



REQUEST FOR QUALIFICATIONS

To Provide On-Call
Architectural & Engineering Services

County of Glenn
General Services Department
525 W. Sycamore St., Ste. B1
Willows, CA 95988

Monday, October 1, 2018

I.	<u>Introduction</u>	1
II.	<u>Background</u>	1
III.	<u>Scope of Work</u>	1
IV.	<u>Contract Requirements</u>	2
V.	<u>Submittal Contents</u>	4
VI.	<u>Evaluation Criteria</u>	5
VII.	<u>Selection Process</u>	5
VIII.	<u>Audit and Review Process</u>	6
IX.	<u>Dispute Resolution</u>	6
X.	<u>Schedule of Work</u>	7

ATTACHMENTS

- A. Professional Services Agreement Sample
- B. Evaluation Criteria
- C. Vendor Application
- D. Sample Task Order
- E. Task Order #1 Documents

**COUNTY OF GLENN
GENERAL SERVICES DEPARTMENT
WILLOWS, CA**

REQUEST FOR QUALIFICATIONS

TO PROVIDE ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES

The Glenn County Department of General Services invites a Statement of Qualifications (SOQ) from qualified consultants to provide on-call architectural and engineering services for upcoming County projects.

The SOQ must be received by the County no later than 3:00 pm on Friday, October 19, 2018 delivered either in person or by mail to the following address:

**COUNTY OF GLENN
GENERAL SERVICES DEPARTMENT
525 W. SYCAMORE ST., STE. B1
WILLOWS, CA 95988
Attention: Di Aulabaugh, General Services Director**

The County intends to secure agreement(s) with architectural and engineering consultant(s) to provide on-call architectural and engineering services. These services will consist of performing design improvements and upgrades to County owned buildings and facilities, preparation of bid packages for said building projects, construction support, and other architectural and engineering needs the County may require. Other services may include but are not limited to drafting of as built plans, assistance with development of capital improvement plans, consultation on placement of office furniture and equipment in relation to efficient use of space, and compliance with codes and regulations. Existing County facilities include, but are not limited to office buildings, maintenance shops, airport hangars, parks, storage buildings, and other public properties. These facilities greatly vary by type, size, condition, and building material. Anticipated projects have limited budgets and design tasks must be done in the most cost effective manner and with concise planning and thought to such budget constraints.

Please note that the County is seeking qualified consultants who are able to perform and coordinate all of the above-mentioned architectural and engineering services. The County of Glenn affirms that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit bids in response to this invitation.

Requests for Information should be directed to Di Aulabaugh at boardclerk@countyofglenn.net. A copy of this Request For Qualifications (RFQ) can be obtained upon request or online at http://www.countyofglenn.net/govt/project_service_bids/. Glenn County reserves the right to reject any or all SOQ's received and to waive any minor defect or irregularity in the SOQ.

I. INTRODUCTION

The Glenn County General Services Department (County) seeks qualified and experienced consultant(s) to provide on-call architectural and engineering services for various County projects. The selected firm may assist the County, for up to three years, with various architectural and engineering tasks for local, state, and/or federally funded projects. It is the County's intent to procure a consultant(s) on the basis of demonstrated competence and professional qualifications in accordance with Chapter 10 Division 5 Title 1 of the California Government Code (§4525 to 4529.5).

The County will award a contract based on the selected consultant's work schedule and fee proposal submitted in response to the County's request. Contract amendments will be subject to approval of County Counsel and the Board of Supervisors, as required.

Fees will be determined through negotiations at the time a specific service is needed; currently two projects are programmed, see Task Orders in Section III below for more information.

II. BACKGROUND

Glenn County is located approximately halfway between Sacramento and Redding in Northern California, with a population of 28,017. Land use is largely agricultural with the coastal range to the west, the Interstate 5 corridor bisecting the County North and South, and the Sacramento River generally bordering the east side of the County.

III. SCOPE OF WORK

Proposers wishing to be selected shall be capable of providing architectural, structural, and other building and construction related engineering services. In addition to design services, consultants shall be capable of providing and reviewing public project reports, studies, master planning, conceptual designs, bid packages, specifications, permitting, and budget estimates; such services will be defined, scheduled, and authorized using contract amendments.

Additional services that may be required including work in the areas of civil, structural, land survey, soil testing, electrical, plumbing, fire protection, environmental testing, accessibility and mechanical work as required. Approved subconsultants are acceptable.

The following is a list of the types of projects that the County anticipates over the life of the resulting on-call contract:

- As-built existing structures: interior and exterior and create as-built floor plan drawings for base plan as required.
- Feasibility studies: Review and discuss with County regarding possible options for remodeling, based on information collected and identified on the as-built floor plans and meetings with user groups.
- Schematic design
- Design development
- Construction drawings in Auto-Cad and PDF
- Civil & structural engineering design & calculations
- Plan, specification, and bid package development
- Accessibility/ADA design
- Bid assistance
- Engineering Cost Estimating
- Construction support

Consultants performing work shall provide the County both hard and electronic copies of all work related to the project; electronic copies shall be editable. The editable project digital files shall be submitted in Microsoft Office Suite or AutoCAD file formats. In addition to supplying editable digital files, the consultant shall also supply PDF files. The County prefers that all hard copies be printed double-sided on recycled paper.

TASK ORDER #1

Hamilton City Library and Community Hall ADA Upgrade Project

The County of Glenn requires architectural and engineering assistance in obtaining a building permit for the Hamilton City Library and Community Hall ADA Upgrade Project. The goal of this project is to upgrade two existing County owned buildings to meet the requirements of the Americans with Disabilities Act and the California Building Code. Proposed accessibility plans are included as Attachment E of this RFQ. The remaining work required for this project is as follows:

- Review previously developed plans and modify as needed to ensure final submittal meets all applicable building codes and the requirements of the Americans with Disabilities Act.
- Provide structural engineering design and calculations required for the proposed changes.
- Develop remaining plans, specifications, and calculations to form a complete submittal package in order to obtain a building permit for the proposed project.
- Prepare Engineer's Estimate
- Prepare bid package for construction.
- Provide construction support to the County during project construction.

The Hamilton City Library and Community Hall Upgrade Project must be under construction by the summer of 2019. The projects are funded by Housing & Community Development grants through California Community Development Block Grant. All interested firms shall state in their SOQ a brief work plan and key milestone dates to accommodate this construction schedule.

The above list of project categories and anticipated project work is not comprehensive and the County reserves the right to add or subtract architectural and engineering services as necessary. Floor Plan layout and accessibility assessment report is available as a resource upon request.

TASK ORDER #2

Child Support Services ADA Upgrade Project

The County of Glenn requires architectural and engineering assistance in obtaining a building permit for the Child Support Services ADA Upgrade Project. The goal of this project is to upgrade one existing County owned building to meet the requirements of the Americans with Disabilities Act and the California Building Code. The remaining work required for this project is as follows:

- Develop plans, specifications, and calculations to form a complete submittal package in order to obtain a building permit for the proposed project to ensure final submittal meets all applicable building codes and the requirements of the Americans with Disabilities Act.
- Provide structural engineering design and calculations required for the proposed changes.
- Prepare Engineer's Estimate
- Prepare bid package for construction.
- Provide construction support to the County during project construction.

The Child Support Services ADA Upgrade Project must be under construction by Fall/Winter of 2018 and completed prior to June 1, 2019. The project is funded by California Department of Child Support Services. All interested firms shall state in their SOQ a brief work plan and key milestone dates to accommodate this construction schedule.

The above list of project categories and anticipated project work is not comprehensive and the County reserves the right to add or subtract architectural and engineering services as necessary. Floor Plan layout and accessibility assessment report is available as a resource upon request.

TASK ORDER #3Willows Memorial Hall Office Expansion and ADA Upgrade Project

The County of Glenn requires architectural and engineering assistance in obtaining a building permit for the Willows Memorial Hall Office Expansion and ADA Upgrade Project. The goal of this project is to finish construction of the interior portion of one existing County owned building to provide office and conference room space that meets the requirements of the Americans with Disabilities Act and the California Building Code. The remaining work required for this project is as follows:

- Develop plans, specifications, and calculations to form a complete submittal package in order to obtain a building permit for the proposed project to ensure final submittal meets all applicable building codes and the requirements of the Americans with Disabilities Act.
- Provide structural engineering design and calculations required for the proposed changes.
- Prepare Engineer's Estimate

Willows Memorial Hall Office Expansion and ADA Upgrade Project is scheduled to be under construction by Spring/Summer of 2019. The project is anticipated to be constructed by County staff and funded with local County funds. The project is located within a historic registered building. All interested firms shall state in their SOQ a brief work plan and key milestone dates to accommodate this construction schedule.

The above list of project categories and anticipated project work is not comprehensive and the County reserves the right to add or subtract architectural and engineering services as necessary. Floor Plan layout and accessibility assessment report is available as a resource upon request.

IV. CONTRACT REQUIREMENTS

The top-ranked consultant will receive written notification of their selection. The final contract will need to be approved by the Glenn County Board of Supervisors and signed by an authorized representative of the consultant. A sample agreement has been attached to this RFQ for reference (Attachment A). The consultant shall adhere to the provisions of this agreement. The consultant shall advise the County in their SOQ of any provisions for which they have alternative wording, or any provisions which they cannot accept.

The consultant agrees that should it be awarded a contract, the consultant shall not discriminate against any person who performs any work thereunder because of age, race, color, sex, religion, creed, national origin, marital status, political affiliation, or disability.

Services will begin upon the successful execution of the contract and will be valid for a three-year term. Any extensions to the initial three-year period must be mutually agreed upon in writing by County and consultant and extended on an annual basis. The maximum term of the contract is five years.

Consultant has the authority to procure subconsultants for specialized services with written authorization from County. Consultant shall procure subconsultants in accordance with all applicable local, state, and federal legislation. Consultant must submit a list of proposed subcontractors with their response to each Task Order issued by the County.

The consultant is responsible for performing the work required under the contract in a manner acceptable to the County. The consultant’s organization and all associated subconsultants must be identified within the consultants response to a task specific Request for Proposal (RFP). If the consultant wishes to use subconsultants not specified in the SOQ, prior written approval must be obtained from the County. If a subcontract for work or services to be performed exceeds \$25,000, the subcontract must contain all required provisions of the prime contract.

Not-to-exceed limits are to be set per contract amendment. If consultant is awarded multiple contract amendments as a result of this RFQ then the not to exceed limits shall be compounded. Not to exceed limits for Architectural/Engineering Services shall be no more than \$150,000.

Prevailing wages will apply if the services to be performed will involve land surveying - such as flag persons, survey party chief, rodman or chainman; materials sampling and testing - such as drill rig operators, pile driving, crane operators; inspection work; soils or foundation investigation; environmental hazardous materials; and so forth. California State Prevailing Wage information is available through the California Department of Industrial Relations websites below:

- DIR FAQ website: http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
- DIR Wage Determination website:
<http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>

V. SUBMITTAL CONTENTS

Due Date	3:00 pm on Friday, October 19, 2018
Required Copies	Three (3) copies and one (1) electronic version, either in PDF or Word format
Submit To	County of Glenn GENERAL SERVICES DEPARTMENT

	525 W. Sycamore St., Ste. B1 Willows, CA 95988 Attention: Di Aulabaugh boardclerk@Countyofglenn.net
Submittal Identification	The submittal package shall be clearly marked “Statement of Qualifications to Provide On-Call Architectural and Engineering Services for Various County Projects.”

Submittals shall be a maximum of twenty (20) single-sided or ten (10) double-sided bound pages, including the introductory letter and resumes. Paper size shall be Letter (8.5” x 11”) and a minimum font size of 12 shall be utilized.

Additional information that proposers deem relevant to the selection process may be included; however, concise and focused submittals are strongly encouraged. By submitting a SOQ, and unless otherwise stated, it is understood that consultant has reviewed all relevant information, and, that based on that review, consultant has developed an informed understanding of the projected scope of work and has satisfied themselves with the applicable conditions and requirements expressed in this document.

These guidelines are provided for standardizing the preparation and submission of the SOQ by all consultants for professional services. The intent of these guidelines is to assist proposers in the preparation of their submittal, to simplify the review process by the County of Glenn, and to provide standards for the evaluation of all SOQ.

Statements of Qualifications shall contain the following information in the order listed:

A. Introductory Letter

The Introductory (or transmittal) letter shall be addressed to:

Di Aulabaugh, General Services Director
 525 W. Sycamore St., Ste. B1
 Willows, CA 95988

The introductory letter shall include the consultant’s primary contact name, mailing address, telephone number, facsimile number, and email address. The letter shall address the consultant’s understanding of the project and any other information deemed pertinent by the consultant. The letter shall also indicate any conflicts or non-acceptability of the terms and conditions of the contract, which is attached to this RFQ. Proposed deviations and modifications to the contract should be clearly noted and supporting reasons provided. Changes to

the agreement will not be considered by the County of Glenn once the consultant selection has been completed.

B. Office Location Where Work will be performed

Include the office(s) where work will be conducted by the consultant.

C. Qualifications and Experience

Identify key staff and any subconsultants proposed for the project team. Describe the responsibilities of the staff and the anticipated extent of involvement with a project. Any changes in key personnel and subconsultants after the award of contract must be requested in writing, and approved by the County of Glenn before the change is made. Three (3) references are to be listed for the consultant and each subconsultant. References may be contacted as part of the selection process.

The SOQ must clearly describe the consultant's ability for undertaking and performing the scope of work. It must list projects of similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team is recommended. Contact names and current telephone numbers are to be provided for each referenced project. The projects listed should include the names of staff and other team members involved in the work.

The consultant is reminded that their SOQ shall be specific and concise.

D. Federal and State Requirements

Consultant and subconsultants must meet all federal and state requirements as may be applicable. The consultant should address any such requirements in the SOQ.

E. Supporting Information

The consultant may include resumes, brochures, and other supporting information in this section.

F. Financial Management and Accounting System Requirements

Describe consultants financial management and accounting system and how it meets 48 CFR Part 16.301-3, 49 CFR Part 18, and CR Part 31.

G. Required Forms

All proposers must complete and submit the Vendor Application, provided in Attachment C, with their SOQ. Additionally, a W-9 shall also be submitted.

VI. EVALUATION CRITERIA

The SOQ to provide architectural and engineering services submitted in response to this Request for Qualifications will be used as a basis for selecting the engineering consultant for various County projects. The SOQ will be evaluated and ranked according to the criteria provided in Attachment B of this RFQ.

VII. SELECTION PROCESS

After the period has closed for receipt of SOQ's, each submittal will be opened and examined to determine compliance with the requirements specified in this RFQ. Any submittal that does not meet the format requirements will be eliminated from competition and returned to the consultant. The County of Glenn may reject any submittal if it is conditional, incomplete, or contains irregularities. The County of Glenn may waive an immaterial deviation in a SOQ; however, the waiver shall in no way modify the RFQ documents or excuse the consultant from full compliance with the contract requirements if awarded a contract.

The selection panel will review each submittal that meets the format requirements. Panel members will individually evaluate each submittal in accordance with the evaluation criteria shown in Attachment B.

The panel members will meet to tally and average scores for each SOQ, then the submittals will be ranked based on the scores. Based on the rankings, the County of Glenn will establish a shortlist and, if deemed necessary by the County, interview the top firms on this list. The successful consultant will be subject to verification of non-fraud and for listing on the debarred Contractors/Consultants list.

This Request for Qualifications does not commit the County of Glenn to award a contract, to pay any costs incurred in the preparation of a SOQ for this request, or to procure or contract for services. The County of Glenn reserves the right to accept or reject any or all submittals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the County of Glenn to do so.

Upon approval of the selected consultant by County of Glenn, a written agreement will be prepared, executed by the consultant, and reviewed by the County of Glenn for approval and execution. Following contract execution, individual task orders will be issued.

All products used or developed in the execution of any contract resulting from this Request for Qualifications will remain in the public domain at the completion of the contract.

VIII. AUDIT AND REVIEW PROCESS

State and federal requirements as well as specific contract requirements, serve as the standards for audits and reviews performed. The local agencies, consultants, and subconsultants are responsible for complying with state, federal, and specific contract requirements. The County reserves the right to audit any contract. Applicable standards include, but are not limited to:

- 23 CFR, Chapter 1, Part 172 – Administration of Engineering and Design Related Service Contracts;
- 48 CFR, Federal Acquisitions Regulation Systems (FAR), Chapter 1 FAR, Part 31- Contract Cost Principles and Procedures;
- 48 CFR, Chapter 99 – Cost Accounting Standards, Subpart 9900;
- 49 CFR, Transportation, Subtitle A, Office of the Secretary of Transportation, Volume 1, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Government;
- 49 CFR, Part 18.20 – Standards for Financial Management Systems;
- 23 USC, Part 112 – Letting of Contracts;
- United States Government Accountability Office, Government Auditing Standards (GAS);
- Proposed contract terms and conditions.

Contracts shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18 and 48 CFR Part 31.

IX. DISPUTE RESOLUTION

Should any consultant dispute the County of Glenn's determinations and findings during this RFQ process, such consultant shall give the County of Glenn written notice of the matter in dispute within five (5) days of consultant's first knowledge of the decision or determination. The consultant shall thereafter, within ten (10) days of consultant's first knowledge of the County of Glenn's decision or determination in dispute, provide the County of Glenn with a complete and comprehensive "Statement of Dispute" that discusses all the reasons why the consultant disputes the County of Glenn's determination or decision, and submit all documentary evidence relied on by the consultant. The Statement of Dispute must meet the following conditions and requirements:

- Provide a complete statement of the factual and legal basis for the protest;
- Refer to the specific portions of the RFQ which form the basis for the protest, and all documentary evidence relied upon;

- Include the name, address, and telephone number of the person representing the protesting party;
- The party filing the Statement of Dispute must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest, which may be adversely affected by the outcome of the protest. Such parties shall include all other consultants, who shall have seven (7) calendar days to respond to the Statement of Dispute; and
- The Statement of Dispute must be submitted to the Glenn County General Services Department, Attn: Di Aulabaugh, 525 W. Sycamore St., Ste. B1, Willows, CA 95988. The County of Glenn will review the Statement of Dispute, may elect to hold an administrative hearing thereon, and may request consultant to produce further evidence as the County of Glenn deems material to a decision on the issue, after which time, the County of Glenn will issue a determination which shall be final. The procedure and time limits set forth in this paragraph are mandatory and are the consultant's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings. Failure to strictly follow this procedure shall waive any further rights to dispute the County of Glenn's decisions and determinations made during the RFQ process.

X. SCHEDULE OF WORK

The anticipated selection process schedule is shown below.

No.	Item of Work	Date
1	RFQ Release	October 1, 2018
2	Deadline for submission of written questions	October 12, 2018
3	Submittals due	October 19, 2018
4	Evaluation of Submittals	Week of Oct. 22, 2018
5	Notice of Contract award	November 6, 2018
6	Task Order #1 Issued	November 6, 2018

ATTACHMENT A

FEDERAL A & E SAMPLE CONTRACT**COUNTY OF GLENN
AGREEMENT BETWEEN THE COUNTY OF GLENN AND
CONSULTANT**

1. INTRODUCTION

- A. This Contract is between the following named, hereinafter referred to as, CONSULTANT and the following named, hereinafter referred to as, LOCAL AGENCY:

The name of the "CONSULTANT" is as follows:

COMPANY NAME
COMPANY ADDRESS

Incorporated in the State of **California**

The Project Manager for the "CONSULTANT" will be: **CONTACT NAME**

The name of the "LOCAL AGENCY" is as follows: **County of Glenn**

The Contract Administrator for LOCAL AGENCY will be Cole Grube.

- B. The work to be performed under this Contract is described in Section 2 entitled Statement of Work and the approved CONSULTANT's Cost Proposal dated **DATE**. The approved CONSULTANT's Cost Proposal is attached hereto (**Exhibit A**) and incorporated by reference. If there is any conflict between the approved Cost Proposal and this Contract, this Contract shall take precedence.
- C. CONSULTANT agrees to indemnify and hold harmless LOCAL AGENCY, its officers, agents, and employees from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of CONSULTANT. CONSULTANT will reimburse LOCAL AGENCY for any expenditure, including reasonable attorney fees, incurred by LOCAL AGENCY in defending against claims ultimately determined to be due to negligent acts, errors, or omissions of CONSULTANT.
- D. CONSULTANT and the agents and employees of CONSULTANT, in the performance of this Contract, shall act in an independent capacity and not as officers or employees or agents of LOCAL AGENCY.
- E. Without the written consent of LOCAL AGENCY, this Contract is not assignable by CONSULTANT either in whole or in part.

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- F. No alteration or variation of the terms of this Contract shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
 - G. The consideration to be paid to CONSULTANT as provided herein, shall be in compensation for all of CONSULTANT's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

2. STATEMENT OF WORK

- A. See the "Scope of Services" in the associated Request for Proposals (RFP), dated **DATE**, attached hereto (Exhibit B), and CONSULTANT response to said RFP, dated **DATE**, attached hereto (Exhibit C); both incorporated by reference.

3. CONSULTANT'S REPORTS OR MEETINGS

- A. CONSULTANT shall submit progress reports at least once a month, if requested. The report should be sufficiently detailed for the Contract Administrator to determine, if CONSULTANT is performing expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. CONSULTANT's Project Manager shall meet with LOCAL AGENCY's Contract Administrator, as needed, to discuss progress on the Contract.

4. PERFORMANCE PERIOD

- A. This agreement shall commence on the date of signing and shall terminate **DATE**. Thereafter, this agreement will continue in full force and effort for the successive periods of one (1) year commencing on each July 1st, unless either party gives the other party written notice of non-renewal on or before July 1st of any year. This agreement may be extended no more than two times after **DATE**.
- A. CONSULTANT is advised that any recommendation for contract award is not binding on LOCAL AGENCY until the Contract is fully executed and approved by LOCAL AGENCY.

5. ALLOWABLE COSTS AND PAYMENTS

- A. CONSULTANT shall submit to LOCAL AGENCY within 15 days after completion of the services described in Section 2, a statement of services rendered. The fee shall be paid to CONSULTANT within 30 days of LOCAL AGENCY's receipt of CONSULTANT's statement/invoice for all authorized and satisfactory work performed.

- B. Reimbursement for transportation and subsistence costs shall not exceed the rates specified in the approved Cost Proposal.
- C. When milestone cost estimates are included in the approved Cost Proposal, CONSULTANT shall obtain prior written approval for a revised milestone cost estimate from the Contract Administrator before exceeding such cost estimate.
- D. No payment will be made prior to approval of any work, nor for any work performed prior to approval of this Contract.
- E. CONSULTANT will be reimbursed, as promptly as fiscal procedures will permit upon receipt by LOCAL AGENCY's Contract Administrator of itemized invoices. Invoices shall be submitted no later than 45 calendar days after the performance of work for which CONSULTANT is billing. Invoices shall detail the work performed on each milestone and each project as applicable. Invoices shall follow the format stipulated for the approved Cost Proposal and shall reference this Contract number and project title. Final invoice must contain the final cost and all credits due LOCAL AGENCY including any equipment purchased under the provisions of Section 14 Equipment Purchase of this Contract. The final invoice should be submitted within 60 calendar days after completion of CONSULTANT's work. Invoices shall be mailed to LOCAL AGENCY's Contract Administrator at the following address:

Attn: Di Aulabaugh
525 W Sycamore Street, Suite B1
Willows, CA 95988
- F. The total amount payable by LOCAL AGENCY including the fixed fee shall not exceed \$150,000.
- G. Salary increases will be reimbursable if the new salary is within the salary range identified in the approved Cost Proposal and is approved by LOCAL AGENCY's Contract Administrator.

6. **TERMINATION**

- A. LOCAL AGENCY reserves the right to terminate this Contract upon thirty (30) calendar days written notice to CONSULTANT with the reasons for termination stated in the notice.
- B. LOCAL AGENCY may terminate this Contract with CONSULTANT should CONSULTANT fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, LOCAL AGENCY may proceed with the work in any manner deemed proper by LOCAL AGENCY. If LOCAL

AGENCY terminates this Contract with CONSULTANT, LOCAL AGENCY shall pay CONSULTANT the sum due to CONSULTANT under this Contract prior to termination, unless the cost of completion to LOCAL AGENCY exceeds the funds remaining in the Contract. In which case the overage shall be deducted from any sum due CONSULTANT under this Contract and the balance, if any, shall be paid to CONSULTANT upon demand. County may terminate this Contract immediately upon oral notice should funding cease or be materially decreased. Should this Contract be terminated, CONSULTANT shall provide LOCAL AGENCY with all finished and unfinished reports, data, studies, photographs, charts, electronic data, and other documents prepared by the CONSULTANT pursuant to this Contract.

7. ENTIRE AGREEMENT; MODIFICATION

- A. This Agreement supersedes all previous agreements and constitutes the entire understanding of the parties hereto. CONSULTANT shall be entitled to no other benefits other than those specified herein. No changes, amendments, or alterations shall be effective unless in writing and signed by both parties. CONSULTANT specifically acknowledges that in entering into and executing this Agreement, CONSULTANT relies solely upon the provisions contained in this Agreement and no others.

8. NONASSIGNMENT OF AGREEMENT

- A. Inasmuch as this Agreement is intended to secure the specialized services of CONSULTANT, CONSULTANT may not assign, transfer, delegate or sublet any interest herein without the prior written consent of County.

9. FUNDING REQUIREMENTS

- A. It is mutually understood between the parties that this Contract may have been written before ascertaining the availability of funds or appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays that would occur if the Contract were executed after that determination was made.
- B. This Contract is valid and enforceable only if sufficient funds are made available to LOCAL AGENCY for the purpose of this Contract. In addition, this Contract is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress, State Legislature, or LOCAL AGENCY governing board that may affect the provisions, terms, or funding of this Contract in any manner.
- C. It is mutually agreed that if sufficient funds are not appropriated, this Contract may be amended to reflect any reduction in funds.

- D. LOCAL AGENCY has the option to void the Contract under the 30-day termination clause pursuant to Section 6, or by mutual agreement to amend the Contract to reflect any reduction of funds.

10. COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS

- A. CONSULTANT agrees that the Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., shall be used to determine the cost allowability of individual items.
- B. CONSULTANT also agrees to comply with federal procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- C. Any costs for which payment has been made to CONSULTANT that are determined by subsequent audit to be unallowable under 2 CFR, Part 200 and 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31.000 et seq., are subject to repayment by CONSULTANT to LOCAL AGENCY.

11. RETENTION OF RECORDS/AUDIT

- A. For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the Contract pursuant to Government Code 8546.7; CONSULTANT, subconsultants, and LOCAL AGENCY shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Contract, including but not limited to, the costs of administering the Contract. All parties shall make such materials available at their respective offices at all reasonable times during the Contract period and for three years from the date of final payment under the Contract. The state, State Auditor, LOCAL AGENCY, FHWA, or any duly authorized representative of the Federal Government shall have access to any books, records, and documents of CONSULTANT and its certified public accountants (CPA) work papers that are pertinent to the Contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

12. AUDIT REVIEW PROCEDURES

- A. Any dispute concerning a question of fact arising under an interim or post audit of this Contract that is not disposed of by agreement, shall be reviewed by LOCAL AGENCY'S Chief Financial Officer.

- B. Not later than 30 days after issuance of the final audit report, CONSULTANT may request a review by LOCAL AGENCY'S Chief Financial Officer of unresolved audit issues. The request for review will be submitted in writing.
- C. Neither the pendency of a dispute nor its consideration by LOCAL AGENCY will excuse CONSULTANT from full and timely performance, in accordance with the terms of this Contract.

13. SUBCONTRACTING

- A. Nothing contained in this Contract or otherwise, shall create any contractual relation between LOCAL AGENCY and any subconsultant(s), and no subcontract shall relieve CONSULTANT of its responsibilities and obligations hereunder. CONSULTANT agrees to be as fully responsible to LOCAL AGENCY for the acts and omissions of its subconsultant(s) and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by CONSULTANT. CONSULTANT's obligation to pay its subconsultant(s) is an independent obligation from LOCAL AGENCY'S obligation to make payments to the CONSULTANT.
- B. CONSULTANT shall perform the work contemplated with resources available within its own organization and no portion of the work pertinent to this Contract shall be subcontracted without written authorization by LOCAL AGENCY's Contract Administrator, except that, which is expressly identified in the approved Cost Proposal.
- C. CONSULTANT shall pay its subconsultants within ten (10) calendar days from receipt of each payment made to CONSULTANT by LOCAL AGENCY.
- D. All subcontracts entered into as a result of this Contract shall contain all the provisions stipulated in this Contract to be applicable to subconsultants.
- E. Any substitution of subconsultant(s) must be approved in writing by LOCAL AGENCY's Contract Administrator prior to the start of work by the subconsultant(s).

14. EQUIPMENT PURCHASE

- A. Prior authorization in writing, by LOCAL AGENCY's Contract Administrator shall be required before CONSULTANT enters into any unbudgeted purchase order, or subcontract exceeding \$5,000 for supplies, equipment, or consultant services. CONSULTANT shall provide an evaluation of the necessity or desirability of incurring such costs.

- B. For purchase of any item, service or consulting work not covered in CONSULTANT's Cost Proposal and exceeding \$5,000 prior authorization by LOCAL AGENCY's Contract Administrator; three competitive quotations must be submitted with the request, or the absence of bidding must be adequately justified.
- C. Any equipment purchased as a result of this Contract is subject to the following: "CONSULTANT shall maintain an inventory of all nonexpendable property. Nonexpendable property is defined as having a useful life of at least two years and an acquisition cost of \$5,000 or more. If the purchased equipment needs replacement and is sold or traded in, LOCAL AGENCY shall receive a proper refund or credit at the conclusion of the Contract, or if the Contract is terminated, CONSULTANT may either keep the equipment and credit LOCAL AGENCY in an amount equal to its fair market value, or sell such equipment at the best price obtainable at a public or private sale, in accordance with established LOCAL AGENCY procedures; and credit LOCAL AGENCY in an amount equal to the sales price. If CONSULTANT elects to keep the equipment, fair market value shall be determined at CONSULTANT's expense, on the basis of a competent independent appraisal of such equipment. Appraisals shall be obtained from an appraiser mutually agreeable to by LOCAL AGENCY and CONSULTANT, if it is determined to sell the equipment, the terms and conditions of such sale must be approved in advance by LOCAL AGENCY." 49 CFR, Part 18 requires a credit to Federal funds when participating equipment with a fair market value greater than \$5,000 is credited to the project.

15. INSPECTION OF WORK

- A. CONSULTANT and any subconsultant shall permit LOCAL AGENCY, the state, and the FHWA if federal participating funds are used in this Contract; to review and inspect the project activities and files at all reasonable times during the performance period of this Contract including review and inspection on a daily basis.

16. SAFETY

- A. CONSULTANT shall comply with OSHA regulations applicable to CONSULTANT regarding necessary safety equipment or procedures. CONSULTANT shall comply with safety instructions issued by LOCAL AGENCY Safety Officer and other LOCAL AGENCY representatives. CONSULTANT personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Any subcontract entered into as a result of this Contract, shall contain all of the provisions of this Section.

17. STATE PREVAILING WAGE RATES

- A. CONSULTANT shall comply with the State of California's General Prevailing Wage Rate requirements in accordance with California Labor Code, Section 1770, and all Federal, State, and local laws and ordinances applicable to the work.
- B. Any subcontract entered into as a result of this Contract, if for more than \$25,000 for public works construction or more than \$15,000 for the alteration, demolition, repair, or maintenance of public works, shall contain all of the provisions of this Section, unless the awarding agency has an approved labor compliance program by the Director of Industrial Relations.
- C. When prevailing wages apply to the services described in the scope of work, transportation and subsistence costs shall be reimbursed at the minimum rates set by the Department of Industrial Relations (DIR) as outlined in the applicable Prevailing Wage Determination. See <http://www.dir.ca.gov>.

18. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT.

- A. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

19. CONFLICT OF INTEREST.

- A. CONSULTANT shall disclose any financial, business, or other relationship with LOCAL AGENCY that may have an impact upon the outcome of this Contract, or any ensuing LOCAL AGENCY construction project. CONSULTANT shall also list current clients who may have a financial interest in the outcome of this Contract, or any ensuing LOCAL AGENCY construction project, which will follow.
- B. CONSULTANT hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this Contract.
- C. CONSULTANT hereby certifies that neither CONSULTANT, nor any firm affiliated with CONSULTANT will bid on any construction contract, or any contract to provide construction inspection for any construction project resulting from this Contract. An

affiliated firm is one, which is subject to the control of the same person through joint-partnership, or otherwise.

- D. Except for subconsultants whose services are limited to providing surveying or materials testing information, no subconsultant who has provided design services in connection with this Contract shall be eligible to bid on any construction contract, or on any contract to provide construction project resulting from this Contract.

20. REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

- A. CONSULTANT warrants that this Contract was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any LOCAL AGENCY employee. For breach or violation of this warranty, LOCAL AGENCY shall have the right in its discretion; to terminate the Contract without liability; to pay only for the value of the work actually performed; or to deduct from the Contract price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

21. PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING

- A. CONSULTANT certifies to the best of his or her knowledge and belief that:
1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of CONSULTANT to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.
 2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; CONSULTANT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352,

Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

- C. CONSULTANT also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

22. STATEMENT OF COMPLIANCE.

- A. CONSULTANT's signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that CONSULTANT has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Contract, CONSULTANT and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. CONSULTANT and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. CONSULTANT and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Contract by reference and made a part hereof as if set forth in full. CONSULTANT and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- C. The Consultant shall comply with regulations relative to Title VI (nondiscrimination in federally-assisted programs of the Department of Transportation – Title 49 Code of Federal Regulations, Part 21 - Effectuation of Title VI of the 1964 Civil Rights Act). Title VI provides that the recipients of federal assistance will implement and maintain a policy of nondiscrimination in which no person in the state of California shall, on the basis of race, color, national origin, religion, sex, age, disability, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity by the recipients of federal assistance or their assignees and successors in interest.

- D. The Consultant, with regard to the work performed by it during the Agreement shall act in accordance with Title VI. Specifically, the Consultant shall not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in the selection and retention of Subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the U.S. DOT's Regulations, including employment practices when the Agreement covers a program whose goal is employment.

23. DEBARMENT AND SUSPENSION CERTIFICATION.

- A. CONSULTANT's signature affixed herein, shall constitute a certification under penalty of perjury under the laws of the State of California, that CONSULTANT has complied with Title 2 CFR, Part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (nonprocurement)", which certifies that he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager, is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years. Any exceptions to this certification must be disclosed to LOCAL AGENCY.
- B. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining CONSULTANT responsibility. Disclosures must indicate to whom exceptions apply, initiating agency, and dates of action.
- C. Exceptions to the Federal Government Excluded Parties List System maintained by the General Services Administration are to be determined by the Federal highway Administration.

24. DISPUTES

- A. Any dispute, other than audit, concerning a question of fact arising under this Contract that is not disposed of by agreement shall be decided by a committee consisting of LOCAL AGENCY's Contract Administrator and the Deputy Director, who may consider written or verbal information submitted by CONSULTANT.
- B. Not later than 30 days after completion of all deliverables necessary to complete the plans, specifications and estimate, CONSULTANT may request review by LOCAL

AGENCY Governing Board of unresolved claims or disputes, other than audit. The request for review will be submitted in writing.

- C. Neither the pendency of a dispute, nor its consideration by the committee will excuse CONSULTANT from full and timely performance in accordance with the terms of this Contract.

25. CLAIMS FILED BY LOCAL AGENCY'S CONSTRUCTION CONTRACTOR

- A. If claims are filed by LOCAL AGENCY's construction contractor relating to work performed by CONSULTANT's personnel, and additional information or assistance from CONSULTANT's personnel is required in order to evaluate or defend against such claims; CONSULTANT agrees to make its personnel available for consultation with LOCAL AGENCY'S construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. CONSULTANT's personnel that LOCAL AGENCY considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from LOCAL AGENCY. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for CONSULTANT's personnel services under this Contract.
- C. Services of CONSULTANT's personnel in connection with LOCAL AGENCY's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this Contract in order to resolve the construction claims.
- D. Any subcontract in excess of \$25,000 entered into as a result of this Contract, shall contain all of the provisions of this Section.

26. CHANGE IN TERMS.

- A. This Contract may be amended or modified only by mutual written agreement of the parties.
- B. CONSULTANT shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by LOCAL AGENCY's Contract Administrator.

- C. There shall be no change in CONSULTANT's Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this Contract without prior written approval by LOCAL AGENCY's Contract Administrator.

27. OWNERSHIP OF DATA

- A. Upon completion of all work under this Contract, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this Contract will automatically be vested in LOCAL AGENCY; and no further agreement will be necessary to transfer ownership to LOCAL AGENCY. CONSULTANT shall furnish LOCAL AGENCY all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of the project for which this Contract has been entered into.
- C. CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by LOCAL AGENCY of the machine-readable information and data provided by CONSULTANT under this Contract; further, CONSULTANT is not liable for claims, liabilities, or losses arising out of, or connected with any use by LOCAL AGENCY of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as may be authorized in writing by CONSULTANT.
- D. Applicable patent rights provisions regarding rights to inventions shall be included in the Contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- E. LOCAL AGENCY may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.
- F. Any subcontract in excess of \$25,000 entered into as a result of this Contract, shall contain all of the provisions of this Section.

28. INSURANCE

- A. Prior to commencement of the work described herein, CONSULTANT shall furnish LOCAL AGENCY a Certificate of Insurance stating that there is general comprehensive liability insurance presently in effect for CONSULTANT with a

combined single limit (CSL) of not less than one million dollars (\$1,000,000) per occurrence.

- B. The Certificate of Insurance will provide:
1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to LOCAL AGENCY.
 2. That LOCAL AGENCY, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this Contract are concerned.
 3. That LOCAL AGENCY will not be responsible for any premiums or assessments on the policy.
- C. CONSULTANT agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this Contract. In the event said insurance coverage expires at any time or times during the term of this Contract, CONSULTANT agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the Contract, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of LOCAL AGENCY. In the event CONSULTANT fails to keep in effect at all times insurance coverage as herein provided, LOCAL AGENCY may, in addition to any other remedies it may have, terminate this Contract upon occurrence of such event.
- D. If CONSULTANT has employees, he/she shall obtain and maintain continuously Workers' Compensation Insurance to cover CONSULTANT and CONSULTANT's employees and partners. CONSULTANT shall provide and maintain in full force and effect while providing services pursuant to this Contract an errors and omissions liability policy, also known as professional liability or malpractice liability insurance not less than \$1,000,000.

29. DISADVANTAGE BUSINESS ENTERPRISE (DBE) PARTICIPATION

- A. This Contract is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs". Consultants who obtain DBE participation on this Contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.
- B. The goal for DBE participation for this Contract is 4.41%. Participation by DBE consultant or subconsultants shall be in accordance with information contained in the Consultant Proposal DBE Commitment (Exhibit 10-01), or in the Consultant Contract DBE Information (Exhibit 10-02) attached hereto and incorporated as part of the Contract. If a DBE subconsultant is unable to perform, CONSULTANT must make a good faith effort to replace him/her with another DBE subconsultant, if the goal is not otherwise met.

- C. DBEs and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of contracts financed in whole or in part with federal funds. CONSULTANT or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. CONSULTANT shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT-assisted agreements. Failure by CONSULTANT to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as LOCAL AGENCY deems appropriate.
- D. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.
- E. A DBE firm may be terminated only with prior written approval from LOCAL AGENCY and only for the reasons specified in 49 CFR 26.53(f). Prior to requesting LOCAL AGENCY consent for the termination, CONSULTANT must meet the procedural requirements specified in 49 CFR 26.53(f).
- F. A DBE performs a Commercially Useful Function (CUF) when it is responsible for execution of the work of the Contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a CUF, the DBE must also be responsible with respect to materials and supplies used on the Contract, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a CUF, evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing, and other relevant factors.
- G. A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.
- H. If a DBE does not perform or exercise responsibility for at least thirty percent (30%) of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of the Contract than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a CUF.
- I. CONSULTANT shall maintain records of materials purchased or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid

each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

- J. Upon completion of the Contract, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprise (DBE), First-Tier Subconsultants" CEM-2402F [Exhibit 17-F, of the LAPM], certified correct by CONSULTANT or CONSULTANT's authorized representative and shall be furnished to the Contract Administrator with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to CONSULTANT when a satisfactory "Final Report-Utilization of Disadvantaged Business Enterprises (DBE), First-Tier Subconsultants" is submitted to the Contract Administrator.
- K. If a DBE subconsultant is decertified during the life of the Contract, the decertified subconsultant shall notify CONSULTANT in writing with the date of decertification. If a subconsultant becomes a certified DBE during the life of the Contract, the subconsultant shall notify CONSULTANT in writing with the date of certification. Any changes should be reported to LOCAL AGENCY's Contract Administrator within 30 days.

30. NON-DISCRIMINATION

- A. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- B. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

- C. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of The provisions of Executive Order 11246 of Sept. 24, 1965, appear at 30 FR 12319, 12935, 3 CFR, 1964 - 1965 Comp., p. 339, unless otherwise noted.

31. ENVIRONMENTAL COMPLIANCE

- A. The contractor will ensure Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

32. INDEPENDENT CONTRACTOR CLAUSE

- A. It is specifically and expressly understood between the parties that this Agreement creates no relationship of employer/employee between the parties and that CONSULTANT is, and shall remain throughout the term of this Agreement, an independent contractor. CONSULTANT agrees that he is not, and will not become, an employee, partner, agent, or principal of County while this Agreement is in effect. CONSULTANT agrees that he is not entitled to the rights or benefits afforded to County's employees, including disability or unemployment insurance, workers' compensation, medical insurance, sick leave, or any other employment benefit. CONSULTANT is responsible to pay or provide from his own expense, all federal and state income taxes, including estimated taxes, social security, and any other payroll tax obligations that he may owe as a result of compensation received for services rendered pursuant to this Agreement. CONSULTANT is further responsible for providing, at his own expense, disability, unemployment, and other insurance, workers' compensation, training, permits, and licenses for himself and for his employees and Subconsultants. CONSULTANT agrees to indemnify County for any claims, costs, losses, fees, penalties, interest, attorney's fees, or damages suffered by the County resulting from CONSULTANT's failure to comply with these provisions.

33. INDEMNIFICATION

- A. To the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782.8), Consultant shall indemnify and hold harmless the County, its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, losses, damages, injuries (including, without limitation, injury to or death of an employee of Consultant or its Subconsultants), expenses, liabilities of every kind, nature and description (including, without limitation, incidental special and consequential damages, court costs, attorneys' fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) to the extent they arise from, or are brought for, or on account of any loss of cost arising out of, pertaining to, relating to or resulting from Consultant's negligence, recklessness, or willful misconduct in connection with the performance of any work performed under this Contract by the Consultants as a design professional; provided that this duty shall not apply to injuries or damages for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence, recklessness or willful misconduct.

34. RETENTION OF FUNDS

- A. Any subcontract entered into as a result of this Contract shall contain all of the provisions of this section.
- B. The Agency shall hold retainage from the prime consultant and shall make prompt and regular incremental acceptances of portions, as determined by the Agency, of the Contract work, and pay retainage to the prime consultant based on these acceptances. The prime consultant, or subconsultant, shall return all monies withheld in retention from a subconsultant within thirty (30) days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the Contract work by the agency. Federal law (49 CFR 26.29) requires that any delay or postponement of payment over thirty (30) days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime consultant or subconsultant to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies, otherwise available to the prime consultant or subconsultant in the event of a dispute involving late payment or nonpayment by the prime consultant, deficient

subconsultant performance, or noncompliance by a subconsultant. This provision applies to both DBE and non-DBE prime consultant and subconsultants.

35. CONTINGENT FEE

- A. CONSULTANT warrants, by execution of this Contract that no person or selling agency has been employed, or retained, to solicit or secure this Contract upon an agreement or understanding, for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees, or bona fide established commercial or selling agencies maintained by CONSULTANT for the purpose of securing business. For breach or violation of this warranty, LOCAL AGENCY has the right to annul this Contract without liability; pay only for the value of the work actually performed, or in its discretion to deduct from the Contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

36. NOTIFICATION

- A. All notices hereunder and communications regarding interpretation of the terms of this Contract and changes thereto, shall be effected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CONSULTANT:

COMPANY NAME
NAME, Project Manager
ADDRESS
ADDRESS

LOCAL AGENCY:

COUNTY OF GLENN
GENERAL SERVICES
525 W. SYCAMORE ST., STE. B1
WILLOWS, CA 95988
ATTN: DI AULABAUGH, DIRECTOR

37. CONTRACT

- A. The two parties to this Contract, who are the before named CONSULTANT and the before named LOCAL AGENCY, hereby agree that this Contract constitutes the entire agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in

accordance with the terms and conditions of this Contract as evidenced by the signatures below.

38. SIGNATURES.

DATED: _____

DATED: _____

CONSULTANT

COUNTY OF GLENN

NAME

COMPANY NAME

John K. Viegas, Chairman

Glenn County Board of Supervisors

Tax Identification Number

APPROVED AS TO FORM:

Alicia Ekland, County Counsel
Glenn County, California

ATTACHMENT B

RFP EVALUATION SHEET

PROJECT: _____

CONSULTANT: _____

CRITERIA	MAX POINTS	SCORE
Understanding of the work to be done	10	
Experience with similar kinds of work	25	
Quality of staff for work to be done	20	
Feedback from references	25	
Familiarity with state, federal, and local procedures	20	
TOTAL	100	

EVALUATOR: _____

SIGNATURE: _____

DATE: _____

ATTACHMENT C

GLENN COUNTY
525 W. SYCAMORE ST., STE B1, WILLOWS, CA 95988
Vendor Application

BUSINESS CONTACT INFORMATION

Company name:				DUNS #:	
Phone:		Fax:		E-mail:	
Mailing Address:					
City:		State:		ZIP Code:	
Primary Type of Business:					
Length of time in present business:					
Do you provide: (Choose one and check appropriate commodities - see over)					
<input type="checkbox"/> Equipment	<input type="checkbox"/> Services	<input type="checkbox"/> Supplies	<input type="checkbox"/> Service and Supplies		

SERVICES

Briefly describe the services you provide:

SUPPLIES

Briefly describe the supplies you provide:

**PLEASE RETURN APPLICATION TO THE ABOVE ADDRESS
AND PROVIDE A IRS W9 FORM WITH YOUR APPLICATION**
<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

COMMODITIES/SERVICES (please check all that apply)

<input type="checkbox"/>	000100	Aerial Photography	<input type="checkbox"/>	000410	Dictation Equip	<input type="checkbox"/>	001350	Portable Buildings
<input type="checkbox"/>	000110	Ag & Forestry Equip/Su	<input type="checkbox"/>	000415	Disaster Equip/Services	<input type="checkbox"/>	001365	Printing
<input type="checkbox"/>	000115	Air Pollution Equipment	<input type="checkbox"/>	000430	Drafting Equip/Supp	<input type="checkbox"/>	001370	Printing Equipment
<input type="checkbox"/>	000145	Apparel	<input type="checkbox"/>	000500	Electrical Supplies	<input type="checkbox"/>	001379	Publications
<input type="checkbox"/>	000150	Appliances	<input type="checkbox"/>	000510	Engineering, Geo	<input type="checkbox"/>	001390	Pumps
<input type="checkbox"/>	000152	Architects	<input type="checkbox"/>	000511	Engineering, Mech	<input type="checkbox"/>	001400	Radios
<input type="checkbox"/>	000155	Arts & Crafts	<input type="checkbox"/>	000512	Engineering, Strct	<input type="checkbox"/>	001430	Recreation/Park Equip
<input type="checkbox"/>	000160	Asphalt Emulsion	<input type="checkbox"/>	000515	Environmental Services	<input type="checkbox"/>	001440	Recycling Vend/Consult
<input type="checkbox"/>	000165	Auction Services	<input type="checkbox"/>	000520	Emblems/Labels	<input type="checkbox"/>	001450	Refrigeration Equip
<input type="checkbox"/>	000170	Audio Visual	<input type="checkbox"/>	000530	Envelopes	<input type="checkbox"/>	001460	Road & Hwy Maint
<input type="checkbox"/>	000175	Auto & Truck Dealers	<input type="checkbox"/>	000600	Filing Systems	<input type="checkbox"/>	001470	Roofing/Roof Materials
<input type="checkbox"/>	000180	Auto Parts	<input type="checkbox"/>	000620	Filters	<input type="checkbox"/>	001500	Safety Equip/Supplies
<input type="checkbox"/>	000181	Auto Repair	<input type="checkbox"/>	000640	Fire Extinguishers	<input type="checkbox"/>	001505	Sand Bags
<input type="checkbox"/>	000185	Aviation/Airplanes	<input type="checkbox"/>	000650	Flags/Banners	<input type="checkbox"/>	001510	Security Systems
<input type="checkbox"/>	000190	Award Pins/Badges	<input type="checkbox"/>	000670	Forms	<input type="checkbox"/>	001515	Signs
<input type="checkbox"/>	000200	Bags/Liners	<input type="checkbox"/>	000700	Glass	<input type="checkbox"/>	001530	Signs, Name plates
<input type="checkbox"/>	000210	Batteries	<input type="checkbox"/>	000800	Hardware & Tools	<input type="checkbox"/>	001540	Steel
<input type="checkbox"/>	000215	Binders	<input type="checkbox"/>	000810	Haz Waste Disp	<input type="checkbox"/>	001550	Steel Posts
<input type="checkbox"/>	000225	Builders Exchanges	<input type="checkbox"/>	000815	Health Equip/Supp	<input type="checkbox"/>	001560	Storage Systems
<input type="checkbox"/>	000300	Calendars	<input type="checkbox"/>	000820	Heavy Equip/Supp	<input type="checkbox"/>	001570	Storage Tanks
<input type="checkbox"/>	000302	Carpeting	<input type="checkbox"/>	000900	Janitorial Services	<input type="checkbox"/>	001580	Surveying Equipment
<input type="checkbox"/>	000303	Castings/Plaques	<input type="checkbox"/>	000910	Janitorial Supplies	<input type="checkbox"/>	001600	Telephones
<input type="checkbox"/>	000304	Chainsaws	<input type="checkbox"/>	001000	Kitchen Equipment	<input type="checkbox"/>	001610	Time Clocks
<input type="checkbox"/>	000305	Chemicals – PH	<input type="checkbox"/>	001004	Laboratory Services	<input type="checkbox"/>	001615	Tires
<input type="checkbox"/>	000306	Chemicals – Ag	<input type="checkbox"/>	001005	Laboratory Supply	<input type="checkbox"/>	001630	Traffic Signals
<input type="checkbox"/>	000309	Communications	<input type="checkbox"/>	001010	Lamps & Lighting	<input type="checkbox"/>	001640	Trailers
<input type="checkbox"/>	000310	Communications/Data	<input type="checkbox"/>	001015	Landscaping Services	<input type="checkbox"/>	001660	Tree Service
<input type="checkbox"/>	000315	Compressed Gases	<input type="checkbox"/>	001016	Landscaping Supp	<input type="checkbox"/>	001670	Truck Parts & Equip
<input type="checkbox"/>	000320	Compressors	<input type="checkbox"/>	001060	Locks & Safes	<input type="checkbox"/>	001680	Trucking Services
<input type="checkbox"/>	000325	Computer Furn/Access	<input type="checkbox"/>	001080	Lumber Products	<input type="checkbox"/>	001690	Typewriters
<input type="checkbox"/>	000330	Computer Repair	<input type="checkbox"/>	001090	Mailroom Equip/Supp	<input type="checkbox"/>	001700	Uniforms
<input type="checkbox"/>	000335	Computer Repair	<input type="checkbox"/>	001100	Maint Equip/Supp	<input type="checkbox"/>	001800	Vacuum Cleaners
<input type="checkbox"/>	000345	Computers/Supplies	<input type="checkbox"/>	001110	Map Reproduction	<input type="checkbox"/>	other:	Please Describe
<input type="checkbox"/>	000350	Concrete Equipment	<input type="checkbox"/>	001150	Micrographics Service	<input type="checkbox"/>		_____
<input type="checkbox"/>	000355	Const Equip/Supplies	<input type="checkbox"/>	001180	Miscellaneous	<input type="checkbox"/>		_____
<input type="checkbox"/>	000365	Construction Materials	<input type="checkbox"/>	001200	Office Furniture	<input type="checkbox"/>		_____
<input type="checkbox"/>	000370	Contractors, Misc	<input type="checkbox"/>	001210	Office Machines	<input type="checkbox"/>		_____
<input type="checkbox"/>	000371	Contractors, Bridge	<input type="checkbox"/>	001220	Office Supplies	<input type="checkbox"/>		_____
<input type="checkbox"/>	000372	Contractors, Electric	<input type="checkbox"/>	001230	Organic Products	<input type="checkbox"/>		_____
<input type="checkbox"/>	000373	Contractors, HVAC	<input type="checkbox"/>	001300	Painting Services	<input type="checkbox"/>		_____
<input type="checkbox"/>	000374	Contractors, Paving	<input type="checkbox"/>	001301	Painting Supplies	<input type="checkbox"/>		_____
<input type="checkbox"/>	000375	Consultants, Misc	<input type="checkbox"/>	001310	Paper	<input type="checkbox"/>		_____
<input type="checkbox"/>	000376	Contractors, Plumbing	<input type="checkbox"/>	001330	Petroleum Products	<input type="checkbox"/>		_____
<input type="checkbox"/>	000377	Contractors, Roofing	<input type="checkbox"/>	001331	Petroleum Maintenance	<input type="checkbox"/>		_____
<input type="checkbox"/>	000380	Copiers	<input type="checkbox"/>	001333	Photo Services/Supp	<input type="checkbox"/>		_____
<input type="checkbox"/>	000383	Correctional Supplies	<input type="checkbox"/>	001335	Plastics	<input type="checkbox"/>		_____
<input type="checkbox"/>	000385	Corrugated Pipe	<input type="checkbox"/>	001340	Plumbing Supplies	<input type="checkbox"/>		_____

ATTACHMENT D

**COUNTY OF GLENN
GENERAL SERVICES DEPARTMENT
WILLOWS, CA**

Contract#

Task
Order#

TASK ORDER REQUEST

A. REQUEST TO:

PROJECT TITLE:

1. Description of Requested Service:

2. Requested Schedule:

3. Approximate Budget:

4. Requestor:

5. Telephone:

Department Review:

B. RESPONSE FROM:

Job No.

Billing Group No.

Computer No.

1. Description of Service to be Provided:

2. Schedule to Deliver

3. Budget (Fixed/Estimate)

4. Responder:

5. Responder Approval:

Date

C. COUNTY APPROVAL

TOTAL COST:

1. Comments:

Account #:

Account #:

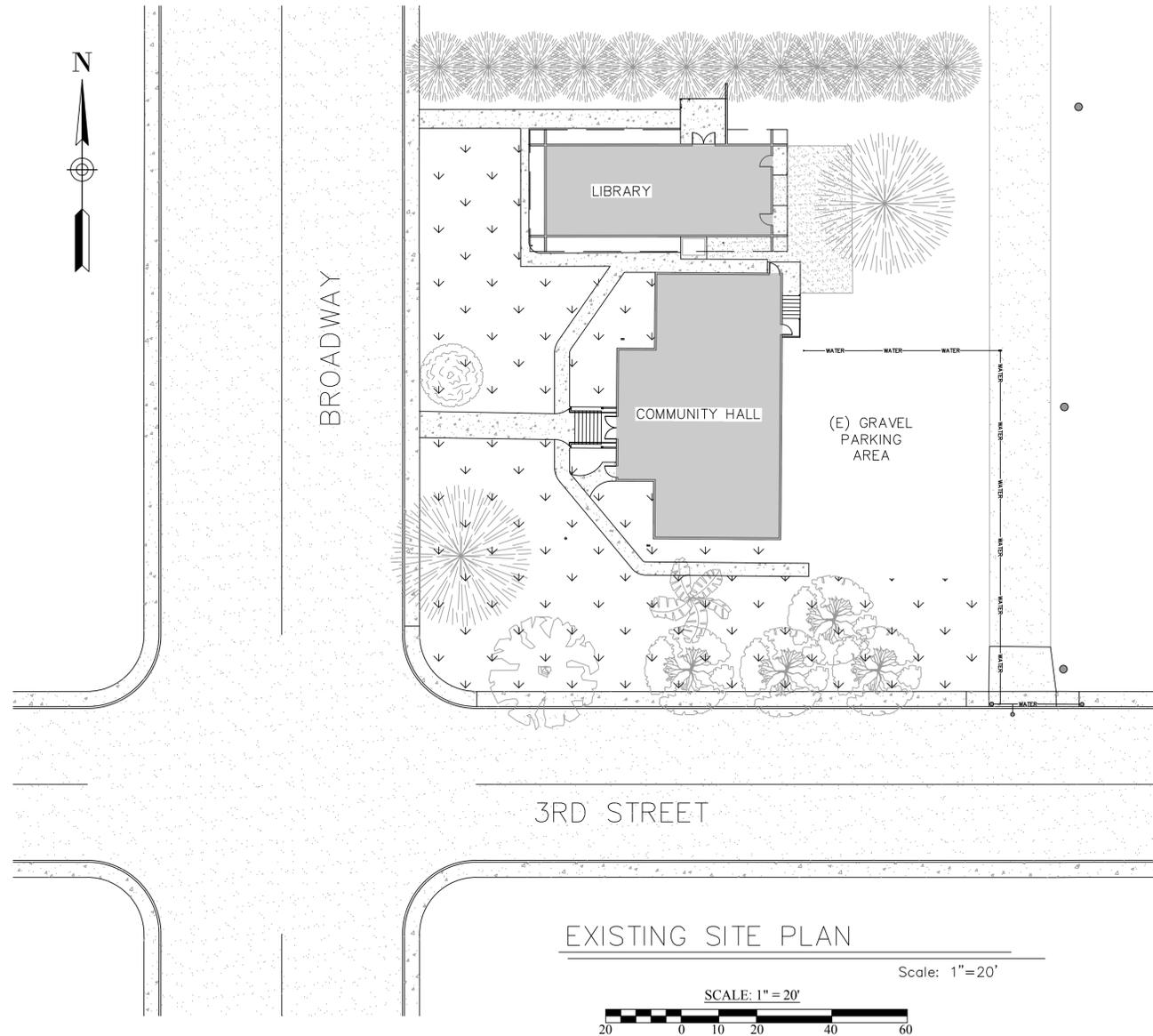
Account #:

2. Department Approval:

Date

Finance Certification:

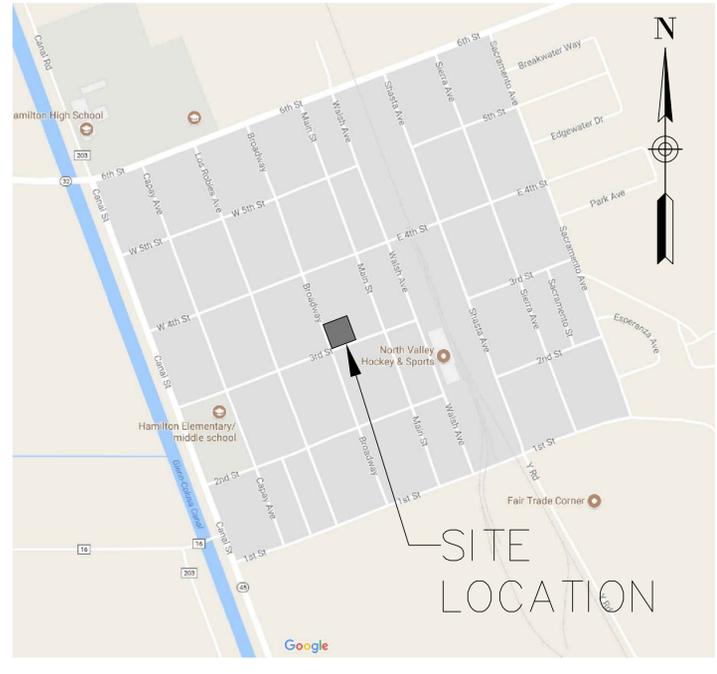
ATTACHMENT E



EXISTING SITE PLAN
 Scale: 1"=20'
 SCALE: 1" = 20'
 20 0 10 20 40 60

LIST OF ABBREVIATIONS

- AC. ASPHALT CONCRETE
- CONC. CONCRETE
- DEMO. DEMOLISH
- (E) EXISTING
- EA. EACH.
- ELEV. ELEVATION
- FT. FEET
- HW. HOT WATER
- IN. INCHES
- MAX. MAXIMUM
- MI. MILES
- MIN. MINIMUM
- (N) NEW
- O/ OVER
- (P) PROPOSED
- REF. REFRIGERATOR
- SQFT. SQUARE FEET
- W/ WITH
- YDS. YARDS



STATE MAP
 SCALE= N.T.S.

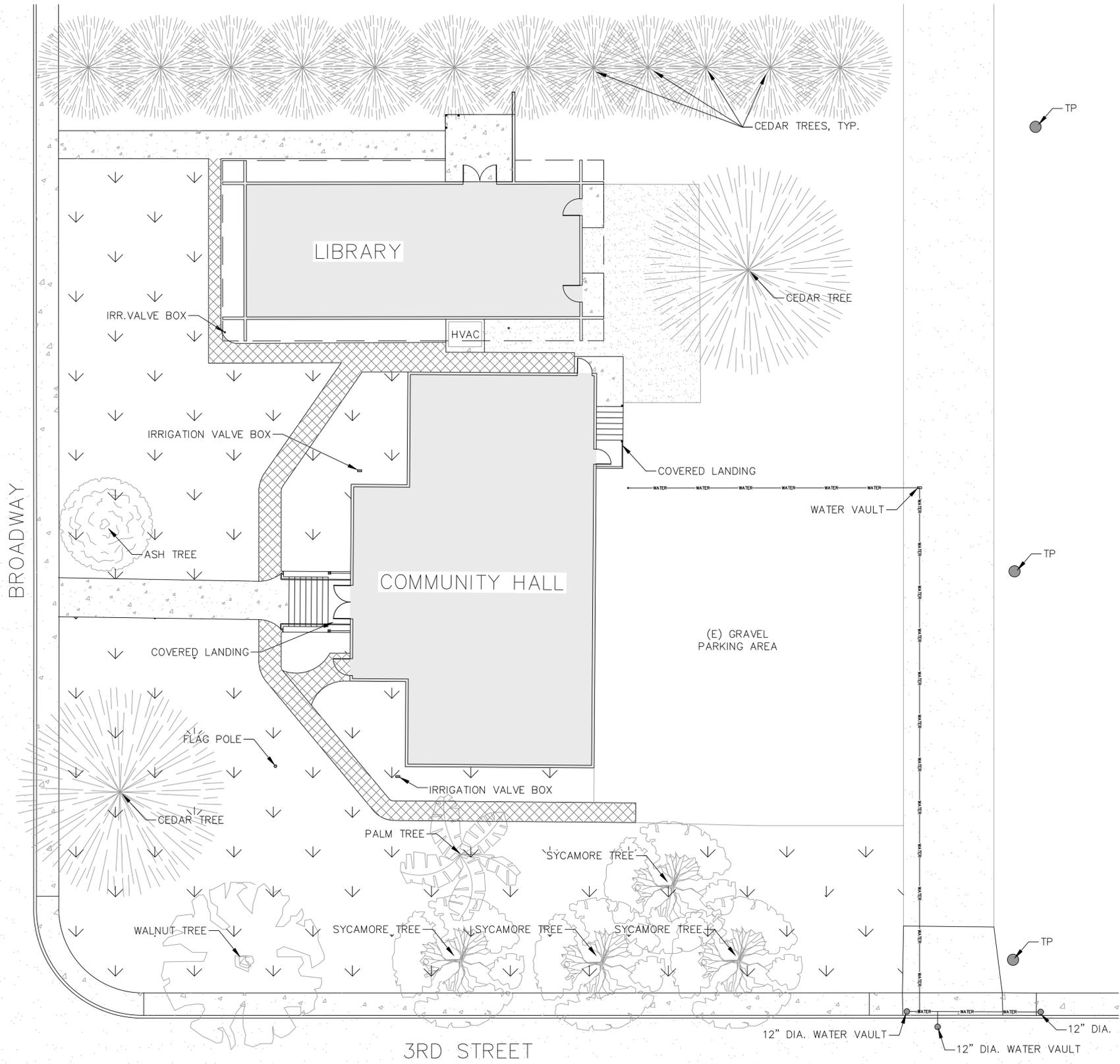


STATE MAP
 SCALE= N.T.S.

SHEET INDEX

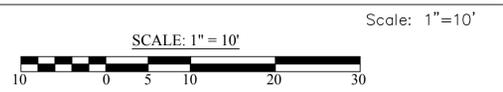
- CS COVER SHEET
- C1 EXISTING SITE PLAN
- C2 PROPOSED SITE PLAN
- C3 PROPOSED RAMP ELEVATIONS
- A1.1 EXISTING COMMUNITY HALL FLOOR/DEMO PLANS
- A2.1 PROPOSED COMMUNITY HALL ADA PLAN
- A3.1 PROPOSED ADA RESTROOM PLAN
- A1.2 EXISTING LIBRARY FLOOR/DEMO PLAN
- A2.2 PROPOSED LIBRARY ADA PLAN AND ADA RESTROOM PLAN
- H1 ACCESSIBILITY DETAILS
- H2 ACCESSIBILITY DETAILS
- H3 ACCESSIBILITY DETAILS

HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES GLENN COUNTY	PROJECT #	8/31/2018
	COVER SHEET	CS
DESIGNED BY	DRAWN BY	APPROVED BY
GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY 777 N. COLUSA ST, WILLOWS, CA		



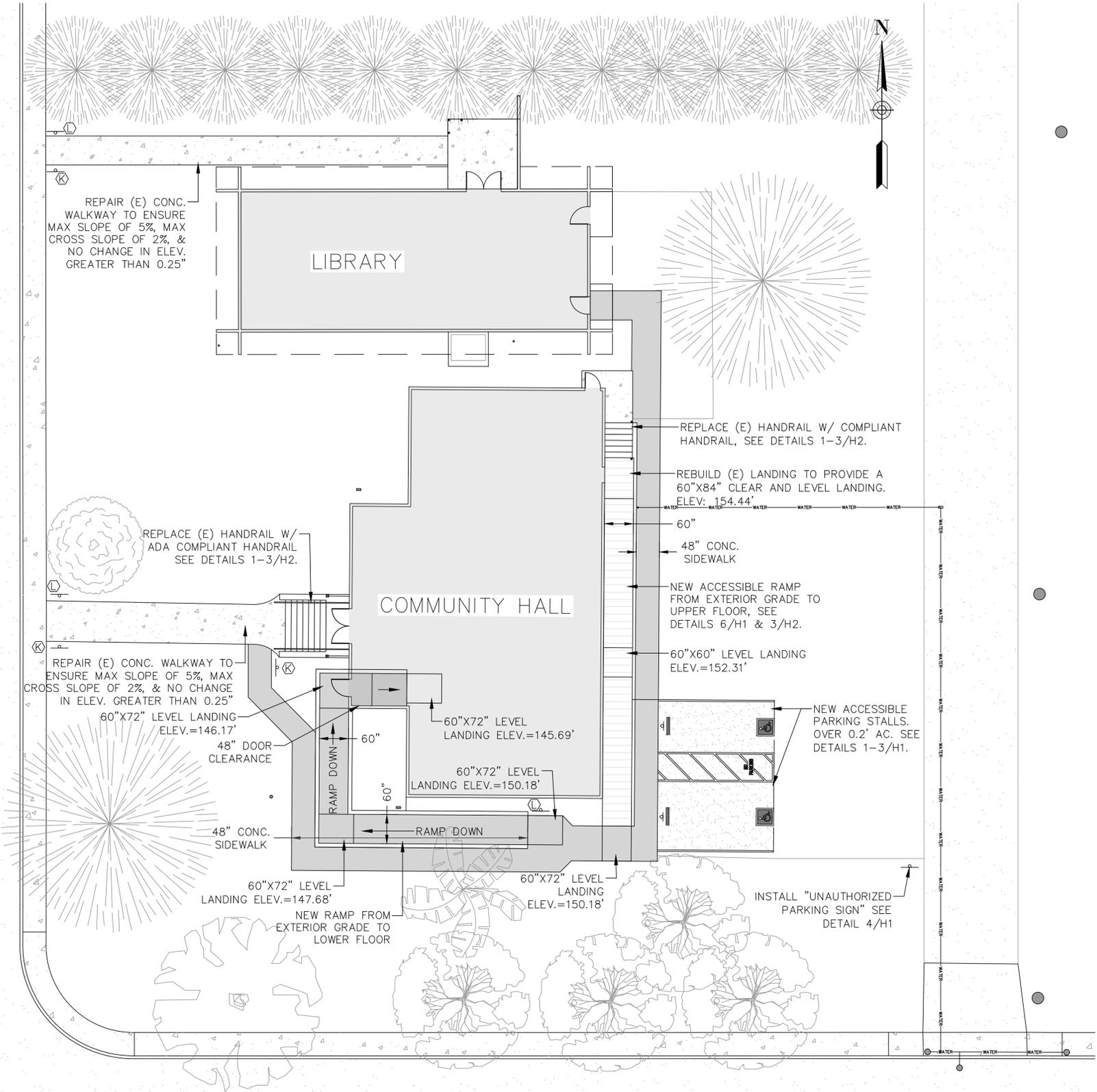
-  EXISTING CONCRETE
-  EXISTING AC
-  DEMO EXISTING CONCRETE

EXISTING SITE PLAN

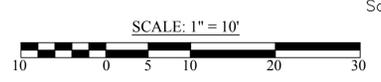


GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY 777 N. COLUSA ST., WILLOWS, CA	DESIGNED BY GLENN COUNTY	DRAWN BY NJM	APPROVED BY NJM	PROJECT # 8/31/2018	(E) SITE PLAN SHEET NUMBER: C1	REV 0
						

-  EXISTING CONCRETE
-  PROPOSED CONCRETE
-  EXISTING AC
-  PROPOSED AC
-  PROPOSED RAMP

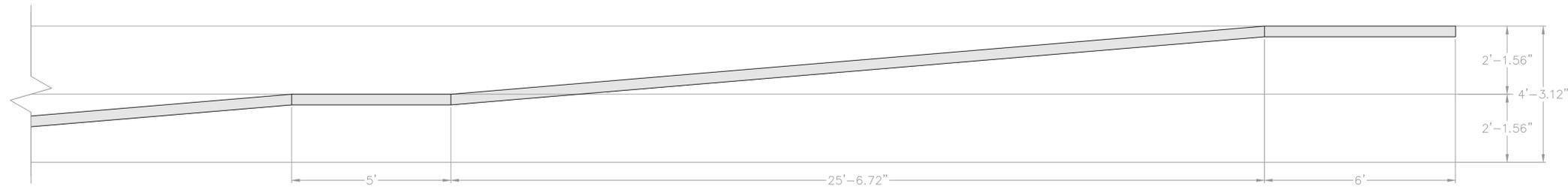
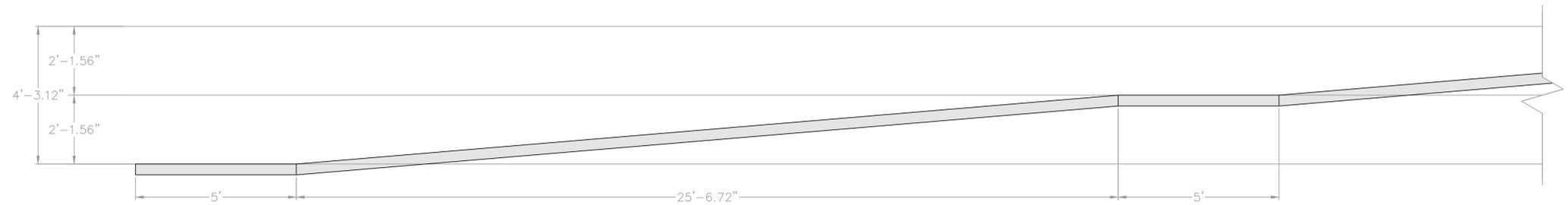


PROPOSED SITE PLAN



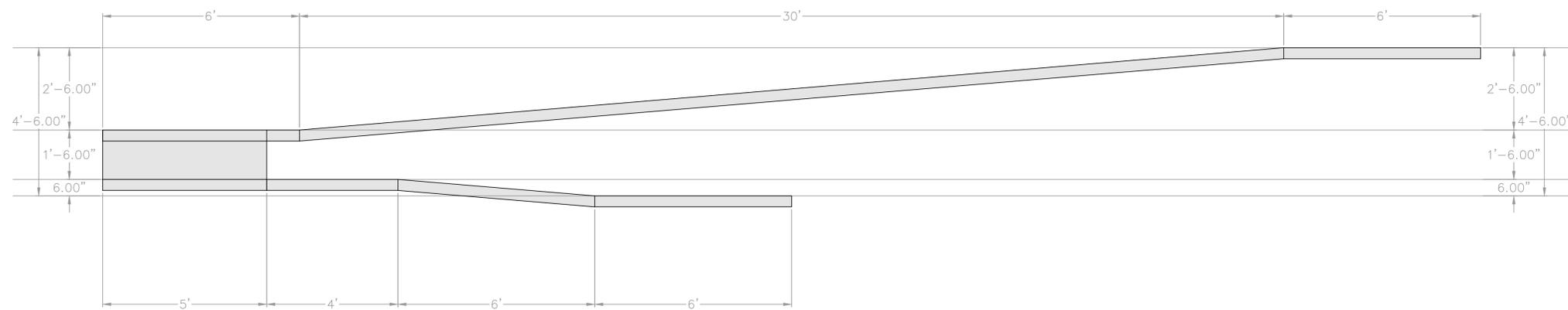
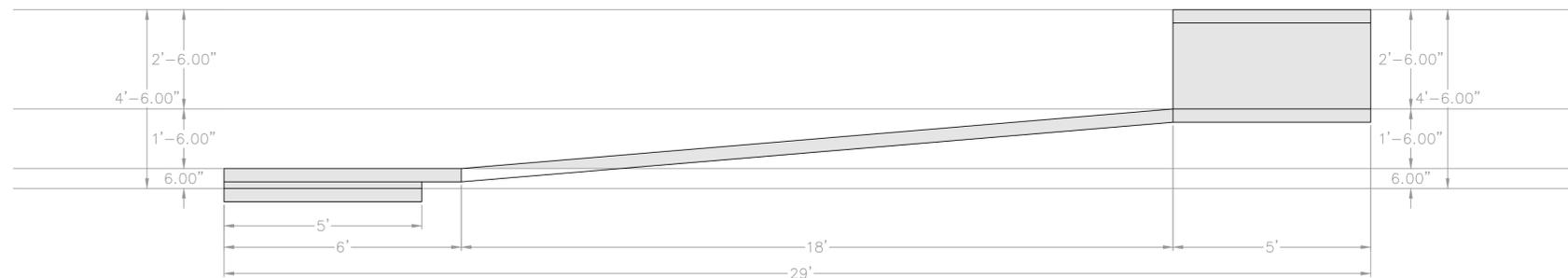
GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY 777 N. COLUSA ST, WILLOWS, CA	HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES GLENN COUNTY	PROJECT #	8/31/2018
		(P) SITE PLAN	SHEET NUMBER: C2
DESIGNED BY	DRAWN BY	APPROVED BY	REV
			0





UPPLER FLOOR RAMP PROFILE

Scale: 1/2"=1'-0"

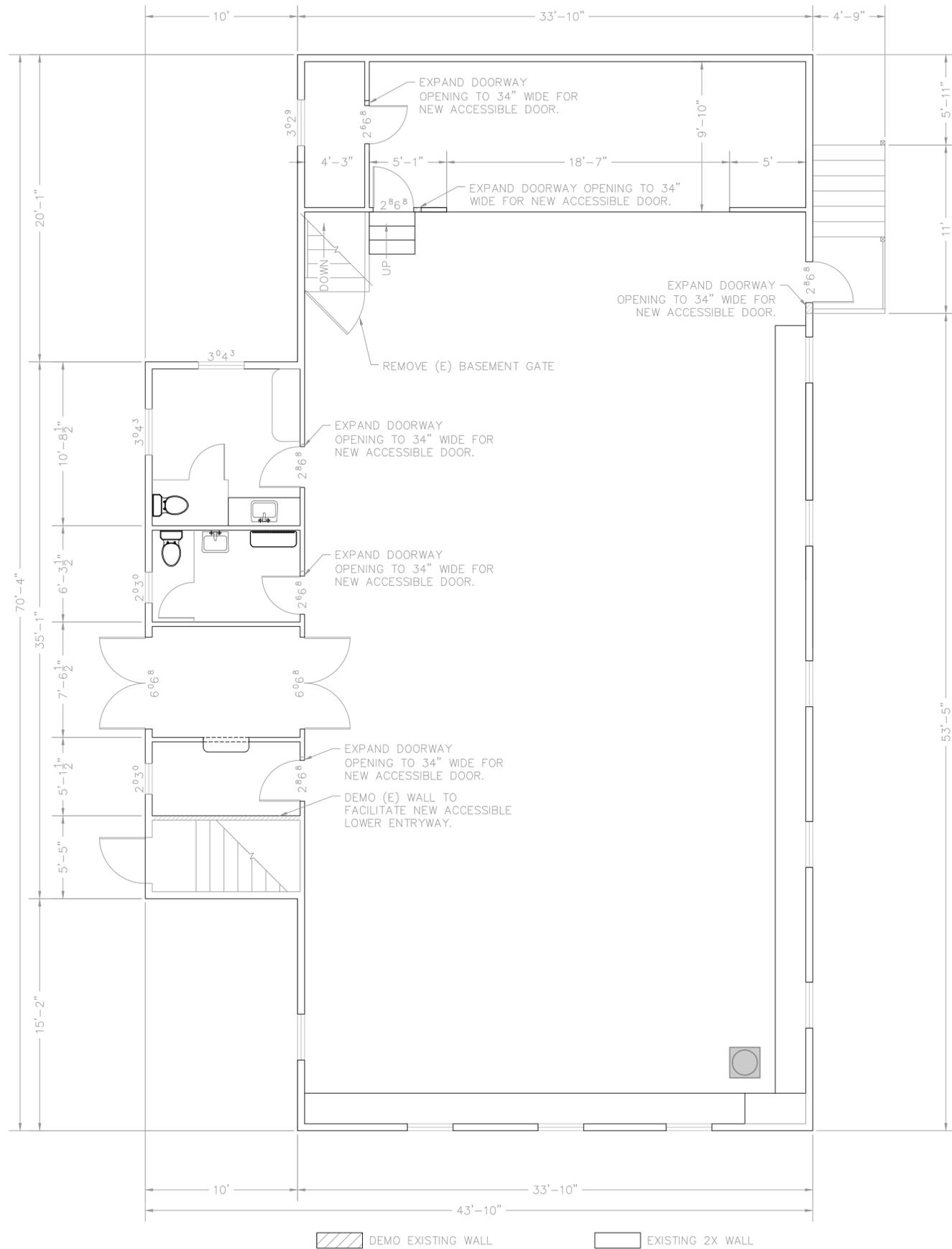


LOWER FLOOR RAMP PROFILE

Scale: 1/2"=1'-0"

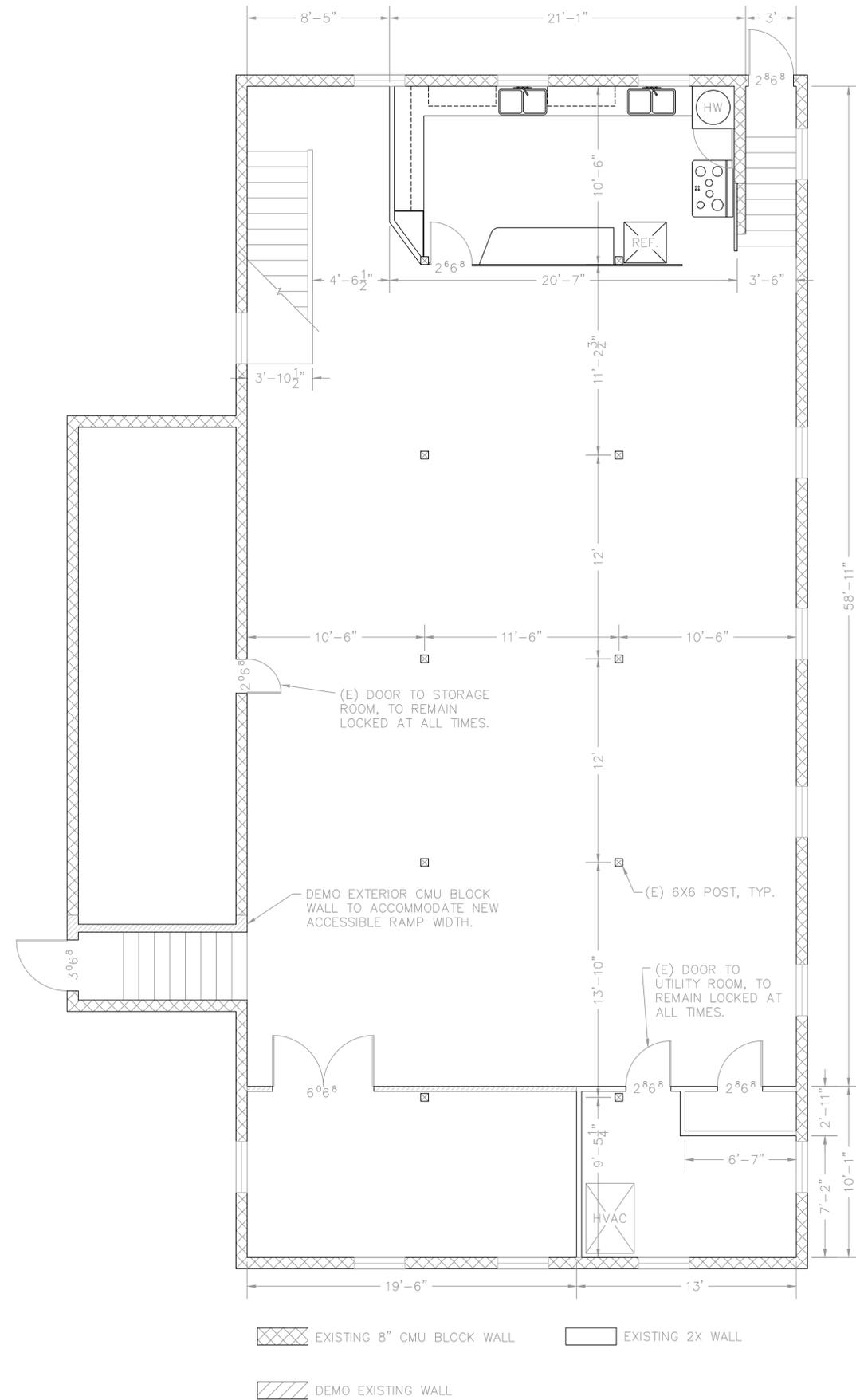
GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY 777 N. COLUSA ST, WILLOWS, CA	HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES GLENN COUNTY	PROJECT #	8/31/2018
		(P) RAMP ELEVATIONS	REV 0
DESIGNED BY	DRAWN BY	APPROVED BY	SHEET NUMBER
			C3





EXISTING C.H. UPPER FLOOR/DEMO PLAN

Scale: 1/4"=1'-0"

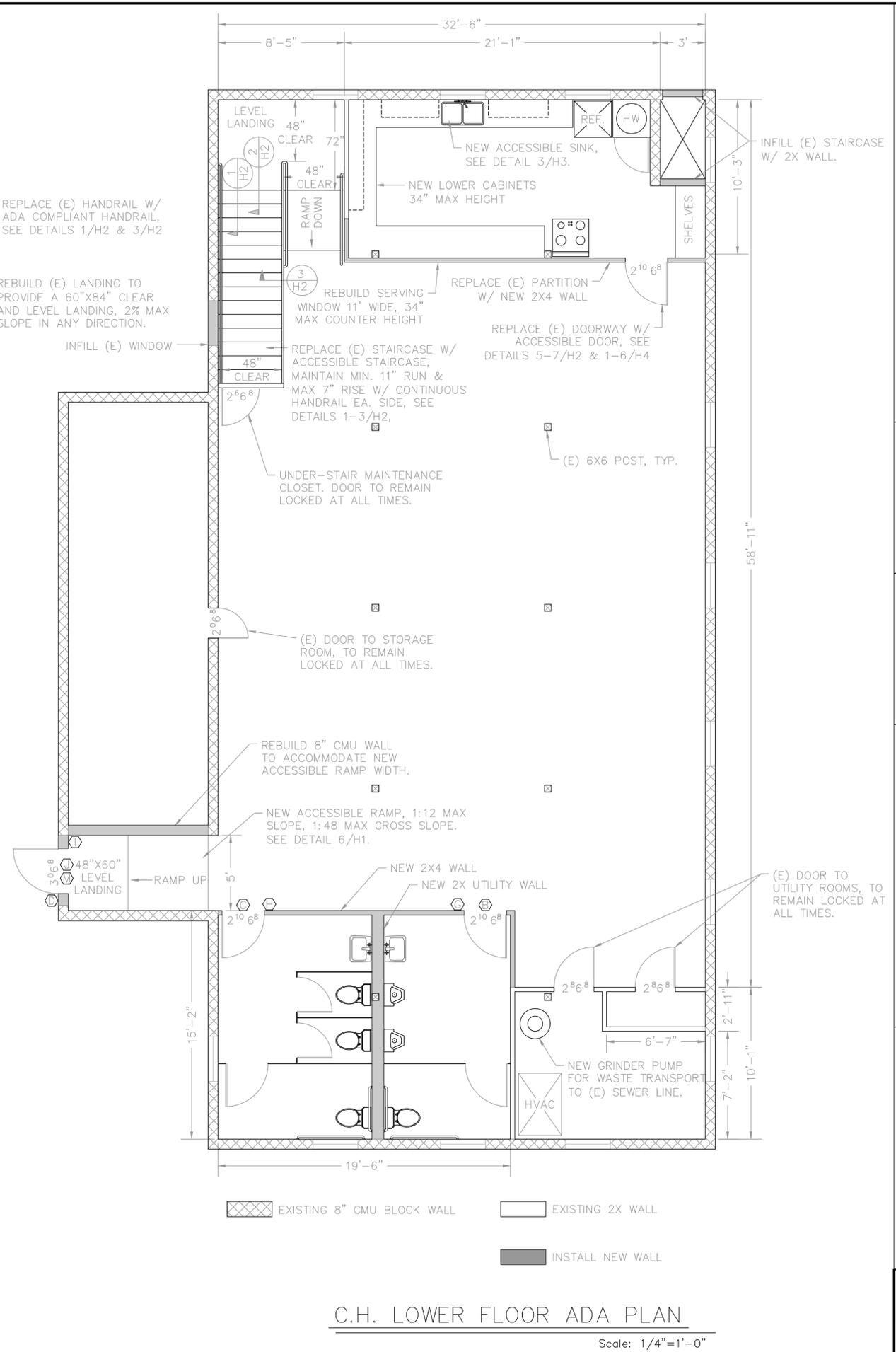
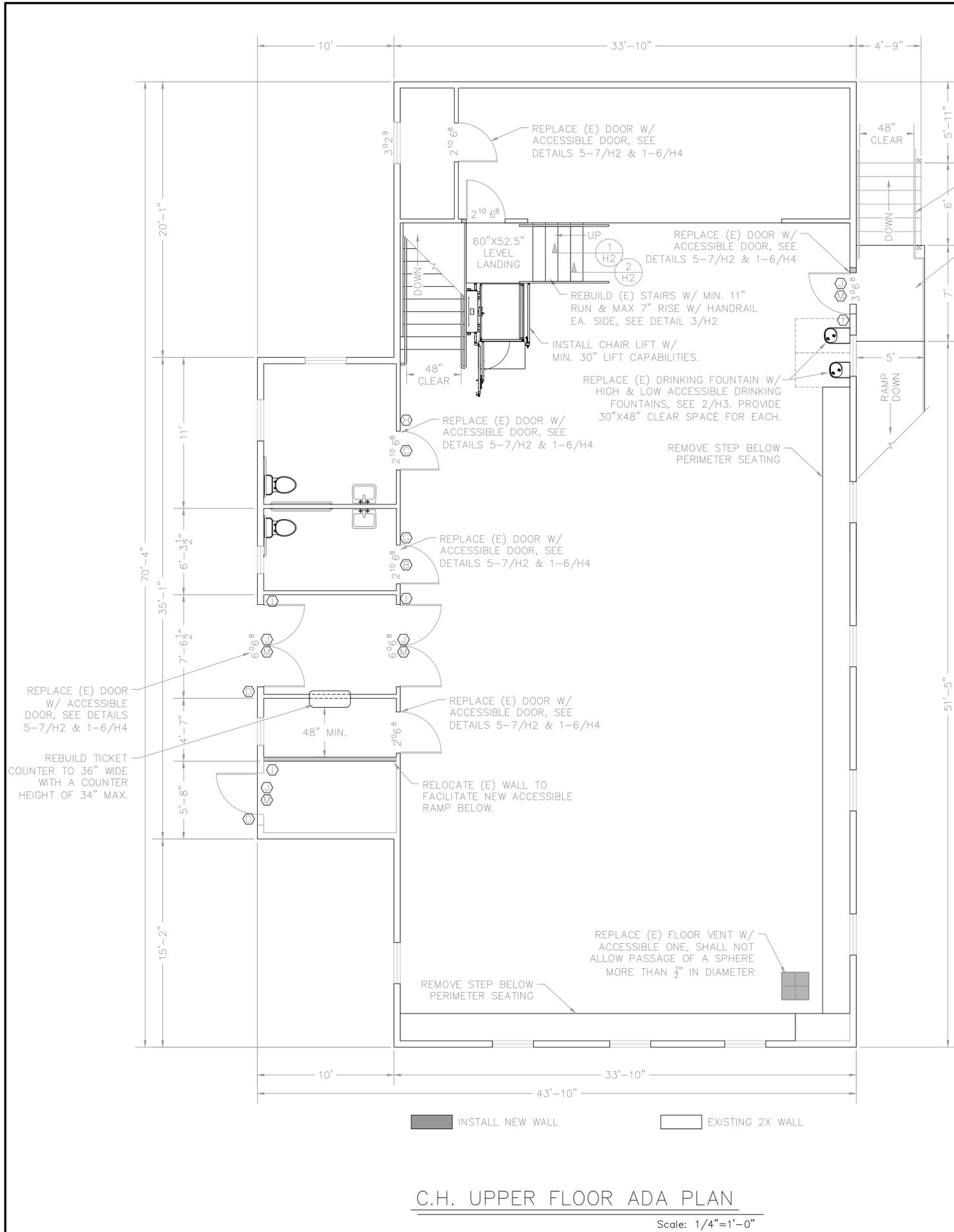


EXISTING C.H. LOWER FLOOR/DEMO PLAN

Scale: 1/4"=1'-0"

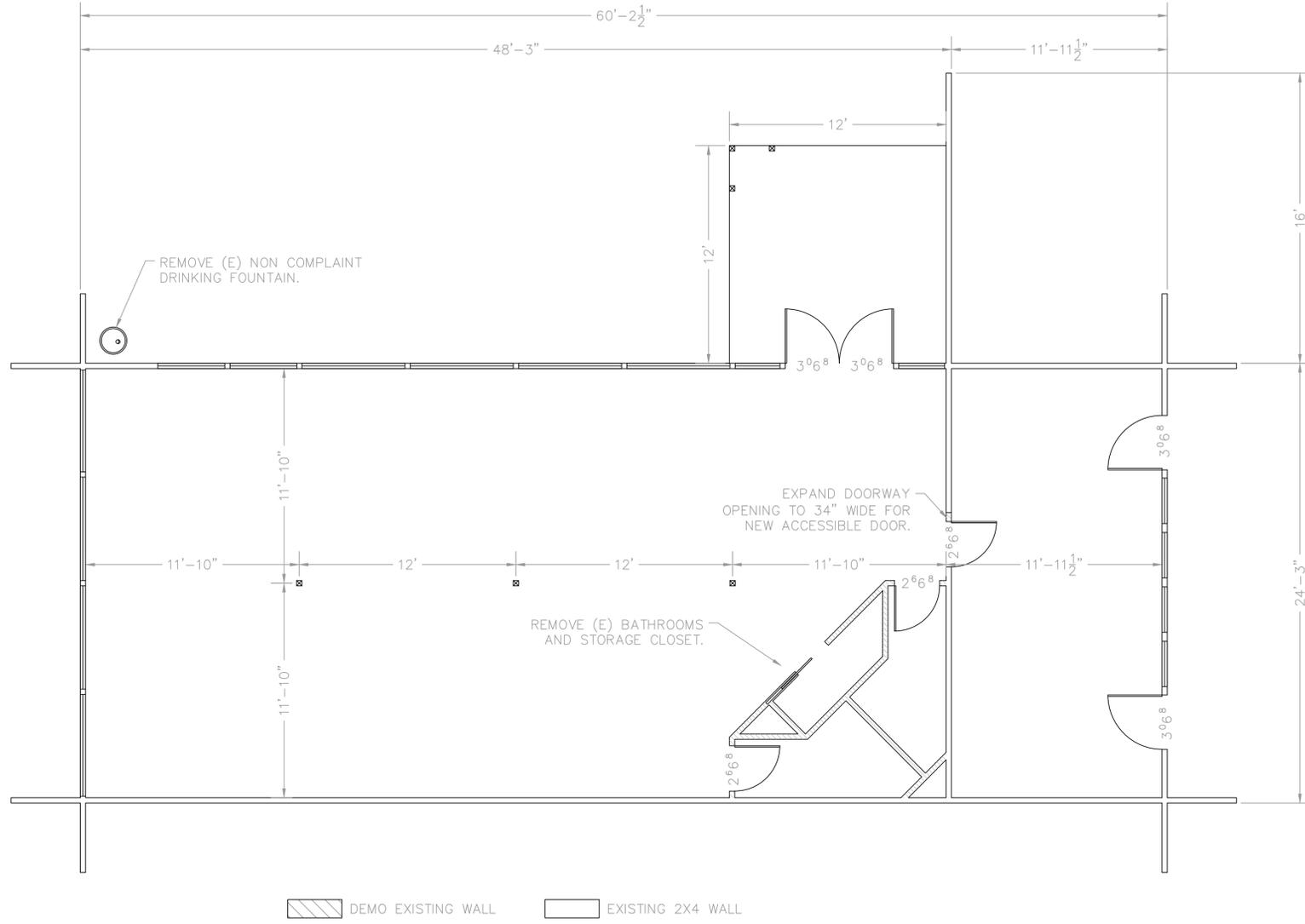
GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY 777 N. COLUSA ST., WILLOWS, CA	PROJECT # 8/31/2018		(E) C.H. FLOOR/DEMO PLANS	
	DESIGNED BY NUM	DRAWN BY NUM	APPROVED BY NUM	SHEET NUMBER: A1.1





GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY 777 N. COLUSA ST., WILLOWS, CA	DESIGNED BY	NUM	APPROVED BY	NUM
	DRAWN BY	NUM		
HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES GLENN COUNTY	PROJECT #	8/31/2018		
	(P) C.H. ADA PLANS	SHEET NUMBER:	A2.1	REV
				0





DEMO EXISTING WALL
 EXISTING 2X4 WALL

EXISTING LIBRARY FLOOR/DEMO PLAN

Scale: 1/4"=1'-0"



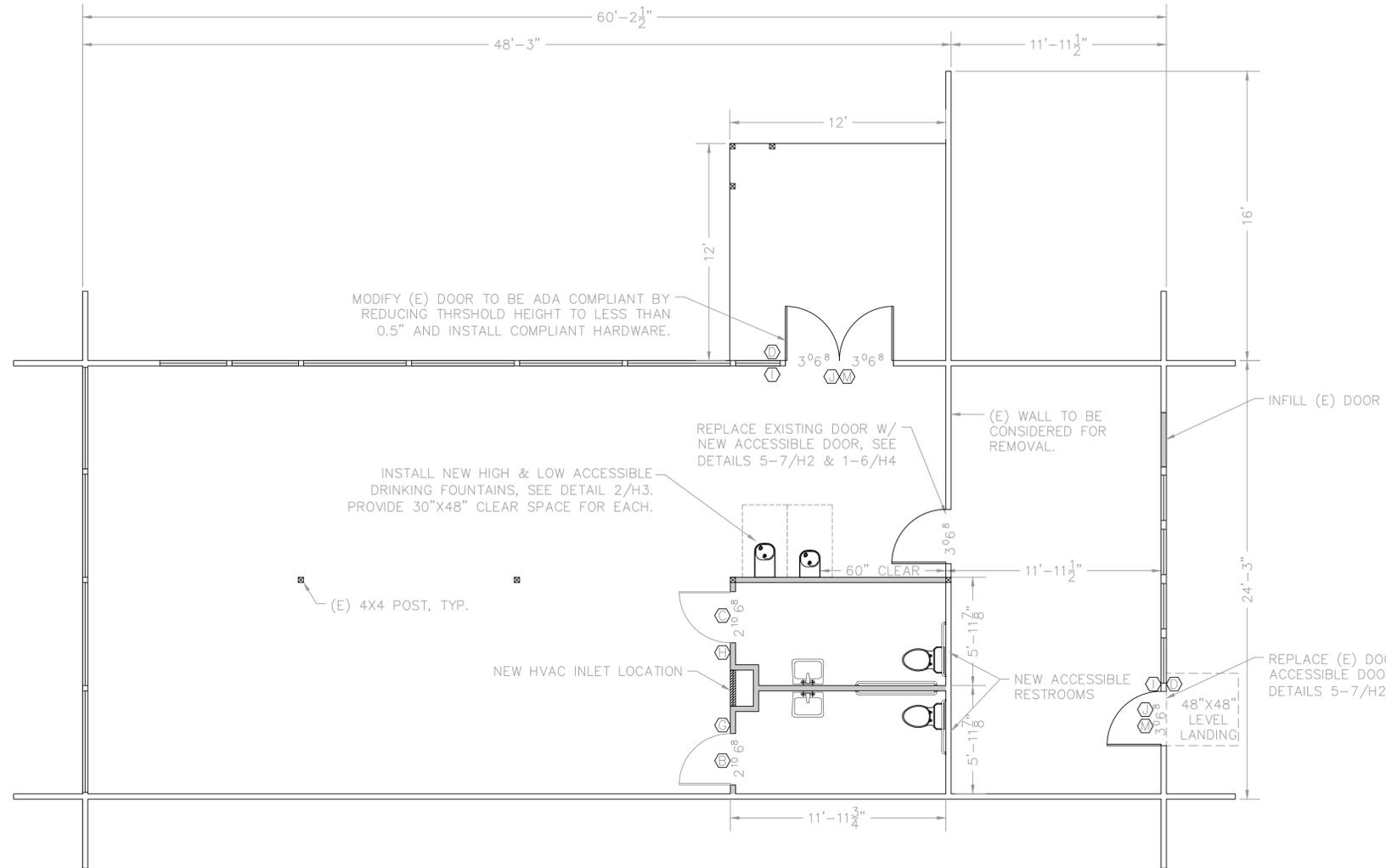
**GLENN COUNTY
 PLANNING & PUBLIC
 WORKS AGENCY**
 777 N. COLUSA ST, WILLOWS, CA

HAMILTON CITY LIBRARY AND
 COMMUNITY HALL ADA UPGRADES
 GLENN COUNTY
 DESIGNED BY: [] DRAWN BY: [] APPROVED BY: []
NJM NJM NJM

PROJECT #
 8/31/2018

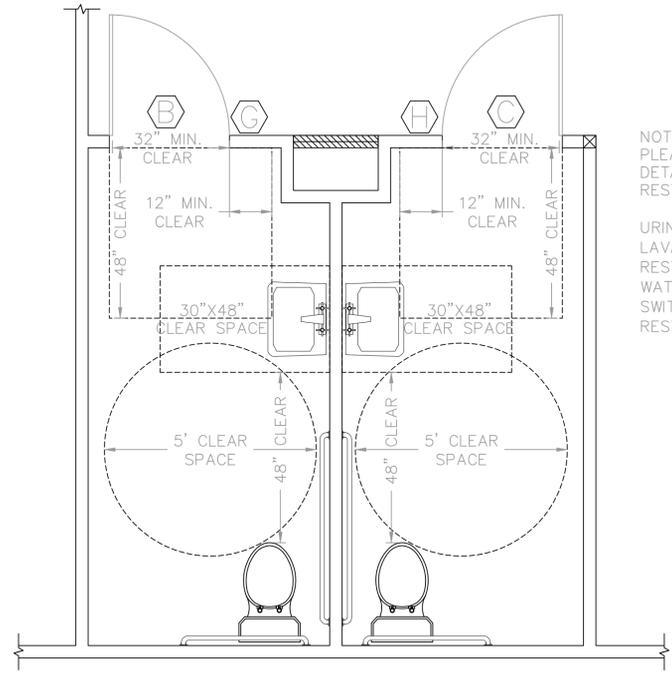
(E) LIBRARY
 FLOOR/DEMO PLAN
 SHEET NUMBER:
 A1.2

REV 0



DEMO EXISTING WALL
 EXISTING 2X4 WALL
 INSTALL NEW WALL

LIBRARY ADA PLAN
 Scale: 1/4"=1'-0"



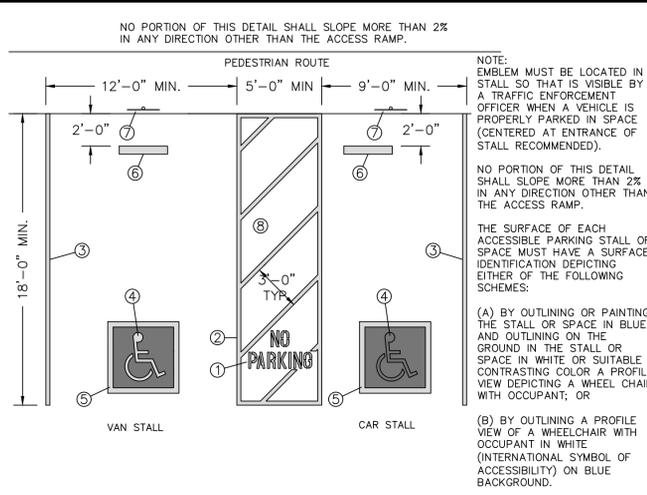
NOTES:
 PLEASE SEE THE FOLLOWING
 DETAILS FOR ACCESSIBLE
 RESTROOMS.

 URINAL - 1/H3
 LAVATORY - 3/H3
 RESTROOM DOOR - 5/H5
 WATER CLOSET - 6/H3
 SWITCH & PLUGS - 7/H3
 RESTROOM LAYOUT - 8/H3

LIBRARY ADA RESTROOMS
 Scale: 1/2"=1'-0"

HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES GLENN COUNTY	PROJECT #	8/31/2018
	(P) LIBRARY ADA PLAN & ADA RESTROOM PLAN	REV
DESIGNED BY	DRAWN BY	APPROVED BY
NUM	NUM	NUM
GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY 777 N. COLUSA ST, WILLOWS, CA	SHEET NUMBER:	A2.2
	REV	0

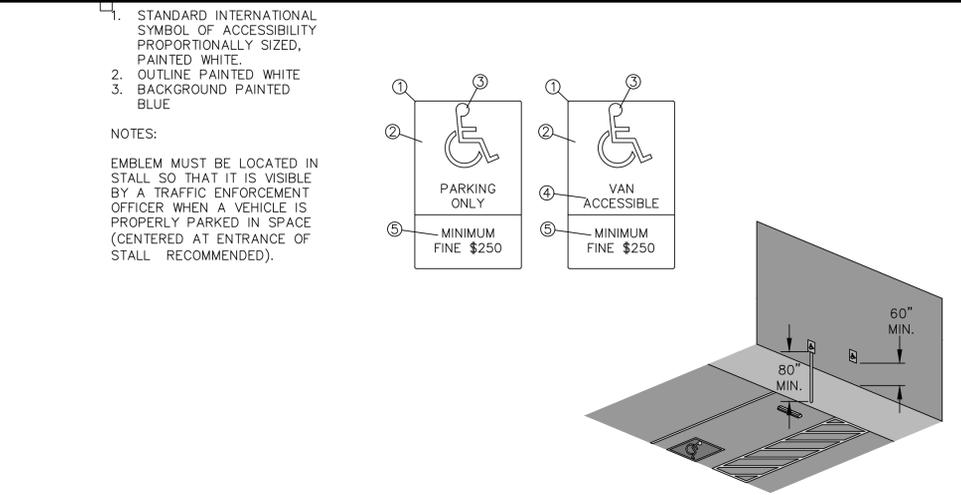




1 VAN & CAR ACCESSIBLE STALLS

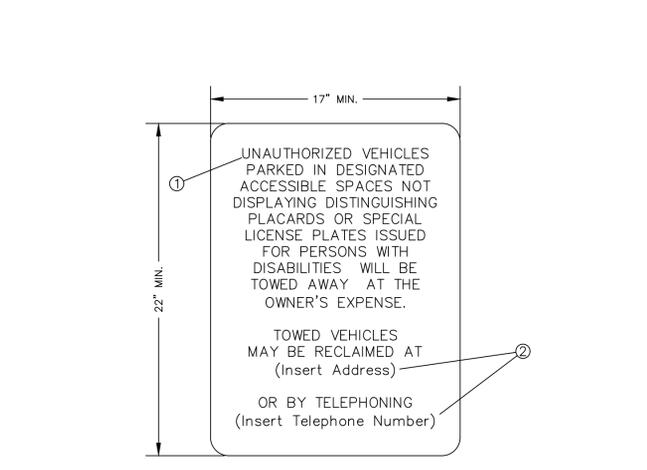


2 INTERNATIONAL SYMBOL OF ACCESSIBILITY

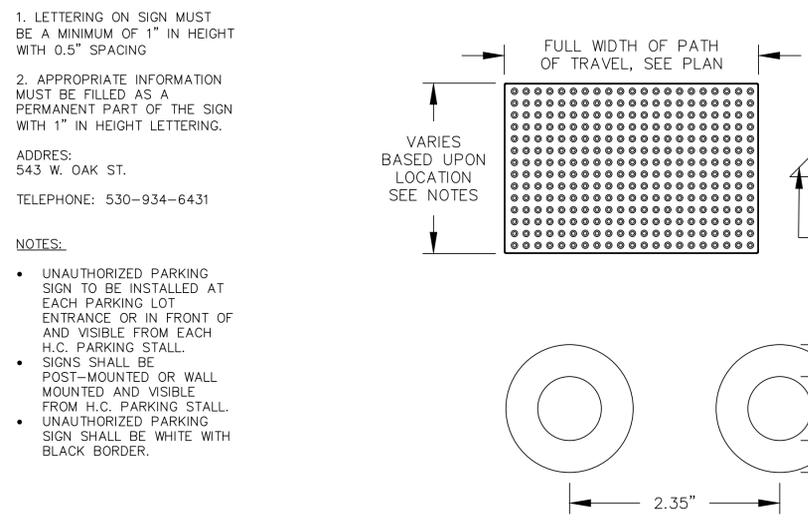


3 ACCESSIBLE PARKING SPACE SIGN

- 1/2" MIN. RADIUS.
 - BLUE BACKGROUND.
 - WHITE EMBLEM.
 - DESIGNATE FOR "VAN ACCESSIBLE".
 - CHARACTER HEIGHT SHALL BE 3" HIGH WHEN SIGN IS OVER 80" ABOVE WALKING SURFACE.
- NOTES:
- SIGN TO BE CENTERED AT THE INTERIOR END OF PARKING SPACE.
 - PARKING IDENTIFICATION SIGNS SHALL BE REFLECTORIZED WITH A MINIMUM AREA OF 70 SQUARE INCHES.
 - SEE DETAIL 4 FOR UNAUTHORIZED PARKING SIGN REQUIREMENTS

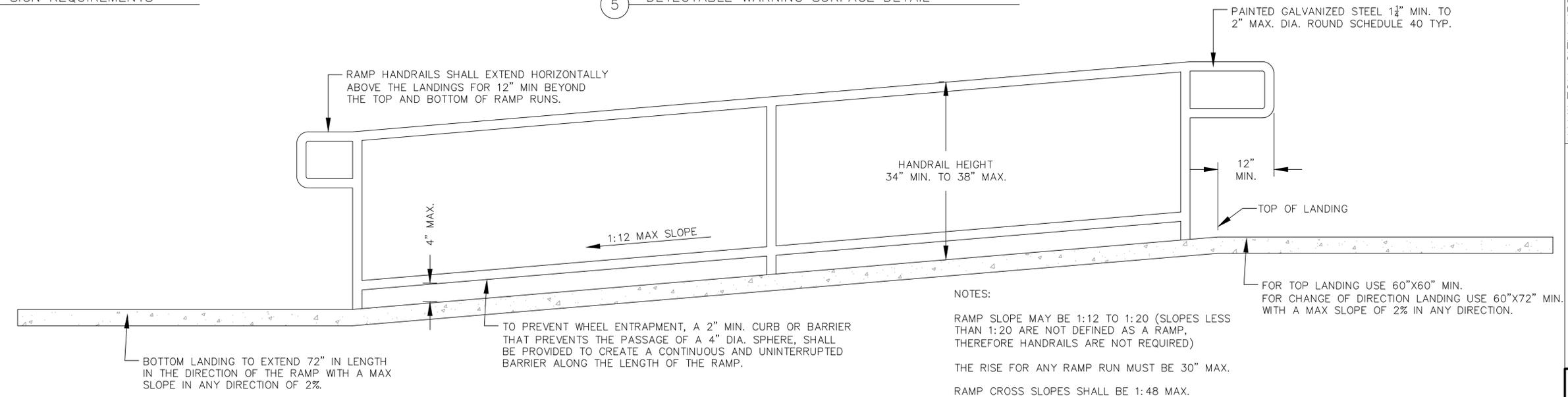


4 UNAUTHORIZED PARKING SIGN REQUIREMENTS



5 DETECTABLE WARNING SURFACE DETAIL

- NOTES:
- DETECTABLE WARNING SURFACES SHALL BE INSTALLED TO THE FOLLOWING SPECIFICATIONS AND LOCATIONS:
- PLATFORM BOARDING EDGES – MUST BE 24" WIDE AND EXTEND THE FULL LENGTH OF PUBLIC USE AREAS OF THE PLATFORM.
 - CURB RAMP – MUST EXTEND 36" IN THE DIRECTION OF TRAVEL AND EXTEND THE FULL WIDTH OF RAMP RUN LESS 2" MAX ON EA. SIDE. ALSO MUST BE LOCATED SO THE EDGE NEAREST THE CURB IS 6" MIN. AND 8" MAX FROM THE LINE AT THE FACE OF THE CURB MARKING THE TRANSITION BETWEEN THE CURB AND THE GUTTER, STREET OR HIGHWAY.
 - PEDESTRIAN ISLANDS OR CUT-THROUGH MEDIANS – MUST BE 36" MIN. IN DEPTH EXTENDING THE FULL WIDTH OF THE PEDESTRIAN PATH OR CUT-THROUGH LESS 2" MAX. ON EA. SIDE, PLACED AT THE EDGES OF THE PEDESTRIAN ISLAND OR CUT-THROUGH MEDIAN, AND MUST BE SEPARATED BY 24" MIN. OF WALKING SURFACE WITHOUT DETECTABLE WARNINGS.
 - BUSS STOP BOARDING EDGES AND ALIGHTING AREAS – MUST EXTEND THE FULL WIDTH OF THE BOARDING/ALIGHTING AREA AND MUST BE 36" IN DEPTH.
 - HAZARDOUS VEHICULAR AREAS – MUST BE 36" IN WIDTH.
 - REFLECTING POOLS – SHALL BE 24" MIN AND 36" MAX IN WIDTH.
 - TRACK CROSSINGS – MUST BE 36" IN THE DIRECTION OF PEDESTRIAN TRAVEL AND EXTEND THE FULL WIDTH OF THE CIRCULATION PATH.
- SURFACE SHALL BE YELLOW AND APPROXIMATE FS 33538 OF FEDERAL STANDARD 595C.
- DETECTABLE WARNING SURFACES SHALL DIFFER FROM ADJOINING SURFACES IN RESILIENCY OR SOUND-ON-CANE CONTACT.

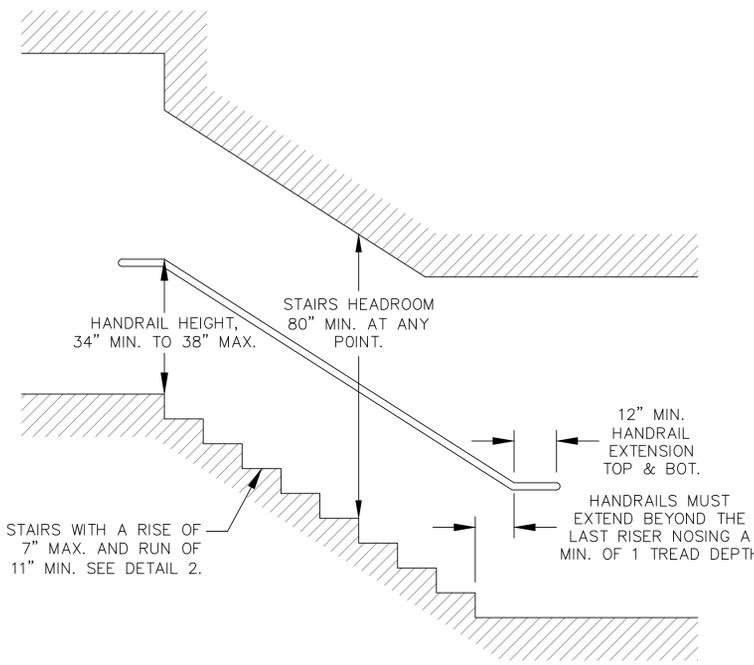


6 RAMP AND HANDRAIL DETAIL

- NOTES:
- RAMP SLOPE MAY BE 1:12 TO 1:20 (SLOPES LESS THAN 1:20 ARE NOT DEFINED AS A RAMP, THEREFORE HANDRAILS ARE NOT REQUIRED)
 - THE RISE FOR ANY RAMP RUN MUST BE 30" MAX.
 - RAMP CROSS SLOPES SHALL BE 1:48 MAX.
 - HANDRAILS MAY PROJECT 3.5" INTO THE REQUIRED CLEAR WIDTH OF A RAMP.
- FOR TOP LANDING USE 60"x60" MIN.
FOR CHANGE OF DIRECTION LANDING USE 60"x72" MIN. WITH A MAX SLOPE OF 2% IN ANY DIRECTION.

PROJECT #	8/31/2018
	8/31/2018
DESIGNED BY	NUM
DRAWN BY	NUM
APPROVED BY	NUM
ACCESSIBILITY DETAILS	REV 0
SHEET NUMBER:	H1
HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES	
GLENN COUNTY	
GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY	
777 N. COLUSA ST., WILLOWS, CA	





1 STAIRCASE DETAIL

NOTES:

A STAIRWAY BETWEEN STORIES MUST HAVE A CLEAR WIDTH OF 48" MIN. BETWEEN HANDRAILS.

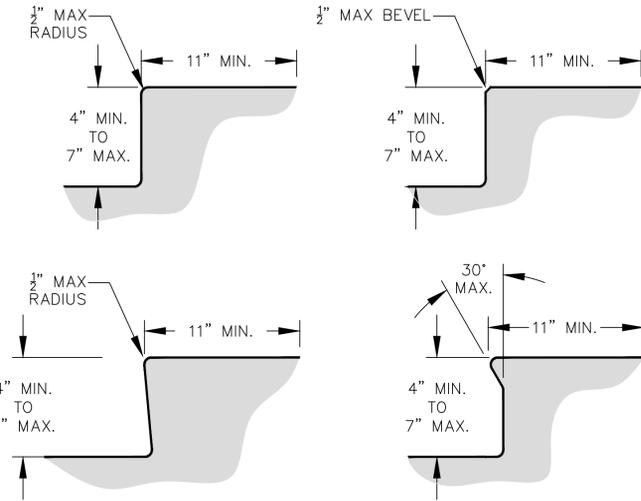
ALL STEPS ON A FLIGHT OF STAIRS MUST HAVE UNIFORM RISER HEIGHTS AND UNIFORM TREAD DEPTHS.

STAIR TREADS MUST BE STABLE FIRM AND SLIP RESISTANT.

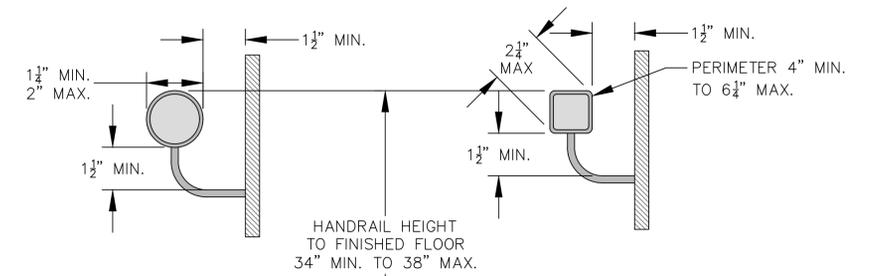
ALL EXTERIOR STAIRS MUST HAVE THE UPPER APPROACH AND ALL TREADS MARKED BY A STRIPE PROVIDING CLEAR VISUAL CONTRAST.

ALL INTERIOR STAIRS MUST HAVE THE UPPER APPROACH AND LOWER TREAD MARKED BY A STRIPE PROVIDING CLEAR VISUAL CONTRAST.

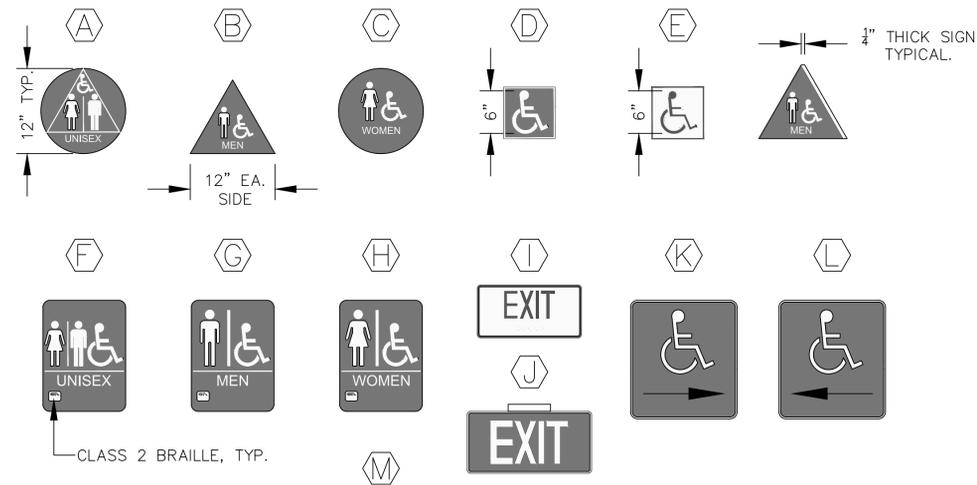
HANDRAILS MUST BE PROVIDED ON BOTH SIDES OF STAIRS, MUST BE CONTINUOUS WITHIN THE FULL LENGTH OF EACH STAIR FLIGHT OR RAMP RUN



2 STAIR DETAILS

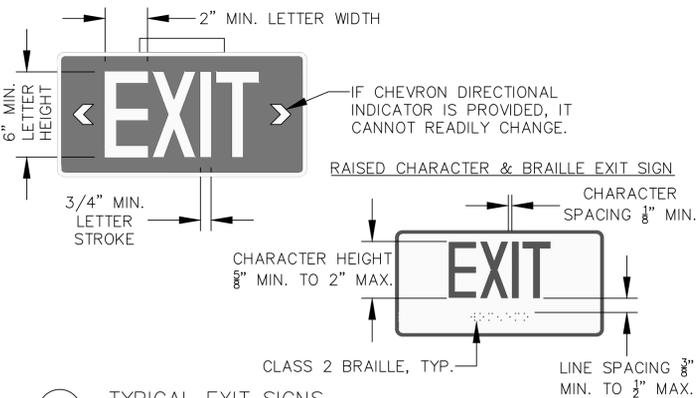


3 HANDRAIL DETAIL

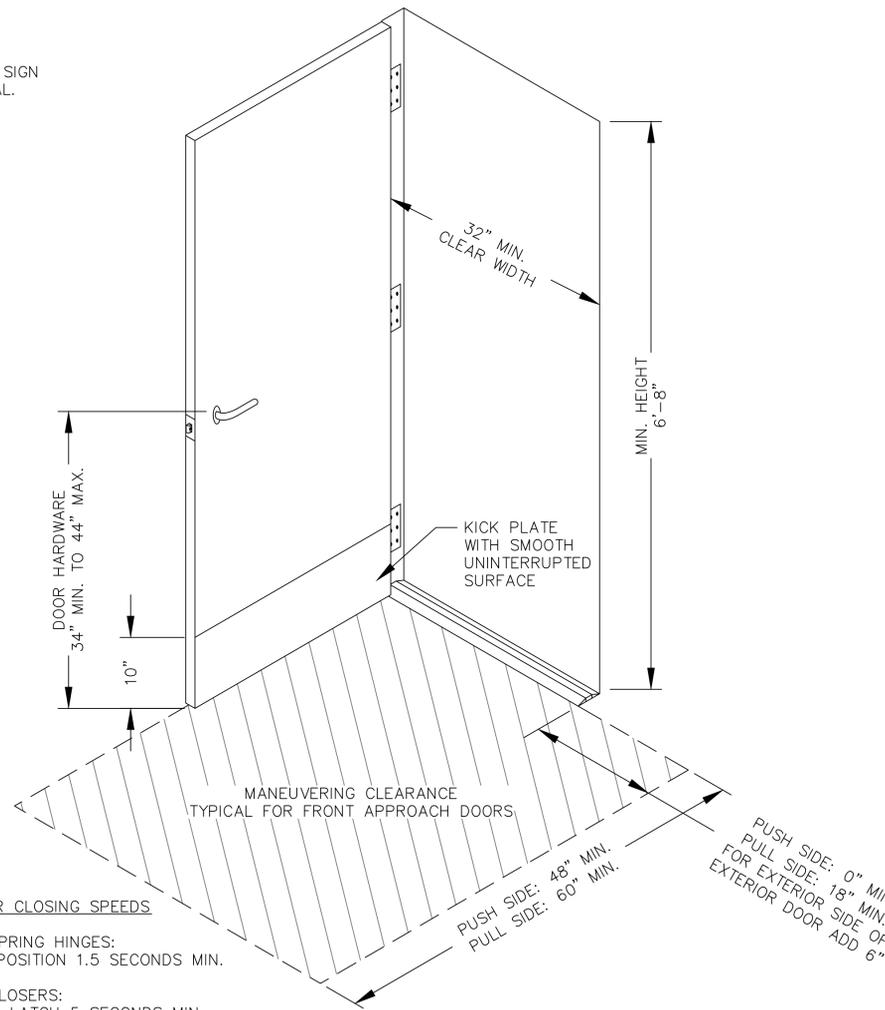


4 TYPICAL ACCESSIBLE SIGNS & EGRESS SIGNS

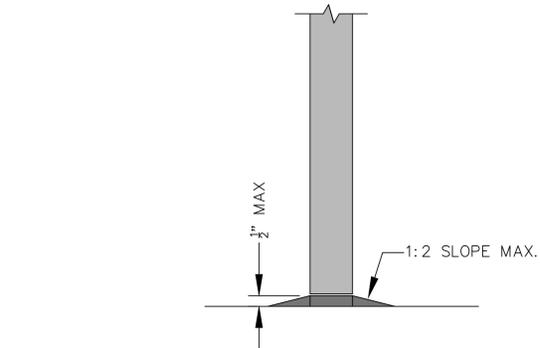
EXTERNALLY/INTERNALLY ILLUMINATED EXIT SIGN



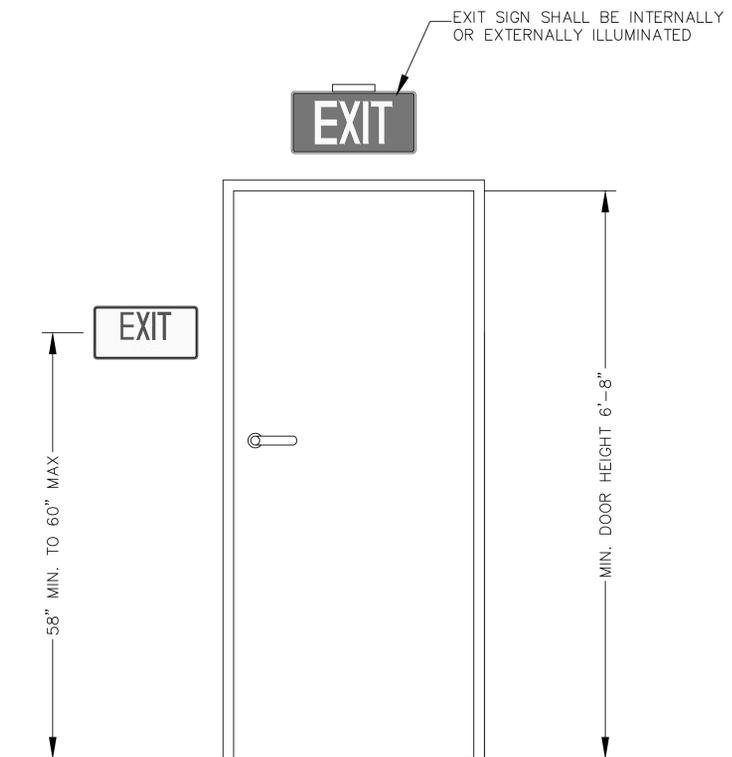
4 TYPICAL EXIT SIGNS



5 ACCESSIBLE DOOR DETAIL



6 DOOR THRESHOLD DETAIL



7 ACCESSIBLE DOOR DETAIL

AUTOMATIC DOOR CLOSING SPEEDS

DOOR & GATE SPRING HINGES: 70° TO CLOSED POSITION 1.5 SECONDS MIN.

DOOR & GATE CLOSERS: 90° TO 12° FROM LATCH 5 SECONDS MIN.

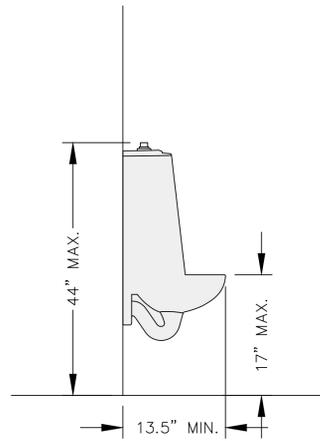
ACCESSIBILITY DETAILS	REV	0
SHEET NUMBER:	H2	

PROJECT #	8/31/2018
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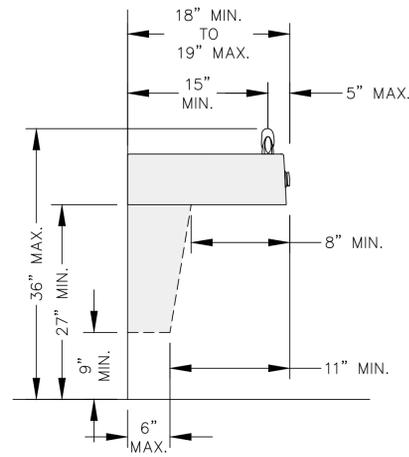
HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES	DESIGNED BY	GLENN COUNTY	DRAWN BY	NJM	APPROVED BY	NJM
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GLENN COUNTY
PLANNING & PUBLIC
WORKS AGENCY
777 N. COLLISA ST, WILLOWS, CA

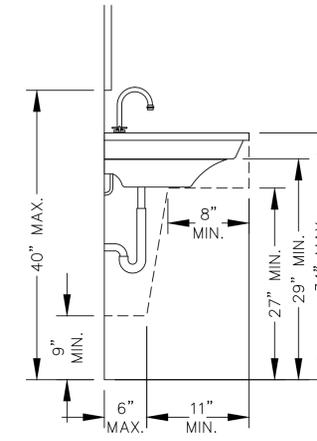




1 URINAL CLEARANCES



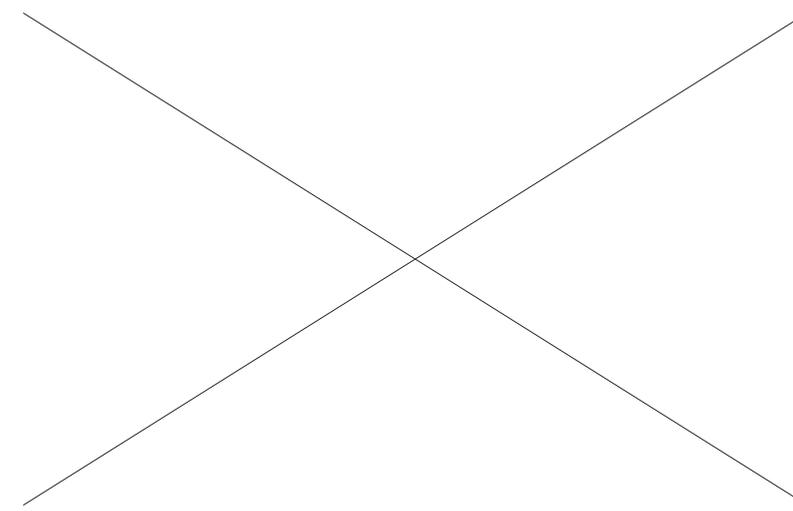
2 DRINKING FOUNTAIN CLEARANCES



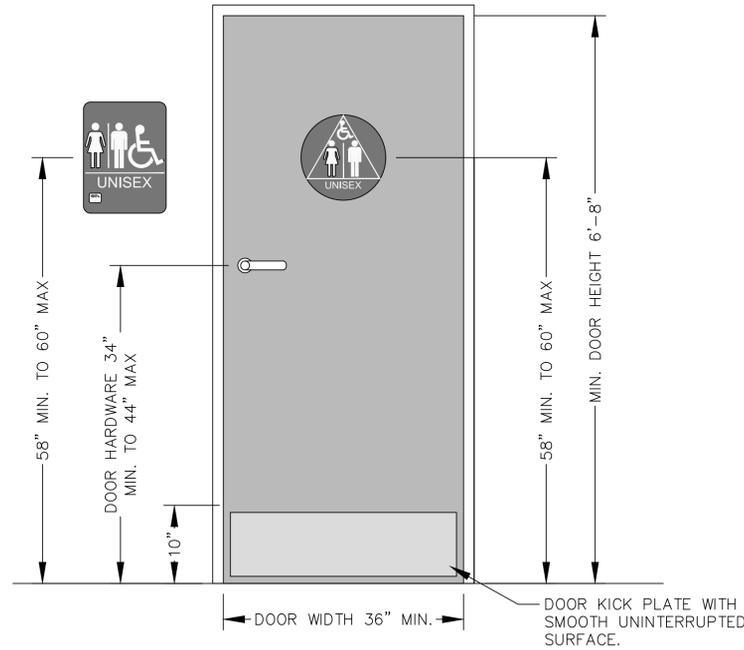
3 BLANK DETAIL

- NOTES:
- NO FEWER THAN 2 DRINKING FOUNTAINS MUST BE PROVIDED.
 - 50% OF THE TOTAL NUMBER OF DRINKING FOUNTAINS PROVIDED MUST BE ACCESSIBLE.
 - OPERABLE PARTS MUST BE OPERABLE WITH 1 HAND AND MUST NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST.
 - THE FLOW OF WATER MUST BE ACTIVATED BY A MANUALLY OPERATED SYSTEM THAT IS FRONT MOUNTED OR SIDE MOUNTED AND LOCATED WITHIN 6" OF THE FRONT EDGE OF THE FOUNTAIN OR AN AUTOMATIC ELECTRONICALLY CONTROLLED DEVICE.
 - THE SPOUT MUST PROVIDE A FLOW OF WATER 4" MIN. HIGH.

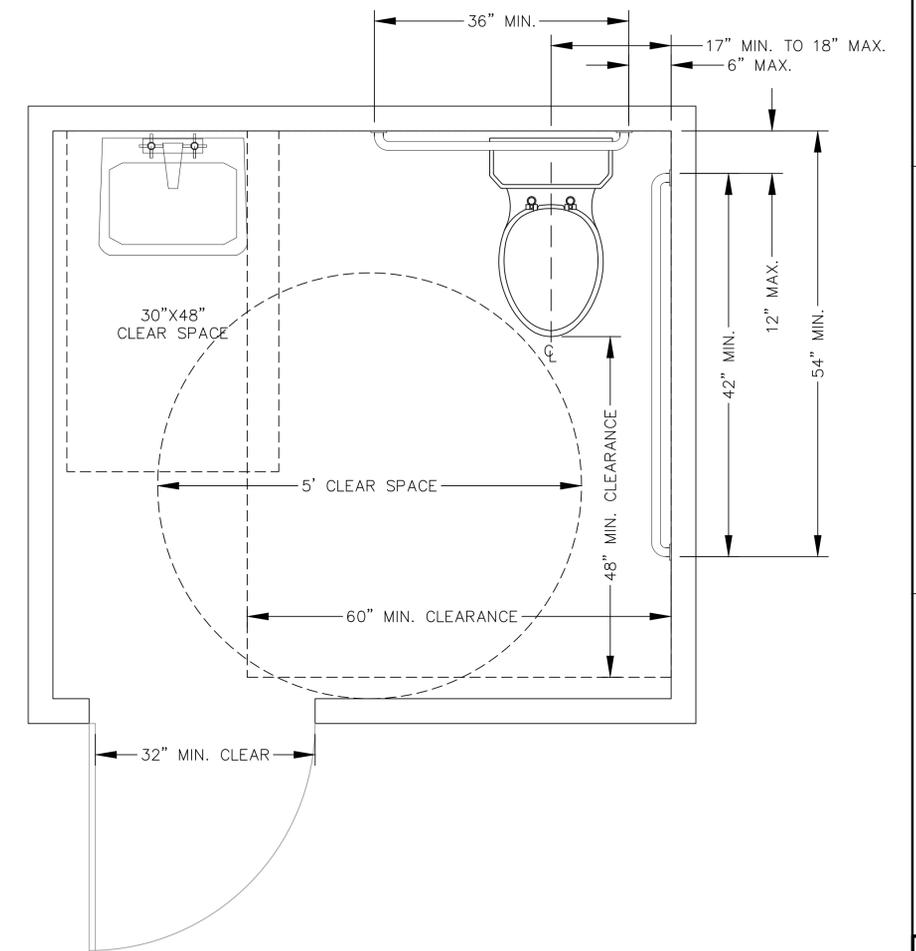
- NOTES:
- FAUCETS MUST REMAIN OPEN FOR 10 SEC. MIN.
 - OPERABLE PARTS MUST BE OPERABLE WITH 1 HAND AND MUST NOT REQUIRE TIGHT GRASPING, PINCHING OR TWISTING OF THE WRIST MAX FORCE TO OPERATE SHALL BE 5LBS.
 - WATER SUPPLY AND DRAIN PIPES UNDER LAVATORIES AND SINKS MUST BE INSULATED OR OTHERWISE CONFIGURED TO PROTECT AGAINST CONTACT.
 - THERE MUST BE NO SHARP OR ABRASIVE SURFACES UNDER LAVATORIES AND SINKS.



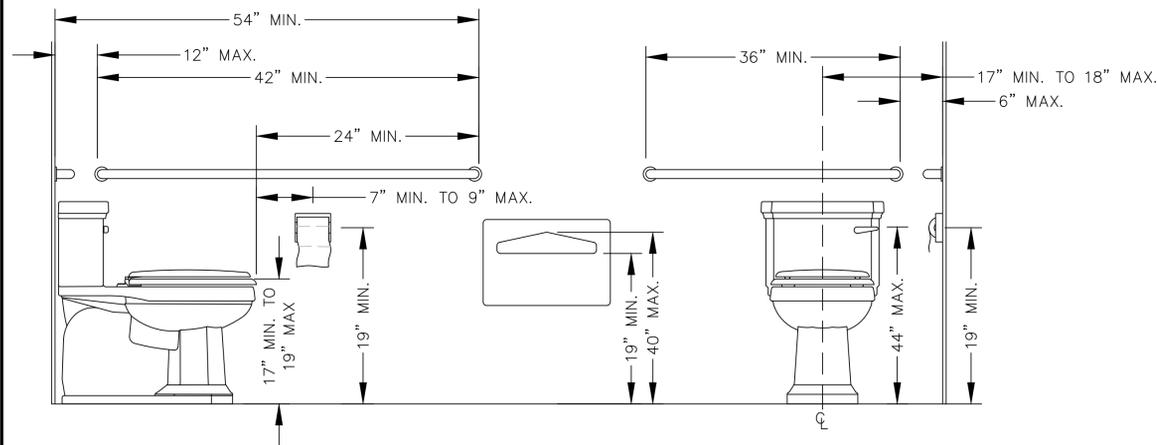
4 BLANK DETAIL



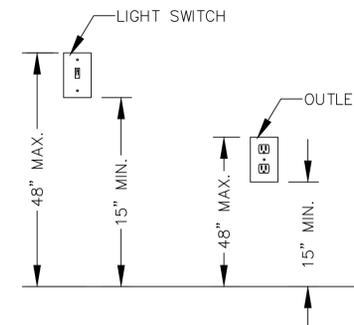
5 ACCESSIBLE BATHROOM DOOR DETAIL



8 ACCESSIBLE BATHROOM STANDARD DETAIL



6 TOILET DETAIL



7 SWITCH AND PLUG ACCESSIBILITY

ACCESSIBILITY DETAILS	REV	0
	SHEET NUMBER:	H3
PROJECT #	8/31/2018	
HAMILTON CITY LIBRARY AND COMMUNITY HALL ADA UPGRADES	DESIGNED BY	APPROVED BY
GLENN COUNTY	NJM	NJM
GLENN COUNTY PLANNING & PUBLIC WORKS AGENCY	777 N. COLUSA ST, WILLOWS, CA	

