

**SAN RAFAEL CITY SCHOOLS  
REQUEST FOR PROPOSALS  
TERRA LINDA HIGH SCHOOL GYM + FRONTAGE PROJECT  
DESIGN-BUILD SERVICES  
RFP # 19-08**

San Rafael City Schools ("District") is seeking prequalified design-build entities or design-build teams to submit competitive Proposals to design and construct the District's **Terra Linda High School Gym + Frontage Project** ("Project"), in accordance with Education Code section 17250.10 et seq. Only Respondents that have been prequalified by the District in response to the prior Request for Qualifications ("RFQ") for the Project will be eligible to submit Proposals in response to this Request for Proposals ("RFP").

Respondents must mail or deliver five (5) bound copies, one (1) unbound copy, and one (1) electronic copy (on USB stick) of the Proposal conforming to the requirements of this RFP to:

**SAN RAFAEL CITY SCHOOLS  
310 Nova Albion Way, San Rafael, California 94903  
ATTN: Dr. Dan Zaich, Sr. Director of Capital Facilities  
RFP # 19-08**

**ALL PROPOSALS ARE DUE BY 4:00 P.M. ON Friday, October 18, 2019.** Oral, telegraphic, facsimile, telephone, or email Proposals will not be accepted. Proposals received after this date and time will not be accepted and will be returned unopened. The District reserves the right to waive irregularities and omissions in any Proposal, and to make all final determinations. The District also reserves the right to reject any and all Proposals and to negotiate contract terms with one or more Respondents.

A mandatory informational meeting and site walk will be conducted on **SEPTEMBER 30, 2019**, starting at **1:00 P.M.**, at **SRCS DISTRICT OFFICES TERRA LINDA HIGH SCHOOL**, located at 310 Nova Albion Way, San Rafael, California 94903.

Questions regarding this RFP may be directed in writing to Dan Zaich, the District's Sr. Director of Capital Facilities at [dzaich@srcs.org](mailto:dzaich@srcs.org) and must be submitted on or by **Wednesday, October 9, 2019**.

## I. RFP SCHEDULE SUMMARY

The District may change the dates on this schedule without prior notice.

<b>DEADLINE</b>	<b>ACTION ITEM</b>
<b>September 18, 2019</b>	Release and distribution of RFP to prequalified Respondents.
<b>September 30, 2019 at 1:00pm</b>	Mandatory information meeting and site walk.
<b>October 9th, 2019 at 4:00pm</b>	Last day to receive written questions from Respondents.
<b>October 11, 2019 at 2:00pm</b>	Last day for District to issue addenda or answer questions.
<b>October 18, 2019 at 4:00pm</b>	Deadline for Proposals in response to RFP.
<b>Week of October 28th 2019</b>	Design Presentations & Interviews of Respondents.
<b>Anticipated November 1, 2019</b>	Notification to selected DBE(s) to start negotiation.

## II. INTRODUCTION

San Rafael City Schools ("District") serves approximately 4,000 students at four elementary schools and two secondary schools, as well as alternative and independent study schools, an adult education program, and a preschool. In 2015, District voters approved Measure B, which authorizes the District to issue \$160.5 million of bonds to, among other things, modernize, construct, and renovate classrooms, restrooms, and school facilities at the District's two high schools. The District has completed initial work at the Terra Linda High School campus, and a large new student Commons, Kitchen, Library, Performing Arts Classroom building is currently under construction.

The District is seeking Proposals from prequalified design-build entities or design-build teams (each referred to herein as "DBE") to submit competitive proposals to design and construct the District's **Terra Linda High School Gym + Frontage Project** ("Project"), in accordance with Education Code section 17250.10 et seq. This RFP defines the services sought from the DBE and generally outlines the Project requirements.

## III. DESIGN-BUILD PROCUREMENT PROCESS

Pursuant to Education Code section 17250.25, procurement of a DBE for the Project will follow two (2) phases:

1. Prequalification – First, by prior RFQ, the District prequalified Respondents using a standard template request for statements of qualifications.

2. Design-Build Competition – Second, by this RFP, the District invites only prequalified Respondents to submit competitive Proposals for the Project. The District will use a best value selection method for evaluating Proposals. The selection criteria and procedure are defined in this RFP.
  - a. Design-Build Competition Stipend – Pre-qualified teams receiving this RFP will be provided with a stipend of \$10,000 in order to prepare appropriately detailed design proposals.

Per Board Policy, any person or entity that has performed or is performing services for the District relating to the solicitation of this design-build project will **not** be eligible to submit a Proposal as a design-build entity or to join a design-build team.

#### **IV. PROJECT DESCRIPTION AND SCOPE OF SERVICES**

##### **A. Overview**

Pursuant to Education Code section 17250.10 et seq., the selected DBE will design and construct the Project. The Project is further defined in the attached **Appendix A**, along with the District’s expected cost range and schedule for the Project.

The members of the DBE must be appropriately licensed and registered in the State of California for architectural, engineering, and construction services, as applicable and as needed to complete the Project. In addition, the DBE shall have experience with both design and construction of public school facilities—including modular buildings—and in working with the Office of Public School Construction (“OPSC”), the Division of the State Architect (“DSA”), and Title 24 of the California Code of Regulations.

All tiers of contractors performing work on the project must be registered with the Department of Industrial Relations (“DIR”) as required by law. The DBE will be required to comply with the Labor Code prevailing wage requirements and the District’s bonding and insurance requirements. The DBE shall be required to work cooperatively with District staff, Governing Board, all other technical consultants, the Bridging Architect, the project inspector, and program and/or construction manager, if any, retained by the District for the Project, citizens’ oversight committee, other District committees, and the community to facilitate timely and professional completion of the Project.

##### **B. Bridging Documents**

Pursuant to Education Code section 17250.25, subdivision (a), the District’s Bridging Architect, Lionakis, Inc., has assisted the District in preparation of Project Bridging Documents, which are attached hereto as **Appendix B** and incorporated herein by this reference. The Bridging Documents may establish, without limitation, the size, type, and desired design character of the Project, performance specifications covering the quality of materials, equipment, workmanship, preliminary plans or building layouts, or any other information deemed necessary to describe adequately the District’s needs

Respondents must completely familiarize themselves with the Bridging Documents prior to submitting a Proposal. The selected DBE will be required to strictly adhere to the Bridging Documents in completing the design and constructing the Project.

## **C. Scope of Work**

Although the final scope of work will be negotiated in the executed Agreement, the selected DBE shall be responsible for performing the following scope of work, at a minimum:

### **1. Design Services**

- a. Complete the design for the Project based on the Bridging Documents, including related meetings with the District for input and approval at multiple stages of design development and preparation of detailed construction cost budgets.
  - i. Design Development: Prepare Design Development Documents from the Bridging Documents, including related architectural, structural, mechanical, electrical, civil, and landscape services. Revise construction cost budget. Meet with the District.
  - ii. 50% Construction Documents: Upon the District's acceptance of the Design Development Documents, prepare 50% construction documents. Revise construction cost budget. Meet with the District.
  - iii. 100% Construction Documents: Upon the District's acceptance of 50% Construction Documents, prepare 100% construction documents. Revise construction cost budget. Meet with the District. Perform back-check as needed at no additional cost to the District. Obtain DSA stamp-out and approval letter.
- b. Submit completed plans and specifications for DSA approval and perform all services related to obtaining DSA approval.
- c. Any other services that are reasonable and necessary for design of the Project, including close-out with DSA.

### **2. Preconstruction Services**

- a. Consult with District staff in relation to the existing site. DBE should make site visits, as needed to review the current site conditions. During this evaluation, DBE may make recommendations relating to soils investigations and utility locations and capacities, in order to minimize unforeseen conditions.
- b. Provide a Project budget for the construction of the project with identified subcontractor bids and self-performed work.
- c. Undertake value-engineering analysis and prepare reports with recommendations to the District to maintain established Project budget and specifications. Provide a detailed analysis of all major Project systems with an emphasis on possible value engineering possibilities.
- d. Detailed Construction CPM Schedule: Produce detailed construction CPM schedules to be incorporated into the Project documents including identification of the Project critical path and agency approvals.

- e. Construction Planning: Plan the phases and staging of construction, staging areas, temporary fencing, office trailer placement, access, etc. as required.
- f. Any other services that are reasonable and necessary to control the budget and schedule.

### 3. Construction Services

- a. Administer and coordinate on a daily basis the work of all trade contractors the DBE hires to work on the Project.
- b. Enforce strict performance, scheduling, and notice requirements.
- c. Document the progress and costs of the Project.
- d. Report proactively on potential schedule impacts and recommend potential solutions to schedule problems.
- e. Coordination of record drawings and specifications.
- f. Compilation of operations and maintenance manuals, warranties/guarantees, and certificates.
- g. Obtaining occupancy permits and coordinating testing, documentation, and governmental inspections and approvals.
- h. Preparation of accounting and closeout reports and occupancy plan reports.
- i. Other responsibilities as necessary for the completion of the Project.

#### **D. Design-Build Structure**

The Agreement (as defined below at subparagraph G) will conform to design-build project delivery method pursuant to Education Code section 17250.10 et seq. The Agreement will have separate phases for design and construction.

If an award is made, the Agreement will set a not-to-exceed ("NTE") amount for compensation for the Project. The DBE will proceed to complete the design based on the Bridging Documents, with District input and authorization at multiple stages. DBE shall submit complete plans and specifications to DSA for approval.

Upon DSA approval of the plans and specifications, DBE shall proceed with subcontractor bidding for all construction subcontracts not identified in the Proposal with a value exceeding one-half of 1 percent of the contract price allocable to construction work. Subcontracts may be awarded based on a best value basis or to the lowest responsible bidder. The DBE is responsible for staying within the NTE. Any re-design or re-bidding to stay within the NTE shall be at no additional cost to the District.

**E. District Project Management Description**

The District’s Governing Board will be responsible for making final decisions, but the Superintendent will be responsible for day-to-day decisions and may designate a project manager, who will be the primary point of contact between the DBE and the District.

**F. Registration of DBE and All Tiers of Subcontractors**

The selected DBE shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of registration with the DIR required of the DBE or subcontractor has been provided to and accepted by the District.

**G. Form of Agreement**

The selected DBE must be able to execute the District’s standard form of Design-Build Agreement (“Agreement”) attached to this RFP as **Appendix C**. The NTE amount for design will be negotiated based on the Proposal. The GMP for construction will be negotiated following DSA approval of the plans and specifications and subcontractor bidding.

**H. Indemnity**

Respondents must acknowledge that they have reviewed the District’s indemnity provision set forth in the Agreement (**Appendix C**) and must agree to the indemnity provision and confirm in writing that, if given the opportunity to contract with the District, Respondent has no substantive objections to the use of the District’s standard indemnity provision.

**I. Insurance**

The District requires at least the following insurance coverage from the selected DBE:

Professional Liability		\$2,000,000
Commercial General Liability	Product Liability and Completed Operations, Fire Damage Liability – Split Limit	\$2,000,000 per occurrence; \$4,000,000 aggregate
Automobile Liability – Any Auto	Combined Single Limit	\$1,000,000
Excess Liability	Occurrence Aggregate	\$10,000,000 \$10,000,000
Workers’ Compensation		Statutory limits under State law
Employer’s Liability		\$1,000,000
Builder’s Risk		Replacement Cost
Pollution Liability		\$5,000,000 per claim; \$5,000,000 aggregate

DBE shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. Insurance policy(ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days' written notice to the District prior to modification and/or cancellation. The District shall be named as an additional insured under the Commercial General Liability and Automobile Liability policies. Builder's Risk policy(ies) shall be primary. Any insurance carried by the District shall only be secondary and supplemental. DBE shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of insurance required of the DBE or subcontractor has been provided to and accepted by the District.

#### **V. FULL OPPORTUNITY**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprise ("SLBE"), Small Emerging Local Business Enterprise ("SELBE") and Disabled Veterans Business Enterprise ("DVBE") firms shall be afforded full opportunity to submit qualifications in response to this RFP and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract.

#### **VI. LIMITATIONS**

This RFP is neither a formal request for bids, nor an offer by the District to contract with any party responding to this RFP. The District reserves the right to add additional prequalified Respondents for consideration after distribution of this RFP, if it is found to be in the best interest of the District. All decisions concerning selection of the DBE will be made in the best interests of the District. The awarding of the contract pursuant to this RFP, if at all, is at the sole discretion of the District.

The District makes no representation that participation in this RFP process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP.

Proposals and any other supporting materials submitted to the District in response to this RFP will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to *Michaelis, Montanari, & Johnson v. Superior Court* (2006) 38 Cal.4th 1065, Proposals shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any Proposal.

#### **VII. RESTRICTIONS ON LOBBYING AND CONTACTS**

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity submitting in response to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process/or the award of the contract with any member of the District,

Governing Board, selection members, or any member of the Citizens' Oversight Committee. Any such contact shall be grounds for the disqualification of the Respondent submitting a Proposal.

### **VIII. MANDATORY INFORMATIONAL MEETING AND SITE WALK**

Each Respondent must attend the mandatory informational meeting and site walk, to be conducted on **Monday, September 30, 2019 at 1:00 P.M.** The meeting will be held at Terra Linda High School SRCS District Offices, located at 310 Nova Albion Way, San Rafael, California 94903. At this meeting, District representatives may distribute information and materials to further describe the Project and the scope of work, and will walk the proposed Project site. Respondents shall consider and address materials and information from the meeting in their Proposals. Respondents that fail to attend the mandatory informational meeting, in its entirety, shall be ineligible for responding to this RFP.

### **IX. PROPOSAL REQUIREMENTS**

#### **A. Format**

Material (except Project Building & Site Design Presentation—see below) must be in 8½ x 11 inch format with font no less than 11 point font size. The Proposals shall include divider tabs labeled with boldface headers below (e.g. the first tab would be entitled "Executive Summary," the second tab would be entitled "Table of Contents," etc.) Five (5) bound copies, one (1) unbound copy, and one (1) electronic copy (on USB stick) of the Proposal shall be submitted. Each Proposal shall not contain more than twenty-five (25) single-sided pages, excluding front and back covers, tabs, and allowed Appendix content. Each double-sided page is counted as two single-sided pages. Submittals containing more than the authorized number of pages will not be considered.

The unbound copy, marked "Copy for Reproduction," shall be formatted as follows:

- A cover sheet listing the Respondent's name, the total number of pages, and identification of those pages that were removed due to proprietary information;
- No divider sheets or tab;
- Text printed on one side only (i.e., no double-sided pages); and
- Pages with proprietary information removed.

#### **B. General Overview**

Each Proposal shall include a description of the type, technical experience, backgrounds, qualifications and expertise of Respondent. The description shall show that the Respondent possesses the skills and professional experience to perform the functions of the Project and fulfill the goals and vision of the District for the Project. Proposals shall describe in detail the Respondent's methods and plan for carrying out the Project. Included in this information must be a detailed description of professional design services, construction scheduling, staging, and logistics based on timelines and information provided by the District in this RFP and at the mandatory informational meeting and site walk. Describe the Respondent's

approach to the Project, including any creative methodology and/or technology that the Respondent uses or unique resources that the Respondent can offer to the District and Project.

### **C. Contents**

Respondents shall comply with the following requirements for its Proposal:

#### **1. Executive Summary** (maximum 1 page)

An overview of the entire Proposal with a description of the general approach and/or methodology Respondent will use to meet the goals and fulfill the general functions as set forth in this RFP.

#### **2. Table of Contents**

A complete and clear listing of the headings and pages to allow easy reference to key information.

#### **3. Cover Letter** (maximum 1 page)

A letter of introduction signed by an authorized officer of the Respondent. If the Respondent is a joint venture, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture. The letter shall also include:

- Respondent's name.
- Address, include any branch office address and point of contact.
- Telephone number.
- Fax number.
- Email address.
- Identification of team members.
- License number for Respondent's design professional in general responsible charge.
- Contractors State License Board ("CSLB") license classification and number and Public Works Contractor Registration number on file with the DIR for Respondent's general contractor.
- Identification of the individual(s) authorized to speak for Respondent during the evaluation process.
- The following statement:

"[RESPONDENT'S NAME] received a copy of the District's Design-Build Agreement ("Agreement") attached at Appendix C to the RFP. [RESPONDENT'S NAME] has reviewed the indemnity provisions and insurance requirements contained in the Agreement. If given the

opportunity to contract with the District, [RESPONDENT'S NAME] has no objections to these provisions, or to the use of the Agreement.”

- Certification that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.
- Statement that Respondent is proposing with the same membership of the design-build entity or design-build team identified in Respondent's Statement of Qualifications ("SOQ") submitted in response to the RFQ for this Project
- Verification that all information in Respondent's SOQ submitted in response to the RFQ for this Project remains accurate or, if any information has subsequently become inaccurate, identify the inaccuracy and its cause in the cover letter and provide updated, accurate information. (Appendix may be used to provide complete documentation/information for this purpose, if needed, and will not count toward the page limit.)
- Statement that Respondent acknowledges and confirms that it will be willing and able to perform all of the services described in Section IV.C. – Scope of Work of this RFP.

#### **4. Proposed Project Team and Expertise**

- Include an organizational chart of Respondent. If Respondent is proposing as a design-build team the chart must identify, at a minimum, all members and their roles.
- Describe the proposed Project team, including design professional in general responsible charge, general contractor, and key subconsultants. Provide resumes for up to six (6) key personnel and explain what each will bring to the Project.
- Demonstrate how the proposed Project team will communicate, collaborate, and work together and with the District.
- Summarize Respondent's design and construction experience as relevant to this Project. Emphasize work on similar California K-12 public school projects, accounting for the facility type, features, size, contract value, complexity, and schedule of this Project.
- Explain how the proposed Project team's collective expertise will translate into a better value for the District.

#### **5. Method and Strategic Plan**

Detailed discussion of Respondent's method and strategic plan for carrying out the Project, including:

- The technical and managerial approach to Respondent's partnership with the District. Take into account the District's goals for the Project and the general functions required.

Respondent may identify additional necessary tasks and discuss these in its proposed method to accomplish the work.

- Design capabilities and description of professional services to be provided by Respondent.
- Construction means and methods Respondent intends to utilize on the Project.

## **6. Schedule**

Develop and provide a preliminary schedule for all phases of design and construction of the Project through completion, including specific milestones. Identify any schedule challenges and describe Respondent's plan for addressing the same.

## **7. Price Proposal**

Submit a detailed price proposal for a Not-to-Exceed (NTE) cost in a separate sealed envelope. Price proposal should, at a minimum, address separately each of the following:

1. Design Costs – costs and method of calculation for architectural and engineering services through DSA approval.
2. Construction Administration – costs and method of calculation for architectural and engineering services during construction for all elements required of the professionals in responsible charge, including closeout and DSA project certification.
3. Construction Fee – fee for construction, which includes markup, profit and overhead.
4. General Conditions Cost – list what is included in the general conditions (including personnel) and monthly value of the general conditions.

## **8. Project Building & Site Design Presentation**

Submit a complete preliminary design for the proposed project including Building Design and Site Design in presentation format. Teams should include sufficient detail to define the character of the proposed design including, but not limited to, the following:

- Educational program spreadsheet with all building areas listed, and comparing team's proposed building areas to the District's Educational Specifications
- Site Plan showing entire area of limit of work and context / relationship to other campus buildings, including:
  - Proposed parking lot and drop-off areas
  - Emergency vehicle access
  - Proposed hardscape / landscape areas
- Floor Plans
  - Room names clearly identified
  - Doors and windows identified
- Exterior Elevations (all sides)
  - Doors and windows

- Exterior materials labeled
- Sections
  - Illustrating ceiling heights / roof forms
- Renderings / fly-throughs

## **9. Major Building Systems and Life Cycle Cost Analysis**

Respondent must provide an outline of major building systems in summary form including: structural, mechanical, electrical, plumbing, building envelope, and building interiors. Provide life-cycle cost analysis over 15 years or more for the systems which would justify inclusion in the project. Identify any systems which are not District standards.

## **10. Insurance**

Respondent must demonstrate that it can maintain adequate insurance as required herein. The Proposal must include a letter from Respondent's insurance company indicating its ability to provide insurance coverage on behalf of Respondent in accordance with the insurance requirements in the **Appendix C**. (This letter may be included in the Appendix to the Proposal where it will not count toward the page limit.)

## **11. Comments to Form of Agreement**

Respondents must thoroughly review the Agreement attached to this RFP as **Appendix C** and confirm in writing that, if given the opportunity to contract with the District, Respondent has no substantive objections to the use of the District's standard agreement. Respondent must also identify any term or condition of the Agreement that Respondent requests modifying, deleting, or adding. Respondents must set forth a clear explanation of the change with specific alternate language. If selected, Respondent will be precluded from negotiating changes that have not been identified in its RFP Packet. The District will review, but is not obligated to accept, any proposed changes.

## **12. Certifications**

Provide executed Non-Collusion Declaration (**Appendix D-1**) and executed Iran Contracting Act Certification. (**Appendix D-2**.)

## **13. Appendix (if used)**

May include:

- Updating/correction of information from SOQ, if needed.
- Letter from insurance company.
- Resumes of subconsultants, if any.

**X. SELECTION CRITERIA AND PROCEDURES**

**A. Best Value Methodology**

Responsive Proposals will be evaluated under the following factors and weights:

<b>FACTOR</b>	<b>DESCRIPTION</b>	<b>WEIGHT</b>
<b>Price</b>	Price proposal, including design costs, construction fee, general conditions cost, and mark-up.	85 points
<b>Technical design and construction expertise</b>	Demonstrated experience and capability with design and construction of like-projects.	40 points
<b>Building &amp; Site Design</b>	Architectural design of building and parking, frontage, site elements landscape design as evidenced in the design competition presentation and at interview.	85 points
<b>Life-cycle costs</b>	Life-cycle cost analysis of proposed building systems over 15 years or more.	20 points
<b>Schedule</b>	Proposed project schedule, including design and construction phases.	20 points
<b>MAXIMUM SCORE: 250 points</b>		

District staff will assign points for each factor to each Respondent. Respondents will then be ranked based on total points. A higher point total reflects a determination that Respondent's Proposal presents a better value to the District.

**B. District Investigations**

The District may consider and perform investigations of Respondents that extend beyond contacting any references identified in the Proposal and/or SOQ.

**C. Interviews**

The District may invite Respondents to meet with District staff and consultants. Key personnel of Respondent's proposed project team will be expected to attend the interview. The interview will be an opportunity for the District to review the Proposal, qualifications, and any other matters the District deems relevant to its evaluation. Any comments or objections to the form of Agreement attached hereto as **Appendix C** may be the subject of inquiry at the interview.

#### **D. Selection of Finalists**

Proposals shall be evaluated and the Project awarded in the following manner:

1. The District will evaluate all timely submitted Proposals for responsiveness.
2. Responsive proposals will be evaluated and scored according to the best value methodology described above.
3. Once the evaluation is complete, responsive Proposals will be ranked based on total points, but the District shall not be required to rank more than the three (3) highest-scoring Proposals.
4. The District's Governing Board will award the contract, if at all, to the responsible Respondent whose proposal is determined by the District to be the best value.
5. If the selected DBE refuses or fails to execute the tendered proposed contract, the Governing Board may, if it deems it to be in the best interest of the District, award the contract to the Respondent with the second highest best value score. If the second selected DBE refuses or fails to execute the tendered proposed contract, the Governing Board may, if it deems it to be in the best interest of the District, award the instrument to the Respondent with the third highest best value score.
6. Notwithstanding any other law, upon issuance of a contract award, the District shall publicly announce its award, identifying the DBE to which the award is made, along with a statement regarding the basis of the award. The statement regarding the District's contract award and the contract file shall provide sufficient information to satisfy an external audit.

#### **XI. FINAL DETERMINATION**

The District reserves the right to contract with any entity responding to this RFP for all or any portion of the work described herein, to reject any proposal as nonresponsive, and/or not to contract with any firm for the services described herein. The District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any Proposal in response to this RFP.

The awarding of contract(s) is at the sole discretion of the District. The District may, at its option, determine to award contracts only for portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into the contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other Respondent responding to this RFP.

**WE THANK YOU FOR YOUR INTEREST IN THE DISTRICT'S PROJECT!**

## **APPENDIX A**

### **PROJECT DESCRIPTION**

New 18,522 sf competition Gymnasium with supporting program elements as noted below in the District's space program. Work includes demolition of the existing Cafeteria Kitchen Building and associated site work. Work includes all new site work and utilities for the project. Work also includes the renovation and reconfiguration of the campus Frontage Improvements to support the new building and site entry/exit. Frontage improvements from the north entry to the beginning of the Student Parking adjacent to the Football Field. See Terra Linda High School Frontage Improvements conceptual plan attached. The construction budget for the project is \$19,257,866. This does not include Architectural and Engineering fees. The District will maintain a separate Construction Contingency for scope changes and unforeseen conditions.

#### **San Rafael City Schools Design Intention**

The Terra Linda High School Gym and Frontage Project offers San Rafael City Schools (SRCS) the opportunity to fulfill several goals identified in the site's Facilities Master Plan.

The new gym, and its associated support facilities, should be designed as a signature building, one that helps make the campus easily identifiable and that will, over time, come to represent the school to the broader community. And, especially given the nature of the activities that will take place there, the building should incorporate design elements that help to foster student spirit and instill a sense of pride in belonging to the Terra Linda High School community.

Design teams should also review the plans for the Student Commons project that is already underway at the site, as the Gym will be visible from the Commons, and the new exterior spaces created in this project will link up to those being created as part of the Commons project. While this new project need not mimic the Commons project, it should feel complementary in style and materials.

The exterior spaces surrounding the new building also have a role to play in meeting SRCS goals. These spaces should support a variety of group sizes and activity types, with some geared toward small gatherings and quiet activities and some supporting larger, more active groups. All should be considered as potential learning areas. There should be enough space outside the main Lobby to serve as a pre- and post-function gathering and waiting area. There should be enough space outside all required exit doors so that people exiting do not step immediately into the parking lot.

The landscape frontage improvements should incorporate 21<sup>st</sup> Century design and sustainability principles. The landscaping—in addition to being drought tolerant and low maintenance—should represent Terra Linda High School's unique climate zone and global position, serve as a teaching tool, and enhance pride of place. The parking lot improvements should establish an additional dedicated student drop-off zone.

SRCS's Facilities Master Plan lays out the broad strokes of the District's sustainability goals. SRCS has determined it will pursue CHPS Designed for this project, project teams will work with the CHPS Scorecard as a basis for design. And, of course, the project must meet the requirements of California's Title 24, CALGreen Code and the Model Water efficient Landscape Ordinance (MWEL0).

**APPENDIX B**

**BRIDGING DOCUMENTS**

Bridging documents are available at the following link:

<https://greystonewest.box.com/s/liqke1dxvqnmre685uck1xcg3nl52ahc>

**APPENDIX C**  
**FORM OF AGREEMENT**

**DESIGN-BUILD PROJECT:**

**[NAME OF] PROJECT**

**BY AND BETWEEN**

**SAN RAFAEL CITY SCHOOLS**

**AND**

**[DESIGN/BUILDER]**

Dated as of \_\_\_\_\_, 20\_\_

TABLE OF CONTENTS

	<u>Page</u>
1. DEFINITIONS.....	2
2. GENERAL PROVISIONS .....	6
3. DESIGN/BUILDER’S DUTIES AND RESPONSIBILITIES: DESIGN.....	8
4. DESIGN/BUILDER’S DUTIES AND RESPONSIBILITIES: CONSTRUCTION .....	12
5. DISTRICT’S DUTIES AND RESPONSIBILITIES .....	26
6. SUBCONTRACTING .....	26
7. STATE LABOR, WAGE AND HOUR, APPRENTICE, AND RELATED PROVISIONS .....	28
8. PAYMENTS AND COMPLETION.....	36
9. SCHEDULE .....	42
10. EXTENSIONS OF TIME – LIQUIDATED DAMAGES.....	49
11. CHANGES IN THE WORK.....	50
12. EVENTS OF DEFAULT AND TERMINATION .....	57
13. DISPUTES AND CLAIMS .....	61
14. PROJECTION OF PERSONS AND PROPERTY .....	67
15. INSURANCE, BONDS, AND INDEMNIFICATION.....	69
16. SEPARATE CONTRACTS .....	77
17. MISCELLANEOUS.....	78

EXHIBIT A – BRIDGING DOCUMENTS

EXHIBIT B – PROJECT MILESTONE SCHEDULE

## **DESIGN-BUILD AGREEMENT**

This design-build agreement ("Agreement"), dated as of \_\_\_\_\_, 20\_\_ ("Effective Date"), is made and entered into by and between [Design/Builder] ("Design/Builder"), a [ENTITY TYPE] duly organized and existing under the laws of the State of [California], and San Rafael City Schools, a school district duly organized and validly existing under the laws of the State of California (each a "Party" and, together, "Parties").

### **RECITALS**

**WHEREAS**, the District is authorized under Education Code section 17250.10 et seq. to contract for the design and construction of school facility projects in excess of \$1 million using a design-build project delivery method;

**WHEREAS**, the District wishes to provide for the design and construction of certain work to be known as [INSERT PROJECT NAME] ("Project"), located at [ADDRESS] ("Site");

**WHEREAS**, the District retained [INSERT BRIDGING ARCHITECT] ("Bridging Architect") to prepare documents setting forth the criteria for the Project (the "Bridging Documents"), which may establish, without limitation, the size, type, and desired design character of the Project, performance specifications covering the quality of materials, equipment, workmanship, and preliminary plans or building layouts;

**WHEREAS**, it is the intent of this Agreement that the Design/Builder assume full responsibility for administering, managing, designing, constructing, and commissioning the Project to the requirements established by the Bridging Documents;

**WHEREAS**, the members of Design/Builder are [INSERT MEMBERS], and represent that they are able to provide appropriately licensed contracting, architectural, and engineering services, as needed, pursuant to this Agreement;

**WHEREAS**, the Design/Builder was selected for the Project based on a fair and impartial competitive selection process, in accordance with Education Code section 17250.10 et seq.

**WHEREAS**, the Governing Board of the District ("Board") has determined that Design/Builder's proposal offered the best value to the public, in accordance with the District's best value selection methodology;

**WHEREAS**, Design/Builder has reviewed the Agreement; and

**WHEREAS**, Design/Builder represents that it has the expertise and experience to perform the services set forth in this Agreement; and

**WHEREAS**, the Parties have performed all acts, conditions and things required by law to exist, to have happened and to have been performed precedent to and in connection with the execution and entering into of this Agreement and all those conditions precedent do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Parties hereto are now duly authorized to execute and enter into this Agreement; and

**NOW, THEREFORE**, in consideration of the above recitals and of the mutual covenants hereinafter contained, the Parties hereto do hereby agree as follows:

## 1. DEFINITIONS

In addition to the terms and entities defined above or in subsequent provisions, and unless the context otherwise requires, the terms defined in this section shall, for all purposes of this Agreement, have the meanings herein specified.

**1.1 Adverse Weather:** Shall be only weather that satisfies all of the following conditions: (1) unusually severe precipitation, sleet, snow, hail, or extreme temperature conditions in excess of the norm for the location and time of year it occurred based on the closest weather station data averaged over the past five years, (2) that is unanticipated and would cause unsafe work conditions and/or is unsuitable for scheduled work that should not be performed during inclement weather (i.e., exterior finishes), and (3) at the Project.

**1.2 Agreement or Contract:** The agreement between the District and Design/Builder contained in the Contract Documents.

**1.3 Approval, Approved, and/or Accepted:** Written authorization, unless stated otherwise.

**1.4 Architect of Record:** \_\_\_\_\_, who is licensed in the State of California and employed or contracted as a member of Design/Builder to design and prepare Construction Documents for the Project and to provide construction phase services during the Project. The Architect of Record is the Design Professional in General Responsible Charge as defined by the DSA.

**1.5 As-Builts:** Reproducible blue line prints of drawings to be prepared on a monthly basis pursuant to the Contract Documents, that reflect changes made during the performance of the Work, recording differences between the original design of the Work and the Work as constructed since the preceding monthly submittal. See Record Drawings.

**1.6 Authorized Representatives:** District's Representative(s) as communicated to the Design/Builder.

**1.7 Beneficial Occupancy:** District's occupancy or use of any completed or partially completed portion of the Work.

**1.8 Board:** the Governing Board of the San Rafael City Schools.

**1.9 Bridging Architect:** \_\_\_\_\_, the architect retained by the District to develop the Bridging Documents and define functional, performance and aesthetic characteristics establishing the design intent for the Project.

**1.10 Bridging Documents:** the Design Requirements, Specifications, and the Drawings prepared by the District's Bridging Architect and incorporated by reference into the Agreement.

**1.11 Change Order:** a change to the Agreement and/or Contract Documents signed by the Design/Builder and the District authorizing a change in the Work, which may also adjust the NTE Amount and/or the Contract Time. The NTE Amount and/or Contract Time may be changed only by Change Order.

**1.12 Change Proposal:** a proposal for a Change Order, submitted by the Design/Builder at the request of the District, or by the Design/Builder's own initiative.

**1.13 Commissioning:** a quality assurance process for achieving, validating and documenting that the new facility and its systems are planned, designed, installed, tested and capable of being operable and maintained to perform in conformity with the Bridging Documents.

**1.14 Completion:** The earliest of the date of acceptance by the District or the cessation of labor thereon for a continuous period of sixty (60) days.

**1.15 Construction Documents:** the drawings and specifications prepared and sealed by the Architect of Record on behalf of the Design/Builder for construction of the Project.

**1.16 Construction Manager:** The individual, partnership, corporation, joint venture, or any combination thereof, or its authorized representative, named as such by the District. If no Construction Manager is used on the Project that is the subject of this Agreement, then all references to Construction Manager herein shall be read to refer to District.

**1.17 Contract Documents:** The Contract Documents consist exclusively of the documents evidencing the agreement of the District and Design/Builder. The Contract Documents consist of the following documents:

**1.17.1** Non-Collusion Declaration

**1.17.2** Iran Contracting Act Certification

**1.17.3** Design-Build Agreement, including Exhibits A and B

**1.17.4** Performance Bond

**1.17.5** Payment Bond (Design/Builder's Labor & Material Bond)

**1.17.6** Registered Subcontractors List

**1.17.7** Hazardous Materials Procedures and Requirements

**1.17.8** Workers' Compensation Certification

**1.17.9** Prevailing Wage Certification

**1.17.10** Disabled Veterans Business Enterprise Participation Certification (if applicable)

**1.17.11** Drug-Free Workplace Certification

**1.17.12** Tobacco-Free Environment Certification

**1.17.13** Hazardous Materials Certification

- 1.17.14** Lead-Based Materials Certification (if applicable)
- 1.17.15** Imported Materials Certification (if applicable)
- 1.17.16** Criminal Background Investigation/Fingerprinting Certification
- 1.17.17** Roofing Project Certification (if applicable)
- 1.17.18** Skilled and Trained Workforce Certification
- 1.17.19** Escrow Agreement for Security Deposits in Lieu of Retention (if used)
- 1.17.20** Guarantee Form
- 1.17.21** Agreement and Release of Any and All Claims
- 1.17.22** All Plans, Technical Specifications, and Drawings
- 1.17.23** Any and all addenda to any of the above documents
- 1.17.24** Any and all change orders or written modifications to the above documents if approved in writing by the District.

**1.18 Contract Time:** The time stated in the Agreement for the completion of the Work.

**1.19 Day(s):** calendar day(s), unless otherwise specifically designated as a business or working day(s). If a day requiring notice or action falls on a weekend or national or state holiday, then the next non-weekend or non-holiday shall be applicable. Business day(s) are days other than weekend days or federal or state holidays.

**1.20 Design/Builder:** \_\_\_\_\_ a [INSERT ENTITY TYPE] able to provide appropriately licensed construction contracting, and professional architectural and engineering services required hereunder.

**1.21 District:** The school district for which the Work is performed. The governing board of the District or its designees will act for the District in all matters pertaining to the Agreement. The District may, at any time:

**1.21.1** Direct the Design/Builder to communicate with or provide notice to the Construction Manager or the Bridging Architect on matters for which the Contract Documents indicate the Design/Builder will communicate with or provide notice to the District; and/or

**1.21.2** Direct the Construction Manager or the Bridging Architect to communicate with or direct the Design/Builder on matters for which the Contract Documents indicate the District will communicate with or direct the Design/Builder.

**1.22 DSA:** Division of the State Architect.

**1.23 Completion:** The earliest of the date of acceptance by the District or the cessation of labor thereon for a continuous period of sixty (60) days.

**1.24 Job Cost Reports:** Any and all reports or records detailing the costs associated with work performed on or related to the Project that Design/Builder shall maintain for the Project. Specifically, Job Cost Reports shall contain, but are not limited by or to, the following information: a description of the work performed or to be performed on the Project; quantity, if applicable, of work performed (hours, square feet, cubic yards, pounds, etc.) for the Project; Project budget; costs for the Project to date; estimated costs to complete the Project; and expected costs at completion. The Job Cost Reports shall also reflect all Contract cost codes, change orders, elements of non-conforming work, back charges, and additional services.

**1.25 Notice to Proceed with Design:** the notice given by the District to the Design/Builder stating that the Design/Builder is authorized to commence design of the Project.

**1.26 Notice to Proceed with Construction:** the notice given by the District to the Design/Builder, following completion of the design phase and approval of the plans by the Division of the State Architect, stating that the Design/Builder is authorized to commence construction of the Project.

**1.27 NTE Amount:** The not-to-exceed amount established by the District as the maximum compensation to the Design/Builder for the design and construction of the Project.

**1.28 Program Manager:** The individual, partnership, corporation, joint venture, or any combination thereof, or its authorized representative, named as such by the District. If no Program Manager is designated for the Project that is the subject of the Contract Documents, then all references to Program Manager herein shall be read to refer to District.

**1.29 Project:** The planned undertaking as provided for in the Contract Documents.

**1.30 Project Inspector:** The individual(s) retained by the District in accordance with title 24 of the California Code of Regulations to monitor and inspect the Project.

**1.31 Proposed Change Order:** A Proposed Change Order ("PCO") is a written request prepared by the Design/Builder requesting that the District, the Construction Manager and the Bridging Architect issue a Change Order based upon a proposed change to the Work.

**1.32 Site:** The Project site as shown on the Drawings.

**1.33 Subcontractor:** A contractor and/or supplier who is under contract with the Design/Builder or with any other subcontractor, regardless of tier, to perform a portion of the Work of the Project.

**1.34 Surety:** The person, firm, or corporation that executes as surety the Design/Builder's Performance Bond and Payment Bond, and must be a California admitted surety insurer as defined in the Code of Civil Procedure section 995.120.

**1.35 Work:** All labor, materials, equipment, components, appliances, supervision, coordination, and services required by, or reasonably inferred from, the Contract Documents, that are necessary for the construction and completion of the Project.

## **2. GENERAL PROVISIONS**

### **2.1 Scope of Work**

**2.1.1** The Design/Builder shall be responsible for the performance of all design and construction services, and provide all materials, labor, tools, and equipment necessary to complete, in a good and workmanlike manner, the Work described in and reasonably inferable from the Contract Documents, in accordance with the Bridging Documents, attached hereto as **EXHIBIT A**, for the NTE Amount.

**2.1.2** Design/Builder shall be responsible for achieving the Milestones Dates in the Project Milestone Schedule as shown in **EXHIBIT B**. The Project Milestone Schedule may only be modified pursuant to the provisions of the Contract Documents.

**2.1.3** Except as otherwise noted, Design/Builder shall provide and pay for all labor, materials, equipment, permits (excluding DSA), fees, licenses, facilities, transportation, taxes, bonds and insurance, and services necessary for the proper execution and completion of the Work.

### **2.2 Status of Design/Builder**

**2.2.1** Design/Builder is and shall at all times be deemed to be an independent contractor and shall be wholly responsible for the manner in which it and its Subcontractors perform the services required of it by the Contract Documents. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between the District, or any of the District's employees or agents, and Design/Builder or any of Design/Builder's Subcontractors, agents or employees. Design/Builder assumes exclusively the responsibility for the acts of its agents and employees as they relate to the services to be provided during the course and scope of their employment. Design/Builder, its Subcontractors, and its agents and employees shall not be entitled to any rights or privileges of District employees. District shall be permitted to monitor the Design/Builder's activities to determine compliance with the terms of the Contract Documents.

**2.2.2** As required by law, Design/Builder and all Subcontractors shall be properly licensed and regulated by the Contractors State License Board.

**2.2.3** As required by law, Design/Builder and all Subcontractors shall be properly registered as public works contractors by the Department of Industrial Relations.

**2.2.4** Design/Builder represents that it has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of Work required under this Agreement and that no person having any such interest shall be employed by Design/Builder.

## **2.3 Execution, Correlation and Intent:**

**2.3.1** The Agreement will not be binding on the District until approved by the District's Board.

**2.3.2** Execution of the Agreement by Design/Builder is a representation that the Design/Builder has the expertise and experience for and understands and accepts the methodology under which the Work is to be performed and the requirements of the Contract Documents.

**2.3.3** The intent of the Contract Documents is to include all necessary criteria to establish the scope, quality and performance requirements for completion of the Work by Design/Builder. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

**2.3.4** Unless otherwise stated in the Contract Documents, words and phrases shall be interpreted consistent with construction and design industry standards for California school districts.

**2.3.5** Work shall be in compliance with applicable laws, codes, ordinances and regulations, including but not limited to Title 24 of the California Code of Regulations. Higher levels of performance, material, and or function, may be required or reasonably inferred from the Contract Documents.

## **2.4 Conflicts in the Contract Documents**

**2.4.1** The Contract Documents are intended to be complementary and interpreted in harmony so as to avoid conflict. However, if Design/Builder observes any conflict in the Contract Documents, Design/Builder shall promptly notify District and Bridging Architect in writing. In the event of conflict in the Contract Documents, the precedence shall be as follows:

**2.4.1.1** Addenda shall govern over other sections of the Contract Documents to the extent specifically noted; subsequent Addenda shall govern over prior Addenda only to the extent specified.

**2.4.1.2** The Agreement shall govern over other Contract Documents except for specific modifications stated in amendments to the Agreement and Addenda.

**2.4.1.3** In case of conflict between the Bridging Document drawings, Technical Specification Sections 2-49, and the Division 0 and 1 Specifications, the Design/Builder shall obtain written clarification from the District as to the governing document.

**2.4.1.4** In the case of conflict within the Bridging Document drawings, the following shall govern:

**2.4.1.4.1** Schedules, when identified as such, shall govern over all other portions of the drawings.

**2.4.1.4.2** Specific notes shall govern over all other notes and all other portions of the drawings, except schedules described in the preceding sub clause.

**2.4.1.4.3** Larger scale drawings shall govern over smaller scale drawings.

**2.4.1.4.4** Figured or numerical dimensions shall govern over dimensions obtained by scaling.

**2.4.1.4.5** In the case of other conflict within the drawings, the Design/Builder shall obtain written clarification from the District as to the governing document.

**2.4.2** The District and Design/Builder acknowledge that the Contract Documents may differ in some respects from other documents upon which Design/Builder based its proposal. The District and Design/Builder agree that the Contract Documents shall supersede any prior or inconsistent versions.

## **2.5 Clarifications and Additional Instructions**

**2.5.1** Conflicts, omissions, errors, interpretation or clarification, insufficiency of detail or explanation in the Contract Documents relative to the timely or material execution of the Work shall be immediately brought to the attention of the District in writing to request interpretation, clarification, or furnishing of additional detailed instructions. Such questions shall be resolved and instructions to the Design/Builder issued within a reasonable time by the District. The District's decision shall be final and conclusive. Should the Design/Builder proceed with the work before receipt of instructions from the District, the Design/Builder shall make adjustments to conform to the District's instructions and Design/Builder shall be solely responsible for any resultant damage, defect or added costs.

**2.5.2** The District may furnish additional written instructions to explain the work more fully, and such instructions shall become, upon issuance, a part of the Contract Documents requirements. Should additional instructions, in the opinion of the Design/Builder, constitute work in excess of the scope of the Work, the Design/Builder shall submit written notice to the District within ten (10) calendar days following receipt of such instructions, and in any event prior to commencement of the work on that scope of work. After considering the notice, and if justified in the District's judgment, the District will authorize the extra work.

## **3. DESIGN/BUILDER'S DUTIES AND RESPONSIBILITIES: DESIGN**

### **3.1 Design Phase Responsibilities**

**3.1.1** The Design Phase includes the preparation of the design and Construction Documents for the Project including, but not limited, to all necessary architectural design, specialty consultant services, civil engineering, structural engineering, mechanical engineering, plumbing and HVAC design, fire protection system engineering, landscape architecture, electrical engineering, security system design, telecommunications, data and

low-voltage signaling design, geotechnical engineering, topographic and boundary surveying, interior design, modular furniture systems and fixtures, furniture and equipment coordination and space planning, and acoustical engineering. The Design Phase shall also include all plan check and permitting activities required for the construction activities.

## **3.2 Design/Builder's Responsibilities**

**3.2.1** Design/Builder agrees to design and construct the Project in consideration for the District's payment up to the NTE Amount, which may only be adjusted pursuant to the provisions of this Agreement.

### **3.2.2 General Responsibilities**

**3.2.2.1** Upon receipt of the Notice to Proceed with Design, the Design/Builder shall instruct the Architect of Record to commence with the design of the building systems and the preparation of the Construction Documents. In accordance with the Bridging Documents, the Construction Documents shall provide information customarily necessary in documents for projects of similar size, complexity, and quality.

**3.2.2.2** The Construction Documents shall include all information required by the building trades to complete the construction of the Project, other than such details customarily developed by others during construction. The Design/Builder shall be responsible to design, prepare Construction Documents and coordinate all disciplines for the entire Project including, but not limited to: all structural elements, building enclosure, roofing, waterproofing, site work, public right-of-way improvements, new parking lots, hardscape, landscape, utilities, and all building systems.

**3.2.2.3** Responsibilities also include all design coordination necessary for accommodation of interior space construction, modular furniture coordination, finishes, furnishings, fixtures and equipment, and related infrastructure. The Project's design shall meet or exceed the design and performance criteria stipulated in the Bridging Documents.

**3.2.2.4** Deliver to the District any and all design materials. These materials include, but are not limited to: calculations, preliminary drawings, construction drawings, shop drawings, samples, electronic media data, tenant improvement documents, sketches, illustrations, specifications, descriptions, models, mock-ups, and other information developed, prepared, furnished, or delivered in the prosecution of the design work.

#### **3.2.2.5 Design Confirmation Phase**

**3.2.2.5.1** Following receipt of a Notice to Proceed with Design, the Design/Builder shall meet at least weekly with District and provide such information as necessary to inform District of the Project design status, and obtain District input

and approval regarding design issues. The Design/Builder shall be responsible for scheduling and coordinating the participation in these meetings. Design/Builder's documents shall depict the materials, equipment, design, layout and general coordination of each major building system (i.e.: structural, exterior closure, mechanical, plumbing, electrical, etc.) in sufficient detail to confirm compliance with the Bridging Documents.

**3.2.2.5.2** Conduct value engineering analysis on building components to determine best value based on initial cost, life expectancy, cost of operation and maintenance. The value engineering analysis shall be performed concurrent with the Design Confirmation effort.

**3.2.2.5.3** Prepare and update at each document submittal milestone detailed estimates of the cost of construction to substantiate that the Project will not exceed the NTE Amount.

**3.2.2.5.4** Prepare and update monthly the detailed construction schedule to confirm Project delivery within the Milestone Dates.

**3.2.2.5.5** Provide services to develop a final space program and prepare plan layouts to reflect the requirements of all tenant departments.

### **3.2.2.6 Construction Documents Phase**

**3.2.2.6.1** Prepare Construction Documents for the entire Project in full compliance with all applicable laws, building codes, ordinances, and other requirements by regulatory authorities. The completed Construction Documents are to be delivered to the District and shall consist of the following:

**3.2.2.6.1.1 Drawings.** Provide one reproducible original, and ten (10) printed copies of all approved construction document drawings. Provide one copy of all approved construction document drawings on compact discs (CD) using Computer-Aided Design (CAD) software, using AutoCAD 2010.

**3.2.2.6.1.2 Specifications.** Provide original and ten (10) printed copies of approved specifications, bound and organized. Provide approved specifications on CDs for all sections for all work applicable to the Project, using a format that complies with the current edition of the Construction Specifications Institute's "Master Format" as directed by the District and in accordance with the following:

**3.2.2.6.1.2.1** Electronic computer software in Microsoft Word, latest version for Windows.

**3.2.2.6.1.2.2** Where articles, materials, and equipment are identified by brand names, at least two brand names shall be specified, and shall be followed by the words "or equal". Specifications shall not contain restrictions that will limit competitive bids. Exceptions shall only be as permitted by California Public Contract Code section 3400.

**3.2.2.6.1.2.3** All CDs provided shall be indexed and clearly labeled to indicate files contained thereon and the date that the CD was produced. All electronic files shall use fonts and formats used by the District and the discs shall be formatted for easy printing.

**3.2.2.6.1.3** Specifications shall not contain restrictions that will limit competitive bids. Where articles, materials, and equipment are identified by brand names, at least two brand names shall be specified, and shall be followed by the words "or equal". Exceptions shall only be as permitted by California Public Contract Code section 3400.

**3.2.2.6.2** Review meetings between the Design/Builder and the District to review the Construction Document packages shall be scheduled and held so as not to delay the Work. Such review shall not relieve the Design/Builder from its responsibilities under the Agreement. Such review shall not be deemed an approval or waiver by the District of any deviation from, or of the Design/Builder's failure to comply with, any provision or requirement of the Contract Documents, unless such deviation or failure has been identified as such in writing in the document submitted by the Design/Builder and approved in writing by the District.

**3.2.2.6.3** The Design/Builder shall submit completed packages of the Construction Documents, in the quantities required by the District to all applicable authorities having jurisdiction (including but not limited to DSA), at the times indicated on the Design/Builder's Baseline Schedule. Design/Builder is responsible for completing the designs and submitting them to DSA in a timely fashion in order to obtain DSA approval and complete all Work according to the Project Milestone Schedule. All Work is to be performed in accordance with the requirements of the DSA and the Design-Builder shall be solely responsible for obtaining all approvals from DSA at no additional cost to District.

### **3.2.2.7 Ownership of Design Materials**

**3.2.2.7.1** All materials and documents developed in the performance of this Agreement are the property of the District.

The District shall have unlimited rights, for the benefit of the District, in all drawings, designs, specifications, notes, and other work developed in the performance of this Agreement, including the right to use same on any other District project at no additional cost to the District.

**3.2.2.7.2** Design/Builder agrees to and does grant to the District a royalty-free license to all such data that Design/Builder may cover by copyright and to all designs as to which Design/Builder may assert any rights or establish any claim under United States patent or copyright laws. The Design/Builder for a period of three (3) years after completion of the Project agrees to furnish and to provide access to the originals or copies of all such materials upon the request of the District.

**3.2.2.7.3** The District agrees to make no demand on Design/Builder and indemnifies the Design/Builder for any damages caused by the District's use of such materials for any other District project that is not the subject of an agreement between the District and Design/Builder for such use.

**3.2.2.7.4** The Design/Builder shall perform the work required under this Agreement with Computer-Aided Design (CAD) software, using the latest version of Revit, and shall deliver to the District the CDs containing the electronic files of all approved Construction Document drawings, in both Revit and AutoCAD 2010 format As well as PDF format. The format of electronic documents delivered to the District will be determined in conjunction with the District in order to facilitate retrieval of information.

**3.2.2.7.5** The District does not assume any obligation to retain the Design/Builder's services or pay Design/Builder royalties of any type as to future programs.

### **3.2.2.8 Design Errors**

The Design/Builder shall be solely responsible for all design errors and for correction of the same at no additional cost to District, including, but not limited to: errors, inconsistencies or omissions in the Construction Documents, and errors, omissions and inconsistencies that do not conform to the standards established in the Contract Documents and the Bridging Documents. The Design/Builder shall take field measurements and verify field conditions and shall carefully compare such field conditions and other information known to the Design/Builder from the Contract Documents and the Bridging Documents before commencing Design activities.

## **4. DESIGN/BUILDER'S DUTIES AND RESPONSIBILITIES: CONSTRUCTION**

### **4.1 Construction Phase Design Responsibilities**

The Design/Builder shall meet weekly at the field offices of the Design/Builder and shall provide all labor, materials, equipment, temporary utility services and facilities necessary to construct the entire Project as required by the Contract Documents, including, but not limited to:

**4.1.1** Prepare an existing conditions survey of all surrounding and adjacent properties, including streets and observable and recorded utilities, prior to the start of construction. Design/Builder will endeavor to gain access to non-District owned properties as necessary.

**4.1.2** The Design/Builder shall provide modular buildings for use as a Project Field Office for both the Design/Builder and the District's Project Management Team. The field office shall be available and fully operational for the District's Project Management Team no later than forty-five (45) calendar days after the date of execution of this Agreement, or by a date agreed to by the District, and shall be vacated in an "as found" condition within sixty (60) days after Completion.

**4.1.3** All portions of the construction Work awarded by the Design/Builder to a subcontractor not listed in the Design/Builder's proposal shall be awarded by the Design/Builder in conformity with the requirements of California Education Code section 17250.35 and the District's bidding procedures. All subcontractors bidding on work to be awarded by the Design/Builder shall be afforded the protections contained in Division 2, Part 1, Chapter 4 of the California Public Contract Code Section 4100 et seq. The Design/Builder shall provide public notice of the availability of work to be subcontracted in accordance with state law applicable to the competitive bidding process and provide a fixed date and time on which the subcontracted work will be awarded. Any subcontractor awarded a subcontract for this Project in this manner is then afforded the protections as set forth in California Public Contract Code Section 4107.

**4.1.4** If a discovery is made of items of archaeological interest on site during excavation activities, the Design/Builder shall immediately cease excavation in the area of discovery and shall not continue until directed by the District. Design/Builder shall cooperate with and provide access to the archaeologist or the county coroner pursuant to California Health and Safety Code Section 7050.5.

**4.1.5** The Design/Builder shall prepare space plans showing all free standing furniture, fixtures, equipment and modular systems furniture (MSF) workstations for the Project. Design/Builder shall conduct furniture inventories of existing furniture and, in consultation with the District, shall indicate the re-use and placement of such existing furniture in the space plans.

**4.1.6** The Design/Builder shall coordinate with the District's furniture vendor/installer, staff and stakeholders to confirm dimensions, details, materials and other pertinent information, and coordinate the design and development process with the District's furniture vendor/installer, staff and stakeholders for furniture fixtures, and equipment provided by the District. The Design/Builder will prepare fully dimensioned floor plans including clear dimension requirements, furniture, fixture, and equipment requirements

including work surfaces, storage units, computer related components and other accessories.

**4.1.7** The District's furniture vendor/installer will utilize the Design/Builder's drawings to prepare installation drawings, which will be reviewed and approved by Design/Builder for conformance to the space plan drawings. The Design/Builder will make available loading dock and elevator operators as needed to support the District's furniture vendor/installer delivering, distributing, and installing the furniture, fixture, and equipment components. Upon installation of the furniture, fixture, and equipment, Design/Builder shall install and connect the necessary telecommunications cable within the MSF workstations, and connect the electrical power to the MSF workstations as required.

The Design/Builder will assist the District in planning and implementing a coordinated Move-In and Occupancy Plan. Design/Builder shall provide all labor necessary to assist the District in managing the process for scope and schedule for FF&E relocation, including elevator operators, electricians, plumbers, furniture installer/vendors, temporary protection of finishes, etc.

**4.1.8** The Design/Builder shall be required to take daily job site photos with a high quality camera. The Design/Builder shall provide a fixed webcam mounted appropriately for good visibility throughout the duration of the construction.

Except as otherwise specifically approved by the District, Design/Builder will prepare and submit the photographs monthly from groundbreaking through Project completion, within three (3) calendar days of the date of the Design/Builder's application for progress payment. To the maximum extent practicable, Design/Builder will make photographs at approximately the same time of day throughout the progress of the work. When inclement weather is anticipated, Design/Builder will consult with the District to determine acceptable alternative arrangements.

Design/Builder will identify each location by word description, by marked drawing, or by such other means as acceptable to the District, to enable future photographs to be taken from the same position.

## **4.2 Standards of Performance.**

**4.2.1** The Work on the Project shall be performed in accordance with the professional standards and quality of care applicable to projects, buildings or work of similar size, complexity, quality and scope constructed within a similar California environment.

**4.2.2** The Design/Builder has been selected to perform the Work herein because of the skills and expertise of key individuals. The Design/Builder agrees that the following key people shall be utilized by Design/Builder on the Project in the following capacities:

Principal In Charge: \_\_\_\_\_

Project Director: \_\_\_\_\_

Project Architect(s): \_\_\_\_\_

Project Architect(s): \_\_\_\_\_

Other: \_\_\_\_\_

Major Consultants:

Electrical: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Structural: \_\_\_\_\_

Civil: \_\_\_\_\_

Other: \_\_\_\_\_

**4.2.2.1** Design/Builder shall not change any of the key personnel listed above without prior written approval by the District, unless said personnel cease to be employed by Design/Builder. In either case, the District shall be allowed to interview and approve replacement personnel.

**4.2.2.2** If any designated lead or key person fails to perform to the satisfaction of the District, then upon written notice Design/Builder shall have five (5) calendar days to remove that person from the Project and replace that person with one acceptable to the District.

**4.2.3** The Design/Builder shall employ full-time, competent on site Project management, including but not limited to the Project Manager or superintendent(s), who shall be in attendance at the Project Site during the construction of the Project. The Project Manager shall represent the Design/Builder and communications given to and by the Project Manager shall be as binding as if given directly to and by the Design/Builder. The Design/Builder shall confirm all communications in writing.

**4.2.4** At any time when the Project Manager is absent from the Project Site, either when work is being performed or when no work is being performed, the Project Manager, or his or her designated representative acceptable to the District, shall be readily reachable and available for consultation at the Project Site at any time.

**4.2.5** Any persons that the District may deem incompetent or disorderly shall be promptly removed from the Project by the Design/Builder upon written notice from the District, and shall not be reemployed for the duration of the Project.

### **4.3 Applicable Laws and Codes**

**4.3.1** The Design/Builder shall comply with all applicable laws, codes, and ordinances and shall give notices as applicable. Design/Builder shall prepare and file all documents required to obtain the necessary approvals of

governmental authorities having jurisdiction over the work and shall secure and pay as part of the NTE Amount, for all plan check and permits fees, licenses and inspections required, including any fees charged by DSA. Notwithstanding the foregoing, the DSA Project Inspector and the third party special inspection and materials testing laboratory services will be paid for by the District.

**4.3.2** Design/Builder shall promptly notify the District, in writing, of variances observed between the Contract Documents and applicable laws. If no notice is provided to the District, the Design/Builder shall bear responsibility for any costs for work performed known to be contrary to applicable laws.

**4.3.3** Design/Builder is subject to all laws, rules, or regulations pertaining to building permits or regulating the design or construction of buildings upon District property and shall be solely responsible for meeting these requirements.

#### **4.4 Project Inspector**

No Work shall be carried on except with the knowledge and under the inspection of the Project Inspector(s). The Project Inspector(s) shall have free access to any or all parts of Work at any time. Design/Builder shall furnish Project Inspector(s) reasonable opportunities for obtaining such information as may be necessary to keep Project Inspector(s) fully informed respecting progress and manner of work and character of materials, including, but not limited to, submission of form DSA 156 (or the most current version) to the Project Inspector at least 48 hours in advance of the commencement and completion of construction of each and every aspect of the Work. Inspection of Work shall not relieve Design/Builder from an obligation to fulfill this Agreement. Project Inspector(s) and the DSA are authorized to suspend work whenever the Design/Builder and/or its subcontractor(s) are not complying with the Contract Documents. Any work stoppage by the Project Inspector(s) and/or DSA shall be without liability to the District. Design/Builder shall instruct its subcontractors and employees accordingly.

#### **4.5 Permits, Fees and Notices**

**4.5.1** Unless otherwise provided in the Contract Documents, the Design/Builder shall be responsible for required permits, governmental fees, licenses, registrations, inspections, approvals, notices and actions necessary to complete the Work and to prepare all documents customarily required for regulatory agency approvals, including DSA. Design/Builder shall be responsible for the cost of all permits, fees and licenses required for the proper execution and completion of the Work and such appropriate costs shall be included in the NTE Amount.

**4.5.2** Design/Builder shall assume responsibility for all utility assessments and connection fees levied by all utility service providers. In addition, Design/Builder shall coordinate all applications with the District to ensure the lowest cost, including utilizing any special rate structures available to the District.

#### **4.6 Use of Project Site**

**4.6.1** Design/Builder shall confine operations at the Project Site to areas permitted by law, ordinances, permits, and the Contract Documents.

**4.6.2** Design/Builder shall perform no operations of any nature on or beyond the limits of the Work or premises, except as such operations are authorized in the Contract Documents, or authorized by the District.

**4.6.3** Design/Builder shall provide and maintain a temporary construction fence and suitable temporary barriers to prevent public entry; protect the work and existing facilities, persons, trees and plants from damage or injury from construction operations, or trespassers. Temporary barriers shall be maintained in a structurally sound condition and neat appearance.

**4.6.4** Should regulatory requirements necessitate construction of temporary barriers, barricades, or pedestrian walkways not indicated or specified, Design/Builder shall construct such barriers at no increase to the NTE Amount. If required, Design/Builder will paint such items in a color selected by the District.

#### **4.7 Cutting and Patching**

**4.7.1** Design/Builder shall be responsible for all cutting, fitting or patching required to complete the Work.

**4.7.2** Design/Builder shall not damage or endanger the existing property or facilities, including but not limited to utilities, by cutting, patching or otherwise altering the construction, and shall not cut nor otherwise alter the construction without prior written consent of District.

#### **4.8 Cleaning**

**4.8.1** Design/Builder shall keep the Project Site safe and surrounding areas free from waste materials and/or rubbish caused by operations under the Agreement and at other times when directed by the District. At all times while finish work is in progress, floors shall be kept clean, free of dust, construction debris and trash. Prior to issuance of the Notice of Completion, Design/Builder shall remove from the Project Site the Design/Builder's tools, construction equipment, machinery, and any waste materials not previously disposed of, leaving the Project site thoroughly clean, and ready for District's final inspection.

**4.8.2** If Design/Builder fails to clean up as provided in the Contract Documents, the District may do so and the cost thereof deducted from the final payment due to Design/Builder.

#### **4.9 Site Availability**

**4.9.1** The District shall turn over the Site to the Design/Builder as described in the Notice to Proceed with Construction and as further described in **EXHIBIT B** – Project Milestone Schedule, at which time the Design/Builder shall be obligated to take control and responsibility. The Design/Builder shall

provide the District, Construction Manager and other District consultants with continuous access to the Site.

**4.9.2** Temporary parking facilities shall meet all applicable regulatory requirements applicable to design and construction. Design/Builder shall be responsible for all permits, design, and construction required including, but not limited to lighting, access, signage, handicap accessibility, and maintenance. At the end of the Project, all temporary parking and utilities shall be removed and those areas of the Project Site restored to its previous condition.

#### **4.10 Site Conditions**

**4.10.1** The Design/Builder represents that it has taken the necessary steps to ascertain the nature, location and extent of the Work, and that it has investigated and satisfied itself as to the general and local conditions which are applicable to the Work, such as:

- 4.10.1.1** conditions bearing on transportation, disposal, handling and storage of materials;
- 4.10.1.2** the availability of labor, water, power and roads;
- 4.10.1.3** normal weather conditions;
- 4.10.1.4** physical conditions at the Site;
- 4.10.1.5** the conditions of the ground; and
- 4.10.1.6** the character of equipment and facilities needed prior to and during the performance of the Work.

**4.10.2** To the extent the Design/Builder encounters subsurface conditions or hazardous materials which differ materially from that actually known by the Design/Builder, or from those ordinarily known to exist or could have been reasonably discovered, or generally recognized as inherent in the area, then notice by the Design/Builder shall be immediately given to the District, before conditions are disturbed, and in no event later than two (2) business days after the first observance of the conditions. If such conditions could not have been reasonably identified by Design/Builder's site investigations and available existing data, and the Design/Builder incurs significant additional costs or delays as a result of such concealed conditions, such conditions may be the subject of a Change Proposal.

Should any existing utilities or services be disturbed, disconnected or damaged during construction, the Design/Builder shall be responsible, at no additional cost or time to the District, for all expenses and consequential damages of whatever nature arising from such disturbance or the replacement or repair thereof and shall repair such items as required to maintain continuing service, including emergency repairs.

**4.10.3** The Design/Builder is responsible for foreseeable site conditions and hazardous materials to the extent described in the Contract Documents

and/or could be reasonably inferred by Design/Builder based on its experience and expertise on similar Projects in similar areas.

#### **4.11 Hazardous Materials**

**4.11.1** The Design/Builder agrees that it is solely responsible for investigating and performing remedial actions on all hazardous materials and other related environmental requirements located on the Project as can be reasonably implied from previous testing and inspections of the site included or referred to in the Contract Documents.

**4.11.2** Any hazardous materials that are encountered beyond those described in the Contract Documents, or which reasonably could not have been discovered by the Design/Builder before executing this Agreement, may properly be the subject of a Change Proposal. The District agrees that the Design/Builder cannot be considered a hazardous materials generator of any such materials in existence on the Site at the time it is given possession of the Site.

**4.11.3** "Hazardous materials" means any substance, the presence of which requires investigation or remediation under any federal, state or local law, statute, regulation, ordinance, order, action, policy or common law; which is or becomes defined as a "hazardous waste," "hazardous substance," pollutant or contaminant under any federal, state or local law, statute, regulation, rule or ordinance or amendments thereto, including, without limitations, the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601 et seq. ("CERCLA"), as amended, or the Resource, Conservation and Recovery Act, as amended, 42 U.S.C. Section 6901 et seq. ("RCRA"); which is petroleum, including crude oil or any fraction thereof not otherwise designated as a "hazardous substance" under CERCLA, including without limitation gasoline, diesel fuel or other petroleum hydrocarbons; which are toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous and is or becomes regulated by any regulatory agency or instrumentality or the District; the presence of which on the Site causes or threatens to cause a nuisance upon the Site or to the adjacent properties or poses or threatens to pose a hazard to the health or safety of persons on or about the Site; the presence of which on adjacent properties could constitute a trespass by the Design/Builder or the District; or as defined in the California Health and Safety Code.

**4.11.4** "Environmental Requirements" means all applicable laws, statutes, regulations, rules, ordinances, codes, licenses, permits, orders and similar items of all governmental agencies or other instrumentality's of the State of California and United States and all applicable judicial, administrative and regulatory decrees, judgments and orders relating to the protection of human health or the environment, including, without limitation: all requirements, including but not limited to, those pertaining to reporting, licensing, permitting, investigation and remediation of emissions, discharges, releases or threatened releases of hazardous materials into the air, surface water, ground water or land, or relating to the manufacture, processing, distribution, use, treatment, storage, disposal, transport or handling of hazardous materials; and all requirements pertaining to the protection of the health and safety of employees or the public.

#### **4.12 Shop Drawings, Product Data, Samples, Materials, and Equipment.**

**4.12.1** Shop drawings means drawings, submitted to Design/Builder by, subcontractors, manufacturers, supplier or distributors showing in detail the proposed fabrication and assembly of building elements and the installation (i.e., form, fit, and attachment details) of materials or equipment.

**4.12.2** Design/Builder shall coordinate all submittals and review them for accuracy, completeness, and compliance with the requirements of the Contract Documents and the Design/Builder's Construction Documents, and shall indicate its approval thereon as evidence of such coordination and review.

**4.12.3** Materials and equipment incorporated in the Work shall match the approved samples within tolerances appropriate to the items, and as may be described in the Contract Documents.

**4.12.4** Prior to placement of material orders or start of component fabrication, the Design/Builder shall submit to the District all shop drawings approved by the Architect of Record and samples of submittals that relate to finish materials and products. The Design/Builder is to issue a submittal schedule to the District for comment and the District shall designate the submittals that the Design/Builder is to submit to the District to review for contract compliance.

**4.12.5** Wherever the name or brand of manufacturer or an article is listed in the Contract Documents, it is to be used in the Work as the standard. Any variation in quality must be approved by the District.

#### **4.13 Field Engineering**

**4.13.1** The Design/Builder shall retain and pay expenses of a qualified civil engineer or land surveyor to establish on the Site the required reference points and bench marks, establish building lines and elevations, check for building framing, plumbness, and establish on building frame the required basic grid lines. The engineer or land surveyor shall be licensed in the State of California. Design/Builder shall be responsible for having ascertained pertinent local conditions such as location, accessibility, and general character of the Site and for having satisfied itself as to the conditions under which the Work is to be performed.

**4.13.2** The Design/Builder shall locate and protect control points prior to starting Work on the Project site and preserve permanent reference points during construction, and shall require the engineer or surveyor to replace control points which become lost or destroyed.

**4.13.3** Design/Builder shall follow best practices, including but not limited to pot holing to avoid utilities. District shall not be liable for any claim for allowances because of Design/Builder's error, failure to follow best practices, or negligence in acquainting itself with the conditions at the Site.

**4.13.4** Design/Builder shall protect and preserve established benchmarks and monuments and shall make no changes in locations without the prior written

approval of District. Design/Builder shall replace any benchmarks or monuments that are lost or destroyed subsequent to proper notification of District and with District's approval.

#### **4.14 Geotechnical Data and Existing Site Conditions**

**4.14.1** The District has provided the Design/Builder with preliminary geotechnical data and site conditions, and Title Reports. These documents are provided "for information only". Design/Builder shall be responsible to verify the accuracy of the information provided and, at its cost, obtain any additional measurements, verifications, or supplemental geotechnical report or land survey required to perform their work.

**4.14.2** Design/Builder shall verify the location and depth (elevation) of all existing utilities and services before performing any excavation work and provide a drawing that documents these verified conditions as part of their Construction Documents.

**4.14.3** The Design/Builder shall obtain, and pay for, the services of geotechnical engineers licensed in the State of California and other consultants to provide services deemed necessary by the Design/Builder. Such services may include reports, test borings, test pits, soil bearing values, percolation tests, air and water pollution tests, ground corrosion and resistivity tests, and other necessary operations for determining subsoil, air and water conditions, with reports and appropriate professional interpretations and recommendations thereof.

**4.14.4** By executing this Agreement, Design/Builder agrees that District has responded to and resolved any conflict, error or ambiguity in the Existing Conditions data and Contract Documents that Design/Builder has brought to District's attention. During performance of the Agreement, Design/Builder will be charged with knowledge of all information that it should have learned in performing its required preconstruction services and preconstruction investigations and other obligations, and shall not be entitled to Change Orders (time or compensation) due to any information, error, inconsistency, omission, or conditions that Design/Builder should have known as a part of this Work. Design/Builder shall be responsible for the resultant losses, including, without limitation, the cost of correcting defective work.

#### **4.15 Meetings and Reports**

**4.15.1** Prior to commencement of the Work, the Design/Builder shall attend a Project Kick-off meeting, at a time and a place selected by the District's Representative, to discuss procedures to be followed during the course of the work. Design/Builder shall follow the procedures as set forth by the District's Representative and as provided in the Design/Builder's procedure manual to be supplied at the Kick-off conference. The purpose of the meeting will be to introduce the District's key personnel and to review the contract provisions and any other items pertaining to the Project.

**4.15.2** Once a week, or at such interval as mutually agreed to by the parties, the District's Representative will meet with the Design/Builder to review the overall Project progress, the status of the design and/or construction, and to

discuss any problems that may arise. Design/Builder and its Architect shall attend all progress meetings. Subconsultants, subcontractors and vendor representatives shall attend the progress meetings as appropriate to the particular stage of the work.

**4.15.3** Each month the Design/Builder shall attend a payment meeting with the District's Representative to agree on the percentage of the work completed during the current month to establish an amount to be requested in the Application for Payment.

**4.15.4** The Design/Builder shall prepare and submit to the District, during design completion, the Construction Document phase, and the construction phase, monthly reports on the Work accomplished during the prior monthly period. Such reports shall be prepared in a manner and in a format approved by the District.

**4.15.5** Thirty (30) days prior to the estimated Completion, the Design/Builder shall hold a meeting to review maintenance manuals, guarantees, warranties, close-out submittals, bonds, and service contracts for materials and equipment. Design/Builder shall also implement repair and replacement of defective items, and extend service and maintenance contracts as desired by the District.

#### **4.16 Other Reports**

**4.16.1** The Design/Builder will cooperate with the District, and as may be requested, assist in preparing periodic Project reports required by the District's Board, the District's Citizens' Bond Oversight Committee, or other District committees or boards.

#### **4.17 Notices of Labor Disputes**

**4.17.1** If Design/Builder has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of the Work, Design/Builder shall immediately give notice including all relevant information to the District. Design/Builder shall refer to the Project Labor Agreement for additional requirements.

**4.17.2** Design/Builder agrees to insert the substance of this Article including this Clause in any subcontract to which a labor dispute may delay the timely performance of the Work, except that each subcontract shall provide that in the event its timely performance is delayed or threatened by delay, by any actual, or potential labor dispute, the subcontractor shall immediately notify the next higher tier subcontractor or Design/Builder, as the case may be, of all relevant information concerning the dispute.

#### **4.18 Guarantee**

**4.18.1** The Design/Builder unconditionally guarantees the building systems and equipment, including but not limited to the fire and life safety systems and equipment, were installed and will work in accordance with the requirements of the Contract Documents, and will remain free of defects in workmanship and materials for a period of two (2) years from the date of

Completion. For such equipment or building components started in operation prior to Completion, the Design/Builder's guarantee shall, be in force for two (2) full years after Completion is declared by the District notwithstanding the components operation began prior to the District's declaration of Completion. The completion of LEED Certification and/or other incidental administrative completion items identified by the District shall be completed no later than six (6) months following the date for Completion.

**4.18.2** The Design/Builder shall repair or replace any and all guaranteed building systems and equipment, including but not limited to the specialty equipment, fire and life safety systems and equipment, together with any adjacent work that may have been damaged or displaced by the guaranteed systems or equipment, that may be defective in its workmanship or material or becomes inoperable within the guarantee period specified in the Contract Documents, without any expense whatsoever to the District; ordinary wear and tear excepted.

**4.18.3** The Design/Builder further agrees, within seven (7) days after being notified in writing by the District, of any work not in accordance with the requirements of the Contract Documents or any defects in the Work, that the Design/Builder shall commence and execute, with due diligence, all work necessary to fulfill the terms of the guarantee. If the District finds that the Design/Builder fails to perform any of the work under the guarantee, the District will proceed to have the work completed at the Design/Builder's expense and the Design/Builder will pay costs of the work upon demand. The District will be entitled to all costs, including reasonable attorney's fees necessarily incurred upon the Design/Builder's refusal to pay the above costs.

**4.18.4** Notwithstanding the foregoing subparagraph, in the event of an emergency constituting an immediate danger to health or safety of District employees, property, or invitees, the District may undertake, at the Design/Builder's expense and without prior notice, all work necessary to correct such hazardous condition(s) when it is caused by work of the Design/Builder not being in accordance with the requirements of the Contract Documents.

#### **4.19 Warranty**

The Design/Builder warrants, for a period of two (2) years from the date of Completion, to the District that any and all materials, equipment and furnishings incorporated in the Work will be of good quality and new unless otherwise required or permitted by the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The foregoing warranty excludes improper operation, or normal wear and tear under normal usage under the control of the District.

#### **4.20 Patents, Trademarks, and Copyrights**

The Design/Builder shall pay, as part of the NTE Amount, all applicable royalties and license fees on any and all matters arising in connection with the Work. The Design/Builder shall defend the District for all suits or claims for infringement of patent, trademark, and copyrights against the District, and

shall indemnify, defend, and hold harmless the indemnified parties from any claims, causes of action, losses, or costs related to any and all matters arising in connection with Work on the Project (such costs to be paid as part of the NTE Amount), except with respect to any particular design process or the product of a particular manufacturer or manufacturers specified or required by the District, other than pursuant to the recommendation or suggestion of the Design/Builder; provided, however, if the Design/Builder has reason to believe that the design, process, or product so specified is an infringement of a patent, the Design/Builder shall be responsible for any loss resulting unless the Design/Builder has provided the District with prompt written notice of the Design/Builder's belief, and the District has nevertheless elected to go forward with such design, process, or product so specified.

#### **4.21 Taxes**

The Design/Builder shall pay all applicable taxes for the Work, or portions thereof provided by the Design/Builder, whether or not yet effective or merely scheduled to go into effect. Any federal, state, or local taxes payable on any materials, labor or any other thing to be furnished by Design/Builder under the Contract Documents shall be included in the NTE Amount and paid by Design/Builder.

#### **4.22 Tests and Inspections**

**4.22.1** The Design/Builder shall be responsible for requesting and scheduling all tests and inspections necessary to ensure the quality of the Work are in accordance with the terms of the Contract Documents. The Design/Builder shall at all times permit the District and its agents, inspectors, officers, and employees access to the Project Site and inspect the Work and such other locations where the Work is in preparation. This obligation shall include maintaining proper facilities and safe access for such inspection. When the Contract Documents require a portion of the work to be tested, such portion of work shall not be covered up until inspected and approved. The Design/Builder shall be solely responsible for notifying the District and the Inspector of Record where and when the work is ready for inspection and testing at least forty eight (48) hours in advance of the commencement and completion of construction of each and every aspect of the Work. The District shall provide inspectors to review and verify compliance of the Design/Builder's quality control and assurance teams with the contract documents.

**4.22.2** Should any work be covered without the required testing or witnessed by the District, such work shall be uncovered at the Design/Builder's expense. Whenever the Design/Builder intends to perform work on Saturday, Sunday, or a legal holiday, the Design/Builder shall give written notice to the District of such intention at least forty eight (48) hours prior to performing the work, so that the District may make necessary arrangements.

**4.22.3** If the District determines that portions of the Work require additional testing or inspection that is not included in the Contract Documents, the District will instruct the Design/Builder, in writing, to make arrangements for additional testing or inspection by an entity acceptable to the District, and the Design/Builder shall give forty eight (48) hours written notice to the District

of where and when tests and inspections will be conducted so that the District may observe the procedures.

**4.22.4** If procedures for testing, inspection or approval reveal failure of a portion(s) of the work to comply with the Contract Documents, the Design/Builder shall bear all costs and time made necessary by such failure(s) including those of repeated procedures and compensation for the District's services and expenses. The Design/Builder shall notify the District in writing within 24 hours of any test conducted by the independent testing agency that reveals work failing to comply with the Construction Documents. Inspection of Work shall not relieve Design/Builder from an obligation to fulfill this Agreement. Project Inspector(s) and the DSA are authorized to suspend work whenever the Design/Builder and/or its subcontractor(s) are not complying with the Construction Documents. Any work suspension by the Project Inspector(s) and/or DSA shall be without liability to the District.

**4.22.5** Required certificates of testing and inspection shall, unless otherwise required by the Contract Documents, be secured by the Design/Builder and delivered to the District within seven (7) days after each test.

**4.22.6** Provide qualified on-site personnel to review and record daily construction activities, including subcontract activities, to determine adequacy of work and compliance with the approved plans and specifications. Provide written daily reports including, but not limited to: Project title, date of work, contract day, weather and conditions (temperature, wind, humidity, etc.), a description of the work in progress by corresponding schedule activity number(s), name of each subcontractor on site and work being performed, location of each trade on the Project site, total daily workforce per trade (including the Design/Builder's work force), material deliveries and quantities, equipment deliveries, potential delays and delays encountered, orders of instruction, unsatisfactory work, tests performed, safety concerns, visitors, and any other issues to document work performed and areas of concern.

**4.22.7** Daily reports shall be signed by the Design/Builders' Quality Assurance Manager and Project Manager and submitted to the Construction Manager no later than 12:00 p.m. following the day work was performed. The Design/Builder shall separately provide written reports to the Construction Manager of any noted deficiencies in the installed work and corrective measures taken, and test reports of work being installed.

#### **4.23 Air Pollution**

The Design/Builder and each subcontractor shall comply with all State, District and/or local air pollution control rules, regulations, ordinances, and statutes that apply to any work performed under the Agreement. If there is a conflict between the State, District and local air pollution control rules, regulations, ordinances and statutes, the most stringent shall govern.

#### **4.24 Unfair Business Practices**

The Design/Builder agrees, and will require all of the Design/Builder's contractors and subcontractors and suppliers to agree, to assign to the awarding body all rights, title, and interest in and to all causes of action they

may have under Section 4 of the Clayton Act (15 U.S.C. Section 15), or under the Cartwright Act (commencing with Section 16700 of the Business and Professions Code), arising from the purchase of goods, services or materials, pursuant to the Contract Documents or any subcontract there under. An assignment made by the Design/Builder, and all additional assignments made by subcontractors and suppliers, shall be deemed to have been made and will become effective at the time the District tenders Final Payment to the Design/Builder, without further acknowledgment of the parties.

## **5. DISTRICT'S DUTIES AND RESPONSIBILITIES**

### **5.1 District's Representative**

Functions for which this Agreement provides to be performed by the District may be delegated by the District only by written notice to the Design/Builder from the District.

### **5.2 Communication with the Design/Builder.**

During the term of this Agreement, the District shall communicate with the Design/Builder, subcontractors, suppliers, and others performing any part of the Work only through the Design/Builder's authorized representatives, as may be amended, subject to any approvals required by the District as described in the Contract Documents.

### **5.3 District's Consent**

The District shall furnish decisions, information, and/or reviews required by this Agreement in a timely manner so as not to delay the Work, provided that the District shall have no less time for review than set forth in the Project Baseline Schedule as developed by the Design/Builder and accepted by the District.

## **6. SUBCONTRACTING**

### **6.1 Subletting and Subcontracting.**

**6.1.1** The Design/Builder shall adhere to the rules governing subcontracting as set forth in the Subletting and Subcontracting Fair Practices Act, commencing with Public Contract Code Section 4100. Subcontractor substitutions shall be in accordance with the Subletting and Subcontracting Fair Practices Act. Any violation may subject the Design/Builder to penalties and disciplinary action as provided by the Subletting and Subcontracting Fair Practices Act, including termination of this Agreement.

**6.1.2** The Design/Builder shall be responsible for all Work performed under this Agreement. All persons engaged in the Project will be considered employees of the Design/Builder. The Design/Builder shall give personal attention to fulfillment of the Agreement and shall keep the Work under the Design/Builder's control. If Design/Builder subcontracts any part of the Work called for by the Contract Documents, Design/Builder shall be as fully responsible to District for acts and omissions of any Subcontractor and of persons either directly or indirectly employed by any Subcontractor, including

Subcontractor caused Project delays, as it is for acts and omissions of persons directly employed by Design/Builder. When any subcontractor fails to execute a portion of the work in a manner satisfactory to the District, the Design/Builder shall remove such subcontractor pursuant to the requirements of law immediately upon written notice from the District.

**6.1.3** Design/Builder shall be responsible for the coordination of the trades, Subcontractors, sub-subcontractors, and material or equipment suppliers working on the Project.

**6.1.4** The District may not permit a subcontractor who is ineligible to bid or work on, or be awarded, a public works Project pursuant to Sections 1777.1 or 1777.7 of the Labor Code.

**6.1.5** All subcontractors of any tier performing any part of the Work shall be registered as a Public Works Contractor with the Department of Industrial Relations. The Design/Builder shall be responsible for removing, by requesting substitution or otherwise, any subcontractors who are not in compliance.

**6.1.6** District's consent to, or approval of, or failure to object to, any Subcontractor under the Contract Documents shall not in any way relieve Design/Builder of any obligations under the Contract Documents and no such consent shall be deemed to waive any provisions of the Contract Documents.

## **6.2 Subcontracting Relations**

**6.2.1** The Design/Builder shall, by subcontractor agreement, require each subcontractor, to the extent of the work to be performed by the subcontractor, to be bound to the Design/Builder by terms of the Contract Documents, and to assume toward the Design/Builder all the obligations and responsibilities which the Design/Builder, by the Contract Documents, assumes toward the District. Each subcontract shall preserve and protect the rights of the District under the Contract Documents with respect to the work to be performed by the subcontractor.

**6.2.2** The Design/Builder shall require each subcontractor to enter into similar agreements with sub-subcontractors. The Design/Builder shall make available to each proposed subcontractor, prior to the execution of the subcontractor agreement, copies of those portions of the Contract Documents to which the subcontractor will be bound. Subcontractors shall similarly make copies of applicable portions of such documents available to their respective proposed second and third tier subcontractors.

**6.2.3** No contractual relationship exists between the District and any Subcontractor, supplier, or sub-subcontractor by reason of the Contract Documents.

**6.2.4** Design/Builder is solely responsible for settling any differences between the Design/Builder and its Subcontractor(s) or between Subcontractors.

## **6.3 Subcontractor Progress Payments**

Within seven (7) days of receipt of each progress payment, the Design/Builder shall make payment to subcontractors in accordance with Business and Professions Code Section 7108.5. The District shall have no obligation to pay, or to see to the payment of, money to a Subcontractor except as may otherwise be required by law.

#### **6.4 No Obligation of District for Subcontractor Payment**

The District shall have no obligation to pay, or to see to the payment of, money to a Subcontractor except as may otherwise be required by law.

#### **6.5 Joint Checks**

District shall have the right in its sole discretion, if necessary for the protection of the District, to issue joint checks made payable to the Design/Builder and Subcontractors and/or material or equipment suppliers. The joint check payees shall be responsible for the allocation and disbursement of funds included as part of any such joint payment. In no event shall any joint check payment be construed to create any contract between the District and a Subcontractor of any tier, or a material or equipment supplier, or any obligation from the District to such Subcontractor or a material or equipment supplier or rights in such Subcontractor against the District.

#### **6.6 Contract Assignments**

Performance of the Contract Documents may not be assigned except upon written consent of the District. Assignment without District's prior written consent shall be null and void. Consent will not be given to an assignment that would relieve the Design/Builder or the Design/Builder's surety of their responsibilities under the Contract Documents. Any assignment of money due or to become due under the Contract Documents shall be subject to a prior lien for services rendered or material supplied for performance of Work called for under the Contract Documents in favor of all persons, firms, or corporations rendering services or supplying material to the extent that claims are filed pursuant to the Civil Code, Code of Civil Procedure, Government Code, Labor Code, and/or Public Contract Code, and shall also be subject to deductions for liquidated damages or withholding of payments as determined by District in accordance with the Contract Documents. Design/Builder shall not assign or transfer in any manner to a Subcontractor or supplier the right to prosecute or maintain an action against the District.

### **7. STATE LABOR, WAGE AND HOUR, APPRENTICE, AND RELATED PROVISIONS**

#### **7.1 Labor Compliance and Enforcement**

Since this Project is subject to labor compliance and enforcement by the Department of Industrial Relations ("DIR"), Design/Builder specifically acknowledges and understands that it shall perform the Work of this Agreement while complying with all the applicable provisions of Division 2, Part 7, Chapter 1, of the Labor Code and Title 8 of the California Code of Regulations, including, without limitation, the requirement that the Design/Builder and all Subcontractors shall timely furnish

complete and accurate electronic certified payroll records directly to the DIR. The District may not issue payment if this requirement is not met.

## **7.2 Wage Rates, Travel, and Subsistence**

**7.2.1** Pursuant to the provisions of Article 2 (commencing at section 1770), Chapter 1, Part 7, Division 2, of the Labor Code of California, the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which this public work is to be performed for each craft, classification, or type of worker needed to execute the Contract Documents are on file at the District's principal office and copies will be made available to any interested party on request. Design/Builder shall obtain and post a copy of these wage rates at the job site.

**7.2.2** Holiday and overtime work, when permitted by law, shall be paid for at a rate of at least one and one-half times the above specified rate of per diem wages, unless otherwise specified. The holidays upon which those rates shall be paid need not be specified by the District, but shall be all holidays recognized in the applicable collective bargaining agreement. If the prevailing rate is not based on a collectively bargained rate, the holidays upon which the prevailing rate shall be paid shall be as provided in Section 6700 of the Government Code.

**7.2.3** Design/Builder shall pay and shall cause to be paid each worker engaged in Work on the Project not less than the general prevailing rate of per diem wages determined by the Director of the Department of Industrial Relations ("DIR") ("Director"), regardless of any contractual relationship which may be alleged to exist between Design/Builder or any Subcontractor and such workers.

**7.2.4** If, prior to execution of the Agreement, the Director determines that there has been a change in any prevailing rate of per diem wages in the locality in which the Work under the Contract Documents is to be performed, such change shall not alter the wage rates in the Contract Documents subsequently awarded.

**7.2.5** Pursuant to Labor Code section 1775, Design/Builder shall, as a penalty, forfeit the statutory amount (believed by the District to be currently two hundred dollars (\$200) to District for each calendar day, or portion thereof, for each worker paid less than the prevailing rates, determined by the District and/or the Director, for the work or craft in which that worker is employed for any public work done under Contract by Design/Builder or by any Subcontractor under it. The difference between such prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the prevailing wage rate, shall be paid to each worker by Design/Builder.

**7.2.6** Any worker employed to perform Work on the Project, which Work is not covered by any classification listed in the general prevailing wage rate of per diem wages determined by the Director, shall be paid not less than the minimum rate of wages specified therein for the classification which most nearly corresponds to Work to be performed by him, and that minimum wage

rate shall be retroactive to time of initial employment of the person in that classification.

**7.2.7** Pursuant to Labor Code section 1773.1, per diem wages are deemed to include employer payments for health and welfare, pension, vacation, travel time, subsistence pay, and apprenticeship or other training programs authorized by Labor Code section 3093, and similar purposes.

**7.2.8** Design/Builder shall post at appropriate conspicuous points on the Project Site a schedule showing all determined minimum wage rates and all authorized deductions, if any, from unpaid wages actually earned. In addition, Design/Builder shall post a sign-in log for all workers and visitors to the Site, a list of all Subcontractors of any tier on the Site, and the required Equal Employment Opportunity poster(s).

### **7.3 Hours of Work**

**7.3.1** As provided in Article 3 (commencing at section 1810), Chapter 1, Part 7, Division 2, of the Labor Code, eight (8) hours of labor shall constitute a legal day of work. The time of service of any worker employed at any time by Design/Builder or by any Subcontractor on any subcontract under the Contract Documents upon the Work or upon any part of the Work contemplated by the Contract Documents shall be limited and restricted by Design/Builder to eight (8) hours per day, and forty (40) hours during any one week, except as hereinafter provided. Notwithstanding the provisions hereinabove set forth, Work performed by employees of Design/Builder in excess of eight (8) hours per day and forty (40) hours during any one week, shall be permitted upon this public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than one and one-half times the basic rate of pay.

**7.3.2** Design/Builder shall keep and shall cause each Subcontractor to keep an accurate record showing the name of and actual hours worked each calendar day and each calendar week by each worker employed by Design/Builder in connection with the Work or any part of the Work contemplated by the Contract Documents. The record shall be kept open at all reasonable hours to the inspection of District and to the Division of Labor Standards Enforcement of the DIR.

**7.3.3** Pursuant to Labor Code section 1813, Design/Builder shall, as a penalty, forfeit the statutory amount (believed by the District to be currently twenty-five dollars (\$25)) to the District for each worker employed in the execution of the Contract Documents by Design/Builder or by any Subcontractor for each calendar day during which a worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Article 3 (commencing at section 1810), Chapter 1, Part 7, Division 2, of the Labor Code.

**7.3.4** Any Work necessary to be performed after regular working hours, or on Sundays or other holidays shall be performed without additional expense to the District.

## **7.4 Payroll Records**

**7.4.1** Design/Builder shall upload, and shall cause each Subcontractor performing any portion of the Work under this Agreement to upload, an accurate and complete certified payroll record ("CPR") electronically using DIR's eCPR System by uploading the CPRs by electronic XML file or entering each record manually using the DIR's iform (or current form) online on a weekly basis and within ten (10) days of any request by the District or Labor Commissioner at <http://www.dir.ca.gov/Public-Works/Certified/Payroll-Reporting.html> or current application and URL, 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 by the Design/Builder and/or each Subcontractor in connection with the Work.

**7.4.2** The CPRs enumerated hereunder shall be filed directly with the DIR on a weekly basis or to the requesting party, whether the District or DIR, within ten (10) days after receipt of each written request. The CPRs from the Design/Builder and each Subcontractor for each week shall be provided on or before Wednesday of the week following the week covered by the CPRs. District may not make any payment to Design/Builder until:

**7.4.2.1** The Design/Builder and/or its Subcontractor(s) provide CPRs acceptable to the District and DIR.

**7.4.2.2** Any delay in Design/Builder and/or its Subcontractor(s) providing CPRs to the District or DIR in a timely manner may directly delay the District's review and/or audit of the CPRs and Design/Builder's payment.

**7.4.3** All CPRs shall be available for inspection at all reasonable hours at the principal office of Design/Builder on the following basis:

**7.4.3.1** A certified copy of an employee's CPR shall be made available for inspection or furnished to the employee or his/her authorized representative on request.

**7.4.3.2** CPRs shall be made available for inspection or furnished upon request or as required by regulation to a representative of the District, Division of Labor Standards Enforcement, Division of Apprenticeship Standards, and/or the DIR.

**7.4.3.3** CPRs shall be made available upon request by the public for inspection or copies thereof made; provided, however, that a request by the public shall be made through the District, Division of Apprenticeship Standards, or the Division of Labor Standards Enforcement. If the requested CPRs have not been provided pursuant to the provisions herein, the requesting party shall, prior to being provided the records, reimburse the costs of preparation by Design/Builder, Subcontractors, and the entity through which the request was made. The public shall not be given access to the records at the principal office of Design/Builder.

**7.4.4** Any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by District, Division of Apprenticeship Standards, Division of Labor Standards Enforcement, or DIR shall be marked or obliterated in such a manner as to prevent disclosure of an individual's name, address, and social security number. The name and address of Design/Builder awarded the Project under the Contract Documents or performing under the Contract Documents shall not be marked or obliterated.

**7.4.5** Design/Builder shall inform District of the location of the records enumerated hereunder, including the street address, city, and county, and shall, within five (5) working days of a change in location of the records, provide a notice of change of location and address.

**7.4.6** In the event of noncompliance with the requirements of this section, Design/Builder shall have ten (10) days in which to comply subsequent to receipt of written notice specifying in what respects Design/Builder must comply with this section. Should noncompliance still be evident after the ten (10) day period, Design/Builder shall, as a penalty, forfeit up to one hundred dollars (\$100) to District for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Labor Commissioner, these penalties shall be withheld from Tenant Improvement Payments then due.

## **7.5 [Reserved]**

## **7.6 Apprentices**

**7.6.1** Design/Builder acknowledges and agrees that, if the Contract Documents involve a dollar amount greater than or a number of working days greater than that specified in Labor Code section 1777.5, then this Agreement is governed by the provisions of Labor Code Section 1777.5 and 29 CFR part 5. It shall be the responsibility of Design/Builder to ensure compliance with this Article and with Labor Code section 1777.5 for all apprenticeship occupations.

**7.6.2** Apprentices of any crafts or trades may be employed and, when required by Labor Code section 1777.5, shall be employed provided they are properly registered in full compliance with the provisions of the Labor Code.

**7.6.3** Every apprentice shall be paid the standard wage paid to apprentices under the regulations of the craft or trade at which he/she is employed, and shall be employed only at the work of the craft or trade to which she/he is registered.

**7.6.4** Only apprentices, as defined in section 3077 of the Labor Code, who are in training under apprenticeship standards and written apprentice agreements under Chapter 4 (commencing at section 3070), Division 3, of the Labor Code, are eligible to be employed. The employment and training of each apprentice shall be in accordance with the provisions of the apprenticeship standards and apprentice agreements under which he/she is training.

**7.6.5** Pursuant to Labor Code section 1777.5, if that section applies to this Agreement as indicated above, Design/Builder and any Subcontractors employing workers in any apprenticeable craft or trade in performing any Work under this Agreement shall apply to the applicable joint apprenticeship committee for a certificate approving the Design/Builder or Subcontractor under the applicable apprenticeship standards and fixing the ratio of apprentices to journeymen employed in performing the Work.

**7.6.6** Pursuant to Labor Code section 1777.5, if that section applies to this Agreement as indicated above, Design/Builder and any Subcontractor may be required to make contributions to the apprenticeship program.

**7.6.7** If Design/Builder or Subcontractor willfully fails to comply with Labor Code section 1777.5, then, upon a determination of noncompliance by the Administrator of Apprenticeship, it shall:

**7.6.7.1** Be denied the right to bid on any subsequent project for one (1) year from the date of such determination.

**7.6.7.2** Forfeit, as a penalty, to District the full amount stated in Labor Code section 1777.7. Interpretation and enforcement of these provisions shall be in accordance with the rules and procedures of the California Apprenticeship Council and under the authority of the Chief of the Division of Apprenticeship Standards.

**7.6.7.3** Design/Builder and all Subcontractors shall comply with Labor Code section 1777.6, which section forbids certain discriminatory practices in the employment of apprentices.

**7.6.7.4** Design/Builder shall become fully acquainted with the law regarding apprentices prior to commencement of the Work. Special attention is directed to sections 1777.5, 1777.6, and 1777.7 of the Labor Code, and Title 8, California Code of Regulations, Section 200 et seq. Questions may be directed to the State Division of Apprenticeship Standards, 455 Golden Gate Avenue, 9th Floor, San Francisco, California 94102.

## **7.7 Skilled and Trained Workforce**

**7.7.1** Design/Builder and its subcontractors at every tier hereby provides an enforceable commitment to comply with Public Contract Code section 2600 et seq., which requires use of a skilled and trained workforce to perform all work on the Agreement or Project that falls within an apprenticeable occupation in the building and construction trades.

**7.7.1.1** "Apprenticeable Occupation" means an occupation for which the Chief of the Division of Apprenticeship Standards of the Department of Industrial Relations ("Chief") had approved an apprenticeship program pursuant to Section 3075 of the Labor Code before January 1, 2014.

**7.7.1.2** "Skilled and Trained Workforce" means a workforce that meets all of the following conditions:

**7.7.1.2.1** All of the workers are either skilled journeypersons or apprentices registered in an apprenticeship program approved by the Chief.

**7.7.1.2.2** That, for the applicable dates, either (A) the number of the skilled journeypersons employed to perform work on the Contract or Project by the Design/Builder or its subcontractors at every tier are graduates of an apprenticeship program for the applicable occupation that was either approved by the Chief pursuant to Labor Code section 3075 or located outside California and approved for federal purposes pursuant to the apprenticeship regulations adopted by the federal Secretary of Labor, or (B) the hours of work performed by skilled journeypersons who have graduated from an approved apprenticeship program meet at least the percentages set forth in the following chart:

APPLICABLE DATES	% REQUIREMENT	EXCLUDED OCCUPATIONS
1/1/2016 – 12/31/2017	At least 30%	Teamster – no percentage requirement.
1/1/2018 – 12/31/2018	At least 40%	Teamster – no percentage requirement. Acoustical installer, bricklayer, carpenter, cement mason, drywall installer or lather, marble mason, finisher, or setter, modular furniture or systems installer, operating engineer, pile driver, plasterer, roofer or waterproofer, stone mason, surveyor, terrazzo worker or finisher, and tile layer, setter, or finisher. - Requirement remains at least 30% for each.
1/1/2019 – 12/31/2019	At least 50%	
1/1/2020 – 12/31/2020	At least 60%	

**7.7.1.2.3** For an apprenticeable occupation in which no apprenticeship program has been approved by the Chief before January 1, 1995, up to one-half of the above graduation percentage requirements set forth in the above chart may be satisfied by skilled journeypersons who commenced working in the apprenticeable occupation before the Chief’s approval of an apprenticeship program for that occupation in the county in which the Project is located.

**7.7.1.2.4** The contractor or subcontractor need not meet the apprenticeship graduation requirements if:

**7.7.1.2.4.1** During a calendar month, the Design/Builder or subcontractor employs skilled journeypersons to perform fewer than 10 hours of work on the Contract or Project; or

**7.7.1.2.4.2** The subcontractor was not a listed subcontractor under Public Contract Code section 4104

or a substitute for a listed subcontractor, and the subcontract does not exceed one-half of 1 percent (0.5%) of the price of the prime contract.

**7.7.1.3** "Skilled Journeyperson" means a worker who either:

**7.7.1.3.1** Graduated from an apprenticeship program for the applicable occupation that was approved by the Chief or located outside of California and approved for federal purposes pursuant to the apprenticeship regulations adopted by the federal Secretary of Labor; or

**7.7.1.3.2** Has at least as many hours of on-the-job experience in the applicable occupation as would be required to graduate from an apprenticeship program for the applicable occupation that is approved by the Chief.

**7.7.2** Design/Builder and its subcontractors will demonstrate its compliance with the Skilled and Trained Workforce requirements by either of the following:

**7.7.2.1** Provide monthly reports to the District demonstrating that the Design/Builder and its subcontractors are complying with the requirements of Public Contract Code section 2600 et seq., which shall be a public record under California Public Records Act, Government Code section 6250 et seq.; or

**7.7.2.2** Provide evidence that Design/Builder and its subcontractors have agreed to be bound by: (1) a project labor agreement entered into by the District that binds all contractors and all its subcontractors at every tier performing work on the Project to use a skilled and trained workforce; (2) the extension or renewal of a project labor agreement entered into by the District prior to January 1, 2017; or (3) a project labor agreement that binds all contractors and all its subcontractors at every tier performing work on the Project to use a skilled and trained workforce.

**7.8 Non-Discrimination**

**7.8.1** Design/Builder herein agrees to comply with the provisions of the California Fair Employment and Housing Act as set forth in Part 2.8 of Division 3 of Title 2 of the California Government Code, commencing at section 12900; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations found to be applicable to Design/Builder and Subcontractor.

**7.8.2** Special requirements for Federally Assisted Construction Contracts: During the performance of the requirement of the Contract Documents, Design/Builder agrees to incorporate in all subcontracts the provisions set forth in Chapter 60-1.4(b) of Title 41 published in Volume 33 No. 104 of the Federal Register dated May 28, 1968.

## **7.9 Labor First Aid**

Design/Builder shall maintain emergency first aid treatment for Design/Builder's laborers and mechanics on the Project which complies with the Federal Occupational Safety and Health Act of 1970 (29 U.S.C. § 651 et seq.) and the California Occupational Safety and Health Act of 1973 (Lab. Code, § 6300 et seq.; 8 Cal. Code of Regs., § 330 et seq.).

## **8. PAYMENTS AND COMPLETION**

### **8.1 NTE Amount**

In consideration of Design/Builder's obligations under the Contract Documents, Design/Builder will be compensated in an amount not-to-exceed [Amount in Words] Dollars (\$[Amount in Numbers]), in accordance with the payment procedures set forth herein. Except as otherwise provided in the Contract Documents, the NTE Amount will fully compensate Design/Builder for all of the services required under the Contract Documents, including the scope of services described in this Agreement, and Design/Builder will not seek additional compensation from District in excess of that amount.

**8.1.1** Any unused portion of the NTE Amount shall be considered as cost savings and retained by the District at the end of the Project.

### **8.2 Compensation for Design Phase Services**

District agrees to reimburse Design/Builder in the total amount not to exceed [Amount in Words] Dollars (\$[Amount in Numbers]) ("Design Fee"), for the performance of all design phase services contemplated under the Contract Documents. Design/Builder shall be paid monthly for the actual fees and allowed costs and expenses for all time and materials required and expended for work requested and specified by the District as completed. Said amount shall be paid within thirty (30) days upon submittal to and verification by the District of a monthly billing statement showing completion of the tasks for that month on a line item basis. The Design Fee is included in, and not in addition to, the NTE Amount.

### **8.3 Compensation for Construction Phase Services**

Following District's issuance of the Notice to Proceed with Construction, District shall pay Design/Builder up to the NTE Amount less the Design Fee for all construction phase services contemplated under the Contract Documents, in accordance with the payment procedures set forth herein.

### **8.4 Schedule of Values**

Within ten (10) days after the date of Notice to Proceed with Construction and prior to the first Application for Payment, the Design/Builder shall submit to the District a Schedule of Values to complete the Project, supported by such data to substantiate the accuracy as the District may require. This Schedule of Values, unless objected to by the District within fifteen (15) days of receipt, shall be used as a basis for progress payments.

**8.4.1** This Schedule of Values may be adjusted from time-to-time as the subcontracting plan is finalized.

## **8.5 Application for Payment.**

**8.5.1** The Design/Builder shall deliver to the District on the last business day of each month, or as otherwise agreed by both parties, an Application for Payment, in the format approved by the District, covering that portion of the NTE Amount allocated to the Work completed during each month and in accordance with the Schedule of Values. Invoices shall include the contract number, the Project number, the amendment number, Design/Builder's Federal Employer Identification Number (FEIN); and shall be submitted to the District in care of the District's Construction Manager.

**8.5.2** Application for payment shall not be submitted more frequently than once monthly. The application for payment shall be signed by an officer or designee of the Design/Builder's firm. Provided the Application for Payment is received and approved by the District, the District shall make payment to the Design/Builder not later than thirty (30) days after receipt by the District of a payment application that is strict conformance with the requirements herein. With each Application for Payment, the Design/Builder shall submit such evidence as may be necessary to demonstrate costs incurred or estimated to be incurred in accordance with the Schedule of Values during such month and the percentage of completion of each category of Work.

## **8.6 Progress Payments**

The District shall pay the Design/Builder the progress payments through the period covered by the Application for Payment, as provided herein. Upon receipt of an Application for Payment from the Design/Builder, the District will promptly review the same to determine if it is a proper Application for Payment based on the approved Schedule of Values. Any Application for Payment determined by the District not to be in strict conformance with the requirements herein set for payment shall be rejected, and returned to Design/Builder to be modified and processed per the Agreement. The District's reason(s) for rejecting the Application for Payment shall be stated in writing.

## **8.7 Withholding of Payment**

**8.7.1** The District shall withhold payment in whole, or in part, as required by statute. In addition, the District may withhold payment in whole, or in part, to the extent reasonably necessary to protect the District if, in the District's opinion, the representations to the District required herein cannot be made. Payment, in whole, or in part, will be withheld based on the need to protect the District from loss because of, but not limited to, any of the following:

**8.7.1.1** Defective Work not remedied within FORTY-EIGHT (48) hours of written notice to Design/Builder.

**8.7.1.2** Stop Payment Notices or other liens served upon the District as a result of the Agreement.

**8.7.1.3** Failure to provide to the District a complete, monthly report demonstrating that Design/Builder and its Subcontractors are complying with the requirements of Public Contract Code section 2600 et seq., unless Design/Builder and its subcontractors have agreed to be bound by a Project Labor Agreement ("Skilled and Trained Workforce Requirements").

**8.7.1.4** Failure to provide a monthly report is cured by providing a complete report.

**8.7.1.5** Failure to demonstrate compliance with the Skilled and Trained Workforce Requirements is cured by providing a plan to achieve substantial compliance with the Skilled and Trained Workforce Requirements, with respect to the relevant apprenticeable occupation, prior to completion of the Project.

**8.7.1.6** Liquidated damages assessed against the Design/Builder.

**8.7.1.7** The cost of completion of the Agreement if there exists reasonable doubt that the Work can be completed for the unpaid balance of the NTE Amount or by the Contract Time.

**8.7.1.8** Damage to the District or other contractor(s).

**8.7.1.9** Unsatisfactory or untimely prosecution of the Work by the Design/Builder.

**8.7.1.10** Failure to store and properly secure materials.

**8.7.1.11** Failure of the Design/Builder to submit, on a timely basis, proper, sufficient, and acceptable documentation required by the Contract Documents, including, without limitation, Schedule(s), Schedule of Submittals, Schedule of Values, Monthly Progress Schedules, Shop Drawings, Product Data and samples, Proposed product lists, executed Change Orders, and/or verified reports.

**8.7.1.12** Failure of the Design/Builder to maintain As-Built Drawings.

**8.7.1.13** Unauthorized deviations from the Contract Documents.

**8.7.1.14** Failure to provide acceptable electronic certified payroll records, as required by the Labor Code, by these Contract Documents or by written request for each journeyman, apprentice, worker, or other employee employed by the Design/Builder and/or by each Subcontractor in connection with the Work for the period of the Application for Payment or if payroll records are delinquent or inadequate.

**8.7.1.15** Failure to properly pay prevailing wages as required in Labor Code section 1720 et seq., failure to comply with any other Labor Code requirements, and/or failure to comply with labor compliance monitoring and enforcement by the DIR.

**8.7.1.16** Failure to properly maintain or clean up the Site.

**8.7.1.17** Failure to timely indemnify, defend, or hold harmless the District.

**8.7.1.18** Failure to perform any implementation and/or monitoring required by the General Permit, including without limitation any SWPPP for the Project and/or the imposition of any penalties or fines therefore whether imposed on the District or Design/Builder.

**8.7.1.19** Any payments due to the District, including but not limited to payments for failed tests, utilities changes, or permits.

**8.7.1.20** Failure to pay any royalty, license or similar fees.

**8.7.1.21** Failure to pay Subcontractor(s) or supplier(s) as required by law and Design/Builder's subcontract agreement and by the Contract Documents; and

**8.7.1.22** Design/Builder is otherwise in breach, default, or in substantial violation of any provision of the Contract Documents.

## **8.8 Payment for Stored Materials**

Unless otherwise provided in the Contract Documents, payment will be made on account for materials or equipment not incorporated in the Work but delivered and suitably stored at the Site and/or if approved in advance by the District, and at the District's discretion on case-by-case basis, payments may be made for materials or equipment stored at some other bonded or otherwise secure location agreed upon in writing. Payments made for materials or equipment stored on or off-site shall be conditioned upon submission by the Design/Builder of bills of sale or such other procedures satisfactory to the District to establish District's title to such materials or equipment or otherwise protect the District's interest, including applicable insurance and transportation to the Site for those materials and equipment stored off-site.

## **8.9 Payments as Trust Funds**

Any and all funds payable to the Design/Builder are hereby declared to constitute trust funds in the hands of the Design/Builder to be applied first to payment of claims of subcontractors, sub-subcontractors, architects, engineers, surveyors, laborers, material men or employees arising out of the described Work, to obligations for utilities furnished, tax imposed or such to the payment of premiums on security or other bonds, and to payment of insurance premiums relating to the Project and to payments and contributions to union pension plans and trust funds before application to any other purpose.

## **8.10 Payment Not a Waiver**

**8.10.1** No payment hereunder, including Final Payment to Design/Builder, nor District's use or Beneficial Occupancy of the Work, shall release

Design/Builder with respect to design, construction, workmanship, materials, equipment or machinery incorporated in the Work which is found to be defective, unsound or improper.

**8.10.2** No payment made under the Agreement, shall be evidence of performance thereof, either wholly or in part, nor shall it be construed to be acceptance of defective work or improper material, or an approval of any items in any application for payment.

### **8.11 Waiver of Stop Payment Notice and Payment Bond Rights**

The Design/Builder shall attach to each application for payment, a waiver of all stop payment notice and payment bond rights as provided in Civil Code sections 8132, 8134, 8136 or 8138, with respect to all amounts requisitioned up to and including the then current requisition from the Design/Builder, which waiver of lien and payment bond rights covers all amounts requisitioned from the Design/Builder's subcontractors and all tiers and suppliers. Design/Builder shall make available copies of similar waivers from its subcontractors of all tiers and suppliers.

### **8.12 Retention**

**8.12.1** The District will retain five percent (5%) of such estimated value of all Work completed (including design and other professional services) and a like percentage within limits established by law, of the value of materials so estimated to have been furnished, delivered and unused, as aforesaid, as part of security for fulfillment of the Contract Documents by the Design/Builder. The District will pay monthly to the Design/Builder while executing the Work the balance not retained after deducting all previous payments and all sums to be retained under provisions of the Contract Documents.

**8.12.2** No interest shall be paid on any retention, or on any amounts withheld due to a failure of the Design/Builder to perform, in accordance with the terms and conditions of the Contract Documents, except as provided to the contrary in any Escrow Agreement between the District and the Design/Builder pursuant to Public Contract Code section 22300.

#### **8.12.3 Investment Alternative.**

**8.12.3.1** At the request and expense of the Design/Builder, and in accordance with Public Contract Code Section 22300, the District will make payment of the retention earned directly to a state or federally chartered bank in California, as the escrow agent.

**8.12.3.2** The escrow agreement shall be substantially similar to the form "Escrow Agreement for Security Deposits in Lieu of Retention" found in Public Contract Code Section 22300.

**8.12.3.3** Upon satisfactory completion of the Work, the Design/Builder shall receive from the escrow agent all securities, interest, and payments received by the escrow agent from the District, pursuant to the terms of the Escrow Agreement.

### **8.13 Final Payment, Occupancy, and Completion**

**8.13.1** The District reserves the right to occupy all or any part of the Project prior to completion of the Work, upon written notice.

**8.13.2** The District's occupancy does not constitute acceptance by the District of the Work, or any portion of the Work, nor will it relieve the Design/Builder of responsibility for correcting defective Work or materials found at any time before Completion, or during the guarantee period after District's acceptance. However, when the Project includes separate buildings, and one or more of the buildings is entirely occupied by the District, then upon written request by the Design/Builder and by written consent from the District, the guarantee period will commence to run for a building or buildings from the date of the District's Beneficial Occupancy of a building or buildings.

**8.13.3** Beneficial Occupancy. The District may occupy or use any completed or partially completed portion of the Work. Such partial occupancy or use may commence whether or not the portion is complete. Immediately prior to such occupancy, the District and the Design/Builder shall jointly inspect the area to be occupied in order to determine and record the condition of the Work. Unless otherwise agreed, partial occupancy or use of a portion of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents.

**8.13.4** When the Design/Builder considers the Work complete, the Design/Builder and the District shall collaboratively prepare a single comprehensive punch list. The Design/Builder shall then proceed promptly to complete and correct the punch list items. Failure to include an item on the punch list does not alter the responsibility of the Design/Builder to complete all work in accordance with the Contract Documents.

**8.13.5** Upon completion of the punch list the District will make an inspection to determine whether the work has been completed. The Notice of Completion shall be issued when all work is complete, and the District has formally accepted the Project.

**8.13.6 Waiver of Claims.** Acceptance of Final Payment by the Design/Builder shall constitute a waiver of affirmative claims by the Design/Builder, except those previously made in writing and identified as unsettled at the time of Final Payment.

**8.13.7 Final Payment.** Upon execution of the Notice of Completion, providing no stop notices have been filed that have not been discharged or bonded, all amounts unpaid under the Agreement will be paid to Design/Builder. The District may withhold any reasonable sums payable to Design/Builder for the value of any Work, which the District found defective and ordered to be replaced. Final Payment of withholdings will be made when the Work is completed and/or defective Work replaced.

**8.13.7.1** The District shall pay the remaining amount up to the NTE Amount due to the Design/Builder, after:

**8.13.7.1.1** Acceptance and Close-out of the Work.

**8.13.7.1.2** Resolution of all stop payment notices.

**8.13.7.1.3** Execution by the Design/Builder of a release of all claims against the District pursuant to this Agreement.

**8.13.7.1.4** Any and all other requirements in this Agreement that provide for satisfaction prior to final payment.

**8.13.8** The Design/Builder is required to pay subcontractors from whom retention has been withheld within seven (7) days of receipt from the District of retention proceeds.

## **9. SCHEDULE**

### **9.1 Contract Time**

The "Contract Time" is the period from receipt by Design/Builder of written authorization to begin the Project in the form of a Notice to Proceed with Design from the District, until the scheduled date of Completion of the Work. The Design/Builder agrees to design and manage the Work in accordance with the Project Milestone Schedule and approved Baseline Schedule.

### **9.2 Completion**

By executing this Agreement, the Design/Builder confirms that the Contract Time and Milestone Dates, as stated in the Project Milestone Schedule (**EXHIBIT B**) of the Contract Documents, are of the essence of this Agreement. The Design/Builder confirms that the Contract Time and Milestone Dates allow a reasonable period of time for achieving the Completion of the Work for the Project.

### **9.3 Schedules**

**9.3.1** The Design/Builder shall be responsible for the development and maintenance of the Preliminary Baseline Schedule, the Baseline Schedule, the Progress Schedule and the Short-Term Schedule as described below. The Design/Builder shall submit, as indicated below, each schedule for the execution of the Work for the District's review and response. The District's review of and response to the schedule submissions shall not be construed as relieving the Design/Builder of its control over the means, methods, sequences and techniques for executing the Work. Each schedule shall provide an interrelated means for defining activities involved in the planning, design, construction, and completion of the Project, their sequences and elapsed completion time from the date of the Notice to Proceed.

**9.3.2** Each schedule shall utilize CPM (Critical Path Method) and shall be submitted in diagram and listed form. The computer generated schedules shall permit the Design/Builder to obtain several print sorts that aid in identifying various activities and requirements. The Design/Builder shall

utilize [Primavera Project Planner for Windows software (P6) by Primavera Systems, Inc.] .

**9.3.3** Design/Builder shall Design/Builder will provide all data files electronically by email or on compact disc or flash drive.

**9.3.4 Design/Builder's Preliminary Baseline Schedule.** Within fourteen (14) calendar days from the Notice to Proceed with Design, the Design/Builder shall submit a Preliminary Baseline Schedule to the District. This schedule shall show, but is not limited to, the general plan for the work to be completed in the first ninety (90) calendar days of the Agreement. The Preliminary Baseline Schedule shall contain, but not be limited to:

**9.3.4.1** dates established in the District's Project Milestone Schedule;

**9.3.4.2** dates to acquire, set up and occupy the field office;

**9.3.4.3** dates of all mobilization activities on site, including notices and permits;

**9.3.4.4** dates detailing the planned design schedule, including submittals and reviews;

**9.3.4.5** anticipated dates for the start and completion of each stage of the design and construction process; and

**9.3.4.6** established Milestone Dates representing important events in the first 90 days and major milestones representing the completion of a group of activities in the first year.

**9.3.5** The Preliminary Baseline Schedule shall be in the form of a CPM schedule. The District will review the Design/Builder's Preliminary Baseline Schedule for conformance with the Project Milestone Schedule and interrelationships with other activities requiring coordination that may be outside the scope of this Agreement. Upon completion of the review, the District may make recommendations to the Design/Builder as to adjustments to the Preliminary Baseline Schedule. These recommendations, if accepted by both the District and Design/Builder, will be incorporated into the development of the Design/Builder's Baseline Schedule.

**9.3.6 Design/Builder Baseline Schedule.** Within sixty (60) calendar days after the Notice to Proceed with Design, the Design/Builder, after an initial meeting with the District, shall prepare a proposed Baseline Schedule for the Project. Recognizing that planning activities and design activities need time control to no less degree than construction activities, this schedule shall include, but not be limited to:

**9.3.6.1** A CPM format that incorporates all activities with descriptions, sequence, logic relationships, duration estimates, resource-loading, cost loading and other information required for all design, preconstruction and construction activities. Resource loading will be by trade only for each activity. Cost loading will be

accomplished through Level of Effort summary activities and not for each schedule activity. The intent of cost loading in this way is to provide a high level comparison of costs and project progress. Each activity shall have a minimum of one predecessor and one successor, with the exception of the first and last activities. The first activity will be denoted as "Notice to Proceed" and the last activity will be denoted as "Completion". Both these activities shall be shown on the baseline and monthly updates as Project Milestones as stipulated in the Agreement.

**9.3.6.2** The CPM format shall include all Project Milestones defined in this Agreement and/or by the Design/Builder's proposed Baseline Schedule, as well as all engineering, fabrication and delivery dates required to support the Project Milestones.

**9.3.6.3** Activities indicating the start and finish dates for Project design, engineering, preparation of design development and Construction Documents, government agency plan check and District agency document review.

**9.3.6.4** Activities to be integrated and shown in the CPM network shall include all milestones representing the Design/Builder's submittal dates and activities representing the District's review period of each submittal (which review period shall in no case be scheduled for less than ten (10) working days); Design/Builder's procurement of materials and equipment; submittals; manufacture and/or fabrication, testing and delivery to the job-site of special material and major equipment; equipment installation and preliminary, final and performance testing of equipment or systems. A standalone submittal schedule will be provided in lieu of all submittals being enumerated in the CPM Project Schedule. Only major equipment and long lead item submittals will be included in the Project Schedule.

**9.3.6.5** Activities showing the start and finish dates for all temporary works; all construction of mock-ups, and prototypes and/or samples.

**9.3.6.6** Activities showing start and finish dates of owner-furnished items and interface requirement dates with other contractors; regulatory agency approvals; and permits required for the performance of the work.

**9.3.6.7** Activities showing start and finish of tenant programming (as appropriate), modular furniture, tenant improvement work and phased occupancy.

**9.3.6.8** Close-out activities, including activities required for DSA certification.

**9.3.6.9** The schedule shall consider all foreseeable factors or risks affecting, or which may affect the performance of the Work, including historical and predicted weather conditions, applicable laws, regulations or collective bargaining agreements pertaining to labor,

transportation, traffic, air quality, noise and any other applicable regulatory requirements.

**9.3.6.10** The Design/Builder shall not use any “float suppression” techniques such as preferential sequencing or logic, special lead/lag constraints or unjustifiably over-estimating activity durations in preparing the schedule. (“Finish no later” constraints will be permissible for Project Milestones only.)

**9.3.6.11** The Design/Builder shall attach a narrative report which explains assumptions used for activity durations, its assumptions regarding crew sizes, equipment requirements and production rates, any potential areas of concern or specific areas requiring coordination it may have identified and any long-lead time materials or equipment in the work.

**9.3.6.12** The Design/Builder shall formally present the detailed time-scaled CPM network for the duration of the Contract Time, demonstrating compliance with Project Milestones and other requirements to the District clearly showing the critical path(s) of the Project through completion.

**9.3.6.13** Time units for all schedules shall be in calendar days, and no construction activity scheduled to commence within sixty (60) days of the Data Date shall have a duration greater than seven (7) calendar days. Activities scheduled to start more than sixty (60) days of the Data Date shall have durations no greater than twenty (20) days.

**9.3.7** The proposed Baseline Schedule shall be submitted and reviewed by the District. Changes to the Baseline Schedule shall be reviewed with the District prior to implementation. The District, at its sole discretion, may allow or require the Design/Builder to more fully detail portions of the Baseline Schedule at a later date.

**9.3.8** The District shall notify the Design/Builder of acceptance or of any necessary changes to the CPM network within ten (10) working days from the formal presentation, after which the Design/Builder shall make the required changes and resubmit it for acceptance within five (5) working days certifying in writing that all information contained in it complies with the contract requirements. Upon notification by the District of acceptance of the CPM network, the Design/Builder shall prepare computer plots (36" x 48") and printouts (8 ½" x 11"), and complete its submission of the Baseline Schedule, which shall include the following:

**9.3.8.1** Bar Charts generated using the format template provided by the District for:

**9.3.8.1.1** Project Milestones only;

**9.3.8.1.2** Summary Level (sorted by craft/trade and area);

**9.3.8.1.3** Detail (sorted by Early Dates); and

**9.3.8.1.4** Detail (sorted by Responsibility).

**9.3.8.2** Reports generated separately using the format template, if any, provided by the District for:

**9.3.8.2.1** Float (sorted low to high);

**9.3.8.2.2** Resource histogram; and

**9.3.8.2.3** Cost Summary and Cash flow Projection.

**9.3.8.3** Activities shall be coded to the activity code structure, if any, provided to the Design/Builder by the District.

**9.3.8.4** Once accepted by the District, this schedule shall become the Baseline Schedule for the Project from which all future Progress Schedules will be generated.

**9.3.9 Design/Builder Progress Schedule.** Each month, in conjunction with the application for payment process, the Design/Builder and District will conduct monthly reviews to determine: "planned" versus "actual" progress to date; compliance with contract submittal requirements, Project Milestones and the accepted Baseline Schedule; and determination of any changes to the work plan or implementation which must be made by the Design/Builder to comply with the Baseline Schedule. The monthly schedule review shall include, at a minimum:

**9.3.9.1** Monthly update/status of electronic database shall include recording of all Actual Start Dates and Actual Finish Dates and status of activities in progress.

**9.3.9.2** Review of "Planned" versus "Actual" work force allocations and progress for the preceding month.

**9.3.9.3** Reviews of revisions added or deleted work and how those activities are being integrated into the Design/Builder's work plan.

**9.3.9.4** Review of Design/Builder's interface and coordination with other work on the Project.

**9.3.9.5** Review of all impacts to the work during the preceding month and to date, Design/Builder evaluation of those impacts and any recovery plans or remedial actions required to comply with the Baseline Schedule.

**9.3.9.6** Following the review of the above and all other information relevant to the progress of the work, the Design/Builder shall adjust its work plan as required to ensure compliance with the Baseline Schedule. The requirement for additional work force allocations, additional shifts, overtime, etc., will not entitle Design/Builder to additional compensation except to the extent expressly provided for by this Agreement or Change Order. The Progress Schedule shall be updated and submitted monthly for the District's review concurrent

with each payment application submitted by the Design/Builder. The schedule update shall incorporate actual status to date and shall include the following:

**9.3.9.6.1** Computer plotted time-scaled CPM network (36" x 48") in color;

**9.3.9.6.2** Bar Charts generated separately using the format template provide by the District for:

**9.3.9.6.2.1** Project Milestones only (Baseline vs. forecast);

**9.3.9.6.2.2** Summary Level (sorted by craft/trade and area);

**9.3.9.6.2.3** Detail (sorted by Early Dates); and

**9.3.9.6.2.4** Detail (sorted by Responsibility).

**9.3.9.6.3** Reports generated separately using the format template provided by the District for:

**9.3.9.6.3.1** Variance (Baseline vs. forecast);

**9.3.9.6.3.2** Progress Curves (Baseline vs. Earned/Forecast);

**9.3.9.6.3.3** Float (sorted low to high); and

**9.3.9.6.3.4** Resource histogram.

The Progress Schedule will be the basis for the Short-Term Schedule.

**9.3.10 Design/Builder Short-Term Schedule.** The Short-Term Schedule shall address activities over an eight-week period. This schedule shall be maintained on a weekly basis and used as a means of compensating for negative effects of as many variables as possible. It shall be directly derived and electronically tied to the Baseline Schedule to enable rapid analysis of impacts of short-term schedule changes on the overall Project time line.

**9.3.10.1** The Short-Term Schedule is a dynamic schedule whose activities can vary in both duration and precedence, but only between two sequential milestones as described in the accepted Baseline Schedule. Upon the District's acceptance of the Baseline Schedule, the Design/Builder shall begin providing an updated Short-Term Schedule for all participants at each weekly progress meeting or on a weekly basis if the District decides weekly meetings are not required. The interval format shall be a seven-week projection that shall include one (1) week prior, the week submitted, and six (6) weeks thereafter.

**9.3.11 Schedule Revisions.** The implementation of revised schedule logic and/or activity duration estimates for updating a schedule whether furnished by the Design/Builder or the District do not constitute an extension of Contract Time, relaxation of Project Milestones or basis for a change to the NTE Amount. Such revisions are for the purpose of maintaining the accuracy of the schedule's representation of the work to be accomplished and to present best duration estimates for work yet to be performed.

**9.3.12 Graphical Information.** The Design/Builder shall prepare professional-quality graphical presentations of such scheduling and/or sequencing information as may be required to communicate its work plans or to effectively implement its coordination obligations under the contract.

#### **9.4 Float time**

Float or slack is the amount of time between the early start date and the late start date, or the early finish date and the late finish date, of any of the activities in the schedule. All float time contained in the Work shall be shared between the District and Design/Builder, but its use shall be determined by the District. Under no circumstances shall Design/Builder be entitled to maintain a claim against the District for Design/Builder's failure to achieve Completion on a date earlier than that set forth on said Project Milestone Schedule as the same may be adjusted by approved Change Orders.

#### **9.5 Computation of Time / Adverse Weather**

**9.5.1** The Design/Builder will only be allowed a time extension for Adverse Weather conditions if requested by Design/Builder in compliance with the time extension request procedures and only if all of the following conditions are met:

**9.5.1.1** The weather conditions constitute Adverse Weather, as defined herein.

**9.5.1.2** Design/Builder can verify that the Adverse Weather caused delays in excess of five (5) hours of the indicated labor required to complete the scheduled tasks of Work on the day affected by the Adverse Weather.

**9.5.1.3** The Design/Builder's crew is dismissed as a result of the Adverse Weather;

**9.5.1.4** Said delay adversely affects the critical path in the Baseline Schedule; and

**9.5.1.5** Exceeds twelve (12) days of delay per year.

**9.5.2** If the aforementioned conditions are met, a non-compensable day-for-day extension will only be allowed for those days in excess of those indicated herein.

**9.5.3** The Design/Builder shall work seven (7) days per week, if necessary, irrespective of inclement weather, to maintain access and the Baseline

Schedule, and to protect the Work under construction from the effects of Adverse Weather, all at no further cost to the District.

**9.5.4** The Contract Time has been determined with consideration given to the average climate weather conditions prevailing in the County in which the Project is located.

## **10. EXTENSIONS OF TIME – LIQUIDATED DAMAGES**

### **10.1 Liquidated Damages**

Design/Builder and District hereby agree that the exact amount of damages for failure to complete the Work within the time specified is extremely difficult or impossible to determine. If the Work is not completed within the time specified in the Contract Documents, it is understood that the District will suffer damage. It being impractical and unfeasible to determine the amount of actual damage, it is agreed the Design/Builder shall pay to District as fixed and liquidated damages the sum of [Amount in Words] Dollars (\$[Amount in Numbers]) per day as liquidated damages for each and every day's delay beyond the Contract Time. It is hereby understood and agreed that this amount is not a penalty. Design/Builder and its Surety shall be liable for the amount thereof pursuant to Government Code section 53069.85.

### **10.2 Excusable Delay**

**10.2.1** Design/Builder shall not be charged for liquidated damages because of any delays in completion of Work which are not the fault of Design/Builder or its Subcontractors, including acts of God as defined in Public Contract Code section 7105, acts of enemy, epidemics, and quarantine restrictions. Design/Builder shall, within five (5) calendar days of beginning of any delay, notify District in writing of causes of delay including documentation and facts explaining the delay and the direct correlation between the cause and effect. District shall review the facts and extent of any delay and shall grant extension(s) of time for completing Work when, in its judgment, the findings of fact justify an extension. Extension(s) of time shall apply only to that portion of Work affected by delay, and shall not apply to other portions of Work not so affected. An extension of time may only be granted if Design/Builder has timely submitted the Baseline Schedule as required herein.

**10.2.2** Design/Builder shall notify the District pursuant to the claims provisions in this Agreement of any anticipated delay and its cause. Following submission of a claim, the District may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent the prosecution and completion of the Work might be delayed thereby.

**10.2.3** In the event the Design/Builder requests an extension of Contract Time for unavoidable delay, such request shall be submitted in accordance with the provisions in the Contract Documents governing changes in Work. When requesting time, requests must be submitted with full justification and documentation. If the Design/Builder fails to submit justification, it waives its right to a time extension at a later date. Such justification must be based on the official Baseline Schedule as updated at the time of occurrence of the

delay or execution of Work related to any changes to the Scope of Work. Any claim for delay must include the following information as support, without limitation:

**10.2.3.1** The duration of the activity relating to the changes in the Work and the resources (manpower, equipment, material, etc.) required to perform the activities within the stated duration.

**10.2.3.2** Specific logical ties to the Baseline Schedule for the proposed changes and/or delay showing the activity/activities in the Baseline Schedule that are affected by the change and/or delay. In particular, Design/Builder must show an actual impact to the schedule, after making a good faith effort to mitigate the delay by rescheduling the work, by providing an analysis of the schedule ("Schedule Analysis"). Such Schedule Analysis shall describe in detail the cause and effect of the delay and the impact on the critical dates in the Project schedule. (This information must be provided for any portion of any delay of seven (7) days or more.)

**10.2.3.3** A recovery schedule must be submitted within twenty (20) calendar days of written notification to the District of causes of delay.

### **10.3 No Additional Compensation for Delays within Design/Builder's Control**

**10.3.1** Design/Builder is aware that governmental agencies and utilities, including, without limitation, the Division of the State Architect, the Department of General Services, gas companies, electrical utility companies, water districts, and other agencies may have to approve Design/Builder-prepared drawings or approve a proposed installation. Accordingly, Design/Builder has included in the NTE Amount, time for possible review of its drawings and for reasonable delays and damages that may be caused by such agencies, including without limitation delays due to California Environmental Quality Act ("CEQA") compliance. Thus, Design/Builder is not entitled to make a claim for damages for delays arising from the review of Design/Builder's drawings.

**10.3.1.1** Design/Builder shall only be entitled to compensation for delay when all of the following conditions are met:

**10.3.1.1.1** The District is responsible for the delay.

**10.3.1.1.2** The delay is unreasonable under the circumstances involved.

**10.3.1.1.3** The delay could not have been avoided or mitigated by Design/Builder's reasonable diligence; and

**10.3.1.1.4** Design/Builder timely complies with the claims procedure of the Contract Documents.

## **11. CHANGES IN THE WORK**

## **11.1 General**

**11.1.1** The District may order changes, including but not limited to, revisions to the Construction Documents, performance of extra work, and the elimination of work. Orders for such changes will be in writing. Changes shall not affect the obligations of the sureties on the contract bonds nor require their consent. The Design/Builder shall notify the District for their evaluation whenever it appears a change is necessary. Contract Time and NTE Amount will be adjusted by written Change Order for changes materially increasing or decreasing the time for performance or cost.

**11.1.2** The Design/Builder, when ordered by the District, shall proceed with changes before agreement is reached on adjustment in compensation or time for performance, and shall furnish to the District records as specified in this Agreement.

**11.1.3** If the Design/Builder fails to provide such records, the District's records will be used for the purpose of adjustment in Contract Time and NTE Amount.

## **11.2 Change Orders**

**11.2.1** Methods used in determining the value of a Change Order shall be based on one of the following methods:

**11.2.1.1** By mutual acceptance of a lump sum increase or decrease in costs. Upon the District's written request, the Design/Builder shall furnish a detailed estimate of increase or decrease in costs, together with cost breakdowns of labor, materials and equipment and other support data within the time specified in such request. Cost breakdowns shall include, but are not limited to: hourly labor rates and hours; materials quantities and unit costs; and equipment hourly rates and hours, as an example. The Design/Builder shall be responsible for any additional costs caused by the Design/Builder's failure to provide the estimate within the time specified.

**11.2.1.2** By the District, on the basis of the District's estimate of increase or decrease in the costs.

**11.2.1.3** By the District, whether or not negotiations are initiated as provided in this Agreement.

**11.2.1.4** By actual and necessary costs, as determined by the District, on the basis of supporting documents submitted by Design/Builder. Beginning with the first day and at the end of each day, the Design/Builder shall furnish to the District detailed hourly records for labor, construction equipment, and services; and itemized records of materials and equipment used that day in performance of the changes. Provide hourly rates for all include design professionals, contractor management staff both on site and office and other consultants performing services on this project. Such records shall be in a format approved by the District. Such records shall be signed by the Design/Builder and verified by the District.

**11.2.1.5** By a manner agreed upon by the District and the Design/Builder.

**11.2.2 Allowable Costs.** If an increase or decrease cannot be agreed to, the method for determining the value of the Change Order shall be computed in the following manner:

**11.2.2.1** Mark-Ups for Added Work.

**11.2.2.1.1** Professional Services: Compensation for professional architectural/engineering services shall be chargeable not to exceed the rates agreed to between the District and the Design/Builder.

**11.2.2.1.2** For work by Design/Builder. Design/Builder may add as mark-up to totals of authorized allowable costs, an amount not to exceed the following percentages:

	<b>DESIGN/BUILDER PERFORMED WORK</b>	
(a)	<b>Material</b> (attach supplier's invoice or itemized quantity and unit cost plus sales tax)	
(b)	<b>Add Labor</b> (attach itemized hours and rates, fully encumbered)	
(c)	<b>Add Equipment</b> (attach suppliers' invoice)	
(d)	<b>Subtotal</b>	
(e)	<b>Add Design/Builder's overhead and profit</b> , not to exceed _____ percent (___%) of <b>Item (d)</b> .	
(f)	<b>Subtotal</b>	
(g)	<b>Add Bond and Insurance</b> , not to exceed _____ percent (___%) of <b>Item (f)</b>	
(h)	<b>TOTAL</b>	
(i)	<b>Time</b> (zero unless indicated; "TBD" not permitted)	<b>__ Calendar Days</b>

[REMAINDER OF PAGE INTENTIONALLY BLANK]

**11.2.2.1.3** For work by Subcontractors. Actual cost to the Design/Builder for Work performed by the Subcontractor. The Subcontractor will compute costs as follows, except that the aggregate mark-ups made as all subcontractor tiers must not exceed the following percentages:

	<b>SUBCONTRACTOR PERFORMED WORK</b>	
(a)	<b>Material</b> (attach supplier's invoice or itemized quantity and unit cost plus sales tax)	
(b)	<b>Add Labor</b> (attach itemized hours and rates, fully encumbered)	
(c)	<b>Add Equipment</b> (attach suppliers' invoice)	
(d)	<b>Subtotal</b>	
(e)	<b>Add Design/Builder's overhead and profit</b> , not to exceed _____ percent (___%) of <b>Item (d)</b> .	
(f)	<b>Subtotal</b>	
(g)	<b>Add Bond and Insurance</b> , not to exceed _____ percent (___%) of <b>Item (f)</b>	
(h)	<b>TOTAL</b>	
(i)	<b>Time</b> (zero unless indicated; "TBD" not permitted)	<b>__ Calendar Days</b>

**11.2.2.1.4** For deleted work: All deductive Change Order(s) must be prepared pursuant to the provisions herein. Where a portion of the Work is deleted from the Contract, the reasonable value of the deleted work less the value of any new work performed shall be considered the appropriate deduction. The value submitted on the Schedule of Values shall be used to calculate the credit amount unless the bid documentation is being held in escrow as part of the Contract Documents. If Design/Builder offers a proposed amount for a deductive Change Order(s) for work performed directly by the Design/Builder, Design/Builder shall include a minimum of \_\_\_\_\_ percent (\_\_\_%) total profit and overhead to be deducted with the amount of the work of the Change Order(s). If Subcontractor work is involved, Subcontractors shall include a minimum of ten percent (10%) profit and overhead to be deducted with the amount of its deducted work and Design/Builder shall include a minimum of \_\_\_\_\_ percent (\_\_\_%). Any deviation from this provision shall not be allowed.

**11.2.2.1.5** For Change Orders that involve both added and deleted work, the NTE Amount will be adjusted based on the following computation: Costs before mark-ups of added and

deleted work must each be separately estimated. If a difference between costs results in an increase to the NTE Amount, a mark-up for Added Work will be applied to the difference. If a difference in costs results in a decrease, then the mark-up for the deleted Work will be applied to the difference.

### **11.2.3 Direct Costs:**

#### **11.2.3.1 Labor**

Cost for labor shall include any employer payments to or on behalf of the workmen for health, welfare, pension, vacation and similar purposes. Labor rates will not be recognized when in excess of those prevailing in the locality and time the work is being performed. The costs for all supervision including Project Manager, General Superintendents and Foremen will be included in the markups established by the Contract. The only exception to this will be working foremen who perform actual manual labor. No labor charges will be accepted for engineering or proposal preparation.

These costs will be included in the markups established by the Contract. A breakdown of the payroll rates for each trade will be provided for all Change Orders fifteen (15) days after Notice to Proceed including the base rate, benefits, payroll taxes and insurance. Overtime and premium time pricing will only be allowed for labor which, based on mutual agreement, shall be performed after normal working hours. Unless otherwise agreed to by both parties, mechanical and electrical changes will be negotiated using productivity factors no greater than those listed in the following manuals:

**11.2.3.1.1** Electrical: NECA Column 1 (Normal), Current Edition.

**11.2.3.1.2** Plumbing and Piping: MCAA Discounted 30%.

**11.2.3.1.3** HVAC: National Mechanical Estimator by Ottaviano, Current Edition.

#### **11.2.3.2 Material**

The District shall pay only the actual cost to the Design/Builder for the materials directly required for the performance of the changed work. Such cost of materials may include the cost of transportation and no delivery charges will be allowed unless the delivery is specifically for the changed work. If a trade discount by an actual supplier is available to the Design/Builder, it shall be credited to the District. If the materials are obtained from a supplier or source owned wholly by or in part by the Design/Builder, payment thereof will not exceed the current wholesale price for the materials. The term "trade discount" includes the concept of cash discounting.

If in the opinion of the District, the cost of the materials is excessive or if the Design/Builder fails to furnish satisfactory evidence of a cost to him other from the actual supplier, then, in either case, the cost of the materials shall be deemed to be the lowest current wholesale price at which similar materials are available in the quantities required. The District reserves the right to furnish such materials, as it deems advisable and the Design/Builder shall have no claims for cost or profits on materials furnished by the District.

### **11.2.3.3 Equipment**

The District shall pay only the actual cost to the Design/Builder for the use of equipment directly required in the performance of the changed work. In computing the hourly rental of equipment, any time less than thirty (30) minutes shall be considered one-half hour. No payment will be made for time while equipment is inoperative due to breakdown or for non-workdays. In addition, the rental time shall not include the time required to move the equipment to the work for rental of such equipment and to return it to the source.

No mobilization or demobilization will be allowed for equipment already on site. If such equipment is not moved by its own power, then loading and transportation costs will be paid in lieu of rental time thereof. However, neither moving time nor loading and transportation costs will be paid if the equipment is used on the Project in any other way than upon the changed work. Individual pieces of equipment having a replacement value of \$1,000 or less shall be considered to be small tools or small equipment and no payment will be made therefore.

The rental rate for equipment will not exceed that as recommended by the lower of the rental rates established by distributors or equipment rental agencies or as contained in the Association of Equipment Distributors (AED) book in the locality for performance of the changes. For equipment owned, furnished, or rented by the Design/Builder no cost thereof shall be recognized in excess of the rental rates established by distributors or equipment rental agencies and/or the AED or any tier book in the locality for performance of the changes. The amount to be paid to the Design/Builder for the use of equipment as set forth above shall constitute full compensation to the Design/Builder for the cost of fuel, power, oil, lubricants, supplies, small tools, small equipment, necessary attachments, repairs and maintenance of any kind, depreciation, storage, insurance, labor (except for equipment operators) and any and all costs to the Design/Builder incidental to the use of the equipment.

### **11.2.3.4 Overhead and Profit.**

The phrase "Overhead and Profit" shall include field and office supervisors and assistants, watchperson, use of small tools, consumable, insurance other than construction bonds and insurance required herein, and general field and home office expenses.

### **11.3 Acceptance of Change Orders**

The Design/Builder's written acceptance of a Change Order shall constitute final and binding agreement to the provisions of it and a waiver of all claims in connection with it, whether direct, indirect, or consequential in nature. The District's form shall control, and no annotations or handwritten notes by Design/Builder shall be effective upon its execution.

### **11.4 Effect on Sureties**

All alterations, extensions of time, extra and additional work, and other changes authorized by the Contract Documents may be made without securing consent of surety(s).

### **11.5 Covering and Uncovering of Work**

**11.5.1** When inspections are required by the Contract Documents the Design/Builder shall notify the District two (2) working days prior to covering any work.

**11.5.2** If a portion of the Work is covered prior to the District's review, it shall, if requested in writing by the District, be uncovered for the District's observation and replaced at the Design/Builder's expense without change in the Contract Time.

### **11.6 Correction of Work**

**11.6.1** The Design/Builder shall promptly correct work rejected by the District or failing to conform to the requirements of the Contract Documents, whether or not fabricated, installed, or completed. The Design/Builder shall bear the costs of correcting such rejected work, including additional testing and inspections required and compensation for the District's services and expenses made necessary thereby.

**11.6.2** Notwithstanding Design/Builder's Guarantee, in the event of an emergency constituting an immediate hazard to the health or safety of District employees, property, or licensees, the District may undertake, at the Design/Builder's expense and without prior notice, all work necessary to correct such hazardous condition(s) when it was caused by work of the Design/Builder not being in accordance with requirements of the Contract Documents.

**11.6.3** The Design/Builder shall remove from the Project site portions of the Work that are not in accordance with the requirements of the Contract Documents, and are neither corrected by the Design/Builder nor accepted by the District.

**11.6.4** If the Design/Builder fails to correct nonconforming work, the District may correct the nonconforming work in accordance with District Remedies. If the Design/Builder does not proceed with correction of such nonconforming work, within such time fixed by written notice from the District, the District may remove and store all salvageable materials articles and/or equipment at the Design/Builder's expense.

**11.6.5** If the Design/Builder does not pay all costs of such removal and storage within fourteen (14) days after written notice, the District may, upon fourteen (14) additional days written notice, sell such materials articles and/or equipment at an auction or private sale, and shall account for the proceeds, after deducting costs and damages that would have been borne by the Design/Builder, including compensation for the District's services and expenses made necessary by it. If the proceeds of a sale do not cover all costs that the Design/Builder would have borne, the NTE Amount shall be reduced by the deficiency. If payments then or thereafter due the Design/Builder are not sufficient to cover such amount, the Design/Builder shall pay the difference to the District.

**11.6.6** The Design/Builder shall bear the cost of correcting destroyed or damaged work executed by the District or separate contractors, whether fully completed or partially completed, which is caused by the Design/Builder's correction or removal of Work that is not in accordance with requirements of the Contract Documents.

**11.6.7** Nothing contained in this paragraph, shall be construed to establish a period of limitation with respect to other obligations that the Design/Builder might have in the Contract Documents. Establishment of the time period of two (2) year, Guarantee, relates only to the specific obligation of the Design/Builder to correct the Work, and has no relationship to the time within which the obligation to comply with requirements of the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Design/Builder's liability with respect to the Design/Builder's obligations other than specifically to correct the Work.

## **11.7 Acceptance of Nonconforming Work**

If the District prefers to accept any or all of the Work that is not in accordance with requirements of the Contract Documents, the District may do so instead of requiring its correction and/or removal, in which case the NTE Amount will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not Final Payment to the Design/Builder has been made.

## **12. EVENTS OF DEFAULT AND TERMINATION**

### **12.1 District Events of Default**

**12.1.1** Non-payment by the District for approved design and approved work-in-place after 90 days of a properly submitted and approved invoice.

### **12.2 Design/Builder Events of Default**

**12.2.1** The following shall be considered Design/Builder Events of Default:

**12.2.1.1** If Design/Builder fails or neglects to carry out the Work in accordance with the provisions of the Contract Documents and fails, after 72 hours' notice from the District, unless otherwise agreed upon, to commence a cure to correct such failure or neglect and/or thereafter diligently pursue such cure to completion; or

**12.2.1.2** If Design/Builder materially breaches this Agreement after notice from the District and fails, after seven (7) days' notice from the District to commence a cure to correct such breach and/or diligently pursue such cure to completion; or

**12.2.1.3** If the Design/Builder changes its corporate identity in a manner different from that described in this Agreement due to merger, takeover, offer, sale or exchange of interest therein, dissolution, whether by operation of law or otherwise, and the change in interest is not approved in advance in writing by the District. In the event such a change does not have the effect of diminishing or impairing the Design/Builder's ability to perform the Work or its financial capabilities, such approval shall not be unreasonably withheld. The District shall have at least thirty (30) days' notice of such a change.

**12.2.1.4** False statements in an Application for Payment.

**12.2.1.5** Allowing an unregistered subcontractor, as described in Labor Code section 1725.5, to engage in the performance of any work under this Agreement.

### **12.3 District Remedies.**

**12.3.1** Without prejudice to any other rights or remedies of the District, the following remedies shall be available to the District in the case of a Design/Builder event of default:

**12.3.1.1** The District shall have the right to terminate this Agreement upon an additional seven (7) days' written notice to Design/Builder, provided that Design/Builder has not commenced a cure satisfactory to District within such seven-day period.

**12.3.1.2** The District may take possession of the Project site and of all materials, equipment, tools and construction equipment on site owned by Design/Builder.

**12.3.1.3** The District may accept assignment of the construction subcontract and/or design subcontract.

**12.3.1.4** The District may finish the Work by whatever reasonable method the District may deem expedient.

**12.3.1.5** The District may seek such remedies as may be available under existing law.

### **12.4 Termination**

When the District terminates this Agreement as provided above, Design/Builder shall not be entitled to receive further payment until the Work is finished. If the unpaid balance of the NTE Amount owed to Design/Builder exceeds costs incurred by the District in finishing the Work, then such excess shall be paid to Design/Builder. However, if such costs exceed the unpaid

balance of the NTE Amount, then Design/Builder shall pay the difference to the District.

## **12.5 Design/Builder Remedies**

The following remedy shall be available to Design/Builder in the case of the District event of default: Design/Builder may, upon thirty (30) days' additional written notice to the District, terminate this Agreement and recover from the District payment for Work performed and for proven loss with respect to materials, equipment tools, construction equipment and services rendered, including reasonable overhead and profit for the Work performed.

## **12.6 Multiple Remedies**

Except as otherwise provided in this Agreement, no remedy under the terms of this Agreement is intended to be exclusive of any other remedy, but each and every such remedy shall be cumulative and shall be in addition to any other remedies, existing now or hereafter, at law, in equity or by statute. No delay or omission to exercise any right or power accruing shall impair any such right or power nor shall it be construed to be a waiver of any event of default or acquiescence to it, and every such right and power may be exercised from time to time as often as may be deemed expedient.

## **12.7 Termination for Convenience**

The District may terminate this Agreement at any time for convenience if the District determines such termination is in the best interests of the District upon thirty (30) days' advance notice. Design/Builder is not entitled to recover lost profits, incidental or consequential damages in the event the District terminates this Agreement for convenience and subsequently rebids or otherwise completes the Project.

**12.7.1** In the event the District terminates this Agreement for convenience as set forth above, the Design/Builder shall have no claims against the District except:

**12.7.1.1** The actual cost for labor, materials, and services performed that is unpaid, including all demobilization and close-out costs, and unpaid and undisputed retainage and adequately documented through timesheets, invoices, receipts, or otherwise; and

**12.7.1.1.1** Any stop payment notices or charges encumbering the Project, or which are claimed to encumber the Project, other than those placed by or agreed upon by the District, shall be offset against whatever amount is determined to be owed to the Design/Builder.

**12.7.1.2** Five percent (5%) of the total cost of work performed as of the date of termination, or five percent (5%) of the value of the Work yet to be performed, whichever is less. This five percent (5%) amount shall be full compensation for any anticipated lost profits resulting from termination of the Design/Builder for convenience.

## **12.8 Property Rights**

In the event of termination, all studies, reports, special forms, schedules, designs and any other written information pertaining to the Project shall become the District's property as provided in this Agreement.

## **12.9 Suspension of Work**

**12.9.1** The District may order Design/Builder, in writing, to suspend, delay, or interrupt all or any part of the Work for the period of time that the District determines appropriate for the convenience of the District.

**12.9.2** If the performance of all or any part of the Work is for any period of time, suspended, delayed, or interrupted (a) by an act of the District in the administration of the Agreement, or (b) by the District's failure to act within the time specified in the Agreement (or within a reasonable time if not specified), or (c) for other reasons which Design/Builder is entitled to claim delay under the Agreement, Design/Builder shall provide notice according to the Agreement.

**12.9.3** Design/Builder shall be entitled to an increase in the NTE Amount and the Contract Time to the extent the cost of performance of the Agreement or the time therefore is increased as a result of suspension, delay, or interruption by the District or as otherwise provided in the Contract Documents. However, no adjustments shall be made under this Article for any suspension, delay, or interruption to the extent that Design/Builder's performance would have been so suspended, delayed, or interrupted by any other cause for which Design/Builder would not be entitled to an increase in the NTE Amount or in the Contract Time.

## **12.10 Non-Compliance with Agreement Requirements**

In the event the Design/Builder, after receiving written notice from the District of non-compliance with any requirement of the Agreement, fails to initiate promptly such action as may be appropriate to comply with the specified requirement within a reasonable period of time, the District shall have the right to order Design/Builder to stop all Work in the area affected until Design/Builder has complied with or has initiated such action as may be appropriate to comply within a reasonable period of time. Design/Builder will not be entitled to any extension of Contract Time or NTE Amount for any costs incurred as a result of being ordered to stop Work for such cause.

## **12.11 Emergency Termination Pursuant to Public Contracts Act of 1949**

**12.11.1** This Agreement is subject to termination as provided by sections 4410 and 4411 of the Government Code of the State of California, being a portion of the Emergency Termination of Public Contracts Act of 1949.

**12.11.1.1** Section 4410 of the Government Code states:

In the event a national emergency occurs, and public work, being performed by contract, is stopped, directly or indirectly, because of the freezing or diversion of materials, equipment or

labor, as the result of an order or a proclamation of the President of the United States, or of an order of any federal authority, and the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the work, then the public agency and the contractor may, by written agreement, terminate said contract.

**12.11.1.2** Section 4411 of the Government Code states:

Such an agreement shall include the terms and conditions of the termination of the contract and provision for the payment of compensation or money, if any, which either party shall pay to the other or any other person, under the facts and circumstances in the case.

**12.11.2** Compensation to the Design/Builder shall be determined at the sole discretion of District on the basis of the reasonable value of the Work done, including preparatory work. As an exception to the foregoing and at the District's discretion, in the case of any fully completed separate item or portion of the Work for which there is a separate previously submitted unit price or item on the accepted schedule of values, that price may control. The District, at its sole discretion, may adopt the Schedule of Values Price as the value of the work done or any portion thereof.

**13. DISPUTES AND CLAIMS**

**13.1 Performance during Claim Process**

Design/Builder and its subcontractors shall continue to perform its Work under the Contract and shall not cause a delay of the Work during any dispute, claim, negotiation, mediation, or arbitration proceeding, except by written agreement by the District.

**13.2 Definition of Claim**

**13.2.1** Pursuant to Public Contract Code section 9204, the term "Claim" means a separate demand by the Design/Builder sent by registered mail or certified mail with return receipt requested, for one or more of the following:

**13.2.2** A time extension, including without limitation, for relief of damages or penalties for delay assessed by the District under the Contract;

**13.2.2.1** Payment by the District of money or damages arising from work done by, or on behalf of, the Design/Builder pursuant to the Contract and payment of which is not otherwise expressly provided for or to which Design/Builder is not otherwise entitled to; or

**13.2.2.2** An amount of payment disputed by the District.

**13.3 Claims Presentation**

**13.3.1** If Design/Builder intends to apply for an increase in the NTE Amount or Contract Time for any reason including, without limitation, the acts of

District or its agents, Design/Builder shall, within thirty (30) days after the event giving rise to the Claim, give notice of the Claim in writing, including an itemized statement of the details and amounts of its Claim for any increase in the NTE Amount or time requested, including a Schedule Analysis and any and all other documentation substantiating Design/Builder's claimed damages. Otherwise, Design/Builder shall have waived and relinquished its dispute against the District and Design/Builder's claims for compensation or an extension of time shall be forfeited and invalidated.

**13.3.2** The Claim shall identify:

**13.3.2.1** The issues, events, conditions, circumstances and/or causes giving rise to the dispute;

**13.3.2.2** The pertinent dates and/or durations and actual and/or anticipated effects on the NTE Amount, Project Schedule Milestones and/or Contract Time adjustments; and

**13.3.2.3** The line-item costs for labor, material, and/or equipment, if applicable; or

**13.3.2.4** A request by Design/Builder, if any, to waive the claims procedure under Public Contract Code section 9204 and proceed directly to the commencement of a civil action or binding arbitration.

**13.3.3** The Claim shall include the following certification by the Design/Builder:

**13.3.3.1** The undersigned Design/Builder certifies under penalty of perjury that the attached dispute is made in good faith; that the supporting data is accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the adjustment for which Design/Builder believes the District is liable; and that I am duly authorized to certify the claim on behalf of the Design/Builder.

**13.3.3.2** Furthermore, Design/Builder understands that the value of the attached dispute expressly includes any and all of the Design/Builder's costs and expenses, direct and indirect, resulting from the Work performed on the Project, additional time required on the Project and/or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included are deemed waived.

**13.4 Claim Resolution pursuant to Public Contract Code section 9204**

**13.4.1** STEP 1:

**13.4.1.1** Upon receipt of a Claim by registered or certified mail, return receipt requested, including the documents necessary to substantiate it, the District shall conduct a reasonable review of the Claim and, within a period **not to exceed 45 days**, shall provide the Design/Builder a written statement identifying what portion of the

Claim is disputed and what portion is undisputed. Upon receipt of a Claim, the District and Design/Builder may, **by mutual agreement**, extend the time period to provide a written statement. If the District needs approval from its governing body to provide the Design/Builder a written statement identifying the disputed portion and the undisputed portion of the Claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of Claim sent by registered mail or certified mail, return receipt requested, the District shall have **up to three (3) days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension**, expires to provide Design/Builder a written statement identifying the disputed portion and the undisputed portion.

**13.4.1.1.1** Any payment due on an undisputed portion of the Claim shall be processed and made within 60 days after the District issues its written statement. Amounts not paid in a timely manner as required by this section, section 25.4, shall bear interest at seven percent (7%) per annum.

**13.4.1.2** Upon receipt of a Claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable. In this instance, District and Design/Builder must comply with the sections below regarding Public Contract Code section 20104 et seq. and Government Code Claim Act Claims.

**13.4.1.3** If the District fails to issue a written statement, or to otherwise meet the time requirements of this section, this shall result in the Claim being deemed rejected in its entirety. A claim that is denied by reason of the District's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of Design/Builder.

#### **13.4.2** STEP 2:

**13.4.2.1** If Design/Builder disputes the District's written response, or if the District fails to respond to a Claim within the time prescribed, Design/Builder may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the District shall schedule a meet and confer conference within 30 days for settlement of the dispute. Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the District shall provide the Design/Builder a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed.

**13.4.2.2** Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the District issues its written statement. Amounts not paid in a timely manner as required

by this section, section 25.4, shall bear interest at seven percent (7%) per annum.

**13.4.3** STEP 3:

**13.4.3.1** Any disputed portion of the claim, as identified by Design/Builder in writing, shall be submitted to nonbinding mediation, with the District and Design/Builder sharing the associated costs equally. The District and Design/Builder shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

**13.4.3.1.1** For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

**13.4.3.2** Unless otherwise agreed to by the District and Design/Builder in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Public Contract Code section 20104.4 to mediate after litigation has been commenced.

**13.4.4** STEP 4:

**13.4.4.1** If mediation under this section does not resolve the parties' dispute, the District may, but does not require arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program.

**13.5 Subcontractor Pass-Through Claims**

**13.5.1** If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a District because privity of contract does not exist, the contractor may present to the District a Claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on his or her own behalf or on behalf of a lower tier subcontractor, that Design/Builder present a Claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the Claim be presented to the District shall furnish reasonable documentation to support the Claim.

**13.5.2** Within 45 days of receipt of this written request from a subcontractor, Design/Builder shall notify the subcontractor in writing as to whether the

Design/Builder presented the Claim to the District and, if Design/Builder did not present the Claim, provide the subcontractor with a statement of the reasons for not having done so.

**13.5.3** Design/Builder shall bind all its Subcontractors to the provisions of this section and will hold the District harmless against Claims by Subcontractors.

### **13.6 Government Code Claim Act Claim**

**13.6.1** If a Claim, or any portion thereof, remains in dispute upon satisfaction of all applicable Claim Resolution requirements, including those pursuant to Public Contract Code section 9204, the Design/Builder shall comply with all claims presentation requirements as provided in Chapter 1 (commencing with section 900) and Chapter 2 (commencing with section 910) of Part 3 of Division 3.6 of Title 1 of Government Code as a condition precedent to the Design/Builder's right to bring a civil action against the District. For purposes of those provisions, the running of the time within which a claim must be presented to the District shall be tolled from the time the Design/Builder submits its written claim until the time the claim is denied, including any time utilized by any applicable meet and confer process.

### **13.7 Claim Resolution pursuant to Public Contract Code section 20104 et seq.**

**13.7.1** In the event of a disagreement between the parties as to performance of the Work, the interpretation of this Contract, or payment or nonpayment for Work performed or not performed, the parties shall attempt to resolve all claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between Design/Builder and District by those procedures set forth in Public Contract Code section 20104 et seq., to the extent applicable.

**13.7.1.1** Design/Builder shall file with the District any written Claim, including the documents necessary to substantiate it, upon the application for final payment.

**13.7.1.2** For claims of less than fifty thousand dollars (\$50,000), the District shall respond in writing within forty-five (45) days of receipt of the Claim or may request in writing within thirty (30) days of receipt of the Claim any additional documentation supporting the claim or relating to defenses or claims the District may have against the Design/Builder.

**13.7.1.2.1** If additional information is required, it shall be requested and provided by mutual agreement of the parties.

**13.7.1.2.2** District's written response to the documented Claim shall be submitted to the Design/Builder within fifteen (15) days after receipt of the further documentation or within a period of time no greater than that taken by the Design/Builder to produce the additional information, whichever is greater.

**13.7.1.3** For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars

(\$375,000), the District shall respond in writing to all written Claims within sixty (60) days of receipt of the claim, or may request, in writing, within thirty (30) days of receipt of the Claim any additional documentation supporting the Claim or relating to defenses or claims the District may have against the Design/Builder.

**13.7.1.3.1** If additional information is required, it shall be requested and provided upon mutual agreement of the District and the Design/Builder.

**13.7.1.3.2** The District's written response to the claim, as further documented, shall be submitted to the Design/Builder within thirty (30) days after receipt of the further documentation, or within a period of time no greater than that taken by the Design/Builder to produce the additional information or requested documentation, whichever is greater.

**13.7.1.4** If Design/Builder disputes the District's written response, or the District fails to respond within the time prescribed, Design/Builder may so notify the District, in writing, either within fifteen (15) days of receipt of the District's response or within fifteen (15) days of the District's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the District shall schedule a meet and confer conference within thirty (30) days for settlement of the dispute.

**13.7.1.5** Following the meet and confer conference, if the claim or any portion of it remains in dispute, the Design/Builder shall file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions the running of the time within which a claim must be filed shall be tolled from the time the Design/Builder submits its written Claim until the time the Claim is denied, including any period of time utilized by the meet and confer process.

**13.7.1.6** For any civil action filed to resolve claims filed pursuant to this section, within sixty (60) days, but no earlier than thirty (30) days, following the filing of responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide for the selection within fifteen (15) days by both parties of a disinterested third person as mediator, shall be commenced within thirty (30) days of the submittal, and shall be concluded within fifteen (15) days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

**13.7.1.7** If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of the Title 3 of Part 3 of the Code of Civil

Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act, (commencing with Section 2016) of Chapter 1 of Title 4 of part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

**13.7.1.8** The District shall not fail to pay money as to any portion of a Claim which is undisputed except as otherwise provided in the Contract Documents. In any suit filed pursuant to this section, the District shall pay interest at the legal rate on any arbitration award or judgment. Interest shall begin to accrue on the date the suit is filed in a court of law.

**13.7.2** Design/Builder shall bind its Subcontractors to the provisions of this Section and will hold the District harmless against disputes by Subcontractors.

### **13.8 Claim Resolution Non-Applicability**

**13.8.1** The procedures for dispute and claim resolution set forth in this Article shall not apply to the following:

**13.8.1.1** Personal injury, wrongful death or property damage claims.

**13.8.1.2** Latent defect or breach of warranty or guarantee to repair.

**13.8.1.3** Stop payment notices.

**13.8.1.4** District's rights set forth in the Article on Suspension and Termination.

**13.8.1.5** Disputes arising out of labor compliance enforcement by the Department of Industrial Relations; or

**13.8.1.6** District rights and obligations as a public entity set forth in applicable statutes; provided, however, that penalties imposed against a public entity by statutes, including, but not limited to, Public Contract Code sections 20104.50 and 7107, shall be subject to the Claim Resolution requirements provided in this Article.

### **13.9 Attorney's Fees**

Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

## **14. PROJECTION OF PERSONS AND PROPERTY**

### **14.1 Safety of Persons and Property**

**14.1.1** The Design/Builder shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Work. The District shall have no

responsibility for initiating, maintaining and supervising safety of persons and property.

**14.1.2** The Design/Builder shall furnish to the District a copy of the Design/Builder's safety plan, specifically adapted for the Project, within the time frame indicated in the Contract Documents and specifically adapted for the Project. However, implementation and maintenance of the safety plan shall be the sole responsibility of the Design/Builder.

**14.1.3** The Design/Builder shall take precautions for safety and provide protection to prevent damage, injury or loss to:

**14.1.3.1** Workers working under the Agreement and other persons who may be affected by it;

**14.1.3.2** The Work and materials and equipment to be incorporated in it, whether in storage on or off the Project site, under care, custody or control of the Design/Builder or the Design/Builder's subcontractors or sub-subcontractors; and

**14.1.3.3** Other property at the Project site, or adjacent to it, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement during the course of construction.

**14.1.4** The Design/Builder shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on the safety of persons or property, or their protection from damage, injury or loss.

**14.1.5** The Design/Builder shall erect and maintain, as required by existing conditions and performance of the Contract Documents, safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying the District, other owners (other than the District) and users of adjacent sites and utilities.

**14.1.6** The Design/Builder shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities regarding the storage and/or use of explosives or other hazardous materials or equipment necessary for execution of the Work. The Design/Builder shall employ properly qualified personnel for supervision of same.

**14.1.7** The Design/Builder shall remedy damage and loss to property caused in whole or in part by the Design/Builder, a subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Design/Builder is responsible. The foregoing obligations of the Design/Builder are in addition to the Design/Builder's indemnity and defense obligations.

**14.1.8** When conditions of the Work, in the judgment of the District, present unreasonable risk of injury or death to persons or property damage, the District, may direct the Design/Builder, at the Design/Builder's sole expense, to close down the Work and not commence work again until all dangerous conditions are eliminated.

**14.1.9** The Design/Builder, at the Design/Builder's own cost, shall rebuild, repair, restore and make good any and all damages to any portion of the Work affected by such causes before its acceptance.

**14.1.10** Design/Builder shall take all precautions to protect the Work, and all equipment, materials, and supplies related to the Work protected from trespassers, vandals, and protestors, including but not limited to hiring security personnel to guard and patrol the Project site throughout the duration of the Project's schedule until Completion is accomplished. Design/Builder shall bear the costs of such security.

## **14.2 Emergencies**

In an emergency affecting safety of persons or property, the Design/Builder shall act, at the Design/Builder's sole discretion, to prevent any threatened damage, injury or loss. Additional compensation or extension of Contract Time claimed by the Design/Builder because of an emergency will be reviewed as provided in Article 9, Changes in the Work. The Design/Builder shall maintain emergency vehicle access to the site at all times during the course of the project up to and including Final Acceptance of the work.

## **15. INSURANCE, BONDS, AND INDEMNIFICATION**

### **15.1 Insurance**

The Design/Builder shall comply with the insurance requirements as indicated below.

#### **15.1.1 Professional Liability Insurance**

Design/Builder shall procure and maintain Professional Liability Insurance on a Claims Made basis at the required limits subject to no more than Twenty-Five Thousand Dollars (\$25,000) per claim deductible, coverage to continue through completion of construction plus two (2) years thereafter.

#### **15.1.2 Commercial General Liability and Automobile Liability Insurance**

**15.1.2.1** Design/Builder shall procure and maintain, during the life of the Project, Commercial General Liability Insurance and Automobile Liability Insurance that shall protect Design/Builder, District, its Board Members, employees, agents, Construction Manager(s), Project Manager(s), Project Inspector(s), and Bridging Architect(s) from all claims for bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising from, or in connections with, operations under this Agreement. This coverage shall be provided in a form at least as broad as Insurance Services (ISO) Form CG 00 01 11 88. Design/Builder shall ensure that Products Liability and Completed Operations coverage, Fire Damage Liability coverage, and Automobile Liability Insurance coverage including owned, non-owned, and hired automobiles, are included within the above policies and at the required limits, or Design/Builder shall procure and maintain these coverages separately.

**15.1.2.2** Design/Builder's deductible or self-insured retention for its Commercial General Liability Insurance policy shall not exceed five thousand dollars (\$5,000) for deductible or twenty-five thousand dollars (\$25,000) for self-insured retention, respectively, unless approved in writing by District.

**15.1.2.3** All such policies shall be written on an occurrence form.

### **15.1.3 Excess Liability Insurance**

**15.1.3.1** If Design/Builder's underlying policy limits are less than required, subject to 15.1.3.3 below, Design/Builder may procure and maintain, during the life of the Project, an Excess Liability Insurance Policy to meet the policy limit requirements of the required policies in order to satisfy, in the aggregate with its underlying policy, the insurance requirements herein.

**15.1.3.2** There shall be no gap between the per occurrence amount of any underlying policy and the start of the coverage under the Excess Liability Insurance Policy. Any Excess Liability Insurance Policy shall protect Design/Builder, District, its Board Members, employees, agents, Construction Manager(s), Project Manager(s), Project Inspector(s), and Bridging Architect(s) in the amounts and in compliance with all requirements for Commercial General Liability and Automobile Liability and Employers' Liability Insurance.

**15.1.3.3** The District, in its sole discretion, may accept the Excess Liability Insurance Policy that brings Design/Builder's primary limits to the minimum requirements herein.

### **15.1.4 Subcontractor**

**15.1.4.1** Design/Builder shall require its Subcontractor(s), if any, to procure and maintain Commercial General Liability Insurance, Automobile Liability Insurance, and Excess Liability Insurance (if Subcontractor elects to satisfy, in part, the insurance required herein by procuring and maintaining an Excess Liability Insurance Policy) with minimum limits at least equal to the amount required of the Design/Builder except where smaller minimum limits are permitted as set forth below.

### **15.1.5 Workers' Compensation and Employers' Liability Insurance**

**15.1.5.1** In accordance with provisions of section 3700 of the California Labor Code, the Design/Builder and every Subcontractor shall be required to secure the payment of compensation to its employees.

**15.1.5.2** Design/Builder shall procure and maintain, during the life of the Project, Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees engaged in work under the Project, on/or at the Site of the Project. This coverage shall cover, at a minimum, medical and surgical treatment, disability benefits,

rehabilitation therapy, and survivors' death benefits. Design/Builder shall require its Subcontractor(s), if any, to procure and maintain Workers' Compensation Insurance and Employers' Liability Insurance for all employees of Subcontractor(s). Any class of employee or employees not covered by a Subcontractor's insurance shall be covered by Design/Builder's insurance. If any class of employee or employees engaged in Work on the Project, on or at the Site of the Project, is not protected under the Workers' Compensation Insurance, Design/Builder shall provide, or shall cause a Subcontractor to provide, adequate insurance coverage for the protection of any employee(s) not otherwise protected before any of those employee(s) commence work.

#### **15.1.6 Builder's Risk Insurance: Builder's Risk "All Risk" Insurance**

**15.1.6.1** Design/Builder shall procure and maintain, during the life of this Contract, Builder's Risk (Course of Construction), or similar first party property coverage acceptable to the District, issued on a replacement cost value basis. The cost shall be consistent with the total replacement cost of all insurable Work of the Project included within the Contract Documents. Coverage is to insure against all risks of accidental physical loss and shall include without limitation the perils of vandalism and/or malicious mischief (both without any limitation regarding vacancy or occupancy), sprinkler leakage, civil authority, theft, sonic disturbance, earthquake, flood, collapse, wind, rain, dust, fire, war, terrorism, lightning, smoke, and rioting. Coverage shall include debris removal, demolition, increased costs due to enforcement of all applicable ordinances and/or laws in the repair and replacement of damaged and undamaged portions of the property, and reasonable costs for the Bridging Architect's and engineering services and expenses required as a result of any insured loss upon the Work and Project, including completed Work and Work in progress, to the full insurable value thereof.

#### **15.1.7 Pollution Liability Insurance**

**15.1.7.1** Design/Builder shall procure and maintain Pollution Liability Insurance that shall protect Design/Builder, District, Construction Manager(s), Project Inspector(s), and Bridging Architect(s) from all claims for bodily injury, property damage, including natural resource damage, cleanup costs, removal, storage, disposal, and/or use of the pollutant arising from operations under this Agreement, and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims. Coverage shall apply to sudden and/or gradual pollution conditions resulting from the escape or release of smoke, vapors, fumes, acids, alkalis, toxic chemicals, liquids, or gases, natural gas, waste materials, or other irritants, contaminants, or pollutants, including asbestos. This coverage shall be provided in a form at least as broad as Insurance Services Offices, Inc. (ISO) Form CG 2415, or Design/Builder shall procure and maintain these coverages separately.

**15.1.7.2** Design/Builder warrants that any retroactive date applicable to coverage under the policy shall predate the Effective Date of this

Agreement and that continuous coverage will be maintained or an extended reporting or discovery period will be exercised for a period of three (3) years, beginning from the time that the Work under the Contract is completed.

**15.1.7.3** If Design/Builder is responsible for removing any pollutants from a site, then Design/Builder shall ensure that Any Auto, including owned, non-owned, and hired, are included within the above policies and at the required limits, to cover its automobile exposure for transporting the pollutants from the site to an approved disposal site. This coverage shall include the Motor Carrier Act Endorsement, MCS 90.

### **15.1.8 Proof of Carriage of Insurance and Other Requirements Endorsements and Certificates**

**15.1.8.1** Design/Builder shall not commence Work nor shall it allow any Subcontractor to commence Work on the Project, until Design/Builder and its Subcontractor(s) have procured all required insurance and Design/Builder has delivered in duplicate to the District complete endorsements (or entire insurance policies) and certificates indicating the required coverages have been obtained, and the District has approved these documents.

**15.1.8.2** Endorsements, certificates, and insurance policies shall include the following:

**15.1.8.2.1** A clause stating the following, or other language acceptable to the District:

“This policy shall not be canceled until written notice to District, Bridging Architect, and Construction Manager stating date of the cancellation by the insurance carrier. Date of cancellation may not be less than thirty (30) days after date of mailing notice.”

**15.1.8.2.2** Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

**15.1.8.3** All endorsements, certificates and insurance policies shall state that District, its Board Members, employees and agents, Construction Manager(s), Project Manager(s), Inspector(s) and Bridging Architect(s) are named additional insureds under all policies except Workers’ Compensation Insurance and Employers’ Liability Insurance.

**15.1.8.4** No policy shall be amended, canceled, or modified, and the coverage amounts shall not be reduced, until Design/Builder or Design/Builder’s broker has provided written notice to District, Bridging Architect, and Construction Manager stating date of the amendment, modification, cancellation or reduction, and a description

of the change. Date of amendment, modification, cancellation or reduction may not be less than thirty (30) days after date of mailing notice.

**15.1.8.5** Insurance written on a "claims made" basis shall be retroactive to a date that coincides with or precedes Design/Builder's commencement of Work, including subsequent policies purchased as renewals or replacements. Said policy is to be renewed by the Design/Builder and all Subcontractors for a period of five (5) years following completion of the Work or termination of this Agreement. Such insurance must have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover the Design/Builder and all Subcontractors for all claims made.

**15.1.8.6** Design/Builder's and Subcontractors' insurance policy(s) shall be primary and non-contributory to any insurance or self-insurance maintained by District, its Board Members, employees and/or agents, the State of California, Construction Manager(s), Project Manager(s), Inspector(s), and/or Bridging Architect(s).

**15.1.8.7** All endorsements shall waive any right to subrogation against any of the named additional insureds.

**15.1.8.8** All policies shall be written on an occurrence form.

**15.1.8.9** All of Design/Builder's insurance shall be with insurance companies with an A.M. Best rating of no less than A: XI.

**15.1.8.10** The insurance requirements set forth herein shall in no way limit the Design/Builder's liability arising out of or relating to the performance of the Work or related activities.

**15.1.8.11** Failure of Design/Builder and/or its Subcontractor(s) to comply with the insurance requirements herein shall be deemed a material breach of the Agreement and constitute a Default by the Design/Builder pursuant to this Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

### 15.1.9 Insurance Policy Limits

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

Professional Liability		\$ ,000,000
Commercial General Liability	Product Liability and Completed Operations, Fire Damage Liability – Split Limit	\$ ,000,000 per occurrence; \$ ,000,000 aggregate
Automobile Liability – Any Auto	Combined Single Limit	\$ ,000,000
Workers’ Compensation		Statutory limits under State law
Employer’s Liability		\$ ,000,000
Builder’s Risk		Replacement Cost
Pollution Liability		\$ ,000,000 per claim; \$ ,000,000 aggregate

The limits of insurance for those subcontractors whose scope of work does not exceed \$ Dollars (\$) shall not be less than the following amounts:

Commercial General Liability	Product Liability and Completed Operations, Fire Damage Liability – Split Limit	\$ ,000,000 per occurrence; \$ ,000,000 aggregate
Automobile Liability – Any Auto	Combined Single Limit	\$ ,000,000
Workers’ Compensation		Statutory limits under State law
Employer’s Liability		\$ ,000,000

Notwithstanding anything in this Agreement to the contrary, the above insurance requirements may be modified as appropriate for subcontractors, with District's prior written approval.

### 15.2 Indemnification

**15.2.1** To the fullest extent permitted by California law, Design/Builder shall indemnify, keep and hold harmless the District and its respective Board Members, officers, representatives, employees, consultants, the Bridging Architect, and Construction Manager in both individual and official capacities and their respective consultants (“Indemnitees”), from any and all claims, injury, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, including, without limitation, any suit, claim, damage, loss, or expense attributable to, without limitation, bodily

injury, sickness, disease, death, alleged patent violation or copyright infringement, or injury to or destruction of tangible property (including damage to the Work itself), and including but not limited to attorney's fees and costs, ("Claim") as follows:

**15.2.1.1** For design professional services: Any Claim caused by, arising out of, resulting from, or incidental to the negligence, recklessness, or willful misconduct of the Design/Builder, its officers, employees, subcontractors, consultants, or agents, in connection with any design professional services under or related to this Agreement.

**15.2.1.2** For all other Work: Any Claim caused by, arising out of, resulting from, or incidental to performance of the Work under this Contract, other than design professional services, by the Design/Builder or its Subcontractors, vendors and/or suppliers, except to the extent caused wholly by the active negligence or willful misconduct of the Indemnitees, as found by a court or arbitrator of competent jurisdiction, in which case the Design/Builder's indemnification and hold harmless obligation shall be reduced by the proportion of the Indemnitees' liability.

**15.2.2** This indemnification and hold harmless obligation includes, but is not limited to, any failure or alleged failure by Design/Builder to comply with any law and/or provision of the Contract Documents, including, without limitation, any stop payment notice actions or liens, including Civil Wage and Penalty Assessments and/or Orders by the California Department of Industrial Relations.

**15.2.3** To the furthest extent permitted by California law, Design/Builder shall also defend, at its own expense, Indemnitees against any and all Claims(s) caused by, arising out of, resulting from, or incidental to, the performance of the Work, including design professional services, under this Contract by Design/Builder, its Subcontractors, vendors, or suppliers, except to the extent caused by the sole negligence, active negligence, or willful misconduct of the Indemnitees, as found by a court or arbitrator of competent jurisdiction, in which case the Design/Builder's defense obligation shall be reduced by the proportion of the Indemnitees' liability. The District shall have the right to accept or reject any legal representation that Design/Builder proposes to defend the Indemnitees. If any of the Indemnitees provide their own defense due to failure to timely respond to tender of defense, rejection of tender of defense, or conflict of interest of proposed counsel, Design/Builder shall reimburse such Indemnitee(s) for any expenditures, including reasonable attorney's fees and costs. This defense obligation includes, but is not limited to, any failure or alleged failure by Design/Builder to comply with any provision of law, any failure or alleged failure to timely and properly fulfill all of its obligations under the Contract Documents in strict accordance with their terms, and without limitation, any failure or alleged failure of Design/Builder's obligations regarding any stop payment notice actions or liens, including Civil Wage and Penalty Assessments and/or Orders by the California Department of Industrial Relations. This agreement and obligation of the Design/Builder shall not be construed to negate, abridge, or otherwise reduce any right or

obligation of defense that would otherwise exist as to any Indemnity or other person described herein.

**15.2.4** The Design/Builder shall give prompt notice to the District in the event of any injury (including death), loss, or damage included herein. Without limitation of the provisions herein, if the Design/Builder's agreement to indemnify and hold harmless the Indemnitees or its agreement to defend Indemnitees as provided herein against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of any of the Indemnitees shall to any extent be or be determined to be void or unenforceable, it is the intention of the parties that these circumstances shall not otherwise affect the validity or enforceability of the Design/Builder's agreement to indemnify, defend, and hold harmless the rest of the Indemnitees, as provided herein, and in the case of any such suits, claims, damages, losses, or expenses caused in part by the default, negligence, or act or omission of the Design/Builder, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, and in part by any of the Indemnitees, the Design/Builder shall be and remain fully liable on its agreements and obligations herein to the fullest extent permitted by law.

**15.2.5** In any and all claims against any of the Indemnitees by any employee of the Design/Builder, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the Design/Builder's indemnification obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Design/Builder or any Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

**15.2.6** The District may retain so much of the moneys due to the Design/Builder as shall be considered necessary, until disposition of any such suit, claims or actions for damages or until the District, Bridging Architect and Construction Manager have received written agreement from the Design/Builder that Design/Builder will unconditionally defend the District and its respective Board Members, officers, representatives, employees, consultants, the Bridging Architect and Construction Manager and their subconsultants and pay any damages due by reason of settlement or judgment.

**15.2.7** The indemnification and defense obligations hereunder shall survive the completion of Work, including the warranty/guarantee period, and/or the termination of the Contract.

**15.2.8** Pursuant to Public Contract Code section 9201, the District shall provide timely notification to Design/Builder of the receipt of any third-party Claim relating to the Agreement. The District shall be entitled to recover its reasonable costs incurred in providing said notification.

### **15.3 No Personal Liability**

No officer, elective and appointive official, employee, or consultant of the District will be personally responsible for liabilities arising under this Agreement.

#### **15.4 Performance Bond and Payment Bonds**

**15.4.1** The Design/Builder shall furnish to the District, prior to the execution of any contract: (1) a bond in an amount at least equal to one hundred percent (100%) of the Stipulated as security for faithful performance of the Contract Documents; and (2) a bond in an amount at least equal to one hundred percent (100%) of NTE Amount as security for payment of persons performing labor and/or furnishing materials in connection with this Contract. All bonds related to this Project shall be in the forms set forth in these Contract Documents and shall comply with all requirements of the Contract Documents, including, without limitation, the bond forms. The bonds shall be issued by a California admitted surety with a rating classification of "A XIII" or better according to Best's Rating Service. Cost of bonds shall be included in the NTE Amount.

**15.4.2** The District acknowledges that any faithful performance and payments bonds provided by the Design/Builder shall not apply to errors or omissions in the furnishing of professional services in connection with architecture or engineering services provided by the Design/Builder or its consultants. The District waives and releases all claims against such sureties arising out of or relating to such professional errors and omissions; such release, however, does not apply to a failure to provide professional services where required under the Contract Documents and the performance bonds shall include the costs of such services. Professional Liability insurance shall be primary insurance in settling claims related to Errors and Omissions.

### **16. SEPARATE CONTRACTS**

#### **16.1 District's Right to Perform Construction and to Award Separate Contracts**

**16.1.1** The District reserves the right to perform work or operations related to the Project with the District's own work force, and to award separate contracts in connection with other portions of work or other construction or operations on the Project site.

**16.1.2** When separate contracts are awarded for different portions of work or for other construction or operations on the Project site, the term "Contractor" in the Contract Documents in each case shall mean the Contractor who executes each separate agreement.

**16.1.3** The District will provide for coordination of the activities of the District's own work force and of each separate Contractor with the Work of the Design/Builder, who shall cooperate with them. The Design/Builder shall participate with other separate Contractors and the District in reviewing and revising their Baseline Schedules when directed by the District. The resulting

Baseline Schedules shall then constitute the schedules to be used by the Design/Builder, separate Contractors and the District.

**16.1.4** The District reserves the right to perform other work in connection with the Project or adjacent to the Project site by separate contract or otherwise. The Design/Builder shall at all times conduct the Work so as to impose no hardship on the District or others engaged in separate work on the Project site, nor to cause any unreasonable delay or hindrance to the separate work.

## **16.2 Mutual Responsibility**

**16.2.1** The Design/Builder shall afford the District and other Contractors the opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractors construction and operations with theirs as required by the Contract Documents.

**16.2.2** If part of the Design/Builder's work relies on proper execution or results upon construction or operations by the District or separate Contractors, the Design/Builder shall, prior to proceeding with that portion of the work, report to the District apparent discrepancies or defects in other construction that would render it unsuitable for proper execution and results. Failure of the Design/Builder to report any discrepancies or defects shall constitute an acknowledgment that the District's or separate Contractors' complete or partially completed construction is fit and proper to receive the Design/Builder's work.

**16.2.3** The Design/Builder shall promptly remedy damage wrongfully caused by the Design/Builder to any completed or partially completed construction or to any property of the District or separate Contractors.

## **17. MISCELLANEOUS**

### **17.1 Governing Law**

This Agreement shall be governed by the laws of the State of California. The venue for any action or proceeding, in law or equity, which may be brought in connection with this Agreement is the county in which the District administration office is located.

### **17.2 Successors**

The District and the Design/Builder respectively bind themselves, their partners, shareholders, successors, assigns and legal representatives to the other party and to shareholders, successors, assigns and legal representatives of such other party in respect to covenants, agreements and obligations contained in the Contract Documents. Neither party shall assign the Agreement as a whole without the written consent of the other party. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all of its obligations under the Agreement and the Contract Documents.

### **17.3 Notice**

Written notices or other communications required or permitted hereunder shall be sufficiently given if delivered personally, by electronic mail including delivery receipt, by facsimile, by registered or certified first class U.S. mail, return receipt requested with postage pre-paid, or by commercial courier. Written notice shall be deemed to have been duly served on the date of delivery if delivered in person, by electronic mail, or by facsimile, on the first working day after deposit if delivery by overnight courier, or two (2) working days after deposit of delivery by placing in the U.S. mail as provided herein. All notices shall be addressed to the appropriate authorized representative, as follows:

District:

[NAME]  
[ADDRESS]  
[FAX]  
[EMAIL]

With a mandatory copy to:

[NAME]  
[ADDRESS]  
[FAX]  
[EMAIL]

Design/Builder:

[NAME]  
[ADDRESS]  
[FAX]  
[EMAIL]

With a mandatory copy to:

[NAME]  
[ADDRESS]  
[FAX]  
[EMAIL]

### **17.4 Modifications**

No modifications or Change Orders shall be valid unless in writing and signed by the District and the Design/Builder or their respective permitted successors and assigns.

### **17.5 No Oral Agreements**

No oral agreement or conversation with any officer, agent, or employee of District, either before or after execution of Contract Documents, shall affect or modify any of the terms or obligations contained in any of the documents comprising the Contract Documents.

## **17.6 Meaning of Words**

Any and all headings used in this Agreement are for convenience only and do not modify, define or limit the provisions of it. Words of any gender shall be deemed and construed to include correlative words of the other gender. Words importing the singular number shall include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms of this Agreement. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties and obligations of such person or entity in accordance with the terms of this Agreement. Where reference is made in this Agreement or to another Contract Document, the reference refers to that provision as amended or supplemented by the other provisions of the Contract Documents. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the parties.

## **17.7 Severability**

If any provision of this Agreement is held to be inoperative or unenforceable as applied in any particular case because it conflicts with any other provision hereof or any constitution, statute, ordinance, rule of law or public policy, or for any other reason, such holding shall not have the effect of rendering any other provision contained herein to be inoperative or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses or sections contained in this Agreement shall not affect the remaining portions of this Agreement, or any part of it, and the remaining portions shall otherwise remain in full force and effect.

## **17.8 Whole Agreement**

This Agreement and any and all exhibits and the Contract Documents shall constitute the entire agreement between the Parties, and no inducements, considerations, promises or other references shall be implied in this Agreement that are not expressly addressed in this Agreement.

## **17.9 Record Retention and Audits**

**17.9.1** Design/Builder agrees that the District, or its designated representative, shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Design/Builder shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management under this Agreement; the accounting and control systems shall be reasonably satisfactory to the District and shall be in accordance with generally accepted accounting standards.

**17.9.2** Design/Builder shall retain all records, books, correspondence, instructions, drawings, receipts, subcontracts, vouchers, memoranda and other data relating to this Agreement for a period of five (5) years after Final Payment under this Agreement, or for such longer period as may be required by law. Design/Builder agrees to allow the District to audit this Agreement, including all financial and performance records, and to allow access to all

records to District's auditor(s) during normal business hours and to allow interviews of any employees who might reasonably have information related to such records, and not withhold relevant information. Further, Design/Builder agrees to include a similar right of the District to audit records and interview staff in any subcontract related to performance of this Agreement.

#### **17.10 Deliverables**

The Design/Builder is responsible for delivery to the District certain drawings, schedules, reports, samples and other documents as described in the Contract Documents.

#### **17.11 Waiver**

The failure of District in any one or more instances to insist upon strict performance of any of the terms of the Contract Documents or to exercise any option herein conferred shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such terms or option on any future occasion. No action or failure to act by the District, Bridging Architect, or Construction Manager shall constitute a waiver of any right or duty afforded the District under the Contract Documents, nor shall any action or failure to act constitute an approval of or acquiescence on any breach thereunder, except as may be specifically agreed in writing.

#### **17.12 Computer Software**

Design/Builder certifies that it has appropriate systems and controls in place to ensure that District funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws.

[SIGNATURES ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their respective officers who are duly authorized, as of the Effective Date.

**ACCEPTED AND AGREED:**

Dated: \_\_\_\_\_, 2019

Dated: \_\_\_\_\_, 2019

San Rafael City Schools

[Design/Builder]

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

---

**Information regarding Design/Build Entity:**

Design Professional License No.: \_\_\_\_\_

Contractor License No.: \_\_\_\_\_

DIR Registration No.: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Type of Business Entity:

- \_\_\_ Individual
- \_\_\_ Sole Proprietorship
- \_\_\_ Partnership
- \_\_\_ Limited Partnership
- \_\_\_ Corporation, State: \_\_\_\_\_
- \_\_\_ Limited Liability Company
- \_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Employer Identification and/or  
Social Security Number

**NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Contractor to furnish the information requested in this section.**

**APPENDIX D-1**

**NON-COLLUSION DECLARATION  
(Public Contract Code section 7106)**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing  
[Title] [Name of Firm]  
proposal.

The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The proposer has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The proposer has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or to refrain from proposing. The proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer. All statements contained in the proposal are true. The proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the proposer.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_,  
[Date]

at \_\_\_\_\_, \_\_\_\_\_.  
[City] [State]

Date: \_\_\_\_\_

Proper Name of Proposer: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

END OF DOCUMENT

**APPENDIX D-2**

**IRAN CONTRACTING ACT CERTIFICATION  
(Public Contract Code section 2202-2208)**

Prior to bidding on or submitting a proposal for a contract for goods or services of \$1,000,000 or more, the bidder/proposer must submit this certification pursuant to Public Contract Code section 2204.

The bidder/proposer must complete **ONLY ONE** of the following two options. To complete OPTION 1, check the corresponding box **and** complete the certification below. To complete OPTION 2, check the corresponding box, complete the certification below, and attach documentation demonstrating the exemption approval.

— **OPTION 1.** Bidder/Proposer is not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (“DGS”) pursuant to Public Contract Code section 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

— **OPTION 2.** Bidder/Proposer has received a written exemption from the certification requirement pursuant to Public Contract Code sections 2203(c) and (d). *A copy of the written documentation demonstrating the exemption approval is included with our bid/Proposal.*

**CERTIFICATION:**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY, that I am duly authorized to legally bind the bidder/proposer to the OPTION selected above. This certification is made under the laws of the State of California.

<i>Vendor Name/Financial Institution (Printed)</i>	<i>Federal ID Number (or n/a)</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>

END OF DOCUMENT