should contact the District's Contract Equity Office at (510) 287-0114 prior to submitting an RFP response.



REFERENCES

RFP No. 534-15-01 - Phase 1 Geotechnical Exploration Program

Proposer Name:			
Proposer must provide a minimum of five (5) references.			
Company Name:	Contact Person:		
Address:	Telephone Number:		
City, State, Zip:	E-mail Address:		
Services Provided / Date(s) of Service:			
Company Name:	Contact Person:		
Address:	Telephone Number:		
City, State, Zip:	E-mail Address:		
Services Provided / Date(s) of Service:			
Company Name:	Contact Person:		
Address:	Telephone Number:		
City, State, Zip:	E-mail Address:		
Services Provided / Date(s) of Service:			
Company Name:	Contact Person:		
Address:	Telephone Number:		
City, State, Zip:	E-mail Address:		
Services Provided / Date(s) of Service:			
Company Name:	Contact Person:		
Address:	Telephone Number:		
City, State, Zip:	E-mail Address:		
Services Provided / Date(s) of Service:			



Proposer Name:

EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

RFP No. 534-15-01 - Phase 1 Geotechnical Exploration Program

List below requests for clarifications, exceptions, and amendments, if any, to the RFP and associated RFP documents, and submit with your RFP response.			
	ct is under r nse disqualit		n to accept any exceptions and such exceptions may be a basis for
F	Reference to):	Description
Page No. Section Item No.		Item No.	
p. 23	D	1.c	Proposer takes exception to

^{*}Print additional pages as necessary



CONTRACT EQUITY PROGRAM & EQUAL EMPLOYMENT OPPORTUNITY

The District's Board of Directors adopted the Contract Equity Program (CEP) to enhance equal opportunities for business owners of all races, ethnicities, and genders who are interested in doing business with the District. The program has contracting objectives, serving as the minimum level of expected contract participation for the three availability groups: white-men owned businesses, white-women owned businesses, and ethnic minority owned businesses. The contracting objectives apply to all contracts that are determined to have subcontracting opportunities, and to all General or Professional Service Providers regardless of their race, gender, or ethnicity.

All Contractors and their subcontractors performing work for the District must be Equal Employment Opportunity (EEO) employers, and shall be bound by all laws prohibiting discrimination in employment. There shall be no discrimination against any person, or group of persons, on account of race, color, religion, creed, national origin, ancestry, gender including gender identity or expression, age, marital or domestic partnership status, mental disability, physical disability (including HIV and AIDS), medical condition (including genetic characteristics or cancer), genetic information, or sexual orientation.

Contractor and its subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin in the performance of this contract. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

All Contractors shall include the nondiscrimination provisions above in all subcontracts. Please include the required completed forms with your proposal. Non-compliance with the Guidelines may deem a proposal non-responsive, and therefore, ineligible for contract award. Your firm is responsible for:

- 1) Reading and understanding the CEP guidelines.
- 2) Filling out and submitting with your bid the appropriate forms.

The CEP guidelines and forms can be found at the following direct link: **Contract Equity Program Guidelines and Forms**

The CEP guidelines and forms can also be downloaded from the District website at the following link: http://ebmud.com/business-center/contract-equity-program/

If you have questions regarding the Contract Equity Program please call (510) 287-0114.



EXHIBIT B INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing Exhibit A – RFP Response Packet, the Proposer agrees to meet the minimum insurance requirements stated in the RFP. This documentation must be provided to the District, prior to award.

The following are the minimum insurance limits, required by the District, to be held by the GENERAL OR PROFESSIONAL SERVICE PROVIDER performing on this RFP:

INDEMNIFICATION AND INSURANCE

A. <u>Indemnification</u>

GENERAL OR PROFESSIONAL SERVICE PROVIDER expressly agrees to defend, indemnify, and hold harmless the District and its Directors, officers, agents, and employees from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or resulting from GENERAL OR PROFESSIONAL SERVICE PROVIDER's, its associates', employees', subcontractors', or other agents' negligent acts, errors or omissions, or willful misconduct, in the operation and/or performance under this Agreement.

B. <u>Insurance Requirements</u>

GENERAL OR PROFESSIONAL SERVICE PROVIDER shall take out and maintain during the life of the Agreement all the insurance required in this section, and if requested shall submit certificates for review and approval by the District. The Notice to Proceed shall not be issued, and GENERAL OR PROFESSIONAL SERVICE PROVIDER shall not commence work until such insurance has been approved by the District. The certificates shall be on forms approved by the District. Acceptance of the certificates shall not relieve GENERAL OR PROFESSIONAL SERVICE PROVIDER of any of the insurance requirements, nor decrease the liability of GENERAL OR PROFESSIONAL SERVICE PROVIDER. The District reserves the right to require GENERAL OR PROFESSIONAL SERVICE PROVIDER to provide insurance policies for review by the District.

C. Workers Compensation Insurance

GENERAL OR PROFESSIONAL SERVICE PROVIDER shall take out and maintain during the life of the Agreement Workers Compensation Insurance for all of its employees on the project. In lieu of evidence of Workers Compensation Insurance, the District will accept a Self-Insured Certificate from the State of California. GENERAL OR PROFESSIONAL SERVICE PROVIDER shall require any subcontractor to provide it with evidence of Workers Compensation Insurance.

D. Commercial General Liability Insurance

GENERAL OR PROFESSIONAL SERVICE PROVIDER shall take out and maintain during the life of the Agreement <u>Automobile and General Liability Insurance</u> that provides protection from claims which may arise from operations or performance under this Agreement. If GENERAL OR PROFESSIONAL SERVICE PROVIDER elects to self-insure (self-fund) any liability exposure during the contract period above \$50,000, GENERAL OR PROFESSIONAL SERVICE PROVIDER is required to notify the District immediately. Any request to self-insure must first be approved by the District before the changed terms are accepted. GENERAL OR PROFESSIONAL SERVICE PROVIDER shall require any subcontractor or Professional Service Provider to provide evidence of liability insurance coverages.

The amounts of insurance shall be not less than the following:

```
$2,000,000/Occurrence, Bodily Injury, Property Damage -- Automobile. $4,000,000/Occurrence, Bodily Injury, Property Damage -- General Liability.
```

The following coverages or endorsements must be included in the policy(ies):

- 1. The District, its Directors, officers, and employees are Additional Insureds in the policy(ies) as to the work being performed under the contract.
- 2. The coverage is *Primary and non-contributory* to any other applicable insurance carried by the District.
- 3. The policy(ies) covers *contractual liability*.
- 4. The policy(ies) is written on an *occurrence* basis.
- 5. The policy(ies) covers the District's Property in Consultant's care, custody, and control.
- 6. The policy(ies) covers *personal injury* (libel, slander, and wrongful entry and eviction) liability.
- 7. The policy(ies) covers explosion, collapse, and underground hazards.
- 8. The policy(ies) covers products and completed operations.
- 9. The policy(ies) covers the use of owned, non-owned, and hired automobiles.
- 10. The policy(ies) and/or a separate pollution liability policy(ies) shall cover pollution liability for claims related to the release or the threatened release of pollutants into the environment arising out of or resulting from Consultant's performance under this agreement.
- 11. The policy(ies) will not be canceled nor the above coverages/endorsements reduced without 30 days written notice to East Bay Municipal Utility District at the address above.

E <u>Professional Liability Insurance (Errors and Omissions)</u>

The Consultant shall maintain during the life of the agreement professional liability insurance with a minimum of:

\$2,000,000/Occurrence. A three year tail is required if coverage on a claims-made basis.

A deductible may be acceptable upon approval by the District. The policy will provide 30 days advance written notice to the District for cancellation or reduction in coverage. The Consultant shall require any subcontractor to provide evidence of the same professional liability insurance coverage.

F. Pollution Liability Insurance

The Consultant shall procure and maintain for the duration of the contract, Pollution Liability Insurance that provide protection from claims related to the release or threatened release of pollutants into the environment arising out of or resulting from Consultant's performance under this contract. The Consultant shall require its subcontractor(s) to provide it with a copy of proof of the same pollution liability insurance coverages.

Pollution Liability coverage shall not be less than:

\$4,000,000/Occurrence. A three year tail is required if coverage on a claims-made basis.



EXHIBIT C GENERAL REQUIREMENTS

EXHIBIT C Effective: 1 Apr 15

Supersedes: 1 Apr 88

GENERAL REQUIREMENTS

CONTENTS

- 1. DEFINITIONS
- 2. BOND
- 3. CONTRACTOR'S FINANCIAL OBLIGATION
- 4. SAMPLES OR SPECIMENS
- 5. MATERIAL AND WORKMANSHIP
- 6. DEFECTIVE WORK
- 7. WARRANTY OF TITLE
- 8. WARRANTY OF FITNESS
- 9. SAFETY AND ACCIDENT PREVENTION
- 10. CHARACTER OF WORKFORCE
- 11. PREVAILING WAGES
- 12. PAYROLL RECORDS
- 13. HOURS OF LABOR
- 14. EMPLOYMENT OF APPRECTICES
- 15. CHANGES
- 16. EFFECT OF EXTENSIONS OF TIME
- 17. DELAYS
- **18. TERMINATION**
- 19. DAMAGES
- 20. ORDER OF PRECIDENCE
- 21. INDEMNIFICATION/RESPONSIBILITY
- 22. ASSIGNMENTS
- 23. NEWS RELEASES
- 24. TRANSFER OF INTEREST
- 25. SEVERABILITY
- **26. COVENANT AGAINST GRATUITIES**
- 27. RIGHTS AND REMEDIES OF THE DISTRICT
- 28. WAIVER OF RIGHTS
- 29. CONFIDENTIALITY

1. **DEFINITIONS**

The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.

a. **"Change Order"** A Change Order is a written instrument used for modifying the contract with regards to the scope of Work, contract sum, and/or Contract Time. An approved Change Order is a Change Order signed by the District. An executed Change Order is a Change Order signed by both the District and the Contractor.

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- b. **"Contract"** means the agreement between the District and Contractor as memorialized in the Contract Documents.
- c. **"Business Entity"** means any individual, business, partnership, joint venture, corporation, sole proprietorship, or other private legal entity recognized by statute.
- d. "Buyer" means the District's authorized contracting official.
- e. "Contract Documents" comprise the entire agreement between the District and the Contractor and can include the District's contract form if used, any purchase order, RFP, RFQ or Contractor response packet, and any addenda, appendices and District approved changes or amendments. The Contract Documents are intended to be complementary and include all items necessary for the Contractor's proper execution and completion of the Work. Any part of the Work not shown or mentioned in the Contract Documents that is reasonably implied, or is necessary or usual for proper performance of the Work, shall be provided by the Contractor at its expense.
- f. **"Contractor"** means the Business Entity with whom the District enters into a contractual agreement. Contractor shall be synonymous with "supplier", "vendor", "consultant" or other similar term.
- g. **"Day"** unless otherwise specified, days are calendar days, measured from midnight to the next midnight.
- h. "District" means the East Bay Municipal Utility District, its employees acting within the scope of their authority, and its authorized representatives.
- i. **"Goods"** means off the shelf software and all types of tangible personal property, including but not limited to materials, supplies, and equipment.
- j. "Project Manager" shall be the District designated individual responsible for administering and interpreting the terms and conditions of the Contract Documents, for matters relating to the Contractor's performance under the Contract with the District, and for liaison and coordination between the District and Contractor.
- k. **"Work"** means all labor, tasks, materials, supplies, and equipment required to properly fulfill the Contractor's obligations as required in the Contract Documents.
- I. **"Work Day"** Unless otherwise specified, work day includes all days of the year except Saturdays, Sundays and District holidays.

2. BOND

- a. When required in the District's bid or proposal solicitation documents, the Contractor to whom award is made shall furnish a good and approved faithful performance bond and/or payment bond within ten business days after receiving the forms for execution.
- b. The bonds shall be executed by a sufficient, admitted surety insurer (i.e.: as listed on website http://interactive.web.insurance.ca.gov/webuser/idb co list\$.startup) admitted to transact such business in California by the California Department of Insurance. After acceptance of the bond(s) by the District, a copy of the bond(s) will be

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returned to the Contractor.

c. If, during the continuance of the Contract, any of the sureties, in the opinion of the District, are or become irresponsible, the District may require other or additional sureties, which the Contractor shall furnish to the satisfaction of the District within ten days after notice. If the Contractor fails to provide satisfactory sureties within the tenday period, the Contract may be terminated for cause under Article 18.

3. CONTRACTOR'S FINANCIAL OBLIGATION

The Contractor shall promptly make payments to all persons supplying labor and materials used in the execution of the contract.

4. SAMPLES OR SPECIMENS

The Contractor shall submit samples or prepare test specimens of such materials to be furnished or used in the work as the Project Manager may require.

5. MATERIAL AND WORKMANSHIP

- a. All goods and materials must be new and of the specified quality and equal to approved sample, if samples have been required. In the event any goods or materials furnished or services provided by the Contractor in the performance of the Contract fail to conform to the requirements, or to the sample submitted by the Contractor, the District may reject the same, and it shall become the duty of the Contractor to reclaim and remove the item promptly or to correct the performance of services, without expense to the District, and immediately replace all such rejected items with others conforming to the Contract. All work shall be done and completed in a thorough, workmanlike manner, notwithstanding any omission from these specifications or the drawings, and it shall be the duty of the Contractor to call attention to apparent errors or omissions and request instructions before proceeding with the work. The Project Manager may, by appropriate instructions, correct errors and supply omissions, which instructions shall be binding upon the Contractor as though contained in the original Contract Documents.
- b. All materials furnished and all Work must be satisfactory to the Project Manager. Work, material, or machinery not in accordance with the Contract Documents, in the opinion of the Project Manager, shall be made to conform.

6. DEFECTIVE WORK

The Contractor shall replace at its own expense any part of the work that has been improperly executed, as determined by the Project Manager. If Contractor refuses or neglects to replace such defective work, it may be replaced by the District at the expense of the Contractor, and its sureties shall be liable therefor.

7. WARRANTY OF TITLE

Contractor shall warrant to the District, its successors and assigns, that the title to the materials, supplies or equipment covered by the Contract, when delivered to the District or to its successors or assigns, is free from all liens and encumbrances.

8. WARRANTY OF FITNESS

Contractor hereby warrants that all materials furnished shall meet the requirements and conditions of the Contract Documents; shall be fit for the purposes intended and fulfill its design functions; be free of all patent and latent defects in design, materials and workmanship; and perform satisfactorily. It is understood and agreed that by acceptance of this warranty and the acceptance of the materials or supplies to be manufactured or assembled pursuant to these specifications, the District does not waive any warranty either expressed or implied in Sections 2312 to 2317, inclusive, of the Commercial Code of the State of California or any products liability of the Contractor as determined by any applicable decision of a court of the State of California or of the United States.

9. SAFETY AND ACCIDENT PREVENTION

In performing work under the Contract on District premises, Contractor shall conform to any specific safety requirements contained in the Contract or as required by law or regulation. Contractor shall take any additional precautions as the District may reasonably require for safety and accident prevention purposes. Any violation of such rules and requirements, unless promptly corrected, shall be grounds for termination of this Contract or Contractor's right to precede in accordance with the default provisions of the Contract Documents.

10. CHARACTER OF WORKFORCE

The Contractor shall employ none but skilled competent qualified personnel to perform the Work, and shall maintain discipline and order in the conduct of the Work at all times.

11. PREVAILING WAGES & DIR REGISTRATION

- a. Please see www.dir.ca.gov for further information regarding the below.
- b. All Contractors and Subcontractors of any tier bidding on, or offering to performing work on a public works project shall first be registered with the State Department of Industrial Relations (DIR) pursuant to Section 1725.5 of the Labor Code. No bid will be accepted nor any contract entered into without proof of the Contractor and Subcontractors' current registration with the DIR (LC § 1771.1).
- c. All public works projects awarded after January 1, 2015, are subject to compliance monitoring and enforcement by the DIR (LC § 1771.4) and all Contractors are required post job site notices, "as prescribed by regulation" (LC § 1771.4).
- d. To the extent applicable, pursuant to Section 1773 of the Labor Code, the District has obtained from the Director of Industrial Relations of the State of California, the general prevailing rates of per diem wages and the general prevailing rates for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification, or type of worker needed to execute the contract. Pursuant to Section 1773.2 of the Labor Code, a copy of the prevailing wage rates is on file with the District and available for inspection by any interested party at www.dir.ca.gov.
- e. The holidays upon which such rates shall be paid shall be all holidays recognized in the collective bargaining agreement applicable to the particular craft, classification, or type

of worker employed on the Work.

- f. The Contractor shall post a copy of the general prevailing rate of per diem wages at the jobsite pursuant to Section 1773.2 of the Labor Code.
- g. Pursuant to Section 1774 of the Labor Code, the Contractor and any of its Subcontractors shall not pay less than the specified prevailing rate of wages to all workers employed in the execution of the contract.
- h. As set forth with more specificity in Section 1773.1 of the Labor Code, "per diem" wages include employer payments for health and welfare, pension, vacation, travel, subsistence and, in certain instances, apprenticeship or other training programs, and shall be paid at the rate and in the amount spelled out in the pertinent prevailing wage determinations issued by the Director of Industrial Relations.
- i. The Contractor shall, as a penalty to the State or the District, forfeit not more than the maximum set forth in Section 1775 of the Labor Code for each calendar day, or portion thereof, for each worker paid less than the prevailing rates for the work or craft in which the worker is employed under the contract by the Contractor or by any Subcontractor under him. The difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which such worker was paid less than the stipulated prevailing wage rate shall be paid to such worker by the Contractor.
- j. The specified wage rates are minimum rates only and the District will not consider and shall not be liable for any claims for additional compensation made by the Contractor because of its payment of any wage rate in excess of the general prevailing rates. All disputes in regard to the payment of wages in excess of those specified herein shall be adjusted by the Contractor at its own expense.
- k. General prevailing wage determinations have expiration dates with either a single asterisk or a double asterisk. Pursuant to California Code of Regulations, Title 8, Section 16204, the single asterisk means that the general prevailing wage determination shall be in effect for the specified contract duration. The double asterisk means that the predetermined wage modification shall be paid after the expiration date. No adjustment in the Contract Sum will be made for the Contractor's payment of these predetermined wage modifications.

12. PAYROLL RECORDS & ELECTRONIC SUBMISSION

a. The Contractor and each Subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the Work. The payroll records shall be certified and shall be available for inspection in accordance with the provisions of Section 1776 of the Labor Code. Certified payroll records shall be on the forms provided by the DIR or contain the same information required on the Department's form.

- b. The Contractor shall submit for each week in which any contract Work is performed a copy of all payroll records to the Engineer. The Contractor shall be responsible for submission of copies of payroll records of all Subcontractors.
- c. The Contractor or Subcontractor shall certify the payroll records as shown on the DIR form. In addition, the records shall be accompanied by a statement signed by the Contractor or Subcontractor certifying that the classifications truly reflect the Work performed and that the wage rates are not less than those required to be paid.
- d. For public works projects awarded on or after April 1, 2015, or that are still ongoing after April 1, 2016, no matter when awarded, each Contractor and Subcontractor shall furnish the certified payroll related records as more specifically described above and in Labor Code section 1776 directly to the Labor Commissioner (see LC § 1771.4). These records shall be provided to the Labor Commissioner at least monthly or more frequently if required by the terms of the Contract. For exception on projects covered by collective bargaining agreements like a PLA, please see Labor Code section 1771.4.
- e. In the event of noncompliance with the requirements of Section 1776 of the Labor Code, the Contractor shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects such Contractor must comply with said Section. Should noncompliance still be evident after such 10-day period, the Contractor shall, as a penalty to the State or the District, forfeit the amount set forth in Section 1776 of the Labor Code for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from progress payments then due.
- f. The Contractor and every Subcontractor shall post at the workplace and comply with all required wage related workplace postings. Copies of the required postings may be downloaded or ordered electronically from the Department of Industrial Relations website at http://www.dir.ca.gov/wpnodb.html.

13. HOURS OF LABOR

Pursuant to the provisions of Sections 1810, et seq. of the Labor Code and any amendments thereof:

- a. Eight hours of labor constitutes a legal day's Work under the contract.
- b. The time of service of any worker employed upon the work shall be limited and restricted to eight hours during any one calendar day, and forty hours during any one calendar week except as provided in Article 13.iv below.
- c. The Contractor shall, as a penalty to the State or the District, forfeit the amount set forth in Section 1813 of the Labor Code for each worker employed in the execution of the contract by the Contractor or by any Subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any calendar day and forty hours in any one calendar week in violation of this Article and the provisions of Labor Code, Sections 1810, et seq.
- d. Work performed by employees of the Contractor in excess of eight hours per day, and forty hours during any one calendar week, shall be permitted upon compensation for all

- hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay.
- e. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by him in connection with the Work; the record shall be kept open at all reasonable hours to the inspection of the District and to the Division of Labor Standards Enforcement of the State of California.

14. EMPLOYMENT OF APPRENTICES

- a. In the performance of the contract, the Contractor and any Subcontractor shall comply with the provisions concerning the employment of apprentices in Section 1777.5 of the Labor Code and any amendments thereof.
- b. In the event the Contractor or any Subcontractor willfully fails to comply with the aforesaid section, such Contractor or Subcontractor shall be subject to the penalties for noncompliance in Labor Code, Section 1777.7.

15. CHANGES

- a. Changes in the Work can only be made in writing signed by an authorized employee of the District. If the change causes an increase or decrease in the contract sum, or a change in the time for performance under the Contract, an adjustment may be made as determined by the Project Manager.
- b. The District reserves the right to make changes in the design of materials, equipment, or machinery, to make alterations or additions to or deviations or subtractions from the Contract and any specifications and drawings, to increase or decrease the required quantity of any item or portion of the Work or to omit any item or portion of the Work, as may be deemed by the Project Manager to be necessary or advisable and to order such extra work as may be determined by the Project Manager to be required for the proper execution and completion of the whole Work contemplated. Any such changes will be ordered in writing by the Project Manager. The determination of the Project Manager on all questions relating to changes, including extra work, shall be conclusive and binding.
- c. Prior to issuing an amendment or change to the Contract, the Project Manager may request that the Contractor submit a proposal covering the changes. Within 10 business days of receiving the request, the Contractor shall submit its proposal to the Project Manager of all costs associated with the proposed amendment or change and any request for an extension of Contract time. Contractor's proposal shall include detailed estimates with cost breakdowns, including labor, material, equipment, overhead, and profit. Labor shall be broken down into hours and rate per hour. If applicable, the proposal shall include a breakdown for off-site labor (including factory labor, engineering, etc.). The Contractor's proposal shall include an analysis of schedule impact when the Contractor is requesting an adjustment in contract time. The Contractor shall be responsible for any delay associated with its failure to submit its change proposal within the time specified. If the Project Manager decides not to issue an amendment or change after requesting a proposal from the Contractor, the Contractor will be notified in writing. The Contractor is not entitled to reimbursement for Change Order

preparation costs if the Contractor's proposal is not accepted by the Project Manager.

- d. If the Contractor agrees with the terms and conditions of the approved Change Order, the Contractor shall indicate its acceptance by signing the original copy and returning it to the Project Manager within 10 Work Days after receipt or with reasonable promptness and in such sequence as to not delay the Work or activities of the District or of separate contractors, whichever is sooner. If notice of any change is required to be given to a surety by the provisions of any bond, the Contractor shall provide notice and the amount of each applicable bond shall be adjusted separately. Payment in accordance with the terms and conditions set forth in the executed Change Order shall constitute full compensation for all Work included in the Change Order and the District will be released from any and all claims for direct, indirect, and impact expenses and additional time impact resulting from the Work. If the Contractor disagrees with the terms and conditions of the approved Change Order, the Contractor shall indicate specific areas of disagreement and return the approved Change Order to the Project Manager with a detailed written dispute. No payment will be made on the disputed work until the approved Change Order is returned to the Project Manager. However, whether or not the Contractor agrees with the terms and conditions of an approved Change Order, the Contractor shall immediately revise its sequence of operations as required to facilitate timely completion of the changed work and shall proceed with the revised work sequence.
- e. The Project Manager may, after having received a written cost quotation from the Contractor, order the Contractor, in writing, to proceed with the work prior to issuance of an approved Change Order through a change directive. The change directive will authorize the Contractor to proceed with the work subject to the cost quotation submitted by the Contractor. Within five days following receipt of the change directive, the Contractor shall submit a detailed change proposal documenting the amount of compensation. The Project Manager will review the change proposal and, at its option, will either issue an approved Change Order for the work or direct the Contractor to perform the work through Force Account. Until the method of compensation is determined and the approved Change Order is received, the Contractor shall keep full and complete time and material records of the cost of the ordered work and shall permit the Project Manager to have access to such records. An approved Change Order shall supersede any previously issued written change directive covering the same Work.

16. EFFECT OF EXTENSIONS OF TIME

The granting, or acceptance, of extensions of time to complete the Work or furnish the labor, supplies, materials or equipment, or any one of the aforementioned, will not operate as a release of Contractor or the surety on Contractor's faithful performance bond.

17. DELAYS

a. The Contractor shall take reasonable precautions to foresee and prevent delays to the Work. When the Contractor foresees a delay event, and upon the occurrence of a delay event, the Contractor shall immediately notify the Project Manager of the probability or the actual occurrence of a delay, and its cause. With respect to all delays (compensable, excusable or inexcusable), the Contractor shall reschedule the Work and revise its operations, to the extent possible, to mitigate the effects of the delay. Within 15 days from the beginning of a delay the Contractor shall provide the Project Manager with a

detailed written description of the delay, its cause, its impact and the Contractor's mitigation plans. Failure to provide the notification required above waives the Contractor's right to any additional time or compensation resulting from the delay for whatever cause. The Project Manager will investigate the facts and ascertain the extent of the delay, and the Project Manager's findings thereon shall be final and conclusive, except in the case of gross error. An extension of time must be approved by the Project Manager to be effective, but an extension of time, whether with or without consent of the sureties, shall not release the sureties from their obligations, which shall remain in full force until the discharge of the contract.

- b. For inexcusable delays (delays caused by circumstances with in the Contractor's control, the control of its subcontractors or supplies of any tier, or within the scope of the Contractor's contract responsibilities) the Contractor shall not be entitled to an extension of time or additional compensation for any loss, cost, damage, expense or liability resulting directly or indirectly from the inexcusable delay.
- c. For excusable delays (delays to completion of the Work within the time limits set forth in the Contract Documents directly caused by events beyond the control of both the Contractor and the District, which delay is not concurrent with an inexcusable delay and which could not have been avoided by the Contractor through reasonable mitigation measures).
- d. For compensable delays (delays to completion of the Work within the time limits set forth in the Contract Documents that could not be avoided by Contractor mitigation, caused directly and solely by the District or by causes within the exclusive control of the District, and which were not concurrent with any other type of delay) the Project Manager will grant the Contractor an extension of the time to perform under the Contract and compensation in an amount that represents the Contractor's actual direct costs incurred as a direct result of the compensable delay. The Contractor may recover its direct costs only and may not recover (and waives) all other types of indirect, consequential, special and incidental damages.
- e. For concurrent delays (two or more independent causes of delay directly preventing the Contractor from completing the Work within the time limits set forth in the Contract Documents where the delays occur at the same time during all or a portion of the delay period being considered, and where each of the delays would have caused delay to the Contractor even in the absence of any of the other delays, and none of the delays could have been avoided by Contractor mitigations) the following rules apply:
 - i. One or more of the concurrent delays are excusable or compensable, then the period of concurrent delay will be treated as an excusable delay; and
 - ii. All of the concurrent delays are inexcusable, then the period of concurrent delay will be inexcusable.

18. TERMINATION

a. <u>Termination by the District for Cause</u>:

- District may terminate the Contractor's right to proceed under the Contract, in whole or in part, for cause at any time after the occurrence of any of the following events, each of which constitutes a default:
 - 1. The Contractor becomes insolvent or files for relief under the bankruptcy laws of the United States.
 - 2. The Contractor makes a general assignment for the benefit of its creditors or fails to pay its debts as the same become due.
 - 3. A receiver is appointed to take charge of the Contractor's property.
 - 4. The Contractor fails to supply skilled supervisory personnel, an adequate number of properly skilled workers, proper materials, or necessary equipment to prosecute the Work in accordance with the Contract Documents.
 - 5. The Contractor fails to make progress so as to endanger performance of the Work within the contractually required time.
 - 6. The Contractor disregards legal requirements of agencies having jurisdiction over the Work, the Contractor, or the District.
 - 7. The Contractor fails to provide the District with a written plan to cure a District identified default within five business days after the District's request for a plan to cure; the District does not accept the Contractor's plan for curing its default;, or the Contractor does not fully carry out an accepted plan to cure.
 - 8. The Contractor abandons the Work. Abandonment is conclusively presumed when the District requests a written plan to cure a default and the Contractor does not submit the plan within five business days of the District's request.
 - 9. The Contractor materially fails to meet its obligations in accordance with the Contract Documents.
 - 10. The Contractor is in default of any other material obligation under the Contract Documents.
- ii. If any of the above events occur, the District may, in its discretion, require that the Contractor submit a written plan to cure its default, which plan must be provided to the District within 5 business days of the request and must include a realistic, executable plan for curing the noted defaults.

- iii. Upon any of the occurrences referred to in Article 18.a.i. above, the District may, at its election and by notice to the Contractor, terminate the Contract in whole or in part; accept the assignment of any or all of the subcontracts; and then complete the Work by any method the District may deem expedient. If requested by the District, the Contractor shall remove any part or all of the Contractor's materials, supplies, equipment, tools, and machinery from the site of the Work within seven days of such request; and, if the Contractor fails to do so, the District may remove or store, and after 90 days sell, any of the same at the Contractor's expense.
- iv. No termination or action taken by the District after termination shall prejudice any other rights or remedies of the District provided by law or by the Contract Documents.
- v. Conversion: If, after termination for other than convenience, it is determined that the Contractor was not in default or material breach, or that the default or material breach was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for convenience pursuant to Article 18.b. below.

b. <u>Termination by the District for Convenience</u>:

- i. The District may, at its option, and for its convenience, terminate the Contract at any time by giving written notice to the Contractor specifying the effective date of termination. Upon such termination, the Contractor agrees to comply with the notice and further agrees to waive any claims for damages, including loss of anticipated profits, on account of the termination; and, as the sole right and remedy of the Contractor, the District shall pay the Contractor as set forth below.
- ii. Upon receipt of a notice of termination for convenience, the Contractor shall, unless the notice directs otherwise, do the following:
 - 1. Immediately discontinue its performance of the Contract to the extent specified in the notice.
 - 2. Place no further orders or subcontracts for materials, equipment, services, or facilities, except as may be necessary for completion of a portion of the Work that is not discontinued or that is necessary for an orderly cessation of the Work.
 - 3. Promptly cancel, on the most favorable terms reasonably possible, all subcontracts to the extent they relate to the performance of the discontinued portion of the Work.
 - 4. Thereafter, do only such Work as may be necessary to preserve and protect Work already in progress and to protect materials,

plants, and equipment in transit to or on the site of performance.

- iii. Upon such termination for convenience, the District will pay to the Contractor the sum of the following:
 - 1. The amount of the contract sum allocable to the portion of the Work properly performed by the Contractor as of the effective date of termination, less sums previously paid to the Contractor.
 - 2. Previously unpaid costs of any items delivered to the project site that were already fabricated for subsequent incorporation into the Work.
 - 3. Any proven losses with respect to materials and equipment directly resulting from the termination.
 - 4. Reasonable demobilization costs.
- iv. The above reimbursement is the sole and exclusive remedy to which the Contractor is entitled in the event the contract is terminated for convenience; and the Contractor expressly waives any other claims, damages, demands, compensation or recovery related to this contract or project. The Contractor agrees to sign a general release incorporating this waiver.
- c. <u>Effect of Termination</u>: Upon termination, the obligations of the Contract shall continue as to portions of the Work already performed and, subject to the Contractor's obligations under Article 18.b.ii, as to bona fide obligations assumed by the Contractor prior to the date of termination.
- d. <u>Force Majeure</u>: If the contract is suspended or terminated by the District because Contractor's performance is prevented or delayed by an event including an irresistible, superhuman cause, or by the act of public enemies of the State of California or of the United States ("Force Majeure"), the Contractor will be paid for Work performed prior to the Force Majeure event at either (i) the unit prices named in the Contract; or (ii) in the event no unit prices are named, a sum equal to the percentage of the total contract amount that matches the percentage of the total contract Work performed prior to the Force Majeure event.

19. DAMAGES

All losses or damages to material or equipment to be furnished pursuant to the Contract Documents occurring prior to receipt and final acceptance of the Work shall be sustained by the Contractor. The Contractor shall sustain all losses arising from unforeseen obstructions or difficulties, either natural or artificial, encountered in the prosecution of the Work, or from any action of the elements prior to final acceptance of the work, or from an act or omission on the part of the Contractor not authorized by the Contract Documents.

20. ORDER OF PRECEDENCE

- a. In the case of conflicts, errors, or discrepancies in any of the Contract Documents, the order of precedence is as follows. Within the same order of precedence, specific requirements shall take precedence over general requirements.
 - i. Approved Change Orders.
 - ii. Addenda.
 - iii. RFQ or RFP.
 - iv. Referenced Standard Specifications and Drawings.
 - v. Contractor's Response Packet
- b. With reference to drawings:
 - i. Numerical dimensions govern over scaled dimensions.
 - ii. Detailed drawings govern over general drawings.
 - iii. Addenda/Change Order drawings govern over contract drawings.
 - iv. Contract drawings govern over standard drawings.
 - v. Notes apply only to the drawing where the notes appear, unless classified as "typical" or intended to apply elsewhere in which case they apply to all drawings where the conditions or circumstance noted occurs.
 - vi. Typical details apply to all drawings unless a specific different detail is shown

21. INDEMNIFICATION/RESPONSIBILITY

- a. Contractor shall indemnify, keep and save harmless the District and each of its directors, officers, agents and employees against any and all suits, claims or actions arising out of any of the following:
 - i. Any injury to persons or property that may occur, or that may be alleged to have occurred, arising from the performance or implementation of this Contract; or
 - ii. Any allegation that materials or services developed, provided or used for this Contract infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual-property or proprietary right of any third party.
- b. Contractor further agrees to defend any and all such actions, suits or claims and pay all charges of attorneys and all other costs and expenses of defenses as they are incurred. If any judgment is rendered, or settlement reached, against the District or any of the other agencies or individuals enumerated above in any such action, Contractor shall, at its expense, satisfy and discharge the same.

c. This indemnification shall survive termination or expiration of the Contract.

22. PROHIBITION OF ASSIGNMENT

The Contractor shall not assign, transfer, or otherwise dispose of any of its rights, duties or obligations under this Contract.

23. NEWS RELEASES

The Contractor, its employees, subcontractors, and agents shall not refer to the District, or use any logos, images, or photographs of the District for any commercial purpose, including, but not limited to, advertising, promotion, or public relations, without the District's prior written consent. Such written consent shall not be required for the inclusion of the District's name on a customer list.

24. TRANSFER OF INTEREST

Contractor shall not assign, transfer or otherwise substitute its interest in the Contract or any of the contract obligations without prior written consent from the District.

25. SEVERABILITY

Should any part of the Contract be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of the Contract, which shall continue in full force and effect, provided that the remainder of the Contract can be interpreted to give effect to the intentions of the parties.

26. COVENANT AGAINST GRATUITIES

The Contractor warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the District with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the District shall have the right to terminate the Contract, either in whole or in part, and any loss or damage sustained by the District in procuring on the open market any items which Contractor agreed to supply shall be borne and paid for by the Contractor. The rights and remedies of the District provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or in equity.

27. RIGHTS AND REMEDIES OF THE DISTRICT

The rights and remedies of the District provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

28. WAIVER OF RIGHTS

Any action or inaction by the District or the failure of the District on any occasion, to enforce any right or provision of the Contract, shall not be construed to be a waiver by the District of its rights and shall not prevent the District from enforcing such provision or right on any future

occasion. Rights and remedies are cumulative and are in addition to any other rights or remedies that the District may have at law or in equity.

29. CONFIDENTIALITY

Contractor agrees to maintain in confidence and not disclose to any person or entity, without the District's prior written consent, any trade secret or confidential information, knowledge or data relating to the products, process, or operation of the District. Contractor further agrees to maintain in confidence and not to disclose to any person or entity, any data, information, technology, or material developed or obtained by Contractor during the term of the Contract. The covenants contained in this paragraph shall survive the termination of this Contract for whatever cause.



EXHIBIT D BOND FORMS



DATE		

PAYMENT BOND

GOVERN A GEORGIA AND A STATE OF THE STATE OF
CONTRACTOR (Name and California address where service may be effected)
SURETY (Name and California address where service may be effected)
AMOUNT OF BOND (Sum in words and figures)
CONTRACT DOCUMENTS (As named in the Contract)

KNOW ALL PERSONS BY THESE PRESENTS:

THAT, WHEREAS, the contractor named above, hereinafter called the Contractor, has this day entered into a Contract with East Bay Municipal Utility District, hereinafter called the District, to perform and complete the work set forth in the Contract Documents named in the Contract, all now on file in the office of the Secretary of the District, as will more fully appear by reference to said Contract, which is made a part hereof; and

WHEREAS, Sections 9550 to 9566 inclusive of the Civil Code of the State of California, and any amendments thereof, require contractors upon public work to file with the body by whom such contract was awarded a good and sufficient bond to secure the claims to which reference is made in said sections, NOW THESE PRESENTS

WITNESSETH: That the Contractor, as Principal, and the Surety named above, as Surety, are held and firmly bound unto any and all materialmen, persons, firms, or corporations furnishing materials, provisions, or other supplies used in, upon, for, or about the performance of the work contracted to be done, and to all persons, firms or corporations renting or hiring implements or machinery for or contributing to the said work to be done and to all persons who perform work or labor of any kind or nature thereon, or in connection therewith, and to all persons who supply both work and materials, in the sum entered on the first page hereof, lawful money of the United States of America, being not less than the total amount payable by the terms of said Contract, for which payment well, truly and promptly to be made we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly, and severally, firmly by these presents.

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PAYMENT BOND

The condition of the above obligation is such that if the Contractor, or the Contractor's subcontractors, fail to pay for any materials, provisions or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, the Surety will pay for the same, in an amount not exceeding the sum specified in this Bond, provided that any and all claims hereinunder shall be filed and proceedings had in connection therewith as required by the provisions of said Sections 9550 to 9566 inclusive of the Civil Code of the State of California, and any amendments thereof: PROVIDED ALSO, that in case suit is brought upon this Bond a reasonable attorney's fee shall be awarded by the court to the prevailing party in said suit, said attorney's fee to be fixed as costs in said suit, and to be included in the judgment therein rendered.

No prepayment or delay in payment and no change, extension, addition, or alteration of any provision of said Contract or Contract Documents agreed to between the Contractor and the District, and no forbearance on the part of the District, shall operate to release the Surety from liability on this Bond, and consent to make such alterations without further notice to or consent by the Surety is hereby given, and the Surety hereby waives the provisions of Section 2819 of the Civil Code of the State of California.

Dated the day and year entered on the first page hereof.

Each signator to this bond hereby declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

		Contractor
	Ву	
	*Title	
	Ву	
	**Title	
(SEAL OF SURETY)		
		Surety
	Ву	
	Title	
	a Notary Public. An execute	Surety on this bond must be acknowledged before and Power of Attorney indicating that the Surety's
	representative is authorized t	to bind the Surety must accompany this bond.
The foregoing Bond was accepted and approved this	day of	, 20
		, East Bay Municipal Utility District
Specifications / Proposal No.		

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^{*}If corporation, Corporate President or CEO; if Partnership, Partner.

^{**}Corporate Secretary or financial officer.



EXHIBIT E STANDARD CONSULTING AGREEMENT

(Standard Consulting Agreement for Contracts Greater than \$70,000 - Revised 3/24/14) (Note: Reference District Procedure No. 451) CONSULTING AGREEMENT FOR

(Project Title)

EAST BAY MUNICIPAL UTILITY DISTRICT

THIS Agreement is made and entered into this ______ day of (month), 201_, by and between EAST BAY MUNICIPAL UTILITY DISTRICT, a public entity, hereinafter called "DISTRICT," and (CONSULTANT'S FULL LEGAL NAME, BOLD, ALL CAPS followed by type of entity [corporation, etc.]), hereinafter called "CONSULTANT."

WITNESSETH

WHEREAS, DISTRICT requires consulting services for (need for project); and

WHEREAS, DISTRICT has completed (completed projects that pertain to this project - optional); and

WHEREAS, CONSULTANT has submitted a proposal to provide consulting services for (state type -"preparation of planning documents", "preparation of design documents", or "construction management support services") for the (project title) and CONSULTANT represents that it has the experience, licenses, qualifications, staff expertise and where necessary the required Department of Industrial Relations (DIR) registration to perform said services in a professional and competent manner; and

IF OVER \$70,000:

WHERE	AS, DISTRICT Board	d of Directors ha	s authorized the	contract by Motion
Number		;		

-OR- IF BETWEEN \$30,000 AND \$70,000:

WHEREAS, DISTRICT has authorized the contract by approval of the General Manager.

NOW, THEREFORE, it is mutually agreed by DISTRICT and CONSULTANT that for the considerations hereinafter set forth, CONSULTANT shall provide said services to DISTRICT, as set forth in greater detail herein.

ARTICLE 1 - SCOPE OF WORK

- 1.1 CONSULTANT agrees to furnish services set forth in Exhibit A, Scope of Services, attached hereto and incorporated herein. The services authorized under this Agreement shall also include all reports, manuals, plans, and specifications as set forth in Exhibit A.
- 1.2 CONSULTANT's work products shall be completed and submitted in accordance with DISTRICT's standards specified, and according to the schedule listed, in Exhibit A. The completion dates specified herein may be modified by mutual agreement between DISTRICT and CONSULTANT provided that DISTRICT's Project Manager notifies CONSULTANT of modified completion dates by letter. CONSULTANT agrees to diligently perform the services to be provided under this Agreement. In the performance of this Agreement, time is of the essence.
- 1.3 It is understood and agreed that CONSULTANT has the professional skills necessary to perform the work agreed to be performed under this Agreement, that DISTRICT relies upon the professional skills of CONSULTANT to do and perform CONSULTANT's work in a skillful and professional manner, and CONSULTANT thus agrees to so perform the work. CONSULTANT represents that it has all the necessary licenses to perform the work and shall maintain them during the term of this Agreement. CONSULTANT agrees that the work performed under this Agreement shall follow practices usual and customary to the (*state type for example "engineering"*) profession and that CONSULTANT is the engineer in responsible charge of the work for all activities performed under this Agreement. Acceptance by DISTRICT of the work performed under this Agreement does not operate as a release of CONSULTANT from such professional responsibility for the work performed.
- 1.4 CONSULTANT agrees to maintain in confidence and not disclose to any person or entity, without DISTRICT's prior written consent, any trade secret or confidential information, knowledge or data relating to the products, process, or operation of DISTRICT. CONSULTANT further agrees to maintain in confidence and not to disclose to any person or entity, any data, information, technology, or material developed or obtained by CONSULTANT during the term of this Agreement. The covenants contained in this paragraph shall survive the termination of this Agreement for whatever cause.
- 1.5 The originals of all computations, drawings, designs, graphics, studies, reports, manuals, photographs, videotapes, data, computer files, and other documents prepared or caused to be prepared by CONSULTANT or its subconsultants in connection with these services shall be delivered to and shall become the exclusive property of DISTRICT. DISTRICT is licensed to utilize these documents for DISTRICT applications on other projects or extensions of this project, at its own risk. CONSULTANT and its subconsultants may retain and use copies of such documents, with written approval of DISTRICT.
- 1.6 CONSULTANT is an independent contractor and not an employee of DISTRICT. CONSULTANT expressly warrants that it will not represent that it is an employee or servant of DISTRICT.

- 1.7 CONSULTANT is retained to render professional services only and all payments made are compensation solely for such services as it may render and recommendations it may make in carrying out the work.
- 1.8 It is further understood and agreed by the parties hereto that CONSULTANT in the performance of its obligations hereunder is subject to the control or direction of DISTRICT as to the designation of tasks to be performed, the results to be accomplished by the services hereunder agreed to be rendered and performed, and not the means, methods, or sequence used by the CONSULTANT for accomplishing the results.
- 1.9 If, in the performance of this agreement, any third persons are employed by CONSULTANT, such person shall be entirely and exclusively under the direction, supervision, and control of CONSULTANT. All terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by CONSULTANT, and DISTRICT shall have no right or authority over such persons or the terms of such employment.
- 1.10 It is further understood and agreed that as an independent contractor and not an employee of DISTRICT, neither the CONSULTANT nor CONSULTANT's assigned personnel shall have any entitlement as a DISTRICT employee, right to act on behalf of DISTRICT in any capacity whatsoever as agent, nor to bind DISTRICT to any obligation whatsoever. CONSULTANT shall not be covered by DISTRICT's worker's compensation insurance; nor shall CONSULTANT be entitled to compensated sick leave, vacation leave, retirement entitlement, participation in group health, dental, life or other insurance programs, or entitled to other fringe benefits payable by DISTRICT to employees of DISTRICT.

ARTICLE 2 - COMPENSATION

- 2.1 For the Scope of Services described in Exhibit A, DISTRICT agrees to pay CONSULTANT actual costs incurred, subject to a Maximum Cost Ceiling of \$(dollars), plus a Professional Fee (prorata dollar profit). The Professional Fee shall be subject to a Professional Fee Ceiling of \$(dollars). Total compensation under the Agreement shall not exceed a Maximum Agreement Ceiling of \$(dollars). Compensation for services shall be in accordance with the method and amounts described in Exhibit B, attached hereto and incorporated herein. CONSULTANT acknowledges that construction work on public works projects requires DIR registration and is subject to prevailing wage rates and includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work. CONSULTANT certifies that the proposed cost and pricing data used herein reflect the payment of prevailing wage rates where applicable and are complete, current, and accurate.
- 2.2 In case of changes affecting project scope resulting from new findings, unanticipated conditions, or other conflicts or discrepancies, CONSULTANT shall promptly notify

DISTRICT of the identified changes and advise DISTRICT of the recommended solution. Work shall not be performed on such changes without prior written authorization of DISTRICT.

ARTICLE 3 - NOTICE TO PROCEED

- 3.1 This Agreement shall become effective upon execution of the second signature. CONSULTANT shall commence work upon receipt of DISTRICT's Notice to Proceed, which shall be in the form of a letter signed by DISTRICT's Project Manager. DISTRICT's Notice to Proceed will authorize the Contracted Services described in Exhibit A with ceiling prices described in ARTICLE 2 COMPENSATION. No work shall commence until the Notice to Proceed is issued.
 - (Include the following paragraph only if your scope of services includes Optional Services.)
- 3.2 DISTRICT may at its option issue a Notice to Proceed for some or all of the Optional Services tasks described in Exhibit A. Compensation for Optional Services shall be in accordance with the method and amounts described in Exhibit B.

ARTICLE 4 - TERMINATION

- 4.1 This Agreement may be terminated by DISTRICT immediately for cause or upon 10 days written notice, without cause, during the performance of the work.
- 4.2 If this Agreement is terminated CONSULTANT shall be entitled to compensation for services satisfactorily performed to the effective date of termination; provided however, that DISTRICT may condition payment of such compensation upon CONSULTANT's delivery to DISTRICT of any and all documents, photographs, computer software, videotapes, and other materials provided to CONSULTANT or prepared by CONSULTANT for DISTRICT in connection with this Agreement. Payment by DISTRICT for the services satisfactorily performed to the effective date of termination, shall be the sole and exclusive remedy to which CONSULTANT is entitled in the event of termination of the Agreement and CONSULTANT shall be entitled to no other compensation or damages and expressly waives same. Termination under this Article 4 shall not relieve CONSULTANT of any warranty obligations or the obligations under Articles 1.4 and 7.1.

(Optional)

- 4.3 This Agreement may be terminated by CONSULTANT upon 10 days written notice to DISTRICT only in the event of substantial failure by DISTRICT to fulfill its obligations under this Agreement through no fault of the CONSULTANT.
- 4.4 If this Agreement is terminated, payment of the Professional Fee shall be in proportion to the percentage of work that DISTRICT judges satisfactorily performed up to the effective date of termination. The Professional Fee shall be prorated based upon a ratio of the actual Direct Labor and Indirect Costs expended to date divided by the Cost Ceiling.

ARTICLE 5 - PROJECT MANAGERS

- 5.1 DISTRICT designates (*District Project Manager's name*) as its Project Manager, who shall be responsible for administering and interpreting the terms and conditions of this Agreement, for matters relating to CONSULTANT's performance under this Agreement, and for liaison and coordination between DISTRICT and CONSULTANT. CONSULTANT may be requested to assist in such coordinating activities as necessary as part of the services. In the event DISTRICT wishes to make a change in the DISTRICT's representative, DISTRICT will notify CONSULTANT of the change in writing.
- 5.2 CONSULTANT designates (*Consultant Project Manager's name*) as its Project Manager, who shall have immediate responsibility for the performance of the work and for all matters relating to performance under this Agreement. Any change in CONSULTANT designated personnel or subconsultant shall be subject to approval by the DISTRICT Project Manager. (*The following sentence is optional.*) CONSULTANT hereby commits an average of (*1 to 100*) percent of (*Consultant Project Manager's name*) time on this project for the duration of the project.

ARTICLE 6 - CONTRACT EQUITY PROGRAM COMPLIANCE

6.1 CONSULTANT expressly agrees that this Agreement is subject to DISTRICT's Contract Equity Program ("CEP"). CONSULTANT is familiar with the DISTRICT's CEP and Equal Opportunity Guidelines, and has read and understood all of the program requirements. CONSULTANT understands and agrees to comply with the CEP and all requirements therein, including each of the Good Faith Efforts. CONSULTANT further understands and agrees that non-compliance with the CEP requirements may result in termination of this Agreement.

[Paragraph 6.2 to be used when there is subcontracting/subconsulting opportunities. See CEP office for details.]

6.2 Designated CEP compliance for the duration of this Agreement is listed in Exhibit C, which is attached hereto and incorporated herein. CONSULTANT shall maintain records of the total amount actually paid to each subconsultant. Any change of CONSULTANT'S listed subconsultants shall be subject to approval by the DISTRICT'S Project Manager.

ARTICLE 7 - INDEMNIFICATION AND INSURANCE

(Insurance criteria may vary – refer to the Risk Management Section Guidelines. Contact the Risk Management Section for copy of latest version.)
(IF DEPT. WANTS TO MODIFY INDEMNITY LANGUAGE, PLEASE SUBMIT JUSTIFICATION IN WRITING TO LEGAL, CC: RISK MANAGER.)

(FOR DESIGN PROFESSIONAL CONTRACTS (ENGINEERS, ARCHITECTS, LANDSCAPE ARCHITECTS, LAND SURVEYORS OR THEIR FIRMS), USE 7.1 BELOW:

7.1 Indemnification

CONSULTANT expressly agrees to defend, indemnify, and hold harmless DISTRICT and its Directors, officers, agents and employees from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or pertaining or relating to CONSULTANT's, its associates', employees', subconsultants', or other agents' negligence, recklessness, or willful misconduct, in the operation and/or performance under this Agreement.

(OR if contract is <u>NOT</u> with a design professional (engineers, architects, landscape architects, land surveyors or their firms) USE THIS PARAGRAPH 7.1 INSTEAD:

7.1 Indemnification

CONSULTANT expressly agrees to defend, indemnify, and hold harmless DISTRICT and its Directors, officers, agents and employees from and against any and all loss, liability, expense, claims, suits, and damages, including attorneys' fees, arising out of or resulting from CONSULTANT's, its associates', employees', subconsultants', or other agents' negligent acts, errors or omissions, or willful misconduct, in the operation and/or performance under this Agreement.

7.2 (For construction management support Agreements only)

CONSULTANT shall perform part of the work at sites where the DISTRICT's facilities are to be constructed, and which may contain unknown working conditions and contaminated materials. CONSULTANT shall be solely responsible for the health and safety of CONSULTANT's employees. CONSULTANT shall designate in writing to DISTRICT the field employee who is responsible for the health and safety of its employees. The responsible employee shall have experience and knowledge of all Federal, State and local health and safety regulation requirements. All CONSULTANT personnel on construction sites shall have received all OSHA required health and safety training.

7.3 (For construction management support Agreements only)

In the event that any hazardous materials are encountered during the services provided by CONSULTANT or the work undertaken by construction contractors, DISTRICT shall sign any and all manifests relating to the generation, treatment, disposal or storage of all wastes associated with the work. Additionally, nothing contained in this Agreement shall be construed or interpreted as requiring CONSULTANT to assume the status of a generator, storer, treater, transporter, or disposal facility as those terms appear within the Resource Conservation and Recovery Act, 42 USCA, Section 6901, et seq. (RCRA), or within any state statute of similar effect governing the generation, storage, treatment, transportation, or disposal of wastes.

7.4 (For construction management support Agreements only - include only if design consultant and CM consultant are not the same)

It is agreed and understood by CONSULTANT and DISTRICT that the design services have been completed by (*design consultant's name*) and therefore, CONSULTANT did not undertake any design activity or have design responsibility of the facilities to be constructed prior to execution of this Agreement.

7.5 <u>Insurance Requirements</u>

CONSULTANT shall take out and maintain during the life of the Agreement all the insurance required in this ARTICLE, and shall submit certificates for review and approval by DISTRICT. The Notice to Proceed shall not be issued, and CONSULTANT shall not commence work until such insurance has been approved by DISTRICT. The certificates shall be on forms provided by DISTRICT. (see

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||EBMUD_DATA_04|DATA|INFO|Forms Shop\uf020-30.doc;

\\EBMUD_DATA_04\\DATA\\INFO\\Forms Shop\\UF020-33.doc;

Acceptance of the certificates shall not relieve CONSULTANT of any of the insurance requirements, nor decrease the liability of CONSULTANT. DISTRICT reserves the right to require CONSULTANT to provide insurance policies for review by DISTRICT.

7.6 Workers Compensation Insurance

CONSULTANT shall take out and maintain during the life of the Agreement, <u>Workers Compensation Insurance</u>, for all of its employees on the project. In lieu of evidence of Workers Compensation Insurance, DISTRICT will accept a Self-Insured Certificate from the State of California. CONSULTANT shall require any subconsultant to provide it with evidence of Workers Compensation Insurance.

7.7 Commercial General Liability Insurance

CONSULTANT shall take out and maintain during the life of the Agreement <u>Automobile and General Liability Insurance</u> that provides protection from claims which may arise from operations or performance under this Agreement. If CONSULTANT elects to self-insure (self-fund) any liability exposure during the contract period above \$50,000, CONSULTANT is required to notify the DISTRICT immediately. Any request to self-insure must first be approved by the DISTRICT before the changed terms are accepted. CONSULTANT shall require any subconsultant to provide evidence of liability insurance coverages.

The amounts of insurance coverages shall not be less than the following:

\$1,000,000/Occurrence, Bodily Injury, Property Damage – Automobile.

\$1,000,000/Occurrence, Bodily Injury, Property Damage - General Liability.

The following coverages or endorsements must be included in the policy(ies): (Use only those coverages that apply and type [x] in boxes on Public Liability Certificate. Questions should be directed to Risk Management, x0177.)

- 1. DISTRICT and its Directors, officers, and employees are additional insureds in the policy(ies) as to the work being performed under this Agreement;
- 2. The coverage is primary and non-contributory to any other insurance carried by DISTRICT;
- 3. The policy(ies) cover(s) contractual liability for the assumption of liability through the indemnity in this Agreement;
- 4. The policy(ies) is(are) written on an occurrence basis;
- 5. The policy(ies) cover(s) broad form property damage liability;
- 6. The policy(ies) cover(s) personal injury (libel, slander, and trespass) liability;
- 7. The policy covers explosion, collapse and underground hazards (construction contracts only).
- 8. The policy(ies) cover(s) products and completed operations.
- 9. The policy(ies) cover(s) use of non-owned automobiles and equipment.
- 10. The policy(ies) shall cover Pollution liability for claims related to the release or threatened release of pollutants into the environment arising out of or resulting from CONSULTANT's performance under this Agreement.
- 11. The policy(ies) shall not be canceled nor materially altered unless <u>30 days' written</u> notice is given to DISTRICT.

7.8 Professional Liability Insurance

CONSULTANT shall take out and maintain during the life of the Agreement, professional liability insurance (Errors and Omissions) with a minimum of \$1,000,000 of liability coverage. A deductible may be acceptable upon approval of the DISTRICT. The policy shall provide 30 days advance written notice to DISTRICT for cancellation or reduction in coverage.

ARTICLE 8 - NOTICES

Any notice which DISTRICT may desire or is required at any time to give or serve CONSULTANT may be delivered personally, or be sent by United States mail, postage prepaid, addressed to:

(consulting firm's name) (address)

Attention: (contact, usually the consultant's project manager),

or at such other address as shall have been last furnished in writing by CONSULTANT to DISTRICT.

Any notice which CONSULTANT may desire or is required at any time to give or serve upon DISTRICT may be delivered personally at EBMUD, 375 - 11th Street, Oakland, CA 94607-4240, or be sent by United States mail, postage prepaid, addressed to:

Director of (Wastewater Department or Engineering and Construction Department) P.O. Box 24055 Oakland, CA 94623-1055

or at such other address as shall have been last furnished in writing by DISTRICT to CONSULTANT.

Such personal delivery or mailing in such manner shall constitute a good, sufficient and lawful notice and service thereof in all such cases.

ARTICLE 9 - MISCELLANEOUS

- 9.1 This Agreement represents the entire understanding of DISTRICT and CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may only be modified by amendment in writing signed by each party.
- 9.2 This Agreement is to be binding on the successors and assigns of the parties hereto. The services called for herein are deemed unique and CONSULTANT shall not assign, transfer or otherwise substitute its interest in this Agreement or any of its obligations hereunder without the prior written consent of DISTRICT.
- 9.3 Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement can be interpreted to give effect to the intentions of the parties.

- 9.4 Multiple copies of this Agreement may be executed by the parties and the parties agree that the Agreement on file at the DISTRICT is the version of the Agreement that shall take precedence should any differences exist among counterparts of the Agreement.
- 9.5 This Agreement and all matters relating to it shall be governed by the laws of the State of California.
- 9.6 The District's waiver of the performance of any covenant, condition, obligation, representation, warranty or promise in this agreement shall not invalidate this Agreement or be deemed a waiver of any other covenant, condition, obligation, representation, warranty or promise. The District's waiver of the time for performing any act or condition hereunder does not constitute a waiver of the act or condition itself.
- 9.7 There shall be no discrimination in the performance of this contract, against any person, or group of persons, on account of race, color, religion, creed, national origin, ancestry, gender including gender identity or expression, age, marital or domestic partnership status, mental disability, physical disability (including HIV and AIDS), medical condition (including genetic characteristics or cancer), veteran or military status, family or medical leave status, genetic information, or sexual orientation. CONSULTANT shall not establish or permit any such practice(s) of discrimination with reference to the contract or any part. CONSULTANTS determined to be in violation of this section shall be deemed to be in material breach of this Agreement.

Consultant shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin in the performance of this contract. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

CONSULTANT shall include the nondiscrimination provisions above in all subcontracts.

9.8 CONSULTANT affirms that it does not have any financial interest or conflict of interest that would prevent CONSULTANT from providing unbiased, impartial service to the DISTRICT under this Agreement.

ARTICLE 10 - TERM

Unless terminated pursuant to Article 4 herein, this Agreement shall expire when all tasks have been completed and final payment has been made by DISTRICT.

(NOTE: do not have a page break leaving signatures by themselves—must have at least the "in witness whereof" paragraph on signature page)

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

EAST BAY MUNICIPAL UTILITY DISTRICT

By:	Date
(Name),	
(Insert title - Director of Engineering	and Construction or Manager of Support Services)
Approved As To Form	
By:	_
for the Office of the General Counsel	
(CONSULTING FIRM'S NAME, ALL CA	PS & BOLD)
By:	Date
(Name),	
(Title)	

Rev. 3/24/14

EXHIBIT A

East Bay Municipal Utility District (Project Title)

SCOPE OF SERVICES

I. CONSULTANT SERVICES

CONSULTANT shall provide the following:

Contracted Services

(State each task with associated task number; specifically call out any survey work)

Optional Services

(State each task with associated task number)

II. PROJECT SCHEDULE

(List schedule milestones and completion dates)

EXHIBIT B

East Bay Municipal Utility District (Project Title)

COMPENSATION

Compensation for services provided in Exhibit A, SCOPE OF SERVICES, shall be in accordance with the methods and specific amounts described in this Exhibit.

- DISTRICT shall pay CONSULTANT only the actual costs incurred, subject to the agreed
 cost ceiling. CONSULTANT certifies that the cost and pricing information used herein are
 complete, current and accurate. CONSULTANT acknowledges that it will expend public
 funds and hereby agrees to use every appropriate method to contain its fees and minimize
 costs under this Agreement.
- 2. Compensation for CONSULTANT services authorized shall be on a cost reimbursement basis and include Direct Labor, Indirect Costs, Subconsultant Services, Other Direct Costs, and a Professional Fee. Costs to be paid comprise the following:

2.1 Direct Labor

Direct labor costs shall be the total number of hours worked on the job by each employee times the actual hourly rate for such employee's labor. Hours worked shall be rounded-up to the nearest quarter-hour (0.25) increment. Labor costs for principals shall be based upon the actual hourly rate of pay for those individuals. Labor rates shall be based on a normal 8-hour day, 40-hour week. DISTRICT will pay all personnel at their regular rate including any work performed on overtime or on holidays or weekends.

2.2 Indirect Costs

DISTRICT shall pay CONSULTANT an overhead expense equal to (*insert overhead rate*) percent of labor costs incurred by CONSULTANT.

CONSULTANT acknowledges and agrees that this overhead compensation is <u>in lieu</u> of itemized payments for indirect and overhead expenses which includes, but is not limited to:

- Clerical, word processing and/or accounting work.
- Vehicle usage and mileage between CONSULTANT's office and DISTRICT service area.
- Parking (DISTRICT does <u>NOT</u> provide parking to CONSULTANT in the DISTRICT Administration Building, located at 375 11th Street, Oakland, California. CONSULTANT shall be responsible for parking elsewhere).

- Postage, or for certified or registered mail. Extraordinary postage, overnight delivery, or messenger delivery charges must be approved in advance.
- Routine copying costs for in-house copying.
- Local telephone charges, including cellular phone, modem and telecopier/FAX charges.
- Office space lease.
- Office supplies.
- Computer equipment.
- Computer usage charges.
- Books, publications and periodicals.
- Insurance.
- Miscellaneous hand tools or equipment rental.
- Safety training, seminars or continuing education.
- Utilities.
- Meals, transportation or other charges.
- Inadequately described or miscellaneous expenses.

The above items are illustrative, rather than exhaustive.

2.3 <u>Subconsultant Services</u>

Subconsultant services shall be billed at cost (plus a (insert rate) percent markup).

2.4. Other Direct Costs

Other Direct Costs shall be approved by DISTRICT in advance in writing, and shall be billed at cost, without markup. These costs include, but are not limited to the following:

- 2.4.1. Automobile expenses at (*insert rate*) cents per mile when CONSULTANT is required to travel <u>outside</u> of the DISTRICT's service area. Mileage will NOT be reimbursed for rental car expenses, where the rental agreement specifies unlimited mileage.
- 2.4.2. DISTRICT will pay for necessary and reasonable travel expenses provided the travel is approved in advance by DISTRICT Project Manager, and providing that:
 - Each expense is separately identified (air fare, hotel, rental car) with an amount and date incurred. Confirming documents may be requested.
 - Charged mileage for vehicle mileage shall not exceed the current allowable Internal Revenue Service rate.

- Air travel is coach or economy rate for refundable tickets. Business and first class rates will not be reimbursed.
- Lodging accommodations are moderately priced.
- Meal charges are reasonable. (Reimbursement for meals will only be made in conjunction with out-of-town travel.)
- Taxis or shuttles are used rather than rental cars whenever cost effective.
- Rental cars are intermediate or compact class only.

2.5 <u>Professional Fee</u>

As a portion of the total compensation to be paid to CONSULTANT, DISTRICT shall pay the Professional Fee, subject to the agreed Professional Fee Ceiling of \$(dollars) as specified in Exhibit B-1, as profit for services rendered by CONSULTANT covered by this Agreement. CONSULTANT shall earn the Professional Fee based on a (insert rate) percent markup of CONSULTANT's Direct Labor and Indirect Costs billed and approved.

2.6 <u>Budget Amounts</u>

	Contracted Services	Optional <u>Services</u>	Maximum Services*
Cost Ceiling	\$(dollars)	\$(dollars)	\$(dollars)
Professional Fee Ceiling	(dollars)	(dollars)	(dollars)
Agreement Ceiling	(dollars)	(dollars)	(dollars)

^{* (}Maximum Services is the sum of Contracted and Optional Services. If your scope has no Optional Services, delete the Contracted and Optional Services columns.)

The Cost Ceiling shown above is based upon the cost estimate and labor hours attached hereto as Exhibit B-1 and Exhibit B-2. Costs described above, comprising Direct Labor, Indirect Costs, Subconsultant Services, Other Direct Costs, and Professional Fee, shall be payable up to the Agreement Ceiling as specified herein.

2.7 Billing and Payment

CONSULTANT shall invoice DISTRICT monthly for the actual costs incurred and a prorated Professional Fee for work performed during the previous month. Actual costs shall include Direct Labor, Indirect Costs, Subconsultant Services, and Other Direct Costs as specified herein. Actual costs shall be invoiced by task as described in Exhibit A. Invoices shall set forth a description of the actual costs incurred and the services performed, the date the services were performed and the amount of time spent rounded to the nearest quarterly hour increment (.25) on

each date services were performed and by whom. Supporting documentation for the invoice shall be organized to clearly identify the task charged and shall be supported by such copies of invoices, payroll records, and other documents as may be required by DISTRICT to authenticate invoiced costs. Copies of all invoices from any subconsultant(s) and outside service(s) shall be attached. (Insert the following sentence if paragraph 2.9 below applies and is included in agreement. "Where CONSULTANT is required by law to pay prevailing wage rates, supporting documentation for such work shall be in accordance with guidelines set forth below and shall include certified payroll reports. ") DISTRICT shall pay CONSULTANT within thirty (30) days, upon receipt of a proper CONSULTANT invoice, (Optional insert - include the following words here only if retention will be accumulated: "the amount invoiced less a ten percent (10%) retention amount,"), provided that all invoices are accompanied by sufficient cost documentation, and DISTRICT Form P-47 (Subcontractor Payment Report - CEP Participation), to allow the determination of the reasonableness and accuracy of said invoice. (Optional insert - include the following sentence here only if retention will be accumulated: "The retention accumulated to date shall be paid by DISTRICT upon DISTRICT's acceptance of the final version of all documents specified in ARTICLE 1 - SCOPE OF WORK, paragraph 1.6.")

A ceiling price is in effect for the entire Scope of Services. If the authorized Agreement Ceiling, including the authorized Professional Fee Ceiling, is reached, CONSULTANT shall complete the agreed-upon work for the authorized Agreement Ceiling. Labor hours may be reallocated within the tasks without renegotiation of the Agreement with written approval from the DISTRICT Project Manager in such a manner so as not to exceed the Agreement ceiling price. In no event shall the Cost Ceiling of the Agreement or the Professional Fee Ceiling be increased unless there is a written amendment of this Agreement.

2.8 Budget Status Reports

For the duration of this Agreement, the CONSULTANT shall provide DISTRICT with ("bi-weekly" or "monthly" depending on duration of project) budget status reports that include, in tabular or graphical format, for each report period: (1) the original cumulative projected cash flows for the duration of the project (prepared at the start of the project), (2) the actual cash flows for the work completed to date, (3) the current projected cash flows to complete the project, and (4) the earned value (the amount of work actually completed to date compared to the budget expended). Current projected cash flows shall be based on all CONSULTANT and subconsultant time sheets up to a date within 3 weeks of the date of the budget status report.

2.9. <u>Prevailing Wages and Other Requirements for Construction Inspection, and Construction Related Work During Design and Preconstruction Phases of Construction</u>. (*Optional Insert – include this paragraph 2.9 and all its*

subparagraphs if your Scope of Services includes construction, alteration, demolition, installation, maintenance, repair work, or other construction related work during the design or preconstruction phases of construction including but not limited to inspection and land surveying.)

- 2.9.1 All Contractors and Subcontractors of any tier bidding on, or offering to performing work on a public works project shall first be registered with the State Department of Industrial Relations (DIR) pursuant to Section 1725.5 of the Labor Code. No bid will be accepted nor any contract entered into without proof of the Contractor and Subcontractors' current registration with the DIR (LC § 1771.1).
- 2.9.2 All public works projects awarded after January 1, 2015, are subject to compliance monitoring and enforcement by the DIR (LC § 1771.4) and all Contractors are required post job site notices, "as prescribed by regulation" (LC § 1771.4).
- 2.9.3 Pursuant to Section 1773 of the Labor Code, the District has obtained from the Director of Industrial Relations of the State of California, the general prevailing rates of per diem wages and the general prevailing rates for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification, or type of worker needed to execute the contract. A copy of the prevailing wage rates is on file with the District and available for inspection by any interested party at www.dir.ca.gov.
- 2.9.4 The Contractor shall post a copy of the general prevailing rate of per diem wages at the jobsite pursuant to Section 1773.2 of the Labor Code.
- 2.9.5 Pursuant to Section 1774 of the Labor Code, the Contractor and any of its Subcontractors shall not pay less than the specified prevailing rate of wages to all workers employed in the execution of the contract.
- 2.9.6 The Contractor shall, as a penalty to the State or the District, forfeit not more than the maximum set forth in Section 1775 of the Labor Code for each calendar day, or portion thereof, for each worker paid less than the prevailing rates for the work or craft in which the worker is employed under the contract by the Contractor or by any Subcontractor under him. The difference between the prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which such worker was paid less than the stipulated prevailing wage rate shall be paid to such worker by the Contractor.
- 2.9.7 General prevailing wage determinations have expiration dates with either a single asterisk or a double asterisk. Pursuant to California Code of Regulations, Title 8, Section 16204, the single asterisk means that the

general prevailing wage determination shall be in effect for the specified contract duration. The double asterisk means that the predetermined wage modification shall be paid after the expiration date. No adjustment in the Contract Sum will be made for the Contractor's payment of these predetermined wage modifications.

- 2.9.8 The Contractor and each Subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed in connection with the Work. The payroll records shall be certified and shall be available for inspection in accordance with the provisions of Section 1776 of the Labor Code. Certified payroll records shall be on the forms provided by the DIR or contain the same information required on the Department's form
- 2.9.9 For public works projects awarded on or after April 1, 2015, or that are still ongoing after April 1, 2016, no matter when awarded, each Contractor and Subcontractor shall furnish the certified payroll related records as more specifically described above and in Labor Code section 1776 directly to the Labor Commissioner (see LC § 1771.4). These records shall be provided to the Labor Commissioner at least monthly or more frequently if required by the terms of the Contract. For exception on projects covered by collective bargaining agreements like a PLA, please see Labor Code section 1771.4.
- 2.9.10 In the event of noncompliance with the requirements of Section 1776 of the Labor Code, the Contractor shall have 10 days in which to comply subsequent to receipt of written notice specifying in what respects such Contractor must comply with said Section. Should noncompliance still be evident after such 10-day period, the Contractor shall, as a penalty to the State or the District, forfeit the amount set forth in Section 1776 of the Labor Code for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Apprenticeship Standards or the Division of Labor Standards Enforcement, such penalties shall be withheld from progress payments then due.
- 2.9.11 Pursuant to the provisions of Sections 1810, et seq. of the Labor Code the time of service of any worker employed upon the work shall be limited and restricted to eight hours during any one calendar day, and forty hours during any one calendar week, unless work performed by employees of the Contractor in excess of eight hours per day, and forty hours during any one calendar week, shall be permitted upon compensation for all hours worked in excess of eight hours per day at not less than one and one half

- times the basic rate of pay.
- 2.9.12 The Contractor shall, as a penalty to the State or the District, forfeit the amount set forth in Section 1813 of the Labor Code for each worker employed by the Contractor or by any Subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any calendar day and forty hours in any one calendar week in violation of the provisions of Labor Code, Sections 1810, et seq.
- 2.9.13 The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by him in connection with the Work; the record shall be kept open at all reasonable hours to the inspection of the District and to the Division of Labor Standards Enforcement of the State of California.
- 2.9.14 In the performance of a public works contract, the Contractor and any Subcontractor shall comply with the provisions concerning the employment of apprentices in Section 1777.5 of the Labor Code and any amendments thereof. In the event the Contractor or any Subcontractor willfully fails to comply with this requirement the Contractor or Subcontractor shall be subject to the penalties for noncompliance in Labor Code section 1777.7.
- 2.9.15 The Contractor and every Subcontractor shall post at the workplace and comply with all required wage related workplace postings. Copies of the required postings may be downloaded or ordered electronically from the Department of Industrial Relations website at http://www.dir.ca.gov/wpnodb.html.

(Note: this table is prepared by the consultant. The following is provided to show format.)

EXHIBIT B-1

East Bay Municipal Utility District (Project Title)

COST DISTRIBUTION

	Consultant				Subconsultants							
	Direct Labor				Sub. #1 Sub. #2							
	Project	Project				Project	Assis	t.	Project	Assist	. Profe	S-
	Manager	Engineer	Drafting	Indirec	t	Eng.	Eng.	Total	Eng.	Eng	Total sions	al Total
Salary Rate (\$/hr.)	(****)	(****)	(****) Total	Costs	ODCs*	<u>(****)</u>	(****	Cost	(****)	(****) Cost Fee*	* Cost
Services												
I. Contracted Services												
Task 1.1:												
Task 1.2:												
Task 2.1:												
Task 2.2:												
Subtotal I.						(***)	(***)	(***)	(***)	(***)	(***)	
II. Optional Services												
Task 3:												
Task 4:												
Subtotal II.						(***)	(***)	(***)	(***)	(***)	(***)	
TOTAL Agreement (T	Total of Si	ubtotals I.	& II.)									

- * ODCs = Other Direct Costs.
- ** Professional Fee on consultant Direct Labor& Indirect Costs only. Should not include prime consultant markup on subconsultants.
- *** Amount includes prime consultant markup on subconsultant.
- **** Insert salary rate.

(Note: this table is prepared by the consultant. The following is provided to show format.)

EXHIBIT B-2

East Bay Municipal Utility District (Project Title)

LABOR DISTRIBUTION

	Consultant			Subconsultants							
				Sub. #1			Sub. #2				
	Project	Project	D (:	0.11	Project			Project	Assist		m . 1
Services(*)	<u>Manager</u>	<u>Engineer</u>	<u>Drafting</u>	<u>Subtotal</u>	Eng.	Eng.	Subtotal	Eng.	<u>Eng</u>	Subtotal	<u>Total</u>
I. Contracted Services											
Task 1.1: Task 1.2: Task 2.1: Task 2.2: Subtotal											
II. Optional Services											
Task 3: Task 4: Subtotal											
TOTAL											

(* Include both consultant and subconsultant hours. Also, include the percent time commitment for key personnel if a critical issue for success of the project.)

EXHIBIT C

East Bay Municipal Utility District (Project Title)

CEP COMPLIANCE

FIRMS UTILIZED		MINIMUM AMOUNT*	MINIMUM PERCENT**
(Name of Subconsultant's firm)		\$(dollars)	(1 to 99)
(Name of Subconsultant's firm)		\$(dollars)	(1 to 99)
	TOTAL	\$(dollars)	(1 to 99)

^{*} Does not include consultant's markup. (Include this footnote only if your contract includes markup on subconsultants.)

^{**} Based on a Maximum Services Agreement Ceiling amount of \$(dollars).



EXHIBIT F EXISTING DOCUMENTS

The following existing studies, reports and geotechnical data that will be provided to the successful proposer for review as part of Task 1:

- Converse Ward Davis Dixon. Partial Technical Background Data for the Mokelumne Aqueducts Security Plan. 1981
- Converse Ward Davis Dixon. Additional Data in Support of Partial Technical Background Data the Mokelumne Aqueducts Security Plan. 1981
- Delta Habitat Conservation and Conveyance Program (DHCCP). 2010. *Geotechnical Data Report Pipeline / Tunnel Option, Phase 1*. Department of Water Resources (DWR).
- Delta Habitat Conservation and Conveyance Program (DHCCP). 2011. *Geotechnical Data Report Pipeline / Tunnel Option, Phase II*. Department of Water Resources (DWR).
- Earth Sciences Associates, Inc. Geotechnical Investigation Earthquake Safety
 Assessment of the Mokelumne Aqueduct San Joaquin Delta Crossing,
 Volume 1, Report of Findings; Volume 2, Field and Laboratory Investigations;
 Volume 3, Geotechnical Review Data. 1992
- East Bay Municipal Water District (EBMUD). Aqueduct #3 Repair Action Plan, Draft. February, 1992.
- EBMUD. Strategy for Protecting the Aqueducts in the Delta, Technical Memorandum No.1 Alternative Identification (Draft). July 3, 2007.
- EBMUD. Strategy for Protecting the Aqueducts in the Delta, Technical Memorandum No.2 Preliminary Cost Estimates (Draft). July 25, 2007.
- EBMUD. Strategy for Protecting the Aqueducts in the Delta, Technical Memorandum No.3 Risk Evaluation (Draft). August 31, 2007.
- EBMUD. Topographic Base Maps, Microstation format. 1999.
- GEI Consultants, Inc. Geotechnical Data Reports Third Mokelumne Aqueduct Seismic Upgrade River Crossings. 1997.

- MWH. Mokelumne Aqueduct Delta Tunnel Study, CPT Data Logs (12). Gregg Drilling & Testing, Inc. April, 2014.
- MWH. Mokelumne Aqueduct Delta Tunnel Study, Technical Memorandum No.1, Preliminary Geologic Characterization. August 4, 2014.
- MWH. Mokelumne Aqueduct Delta Tunnel Study, Technical Memorandum No.2, Conceptual Design. December 8, 2014.
- Roger Foott Associates. *Mokelumne Aqueduct Seismic Upgrade Project*. February 1995.
- URS Corporation/Jack R. Benjamin & Associates, Inc (URS/JBA). *Delta Risk Management Study (DRMS) Phase 1*. March, 2009. Department of Water Resources (DWR).
- URS/JBA. Delta Risk Management Study (DRMS) Phase 1 Technical Memorandum, Seismology. June 15, 2007. Department of Water Resources (DWR).
- URS/JBA. *Delta Risk Management Study (DRMS) Phase 2*. June 2011. Department of Water Resources (DWR).
- Wiss, Janney, Elstner Associates, Inc. *Geotechnical Investigation Mokelumne Aqueduct No. 1 Anchors 2480 and 2580.* December, 2010.



EXHIBIT G FIGURES



